

Secondary Special Scheduling Checklist (2024-2025)

Speech, Language, OT, PT, Hearing, and Vision

Review your data collection sheets, determine which sections you will use, and write them down on your Section Room Assignment Sheet.

You will need to:

1. Create Courses
2. Create and Copy Sections
3. Verify Sections
4. Add Course to Students Schedule
5. Update Student Exceptionality Code
6. Delete days No Services are Received
7. Update Class Weekly Minutes

Course Information:

Create the appropriate course for each Speech, Language, OT, PT, Hearing, and Vision teacher.

	Speech	Language	OT	PT	Hearing	Vision
Middle	7866030	7866040	7866050	7866070	7863070	7863080
High	7966030	7966040	7966020	7966010	7963040	7963050

If these courses are not listed you will need to create as needed.

Section Information:

Create the appropriate course section for each Speech, Language, OT, PT Teacher.

Refer to your section room assignment sheet and **ONLY CREATE THE SECTIONS THAT YOU NEED.**

Sections are to be numbered using the teacher number the first 3 digits and A – M for the 4th digit.

Bell	01	02	03	04	05	06	07	08	09	10	11	12	13
Section	???A	???B	???C	???D	???E	???F	???G	???H	???I	???J	???K	???L	???M
Mods	0101	0202	0303	0404	0505	0606	0707	0808	0909	1010	1111	1212	1313

From Courses & Sections:

1. Select the appropriate Subject and Course folder.
2. In the Section list, click the + (plus sign) at the bottom of the column to add a new section.

1. Select the Teacher.
2. Enter the Room# (as designated on the scheduling sheet)
Note: G (Pullout) = Room# I (Inclusion/push in) = Homeroom#
3. Beg = ?? and End = ??
4. Seats = 25

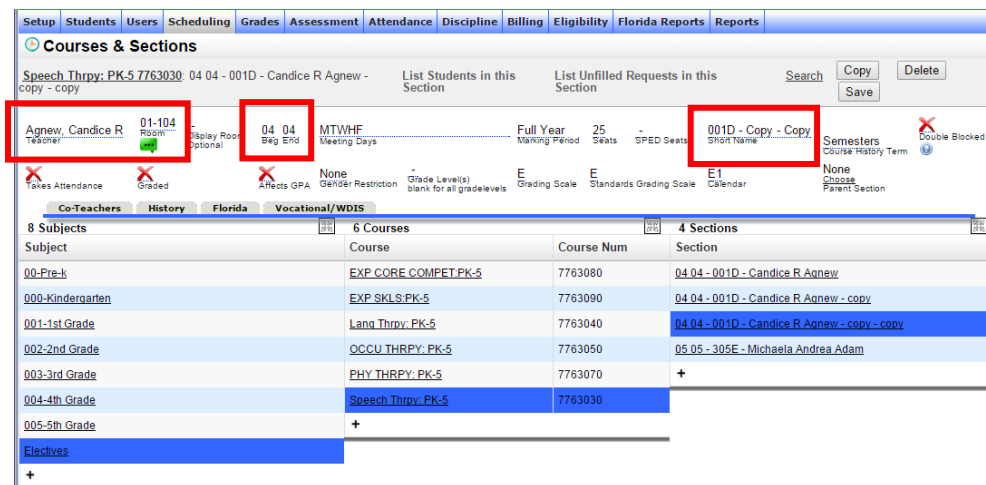
Secondary Special Scheduling Checklist (2024-2025)

5. Short Name = Teacher# ending with the proper suffix A-M
6. Course History Term = Full Year
7. Takes Attendance = N (uncheck)
8. Grade Eligible = N (uncheck)
9. Calendar = E1 (Elementary), M1 (Middle), or H1 (High)
10. Class Weekly Minutes = 150
11. Scheduling Method = G (G = pulling out of the classroom) OR I (I = In the classroom)
12. Exclude from FTE = N (uncheck)
Note: Exclude from FTE means the course doesn't get transmitted to the state. DO NOT check this field when scheduling these teachers.
13. Primary Instructor = Y (check)
14. Click Save.

Copy Sections

Once you have created the first section, you can copy that section for the remaining sections needed. Sections are to be numbered using the teacher number the first 3 digits and A – M for the 4th digit. Refer to your section room assignment sheet and **ONLY CREATE THE SECTIONS THAT YOU NEED.**

1. Select the section you want to copy.
2. Click the Copy button in the upper right corner.
3. Click OK to confirm section or course copy.
4. Update the Short Name (Teacher#) to reflect proper suffix A-M as well as remove the word "copy".
5. Update the Beg End (Mods).
6. Update Room.
7. Click Save.



Secondary Special Scheduling Checklist (2024-2025)

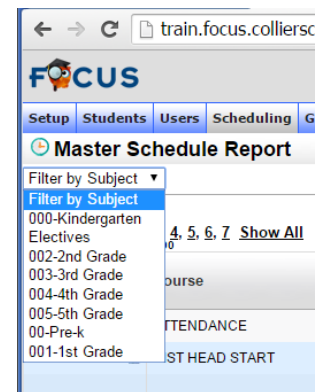
Verify Sections

Speech/Language/OT/PT/Hearing/Vision teachers are scheduled based upon where they are receiving services. Therapies could be I (inclusion) or G (pull-out).

You will need to change the scheduling method to “G” **and** change the building and room number to reflect what room they will be in OR “I” for inclusion.

From the Master Schedule Report:

1. Click Filter by Subject in the upper left corner
2. Select Electives subject folder
Note: This will display only the courses & sections in the Electives folder.
3. Enter the teachers name in the search field on the right and press enter.
4. Verify the Short Name, Beg End, Room, Scheduling Method, etc. for correctness and update as needed.



FOCUS

Sheryl Priester (Master Scheduler)

Calusa Park Elementary

2015-2016

Quarter 1

Setup

Students

Users

Scheduling

Grades

Assessment

Attendance

Discipline

Billing

Eligibility

Florida Reports

Reports

Master Schedule Report

Electives

Hide Florida Fields

Save

5 Sections

Customize Columns

Mass Update

Filter

agnew

Subject	Course	Course Number	Period	Teacher	Section ID	Room	Days	Total Seats	Filled Seats	Grading Scale	Standards Grading Scale	Bell Schedule	Takes Attendance	Graded	Class Minute Weekly
Electives	Lang Thrpy: PK-5	7763040	03 03	Aliseo, Denise Marie	108C	01-636	MTWHF	25	0	E	E	Default	✗	✗	150
Electives	Speech Thrpy: PK-5	7763030	02 02	Agnew, Candice R	001B	01-104	MTWHF	25	0	E	E	Default	✗	✗	150
			04 04	Agnew, Candice R	001D	01-104	MTWHF	25	0	E	E	Default	✗	✗	150
			05 05	Adam, Michaela Andrea	305E	01-104	MTWHF	25	0	E	E	Default	✗	✗	150
			06 06	Agnew, Candice R	001F	01-104	MTWHF	25	0	E	E	Default	✗	✗	150

Schedule Students

Mass Adding a course allows for enrolling a select group of students into a specific course. Remember the key is to have your list of student ID numbers ready for quick entry/selection.

From Mass Add Course:

1. Click the Search button on the simple student search screen.
2. The Mass Add Course screen appears listing all students currently enrolled at your school.

Select Students

1. Select the students that are to be enrolled in the selected course.
Note: To quickly search and select students, enter all student ID number in the search field separated by a space and press enter. Only the specified students will be listed.

Secondary Special Scheduling Checklist (2024-2025)

The screenshot shows the 'Mass Add Course' window in the FOCUS software. The 'Course Section(s) to Add' field is set to 'Choose Course'. The 'Start Date' is set to September 19, 2015, and the 'Marking Period' is set to 'Full Course Enrollment'. The 'Add Course(s) to Selected Students' button is visible. Below this, a table lists 5 students with their IDs, grades, and relevance. The students are: Acc (03), Ahl (KG), Avil (KG), Car (05), and Fos (PK). The 'Student' column has checkboxes for each student, and the 'Student ID' column has their respective IDs. The 'Grade' column shows their current grades, and the 'Relevance' column shows their relevance scores.

Student	Student ID	Grade	Relevance
Acc	355618	03	0.00
Ahl	375965	KG	0.00
Avil	402506	KG	0.00
Car	40424	05	0.00
Fos		PK	0.00

Add Course to Students Schedule

1. Click Choose Course to select the course and section into which students will be scheduled. The popup window will open.
2. Select the appropriate Subject (Electives), Course (Speech/Language/OT/PT/Hearing/Vision), and Section (Teacher).
3. The popup window will close automatically.
4. The selected course section will display in the Course Section(s) to Add field.
5. Select the appropriate Start Date.
Note: The Start Date should reflect the first day the student sat in the course.
6. Click Add Course(s) to Selected Students button.

The screenshot shows the 'Mass Add Course' window in the FOCUS software. The 'Course Section(s) to Add' field is now populated with 'Speech Thrpy: PK-5 - 04 04 - 001D - Candice R Agnew'. The 'Start Date' is set to August 17, 2015, and the 'Marking Period' is set to 'Full Course Enrollment'. The 'Add Course(s) to Selected Students' button is visible. The 'Choose Course' button is also visible.

Secondary Special Scheduling Checklist (2024-2025)

Update Exceptionality Code, Delete Days No Services Received, and Adjust Class Weekly Minutes

Change each students schedule to reflect the correct exceptionality code and days the student is receiving services.

Update Exceptionality Code on Students Schedule

1. Locate the appropriate Therapy course.
2. Click the editable field in the Student Exceptionality column.
3. Select the appropriate Student Exceptionality code based on the scheduled Therapy. Note: Refer to Therapy Exceptionality Code list and select code as needed.
4. Click Save.

Exceptionality Codes

Speech = F	Language = G
OT = D	PT = E
Hearing = H	Vision = I

Student Schedule Alejandro Ernesto Acosta

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

Effective Date: September 20 2015

☐ Include Inactive Courses

Course List Weekly Planner ☒ Show Florida Fields ☐ Show Vocational/WDIS Fields **Save**

14 Classes

Course	Period - Teacher	Meeting Days	Room	Enrolled	Course Number	Section	Student Exceptionality Code
THIRD GRADE	01 01 - 300 - Sonja Christine Kalavitis	MTWHF	02-108	Aug 17, 2015	5100090	300	Not Applicable
LANG ARTS GRADE 3	01 05 - 300 - Sonja Christine Kalavitis	MTWHF	02-108	Aug 17, 2015	5010044	300	Not Applicable
ATTENDANCE	01 01 - 300 - Sonja Christine Kalavitis	MTWHF	02-108	Aug 17, 2015	ELEMATTD	300	Not Applicable
Speech Thry: PK-5	04 04 - 001D - Candice R Agnew	MTWHF	01-104	Aug 17, 2015	7763030	001D	F
SCIENCE GRADE THREE	07 07 - 300 - Sonja Christine Kalavitis	MTWHF	02-108	Aug 17, 2015	5020040	300	Not Applicable

Delete Days No Services Received

Change each students schedule to reflect the days the student is receiving services. Delete ONLY the days the child is *not* receiving services.

1. Click the editable field in the Meeting Days column.
2. Uncheck the days the student is NOT receiving services.
3. Click Save.

Student Schedule Alejandro Ernesto Acosta

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

Effective Date: September 20 2015

☐ Include Inactive Courses

Course List Weekly Planner ☒ Show Florida Fields ☐ Show Vocational/WDIS Fields **Save**

14 Classes

Course	Period - Teacher	Meeting Days	Room	Enrolled	Course Number	Section
THIRD GRADE	01 01 - 300 - Sonja Christine Kalavitis	MTWHF	02-108	Aug 17, 2015	5100090	300
LANG ARTS GRADE 3	01 05 - 300 - Sonja Christine Kalavitis	MTWHF	02-108	Aug 17, 2015	5010044	300
Speech Thry: PK-5	04 04 - 001D - Candice R Agnew	S ☐ M ☐ T ☐ W ☒ H ☐ F ☐ S ☐	01-104	Aug 17, 2015	7763030	001D
SCIENCE GRADE THREE	07 07 - 300 - Sonja Christine Kalavitis	MTWHF	02-108	Aug 17, 2015	5020040	300

Secondary Special Scheduling Checklist (2024-2025)

Update Class Weekly Minutes

Change each students schedule to reflect the class weekly minutes based upon what's on the scheduling sheet.

1. Click the editable field in the Class Weekly Minutes column.
2. Enter the minutes noted on the scheduling sheet.
3. Subtract minutes from the primary course section.
4. Click Save.

Speech Thrp: PK-5	04 04 - 001D - Candice R Agnew	W	01-104	Aug 17, 2015	7763030	001D	F	30
-------------------	--------------------------------	---	--------	--------------	---------	------	---	----

5. Close the window by clicking the X in the upper right corner.
6. The window containing the schedule report listing students enrolled in this section will display.
7. Repeat steps (update exceptionality code, delete days, and update weekly minutes) for the remainder of the students scheduled within the selected section.

The screenshot shows two overlapping windows from the FOCUS system. The background window is titled 'Schedule Report' and shows a list of subjects and courses. The foreground window is titled 'Student Schedule' and shows a detailed view of a student's schedule for Alejandro Ernesto Acosta. The 'Student Schedule' window has a red circle around the 'X' button in the top right corner, indicating where to click to close the window. The 'Student Schedule' window also shows a table of classes with columns for Course, Period - Teacher, Meeting Days, Room, Enrolled, Course Number, Section, Student Exceptionality Code, and Class Minu Week.

Course	Period - Teacher	Meeting Days	Room	Enrolled	Course Number	Section	Student Exceptionality Code	Class Minu Week
THIRD GRADE	01 01 - 300 - Sonja Christine Kalavitis	MTWHF	02-108	Aug 17, 2015	5100090	300	Not Applicable	150
LANG ARTS GRADE 3	01 05 - 300 - Sonja Christine Kalavitis	MTWHF	02-108	Aug 17, 2015	5010044	300	Not Applicable	150
ATTENDANCE	01 01 - 300 - Sonja Christine Kalavitis	MTWHF	02-108	Aug 17, 2015	ELEMATTD	300	Not Applicable	-
Speech Thrp: PK-5	04 04 - 001D - Candice R Agnew	W	01-104	Aug 17, 2015	7763030	001D	F	150
SCIENCE GRADE THREE	07 07 - 300 - Sonia Christine Kalavitis	MTWHF	02-108	Aug 17, 2015	5020040	300	Not Applicable	150