



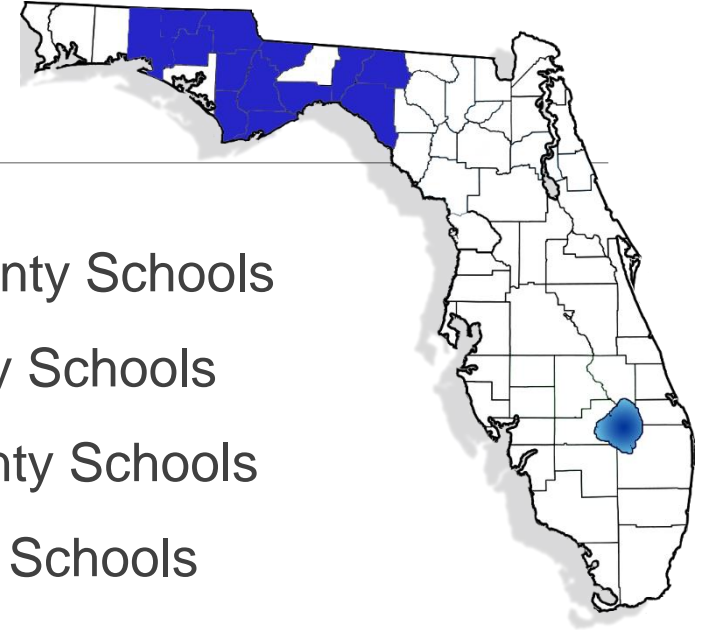
# End of Year Processing

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PRESENTED BY: KATIE FOLEY & AARON NICELY



# 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



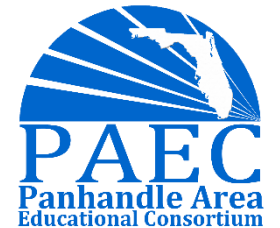
# PAEC Programs and Services

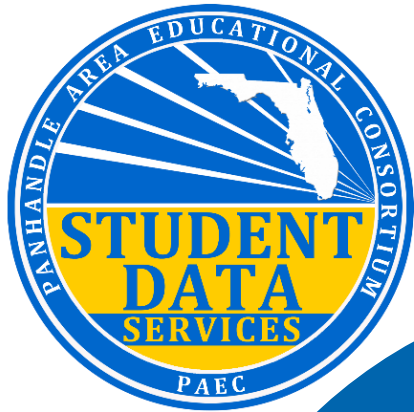
## Instructional Services

- 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





# 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

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



# 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 3<sup>rd</sup> 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
- 12<sup>th</sup> Grade:
- 12<sup>th</sup> Graders Diploma/ Certification of Completion Type & Date
  - 12<sup>th</sup> Grade Diploma Designation (where applicable)
- Enter Student Withdraw Information:
- Run Process for Mass Withdrawal (All Grades EXCEPT 12<sup>th</sup>)
  - 12<sup>th</sup> Grade Set Withdrawal Codes and Dates
- 
- Request Survey 5 Site



# EOY Processing Part 1

## Industry Certifications

**Student Schedule** Anneliese Alejandro

Demographic Enrollment **Schedule** Requests Grades Gradebook Absences Activities Referrals Fees & Payments Test History

Effective Date: May 6 2016  Include Inactive **Course List** Weekly Planner  Show Florida Fields  Show Vocational/WDIS Fields **Save**

9 Classes **Full Year** Semester 1 Semester 2

Course	Period - Teacher	Industry Certification ID	Industry Certif Outcome
<a href="#">HOMEROOM HS</a>	HOMEROOM - Teacher, Barry	N/A	N/A
<a href="#">MATH COLL. READINESS</a>	01 - Teacher, Haley	N/A	N/A
<a href="#">DIGITAL DESIGN 1</a>	02 - Teacher, Hunter	N/A	N/A
<a href="#">US GOVT</a>	03 - Teacher, Sharon	N/A	N/A
<a href="#">ECON FIN LIT</a>	03 - Teacher, Sharon	N/A	N/A
<a href="#">SPANISH 2</a>	04 - Teacher, Daphne	N/A	N/A
<a href="#">CULINARY ARTS 1</a>	05 - Teacher, Kristy	<b>NRFSP001 Certified Food Safety Manage</b>	<b>P - Passed all assessments or certifications</b>
<a href="#">ENG 4: FL COLL PREP</a>	06 - Teacher, Alicia	N/A	N/A
<a href="#">ADM OFF TECH 1</a>	07 - Teacher, Dalynda	N/A	N/A
Total			



# EOY Processing Part 1

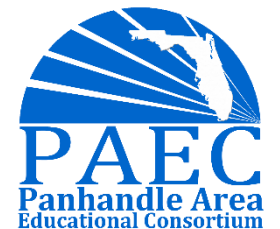
## DOP

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





# EOY Processing Part 1

## Fed State Comp

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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>



# EOY Processing Part 1

## FTE Earned Early Grads

Demographic Enrollment Schedule Requests Grades Gradebook Absences Activities

Billy Barrow - 6504003976

Search

504 Info  
Address  
Classified  
Communications  
DMV Attendance  
DO NOT USE  
Dropout Prevention  
ELL  
ESE  
Fed State  
Federal/State Compensatory  
Graduation

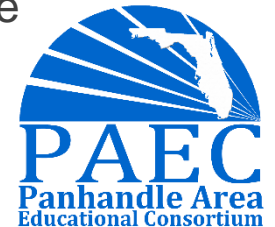
Examination Board Advanced Placement Test  
Talented Top 20  
Multi Birth for Faster  
Migrant: MSIX Identification Number  
FTE Earned, AICE Diploma  
FTE Earned, AICE Score  
FTE Earned, IB Diploma  
FTE Earned, Unpaid Credits for Early Graduates  
FTE Earned, IB Score  
Online Course Exempt  
Student will take the EOC

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.



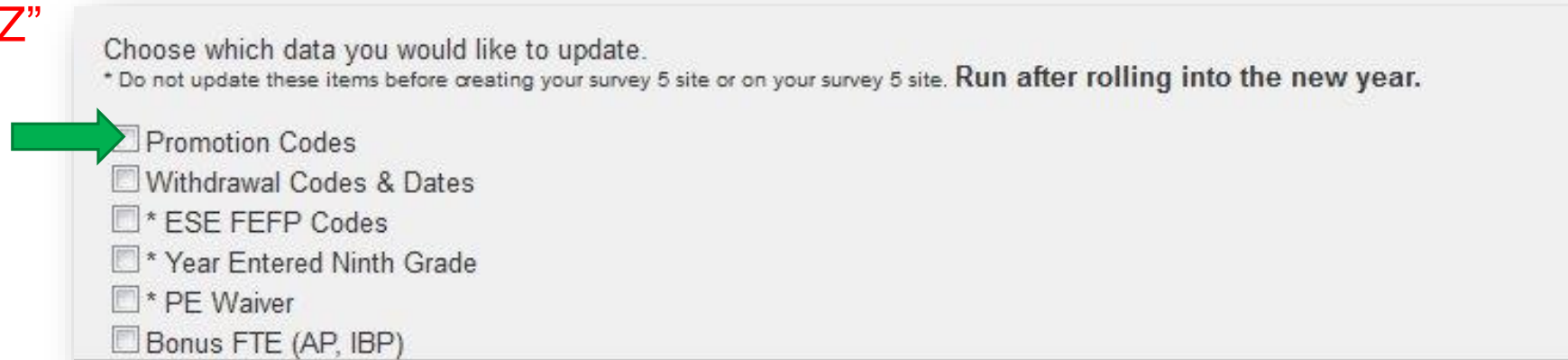
# EOY Processing Part 1

## 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 .

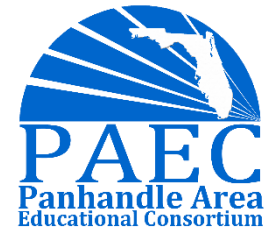
Running this process will populate a Grade Promotion code of P to any active student enrollments that does not already have an 'N' for the students who are not in grade 12, 30 or 31.

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"**



Choose 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
- Bonus FTE (AP, IBP)



# EOY Processing Part 1

## Set Good Cause Exemptions for Grade 3

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

Grade Promotion Status	Good Cause Exemption	District (Out of
P - Academically Promoted	-	Not Applicable
P - Academically Promoted	-	Not Applicable
R - Retained in same Grade	-	Not Applicable
P - Academically Promoted	-	Not Applicable
P - Academically Promoted	-	Not Applicable
P - Academically Promoted	-	Not Applicable
P - Academically Promoted	-	Not Applicable
-	-	Not Applicable
P - Academically Promoted	-	Not Applicable
P - Academically Promoted	-	Not Applicable
N - Not in KG-12 at year end	-	Not Applicable
P - Academically Promoted	-	Not Applicable
-	-	Not Applicable
N/A	N/A	Not Applicable



# EOY Processing Part 1

## Habitual Truants

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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.

The screenshot shows a 'Classified' tab with the following fields:

Social Security	<input type="checkbox"/>
Florida Student Number	<input type="checkbox"/>
Florida Alias	<input type="checkbox"/>
Parent Request	<input type="checkbox"/>
Lunch Program	<input type="checkbox"/>
FLEID Verified	<input checked="" type="checkbox"/>
Florida Education Identifier	<input type="checkbox"/>
Habitual Truant	<input type="checkbox"/>



# EOY Processing Part 1

## Enter credits earned by EOC Exam

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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**



# EOY Processing Part 1

## Bonus FTE



EOY Processing

Choose which data you would like to update.  
\* Do not update these items before creating your survey 5 site or on your survey 5 site.

- Promotion Codes
- Withdrawal Codes & Dates
- \* ESE FEFP Codes
- \* Year Entered Ninth Grade
- \* PE Waiver
- Bonus FTE (AP, IBP)

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.





# EOY Processing Part 1

## 12th Grade Diploma/COC Codes & Dates

You can use Mass Assign Student Info for your 12<sup>th</sup> graders who are graduating

**Student Info to Change En Masse**

National Merit Scholar	N/A	▼				
Graduation Option	N/A	▼				
Biology Assessment Passed	N/A	▼				
U.S. History Assessment Passed	N/A	▼				
National Hispanic Scholar	N/A	▼				
Algebra II Assessment Passed	N/A	▼				
Diploma Type (Fill in after student graduates)	Standard HS Diploma [W06]	▼				
IB Diploma	N/A	▼				
Graduation Plan Year	N/A	▼				
Certificate of Completion	N/A	▼				
Dropout Prevention: Performance-Based Exit	N/A	▼				
Diploma Date (Fill in after student graduates)	May	27	16	📅		
Certificate of Completion	N/A	▼	N/A	▼	N/A	▼

Search Screen **Simple List** Customized List

13 Students 13 Selected

<input checked="" type="checkbox"/>	Student	Student ID
<input checked="" type="checkbox"/>	Abdulla, Audrie	6509009414
<input checked="" type="checkbox"/>	Amedee, Alesia	6506006199
<input checked="" type="checkbox"/>	Ard, Alishia	6506006040
<input checked="" type="checkbox"/>	Barrow, Billy	6504003976





# EOY Processing Part 1

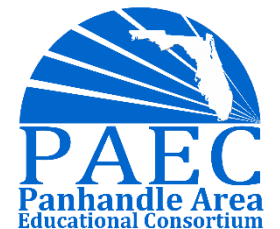
## Diploma Designations

You must also mark diploma designations where applicable

Search	
504 Info	
Address	
Classified	
Communications	
DMV Attendance	
DO NOT USE	
Dropout Prevention	
ELL	
ESE	
Fed State	
Federal/State Compensatory	
General	
<b>Graduation</b>	
Homeless	
Homeroom	
IT Only	
Immunizations	
Info for Teachers	

Postsecondary Educational Plans	-
Graduation Option *	24 Credit Standard HS Options [1]
FCAT Read Pass	-
Met Reading Concordant Score	No
FCAT Math Pass	-
Met Math Concordant Score	No
Diploma Designation	N/A
Diploma Type (Fill in after student graduates)	Standard HS Diploma [W06]
Diploma Date (Fill in after student graduates)	05/12/2016
Certificate of Completion	-
Certificate of Completion Date	-
Graduation Plan Year	-
Met Community Service Hours	-
Number of Community Service Hours	0000



# EOY Processing Part 1

## Mass Withdrawal

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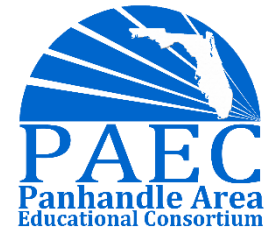
Only run this process once you are ready to inactivate all students.

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.

Choose 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
- Bonus FTE (AP, IBP)



# EOY Processing Part 1

## Mass Withdrawal

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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 12<sup>th</sup> grade students and second school

Choose 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
- Bonus FTE (AP, IBP)



# EOY Processing Part 1

## 12<sup>th</sup> Grade Withdrawal Codes & Dates

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

The screenshot shows the 'Mass Assign Student Info' interface. Under the 'Enrollment' section, the 'Enrollment Drop Date' is set to May 27, 2016, and the 'Drop Code' is '(W06) Graduated W/Std Diploma'. A red box highlights these two fields.

The screenshot shows a 'Simple List' view of 13 students. A red arrow points to the '13 Students' header. The table below shows the first four students, all of whom are selected with checkmarks.

Student	Student ID
Abdulla, Audrie	6509009414
Amedee, Alesia	6506006199
Ard, Alishia	6506006040
Barrow, Billy	6504003976

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.



# 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



# EOY Processing Part 2

## Verify System Preference Settings

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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.

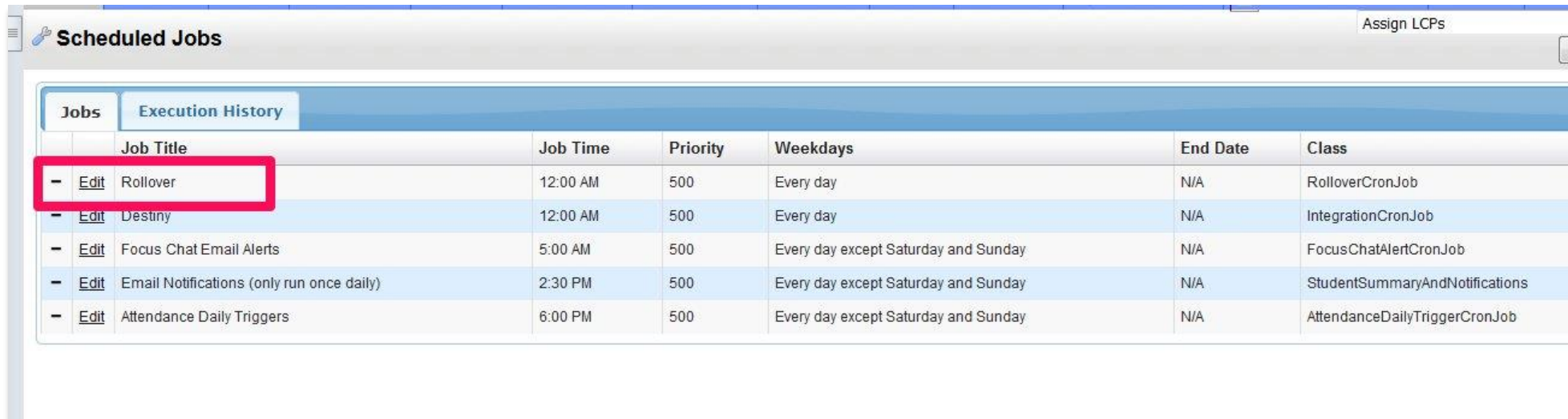
For this reason as also because new preferences are added it is good idea to review these settings and compare them to the previous year to make sure everything copied correctly.



# 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.



The screenshot shows a web interface titled "Scheduled Jobs" with a sub-tab "Execution History". A table lists several scheduled jobs. The first row, "Rollover", is highlighted with a red rectangular box. The table columns are Job Title, Job Time, Priority, Weekdays, End Date, and Class.

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





# 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).

**Confirm Rollover**

**Uncheck**

Are you sure you want to roll the data for 2016-2017 to the next school year?

Rollover data for all (29) schools.

School Periods

Marking Periods

Calendars

Report Card Grade Codes

Standards

Grade Posting Averaging

Scheduling Teams

Courses

Sections\*

Report Card Comment Codes

Eligibility Activity Codes

Attendance Codes

Schedule Enrollment Codes (6)

Referral Form

Course Catalog (5072)

Address Catalog (1453)

System Preferences

Students (4)

School Choice Programs

Automatic Course Requests

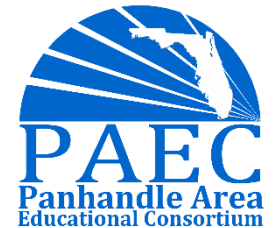
Gradebook Templates (6)

Student Enrollment Start Date:  
N/A N/A N/A

Student Enrollment Code:  
N/A

\* You must roll school periods, marking periods, calendars, and report card grade codes at the same time or before rolling sections.  
Grayed items already have data in the next school year (They might have been rolled).  
Rolling grayed items will delete already existing data in the next school year.

OK Cancel



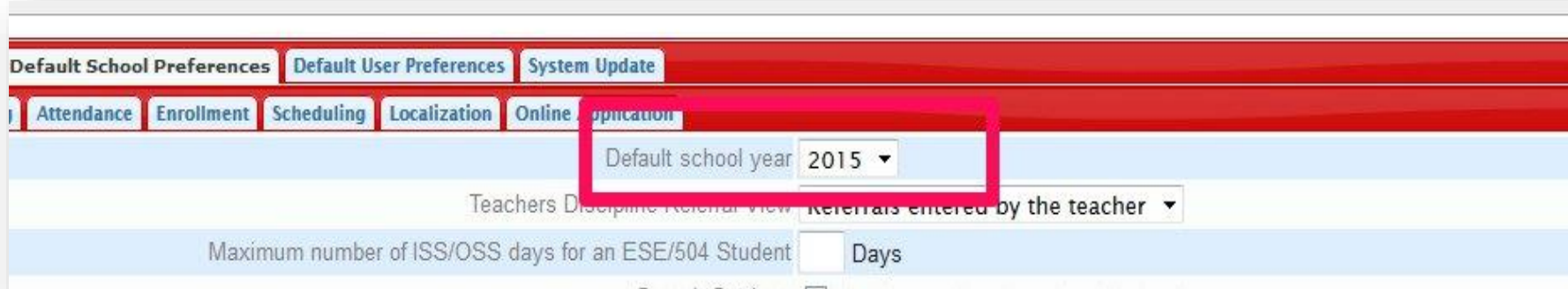


# EOY Processing Part 2

## 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.



The screenshot displays a web-based system preference interface. At the top, there are three tabs: 'Default School Preferences', 'Default User Preferences', and 'System Update'. Below these, a navigation bar contains several menu items: 'Attendance', 'Enrollment', 'Scheduling', 'Localization', and 'Online Application'. The 'Online Application' menu is currently selected, and a dropdown menu is open, showing 'Default school year' with a value of '2015' and a downward arrow. Below this, there are other settings: 'Teachers Discipline Referral view' with a dropdown set to 'Referrals entered by the teacher', and 'Maximum number of ISS/OSS days for an ESE/504 Student' with an input field and the unit 'Days'.



# EOY Processing Part 2

## Clear Annually Collected Fields

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- 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



# EOY Processing Part 2

## FEFP, Year Enter 9<sup>th</sup>, PE Waiver in EOY Job

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

Year Entered 9<sup>th</sup> Grade - Running this process will set the field for incoming 9<sup>th</sup> 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

Choose 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
- Bonus FTE (AP, IBP)



# EOY Processing Part 2

## Staff Clean Up

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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.



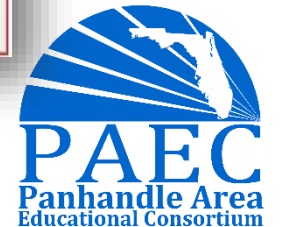
# EOY Processing Part 2

## Florida Report Setup

**Florida Files** Survey Dates Pre-ID Local EOC Student Locator District Options

This program sets up the various background Focus tables used for Florida Reports based off the files available at the DOE and user input values. Run Setup

<input type="checkbox"/> Files	DOE Filename
<input type="checkbox"/> Master School Identification File (F25031)	DPS.DISTRICT.G4.F25031.Y1718
<input type="checkbox"/> Statewide Course Numbering System (F60922)	DPS.DISTRICT.GQ.F60922.Y1718
<input type="checkbox"/> CTE/AGE Program Edit File (F61730)	DPS.DISTRICT.GQ.F61730.Y1718
<input type="checkbox"/> Course Code Directory (F62806)	DPS.DISTRICT.K9.F62806.Y1718
<input type="checkbox"/> Current FISH File (F70393)	DPS74.GQ.F70393.FISH.CURRENT
<input type="checkbox"/> McKay Prepayment Verification (F70561)	DPS74.GQ.F70561.Y1718
<input type="checkbox"/> McKay Payment File (F70581)	DPS74.GQ.F70581.Y1718
<input type="checkbox"/> Non-Fundable Auto Service Tech Programs (F71340)	DPS.DISTRICT.GQ.F71340.Y1718
<input type="checkbox"/> National School Lunch Program - Reference Table (F71447)	DPS.DISTRICT.GQ.F71447.Y1718
<input type="checkbox"/> Less Than 180 Days in School Year File (F71497)	DPS.DISTRICT.GQ.F71497.Y1718



# EOY Processing Part 2


## Florida Report Setup


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Florida Files **Survey Dates** Pre-ID Local EOC Student Locator District Options

Set the available date fields to be defaulted to district wide for all surveys. Set Dates

Survey: Survey 1 ▼

Effective Date: June ▼ 23 ▼ 2017 ▼ 

Survey Window Start: June ▼ 23 ▼ 2017 ▼ 

Survey Window End: June ▼ 23 ▼ 2017 ▼ 



# EOY Processing Part 2

## Integrations Rollover

**Manage Integrations**

Search

- \*Create New
- \*Reports
- CET
- Clever
- FDC Create
- PEER
- Performance Matters - NEW
- Scheduled Jobs
- Think Central

Output Location Files will be written to /home/focus/public\_html/files

Batch Transfer Settings Unless specified below, files generated will not be uploaded. [Edit](#)

Scheduled Execution This batch is set to run at 3:15 AM on every day. [Remove](#) [Edit](#)

Zip Batch Output No

Generate all files in this batch

Select	Description	Filename	Options	Generate	Download	File Transfer Settings
<input type="checkbox"/>	CustomReportExporter( PCS Students )	PCSStudents.txt	<a href="#">Edit Options</a>	<a href="#">Generate</a>		<a href="#">Edit file transfer settings</a>

Output Format

Comma-separated values (CSV)  Tab delimited

Other Options

Include Header

Quote Fields

Custom Header (Overwrites 'Include Header')

Field Delimiter (Only applies to CSV)

Report Variables

Name	Type	Value
{YEAR}	Text	2016

Save Cancel

Uninstall this batch Enable modification



# 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 9<sup>th</sup> grade Graduation Program
- Setup Class Ranking
- Calculate GPA and Class Rank





# EOY Processing Part 2

## Verify Marking Period and Posting Dates

Full Year	
Full Year Title	Short Name Sort Order
08/20/2015 Begins	06/8/2016 Ends
07/1/2016 Grade Posting Begins	Jul 12, 2016 12:00 AM Grade Posting Ends
Standards Grade Posting Begins (Defaults to Grade Posting)	Standards Grade Posting Ends (Defaults to Grade Posting)
Course Registration Begins	Course Registration Ends
Grade 12 Posting Begins	Grade 12 Posting Ends

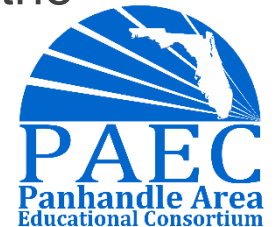
  

1 Year	3 Semesters
Year	Semester
Full Year	Semester 1
	Semester 2
	Summer

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.



# 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**.

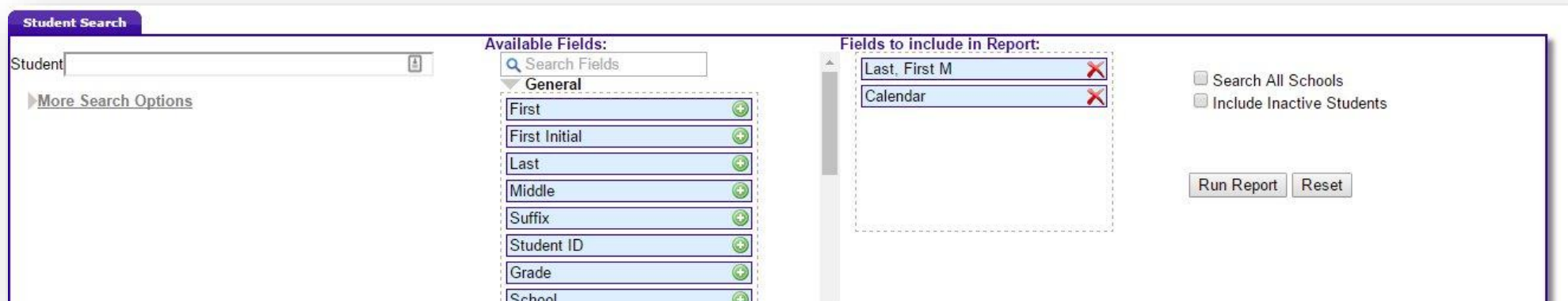
The screenshot shows a web-based calendar interface. At the top, it says 'Calendars' with a key icon. Below that, 'Calendar Month: August' and '2016' are selected in dropdown menus. There's also a 'SES Default' dropdown. Below the dropdowns, there are three buttons: 'Create a new calendar', 'Edit / Delete this calendar', and 'Populate this calendar'. The main part of the interface is a calendar grid. The grid shows dates from 7 to 19. The 15th is highlighted with a red box. The 16th, 17th, 18th, and 19th are marked with green checkmarks and labeled 'A', 'B', 'C', and 'A' respectively. Red arrows point from the 15th to each of these dates. The grid also shows 'N/A' in dropdown menus for dates 7, 8, 9, 10, 11, and 12.



# 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.



The screenshot displays the 'Student Search' interface. On the left, there is a search input field labeled 'Student' and a 'More Search Options' link. The main area is divided into three sections: 'Available Fields', 'Fields to include in Report', and search options. The 'Available Fields' section is expanded to show a list of fields under the 'General' category: First, First Initial, Last, Middle, Suffix, Student ID, Grade, and School. Each field has a green plus icon to its right. The 'Fields to include in Report' section shows a list of selected fields: 'Last, First M' and 'Calendar', each with a red minus icon to its right. To the right of this list are two checkboxes: 'Search All Schools' and 'Include Inactive Students', both of which are unchecked. At the bottom right of the interface are two buttons: 'Run Report' and 'Reset'.



# EOY Processing Part 2

## Review Periods and Minutes

**Periods** Save

Default + Add/Modify Bell Schedules

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	✓	✓

**System Preferences**

School Preferences Default School Preferences Default User Preferences System Update

General Grading **Attendance** Enrollment Scheduling Localization

Set System Preference setting  
By default, each school inherits its System Preferences from the Default School Preferences.  
You can override any of the defaults for this school by clicking on the Edit icon.

Calculate By Minutes

Minimum minutes attended to count as full-day present	200
Minimum minutes attended to count as half-day present	201

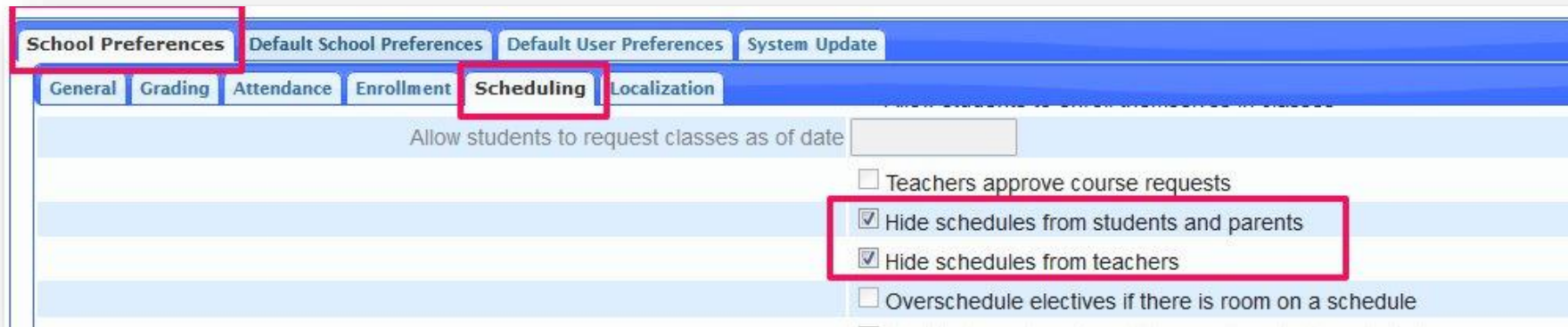


# EOY Processing Part 2

## 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



The screenshot shows a software interface for 'School Preferences'. The 'Scheduling' tab is selected and highlighted with a red box. Below the tab, there are several settings:

- Allow students to request classes as of date: [text input field]
- Teachers approve course requests
- Hide schedules from students and parents
- Hide schedules from teachers
- Overschedule electives if there is room on a schedule





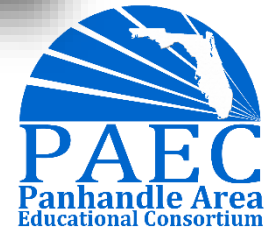
# EOY Processing Part 2

## 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

The screenshot shows the 'Course Catalog' interface with a table of 4542 courses. The table columns include Course Number, Course Title, Date Added, Active, Long Title, Transcript Title, Graduation Subject Area, Graduation Subject Area 2, Graduation Subject Area 3, Grading Scale, Standards Grading Scale, and Standards. Two dialog boxes are overlaid on the table, both titled 'Select Columns to Export to'. The left dialog box has 'Courses And Sections' selected in the dropdown and lists 'Courses And Sections', 'Grades', 'Student Schedules', and 'Master Schedule Builder' with checkboxes. The right dialog box has 'Courses And Sections, G...' selected in the dropdown and lists 'Course Title', 'Grad Subject', 'Grading Scale', 'Standards Grading Scale', 'Gender Restriction', 'Credits', 'Grade Posting Scheme', and 'Course History Term' with checkboxes. The 'Export Values' button in the top right corner of the interface is highlighted with a red box.

Course Number	Course Title	Date Added	Active	Long Title	Transcript Title	Graduation Subject Area	Graduation Subject Area 2	Graduation Subject Area 3	Grading Scale	Standards Grading Scale	Standards
1300395	AICE MUSIC 1 AS		Yes	AICE Music 1 AS Level	AICE MUSIC 1 AS	PERFORMING FINE ARTS (PF)	--	--	--	--	--
1300396	AICE MUSIC 2 AS		Yes	AICE Music 2 AS Level	AICE MUSIC 2 AS	PERFORMING FINE ARTS (PF)	--	--	--	--	--
1300397	AICE MUSIC 3 AL				AICE MUSIC 3 AL						
1100470	AICE Media Studies A Level				AICE Media Studie						
1100480	AICE Media Studies AS Level				AICE Media Studie						
3028020	AICE PHYS ED 1 AS				AICE PHYS ED 1 A						
3028030	AICE PHYS ED 2 AL				AICE PHYS ED 2 A						
2003330	AICE PHYSICAL SCI AS				AICE PHYSICAL SC						



# EOY Processing Part 2

## Check Master Schedule/Course Catalog

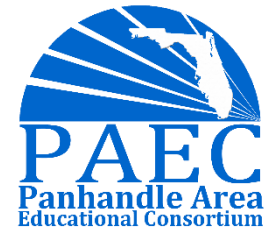
Check your Master schedule report BEFORE school starts to identify missing data from your sections. Some of the fields that rolled may not have saved in the new year, this can cause problems with attendance and grades. In the example below, all these classes are missing a calendar and would therefore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

**Master Schedule Report**

Sections Courses Co-Teacher Sections Linked Sections Hide Florida Fields

< Prev Page: 1 / 17 Next >
Export: Filters: OFF Toggle Columns Page Size: 20 Mass Update

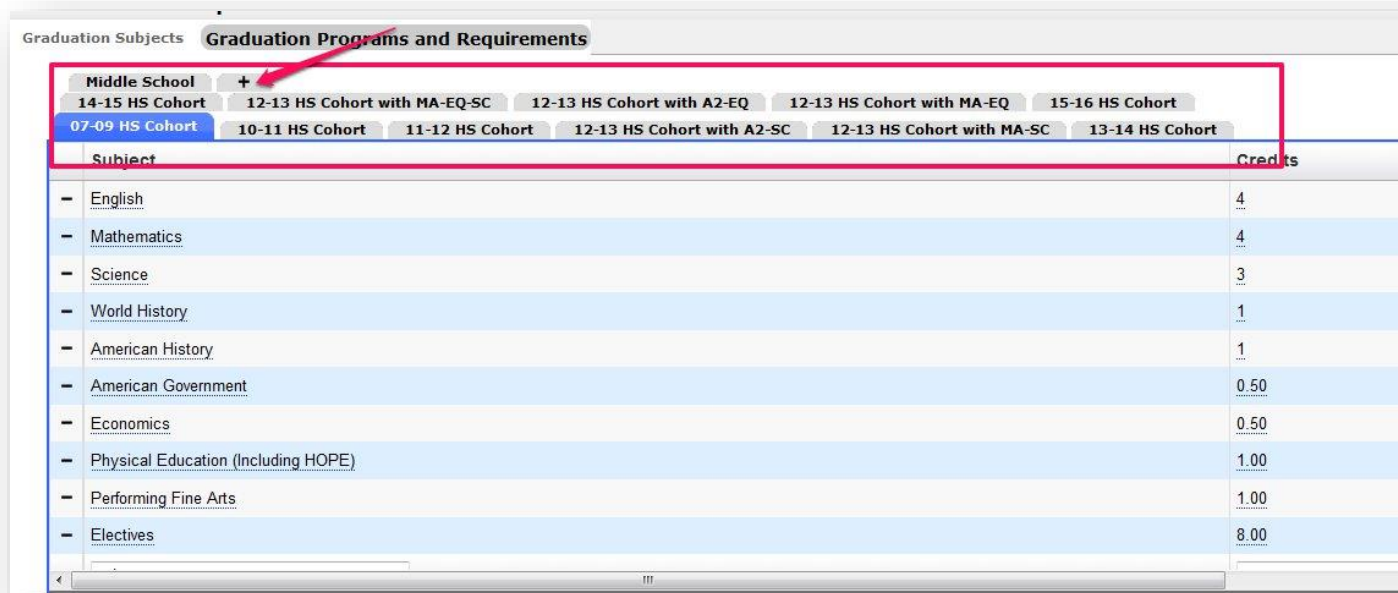
Subject Title	Course	Course #	Period	Teacher	Standards Grading Scale	Grade Posting Scheme	Course History Term	Bell Schedule	Calendar
Kindergarten	PHYSICAL EDUCATION K	5015020	Period 3			Default	Semester	Default	N/A
Vause	PHYSICAL EDUCATION K	5015020	Period 2			Default	Semester	Default	N/A
First Grade	PHYSICAL EDUCATION 1	5015030	Period 2			Default	Semester	Default	N/A
Homeroom	HOMEROOM	5022000A	Homeroom		Default	Default	Semester	Default	N/A
First Grade	PHYSICAL EDUCATION 1	5015030	Period 2			Default	Semester	Default	N/A
First Grade	PHYSICAL EDUCATION 1	5015030	Period 2			Default	Semester	Default	N/A
First Grade	PHYSICAL EDUCATION 1	5015030	Period 2			Default	Semester	Default	N/A
Second Grade	PHYSICAL EDUCATION 2	5015040	Period 3			Default	Semester	Default	N/A
First Grade	PHYSICAL EDUCATION 1	5015030	Period 2		Default	Default	Semester	Default	N/A
Second Grade	PHYSICAL EDUCATION 2	5015040	Period 3			Default	Semester	Default	N/A



# 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 9<sup>th</sup> graders then assign it to students.



Subject	Credits
- English	4
- Mathematics	4
- Science	3
- World History	1
- American History	1
- American Government	0.50
- Economics	0.50
- Physical Education (Including HOPE)	1.00
- Performing Fine Arts	1.00
- Electives	8.00





# EOY Processing Part 2

## Setup Class Ranking

Enrollment Return to Enrollment

* Grade Level	10
* Enrollment Date	08/14/2017
* Enrollment Code	(E01) In District Previous Year
Drop Date	
Drop Code	
* Calendar	DEFAULT 201718
Rolling/Retention Options	
Next Grade	Automatic
<b>Include in Class Rank</b>	<b>Yes</b>
Graduation Requirement Program	24 Credit Dual Enrolled (GY 2019-20)



# 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.

**GPA Calculation**

**Calculate GPA and Class Rank**

All Gradelevels ▾ Calculate GPA for  Course History  FULL YEAR - TERM 3  SEMESTER 2  Quarter 4  Mid Term 4

Base class rank on  Weighted GPA  Unweighted GPA

Effective Date  Today's Date  Last Day of School  Custom Date

Weight GPA by Credits

GPA calculation overwrites existing records.

Weighted GPA is calculated by multiplying the weighted GPA points of a student's grade (assigned in the [Grading Scales & Comments](#) setup program) by the credits assigned to a course.

OK Cancel



# Thank you for joining us today!

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For more information please contact

Katie Foley

[Katie.Foley@paec.org](mailto:Katie.Foley@paec.org)

Aaron Nicely

[Aaron.Nicely@paec.org](mailto:Aaron.Nicely@paec.org)

Panhandle Area Educational Consortium  
753 West Boulevard  
Chipley, Florida 32428  
1-877-873-7232  
[www.paec.org](http://www.paec.org)

