IA Newsletter

"Focus List Workbook: Missing From Roster"

This one-pager will help you when you cannot find a student in the Focus List workbook. **If you know you have the correct number of characters in your student ID**, you will move onto the "Missing from Roster" tab in the Focus List Workbook. Once you have submitted the correct information in this tab, submit a Help Desk to the IA team know that you are missing a student. ***This document is Fill-in, please watch what you are putting into this sheet.***

#	Enrollment Date	ACM Name	Provide Student ID	Select Subject	Student (LAST, FIRST) Name	Grade	Teacher (LAST, FIRST) Name	Period	Focus List Label	SED Indicator	Move to FL Roster?	Validation
1									Final Focus List	Non-SED		
2									Final Focus List	Non-SED		
3									Final Focus List	Non-SED		
4									Final Focus List	Non-SED		
5									Final Focus List	Non-SED		
6									Final Focus List	Non-SED		
7									Final Focus List	Non-SED		
8									Final Focus List	Non-SED		
9									Final Focus List	Non-SED		
10									Final Focus List	Non-SED		

You will first need to fill in your Name. This will help IA with validating on all ends to find your student.

Input the date that you started working with the student.

In this Box, you will need to fill in the details of your student. Please provide the Student ID that is connected with your student. With this, the IA team will be able to look up in different rosters to see if that student is missing.

Student name: Please fill-in the name of the student as it shows up in the **classroom attendance roster**, and fill in the grade the student is in and teacher you work with.

Move to FL Roster will let you know that the student ID is now in the School 5 Column Roster.

Validation: will measure how many characters are in the student ID.

LAUSD=10

IUSD=X

Here are some other things to know:

- Validation, will help you with identifying if you are putting in the correct number of characters for your student ID.

- **Remember this is a Fill-in tab. Please make sure you are carefully filling in the information.**

- If you need help with the Workbook, and how it works look above in the blue box.

Yours in Service,

Zack Latade