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Panhandle Area
Educational Consortium

End of Year Processing

PRESENTED BY: KATIE FOLEY & AARON NICELY

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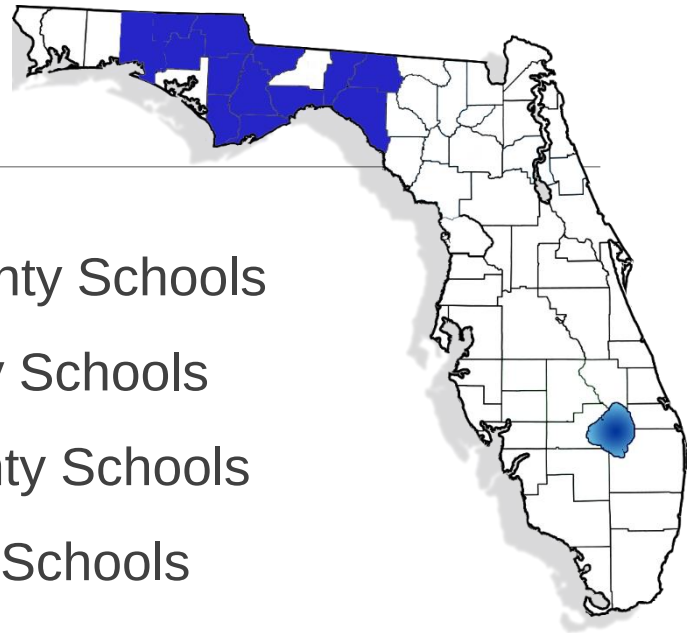
PAEC Member Districts



- Calhoun County Schools
- FAMU DRS
- Franklin County Schools
- Gadsden County Schools
- Gulf County Schools
- Holmes County Schools
- Jackson County Schools
- Jefferson County Schools
- Liberty County Schools
- Madison County Schools
- Taylor County Schools
- Wakulla County Schools
- Walton County Schools
- Washington County Schools

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PAEC Programs and Services

Instructional Services

- Curriculum Support Services
- Florida Diagnostic And Learning Resources System (FDLRS)
- Instructional Technology Distance Learning
- Leadership Academies
  - PAEC New Teacher Academy (NTA)
  - PAEC Principal Leadership Academy (PLA)
  - PAEC Teacher Leader Academy (TLA)
  - PAEC Technology Leader Academy (TechLA)
- Migrant Education Program Services and English Language Learners (ELL)
- My Virtual Classroom
- PAEC Connects (District Leader Support Network)
  - PAEC Connects-Counselors
  - PAEC Connects-CTE
  - PAEC Connects-Instructional Technology
  - PAEC Connects-School Leaders
- Professional Development
- Students With Emotional/Behavioral Disabilities Network (SEDNET)

Business Services

- Contracted Services
- District Strategic Planning
- Employee Benefits Self-insurance Programs
- Florida Buy Cooperative Purchasing
- FloridaLearns Clearinghouse for Educational Materials
- Gateway Educational Computing (payroll and finance support)
- Human Resource/Recruitment
- Legislative Network
- Model School Board Policies and Procedures
- PAEC Connects (District Leader Support Network)
  - PAEC Connects-Facilities Directors
  - PAEC Connects-Human Capital
  - PAEC Connects-Transportation Directors
- Printing Services
- Program Evaluation Services
- Risk Management Property/Casualty
- Student Data Services

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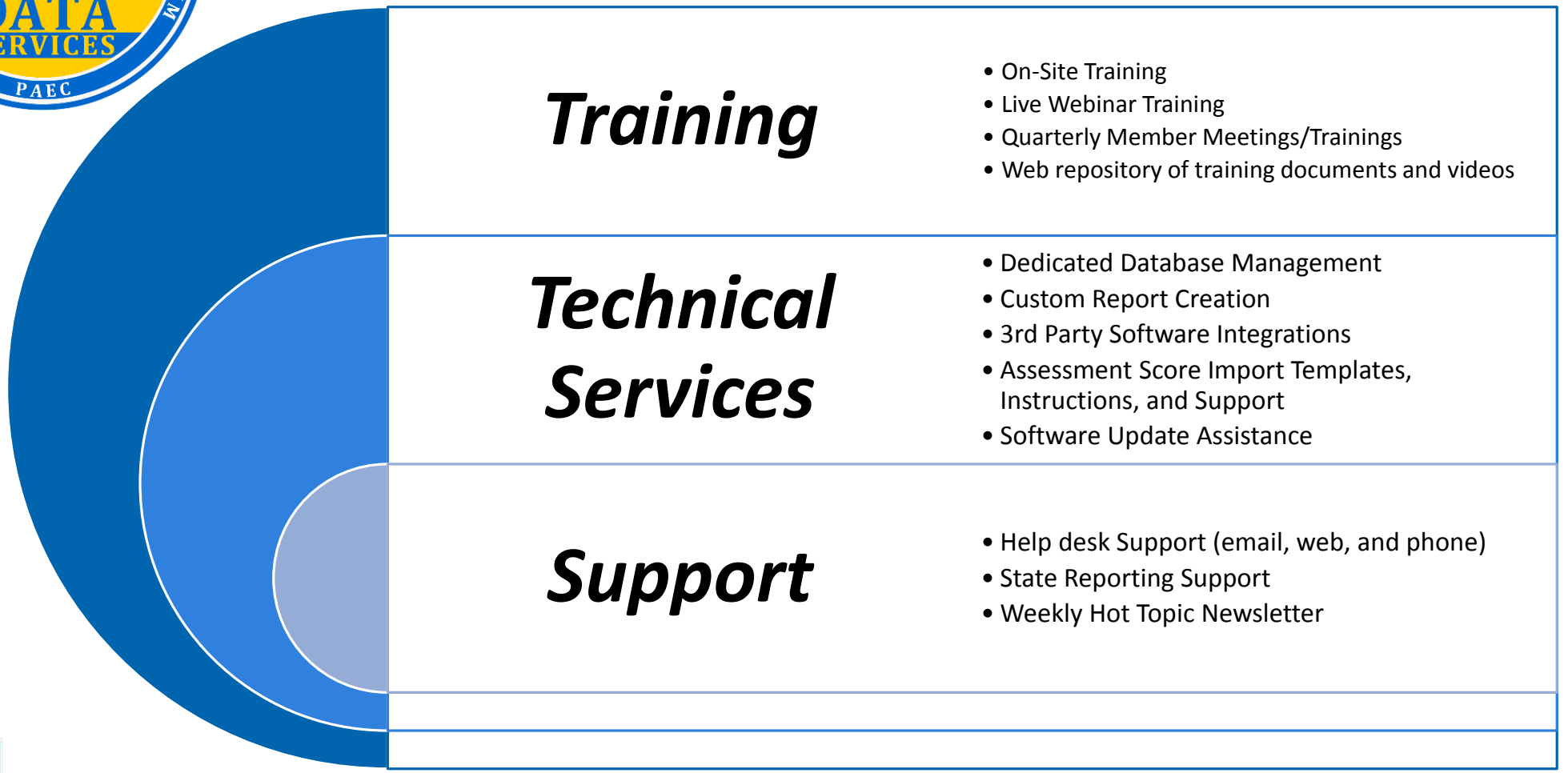
PAEC Student Data Services Program



Training

- On-Site Training
- Live Webinar Training
- Quarterly Member Meetings/Trainings
- Web repository of training documents and videos

Technical Services

- Dedicated Database Management
- Custom Report Creation
- 3rd Party Software Integrations
- Assessment Score Import Templates, Instructions, and Support
- Software Update Assistance

Support

- Help desk Support (email, web, and phone)
- State Reporting Support
- Weekly Hot Topic Newsletter

Agenda

- End-of-Year Processing: Part 1
  Before Survey 5
- End-of-Year Processing: Part 2
  After Survey 5
- Start-of-Year Setup

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End-of-Year Processing: Part 1

Checklist to complete

BEFORE Survey 5

- ❑ Make CCD Changes on your Course Catalog for New Year (anytime)
- ❑ Enter Industry Certification & OCP's
- ❑ Enter Dropout Prevention Program Data
- ❑ Enter Federal / State Compensatory Project Evaluation Info
- ❑ Enter FTE Earned, Early Graduates
- ❑ Enter Promotion Codes
- ❑ Set Good Cause Exemptions for 3rd Grade
- ❑ Enter Habitual Truants
- ❑ Enter Credits Earned by EOC Exam
- ❑ Post Final Grades, Recalculate GPA and Run Report Cards
- ❑ Import AP , AICE, IB Test Scores & Set Bonus FTE

12th Grade:

- ❑ 12th Graders Diploma/ Certification of Completion Type & Date
- ❑ 12th Grade Diploma Designation (where applicable)

Enter Student Withdraw Information:

- ❑ Run Process for Mass Withdrawal (All Grades EXCEPT 12th)
- ❑ 12th Grade Set Withdrawal Codes and Dates

- ❑ Request Survey 5 Site

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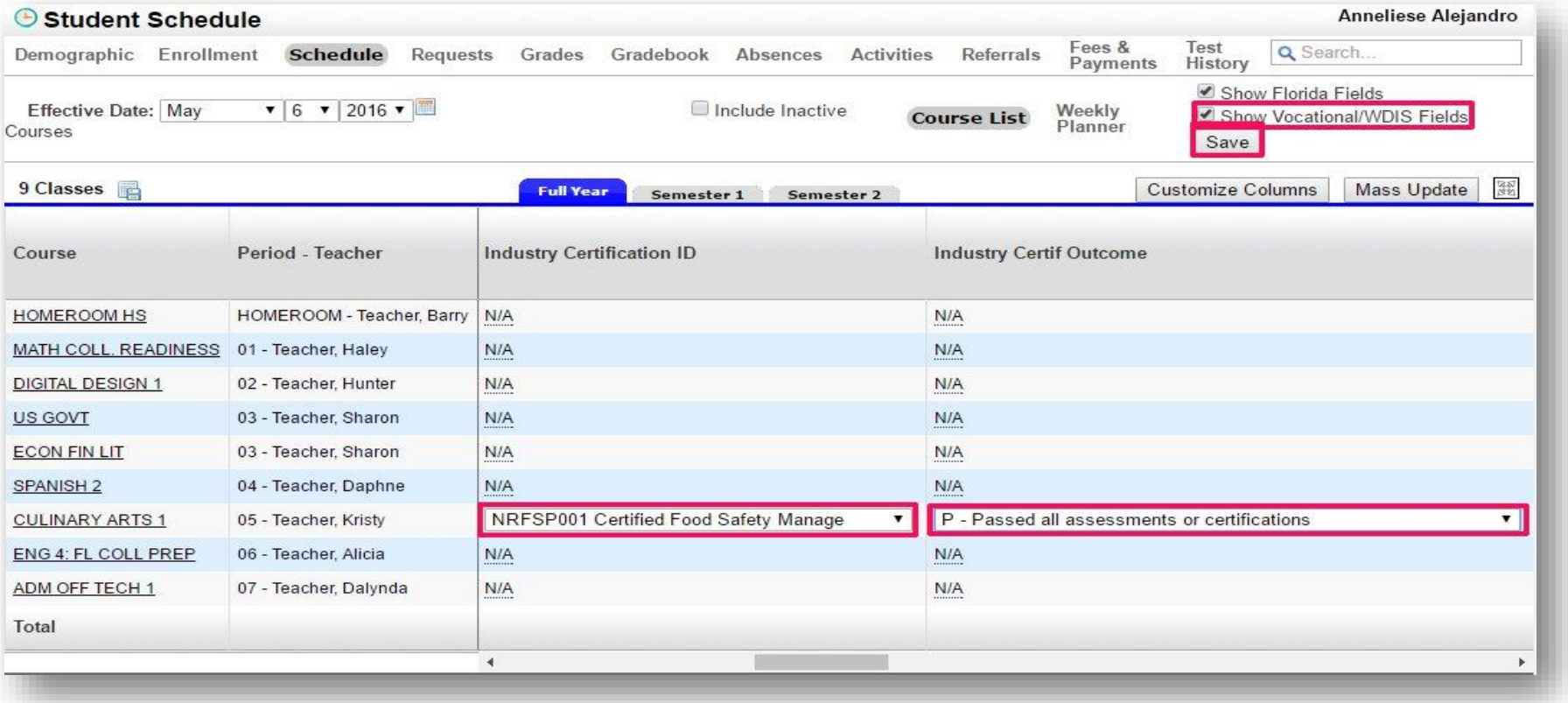
EOY Processing Part 1
Industry Certifications



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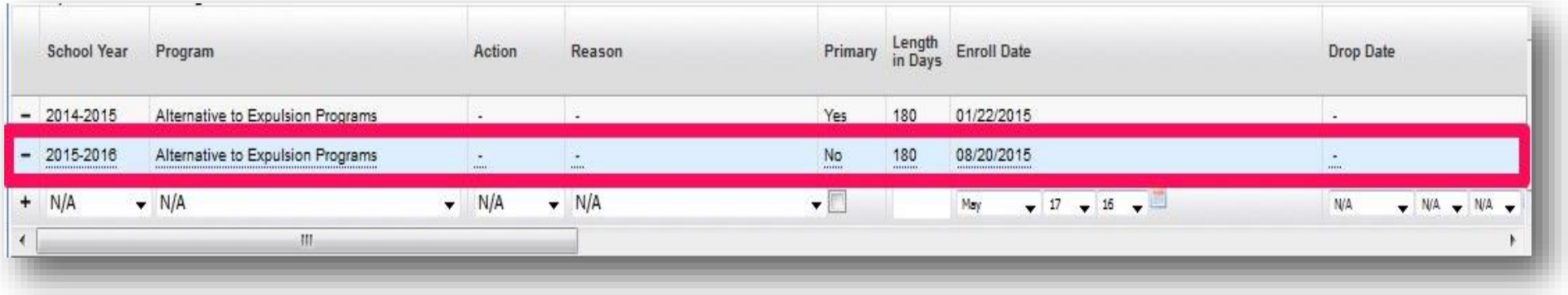
EOY Processing Part 1
DOP

You must at least enter:

- School Year
- Program
- Reason
- Enroll Date & Drop Date

Focus can auto populate the days in the extract or you can run a query to populate the days. Note: Action, Reason, Teen Child Weight are not reported at all, and some fields are only required for DJJ programs.



School Year	Program	Action	Reason	Primary	Length in Days	Enroll Date	Drop Date
2014-2015	Alternative to Expulsion Programs	-	-	Yes	180	01/22/2015	-
2015-2016	Alternative to Expulsion Programs	-	-	No	180	08/20/2015	-
N/A	N/A	N/A	N/A			May 17 16	N/A N/A N/A

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EOY Processing Part 1
Fed State Comp

Submit a separate record during reporting period 5 for each student who participated in:

- Title I Targeted Assistance;
- Title I Local Neglected/Delinquent (Title I, Part A, Set-Aside);
- Title I Homeless (Title I, Part A Set-Aside) in non-Title I schools;
- Title I/Title I Migrant; or
- Title III Immigrant Children and Youth education program

Use School Number, Current Instruction/Service:

- 9995 for Title I, Part A private school students,
- 9992 for Title I, Part C private school students, or
- 9993 for Title I, Part C (Migrant) students served in a home education setting.

NOTE: It is not necessary to submit records for students in Title I School-wide programs

Refer to DOE Handbook for specific information on what data to enter for these programs:

http://fldoe.org/accountability/data-sys/database-manuals-updates/2016-17-student-info-system/federal-state-compensatory-project-eva.stml

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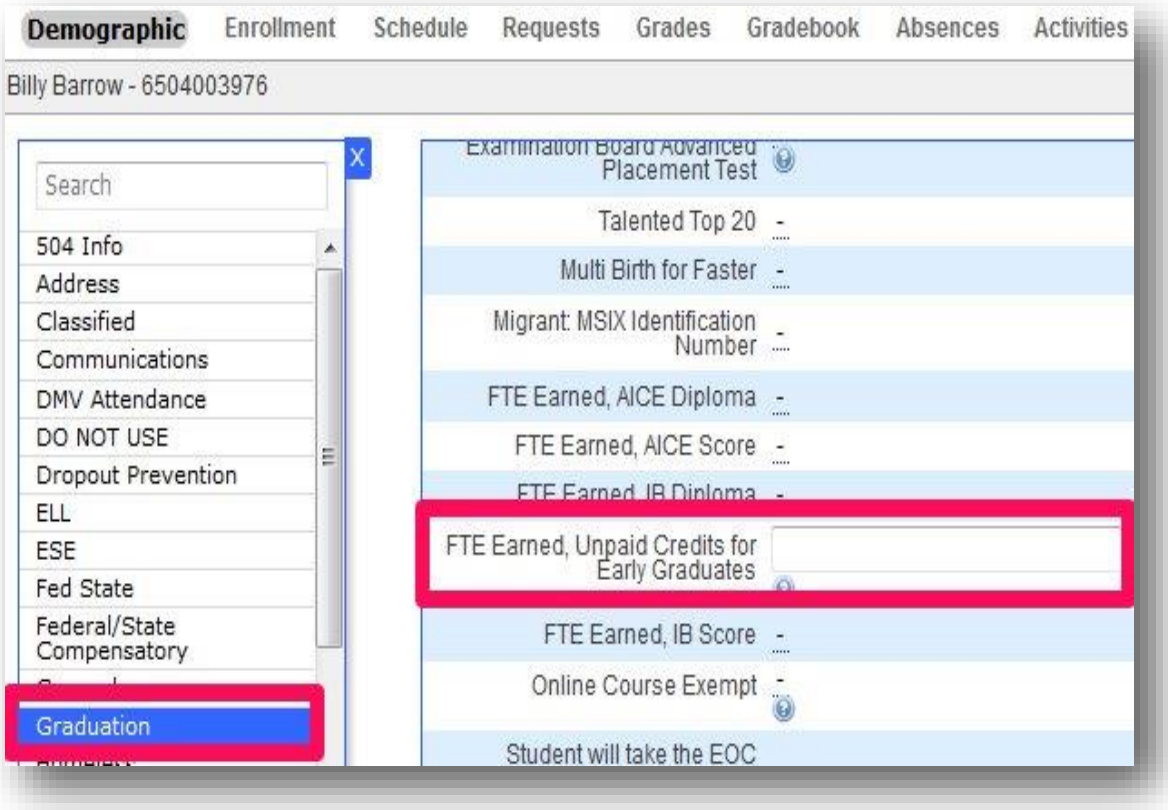
EOY Processing Part 1
FTE Earned Early Grads



Report 0.25 FTE for a student who graduates one semester in advance of the cohort

Report 0.50 FTE for a student who graduates 1 year or more in advance of the cohort

Student must be enrolled in the district as a full-time high school student for at least 2 years

If the student was enrolled in the district for less than 2 years, the district of enrollment shall report the additional FTE and shall transfer a proportionate share of the funds earned for early graduation to the district in which the student was previously enrolled.

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EOY Processing Part 1 Promotion Codes

If you include grade promotion status on your final report cards, it's important to run the promotion codes process before printing report cards .

Running this process will populate a Grade Promotion code of P to any active student enrollments that does not already have an 'N' for the students who are not in grade 12, 30 or 31.

You must then go to individual students to mark the exceptions. It is very important that all students have promotion codes entered otherwise they will be reported with a default "Z"

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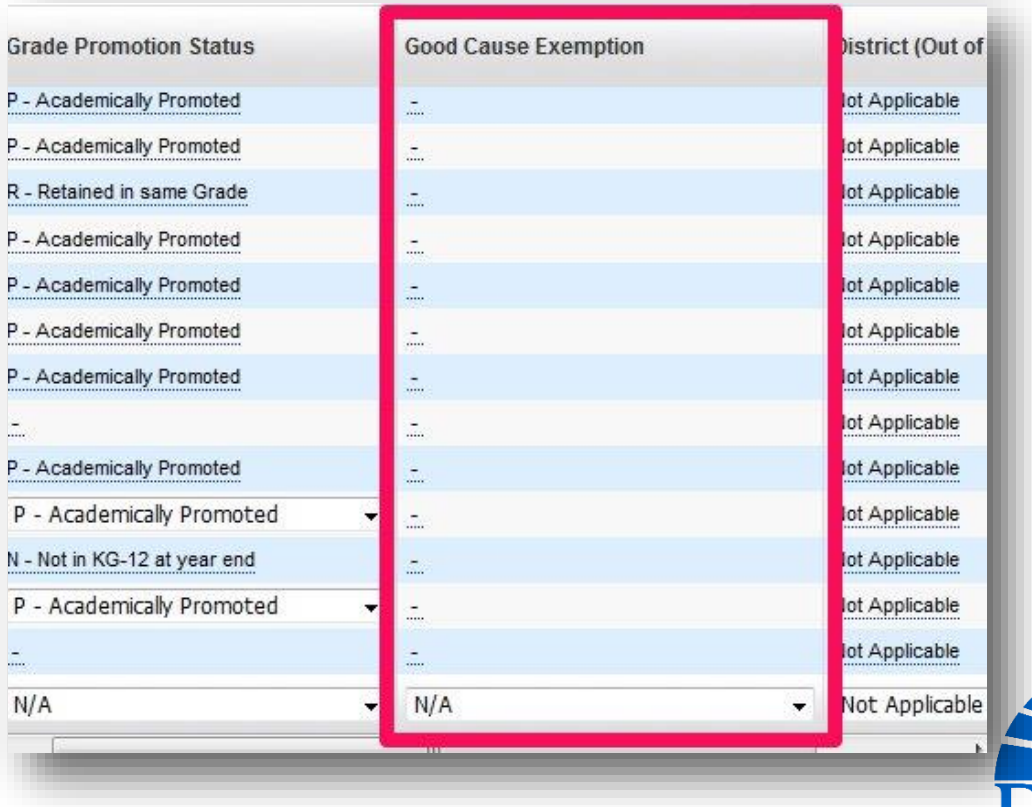
EOY Processing Part 1
Set Good Cause Exemptions for Grade 3

3rd Grade Students who are promoted for Good Cause need to have their **Good Cause Exemption** field filled out.



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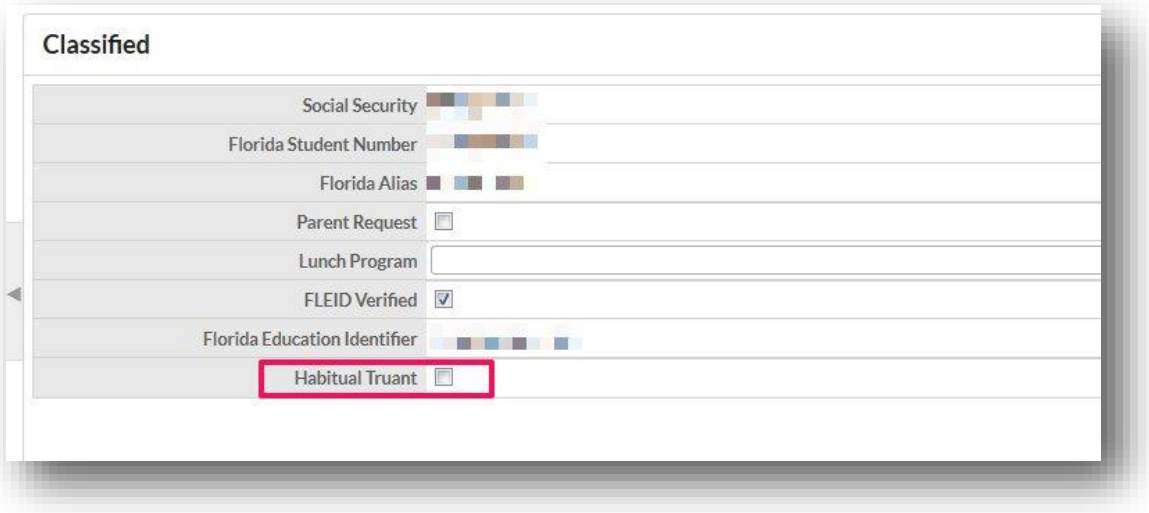
EOY Processing Part 1
Habitual Truants

Habitual Truant is a checkbox field that usually appears on the classified tab in Focus.

Some districts mark these students through the school year and some mark them at the end of the school year. Either way, you should verify that all applicable students are marked as Habitual Truant with this report prior to sending Survey 5.



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EOY Processing Part 1
Enter credits earned by EOC Exam

Survey 4, to earn FTE for students who pass the EOC Assessment without any course enrollment

- Percent Grade is blank
- Letter Grade = T
- **Credits Attempted = 0**
- **Credits Earned = 1**
- GPA Points = 0
- Weighted GPA Points = 0
- **Affects GPA = checked**
- **Course History = checked**
- **Credit by Assessment = checked**

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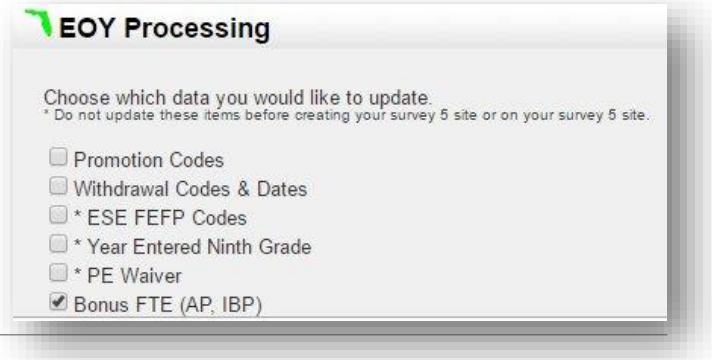
EOY Processing Part 1 Bonus FTE



When AP, AICE and IB test scores are released these must be imported or entered into Focus.

Focus provides a process for assigning the bonus FTE for AP and IB scores.This process will assign the bonus FTE automatically based on the scores that have been loaded or entered in the system.

Note: this process does not check to verify the student was enrolled in the corresponding AP course. However, this should be caught in DOE's exception report, pay careful attention to these exceptions as you would need to share the FTE with the students prior district if they took the course in another district or if the student did not take the course you cannot claim the bonus FTE. AICE Bonus FTE would need to manually entered into the applicable student field.

As always, be sure to verify this data before sending to DOE.

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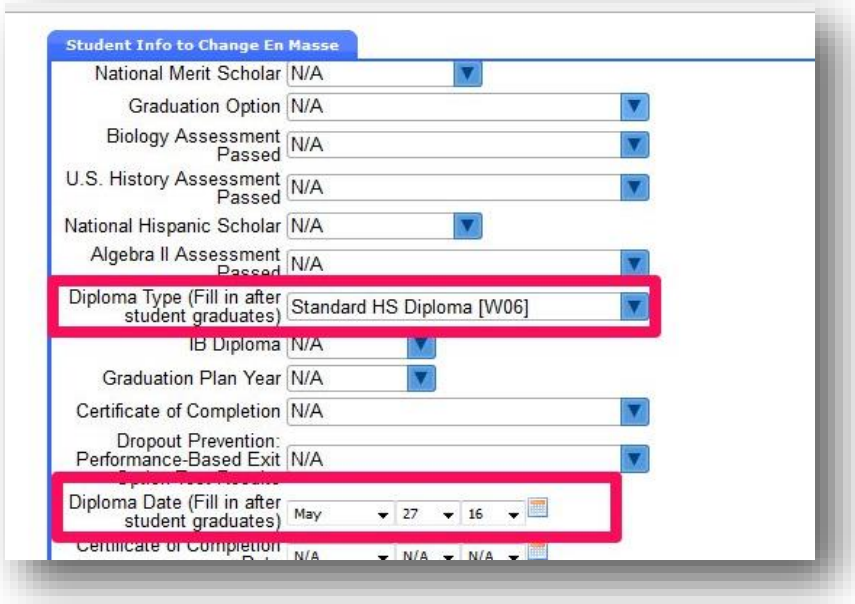
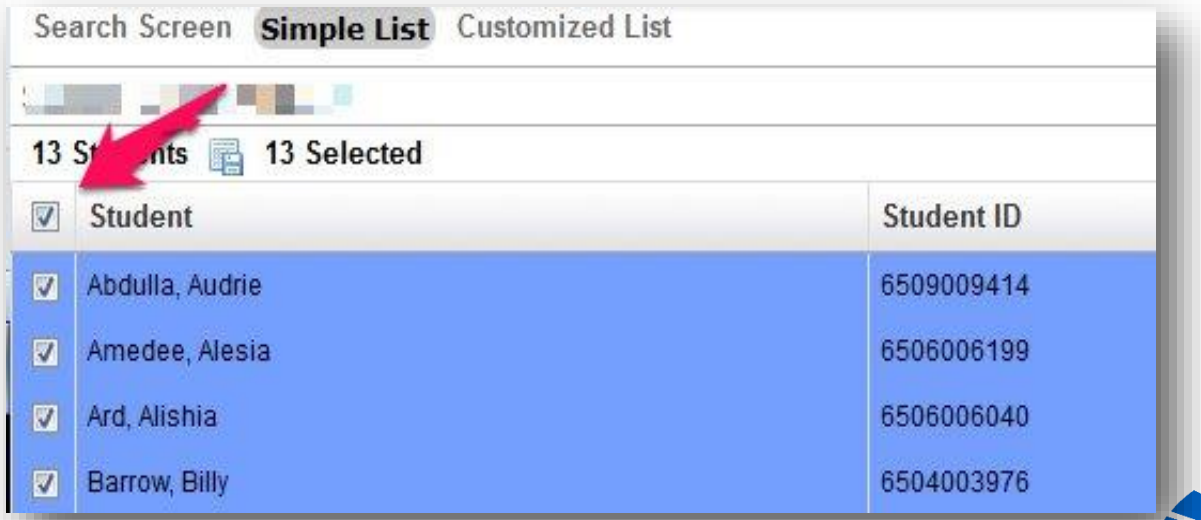
EOY Processing Part 1
12th Grade Diploma/COC Codes & Dates

You can use Mass Assign Student Info for your 12th graders who are graduating





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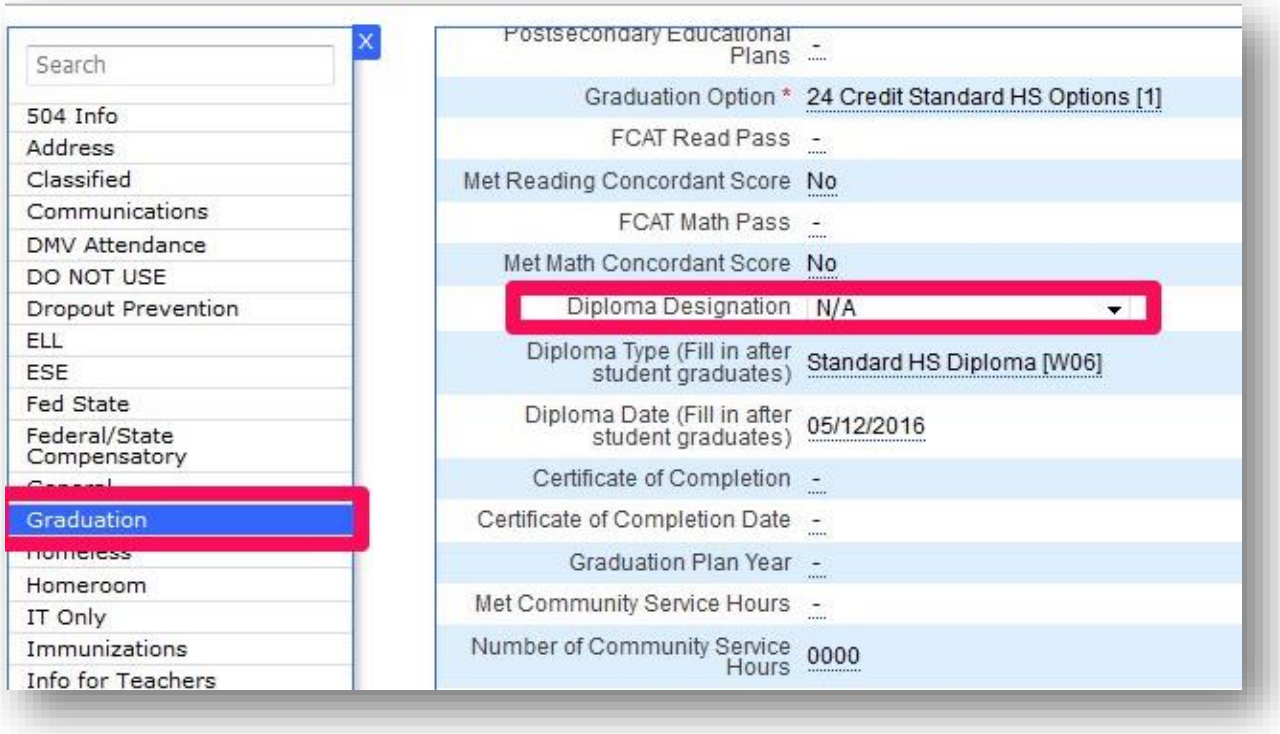
EOY Processing Part 1
Diploma Designations

You must also mark diploma designations where applicable



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EOY Processing Part 1
Mass Withdrawal

Only run this process once you are ready to inactivate all students.

Once this process is run you will have to include inactive students in all student searches in Focus. For this reason it's a good idea to inform your staff about this first as they may be alarmed when they do not see active students in their searches.

Districts should run this process after the Survey 1 site is created but right before they create their Survey 5 site.

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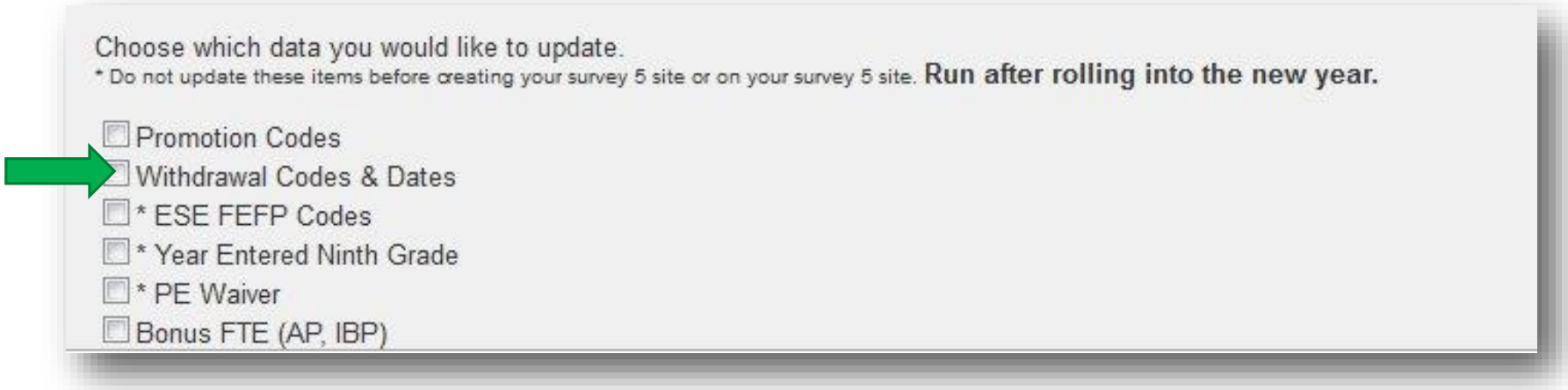
EOY Processing Part 1
Mass Withdrawal

Active students will have end date set to last day on the calendar

W01 code for students with **same** school in next year

W02 code for students with **different** school in next year

Excludes current 12th grade students and second school



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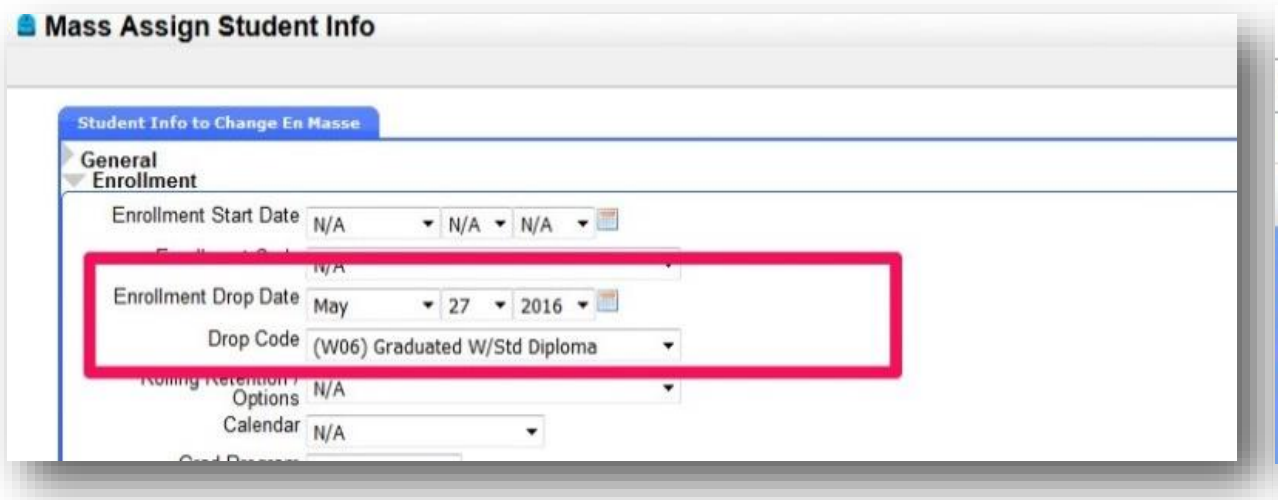
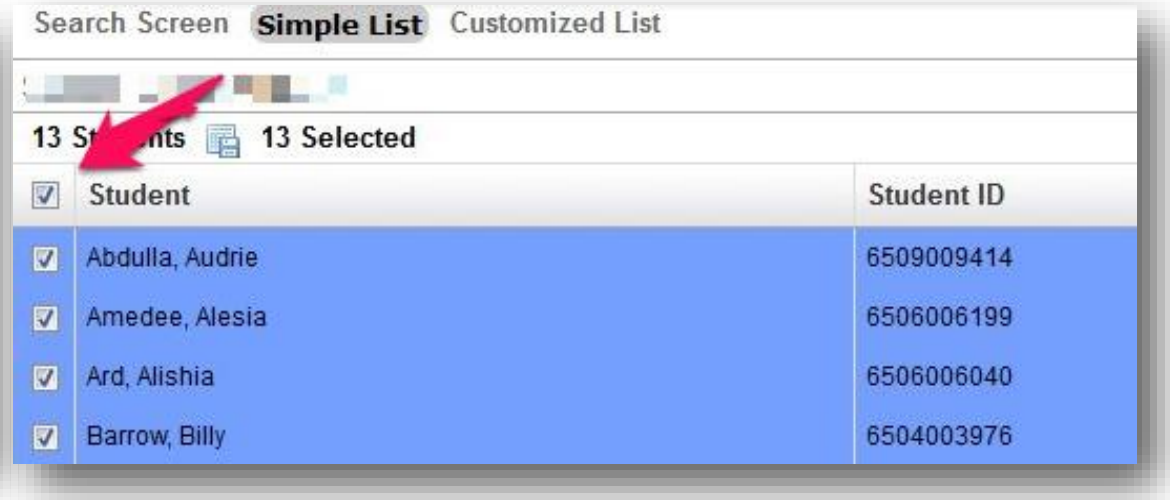
EOY Processing Part 1
12th Grade Withdrawal Codes & Dates

For 12th Graders, mass assign Diploma code and drop date as applicable





Repeat this until you assigned a withdraw code and date for all applicable diploma codes.

Any remaining seniors who are not graduating should also be assigned an appropriate withdraw code and date.

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End-of-Year Processing: Part 2

Checklist to complete

AFTER Survey 5

- ❑ Verify System Preference Settings
- ❑ End Scheduled Roll Over
- ❑ Re-roll Summer Master Schedule (Separate School ONLY)
- ❑ Change Default Year in System Preference
- ❑ Clear Annual Student Fields

EOY Job

- ❑ Set FEFP Changes
- ❑ Set Year Entered 9th Grade
- ❑ PE Waiver

- ❑ Staff Clean Up
- ❑ Florida Report Setup
- ❑ Integration Rollover

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EOY Processing Part 2
Verify System Preference Settings

When you rollover your data to the new year it is important to only rollover system preferences with all schools checked, if you do this for just one school it can cause system preferences to not be copied correctly.

For this reason as also because new preferences are added it is good idea to review these settings and compare them to the previous year to make sure everything copied correctly.

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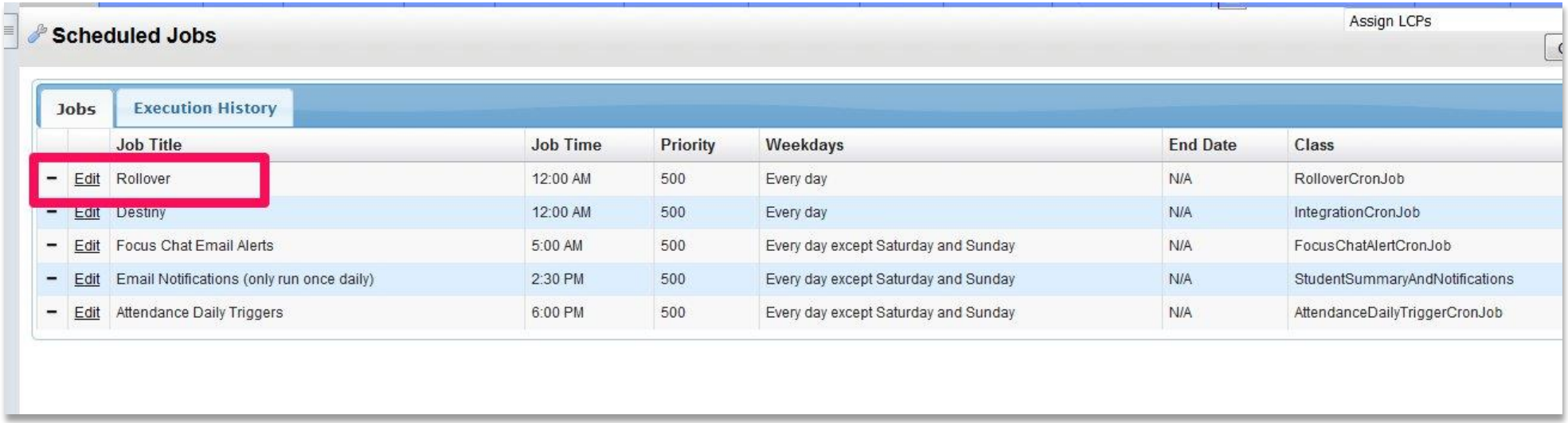
EOY Processing Part 2
End Scheduled Roll Over

If an end date was not specified in the setup of the scheduled Rollover job, it will need to be terminated manually.



		Job Title	Job Time	Priority	Weekdays	End Date	Class
–	Edit	Rollover	12:00 AM	500	Every day	N/A	RolloverCronJob
–	Edit	Destiny	12:00 AM	500	Every day	N/A	IntegrationCronJob
–	Edit	Focus Chat Email Alerts	5:00 AM	500	Every day except Saturday and Sunday	N/A	FocusChatAlertCronJob
–	Edit	Email Notifications (only run once daily)	2:30 PM	500	Every day except Saturday and Sunday	N/A	StudentSummaryAndNotifications
–	Edit	Attendance Daily Triggers	6:00 PM	500	Every day except Saturday and Sunday	N/A	AttendanceDailyTriggerCronJob

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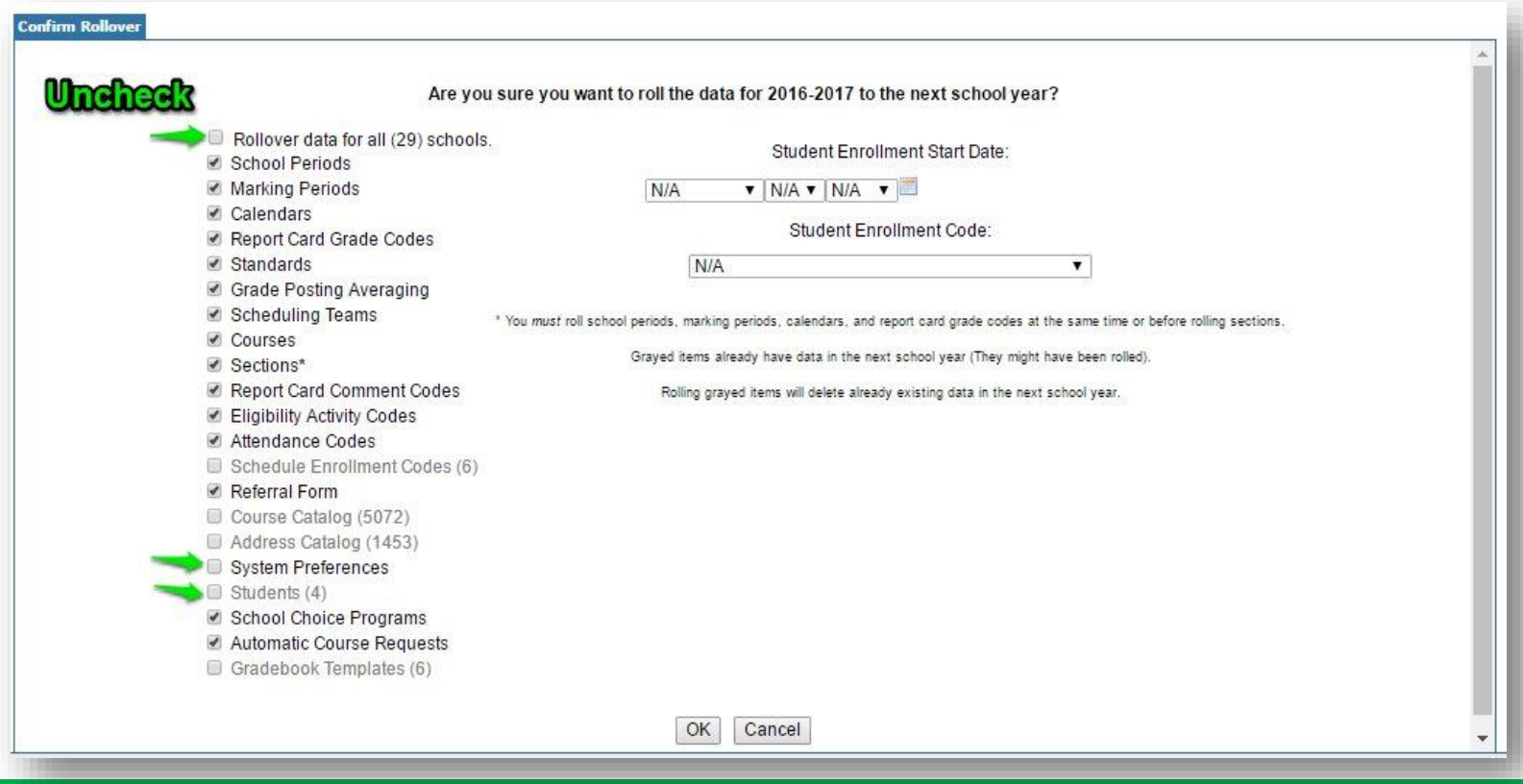
EOY Processing Part 2
Re-roll Summer Master Schedule

Only for separate summer school, we recommend that you re-roll your Summer School master schedule (only the courses and sections).



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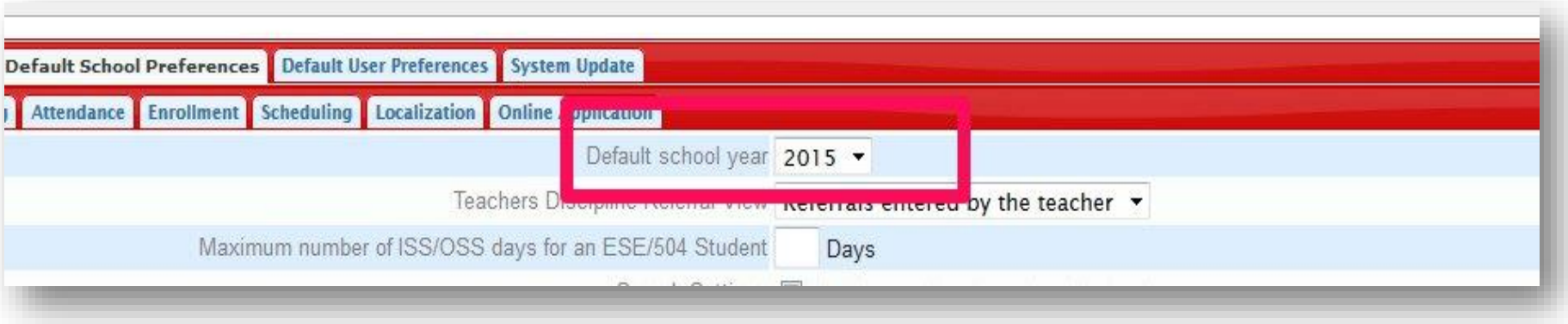
EOY Processing Part 2
Default Year in System Preference

Once the default school year has been changed all users will automatically have the new year selected at the top of Focus when they log in.

Be sure to inform your staff when the change is going to be made.



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EOY Processing Part 2
Clear Annually Collected Fields

- Bullied or Harassed - Sex
- Bullied or Harassed - Disability
- Bullied or Harassed - Race
- Bullied or Harassed - Religion
- Bullied or Harassed - Sexual Orientation
- CAPE 1
- CAPE 2
- First Career Academy
- Second Career Academy
- Free/Reduced Meals Program
- WDIS Full-time Student Indicator
- Homeless Cause*
- Homeless Student PK-12*
- Homeless Unaccompanied Youth*
- Immigrant Student* (3yr rule)
- PMRN
- Pre-Kindergarten Participant
- Reading Fluency
- Habitual Truant

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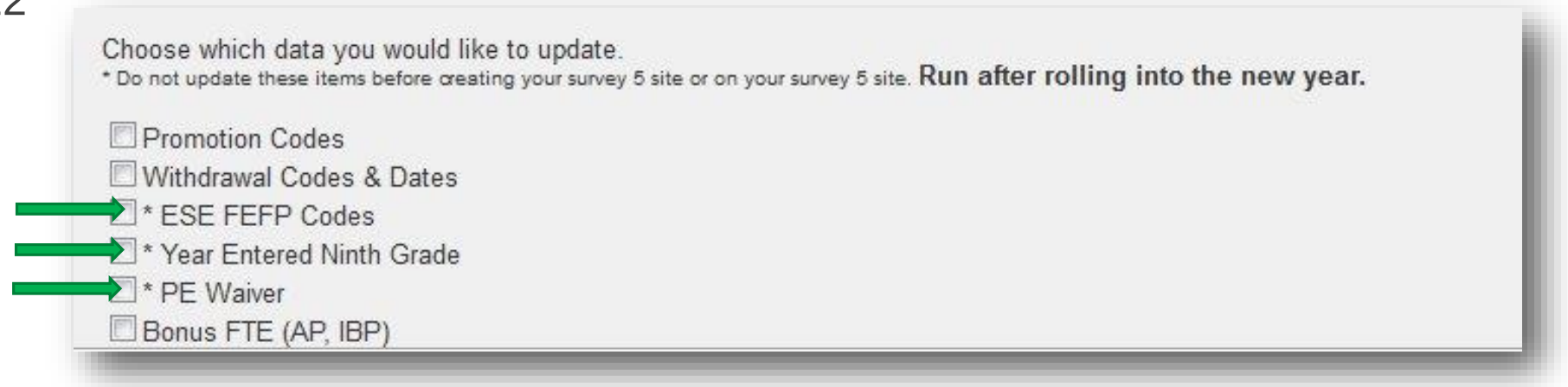
EOY Processing Part 2
FEFP, Year Enter 9th, PE Waiver in EOY Job

ESE FEFP Codes - Running this process will change your upcoming 4th grade students with an FEFP of 111 to a 112 and your upcoming 9th grade students with an ESE FEFP of 112 to 113.

Year Entered 9th Grade - Running this process will set the field for incoming 9th grade students to the current school year you have selected at the top of Focus. **Note: this field option needs to be added under the student field setup options before running this process.**

PE Waiver - Running this process will set the PE Waiver field to Z for all students that are in 9-12



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EOY Processing Part 2
Staff Clean Up

It is important to have a process setup in your district where your HR department informs you of new hires and terminations of staff members.

It's a good idea to review your active user profiles and school assignments at least each year to verify that staff changes have been captured throughout the year and insure all that staff information is up to date.

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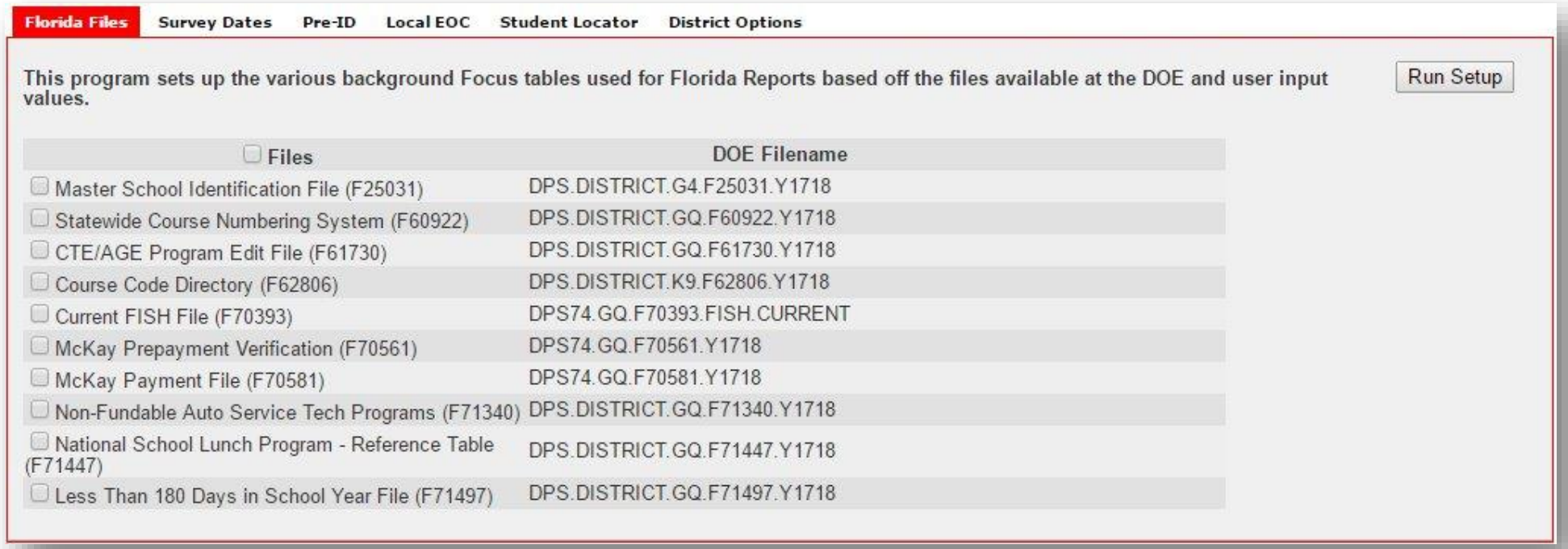
EOY Processing Part 2
Florida Report Setup



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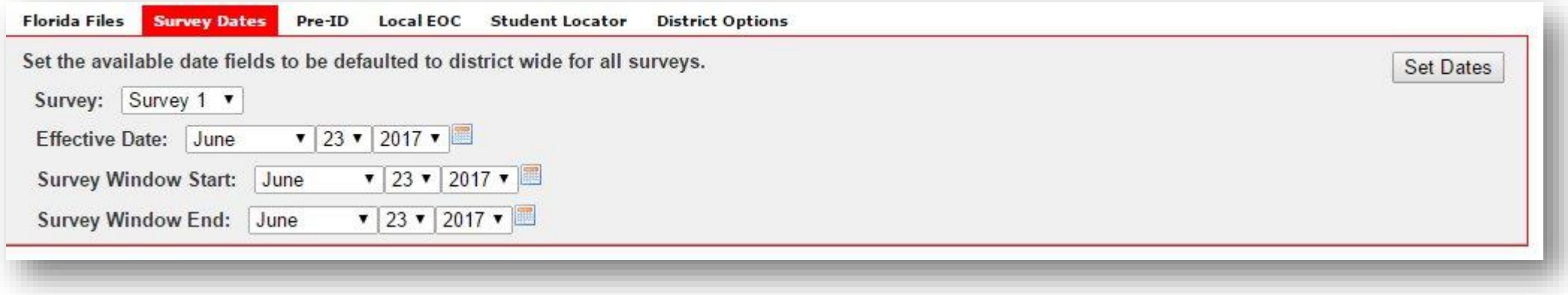
EOY Processing Part 2
Florida Report Setup



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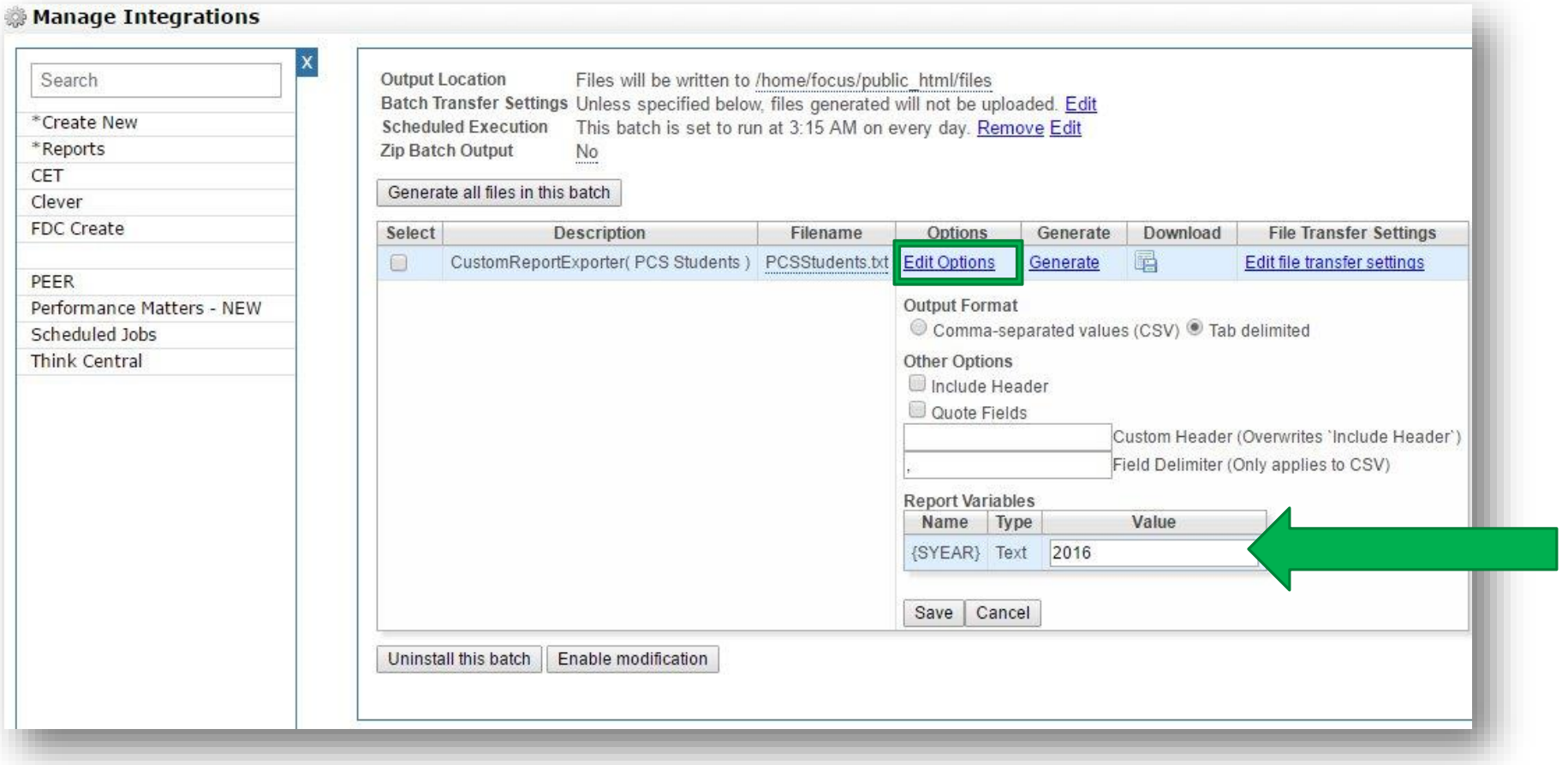
EOY Processing Part 2
Integrations Rollover



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Start-of-Year Setup

Before school starts make sure to complete these steps.

- ❑ Verify Marking Period and Posting Dates
- ❑ Verify Calendars
- ❑ Review Periods and Minutes
- ❑ Unhide Schedules
- ❑ Review Master Schedule & Course Catalog Assignments
- ❑ Setup and Assign 9th grade Graduation Program
- ❑ Setup Class Ranking
- ❑ Calculate GPA and Class Rank

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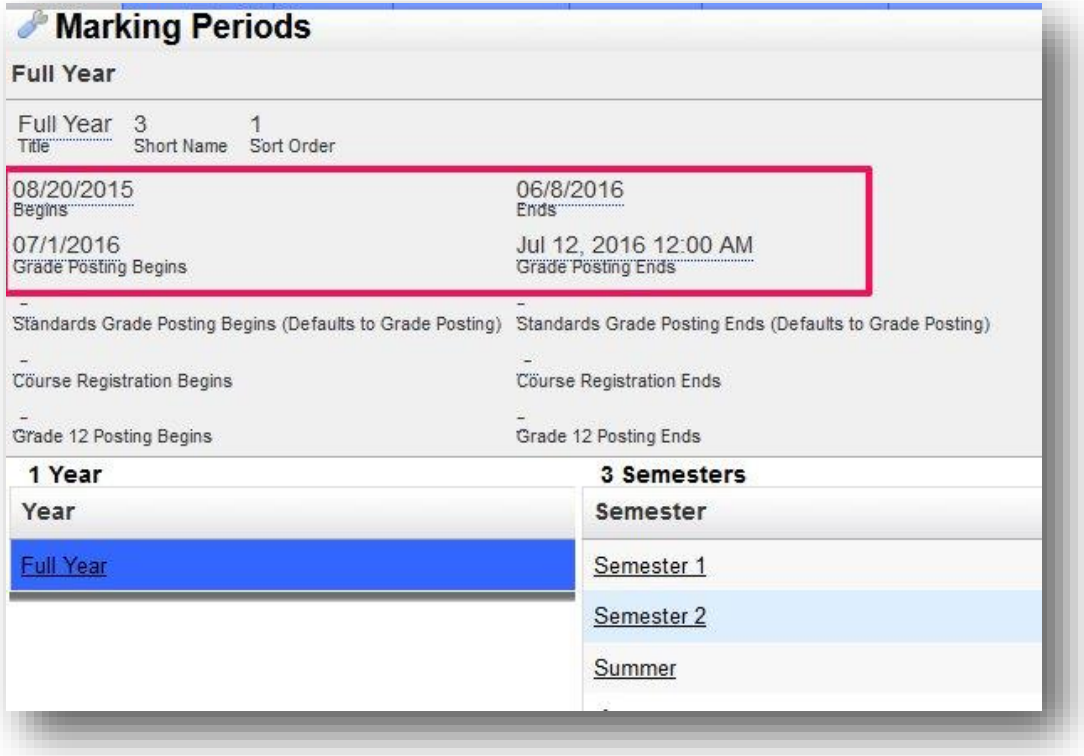
EOY Processing Part 2
Verify Marking Period and Posting Dates



When you rollover your marking periods the old dates come with them so it's important to update those in the new year.

Even if you are not completely sure what your grade posting dates will be, it is best to fill in your best guess now and make updates later.

This will need to be done for each school. You can easily copy the dates from one school to all other schools by using the **Copy School** feature.

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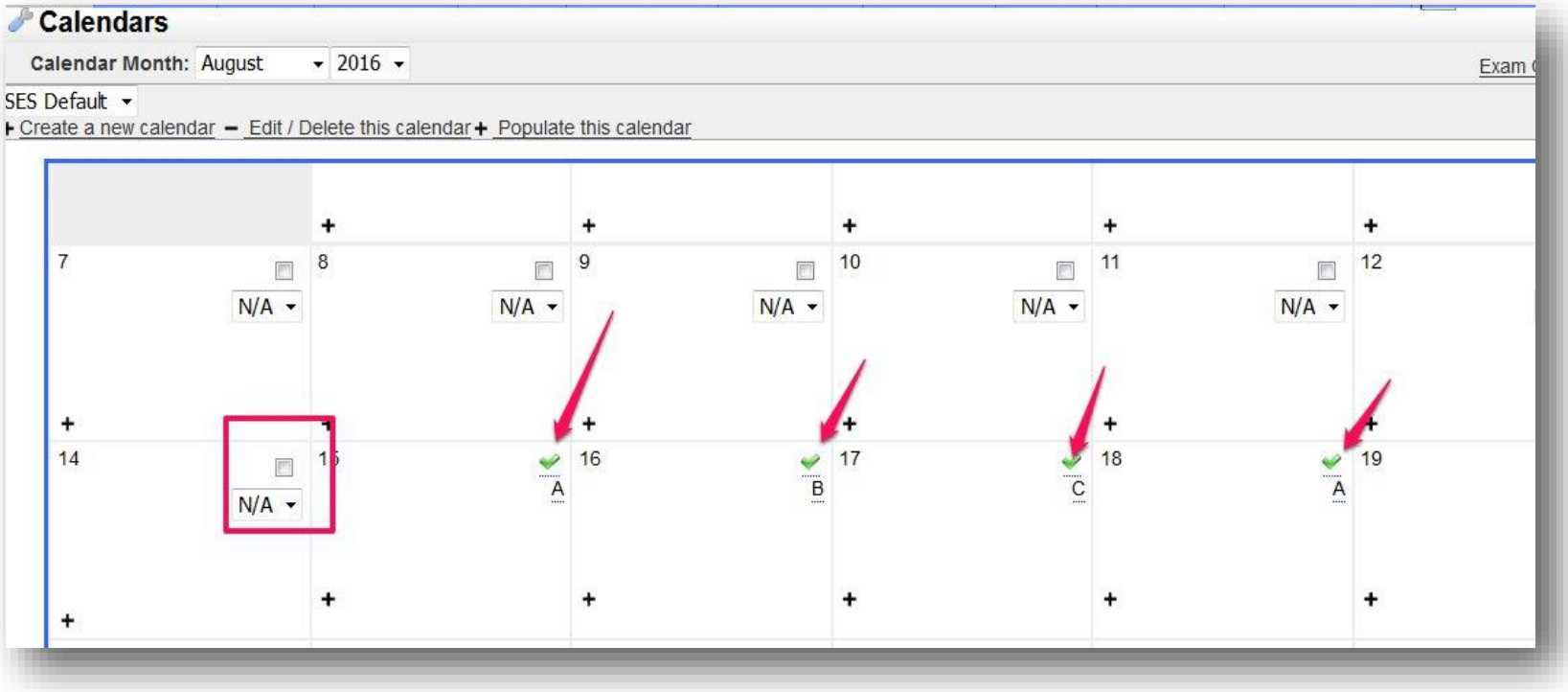
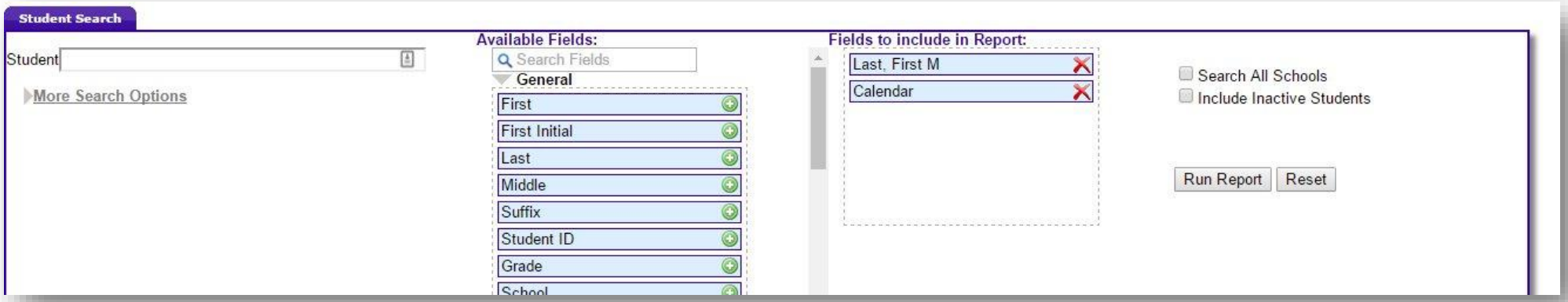
EOY Processing Part 2
Verify Calendars

Once you are finished updating one calendar, you can populate all other school calendars by using the copy school feature using the option for **Calendar Dates.**



EOY Processing Part 2
Verify Calendars

It is very important that each student is assigned a calendar on their enrollment screen in Focus. If a calendar is missing teachers may not be able to take attendance for that student. The easiest way to check all the student calendars is by running an advanced report for each school include the student name and Calendar field.



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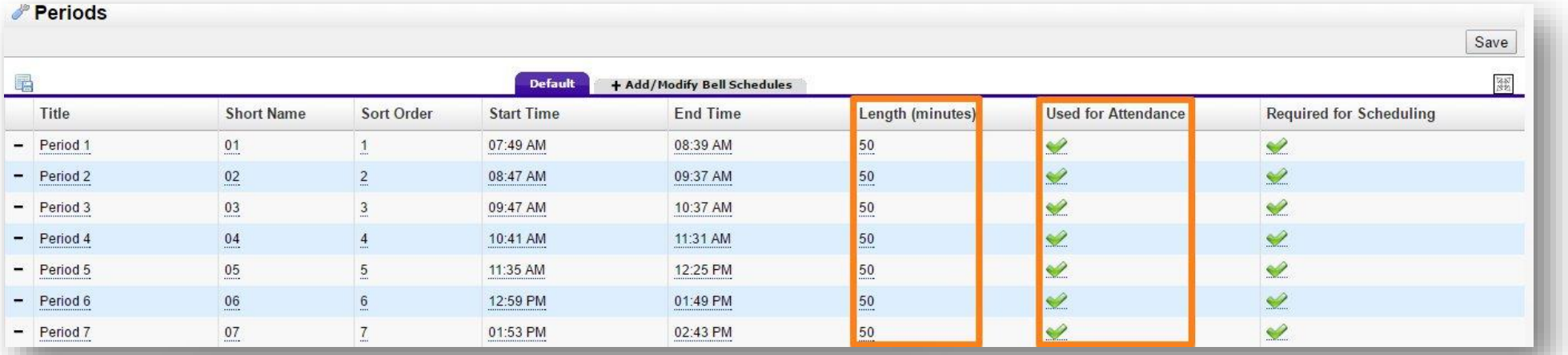
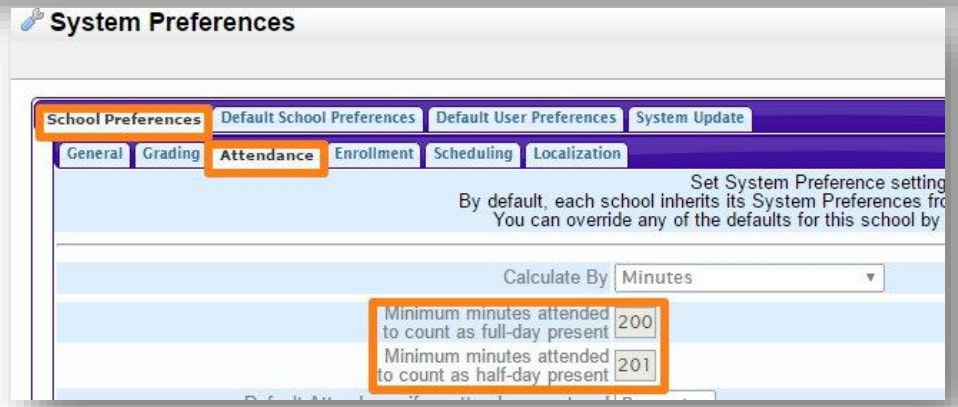
EOY Processing Part 2
Review Periods and Minutes



Title	Short Name	Sort Order	Start Time	End Time	Length (minutes)	Used for Attendance	Required for Scheduling
Period 1	01	1	07:49 AM	08:39 AM	50	✓	✓
Period 2	02	2	08:47 AM	09:37 AM	50	✓	✓
Period 3	03	3	09:47 AM	10:37 AM	50	✓	✓
Period 4	04	4	10:41 AM	11:31 AM	50	✓	✓
Period 5	05	5	11:35 AM	12:25 PM	50	✓	✓
Period 6	06	6	12:59 PM	01:49 PM	50	✓	✓
Period 7	07	7	01:53 PM	02:43 PM	50	✓	✓



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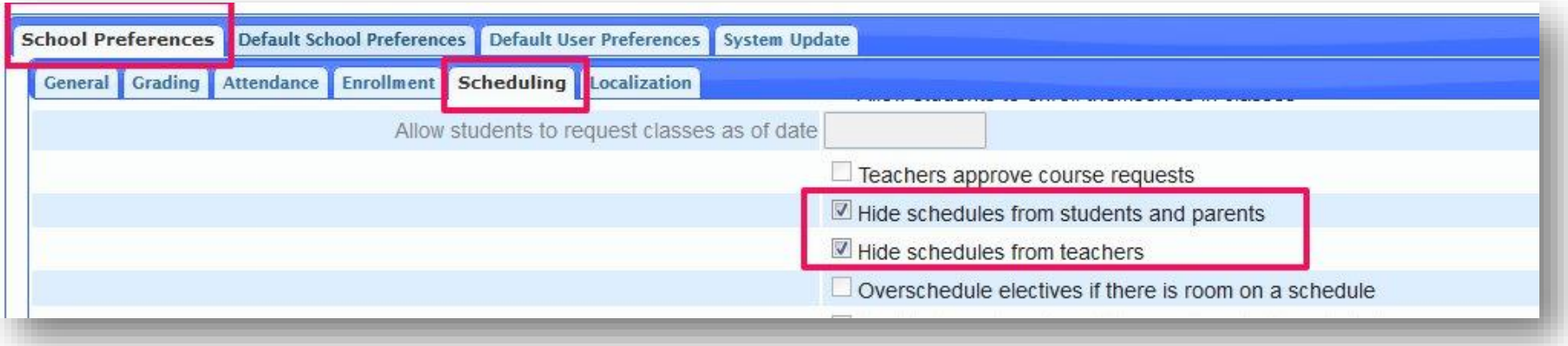
EOY Processing Part 2
Unhide Schedules

Schools may choose to hide schedule from parents, students and teachers during the scheduling process.

Schedules must be unhidden by the first day of school so that teachers can access attendance and students can see their schedule



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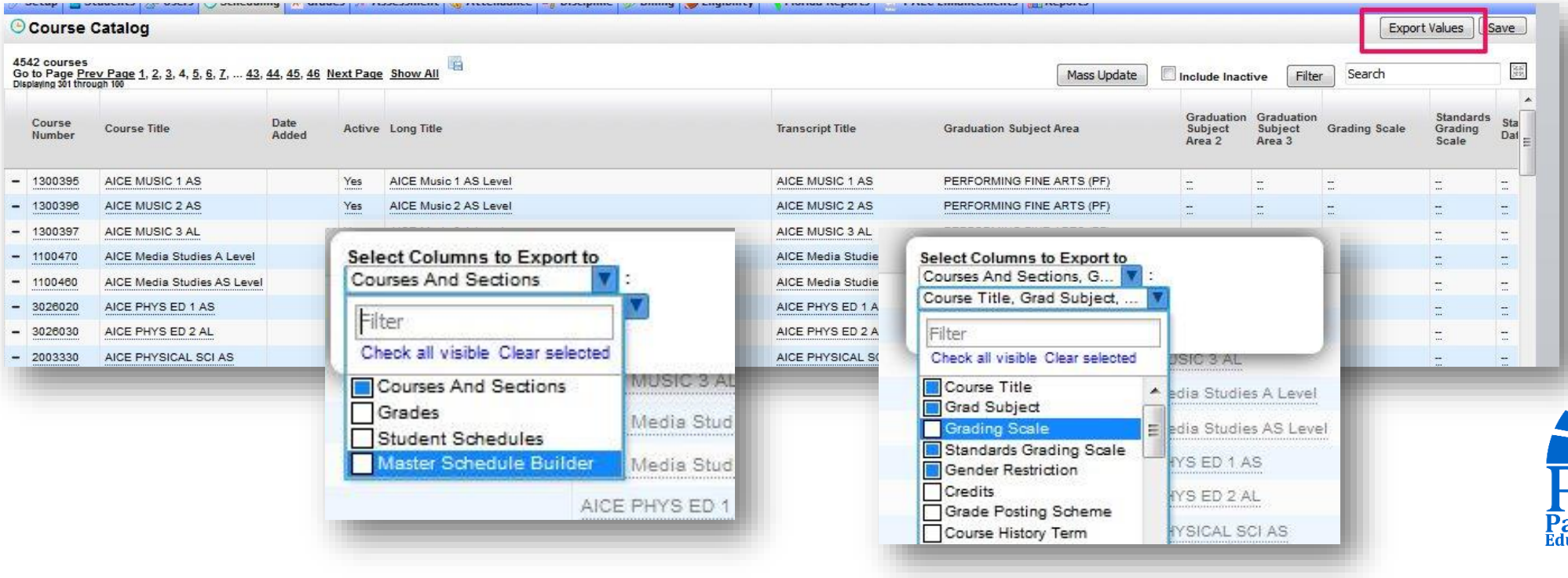
EOY Processing Part 2
Check Master Schedule/Course Catalog

Sometimes sections that are rolled over or built through the master schedule do have the same field settings that are on the course catalog. It's best to push these down at the beginning of the year from the catalog to make sure they are assigned



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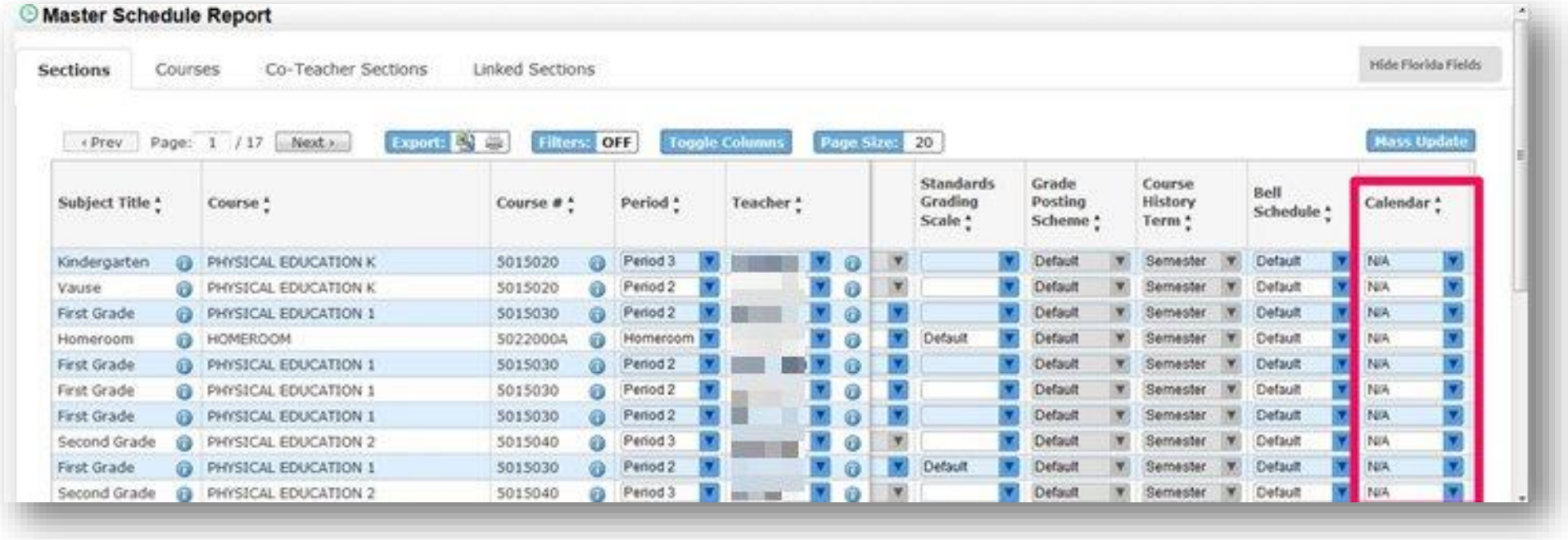
EOY Processing Part 2
Check Master Schedule/Course Catalog

Check your Master schedule report BEFORE school starts to identify missing data from your sections. Some of the fields that rolled may not have saved in the new year, this can cause problems with attendance and grades. In the example below, all these classes are missing a calendar and would therefore be unable to take attendance.



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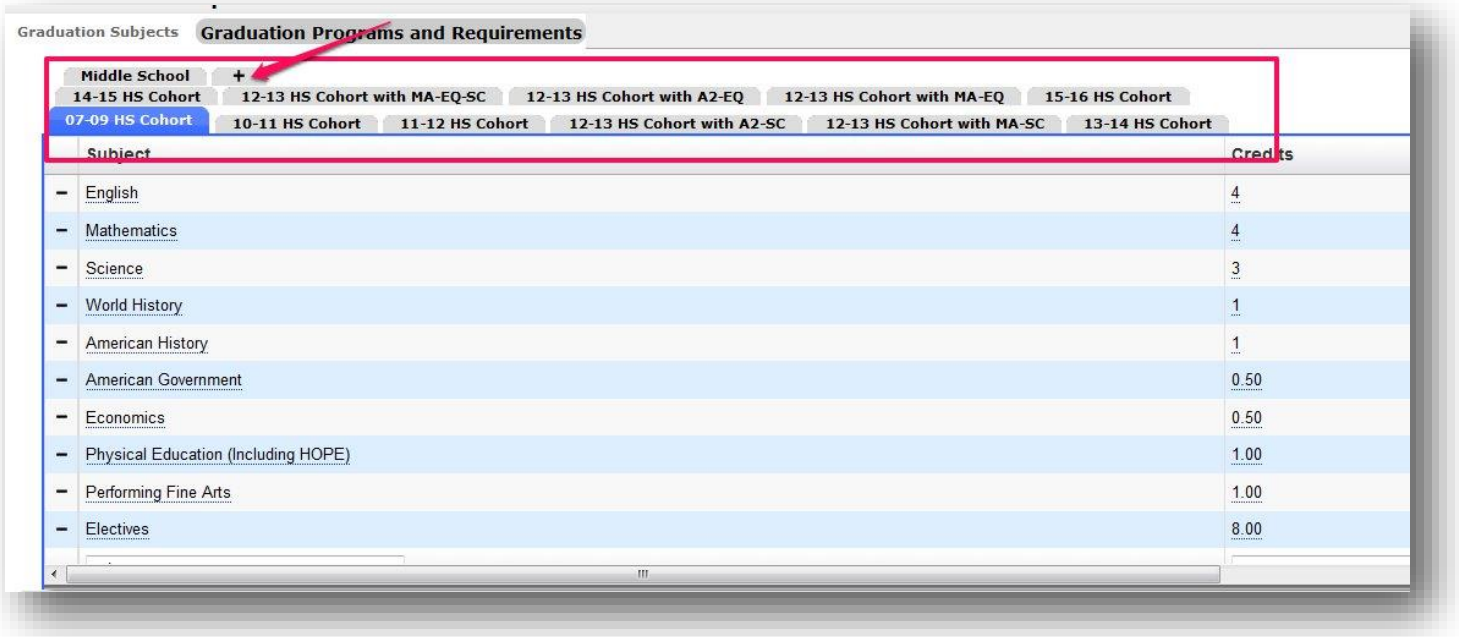
EOY Processing Part 2
Setup/Assign 9th Grade Grad Programs

To use the graduation requirements report, each student must be assigned a graduation plan. Before we can assign a graduation plan to our students, the plans must be created in Focus. Each year you should create a new graduation program for the incoming 9th graders then assign it to students.



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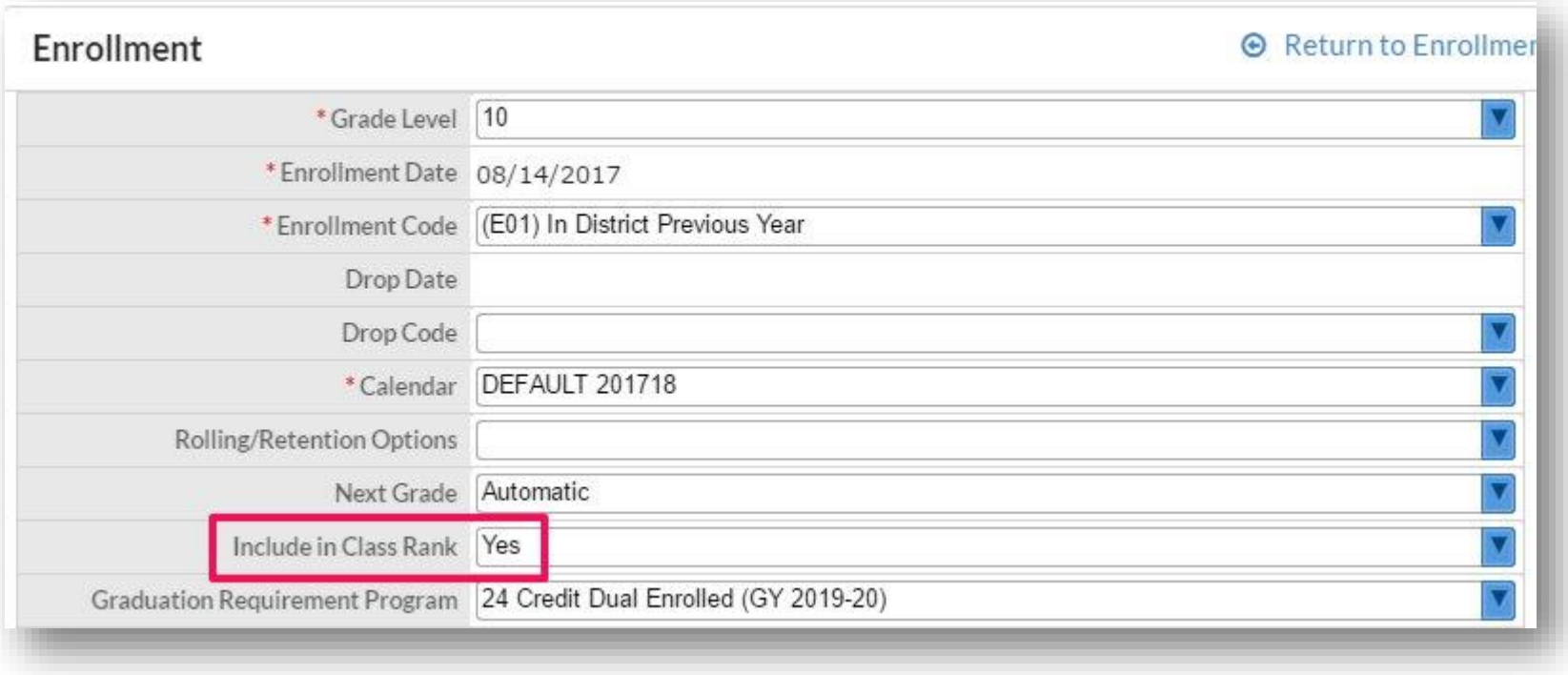
EOY Processing Part 2
Setup Class Ranking



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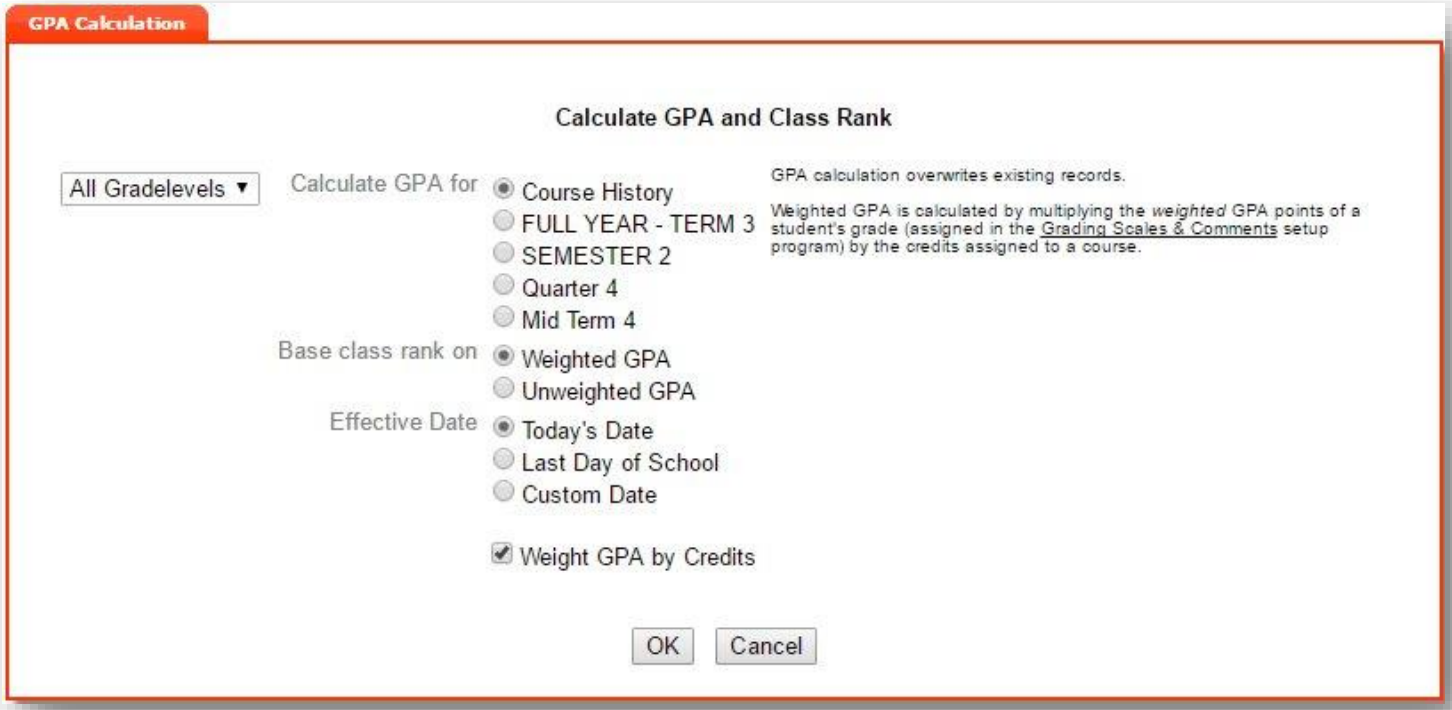
EOY Processing Part 2
Calculate GPA and Class Rank

Since the GPA and Class Rank is annualized in Focus, it is important to Calculate GPA & Rank at the beginning of the year before school starts so all students have it.



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Thank you for joining us today!

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