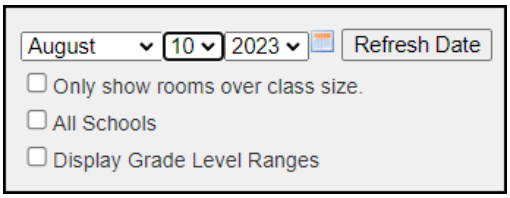
Class Size Report

Link to this Document: https://bit.ly/ClassSizeReport
Link to Video: https://bit.ly/ClassSizeReportVideo
Link to the Student Data Systems website: http://bit.ly/BPSStudentDataSystems

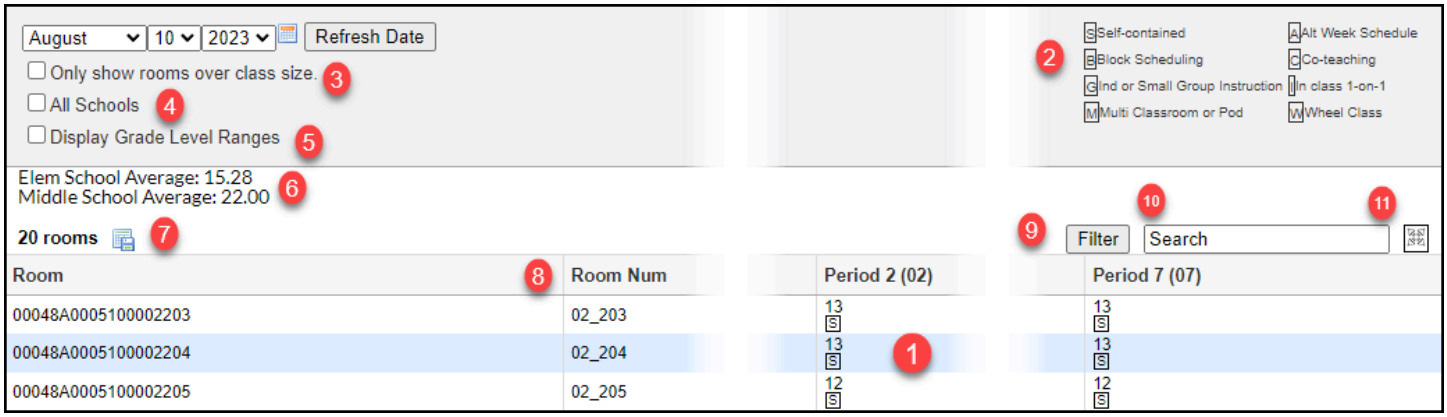
The Class Size Report helps schools identify errors with FISH room numbers, class size/seats, assigned scheduling methods and more. The Class Size Report has columns showing the room (FISH) number, the room number (short name/number given), and each period. It is important that schools ensure they are within the state Class Size standards. The average number of students in the KG- 3rd grade classes must be at or below 18 students. 4th - 8th grade must be at or below 22 students. 9th - 12th grade must be at or below 25 students. This report pulls data based on the active student enrollments and the active schedules based on the date selected.

1. Go to **Florida Reports > Class Size Report.**
2. Set the date drop-downs to the first day of school.
3. Click the **Refresh Dates** button.



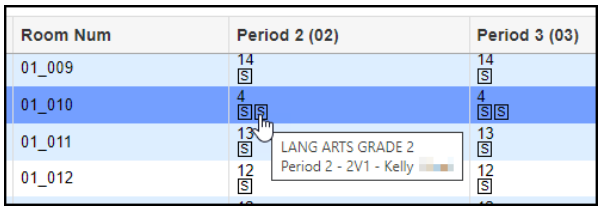
Navigating the Class Size Report

The header of the Class Size report allows the user to manipulate the report and isolate specific pieces of information, as needed. The noted sections **(1) - (11)** are identified and described in more detail.



(1) Each room (FISH) and period box will display information about each class section scheduled in the box. For each period and room, the number in the box shows the cumulative number of students scheduled into every section in that room and period. The letter in the box shows the scheduling method assigned to that section. If there is more than one section scheduled in the same room and period, each section is represented by an individual letter.

(2) The Scheduling Method legend is provided in the upper right corner of the screen. Hover over the letter in the box to see information on the section, including course title, period, section name and teacher. Clicking on the letter in the box will open the Course & Sections tab directly to the corresponding section.



The Class Size report defaults to showing all rooms and periods. On the left side of the report, there are filtering options. **(3), (4), & (5).**

(3) Select the checkbox **Only Show Rooms Over Class Size** to limit the report to displaying rooms that are over class size. If over class size, the number will appear in red.

(4) By default, data will only be pulled for the selected school in your top-right menu. Select the **All Schools** checkbox to display data for all schools. If **All Schools** is selected, a **School** column will be added to the report. (Based on district level permissions)

(5) Select the **Display Grade Level Ranges** checkbox to display the **From/To** grade ranges for each specified room/period combination.

(6) Just below the report's filtering options, the class size averages per school grade level range will show.

(7) The total number of rooms will be displayed at the top of the Class Size Report.

(7) Next to the listed number of rooms, a floppy disk icon displays. Click on this icon to export the listed data into an Excel spreadsheet.

(8) Data can be sorted in the Class Size report by clicking on any of the headers. Click once for ascending results in the column; click twice for descending results. In the image above, 'Room Num' was clicked once, which brings the lowest room numbers to the top of the list.

(9) On the right side of the report, click on the Filter button to add Filter rules to the report. Start by adding one rule, such as Room Num Contains 101 as shown in the image. The first pull down is the listed columns. The second pull-down is the rule. Then enter the information to filter by in the text box.



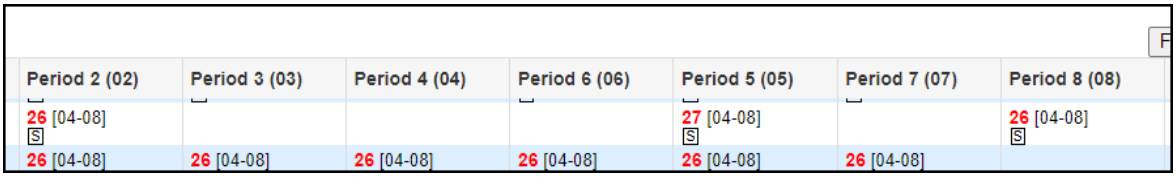
(10) If looking for specific information housed within the resulting data, type the information in the **Search** text box provided and press enter.

(11) To make the list full screen, click on the expansion icon (four arrows) next to the Search text box. Once in full screen mode, click the icon again to exit full screen.

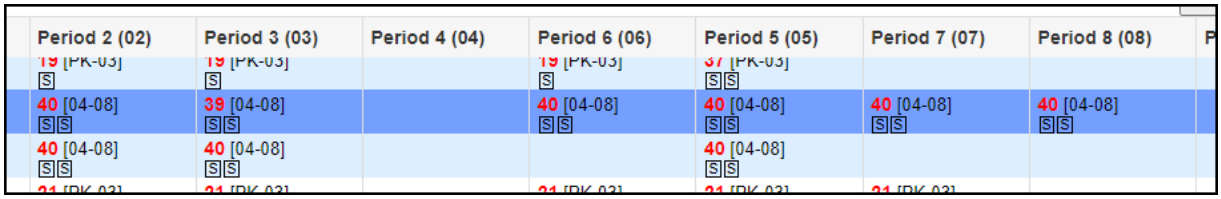
Analyzing the Data

Focus has a number of tools to help the user identify data that is possibly non-compliant with state regulations. It is the school's responsibility to determine if there is an error that needs to be corrected.

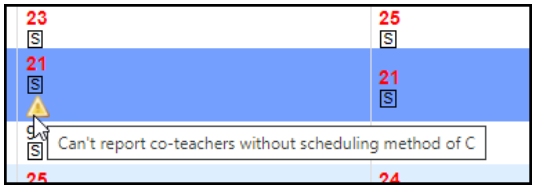
The number in the box is displayed in Red: When the seat count number is red, the cumulative total of the sections in the room and period is over class size for the grade level. The school user must determine if the correct number of students are scheduled into that room and period.



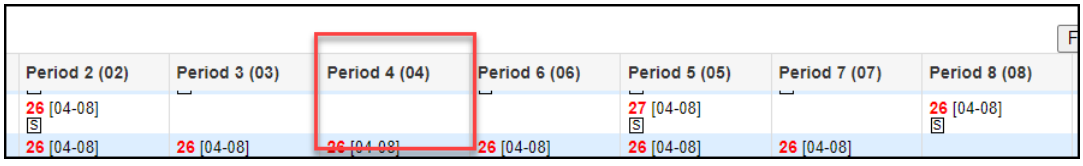
Two or more sections are displayed in the same Room and Period: When more than one section is scheduled into the same room and period, each section will be identified with a unique box and letter. The school user must determine if there should be two sections scheduled in the same room and period. Hover over the letter in the box to see information on the section, including course title, period, section name and teacher. If one section is incorrect, click on the section box and the Course and Sections page will open. The user can update information and click Save.



A yellow yield symbol is displayed: A yellow yield symbol indicates there is invalid data on this section which will cause the record to be rejected. Hover over the symbol to see the error. Click on the box with the letter inside to open the Course and Sections page. Correct the error and click Save.



The room and period box is blank: When a room and period box is blank, there is no section assigned and/or being sent to the state for FTE. Either there is no period scheduled, or the section is marked as "Exclude from FTE". The school user must determine if a class should be scheduled in this room and period for this time. If yes, determine if the class should be excluded from FTE. If there is no column for an entire period, there are no sections assigned and/or being sent to the state for FTE in any room for that period.



The scheduling method is 'G': When a section is a pull-out class, it will not be counted in the class size. The scheduling method of a pull-out class is 'G - Individual or Small Group Instruction'. In order for the class to not be counted in class size, the 'Pull Out' box on the Florida tab must be checked. If a section is showing on the class size report with a scheduling method of G, either the scheduling method needs to be updated, or the Pull Out checkbox needs to be marked.

