

Science Safety Acknowledgement Form – Entry of Paper Forms

All paper forms returned by the parent must be entered into FOCUS by the Data Entry.

- Elementary Grade Levels (KG-05)
- Secondary Grade Levels (06-12)

Upon Receipt of the Completed “Paper” Form from the Parent

Check the “Science Student Safety Agreement” checkbox on the Re-Enrollment Form Data screen under Student Demographics to confirm that a Science Safety Acknowledgement form has been returned for the selected student.

From the Student Demographics screen:

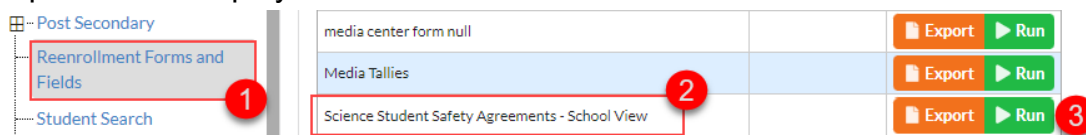
1. Select the Re-Enrollment Form Data category on the left.
2. Select the checkbox in the Science Student Safety Agreement Icon field.
3. Click Save.

Note: This field can also be updated in mass using Mass Assign Student Info. This will trigger the alert icon, showing the student has returned the form.



It will also add the student to the Science Student Safety Agreements - School View report. Accessing the report:

1. Click the Reports tab.
2. Select District Report.
3. Select the Re-Enrollment Forms and Fields folder.
4. Locate the report named Science Student Safety Agreements - School View.
5. Click the green Run button to the right of the report.
6. The report will be displayed in the middle of the screen.



Note: This report only shows students who have returned the science safety agreement.

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Generating Reports

Remember that the Science Safety Acknowledgement checkbox is under the Demographics Re-Enrollment Form Data category. Therefore, you can pull this field into any advanced report or class list.

By Class List or a Specific Period

1. Click the Scheduling tab
2. Select Print Class Lists
3. Click More Search Options
4. Select Re-Enrollment Form Data
5. Select No for Science Student Safety Agreement Icon
6. Select how you want to run your class list. Is it by period, for a specific teacher, course, etc? (for example, if I want to run my class lists for period 2, I will select period 2 from the Period drop-down)
7. Click the Format drop-down and change it from PDF to CSV.
8. Click Download Class Lists.

Published Advanced Report

This report lists the status of all students actively enrolled at your school.

1. Click the Reports tab
2. In the filter field, enter the word *science*.
3. Select the report named DEMO_Science Safety Agreement.
4. You can filter this report by the Science Student Safety Agreement icon to get a list of students who have not completed the agreement.

School	Student ID	Last, First M	Grade	Enrollment Start Date	Home Room #	Home Room Teacher	Science Student Safety Agreement Icon (Electronic or Paper Form)
			11	2024-08-13	1202	Nanleska Echenique Pena	N
			11	2024-08-13	104	Pedro Salinas	N