

Enrollment Calendar Error Report

Run Your Enrollment Calendar Error Report

GO TO:

1. Click on the Reports Tab.
2. Select District Reports.
3. Select the Weekly Reports folder.
4. Select the Calendar Problems – School View report.
5. The report will display in the middle of the page.

Note: If the message “No records found” is displayed, then you have no enrollment calendar errors.

Calendar problems - school view

1 Record found

Export: Filters: OFF

STUDENT_ID	ENROLLED SCHOOL	SECOND SCHOOL	CALENDAR SCHOOL
	Veterans Memorial Elementary (0521)	N	Vineyards Elementary School (0371)

6. Click on the student ID number to access the student's information.

Note: The student demographics will open in another tab. Refer to Update Enrollment Calendar instructions below.

Update Enrollment Calendar Errors

FROM THE DEMOGRAPHICS SUB-MENU:

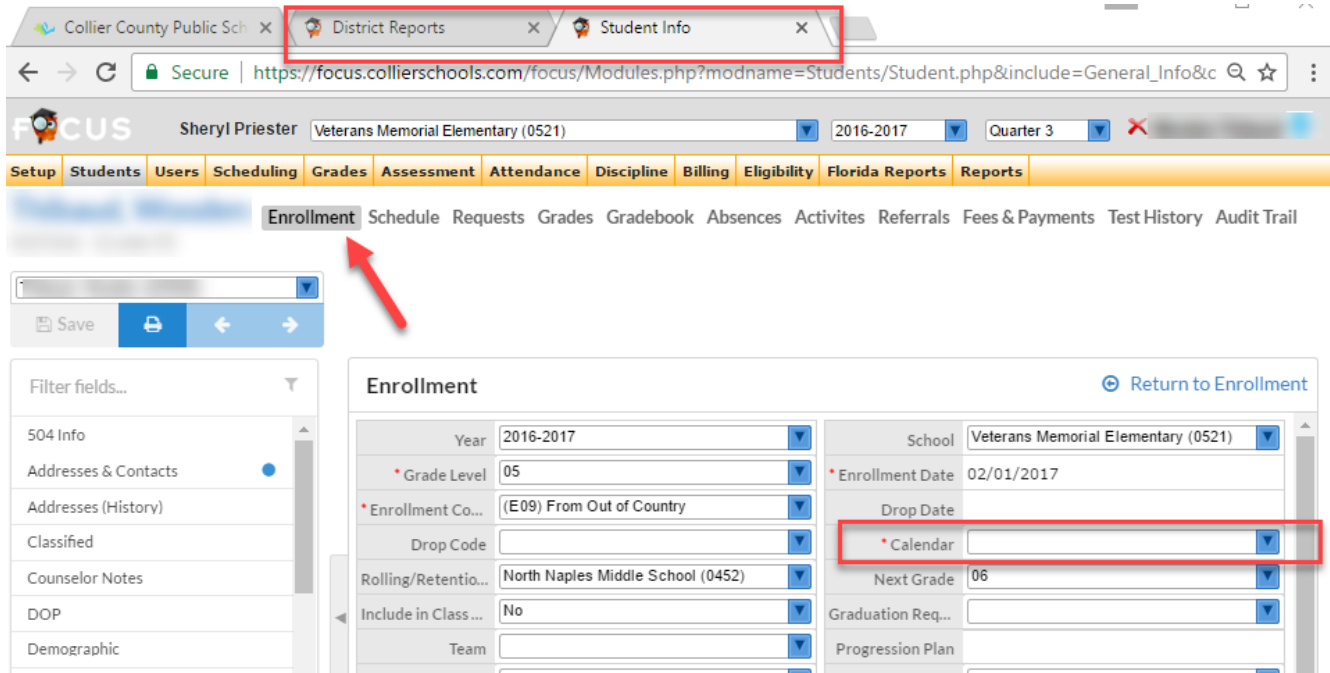
1. Select Enrollment sub-tab.
2. Locate the active enrollment record.
3. Click the view button.
4. Select the correct enrollment calendar (E1, M1, H1, etc.).
5. Click Save.

Enrollment

Export:

Year	School	Grade Level	Enrollment Date
2016-2017	Avalon Elementary (0201)	PK	09/01/2016

Enrollment Calendar Error Report



Collier County Public Sch x District Reports x Student Info x

Secure | https://focus.collierschools.com/focus/Modules.php?modname=Students/Student.php&include=General_Info&c

Sheryl Priester Veterans Memorial Elementary (0521) 2016-2017 Quarter 3

Setup Students Users Scheduling Grades Assessment Attendance Discipline Billing Eligibility Florida Reports Reports

Enrollment Schedule Requests Grades Gradebook Absences Activities Referrals Fees & Payments Test History Audit Trail

Save

Filter fields...

504 Info

Addresses & Contacts

Addresses (History)

Classified

Counselor Notes

DOP

Demographic

Enrollment

Return to Enrollment

Year 2016-2017

Grade Level 05

Enrollment Co... (E09) From Out of Country

Drop Code

Rolling/Retentio... North Naples Middle School (0452)

Include in Class... No

Team

School Veterans Memorial Elementary (0521)

Enrollment Date 02/01/2017

Drop Date

Calendar

Next Grade 06

Graduation Req...

Progression Plan

Continuing with Your Report

FROM THE NEW INTERNET BROWSER TAB:

1. When finished close the internet browser tab.
 2. Click the "x" in the upper right corner of the tab.
 3. Access the tab named "District Reports" to access the next student on the list.
- Note: The student will not drop from the report until the report has been refreshed.

