

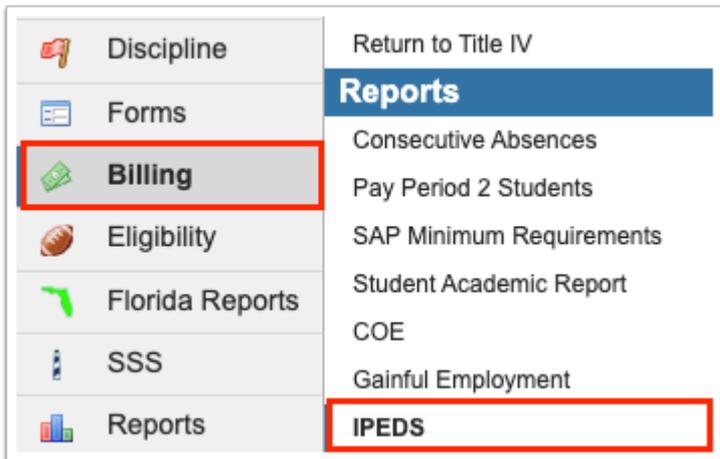
IPEDS

The IPEDS (Integrated Postsecondary Education Data System) report provides schools with access to the data requested by DOE on enrollment, program completions, graduation rates, and financial aid.

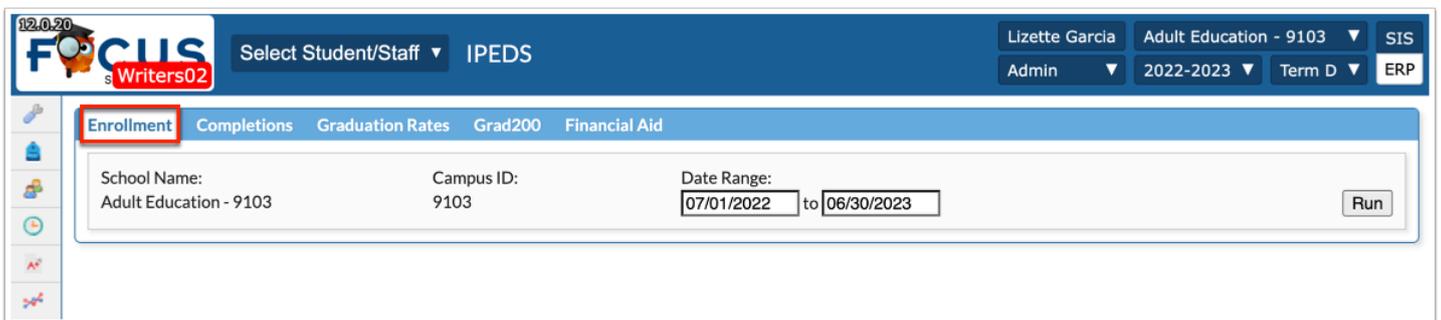
Enrollment

The Enrollment report provides a breakdown of student enrollment counts by level, gender, and race/ethnicity.

1. From the **Billing** menu, click **IPEDS**.



2. The **Enrollment** tab is selected by default.



3. The date range defaults to the Full Year as indicated in Marking Period setup. Click in the **Date Range** fields to make modifications to the Date Range, such as setting a date range for Fall Enrollment or 12 Month Enrollment.

The screenshot shows the FOCUS Writers02 interface. At the top, there is a navigation bar with the FOCUS logo, a dropdown menu for 'Select Student/Staff' set to 'IPEDS', and user information for 'Lizette Garcia' at 'Adult Education - 9103'. Below the navigation bar, there are tabs for 'Enrollment', 'Completions', 'Graduation Rates', 'Grad200', and 'Financial Aid'. The 'Enrollment' tab is active. In the main content area, there are three input fields: 'School Name' (Adult Education - 9103), 'Campus ID' (9103), and 'Date Range' (07/01/2022 to 06/30/2023). The 'Date Range' field is highlighted with a red rectangular box. A 'Run' button is located to the right of the 'Date Range' field.

4. Click **Run**.

This screenshot is identical to the one above, showing the FOCUS Writers02 interface with the 'Date Range' field highlighted. In this view, the 'Run' button is highlighted with a red rectangular box, indicating the next step in the process.

The first four sections of the report provide a breakdown of students by full/part time enrollment status, gender, and race for the following categories:

- First-Time Certificate Seeking
- Other Certificate Seeking
- Non-Certificate Seeking
- Full-Time Undergraduate Students

View Students

Full-Time Enrollment (Men)

Export  

	First-time Certificate Seeking ↓	Other Certificate Seeking ↓	Non-Certificate Seeking ↓	Total: Full-Time Undergraduate Students ↓
Non-Resident Alien	0	1	0	1
Hispanic/Latino	0	6	0	6
American Indian or Alaska Native	0	0	0	0
Asian	0	0	0	0
Black or African American	0	3	0	3
Native Hawaiian or Other Pacific Islander	0	0	0	0
White	0	8	0	8
Two or more races	0	0	0	0
Race and ethnicity unknown	0	0	0	0
			Total:	18

Students are categorized in each area using the information entered in the Gender, Race, Ethnicity, Placement Info logging field and Full-Time Student indicator fields located in General Demographics in the individual student record via Students > [Student Info](#).

The next two sections display enrollment by Distance Education Status. Distance Education Status is used to track students who are enrolled in online courses. This is defined by the Distance Learning field on student schedules and the section setup in Scheduling > [Courses & Sections](#).

Distance Education Status

Export  

	Degree/Certificate Seeking ↓	Non-Degree/Certificate Seeking ↓
Enrolled exclusively in distance education courses	0	0
Enrolled in some but not all distance education courses	0	0
Not enrolled in any distance education courses	1021	2
Total:	1021	2

Distance Education Status

Export  

	Degree/Certificate Seeking ↓	Non-Degree/Certificate Seeking ↓
Located in Florida	0	0
Located in the U.S. but not in Florida	0	0
Located in the U.S. but state/jurisdiction unknown	0	0
Located outside the U.S.	0	0
Location unknown/unreported	0	0
Total:	0	0

Age and Gender for Full-time Undergraduate Students

Export  

Age	Men ↓	Women ↓
Under 18	0	0
18-19	0	0
20-21	0	0
22-24	297	151
25-29	0	0
30-34	0	0
35-39	0	0

The report also provides a breakdown of the Age and Gender for Full Time Undergraduate Students, Age and Gender of Part Time Undergraduate Students, Residence of First-time Undergraduate Students, Full-Time - First Time Cohort Retention and Part-Time - First Time Cohort Retention and Total Contact Hour Activity for the year indicated.

5. Click the hyperlinks to view the applicable students in the listed column.

View Students

Full-Time Enrollment (Men)

Export  

	First-time Certificate Seeking ↓	Other Certificate Seeking ↓	Non-Certificate Seeking ↓	Total: Full-Time Undergraduate Students ↓
Non-Resident Alien	0	1	0	1
Hispanic/Latino	0	6	0	6
American Indian or Alaska Native	0	0	0	0
Asian	0	0	0	0
Black or African American	0	3	0	3
Native Hawaiian or Other Pacific Islander	0	0	0	0
White	0	8	0	8
Two or more races	0	0	0	0
Race and ethnicity unknown	0	0	0	0
			Total:	18

a. The pop-up displays Student ID, First Name, and Last Name of all applicable students. From here, click the **Student ID** link to open [Student Info](#).

X

Full-Time Enrollment (Men) > Hispanic/Latino > Other Certificate Seeking

Filter: OFF

Student ID ↓	First Name ↓	Last Name ↓
146086	Wilbert	Carter
146781	Ambrose	Trejo
154168	Maria	Mathews
157828	Dylan	Orellana
229729	Edit	Kirkpatrick
229767	Romeo	Fielder

b. Click the white X to close the pop-up window.

Student ID	First Name	Last Name
146086	Wilbert	Carter
146781	Ambrose	Trejo
154168	Maria	Mathews
157828	Dylan	Orellana
229729	Edit	Kirkpatrick
229767	Romeo	Fielder

Completions

The Completions report provides a breakdown of Classification of Instructional Program (CIP) numbers by gender and race for the current and prior year. CIP numbers are assigned to the individual programs in Scheduling > [Modify Programs](#).

-  The Completions report displays students who have an A or V assigned in the Full Program Completer filed on the student schedule. If a student does not meet this criteria, the student will not contribute towards the totals displayed on this report.

The Enrollment report provides a breakdown of student enrollment counts by level, gender, and race/ethnicity.

1. From the **Billing** menu, click **IPEDS**.

Discipline	Return to Title IV
Forms	Reports
Billing	Consecutive Absences
Eligibility	Pay Period 2 Students
Florida Reports	SAP Minimum Requirements
SSS	Student Academic Report
Reports	COE
	Gainful Employment
	IPEDS

2. Click the **Completions** tab.

12.0.20
FOCUS
 s Writers02

Select Student/Staff ▼ IPEDS

Lizette Garcia Adult Education - 9103 ▼ SIS
 Admin ▼ 2022-2023 ▼ Term D ▼ ERP

Enrollment **Completions** Graduation Rates Grad200 Financial Aid

School Name: Adult Education - 9103 Campus ID: 9103 Date Range: 07/01/2022 to 06/30/2023 Run

3. The date range defaults to the Full Year as indicated in Marking Period setup. Click in the **Date Range** fields to make modifications to the Date Range, such as setting a date range for Fall Enrollment or 12 Month Enrollment.

12.0.20
FOCUS
 s Writers02

Select Student/Staff ▼ IPEDS

Lizette Garcia Adult Education - 9103 ▼ SIS
 Admin ▼ 2022-2023 ▼ Term D ▼ ERP

Enrollment **Completions** Graduation Rates Grad200 Financial Aid

School Name: Adult Education - 9103 Campus ID: 9103 Date Range: 07/01/2022 to 06/30/2023 Run

4. Click **Run**.

12.0.20 **FOCUS** Writers02 Select Student/Staff IPEDS Lizette Garcia Adult Education - 9103 SIS Admin 2022-2023 Term D ERP

Enrollment **Completions** Graduation Rates Grad200 Financial Aid

School Name: Adult Education - 9103 Campus ID: 9103 Date Range: 07/01/2022 to 06/30/2023 **Run**

The Completion report pulls the number of students that have been marked as program completers and combines programs with the same CIP codes.

Enrollment **Completions** Graduation Rates Grad200 Financial Aid

School Name: Focus Technical College Campus ID: 0032 Date Range: 07/01/2022 to 06/30/2023 **Run**

351080 (H170500, H170515)

Export

	Men	Men PY	Women	Women PY
Non-Resident Alien	0	0	0	1
Hispanic/Latino	0	0	0	4
Asian	0	0	0	1
White	0	0	0	5
Black or African American	0	1	0	4
American Indian or Alaska Native	0	0	0	0
Native Hawaiian or Other Pacific Islander	0	0	0	0
Race and ethnicity unknown	0	0	0	0
Two or more races	0	0	0	0
Total:	0	1	0	15

351100 (H170302)

The report also provides a breakdown of all completers for the current year by gender, race, and age.

Less than 1-year certificates : By Gender	
Export  	
	Number of Students ↓
Men	<u>1</u>
Women	<u>0</u>
Total:	1

Less than 1-year certificates : By Race/Ethnicity	
Export  	
	Number of Students ↓
Non-Resident Alien	<u>0</u>
Hispanic/Latino	<u>1</u>
Asian	<u>0</u>
White	<u>0</u>
Black or African American	<u>0</u>
American Indian or Alaska Native	<u>0</u>
Native Hawaiian or Other Pacific Islander	<u>0</u>
Race and ethnicity unknown	<u>0</u>
Two or more races	<u>0</u>
Total:	1

5. Click the hyperlinks to view the applicable students in the listed column.

351090 (H170211, H170212, W170212)				
Export  				
	Men ↓	Men PY ↓	Women ↓	Women PY ↓
Non-Resident Alien	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Hispanic/Latino	<u>1</u>	<u>2</u>	<u>0</u>	<u>3</u>
Asian	<u>0</u>	<u>0</u>	<u>0</u>	<u>1</u>
White	<u>13</u>	<u>44</u>	<u>0</u>	<u>15</u>
Black or African American	<u>0</u>	<u>4</u>	<u>0</u>	<u>0</u>
American Indian or Alaska Native	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Native Hawaiian or Other Pacific Islander	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Race and ethnicity unknown	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Two or more races	<u>0</u>	<u>3</u>	<u>0</u>	<u>1</u>
Total:	14	60	0	20

a. The pop-up displays Student ID, First Name, and Last Name of all applicable students. From here, click the **Student ID** link to open [Student Info](#).

351090 (H170211, H170212, W170212) > Black or African American > Men PY

Filter: OFF

Student ID	First Name	Last Name
408271	JEFFREY	
420278	MICHAEL	
473606	JAIDEN	
39302844	JAMEL	

b. Click the white X to close the pop-up window.

351090 (H170211, H170212, W170212) > Black or African American > Men PY

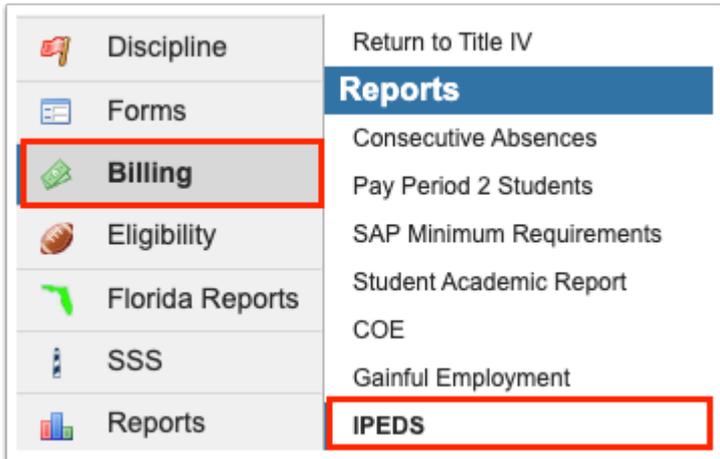
Filter: OFF

Student ID	First Name	Last Name
408271	JEFFREY	
420278	MICHAEL	
473606	JAIDEN	
39302844	JAMEL	

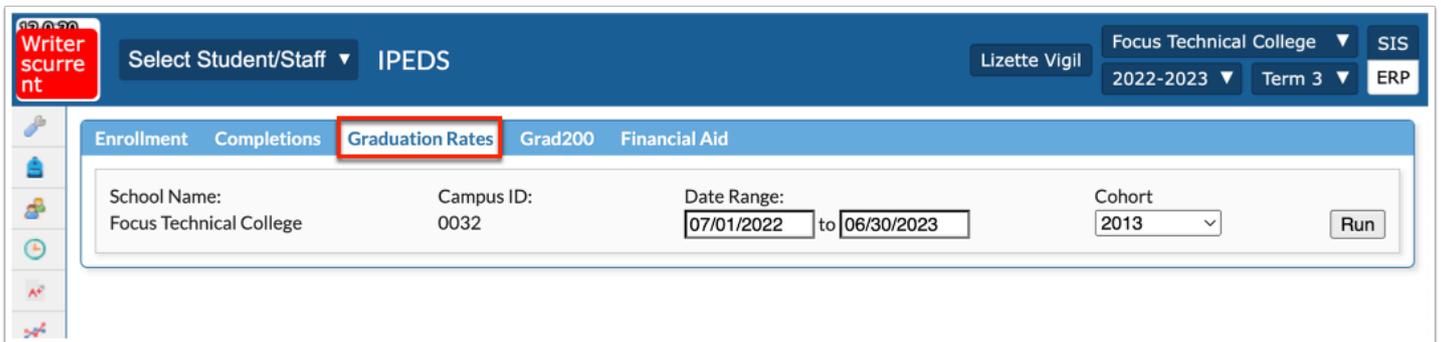
Graduation Rates

The Graduation Rate report collects data on the number of students entering the institution as full-time, first-time, degree/certificate-seeking undergraduate students in a particular year (cohort), by race/ethnicity and gender. The report includes the number of students completing their program within 150 percent of normal time for completion.

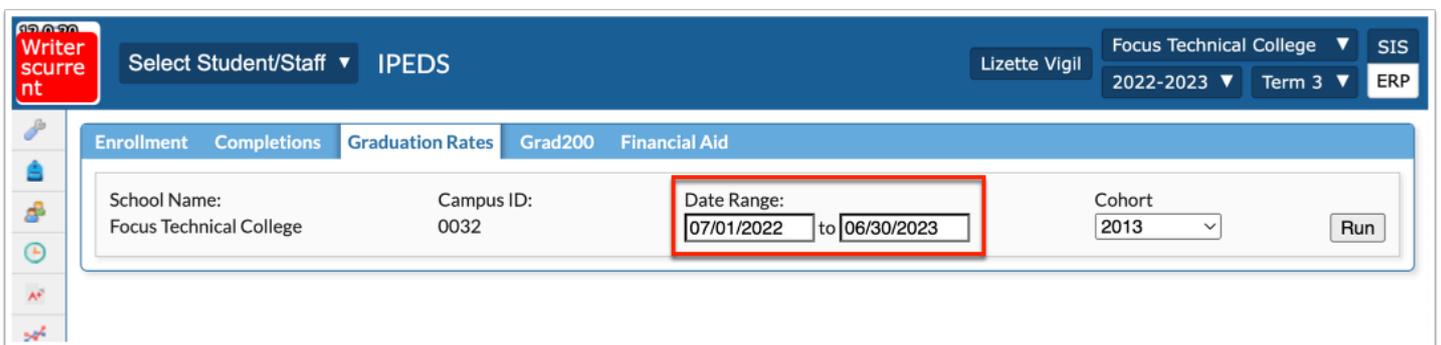
1. From the **Billing** menu, click **IPEDS**.



2. Click the **Graduation Rates** tab.



3. The date range defaults to the Full Year as indicated in Marking Period setup. Click in the **Date Range** fields to make modifications to the Date Range, such as setting a date range for Fall Enrollment or 12 Month Enrollment.



4. Select the **Cohort** year from the pull-down.

Writer's current

Select Student/Staff ▾ IPEDS

Lizette Vigil

Focus Technical College ▾ SIS
2022-2023 ▾ Term 3 ▾ ERP

Enrollment Completions **Graduation Rates** Grad200 Financial Aid

School Name: Focus Technical College Campus ID: 0032 Date Range: 07/01/2022 to 06/30/2023 Cohort: 2013 Run

5. Click **Run**.

Writer's current

Select Student/Staff ▾ IPEDS

Lizette Vigil

Focus Technical College ▾ SIS
2022-2023 ▾ Term 3 ▾ ERP

Enrollment Completions **Graduation Rates** Grad200 Financial Aid

School Name: Focus Technical College Campus ID: 0032 Date Range: 07/01/2022 to 06/30/2023 Cohort: 2013 Run

The report displays the Graduation Rates including a breakdown by race and gender.

Enrollment Completions **Graduation Rates** Grad200 Financial Aid

School Name: STC Main Campus ID: 0391 Date Range: 07/01/2022 to 06/30/2023 Cohort: 2013 Run

Graduation Rates

Export

	Male 100%	Female 100%	Male 150% (less than 2yr)	Female 150% (less than 2yr)	Male 150% (2-4yr)	Female 150% (2-4yr)	Male 200%	Female 200%	Exclusions	Stil
Non-Resident Alien	0	0	0	0	0	0	0	0	0	0
Hispanic/Latino	0	0	0	0	0	0	0	0	0	0
American Indian or Alaska Native	0	0	0	0	0	0	0	0	0	0
Asian	0	0	0	0	0	0	0	0	0	0
Black or African American	0	0	0	0	0	0	0	0	0	0
Native Hawaiian or Other Pacific Islander	0	0	0	0	0	0	0	0	0	0
White	0	0	0	0	0	0	0	0	0	0
Two or more races	0	0	0	0	0	0	0	0	0	0
Race and ethnicity unknown	0	0	0	0	0	0	0	0	0	0

6. Click the hyperlinks to view the applicable students in the listed column.

Graduation Rates										
	Male 100%	Female 100%	Male 150% (less than 2yr)	Female 150% (less than 2yr)	Male 150% (2-4yr)	Female 150% (2-4yr)	Male 200%	Female 200%	Exclusions	Still
Non-Resident Alien	0	0	0	0	0	0	0	0	0	0
Hispanic/Latino	0	0	0	0	0	0	0	0	0	0
American Indian or Alaska Native	0	0	0	0	0	0	0	0	0	0
Asian	0	0	0	0	0	0	0	0	0	0
Black or African American	0	0	0	0	0	0	0	0	0	0
Native Hawaiian or Other Pacific Islander	6	0	0	0	0	0	0	0	0	0
White	0	0	0	0	0	0	0	0	0	0
Two or more races	0	0	0	0	0	0	0	0	0	0
Race and ethnicity unknown	0	0	0	0	0	0	0	0	0	0

a. The pop-up displays Student ID, First Name, and Last Name of all applicable students. From here, click the **Student ID** link to open [Student Info](#).

Graduation Rates
Native Hawaiian or Other Pacific Islander
Male 100%

Filter: OFF

Student ID	First Name	Last Name
65508	ROBERT	
117283	SALAMON	
342358	CHARLES	
446569	JACOB	
455281	LANDON	
39309247	JOHN	

b. Click the white X to close the pop-up window.

Student ID	First Name	Last Name
65508	ROBERT	
117283	SALAMON	
342358	CHARLES	
446569	JACOB	
455281	LANDON	
39309247	JOHN	

Grad 200

The Grad 200 report provides a breakdown of students enrolled in a program for 150% - 200% longer than the time defined by DOE. Focus uses the Total Hours for Program on the Subject setup of [Courses & Sections](#) to determine if students fall into these categories.

1. From the **Billing** menu, click **IPEDS**.

Discipline	Return to Title IV
Forms	Reports
Billing	Consecutive Absences
Eligibility	Pay Period 2 Students
Florida Reports	SAP Minimum Requirements
SSS	Student Academic Report
Reports	COE
	Gainful Employment
	IPEDS

2. Click the **Grad 200** tab.

12.0.20 FOCUS Writers02 Select Student/Staff IPEDS Lizette Garcia Adult Education - 9103 SIS Admin 2022-2023 Term D ERP

Enrollment Completions Graduation Rates **Grad200** Financial Aid

School Name: Adult Education - 9103 Campus ID: 9103 Date Range: 07/01/2022 to 06/30/2023 Run

200% Graduation Rates for less-than-4-year institutions reporting on a full-year cohort

3. The date range defaults to the Full Year as indicated in Marking Period setup. Click in the **Date Range** fields to make modifications to the Date Range, such as setting a date range for Fall Enrollment or 12 Month Enrollment.

12.0.20 FOCUS Writers02 Select Student/Staff IPEDS Lizette Garcia Adult Education - 9103 SIS Admin 2022-2023 Term D ERP

Enrollment Completions Graduation Rates **Grad200** Financial Aid

School Name: Adult Education - 9103 Campus ID: 9103 Date Range: 07/01/2022 to 06/30/2023 Run

200% Graduation Rates for less-than-4-year institutions reporting on a full-year cohort

4. Click **Run**.

12.0.20 FOCUS Writers02 Select Student/Staff IPEDS Lizette Garcia Adult Education - 9103 SIS Admin 2022-2023 Term D ERP

Enrollment Completions Graduation Rates **Grad200** Financial Aid

School Name: Adult Education - 9103 Campus ID: 9103 Date Range: 07/01/2022 to 06/30/2023 Run

200% Graduation Rates for less-than-4-year institutions reporting on a full-year cohort

The report displays.

200% Graduation Rates for less-than-4-year institutions reporting on a full-year cohort

Export

	# of Students
Additional exclusions (between 151% and 200%)	0
Number of students in the cohort who completed a program between 151% and 200% of normal time to completion	2
Still enrolled as of 200% of normal time to completion	0

5. Click the hyperlinks to view the applicable students in the listed column.

200% Graduation Rates for less-than-4-year institutions reporting on a full-year cohort	
Export  	
	# of Students 
Additional exclusions (between 151% and 200%)	0
Number of students in the cohort who completed a program between 151% and 200% of normal time to completion	2
Still enrolled as of 200% of normal time to completion	0

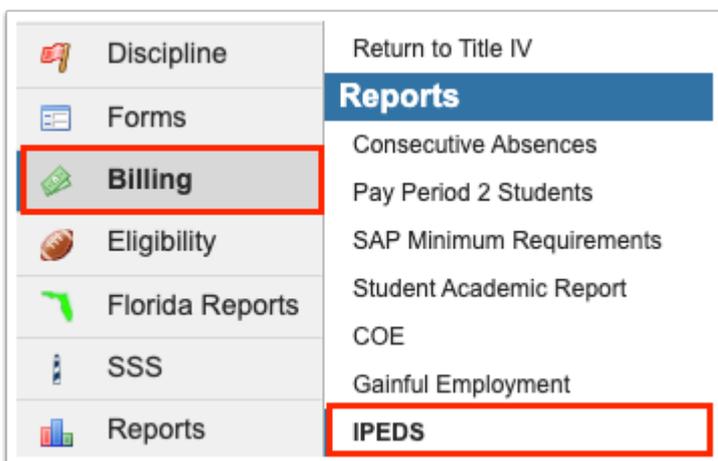
- a. The pop-up displays Student ID, First Name, and Last Name of all applicable students. From here, click the **Student ID** to open [Student Info](#).
- b. Click the white **X** to close the pop-up window.



Financial Aid

The Financial Aid report pulls various groups of students receiving financial assistance at the selected school. These reports are populated using the Financial Assistance fields on the student schedule record and reported in WDIS State Reporting.

1. From the **Billing** menu, click **IPEDS**.



2. Click the **Financial Aid** tab.

The screenshot shows the FOCUS Writers02 interface. At the top, there is a navigation bar with the logo on the left, a dropdown menu for 'Select Student/Staff' set to 'IPEDS', and user information on the right including 'Lizette Garcia', 'Adult Education - 9103', 'Admin', '2022-2023', 'Term D', 'SIS', and 'ERP'. Below the navigation bar is a horizontal menu with tabs for 'Enrollment', 'Completions', 'Graduation Rates', 'Grad200', and 'Financial Aid'. The 'Financial Aid' tab is highlighted with a red box. Below the menu is a form with the following fields: 'School Name: Adult Education - 9103', 'Campus ID: 9103', and 'Date Range: 07/01/2022 to 06/30/2023'. A 'Run' button is located to the right of the date range field.

3. The date range defaults to the Full Year as indicated in Marking Period setup. Click in the **Date Range** fields to make modifications to the Date Range, such as setting a date range for Fall Enrollment or 12 Month Enrollment.

This screenshot is identical to the previous one, but the 'Date Range' field, which contains '07/01/2022 to 06/30/2023', is highlighted with a red box to indicate it is the focus of the next step.

4. Click **Run**.

This screenshot is identical to the previous ones, but the 'Run' button is highlighted with a red box to indicate it is the focus of the next step.

The report displays financial aid information per group.

Section 1: Part A

Export

	# of Students
Group 1 All undergraduate students	145
Group 2 Of those in Group 1, those who are full-time, first-time degree/certificate-seeking	54
2a. Of those in Group 2, those who were awarded any Federal Work Study, loans to students, or grant or scholarship aid from the federal government, state/local government, the institution, or other sources known to the institution	17
2b. Of those in Group 2, those who were awarded any loans to students or grant or scholarship aid from the federal government, state/local government, or the institution	17
Group 3 Of those in Group 2, those enrolled in your institution's largest program paying the in- state or in-district tuition rate who were awarded grant or scholarship aid from the following sources: the federal government, state/local government, or the institution	10
Group 4 Of those in Group 2, those enrolled in your institution's largest program paying the in- state or in-district tuition rate who were awarded any Title IV federal student aid	8

Focus pulls students based on the following:

Undergraduate students include all new and continuing students in the school.

Full time, first-time degree/certificate seeking pulls students marked as full time in the Full Time Student Indicator field and marked as First-Time in the Certificate Seeking field of the Placement logging field.

Federal Work Study, Grants or Scholarships are determined by the Financial Assistance fields defined on student schedule records.

In state or in district is based on the Resident Status field in General Demographics.

5. Click the hyperlinks to view the applicable students in the listed column.

Section 1: Part A

Export  

	# of Students 
Group 1 All undergraduate students	<u>145</u>
Group 2 Of those in Group 1, those who are full-time, first-time degree/certificate-seeking	<u>54</u>
2a. Of those in Group 2, those who were awarded any Federal Work Study, loans to students, or grant or scholarship aid from the federal government, state/local government, the institution, or other sources known to the institution	<u>17</u>
2b. Of those in Group 2, those who were awarded any loans to students or grant or scholarship aid from the federal government, state/local government, or the institution	<u>17</u>
Group 3 Of those in Group 2, those enrolled in your institution's largest program paying the in- state or in-district tuition rate who were awarded grant or scholarship aid from the following sources: the federal government, state/local government, or the institution	<u>10</u>
Group 4 Of those in Group 2, those enrolled in your institution's largest program paying the in- state or in-district tuition rate who were awarded any Title IV federal student aid	<u>8</u>

a. The pop-up displays Student ID, First Name, and Last Name of all applicable students. From here, click the **Student ID** link to open [Student Info](#).



Section 1: Part A > Group 4 Of those in Group 2, those enrolled in your institution's largest program paying the in- state or in-district tuition rate v

Filter: OFF

Student ID 	First Name 	Last Name 
<u>63388</u>	PAIGE	
<u>71623</u>	AMMA JOY	
<u>96086</u>	RYAN	
<u>188166</u>	AYONI	
<u>349054</u>	NICOLE	
<u>368072</u>	JOSE	
<u>383547</u>	BEYONCE	
<u>39311385</u>	VICTORIA	

b. Click the white **X** to close the pop-up window.

Section 1: Part A > Group 4 Of those in Group 2, those enrolled in your institution's largest program paying the in- state or in-district tuition rate v

Filter: OFF

Student ID ↕	First Name ↕	Last Name ↕
63388	PAIGE	
71623	AMMA JOY	
96086	RYAN	
188166	AYONI	
349054	NICOLE	
368072	JOSE	
383547	BEYONCE	
39311385	VICTORIA	