

# **Student Information in the Annual Report: Completing with Accuracy**

---

**FCSUA Team**  
May 2025



# 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

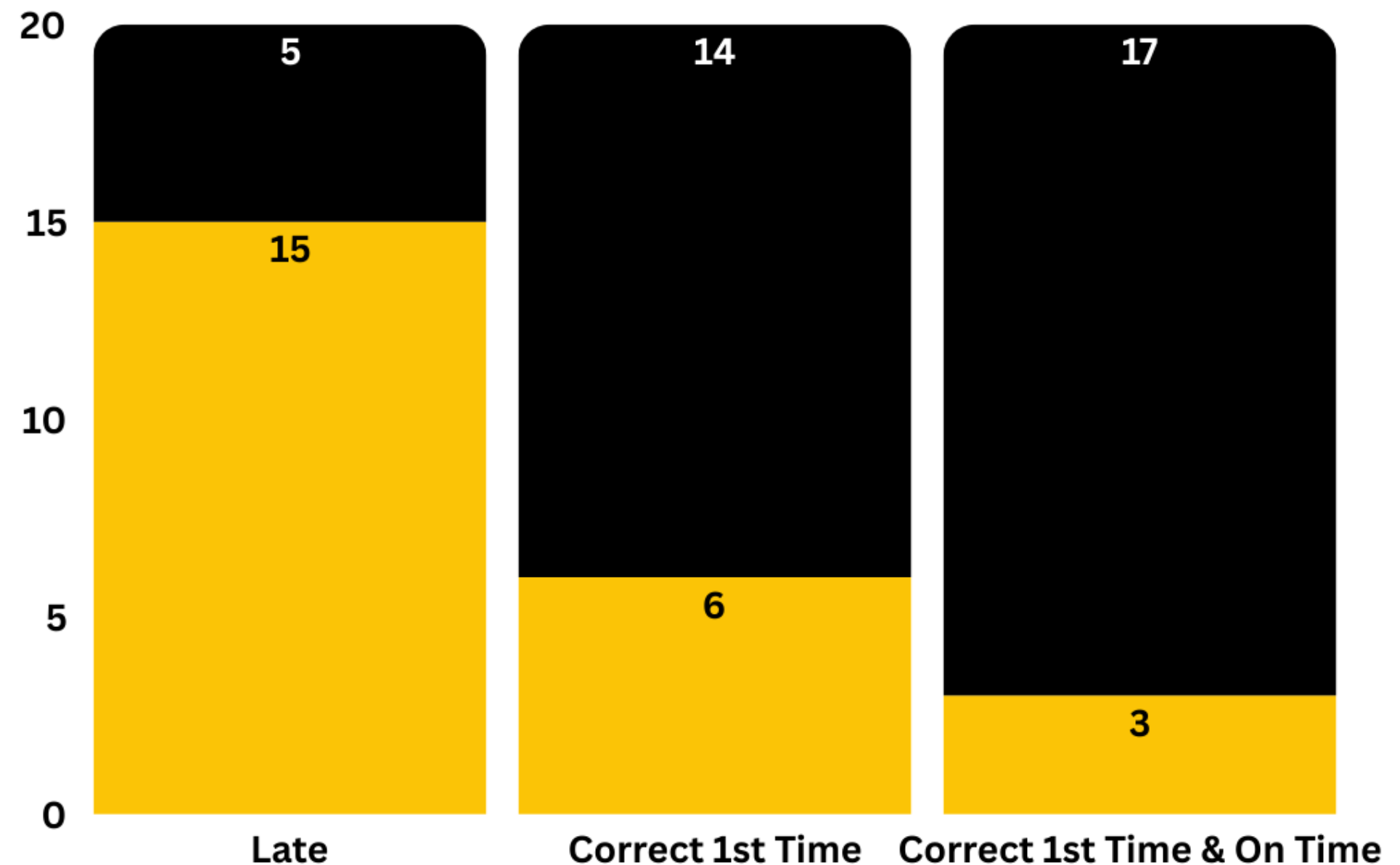
- **All approved FPCTP who had students this past year will submit an Annual Report – Student Information**
- **Update information. Avoid cloning!**
  - Section 1, question 14: Expected time to complete.
  - Section 2, enrollment and course data.
  - Remember to only report credentials earned this past 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*:

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

# 25

FPCTP will submit  
Student Information  
reports



# Understanding the List View

Filter by Reporting Year  
Format: **YYYY-YYYY**

Submit **all**  
reports selected  
at once.

Select all reports  
**Ready for  
Submission**

Filter by Reporting Year

Annual Report - Student Information

Submit to FCSUA

New Student Report

Refresh

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"/>	<a href="#">Annual Report - 2019-2020 - Janice Seabrooks-Blackmore</a>	2019-2020	William Webinar	Approved	Jul 1, 2020	William Webinar	<div><div></div><div></div><div></div></div>
<input type="checkbox"/>	<a href="#">Annual Report - 2020-2021 - Ashley Bickham</a>	2020-2021	Claudia Bello Punto (test)	Approved		Claudia Bello Punto (test)	<div><div></div><div></div><div></div></div>
<input type="checkbox"/>	<a href="#">Annual Report - 2020-2021 - Christian Zimmerman</a>	2020-2021	William Webinar	Approved	Jun 18, 2021	William Webinar	<div><div></div><div></div><div></div></div>
<input type="checkbox"/>	<a href="#">Annual Report - 2020-2021 - Claudia Bello Punto</a>	2020-2021	John Webinar	Approved	Apr 25, 2024	John Webinar	<div><div></div><div></div><div></div></div>
<input type="checkbox"/>	<a href="#">Annual Report - 2020-2021 - Viswa</a>	2020-2021	Alex Trilling	Draft		Alex Trilling	<div><div></div><div></div><div></div></div>
<input type="checkbox"/>	<a href="#">Annual Report - 2021-2022 - Claudia Bello Punto</a>	2021-2022	Claudia Bello Punto (test)	Approved	Feb 26, 2025	Claudia Bello Punto (test)	<div><div></div><div></div><div></div></div>
<input type="checkbox"/>	<a href="#">Annual Report - 2023-2024 - Drew Andrews</a>	2023-2024	William Webinar	Approved	Jun 7, 2024	William Webinar	<div><div></div><div></div><div></div></div>

Total Annual Report- Student Information : 7

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

2. a Enrollment on hold

-- 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>-- Make Selection -- Not Yet Started Enrolled ✓ Earned No longer pursuing Left FPCTP without completing</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



**Concentrations/Tracks**

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

**Certifications**

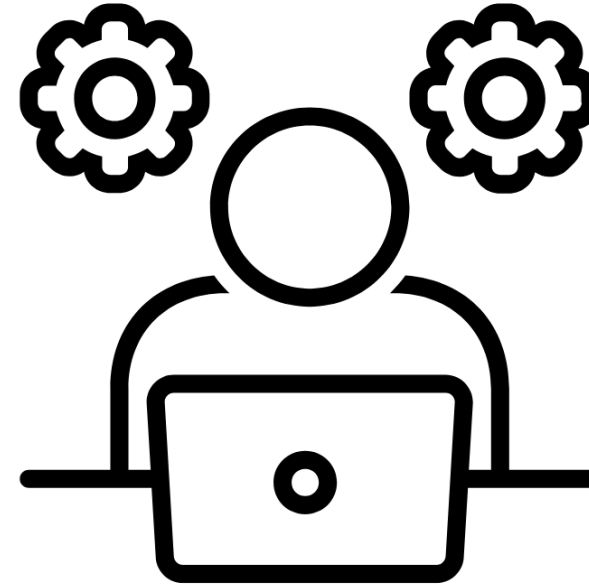
Name	Is Earned
ServSafe	<input type="checkbox"/>
S/P2 Food Safety	<input type="checkbox"/>
S/P2 Workplace Safety	<input type="checkbox"/>

# 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

About Us

Planning for College

Becoming an FPCTP

Approved FPCTPs

FPCTP Reports

Research to Practice

Events and News

Select Language

Powered by Google Translate

FPCTP Reporting Schedule

Reporting Schedule

FPCTP Reports

FPCTP Grant Reports

FPCTP Scholarship Reports

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

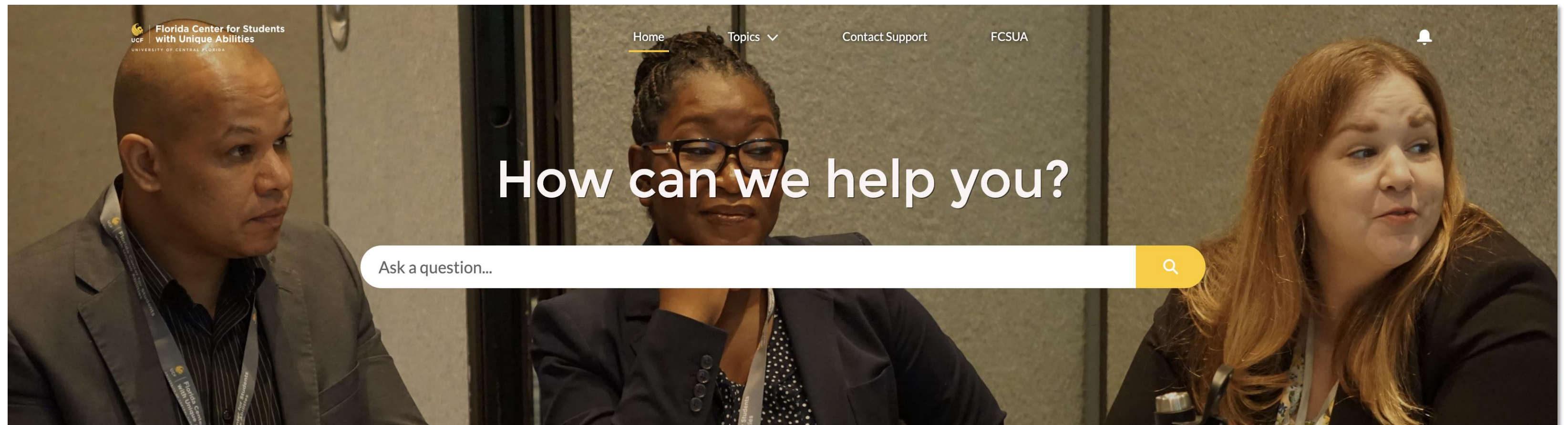
Strategic Plan





# 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](#)!

The screenshot shows the Slack interface for the FCSUA Slack Channel. The sidebar on the left includes navigation options: Home, DMs, Activity, and More. The main area displays a welcome message from the FCSUA Slack Channel, including a list of tips for getting started and key links to various resources.

**# welcome**

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

+ Invite people

Search FPCTPS

Free

58

Messages

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



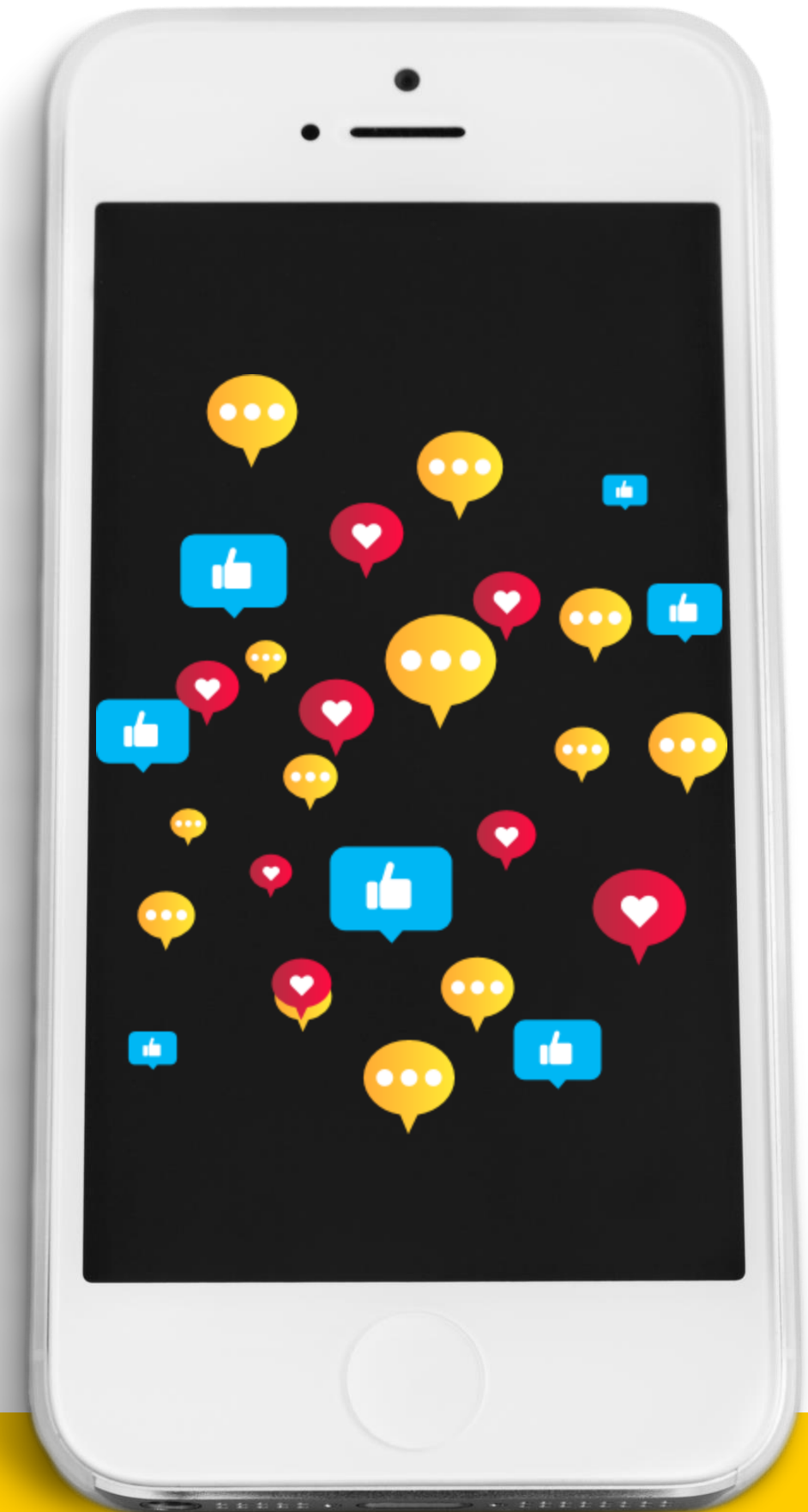
Florida Center for Students  
with Unique Abilities

# 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

## **Florida Center for Students with Unique Abilities**

[fcsua@ucf.edu](mailto:fcsua@ucf.edu)

[fcsuasupport@ucf.edu](mailto:fcsuasupport@ucf.edu)

(407) 823-5225

University of Central Florida - Teaching Academy

4000 Central Florida Blvd.

P.O. Box 161250

Orlando, FL 32816-1250

---