

10th Annual *Focus School Software Users' Conference*



January 15-17, 2019
TradeWinds Resorts
St. Pete Beach, FL

10th Annual Users' Conference

A Celebration of the Decades



Please join us January 15th through the 17th, 2019
for the 10th Annual Focus School Software Users' Conference.

This three-day event promises to be an informative and helpful opportunity for users at every level. Our team is excited to provide you with the latest information and hands-on sessions to broaden your working knowledge of the Focus Solutions.

This year's conference will include:

- Six Tracks of Instruction: *Setup & Technical, Scheduling & Grades, Postsecondary CTE, Student Services & Reporting, Enrollment & Classroom, and ERP*
- Over 65 informative sessions with real-life scenarios and hands-on learning
- Open lab support sessions for one-on-one technical support
- Opportunities to visit with our Sponsors and learn about their products and how they integrate with Focus Solutions
- Fun activities to mingle, network, and engage with your peer community

We look forward to seeing you, hearing your input, and ensuring that you are getting the most from your Focus Solutions, team, and services!

Learn More or Register today at:

<https://www.regonline.com/focusconference2019>

Why Attend?

To Learn

The Users' Conference is a wonderful opportunity to learn more about the Focus Solutions your district is currently using AND about the other fully integrated Focus Solutions your district could add to further improve efficiencies and simplify day-to-day tasks.

To Connect

Get the most from the conference by engaging with your peers and our Sponsors. Share your experiences, learn how others use our Solutions, and make a few new friends along the way.

To Meet the Focus Team

Get to know us! The conference offers unlimited access to everyone from our CEO and Executive team to our Account Executives, Trainers and Support Team. We love hearing from you and incorporating your ideas and suggestions into our product roadmap and customer services.

To Have a Little (or a lot) of Fun

As educators, you all understand the importance of balance and creating engaging content and activities to bolster student participation and success. At the Focus Users' Conference, we try to provide the same environment for our users with themed content delivery and events to enhance your overall experience.



Who Attended Last Year?

<i>Accounting Clerks</i>	<i>Financial Analysts</i>
<i>Admissions Specialists</i>	<i>FTE Coordinators</i>
<i>Assistant Superintendents</i>	<i>Gradebook Managers</i>
<i>Attendance/Office Managers</i>	<i>HR Managers</i>
<i>Bookkeepers</i>	<i>Learning Specialists</i>
<i>Budget Coordinators</i>	<i>Principals and Assistant Principals</i>
<i>Curriculum Coordinators</i>	<i>Registrars</i>
<i>Data Entry Clerks</i>	<i>School Counselors</i>
<i>Data Secretaries</i>	<i>Senior Programmers</i>
<i>Data Technicians</i>	<i>State Reporting Coordinators</i>
<i>Database Administrators</i>	<i>Student Affairs Managers</i>
<i>Directors of Financial Aid and CTE</i>	<i>Student Services Directors</i>
<i>Resources</i>	<i>System Consultants</i>
<i>Directors of MIS/IT</i>	<i>Teachers</i>
<i>ESOL Resource Teachers</i>	<i>Technology Officers</i>
<i>Finance Specialists</i>	<i>User Support Analysts</i>

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TradeWinds Island Resorts

TradeWinds Island Resorts is proud to host the Focus School Software Users' Conference, January 15 -17, 2019. A 20-acre beach front playground, TradeWinds Island Grand was created with fun in mind. Fly with a jetpack. Master a stand-up paddleboard. Party with a pirate. Play on our offshore water park. Feast on the freshest Florida seafood. Or relax by one of five heated pools, indulge in a massage or escape to a beach-side hammock. We are committed to ensuring that every guest can "Just let go" while visiting one of our resorts.

Best of all, when you stay at this beachfront paradise you get to enjoy all the activities, recreation, restaurants and more just 200 flip flops away at TradeWinds Guy Harvey Outpost!



To obtain the special conference rate, please select TradeWinds Island Grand or Guy Harvey Outpost when booking your room reservation. The group rate applies to hotel stays arriving on or after January 14, checking out by January 18, 2019.

This group rate is available for booking until December 14, 2018. Please note there is no need to enter a promo code to check availability. Group code is **FOCUS19**.

Reservations are guaranteed with a credit card deposit of 1 night's room and tax.

Book your room TODAY for January 15-17, 2019 at:

<https://www.tradewindsresort.com/focus>

Agenda at a Glance

Tuesday, January 15, 2019

8:00 AM - 4:00 PM	Registration
8:00 AM - 9:00 AM	Breakfast Provided
9:00 AM - 12:00 PM	Morning Sessions
12:00 PM - 1:00 PM	Lunch Provided
1:00 PM - 4:00 PM	Afternoon Sessions
5:30 PM - 6:30 PM	5K Run/1 Mile Fun Walk
6:30 PM - 8:00 PM	Meet & Greet on the Beach (Cocktails and Hors d'oeuvres)



Wednesday, January 16, 2019

8:00 AM - 4:00 PM	Registration & Vendor Exhibits
8:00 AM - 8:30 AM	Breakfast Provided
8:30 AM - 8:50 AM	Keynote Speaker
9:00 AM - 9:50 AM	Session 1 (all tracks)
10:00 AM - 10:50 AM	Session 2 (all tracks)
11:00 AM - 11:50 AM	Session 3 (all tracks)
12:00 PM - 1:00 PM	Lunch Provided
1:00 PM - 1:50 PM	Session 4 (all tracks)
2:00 PM - 2:50 PM	Session 5 (all tracks)
3:00 PM - 3:50 PM	Session 6 (all tracks)
4:00 PM - 4:50 PM	Session 7 (all tracks)
6:00 PM - 7:00 PM	Cocktail Hour
7:00 - 10:00 PM	Dinner Reception



Thursday, January 17, 2019

8:00 AM - 12:00 PM	Registration & Vendor Exhibits
8:00 AM - 8:50 AM	Breakfast Provided
9:00 AM - 9:50 AM	Session 8 (all tracks)
10:00 AM - 10:50 AM	Session 9 (all tracks)
11:00 AM - 11:50 AM	Session 10 (all tracks)
12:00 PM - 12:50 PM	Session 11 (all tracks)
1:00 PM	Lunch Provided and Closing Session



(Breakfast and lunch will be provided all three days and dinner is provided on Wednesday.)

Session Schedule

Registration & Breakfast located in the Grand Palm Colonnade 8:00 AM

DAY 1, Tuesday January 15	Room	Blue Heron	Indian Key	Bird Key	Snowy Egret	Compass Room
	Morning Sessions 9:00 - 12:00 PM	SIS forms & workflow	Focus Rollover: Non-Student Information & New Year Setup: Focus Rollover: Student Rollover Preparation & Process	Bethany's Bootcamp	Postsecondary Level 1 Refresher	Open Lab Support Sessions
	Lunch served in the Garden Courtyard 12:00 - 1:00					
Afternoon Sessions 1:00 - 4:00 PM	SSS Setup creating forms & making connections	Querying the Data to Confirm setup is complete	Advanced Query Training Send in your query challenges & let Henry & the Data Team offer solutions	Postsecondary District Reports - Does your report already exist?	Open Lab Support Sessions	

Session Schedule

Registration & Breakfast located in the Grand Palm Colonnade 8:00 AM
 Keynote Speaker Island Ballroom 8:30 - 8:50

DAY 2, Wednesday January 16	Track	Setup & Technical	Scheduling & Grades	Postsecondary CTE	Student Services & Reporting	Enrollment & Classroom	ERP
	Room	Bird Key	Indian Key	Long Key	Sawyer Key	Blue Heron	Snowy Egret
	Session 1 9:00 - 9:50	Focus & District-defined Scheduled Jobs	Scheduling Requests, ACRs, Request reports & teacher & approving entering course requests	Using postsecondary scheduling to the fullest	Print Letters & Send Emails & Letterhead Templates	K12 Teacher Portal – Gradebook, New assignment options & teacher webpages	Time & Attendance
	Session 2 10:00 - 10:50	Importer –from admin setup to parsing scores - what you need to know to successfully load data into Focus	Master Schedule Builder & Scheduling Reports	Postsecondary profile permissions.	SSS IEP, 504 & Rtl	Focus Grading Process: Setup sections, marking periods, gradebook comments and grading scales, grade post averaging as well as System preference on the Grades tab	Purchasing/AP/EOY Processes
Session 3 11:00 - 11:50		Elementary / Package scheduling overview including Lunch – setup & assignment option	Hourly Attendance & Gradebook	Immunization Compliance, DOH process & Health Service Reporting	Focus Grading Process: Setup, System preferences Posting & Pulling Grades, & Grade Change Requests	Staff State Reporting	
Lunch served in the Garden Courtyard 12:00 - 1:00							

Session Schedule

DAY 2, Wednesday January 16							
Track	Setup & Technical	Scheduling & Grades	Postsecondary CTE	Student Services & Reporting	Enrollment & Classroom	ERP	
Room	Bird Key	Indian Key	Long Key	Sawyer Key	Blue Heron	Snowy Egret	
Session 4 1:00 - 1:50	Vendor	Vendor	Vendor	Vendor	Vendor	Implementation Round Table Discussion	
Session 5 2:00 - 2:50	Form Options - similarity & differences between SIS & SSS forms	Custom/SSRS Report Cards	Using Focus to track student financial aid	FASTER	The Online Application form including all system preferences	Bank Recon bridging the gap between paper & electronic reconciliation	
Session 6 3:00 - 3:50	System Preferences (not covered in other sessions)	Building Workflow through Forms	Running Community Workforce Classes through Focus	Attendance (Teacher & Admin) Setup & system preferences, Reports & Processing	Parent portal registration & parent update data process; The community app	Student Activity / Internal Accounts	
Session 7 4:00 - 4:50	New Security Protocols - Security Encryption Two Factor Authentication Preventing access of students	Walk-In Scheduling With pullouts & inclusion & report options	Federal & State Reporting	Florida Reports Menu	Extended Day (Before/after)	Fixed Assets/ Inventory	

Session Schedule

Registration & Breakfast located in the Grand Palm Colonnade 8:00 AM

DAY 3, Thursday January 17

Track	Setup & Technical	Scheduling & Grades	Postsecondary CTE	Student Services & Reporting	Enrollment & Classroom	ERP
Room	Bird Key	Indian Key	Long Key	Sawyer Key	Blue Heron	Snowy Egret
Session 8 9:00 - 9:50	Processing assessments, EOCs, final grade averaging including grade posting averaging	Vendor	Postsecondary Scheduled Jobs	Discipline Referrals	Focus School Choice Module	Staff Scheduled Jobs & District Reports
Session 9 10:00 - 10:50	Profiles, User Permissions & automating user integration	State Scheduling fields & preparing for teacher & student course	Billing students & the Reauthorization Process	VENDOR	Third Party Integrations with the gradebook	Payroll
Session 10 11:00 - 11:50	Workflow & Edits to validate & update data as well as alert users based on criteria	Standards – state & local; course assignments, default values & posting standards	Point Of Sale Funding Sources, Reports	Texas Reports Menu	Enrolling Students, including system preferences & profile permissions	Warehouse
Session 11 12:00 - 12:50	Advanced Integrations Managing & Troubleshooting	Graduation plans, progression plans, & transcripts	The Ins & Outs of successful CTE Internal Accounting	Florida Reports Setup & EOY processing	Student Info – from setting up fields to edit rules on fields & end user use of Print Student Info Advanced Reports Student Built in Reports & permissions required to view & run each report	School/Dept. PR Entry, Employee Self Service

Lunch and closing session 1:00

A Celebration of the Decades



Be sure to bring your running shoes, (or flip flops) and then join us for a meet and greet on the beach!

5K Run/1 Mile Fun Walk at 5:30PM - 6:30PM
Followed by Happy Hour on the Beach at 6:30PM - 8:00PM



**Don't forget to bring a costume to represent your favorite decade.
Prizes will be awarded for the best costume.**

Cocktail Hour 6PM - 7PM on the Breck Deck
Dinner & Reception 7:00PM - 10:00PM / Pavilion

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<https://www.regonline.com/focusconference2019>

You must complete registration by November 15, in order to receive the early bird rate of \$349.00.
The regular rate after November 15, will be \$399.

Book your hotel room by January 1, to receive the special discounted room rate of \$159.00.

If you have any questions regarding conference information, please contact us at
727-388-2005 or email us at events@focusschoolsoftware.com

We look forward to seeing you!

Thanks,
-Focus Staff