

Incoming / Outgoing Students Report

Report Description:

This report provides a summary list of students who have active enrollment records for the current school year and lists their next year projection information.

Application:

FOCUS/Reports/District Reports

To run this report:

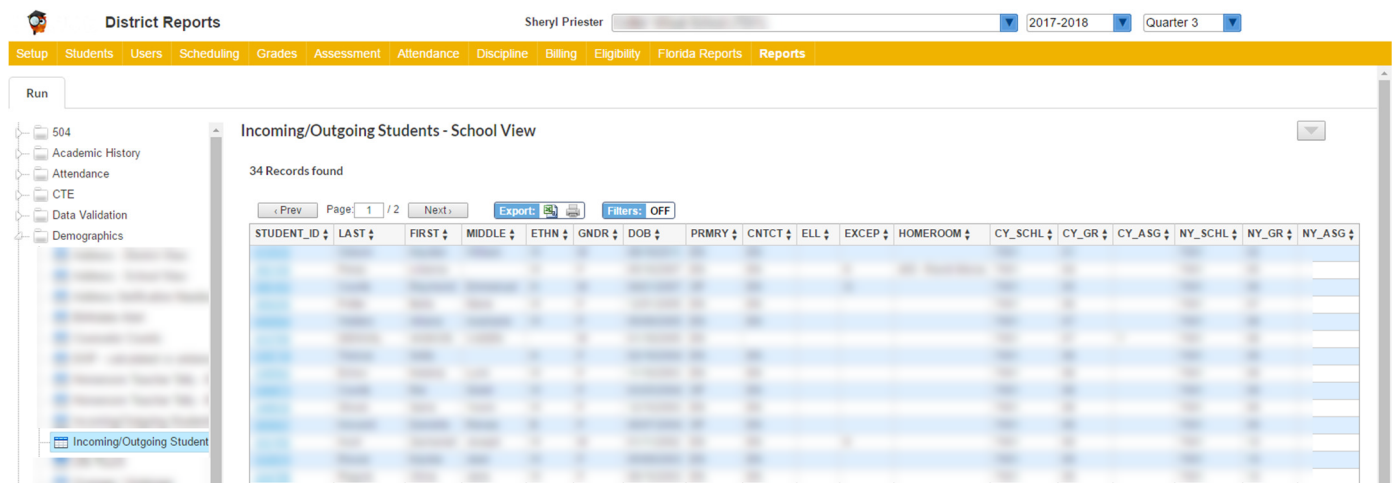
From the FOCUS Portal page:

Accessing the Report

1. Click the Reports tab.
2. Select District Reports.
3. The district report window will display.
4. Select the Demographics folder in the navigation area.
5. Select Incoming/Outgoing Students – School View.

Generating the Report

1. The report will generate and display in the middle of the screen.



The screenshot shows the 'District Reports' interface. The top navigation bar includes 'Setup', 'Students', 'Users', 'Scheduling', 'Grades', 'Assessment', 'Attendance', 'Discipline', 'Billing', 'Eligibility', 'Florida Reports', and 'Reports'. The 'Reports' tab is selected. Below the navigation bar, the 'Run' button is visible. The main content area displays the 'Incoming/Outgoing Students - School View' report. The report shows 34 records found. The table has columns for STUDENT_ID, LAST, FIRST, MIDDLE, ETHN, GNDR, DOB, PRMRY, CNTCT, ELL, EXCEP, HOMEROOM, CY_SCHL, CY_GR, CY_ASG, NY_SCHL, NY_GR, and NY_ASG. The table is currently empty, showing only the header row.

STUDENT_ID	LAST	FIRST	MIDDLE	ETHN	GNDR	DOB	PRMRY	CNTCT	ELL	EXCEP	HOMEROOM	CY_SCHL	CY_GR	CY_ASG	NY_SCHL	NY_GR	NY_ASG
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