

Elementary Academic Award Reports

Award certificates are used to recognize students for outstanding effort, achievement, and progress. Once grade posting has been completed, award certificate reports can be generated.

Academic Award Reports include the following:

Quarterly

- Elementary Academic Achievement/Excellence (*grades KG–05*)
- Elementary Citizenship Award (*grades KG–05*)

End-of-Year

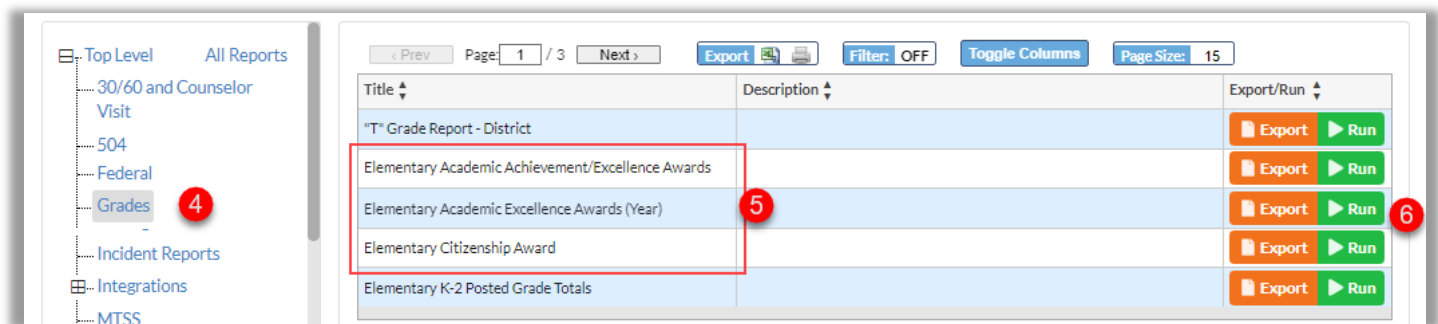
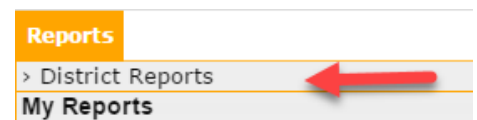
- Elementary Academic Excellence Awards (Year) (*grades KG–05*)
- Elementary Presidential Award (*5th grade only*)

Consult with your school administrator to determine which award(s) will be distributed at your school.

Generating the Reports

In FOCUS:

1. Click the Reports tab.
2. Select District Reports.
3. The district reports window will display.
4. In the left navigation panel, select the Grades folder.
5. Locate the report you want to generate.
6. Click the green Run button next to the selected report.
7. Select the appropriate Quarter to process.
8. Click the green Run button to generate the report.
9. Students matching the selected award report specifications will be displayed.



Elementary Academic Award Reports

Award Specifications

The EMB indicators will not be part of the award calculation, only the “overall grade” in core areas (ELA, Math, Science, and Social Studies).

Academic Achievement: *report filter AA=Y and AE= is empty*

KG – 01 All (O's & S's) In subject areas ELA, MA, SC, SS*

02 – 05 All (A's & B's) In subject areas ELA, MA, SC, SS*

Academic Excellence: *report filter AA=Y and AE=Y*

KG – 05 All (A's & O's) In subject areas ELA, MA, SC, SS*

*Subject Areas: ELA – English Language Arts, MA – Mathematics, SC – Science, SS – Social Studies, LS – Learner Qualities

Elementary Academic Achievement/Excellence Awards

Quarter to process Q1

1. Results: Records: 447 Time: 10.60s

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447 Records

Export

Filter: OFF

student_id	first_name	middle_name	last_name	name_suffix	grade	homeroom	teacher	AA	AE	fsa_ela	fsa_math	oss_days	Effort_A
					03	304	Kirsy Rodríguez	Y				0	N
					03	303	Melanie Riveron	Y				0	Y
					04	405	Lindsay Simkonis	Y				0	Y
					01	105	Ellen Marcantonio	Y				0	N
					KG	056	Jennifer Setten	Y				0	N

Citizenship:

KG – 05 All Learner Qualities (O's & S's) In subject area LS*

Elementary Citizenship Award							
Quarter to process		Q1					
1. Results:							Records: 594 Time: 9.06s
< Prev		Page: 1 / 30	Next >		594 Records		Export
						Filter: OFF	
student_id	first_name	middle_name	last_name	name_suffix	grade_level	homeroom	teacher
					03	303	Melanie Riveron
					03	303	Melanie Riveron
					03	304	Kirsy Rodriguez
					04	402	Dawn Czapnik
					03	303	Melanie Riveron

- Grades marked as NE are ignored and will not prevent a student from being included in the report. However, students with blank grades will not print on the report.
- Grades for “Is student’s progress on track to meet ...” or “Effort” are not included in award calculations.
- Students who enroll in your school after the grading period has ended will not appear on the awards list for your school.

Elementary Academic Award Reports

Presidential Education Award (PEAP):

There are two presidential awards, excellence and achievement.

Award eligibility:

School principals have sole discretion in selecting PEAP recipients.

Generating the Report

In FOCUS:

1. Click the Reports tab.
2. Select District Reports.
3. The district reports window will display.
4. In the left navigation panel, select the Grades folder.
5. Locate the Presidential Award Report
6. Click the green Run button next to the report.
7. Students matching the selected award report specifications will be displayed.

Note: This report includes both current year (CUR) and last year (LY) information. You may filter the report based on criteria established by your Administrator.

8. Filter your Report:
 - a. Filter the Grade column = 05.

Presidential **Excellence** Award:

- Filter the AE columns to Y for Q1, Q2, and Q3 for both current year (CUR) and last year (LY).
Examples: CUR_Q1_AE=Y, LY_Q1_AE=Y, CUR_Q2_AE=Y, LY_Q2_AE=Y, CUR_Q3_AE=Y, LY_Q3_AE=Y

Presidential **Achievement** Award:

- Filter the AA columns to Y for Q1, Q2, and Q3 for both current year (CUR) and last year (LY).
Examples: CUR_Q1_AA=Y, LY_Q1_AA=Y, CUR_Q2_AA=Y, LY_Q2_AA=Y, CUR_Q3_AA=Y, LY_Q3_AA=Y

9. Export each filtered list to Excel. The spreadsheet can then be used to mail merge your award certificates.

Elementary Presidential Award Report

1. Results: Records: 171 Time: 10.87s

7 Records Export Message Filter: ON

grade	homeroom	teacher	CUR_Q1_AA	LY_Q1_AA	CUR_Q1_AE	LY_Q1_AE	CUR_Q2_AA	LY_Q2_AA	CUR_Q2_AE	LY_Q2_AE	CUR_Q3_AA	LY_Q3_AA	CUR_Q3_AE	LY_Q3_AE	fr
05	500		Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	5
05	500		Y	Y		Y	Y	Y		Y	Y	Y	Y	Y	5
05	500		Y	Y		Y	Y	Y	Y	Y	Y	Y	Y	Y	5