

SCHOOL Process for Returned Electronic Emergency Forms

Parents can update their student's emergency and health information for the current school year in FOCUS. Upon accessing FOCUS, forms will display on the portal page and parents will not be able to access other screens until submitted. Once the forms are no longer required, they will transition into the Available container so parents can complete/submit at their convenience.

The Process

1. Parent completes and submits the form(s).
2. The School receives a portal alert when there are requests pending approval.
3. The School must review and approve/deny requests in order for the information to be updated in FOCUS. This is done on the Online Enrollment screen.

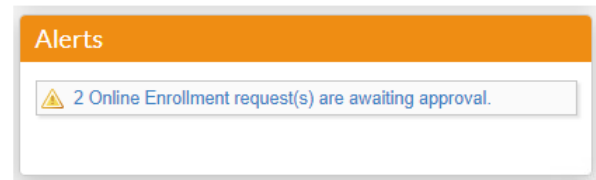
Forms should be processed DAILY.

Accessing the Requests

The Online Enrollments screen is used to view the status of form completion for "required" and "voluntary" forms. It is also used to approve or deny the changes to student information submitted by parents/students on these forms.

From the FOCUS portal page:

1. Click the portal link and you will be routed to the Online Enrollments screen. The portal alert will only display if there are "pending" requests.



OR

1. Click the Students tab and Select Online Enrollments

Online Enrollments

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Admin 2020-2021 Quarter 4 EI

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

Unprocessed Forms Unsubmitted Processed

Click on any name below to view, accept, and/or deny the changes made to each enrollment request.

2 Records Export Filter: OFF Page Size: 20

Student ID	Student Name	Grade Level	Form	Form Type	Completed At	Completed By	
		05	CCPS Emergency Information Form - Student Information	Requested	07/23/2021	Parent - Penaloza, Virginia	View Changes
		05	CCPS Emergency Information Form - Health Information	Requested	07/23/2021	Parent - Penaloza, Virginia	View Changes

Unprocessed = Forms submitted, pending review/approval

Unsubmitted = Forms that have not been submitted

Processed = Forms submitted, reviewed, and processed

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Keep in mind, that post-secondary enrollment forms also display under online enrollments. You can easily spot these because the completed by is usually the student submitting the request. Do Not process post-secondary enrollment forms.

Student ID	Student Name	Grade Level	Form	Form Type	Completed At	Completed By	
4511111	Chiquita Job	11	15 AGE Registration Update	Requested	09/15/2021	Student - Chiquita Job	View Changes
2811111	Marlene Higoberto	12	CCPS Emergency Information Form - Student Information	Voluntary	11/03/2021	Parent - Garcia, Laura	View Changes

Viewing Unprocessed (pending) Online Change Requests

The Unprocessed Forms tab of the Online Enrollments screen displays online enrollment requests submitted by parents/students that have not yet been approved or denied by an administrator. Changes can be approved or denied for each individual change requested by the parent/student or for all the changes requested by the parent/student. Once the changes are approved or denied, the parent/student receives a Portal alert that their form was processed. The parent/student can review the changes and whether they were approved or denied from the Forms Summary screen.

From the Online Enrollments screen:

1. Click View Changes next to a student to view the changes to student information that have been submitted on the form.
2. The approval window will display.
3. In the Before row, the information that previously existed in the student's record is listed. In the After row, the change requested by the parent is listed.
4. Click the Approve or Deny buttons along the left side of the window to Approve or Deny each individual change.

Approve / Deny Changes

Approve All

Deny All

Close

		Change
Approve Deny		Parent Contact Language
	Before	English
	After	Creole
Approve Deny		Student Transportation
	Before	Car Rider
	After	Walker

Note: Make sure to thoroughly review each change prior to approving.

5. The window will automatically close after approving or denying all the changes in the list.

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Approve

1. Click the Approve button
2. The approve button will now display as Approved.
3. Once a change is Approved, it will be updated in FOCUS immediately.

Approve / Deny Changes

Approve All

Deny All

Close

Deny

1. Click the red Deny button
2. A pop-up window will display for you to enter a reason as to why you denied the change.

Change	
Approve	Parent Contact Language
Deny	Before: English
	After: Creole
Approve	Student Transportation
Deny	Before: Car Rider
	After: Walker

DENY any request to delete a custodial contact (pink gavel-Mother, Father, Guardian, etc.).

Reason: Cannot delete custodial contacts.

Approve All or Deny All

1. To approve or deny all changes at once, click **Approve All** or **Deny All** at the top of the window. This is NOT recommended. Make sure to thoroughly review each change prior to approving/denying.

Auto Approved Forms

Completed forms that contain no changes to student information and health forms are automatically processed and do not require review.

Unprocessed Forms

Unsubmitted

Processed

3 Records

Export

Filter: OFF

Page Size: 20

Student ID	Student	Grade Level	Form	Publish Date	Completed Date	Processed Date	Form Type	# of Changes		Auto Processed	Reactivated	
								Approved	Denied			
		01	CCPS Emergency Information Form - Health Information	07/26/2021	07/31/2021	07/31/2021	Requested	9	0	☒	☐	View Changes
		02	CCPS Emergency Information Form - Health Information	07/26/2021	07/31/2021	07/31/2021	Requested	7	0	☒	☐	View Changes
		03	CCPS Emergency Information Form - Health Information	07/26/2021	07/31/2021	07/31/2021	Requested	6	0	☒	☐	View Changes

View Students Information

To view the students record, click the student's name.

Unprocessed Forms

Unsubmitted

Processed

Click on any name below to view, accept, and/or deny the changes made to each enrollment request.

2 Records

Export

Filter: OFF

Page Size: 20

Student ID	Student Name	Grade Level	Form	Form Type	Complete
	Arnellia Williams	01	CCPS Emergency Information Form - Student Info	Requested	07/31/20
	Arnellia Williams	02	CCPS Emergency Information Form - Student Info	Requested	07/31/20