

Students Requiring 30/60 or Scheduled Counselor Visit Report

Report Description:

This report alerts school administrators of students have reached 30 or 60 days past their enrollment start dates for the purpose of follow-up meetings. It also includes students who have transferred from ALT placement or have been manually flagged as requiring 30/60 visits.

Counselors only receive an alert for the students assigned to them or students with no counselor assigned. ADMIN can see all students by accessing District Reports - **School View - Students Requiring 30/60 or Scheduled Counselor Visit** and **School View- All Students 30/60 Day Scheduled Counselor Visit**.

Application:

FOCUS/Reports/District Reports

To run this report:

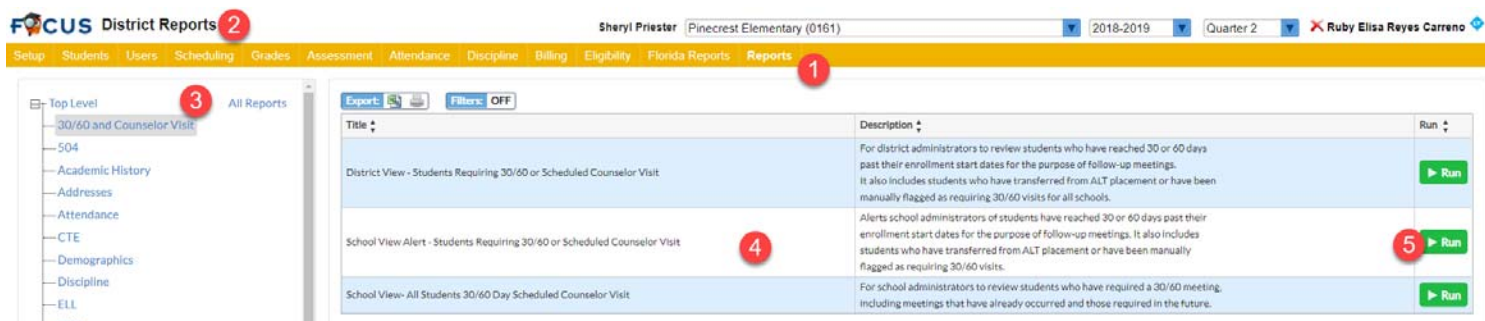
From the FOCUS Portal page:

Accessing the Report

1. Click the Reports tab.
2. Select District Reports.
3. The district report window will display.
4. Select the 30/60 and Counselor Visit folder in the navigation area.
5. Select School View Alert – Students Requiring 30/60 or Scheduled Counselor Visit.

Generating the Report

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



FOCUS District Reports 2

Sheryl Priester Pinecrest Elementary (0161) 2018-2019 Quarter 2 Ruby Elisa Reyes Carreno

Setup Students Users Scheduling Grades Assessment Attendance Discipline Billing Eligibility Florida Reports Reports 1

30/60 and Counselor Visit 3

504

Academic History

Addresses

Attendance

CTE

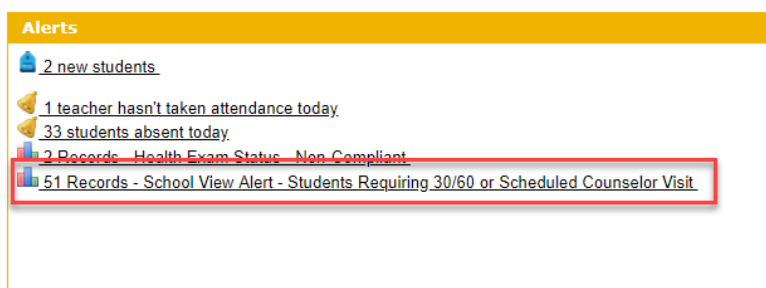
Demographics

Discipline

ELL

Export Filters: OFF

Title	Description	Run
District View - Students Requiring 30/60 or Scheduled Counselor Visit	For district administrators to review students who have reached 30 or 60 days past their enrollment start dates for the purpose of follow-up meetings. It also includes students who have transferred from ALT placement or have been manually flagged as requiring 30/60 visits for all schools.	Run
School View Alert - Students Requiring 30/60 or Scheduled Counselor Visit 4	Alerts school administrators of students who have reached 30 or 60 days past their enrollment start dates for the purpose of follow-up meetings. It also includes students who have transferred from ALT placement or have been manually flagged as requiring 30/60 visits.	Run 5
School View- All Students 30/60 Day Scheduled Counselor Visit	For school administrators to review students who have required a 30/60 meeting, including meetings that have already occurred and those required in the future.	Run



Alerts

2 new students

1 teacher hasn't taken attendance today

33 students absent today

2 Records - Health Exam Status - Non-Compliant

51 Records - School View Alert - Students Requiring 30/60 or Scheduled Counselor Visit

A quick link to this report also displays in the Portal Alerts section. Click on the link to generate the list of students that meet this criterion.