



# AL - PowerSchool

## 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.

The screenshot shows the PowerSchool student profile for 'Mouse, Mickey Kyle (1/1)'. The 'Compliance' and 'AL Custom' menu items are highlighted with red boxes. The 'AL Custom' menu item is expanded, showing options like 'Special Programs', 'Federal Program', 'Home Language Survey', 'Employment Survey', and 'Civil Rights Data Collection (2021-2022)'.

The screenshot shows the 'Compliance' student page for 'Mouse, Mickey Kyle (1/1)'. The 'FOCUS Act' section is highlighted with a yellow box. The 'FOCUS Act Course' dropdown is set to 'Completed' and the 'FOCUS Act Completion Date' is set to '09/04/2025'. Other sections like 'Non-Traditional Student Type', 'FAFSA', 'Foreign Exchange', and 'Medicaid' are also visible.

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.

The screenshot shows the 'Current Selection' screen with a list of 6 students: Barfield, Haley Henry; Barnes, DeAndre Dillon; Barnes, Diana Eleyshia; Barnett, Cortez DeLance; Bates, Cornesia DeJuan; and Beasley, Chyna David. Below the list are buttons for 'Select By Hand' and 'Change Student Field Values'.

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

On the Change Student Values Screen enter the following:

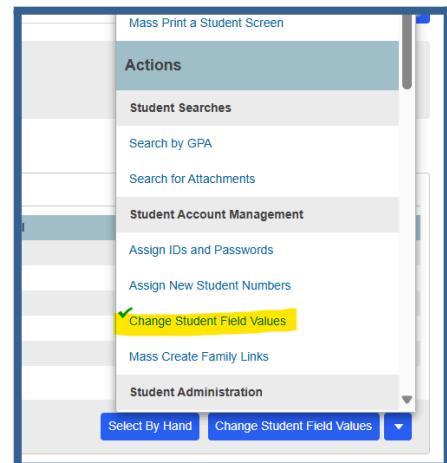
Field to Change:

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	Old S_AL_STU_CUSTOM_X.FOCUS_ACT CRS COMP FLG	New 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	1
2. Barnes, De'Andre Dillon	1	1
3. Barnes, Diana Eleysnia	1	1
4. Barnett, Cortez DeLance	1	1
5. Bates, Comesia DeJuan	1	1
6. Beasley, Chyna David	1	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.

**Back**

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.

Do not overwrite existing data.

WARNING: This change is irreversible.



Click **SUBMIT**.

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

Field Value

6 Students are selected

Field To Change	Old S_AL_STU_CUSTOM_X.FOCUS_ACT CRS COMP_DATE	New S_AL_STU_CUSTOM_X.FOCUS_ACT CRS COMP_DATE
New Field Value	09/04/2025	09/04/2025
Options	Clear Field Value is Off	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	09/04/2025
2. Barnes, De'Andre Dillon	09/04/2025	09/04/2025
3. Barnes, Diana Eleyshia	09/04/2025	09/04/2025
4. Barnett, Cortez DeLance	09/04/2025	09/04/2025
5. Bates, Cornesia DeJuan	09/04/2025	09/04/2025
6. Beasley, Chyna David	09/04/2025	09/04/2025



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Alert:

Completed.

