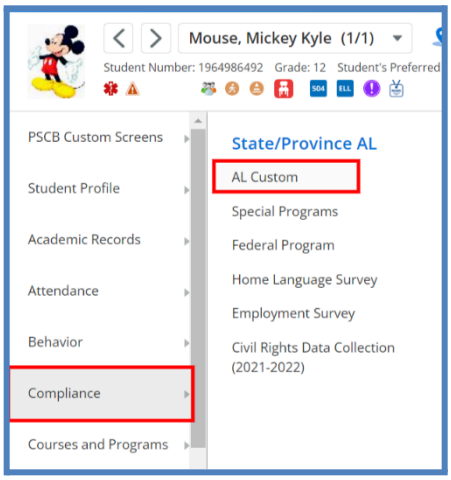
AL - PowerSchool

Entering FOCUS Act Information Instructions

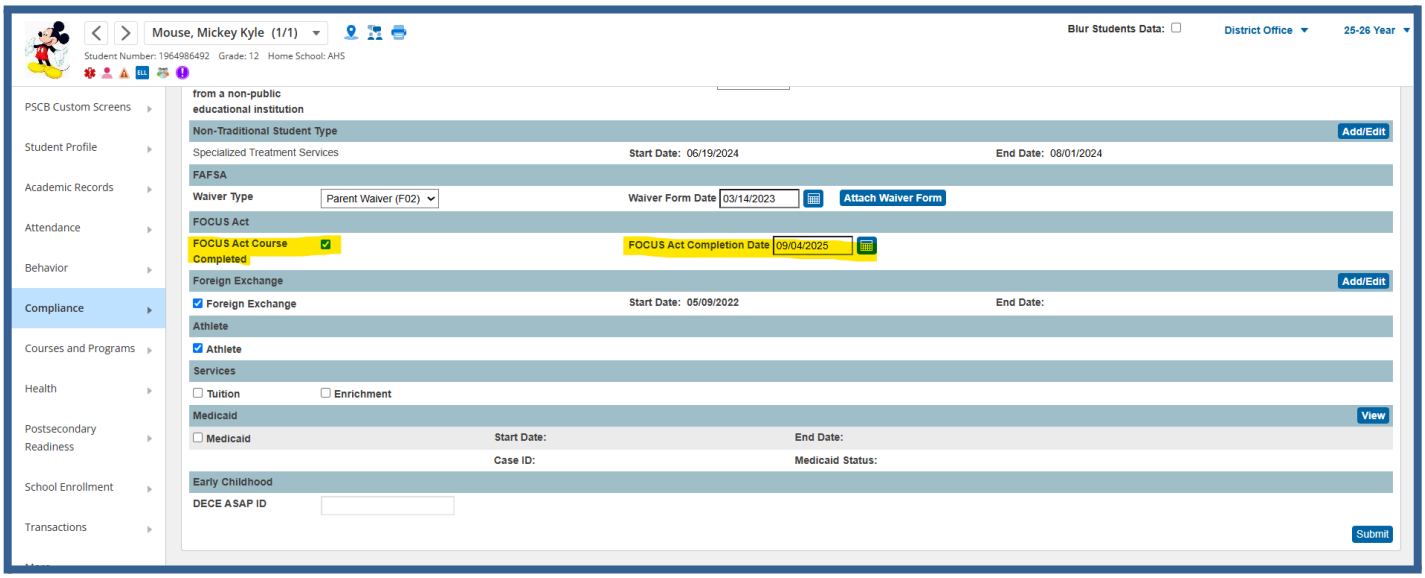
You may enter FOCUS Act information for students individually, or in mass using student field value updates.



To enter FOCUS Act information individually:

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

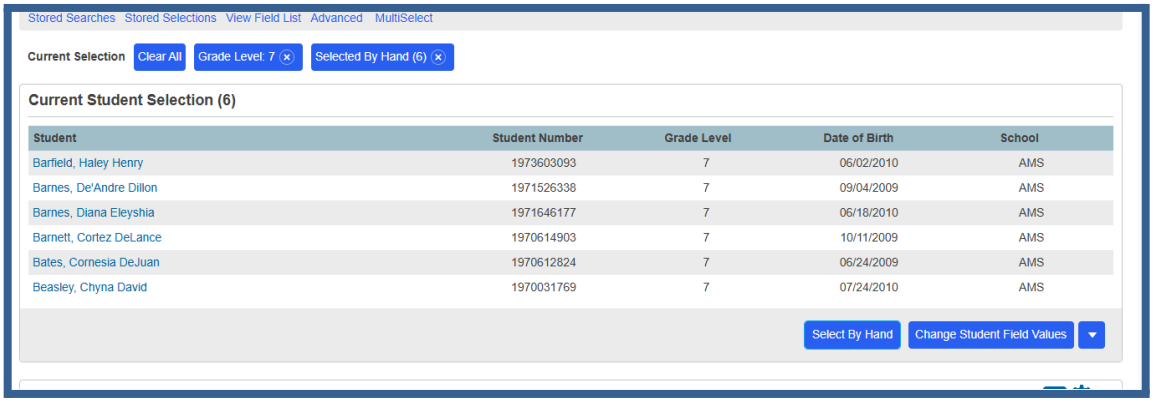
2. Scroll down to the FOCUS Act area and check the box indicating the FOCUS Act requirements have been met by the student. Enter the date the requirements were completed.



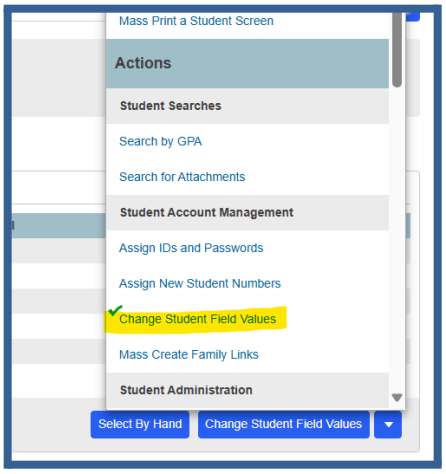
3. Click the **SUBMIT** button at the bottom of the page to save the data entered..

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**.

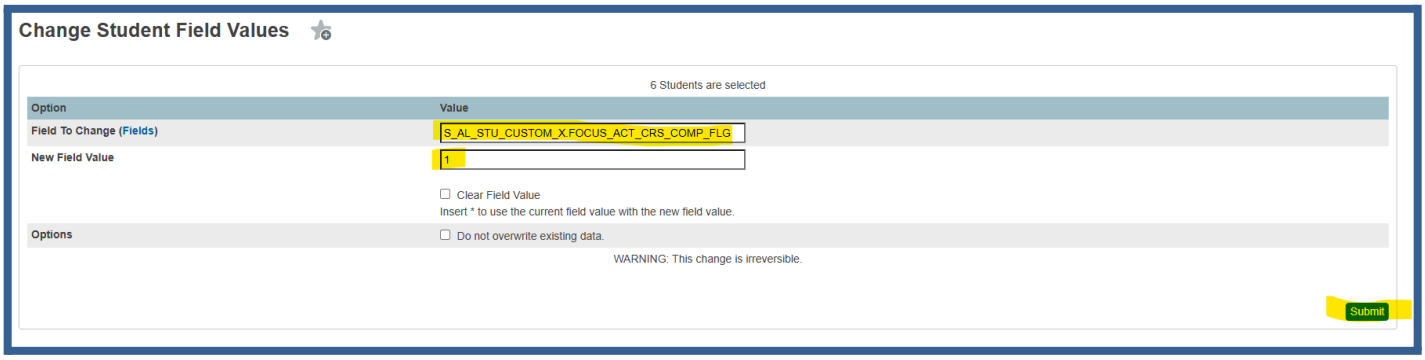


On the Change Student Values Screen enter the following:

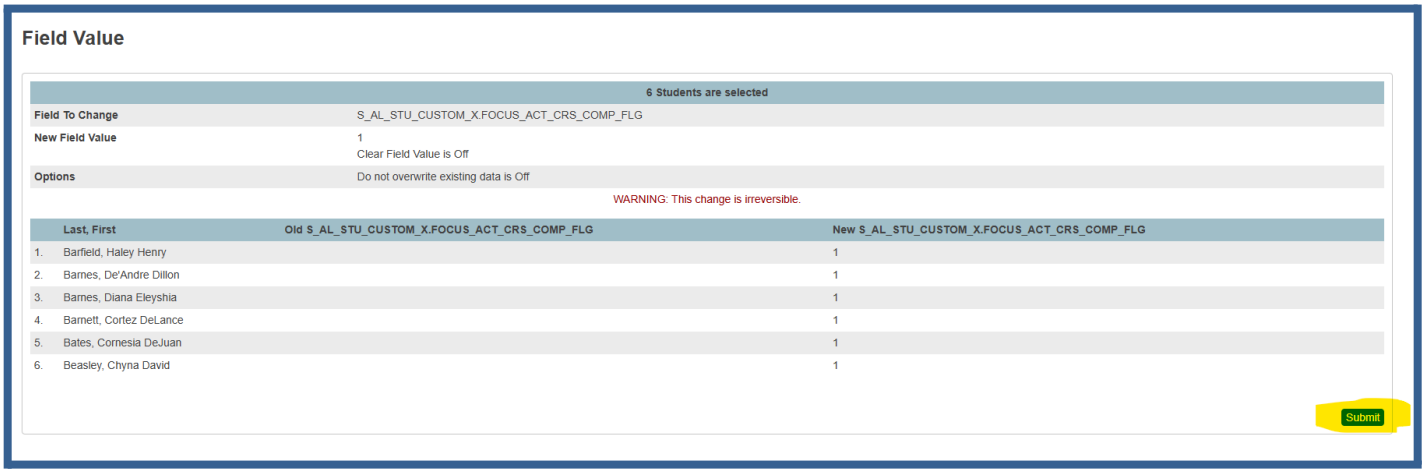
Field to Change:
S_AL_STU_CUSTOM_X.FOCUS_ACT_CRS_COMP_FLG

New FIeld Value:
1

Click **SUBMIT**.



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

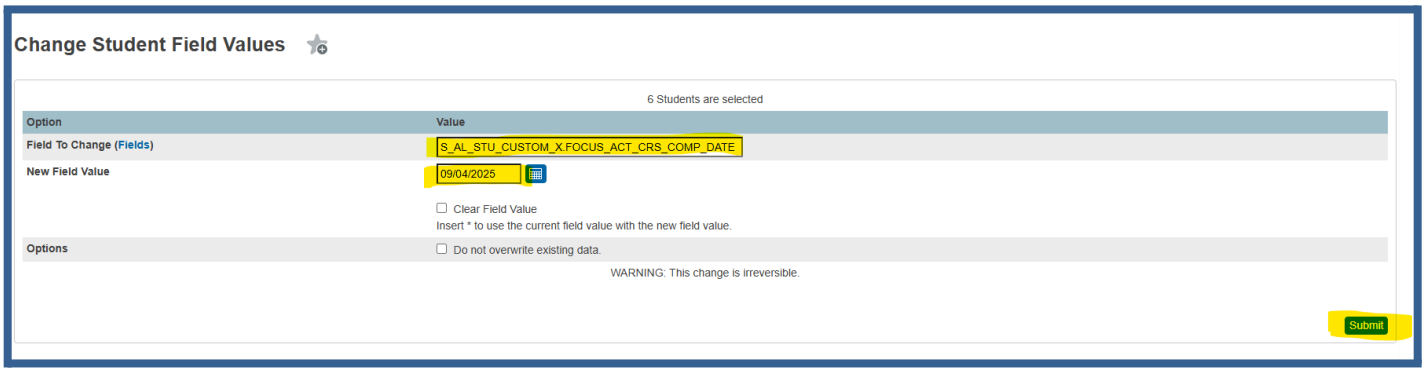


On the completed page, click the **BACK** button to go back to the Change Student Field Values to now enter the date in mass.



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



Click **SUBMIT**.

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

