

Student Information in the Annual Report: Completing with Accuracy



Discussion Points

- FCSUA community access
- Reporting deadlines
- What information will be collected?
- The cloning function
- Common errors
- Walkthrough
- Available assistance & resources



Access to the FCSUA Community

- Three licenses per program
 - Four licenses for program on **multiple campuses** and **large number of students**
-



FPCTP Program and Student - Timeline

Annual Program Information Report – Available July 1

- Submit and be approved before Student Report
- There is not limitation on when to start this report. Start early

2 Months Away

Annual Student Information Reports – Available on August 1

- **Not available until Program Information Report is approved**
- Individual data for each student enrolled
- Should align with student scholarships

3 Months Away



Annual Report – Student Information

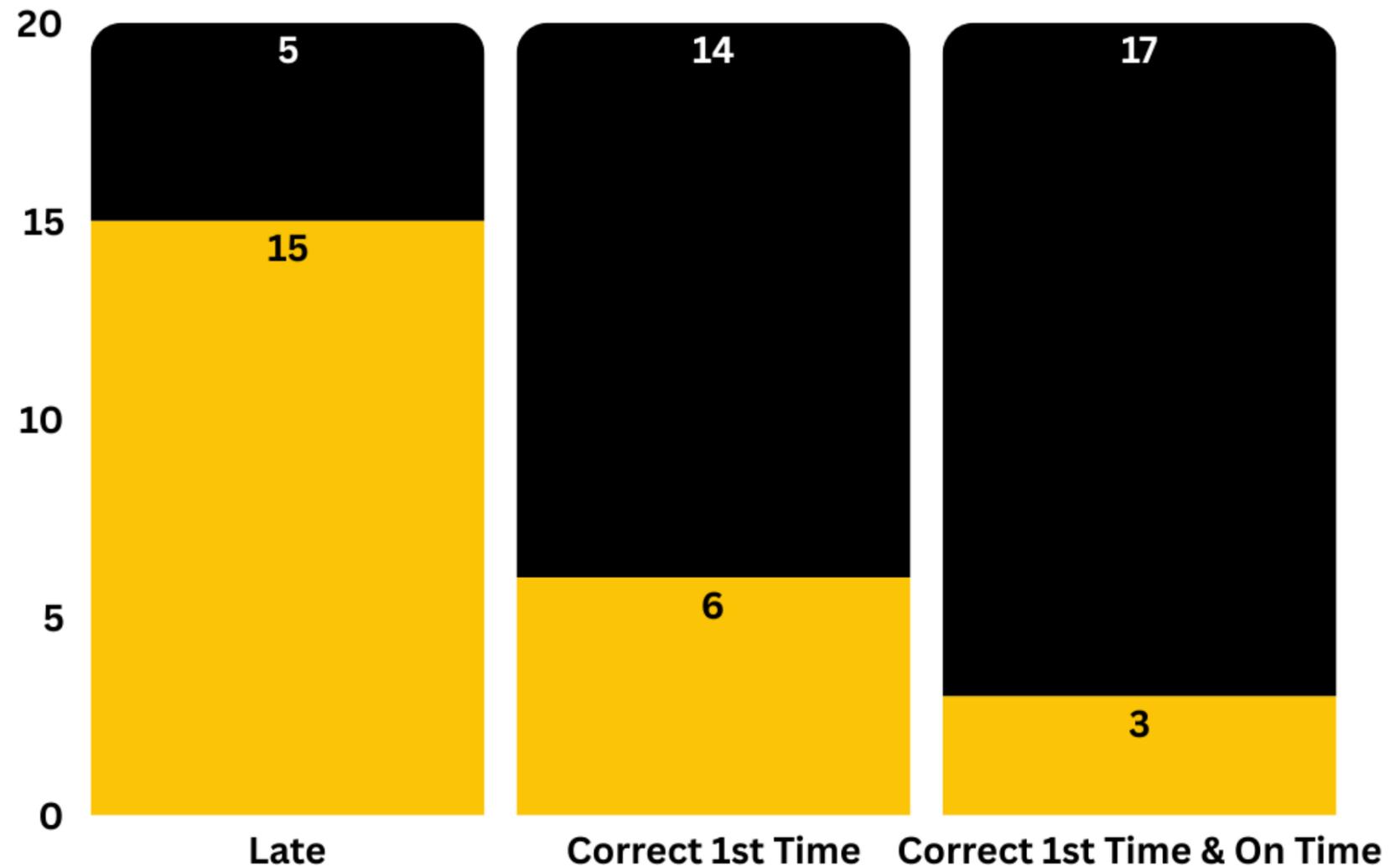
- **All approved FPCTP who had students this past year will submit an Annual Report – Student Information**
- **Update information. Avoid cloning!**
 - Section 1, question 14: Expected time to complete.
 - Section 2, enrollment and course data.
 - Remember to only report credentials earned this past year.
 - For #13, please list the courses the student participated in and their respective grades.
- Begin towards the end of the academic year
- Submit and be approved to access student follow up reports



FPCTP Student Reports: How did we do last year?

20

FPCTP submitted
Student Information
reports





This year

FPCTP submitting Student Information Reports
for the *First Time*:

25

FPCTP will submit
Student Information
reports

- Emerald Coast Technical College
- Florida State College Jacksonville
- Manatee Technical College
- Miami Dade College
- University of North Florida



Understanding the List View

Filter by Reporting Year
Format: YYYY-YYYY

Submit **all** reports selected at once.

Filter by Reporting Year

Annual Report - Student Information

Institution Name: **webinar**

Note: Use the Select button below to check the student information forms to submit to FCSUA. Use the Action buttons to review or edit the records.

SELECT	STUDENT NAME ↑	ACADEMIC PROGRAM YEAR	CREATED BY	STATUS	SUBMITTED DATE	NAME OF PERSON COMPLETING REPORT	ACTION
<input type="checkbox"/>	Annual Report - 2019-2020 - Janice Seabrooks-Blackmore	2019-2020	William Webinar	Approved	Jul 1, 2020	William Webinar	
<input type="checkbox"/>	Annual Report - 2020-2021 - Ashley Bickham	2020-2021	Claudia Bello Punto (test)	Approved		Claudia Bello Punto (test)	
<input type="checkbox"/>	Annual Report - 2020-2021 - Christian Zimmerman	2020-2021	William Webinar	Approved	Jun 18, 2021	William Webinar	
<input type="checkbox"/>	Annual Report - 2020-2021 - Claudia Bello Punto	2020-2021	John Webinar	Approved	Apr 25, 2024	John Webinar	
<input type="checkbox"/>	Annual Report - 2020-2021 - Viswa	2020-2021	Alex Trilling	Draft		Alex Trilling	
<input type="checkbox"/>	Annual Report - 2021-2022 - Claudia Bello Punto	2021-2022	Claudia Bello Punto (test)	Approved	Feb 26, 2025	Claudia Bello Punto (test)	
<input type="checkbox"/>	Annual Report - 2023-2024 - Drew Andrews	2023-2024	William Webinar	Approved	Jun 7, 2024	William Webinar	

Total Annual Report- Student Information : 7

Submit to FCSUA New Student Report Refresh

Select all reports Ready for Submission

Not available to clone. **Student** exited the program



For Established FPCTPs

To Consider after Cloning

To Consider after Cloning

- After cloning previous year report, **information is not updated to the most recent year.**
- The resulting report is **identical** to the one used to create it except for the reporting year
- **All** sections need to be revised and updated before submitting to FCSUA.
- Do not leave questions empty.
- Provide additional information using the description boxes



To Consider after Cloning

- **Do not wait** until receiving the Program Information approval to start gathering student information.
- Consider that newly admitted students will not have a report to clone. A **new report** must be created for them.
- FCSUA expects the number of report to at least **match** the number of scholarship request during the year.
- Be available during the reporting period to complete the reports and to address FCSUA in a timely manner.





Student Information Reports

Section 1

- This section will not need updates. All the information entered here remains the same as it is all related to pre-enrollment.

Section 2

- Most of the information will change because it is related to the **current reporting year**.

Section 3

- **Only completed once the student exits the FPCTP.** Do not exist the student if the students is planning to continue.



Student Information Reports

Section 2

- **Question 1b:** Report on the student status at the end of the **current reporting year**.
 - Consider whether the student is taking additional courses the following year or taking time off from the program

✓ **Section 2: Annual Student Information – All FPCTP Enrollees**

1. Student's status at the beginning and end of this reporting year

a. What was this student's enrollment status this reporting year? If this student entered the FPCTP during this reporting year select "New".

-- Make Selection --

Continuing next year

✓ Exited the program

Enrollment on hold

2. a

-- Make Selection --





Student Information Reports

Section 2

- **Question 5:** Report on the status of **all** credential the students was enrolled or is expected to enroll during the **current reporting year**.
 - **Leave the rest empty**

5. What was this student's status for each Concentration/Track including Certification and Micro-credentials/badges at the end of this reporting year?

Micro-credentials/Badges	
Name	
credential 1	<div style="border: 1px solid #ccc; padding: 5px;"><p>-- Make Selection -- </p><p>Not Yet Started</p><p>Enrolled</p><p><input checked="" type="checkbox"/> Earned</p><p>No longer pursuing</p><p>Left FPCTP without completing</p></div>
Cred Int	



Student Information Reports

Section 2

- Question 6:** Revise this question to reflect **all** the courses the student enrolled **during the current report year**.
 - To remove courses the student is not enrolled in, make sure to delete the information included in the three far right columns before changing the answer to **No**. Once the answer is set to No, the subsequent information cannot be deleted.

6. Please use the table below to describe this student's this reporting year enrollment in each course type. Include only enrollment that is represented by a course name and number, regardless of the course type (e.g., CS 1021).

COURSE TYPE	DID THIS STUDENT ENROLL IN THIS COURSE TYPE THIS REPORTING YEAR?	IF YES: INDICATE THE NUMBER OF INSTANCES OF THIS COURSE TYPE IN WHICH THIS STUDENT ENROLLED THIS REPORTING YEAR	IF YES: INDICATE THE NUMBER OF TOTAL CREDITS OR CLOCK HOURS THIS STUDENT EARNED IN THIS COURSE TYPE THIS REPORTING YEAR.	
Regular enrollment/ credit bearing*	No	1	3	Credits 
Audit/ no credit*	-- Make Selection --			-- Make Selection --
Non-credit bearing/ non-degree*	-- Make Selection --			-- Make Selection --
Unique FPCTP course	-- Make Selection --			-- Make Selection --
Internship course	-- Make Selection --			-- Make Selection --
Work experience course other than internship	-- Make Selection --			-- Make Selection --
Other	-- Make Selection --			-- Make Selection --
Please describe				



Student Information Reports

Section 2

- **Questions 9-12:** Make sure to delete answers for sub-question **b.-e.** before changing answers for sub-questions **a.** to **No.**

9. a. At any time during this reporting year, was this student in competitive integrated employment at or above minimum wage, not receiving ongoing supported employment services?
Yes
b. Was this competitive integrated employment a formal component of this student's FPCTP?
Yes
c. During what time this reporting year did this competitive integrated employment take place?
During the FPCT Program term(s)
d. How many hours per week was this student in competitive integrated employment this reporting year?
23
e. What career cluster most accurately represents this student's primary competitive integrated employment last year?
Arts, A/V technology, and communication



Student Information Reports

Section 3

- **Questions 2a: Why did this student leave the program?**

Will determine whether the student's name transfers over follow-up report next year.

- **Completed Program Requirements** = Follow-up on student for five years
- Did not complete the program = No follow-up report needed

Student Information Reports

Section 3

- **Questions 3a: Credentials**

- Indicate the status for **all** credentials earned by the student upon exiting the FPCTP.
- Report on the status of certifications and micro-credentials/badges included in the Concentrations/CTE Programs



The screenshot shows a web interface for reporting credentials. It features two main sections: 'Concentrations/Tracks' and 'Certifications'. The 'Concentrations/Tracks' section has a table with columns 'Name' and 'Is Earned'. A dropdown menu is open under 'Name', showing 'Baking and Pastry Arts' with a checkbox in the 'Is Earned' column. A red arrow points to this dropdown. The 'Certifications' section also has a table with columns 'Name' and 'Is Earned', listing 'ServSafe', 'S/P2 Food Safety', and 'S/P2 Workplace Safety', each with an unchecked checkbox.

Concentrations/Tracks	
Name	Is Earned
<input type="checkbox"/> Baking and Pastry Arts	<input type="checkbox"/>

Certifications	
Name	Is Earned
ServSafe	<input type="checkbox"/>
S/P2 Food Safety	<input type="checkbox"/>
S/P2 Workplace Safety	<input type="checkbox"/>

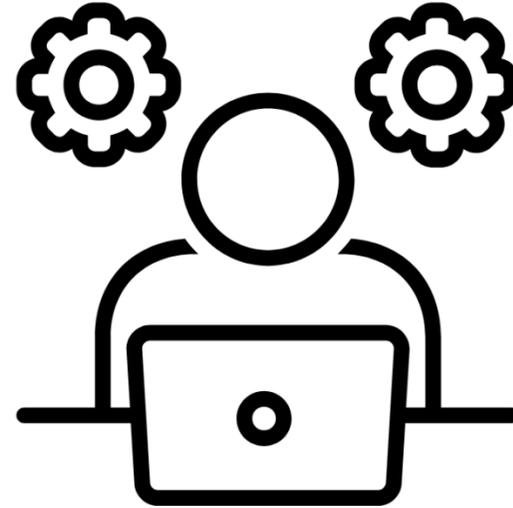
Reminder - Common Errors to Avoid

- Vague reporting on courses taken.
 - In this year's reports please include specifics on courses and grades.
- Inconsistent credits/clock hours completed.
 - Reporting in clock hours, but program length is years or credits.
- Credentials earned do not align with Program Information or FPCTP application.



Reminder - Common Errors to Avoid

- Reports are cloned, but information is not updated.
- Students are reported as making SAP, even though they failed courses.
- Students not attending on more than a half-time basis.
- Students taking online courses, which is not in line with legislative requirements.



Walkthrough

1. Let's log in to the FCSUA Community: **<https://fcsua.force.com>**
2. Open a **2023-2024** student report or
3. Click **New** if you are completing this report for the first time
4. Follow along as we walk through the report form. Take notes on data points you will need to collect before completing this report for each student.



FPCTP- Communication

- Maintain contact with FCSUA staff
 - Changes in leadership/personnel
 - Student concerns
- Update FCSUA Community contacts
- Complete accurate and timely data reporting
- **Request TA as needed**



Resources Available

[FPCTP Reporting Section](#) on FCSUA's Website



- Reporting Schedule
- FPCTP Reports
- FPCTP Grant Reports
- FPCTP Scholarship Reports

FPCTP Reporting Schedule

The Act requires FPCTPs to submit annual reports to the FCSUA. Center staff compile the information regarding the FPCTPs as well as information on the Center's activities to prepare the annual FCSUA report due October 1. The Center does not report information regarding individual students.

Please refer to the calendar below for daily details of reports due to FCSUA. All FPCTP contacts associated with reports will receive automatic email reminders at least a month in advance. FCSUA has developed an [annual reporting schedule](#) in PDF format, in case it is needed.

TODAY < > **March 2025**

Sun	Mon	Tue	Wed	Thu	Fri	Sat
23	24	25	26	27	28	1 Final Performance Rep...
2	3	4	5	6	7	8
9	10	11	12	13	14	15

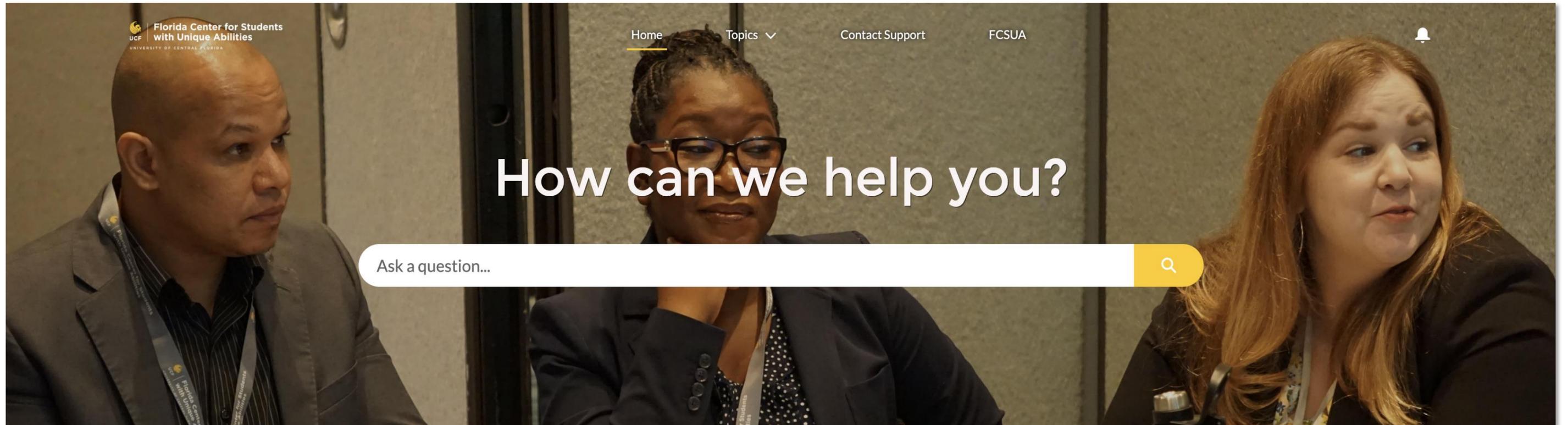
Legend

- Grants
- Scholarships
- Program
- Students
- Strategic Plan



Resources Available

[Help Center](#) available now!



Welcome

A place where you can easily find answers to your questions

Top Articles

Annual And Final Performance Reports

[How do I submit the Annual or Final Grant Performance...](#)

[How are the logic model activities, outputs, and outcome...](#)

FEATURED TOPICS



Contact Customer Support

Tell us how we can help

Name



Resources Available

Don't forget about [Slack!](#)

FPCTPS

Upgrade Plan

Threads

Huddles

Channels

general

midyear

state-colleges

technical-colleges

universities

welcome

+ Add channels

Direct messages

Abi Mustapha

Debbie Reed

Heather Graeve

JoAnn Pagano

Linda Mussillo

Paola Sinclair

Travis Coulliette

Tyler Winkler

Vanessa Herrera

Claudia Bello Punto you

+ Invite people

Search FPCTPS

Free

welcome

Messages Welcome to the FCSUA SI... Files +

Welcome to the FCSUA Slack Channel!

Hi everyone! We're thrilled to have you here. Slack is a great platform for collaboration and communication, and we can't wait to connect with you all.

Here are a couple of tips to get you started:

- Channels:** Join relevant channels to stay updated on specific topics. You can find channels on the left sidebar—feel free to explore!
- Direct Messages:** For one-on-one conversations, use direct messages (DMs). Just click on someone's name to start chatting.
- Mentions:** Use @ followed by a person's name to get their attention, or @channel to notify everyone in a channel.
- Threads:** Keep conversations organized by replying in threads. Just hover over a message and click the "Reply in thread" option.
- Reactions:** Use emojis to react to messages. It's a fun way to acknowledge and engage without cluttering the chat!

Feel free to ask questions or share ideas. Let's make this a vibrant and supportive space!
Welcome aboard! 🚀

Key links

- <https://fcsua.org/> <--- Florida Center for Students with Unique Abilities Website
- <https://fcsua.force.com/> <--- FCSUA Community
- <https://www.transitionprogramtool.org/selectVersion.cfm> <--- Strategic Planning Tool
- <https://www.rehabworks.org/providers/esp.html> <--- List of VR Employment Providers by Area

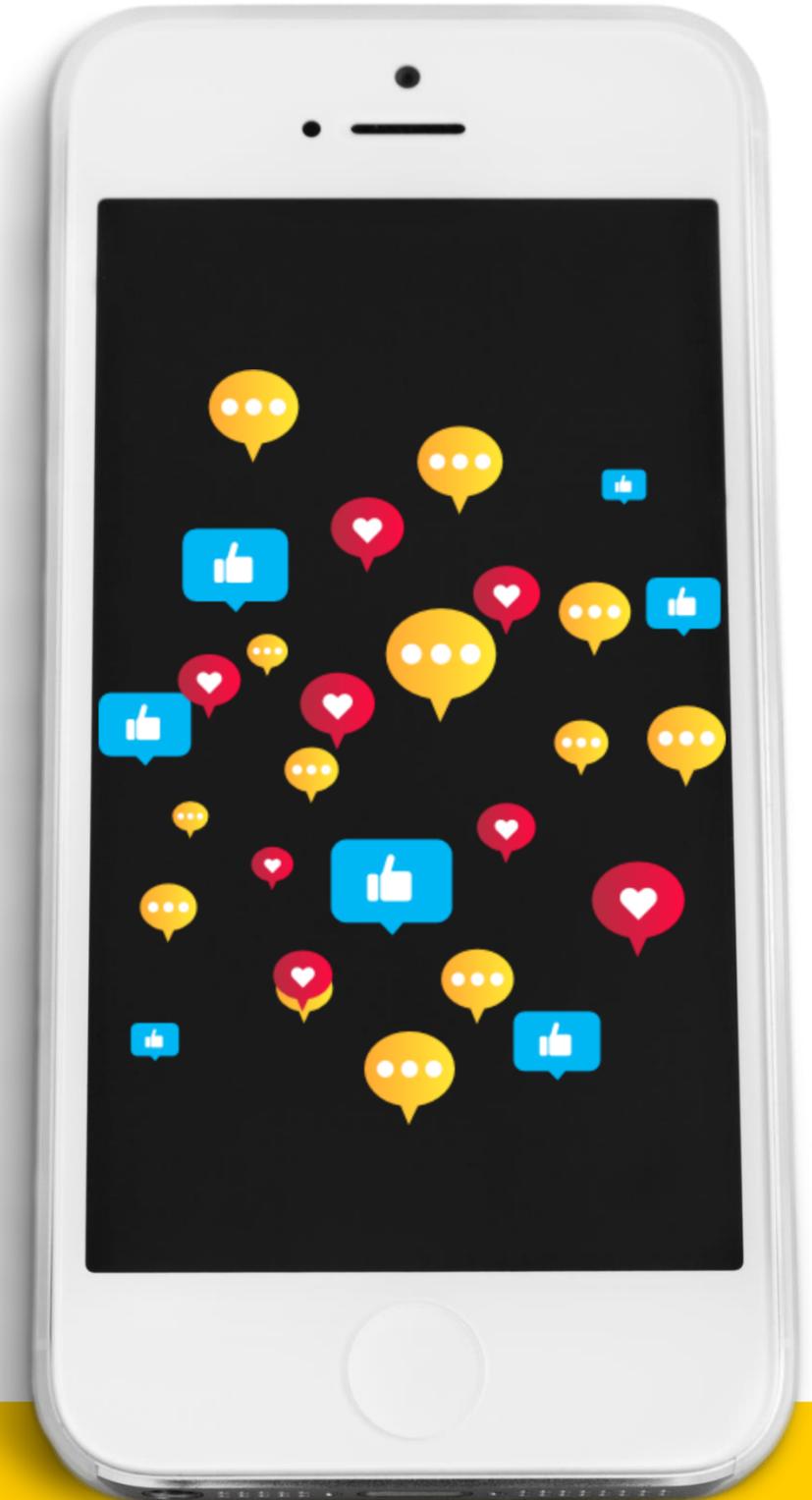


Social Media



Search for @Floridacsua

FCSUA Community Playlist





Your Feedback is Valuable!

- Scan QR Code
- Link shared on Zoom chat
- Link will be shared in a follow-up email with handouts and recording posted on FCSUA YouTube Channel





Contact Information

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