Entering FOCUS Act Information Instructions

You may enter FOCUS Act information for students individually, or in mass using student field value updates.

To enter FOCUS Act information individually:

1. Select a student and go to the *Compliance > AL Custom* student page.

2. Scroll down to the FOCUS Act area and check the box indicating the FOCUS Act requirements have been met by the student. Enter the date the requirements were completed.

3. Click the **SUBMIT** button at the bottom of the page to save the data entered..

To enter FOCUS ACT information for a large group of students:

In order to enter this data in mass, you must first make the group of students your current selection on the home screen.

Click the group function dropdown arrow and select **CHANGE STUDENT FIELD VALUES**.

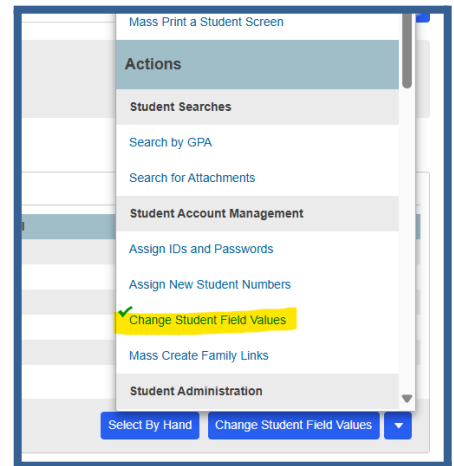On the Change Student Values Screen enter the following:

Field to Change:
S_AL_STU_CUSTOM_X.FOCUS_ACT_CRS_COMP_FLG

New FIeld Value:
1

Click **SUBMIT**.

Change Student Field Values

	6 Students are selected
Option	**Value**
Field To Change (**Fields**)	S_AL_STU_CUSTOM_X.FOCUS_ACT_CRS_COMP_FLG
New Field Value	1
	☐ Clear Field Value
	Insert * to use the current field value with the new field value.
Options	☐ Do not overwrite existing data.
	WARNING: This change is irreversible.

Submit

Verify the data is what you want to enter, and click the SUBMIT button.

Field Value

	6 Students are selected	
Field To Change	S_AL_STU_CUSTOM_X.FOCUS_ACT_CRS_COMP_FLG	
New Field Value	1	
	Clear Field Value is Off	
Options	Do not overwrite existing data is Off	
	WARNING: This change is irreversible.	
Last, First	**Old S_AL_STU_CUSTOM_X.FOCUS_ACT_CRS_COMP_FLG**	**New S_AL_STU_CUSTOM_X.FOCUS_ACT_CRS_COMP_FLG**
1. Barfield, Haley Henry		1
2. Barnes, De'Andre Dillon		1
3. Barnes, Diana Eleyshia		1
4. Barnett, Cortez DeLance		1
5. Bates, Cornesia DeJuan		1
6. Beasley, Chyna David		1

Submit

On the completed page, click the **BACK** button to go back to the Change Student Field Values to now enter the date in mass.

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Alert:

Completed.

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On the Change STudent Field Values Update, enter the following information:

Field to Change:
 S_AL_STU_CUSTOM_X.FOCUS_ACT_CRS_COMP_DATE
New Field Value:
 ENTER DATE STUDENTS COMPLETED

Change Student Field Values

	6 Students are selected
Option	**Value**
Field To Change (Fields)	S_AL_STU_CUSTOM_X.FOCUS_ACT_CRS_COMP_DATE
New Field Value	09/04/2025
	☐ Clear Field Value
	Insert * to use the current field value with the new field value.
Options	☐ Do not overwrite existing data.
	WARNING: This change is irreversible.

Submit

Click **SUBMIT**.

Verify the data entered and click **SUBMIT** to process the data entered.

Field Value

	6 Students are selected
Field To Change	S_AL_STU_CUSTOM_X.FOCUS_ACT_CRS_COMP_DATE
New Field Value	09/04/2025
	Clear Field Value is Off
Options	Do not overwrite existing data is Off
	WARNING: This change is irreversible.

	Last, First	Old S_AL_STU_CUSTOM_X.FOCUS_ACT_CRS_COMP_DATE	New S_AL_STU_CUSTOM_X.FOCUS_ACT_CRS_COMP_DATE
1.	Barfield, Haley Henry		09/04/2025
2.	Barnes, De'Andre Dillon		09/04/2025
3.	Barnes, Diana Eleyshia		09/04/2025
4.	Barnett, Cortez DeLance		09/04/2025
5.	Bates, Cornesia DeJuan		09/04/2025
6.	Beasley, Chyna David		09/04/2025

Submit

PowerSchool SIS

Alert:

Completed.

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