IA



Newsletter

"Focus List Workbook: Missing From Roster" Video Walkthroughs:

CYConnect: Finding Workbooks

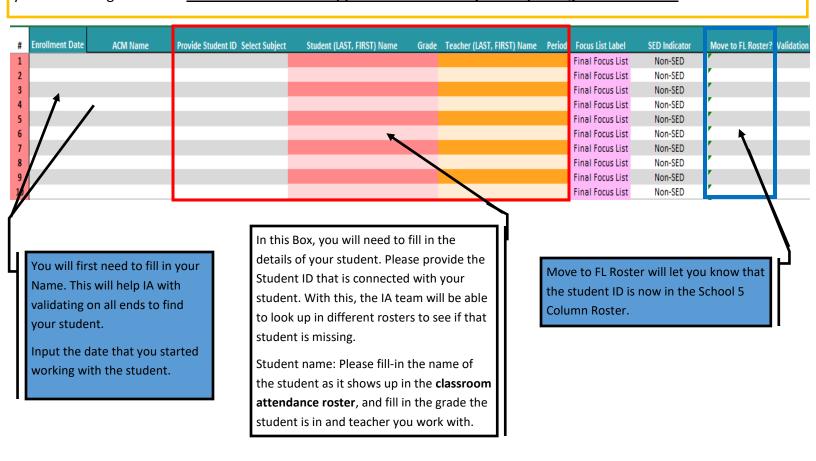
Focus List Workbook: Full Focus List

Workbook Walkthrough

Missing From Roster: Missing from

Roster Tab Walkthrough

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.**



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.

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

LAUSD=10

IUSD=X

Yours in Service,

Zack Latade