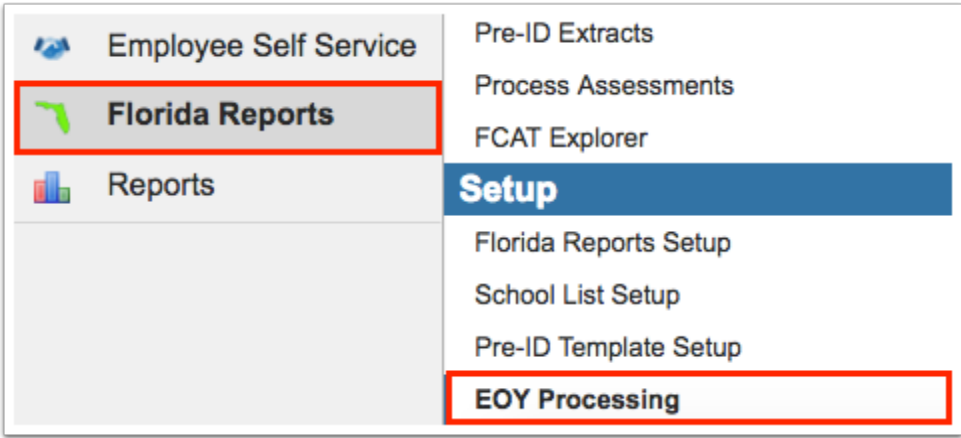


EOY Processing

The End of the Year (EOY) Processing module aids users in updating student data for the following school year, such as withdrawal codes, FEFP codes, etc.

EOY Processing

1. From the **Florida Reports** menu, click **EOY Processing**.



2. Select which categories will be updated by selecting the corresponding check boxes from the available options.

Select which data you would like to update.
** Do not update these items before creating your survey 5 site or on your survey 5 site.
Run after rolling into the new year.*

☐ Promotion Codes

☐ Withdrawal Codes & Dates

☐ * ESE FEFP Codes

☐ * Year Entered Ninth Grade

☐ * PE Waiver

☐ Clear & Update Bonus FTE Fields (AP, IBP, DE, AICE)

☐ Update Enrollment Attendance Fields

Effective Date:

July

13

2023

Enable FTE Schedule Validation: ☐

Download SQL: ☐

Show Logs

Run Selected Processes

Promotion Codes: This process will update the promotion code field on the student enrollment screen with an N (student_enrollment.custom_11). An N will be posted by checking if a student is not currently active in the next school year. An N will not be applied to records marked as second school or with a grade level of PK, 12, 30, or 31. This process will set se.custom_11 to 'P' where students are not in grades 12, 30, or 31 and Second School (se.custom_9) is NULL or = 'N.'

Withdrawal Codes & Dates: This process applies W01 and W02 codes, as well as end dates to enrollment records. End dates for both codes are set with the highest calendar date on

the students assigned calendar for their enrollment record. A W01 will be assigned if a student has a enrollment record at the same school. Please note only primary enrollment records are analyzed and the school number (schools.custom_327) first four digits must match for the process to work correctly. For W02 the logic is almost identical, but if the first 4 digits of the school number do not match a W02 will be applied. This will only update enrollment records with no end date; enrollment records marked as a second school are not applicable for updates.

ESE FEFP Codes: 112 will be assigned for students that have a 111 set and their current grade level equals 04. 113 will be assigned for students that have a 112 set and their grade level equals 09.

Year Entered Ninth Grade: This process will update any active student in the current school year selected, where the year entered ninth grade field IS NULL (students.custom_1429) and the student's current grade is 09 and the student doesn't have a previous enrollment record with a grade level of 09.

PE Waiver: This process will update the PE Waiver student field (students.custom_942) with a code of N. The process updates students within the current year that have a grade level of KG and the value of custom_942 is set to Z currently. The process will also update students currently enrolled in grades 9-12 to a Z where the PE Waiver student field (students.custom_942) is either a Y or N.

Clear & Update Bonus FTE Fields (AP, IBP, DE, AICE):

AP Tests: Focus looks for tests with a short_name of APT, and a score type of AL or SS where the score is greater than or equal to 3. Students must have an active primary enrollment record not marked as second school. Focus then counts all valid scores and multiplies the count by .16 to get the total bonus FTE and updates students.custom_186 with the total amount for each student.

IB Tests: Focus looks for tests with a short_name of IBP, and a score type of AL or SS where the score is greater than or equal to 4. Students must have an active primary enrollment record not marked as second school. Focus then counts all valid scores and multiplies the count by .16 to get the total bonus FTE and updates students.custom_100000109 with the total amount for each student.

DE Tests: All schedules must have a DE indicator (schedule.custom_8) of A or E. All schedules must have a matching Course History grade of A with credits earned greater than zero. The grade school of instruction must match the schedule school of instruction. Total FTE is based on DE Indicator; value of E earns .16, value of A earns .08

AICE Tests: Students must have had a valid AICE course schedule reported during the Survey 2 or Survey 3 reporting periods. The student must pass the associated AICE assessment with a score of 'E' (level 3) or better. Focus looks for Test Score Types = 'AS' and 'ZZ' for the alpha scores, and Test Score Types = 'SS' for the numeric scores. The additional FTE is calculated based on credits and course history; a full-credit course will earn 0.16, whereas a half-credit course will only earn 0.08 FTE. Students earning additional FTE will have students.custom_100000111 set with the calculated value. Focus does NOT account

for/populate the field for AICE Diploma FTE; this is manually entered by the district where applicable (students.custom_100000110).

The [EOY Test Crosswalk Setup](#) screen is used to determine the end of year tests and their associated valid courses for APT, IPB, and AICE. The EOY Test Crosswalk Setup is stored in the following Focus table: FLORIDA_ASSESSMENT_COURSES. This is to be maintained by the district.

Update Enrollment Attendance Fields: This process will update all fields locked on the student_enrollment table including FL_DAYS-PRESENT, FL_DAYS_ABSENT, and FL_DAYS_ABSENT_NOT_DICSC. All fields are cleared each time the process is ran. A scheduled job is available to run this process nightly; the recommended run time is once per day (Setup > [Scheduled Jobs](#)). Primary and second school enrollment records are updated. At least one or more periods at a school must be flagged as Yes to take attendance for attendance to be calculated. The process assumes students are present if no absence or present records exist during the window of the students' enrollment.



Selections marked with an asterisk must not be updated prior to creating your survey 5 site.

3. The **Effective Date** is used for all processes except for "Update Enrollment Attendance Fields." Select a date to compare against the Student Enrollment End_Date. Only Student Enrollment records where the End_Date is Null or <= with the date specified from this screen be processed. Select the correct month, day, and year from the provided pull-downs, or click the calendar icon for a calendar view.

4. Select the **Enable FTE Schedule Validation** check box to generate FTE for students that were scheduled into a course that is tied to the assessment they passed in the crosswalk table (florida_assessment_courses).

5. Click **Run Selected Processes**.

The selected processes will run. When completed, Focus will display a confirmation as well as a summary of how many students had their records updated for each category.



Done.

335 students updated with promotion code N

9097 students updated with promotion code P

i To output SQL queries for review, and make no changes to the database, select the data to process, select **Download SQL**, and click **Run Selected Processes**. The file will download to your computer.

Select which data you would like to update.
** Do not update these items before creating your survey 5 site or on your survey 5 site. Run after rolling into the new year.*

☐ Promotion Codes

☐ Withdrawal Codes & Dates

☒ * ESE FEFP Codes

☐ * Year Entered Ninth Grade

☐ * PE Waiver

☐ Clear & Update Bonus FTE Fields (AP, IBP, DE, AICE)

☐ Update Enrollment Attendance Fields

Effective Date: May 25 2023

Enable FTE Schedule Validation: ☐

Download SQL: ☒

Show Logs

Run Selected Processes

i To view the logs for a process, select the process and click **Show Logs**.

Select which data you would like to update.
** Do not update these items before creating your survey 5 site or on your survey 5 site. Run after rolling into the new year.*

☐ Promotion Codes

☐ Withdrawal Codes & Dates

☒ * ESE FEFP Codes

☐ * Year Entered Ninth Grade

☐ * PE Waiver

☐ Clear & Update Bonus FTE Fields (AP, IBP, DE, AICE)

☐ Update Enrollment Attendance Fields

Effective Date: May 25 2023

Enable FTE Schedule Validation: ☐

Download SQL: ☐

Show Logs

Run Selected Processes

2 Records [Export](#) [Filter: OFF](#) [Toggle Columns](#) [Page Size: 20](#)

Year	Staff ID	Staff Name	Date Logged	Message	Details
2022	27342	Weiss, Ashley	2023-07-26 11:27:44-04	Update Promotion Codes Complete.	{"RECORDS_UPDATED_P":null,"RECORDS_ADDED_N":null}
2022	27342	Weiss, Ashley	2023-07-26 11:27:44-04	Begin Update Promotion Codes.	{"year":"2022","effective_date":"2023-07-26","download_sql":"Y"}