

Address Verification Procedural Checklist



Change Log

Date	Section Number/Name	Change Description
12/1/14	Enable Address Standardization and Address Verification	Update screenshot
10/15/14	Entire document	Update screenshots and breadcrumb trail
7/10/14	Beginning	Change reference from DASL General Use End User Guide to SI Getting Started End User Guide
8/7/13	Enable Address Standardization and Address Verification	14.0.0 Updates – Updated screenshot – added ThinkGate School Type field
10/11/12	Beginning Register Students Check Verification on Existing Students	13.1.0 Updates – Edited text for revised functionality Updated figures and text for revised functionality
9/21/12	Enable Address Standardization and Address Verification	Move this step to after Edit Information on Address Entries – so district address entered before turning on Address Verification
8/28/12	Entire document	13.0.0 Updates – Remove reference to the old Registration screen
8/23/12	Enable Address Standardization and Address Verification	13.0.0 Updates – Added note explaining that the web.config file needs to have the VerificationEnabled key set to true
9/29/11	Check Verification on Existing Students	12.0.0 Updates – Updated screenshot
1/20/11	Beginning	Fix typo
11/24/10	Enable Address Standardization and Address Verification	Updated screenshot

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Address Verification: *The following steps must be completed to enable and set up Address Standardization and Verification. Once enabled, Address Standardization will run on most Address fields, while Address Verification will run on Student Registration and Student Profile Address fields.*

Unless otherwise noted, see the SI Getting Started End User Documentation for details.

Address Standardization is the process of converting an entered address to standardized USPS address format: removing punctuation, using standard abbreviations, and using the correct Zip+4 Code. Address Standardization has additional benefits, such as easier and more accurate mailing labels, consistency across the application, and enhanced search capabilities.

Address Verification is the process of checking a standardized address against a database of addresses defined as being within a given school district, to make sure that students living in those addresses are attending the correct district. To use Address Verification, you must have enabled Address Standardization. **Note:** Address Verification is optional, and does not function until you have enabled it at both the District and Building levels.

When Address Standardization/Verification is enabled, address fields on the Edit Student Profile and Registration Wizard will display a caution icon and Validate button next to the address fields after a user enters a new address in any set of address fields. Address fields on the Contact and Staff pages will process the address when you enter a Zip Code and leave the Zip Code field by clicking elsewhere on the screen, or by hitting the Tab key to advance to the next field. Address fields that use Address Standardization or Address Verification also include a Bypass Address Standardization or Bypass Address Standardization/ Verification checkbox nearby. Clicking on this check-box will disable Standardization and/or Verification for that address only. This should only be used if you are certain that an address is accurate, but the address will not Standardize or Verify correctly.

-
- ☐ **View District Addresses** (District Level) – Enter all addresses which are considered valid for the District. The fields in the top portion of this screen act as Search criteria for the Local Search and State Search buttons. Enter any criteria you wish (you must enter a Zip Code) and click either Search button to see a list of addresses matching those criteria.

Navigation: StudentInformation – SIS – School – Address Verification – District Addresses

View/Edit District Addresses - List
From this screen, you can search the list of valid district addresses.

Local/State Search Criteria

Start Number: Stop Number:

Pattern:

Pre-Direction: Street Name: Post-Direction:

Zip Code: ⚡ Street Type:

Voting Area/Place: Progression Track:

Once addresses are viewable, you can select individual addresses with the checkboxes, or select all addresses with the checkbox in the grid title bar, and click the Edit Selected or Delete Selected buttons to edit or delete all entries with their checkboxes selected. You can view and edit selected information for a single entry by clicking the magnifying glass icon next to that entry, or delete an entry by clicking the X icon next to that entry.

View/Edit District Addresses - List

From this screen, you can search the list of valid district addresses.

Local/State Search Criteria

Start Number:	<input type="text"/>	Stop Number:	<input type="text"/>
Pattern:	<input type="text" value="Every Number"/>		
Pre-Direction:	<input type="text"/>	Street Name:	<input type="text"/>
Zip Code:	<input type="text" value="45804"/>	Street Type:	<input type="text"/>
Voting Area/Place:	<input type="text"/>	Progression Track:	<input type="text"/>
		<input type="button" value="Local Search"/>	<input type="button" value="State Search"/>

<input type="checkbox"/>			Address ^	City	State	Zip Code
<input type="checkbox"/>			100 S Main St	Lima	OH	45804
<input type="checkbox"/>			102 S Main St	Lima	OH	45804
<input type="checkbox"/>			104 S Main St	Lima	OH	45804
<input type="checkbox"/>			106 S Main St	Lima	OH	45804
<input type="checkbox"/>			108 S Main St	Lima	OH	45804
<input type="checkbox"/>			110 S Main St	Lima	OH	45804

☒ Show Active Only

- ☐ **Enter a Range of District Addresses** (District Level) – Click the Add Single Address button or the Add New Address Range button to enter an address or range of addresses. The Add New Address Range button will generate single entries for every address number in the range. For ranges, you can select a pattern of address numbers: Every Number, Odd Numbers, Even Numbers, or Other (which displays an extra field: Every, with a number-entry field, so you could enter, for example, Every 4).

Navigation: StudentInformation – SIS – School – Address Verification – District Addresses – Add New Address Range button

View/Edit District Addresses - Add Range
From this screen, you can add addresses to the list of valid district addresses.

Start Number:

Stop Number:

Pattern:

Street Pre-Direction:

Street Post-Direction:

Street Name:

Street Type:

City:

State:

Zip Code:

Building Progression Track:

Voting Area/Place:

Date Added to District:

Date Removed from District:

Comments:

- ☐ **Enter a District Address** (District Level) – As Add Range, above, but only permits a single address number.

Navigation: StudentInformation – SIS – School – Address Verification – District Addresses – Add Single Address button

View/Edit District Addresses - Add

From this screen, you can add addresses to the list of valid district addresses.

Street Number:	<input type="text"/>	
Street Pre-Direction:	<input type="text" value="v"/>	
Street Name:	<input type="text"/>	
Street Type:	<input type="text" value="v"/>	
City:	<input type="text"/>	
State:	<input type="text" value="OH"/>	<input type="text" value="v"/>
Zip Code:	<input type="text"/>	

Building Progression Track:	<input type="text" value="v"/>
Voting Area/Place:	<input type="text" value="v"/>
Date Added to District:	<input type="text"/>
Date Removed from District:	<input type="text"/>
Comments:	<input type="text"/>

- ☐ **Edit Information on Address Entries** (District Level) – By clicking on the View Details icon (magnifying glass) next to an Address entry, you can view and edit some information about that address: the associated Building Progression Track, Voting Area/Place, Date Added, Date Removed, and any Comments associated with that Address entry.

Navigation: StudentInformation – SIS – School – Address Verification – District Addresses – View Details icon (magnifying glass)

View/Edit District Addresses - Edit
From this screen, you can edit individual valid district addresses.

100 S Main St
Lima, OH 45804

Building Progression Track:

Voting Area/Place:

Date Added:

Date Removed:

Comments:

Save Cancel

Once District Addresses are entered, Address Verification should process correctly.

- ☐ **Enable Address Standardization and Address Verification** (District and Building Levels) – You must enable Address Standardization and Address Verification at the District and Building Levels. If either option is enabled at the Building Level, but not at the District Level, that feature will not function. You must have Address Standardization enabled to use Address Verification.

Navigation: StudentInformation – Management – School Administration – School Building Administration – School Demographics

School Demographics
This page is used to manage the demographic information for your school

School Code:	<input type="text"/>	School Name:	<input type="text" value="HIGH SCHOOL"/>
School Type:	<input type="text" value="School"/>	School Subtype:	<input type="text" value="-- Select a School Subtype --"/>
IRN:	<input type="text" value="02"/>	Principal:	<input type="text" value="Mr."/>
Website URL:	<input type="text"/>	District:	<input type="text"/>
ThinkGate School Type:	<input type="text" value="High School"/>		
Use Address Standardization:	<input checked="" type="checkbox"/>	Use Address Verification:	<input checked="" type="checkbox"/>
Telephone:	<input type="text" value="(419)"/>	Fax:	<input type="text"/>
Address:	<input type="text" value="630 AVENUE"/>	City:	<input type="text"/>
State:	<input type="text" value="OH"/>	Zip:	<input type="text"/>
Feedback Email:	<input type="text"/>		
Comment:	<input type="text"/>		
Progress Book On:	<input checked="" type="checkbox"/>		
JVS Integration On:	<input type="checkbox"/>		
	Select JVS Satellite School: <input type="text" value="Select ..."/>		
EZ Query Display Options:	<input type="checkbox"/> Hide Absence Reasons <input type="checkbox"/> Hide Absence Notes <input type="checkbox"/> Hide Absence Comments		
<input type="button" value="Save"/> <input type="button" value="Cancel"/>			

Note: Also, the web.config file needs to have the VerificationEnabled key set to “true” as shown in bold in the example below:

```
<AddressVerification>
  <add key="ServiceObjectsLicenseKey" value="XXX-XXXX-XXXX"/>
  <add key="StandardizationEnabled" value="true"/>
  <add key="VerificationEnabled" value="true"/>
</AddressVerification>
```

- ☐ **Register Students** – See the Student Registration Procedural Checklist for the pre-registration process. When you register each student, a caution icon and Validate button will display next to the address fields after a user enters a new address in any set of address fields. Address Standardization and Verification will process on that student's Residence Address when you click the Validate button.

Navigation: StudentInformation – SIS – Registration Wizard

Student Registration Wizard
From this screen users can register students

Address of Residence (For Address Verification)

Street: ⚡ ⚠

City, State, Zip: ⚡ ⚡ ⚡

☐ Bypass Address Standardization/Verification

If you check the “Bypass Address Standardization/Verification” check-box, a new “Bypass Comments” will display, and require you to enter the reason you bypassed Address Verification for the student.

☒ Bypass Address Standardization/Verification ☐ Bypass Address Standardization

Bypass Comments: ⚡

☐ **Check Individual Address Standardization/Verification Errors for a Student –**

Once the Registration Wizard screen processes Address Standardization/Verification, an icon will display beside the Address fields indicating the success of the process. A blue question mark indicates Standardization and Verification in progress, while a red “X” indicates a Standardization or Verification error, and a green check-mark indicates successful Standardization and Verification. Errors and reasons for errors will display.

Navigation: StudentInformation – SIS – Registration Wizard

The screenshot shows a web form titled "Address of Residence (For Address Verification)". It contains the following fields and elements:

- Street:** A text input field containing "PO BOX 100". To its right is a yellow lightning bolt icon and a red circle with a white "X" icon, indicating an error.
- City, State, Zip:** Three input fields. The first contains "Lima", the second is a dropdown menu showing "OH", and the third contains "45802-0100". Each field has a yellow lightning bolt icon to its right.
- Bypass Address Standardization/Verification:** A checkbox that is currently unchecked.
- Message:** A text block stating: "This address was standardized successfully but is not within the district. You may Bypass Address Verification to allow this address to be saved for the student." Below this, it says: "Additionally, you can lookup the correct school district for the student's address on the [Ohio Department of Taxation](#) web site."

This is a Verification error (“... standardized successfully but is not within the district.”). To fix this, you can:


- Add this address to the District Addresses screen (see above);
- Check the “Bypass Address Standardization/Verification” checkbox on the Registration Wizard screen, entering a reason for the bypass in the “Bypass Comment” field; or
- Click the “Ohio Department of Taxation” link to search for this address at the Ohio Department of Taxation’s website, to determine the correct school district for this address.

- ☐ **Review Students Failing Address Verification** – Once students are registered, you can review all students who failed Address Verification by navigating to this screen. You can un-check the “Ignore Bypassed Addresses” check-box to see all unverified addresses. Clicking on an individual student name will take you to that student’s Edit Profile screen, so you can change or Bypass that student’s address.

Navigation: StudentInformation – SIS – School – Address Verification – Failing Students

Students Failing Address Verification

This screen lists students whose address of residence fails Address Verification.

ALTMAN, JANE 120 CHESTNUT STREET OH	<input checked="" type="checkbox"/> Ignore Bypassed Addresses By ignoring bypassed addresses,  students who have been selected to bypass Address Verification will not be included in the list. Please note that a maximum of 250 students will be shown.
BASSNER, DEVON 2250 S AGNER OH	

- ☐ **Check Verification on Existing Students** – If a student is already enrolled, and Address Standardization and Verification have not yet been performed on that student's address, edit that student's profile, a caution icon and Validate button will display next to the address fields. Address Standardization and Verification will process on that student's Residence Address when you click the Validate button.

Navigation: StudentInformation – SIS – Student – Edit Profile – General tab

Edit Student Profile

From this screen, you can display and change information regarding a students profile.

GeneralAdditionalCustomPrivateFS-StandingFS-AttendanceFD-AttributesFN-AttributesFN-GraduateTransportation

SaveCancel

Last Modified: 12/29 PM by User:

Student Number: 26345 x ☐ Auto-Assign

Student Status: A - ACTIVE RES

First Name: ERICA

Middle Name: MAE

Last Name: WHITE

Called Name:

Last Name Suffix:

Gender: F

Birthdate: 03/15/1997

Age: 17

Local Ethnic Category: W - WHITE

Verified With:

Hispanic/Latino: N - No, the student is not Hispanic/Latino

Birthplace City: LIMA

Racial Group(s): ☐ A-Asian ☐ B-Black or African American ☐ I-American Indian or Alaska Native ☐ P-Native Hawaiian or Other Pacific Islander ☒ W-White

Summative Race: W - White, Non-Hispanic

Native Language: ENG - English (Default)

Home Language: *** - Neither LEP no

Address of Residence (For Address Verification)

Mailing Address ☐ Use Address of Residence

Street: 1000 E MAIN STREET

Street: PO Box 100

City, State, Zip: LIMA OH 45804

City, State, Zip: LIMA OH 45804

☐ Bypass Address Standardization

☐ Bypass Address Standardization

Phone Number: 5555555555 ☐ Unlisted

Email:

Building Grade: 12 - 12

Grade Next Year: GR - GR

EMIS Grade: 12

EMIS Grade Next Year: GR

Changing the Building Grade does not change the State Equivalent Grade. The FD tab can be used to change the State Equivalent Grade.

Changing the Grade Next Year does not change the EMIS Grade Next Year. The FN tab can be used to change the EMIS Grade Next Year.

Program:

Home school IRN:

Home School:

Attendance Calendar: Default (Default)

Report to EMIS: ☒

- ☐ **View Bypass Log** (optional) – If a student is already enrolled, you can view any Bypass Comments that were entered when the student was registered, or any time that address verification and standardization were bypassed for a student's address. Check the Bypass checkbox if it is not checked, and click the "View Log" link (this will pop up a window showing all Bypass Comments entered).

Navigation: StudentInformation – SIS – Student – Edit Profile – General tab – View Log link

<u>Address of Residence (For Address Verification)</u>		<u>Mailing Address</u> <input type="checkbox"/> Use Address of Residence	
Street:	<input type="text" value="1000 E MAIN STREET"/>		
City, State, Zip:	<input type="text" value="LIMA"/> <input type="text" value="OH"/> <input type="text" value="45804"/>		
<input checked="" type="checkbox"/> Bypass Address Standardization			
Bypass Comments:	<input type="text"/>		View Log

From this screen, you can view the log of comments from bypassing verification of the students address.			
Date:	10/15/2014 9:33:00 AM	User:	Recker, Amy (Amy)
Address:	1000 E MAIN STREET		
City, State, Zip:	LIMA OH 45804		
Bypass Comments:	test bypass comments		



aSc Scheduler Step by Step Checklist

Change Log

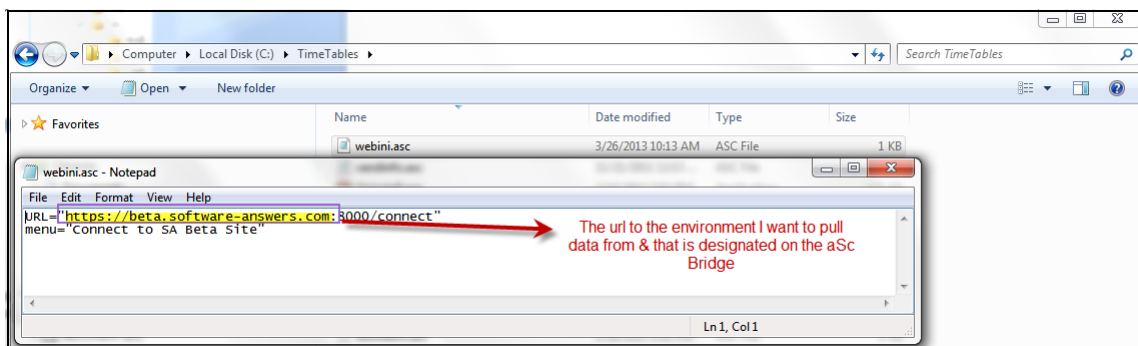
Date	Section Number/Name	Change Description
4/16/15	Appendix F	Added Scheduling Worksheet back
3/6/15	Entire doc	2015/2016 school yr updates
10/15/14	Entire doc	Update screenshots/breadcrumb trail

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Connecting to aSc

1. Ensure aSc Bridge software is installed at your ITC on the webserver
2. Install aSc application on your computer
 - a. Each building in your district will need a separate license
 - b. Each computer you install the aSc application on will need a separate license, even if it is within the same building
3. Install the Webini file on your C drive in the "Timetables" folder. The webini file tells aSc what SI environment to pull from.
 - a. File extension should be .asc



4. Edit your SI User Account and ensure the Default School on tab 1 is the school you want to pull data from and/or load data into for aSc.

Security - User: Melissa

User: User Roles: Staff Member Impersonations: User Groups: Group Memberships: Reset Password:

Username: Is Privileged: ☒
 First Name: Last Name:
 Employee Number: Domain:
 Email Address: Is Active: ☒
 Administrative School: Default School:

Username: Domain: Account Type:
 Save

5. Next edit tab 2 of your user account assign the aSc role designated on the Bridge for the building you want to pull data from and/or load data into.

User: User Roles: Staff Member Impersonations: User Groups: Group Memberships: Reset Password:

Is Vendor: ☐
 School: Role: Add

School	Role
<input checked="" type="checkbox"/> All Buildings	Full Access
<input checked="" type="checkbox"/> TRIWAY HIGH SCHOOL	SIS - scheduling role
<input checked="" type="checkbox"/> NORTHWESTERN HIGH SCHOOL	SIS - scheduling role
<input checked="" type="checkbox"/> WOOSTER HIGH SCHOOL	SIS - scheduling role
<input checked="" type="checkbox"/> DALTON HIGH SCHOOL	SIS - scheduling role
<input checked="" type="checkbox"/> MAPLETON HIGH SCHOOL	SIS - scheduling role
<input checked="" type="checkbox"/> EDGEWOOD MIDDLE SCHOOL	SIS - scheduling role
<input checked="" type="checkbox"/> NORTHWESTERN MIDDLE SCHOOL	SIS - scheduling role
<input checked="" type="checkbox"/> LOUDONVILLE HS	SIS - scheduling role

Pre-aSc: Things to do in SI prior to extracting to aSc

1. Complete SYI for the future school year.
2. Complete Promo/Bulk Enroll in the future school year.
 - a. New students can't be added to aSc
 - b. If you whack a student in SI, you must delete the student from aSc
3. Determine Lunch periods
 - a. If lunch doesn't appear on student's schedules – continue to #4
 - b. If lunch is designated for a certain period for all students (Example: period 5 or period 7) – continue to #4
 - c. If students have lunch either period 5,6, or 7 (as an example) – continue to #4
 - d. If lunch is 5a, 5b, 5c continue to #4. (Example: Geometry is 5a,5c and lunch is 5b)
 - e. If lunch is any other scenario, STOP and contact your ITC before continuing.
4. Verify schedule is named "Default Schedule" on the Master Schedule Maintenance page in SI. aSc will only pull from the "Default Schedule".
5. Go to Course Terms Maintenance page in SI
 - a. Add new course terms
 - b. Inactivate outdated course terms
 - c. Course terms shouldn't be added or deleted in aSc
6. Go to Staff Member Maintenance page in SI
 - a. Add new teachers, ensure they have a 15/16 job function of Teacher on tab 2
 - b. Remove 15/16 Teacher job function from any retired or former Teacher
 - c. Teachers shouldn't be added or deleted in aSc
7. Go to Room/Location Maintenance page in SI
 - a. Add new rooms in 15/16
 - b. Unmark "Is Schedulable" for any rooms you don't want to go over into aSc.
8. Go to Course Maintenance page in 15/16 in SI
 - a. Inactivate courses you no longer need
 - b. Add new courses
 - c. Change any course info on existing courses
 - d. Verify course priority is correct on tab 1 (1-3=Low, 4-6=Med, 7-9=High in aSc)
 - e. Change Course Type to PSEO for any course that will have not any requests in 15/16 but that you still want to use in 15/16. These sections will not come over into aSc since they don't have requests. Once scheduling is complete in aSc and schedule is loaded into SI, please send a ticket to your ITC to have the PSEO sections copied from the original "Default Schedule" into the aSc schedule.
 - f. Courses shouldn't be added in aSc

9. Go to Course Section Maintenance in 15/16 in SI
 - a. Verify capacities are adequate enough to meet student demand
 - b. Add sections to meet student demand. aSc doesn't have the option to automatically overfill.
 - c. Inactivate any section you no longer need, including sections where capacity grossly outweighs student demand.
 - d. Verify sections have Teacher assigned & at least one period marked on the Meeting Times tab.
 - e. Sections can be added in aSc but don't forget to put a room, teacher, & period
10. Go to Course Group Maintenance in 15/16 in SI
 - a. Inactivate any outdated groups you will no longer be using
 - b. Add new groups
 - c. Verify "Is Locked" is marked on tab 1 of each group.
 - d. Verify tab 2 is completely filled out, including ensuring there is at least one group section
 - e. Groups should not be added/deleted/changed in aSc
11. Go to Periods of the Day Maintenance in 15/16 in SI
 - a. Add any new periods
 - b. Temporarily inactivate any periods that aren't part of the typical day
 - c. Periods should not be removed or added in aSc
12. Create a list of courses that are only offered certain periods (Example: Band is 9th period)
13. Create a list of courses that are currently assigned to a designated course term, but are flexible and be scheduled into another course term
14. Create a list of Teachers that can only teach certain periods
15. Create a list of Teachers who teach more than one subject during the same period. Run R411 in SI with option checked to *Only Display Schedules For Teachers With Conflicts*. (Example: Art Teacher instructs Drawing & Painting the same period as Art II and Art III)
16. Do Teachers need free periods for lunch & planning? If no, continue to #17
 - a. If yes, does the planning period need to be the same within the department? (Example: Math Dept. staff needs a common planning period)
17. Create a list of Course Sequencing Rules
18. Create a list of Teacher Link Groups
19. Enter student course requests in SI
 - a. Requests can be added in aSc, but it is a tedious process
20. Create a list of students that need hand scheduling into course sections before you run the scheduler for the entire school



Once you pull into aSc please make sure you have following, do not proceed and contact support if the following items didn't load into aSc:

1. Students
2. Student Requests
3. Rooms
4. Teachers
5. Courses Sections, including assigned teacher and room



Please do not make changes to course groups in aSc. If you have to correct, add, delete, change course groups – please do it in StudentInformation and repull into aSc.

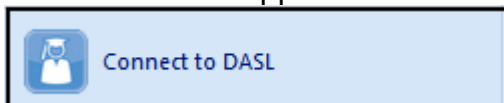
Running the aSc scheduler



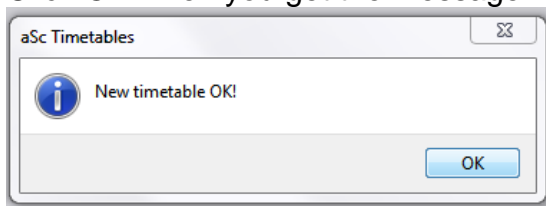
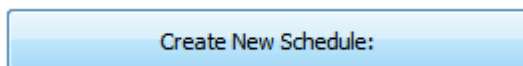
If your building is planning on schedule 5a,5b,5c lunch in aSc please read Appendix A **before** you begin.

1. Clean up data in SI
2. Open aSc Timetables application.

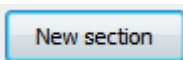
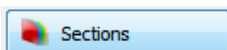
3. Click



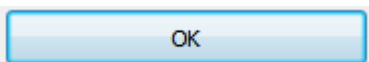
4. Next, choose
5. Click OK when you get the message



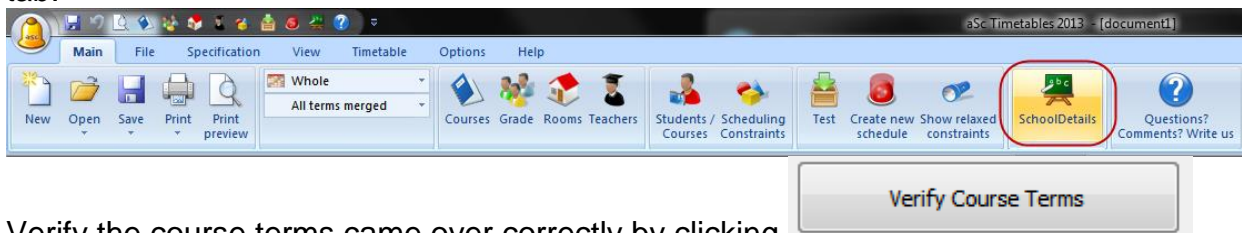
6. First, go to Student/Courses under the Main menu tab. Make sure you have students, requests, and sections.
7. Any course in red in the lower right-hand pane is a course that has requests but no sections. This is an impossible scheduling scenario. Your options are:
 - a. Create a section
 - b. Delete the request
 - c. Ignore
8. Add sections in StudentInformation and reload. You will need to start back at Step 3 if you reload.
9. To add sections in aSc, if you haven't already added them in StudentInformation. Remember: Add sections in aSc with caution. See disclaimer in #1 of Things to do in StudentInformation before you load into aSc.
 - a. Go to Courses.
 - b. Select the course and click
 - c. Click
 - d. Select a teacher, room, days of the week, # of periods per day, course term.



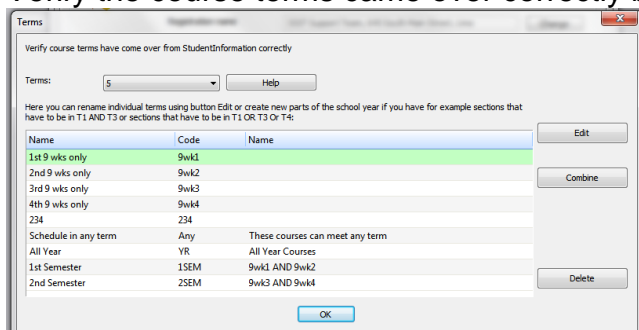
- 10.



11. Next, go into School Details on the **Main** tab.

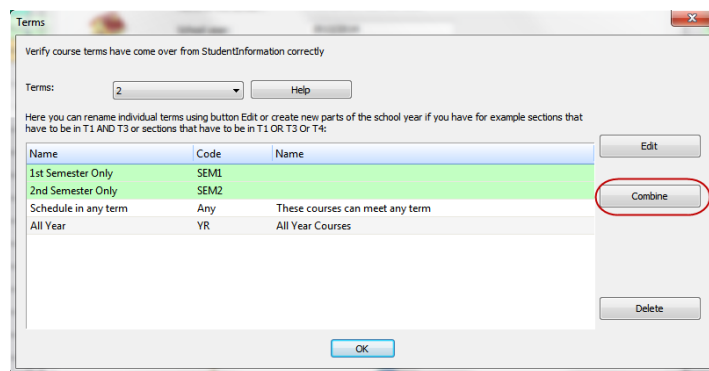


12. Verify the course terms came over correctly by clicking

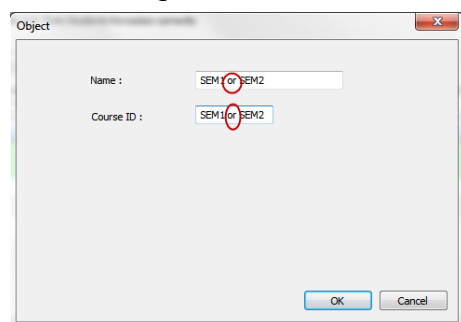


13. aSc has the ability to schedule a section in any term. (Example Keyboarding can be 1st Sem or 2nd Sem)

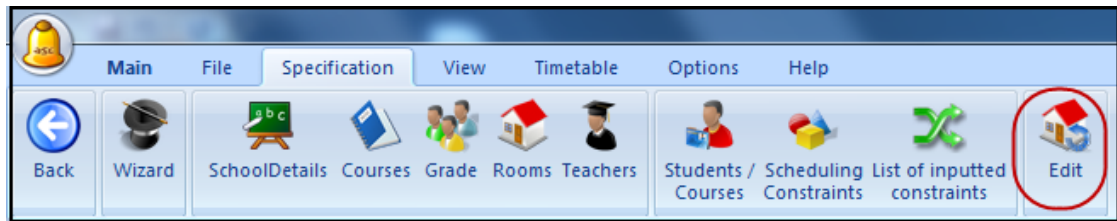
- Click 1st Sem
- Hold down the Ctrl key and select 2nd Sem
- Click Combine



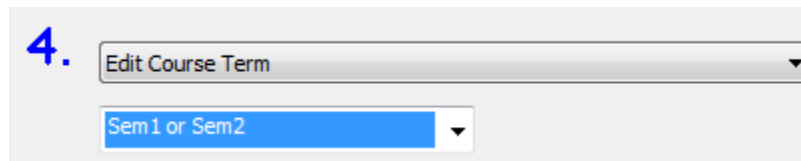
- Choose 1st Semester only OR 2nd Semester Only
- Change the wording in the Name and Course ID fields if desired and click OK.



- f. Now go to the **Specification** tab.
- g. To designate which courses can be scheduled into any term, click Edit on the far right of the tool bar.

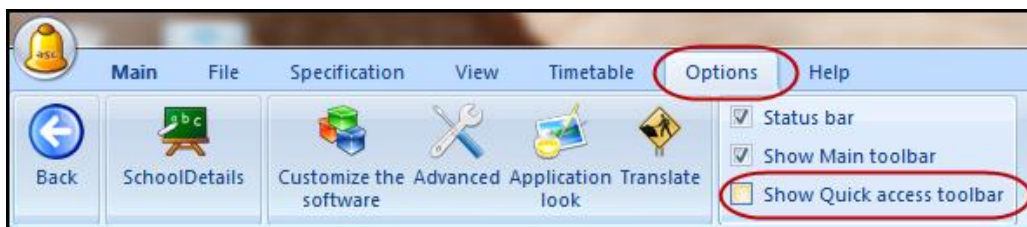


- h. In section 1 – Courses choose the **Select courses** button
- i. Move any courses that can be scheduled in the new term over to the right and hit OK.
- j. In section 4 – choose the following



- k.
- l. Click **Change**.

14. Go to Options tab and click “Show Quick access toolbar”.



15. Now your toolbar will display as follows:



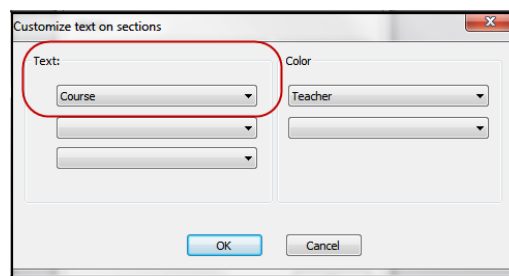
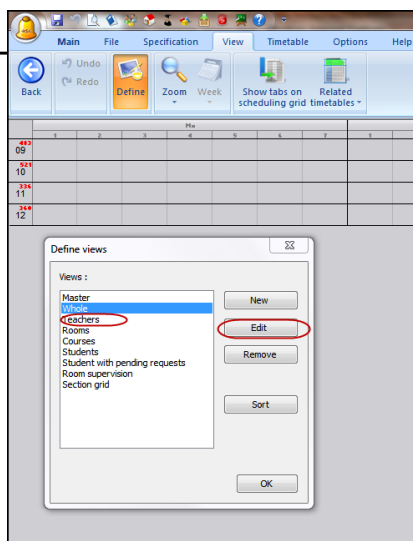
16. Next click on the View tabs and choose the option to “Show tabs on scheduling grid”.
17. While still on the View tab select Define. A new window will pop up.

18. Choose Teachers and click **Edit**.

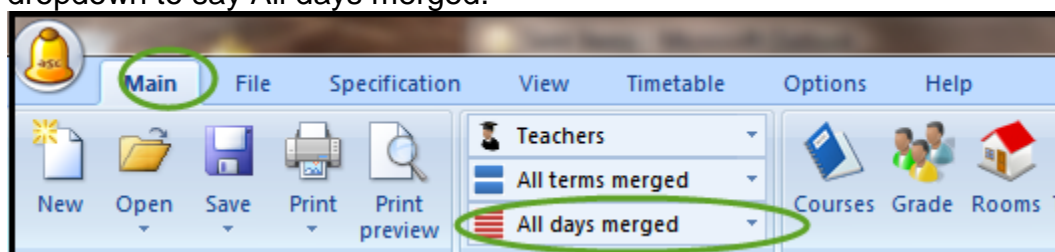
19. A new window will open. Choose Course and or Teacher in the Text: dropdown.

20. Repeat the process with Rooms, Courses, and Students.

21. Click **OK** when finished and the pop up will close.



22. If the building only has courses that meet every day of the week, you can simplify the schedule view by clicking on **Options** menu at the top.
- Next, choose “Customize the Software”.
 - Put a check in the box next to Show days picker on the main toolbar.
 - Finally, back on the Main menu choose change the All Days separately dropdown to say All days merged.

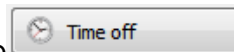


23. Set up time off for courses & teachers by going into Courses on the **Main** tab.

NOTE: You will only need to “Time Off” courses that have requests. Do not mark Time Off for any course that you will schedule in StudentInformation, like Study Halls, PSEO, Special Ed courses, etc.

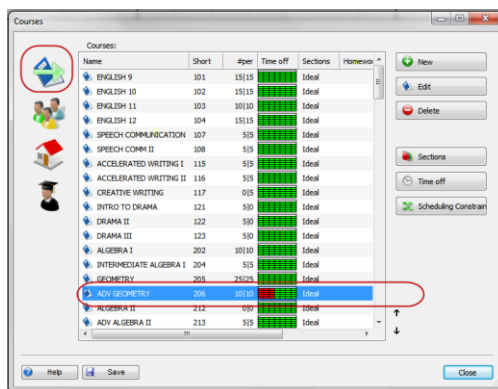
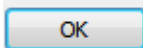


24. Select the course by clicking on it and then choose



25. A new window will open.

26. Double click the periods or day of the week so a Red X appears to signify the time is blocked from being scheduled. Click



27. Repeat the process for any teachers with time constraints

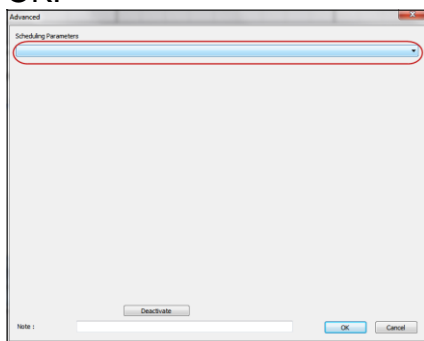


28. Set up course sequencing rules by going to Scheduling Constraints on the



29. A new window will open, select Advanced.

30. In the dropdown at the top, select the parameter you need and finish set up and click OK.

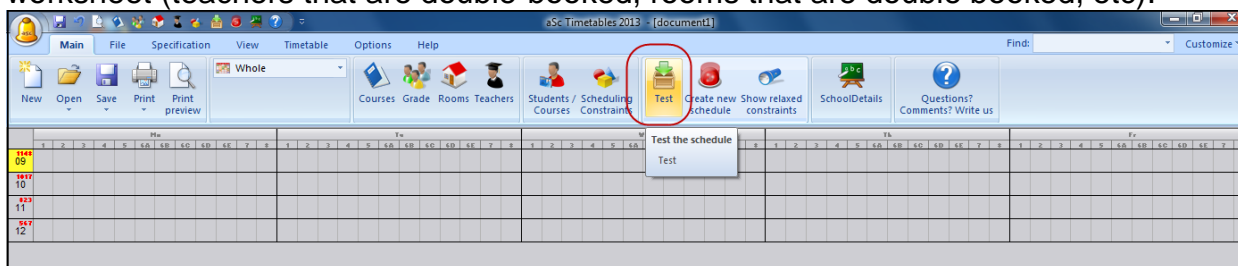


31. The most common scheduling constraints are:

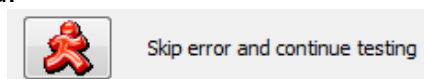
- a. #44, #45, #46, #47 Pre-reqs
- b. #35 Teacher Link Groups
- c. #10 Max Periods per day teacher can be scheduled (give teacher a lunch or planning period) If building is using a department wide planning period – see Appendix B.

32. Now is a good time to click SAVE, if you haven't already.

33. Next, run a test to pinpoint possible scheduling issues. Remember the errors on the test should correspond to the teachers, courses, rooms, etc you listed on your worksheet (teachers that are double-booked, rooms that are double booked, etc).



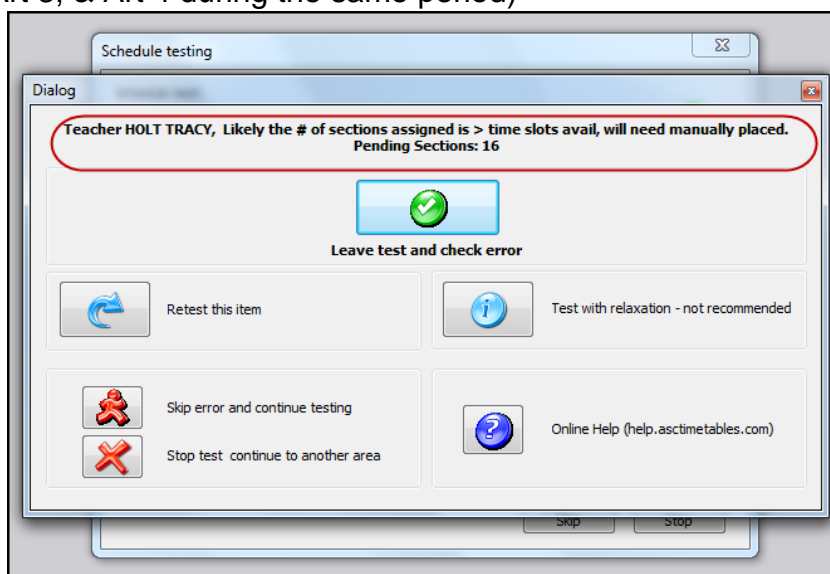
34. Any student that has more requests than available timeslots will show as an error on the test also, you can ignore these errors. SI State Support recommends you write down the errors and check them when the entire test is done. If you leave the test to check an error, the entire test will need to be restarted.



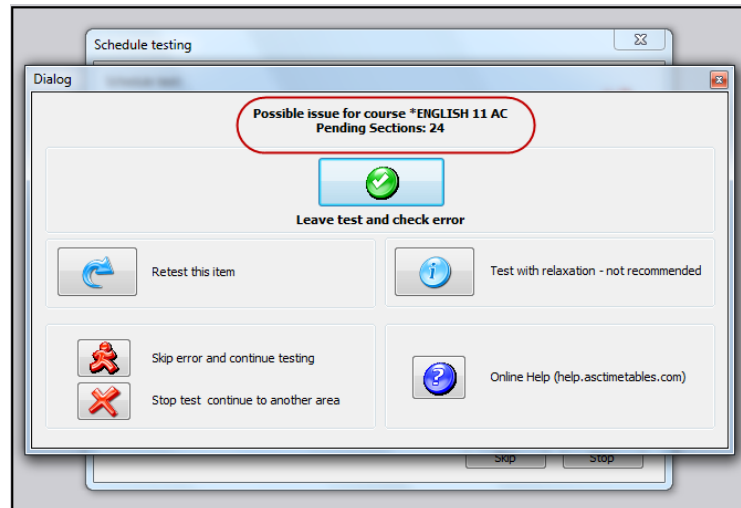
35. When an error pops up, right down the error and click to continue the test.

36. Example errors:

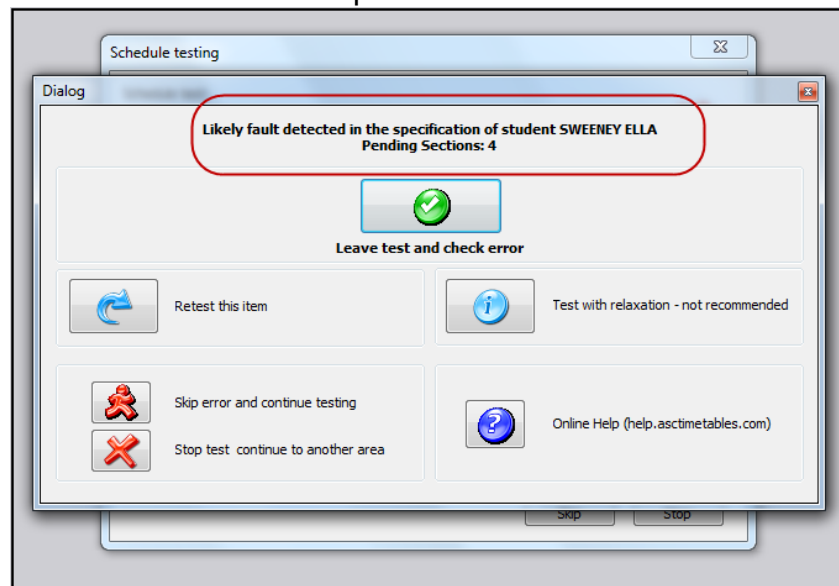
- The error below probably is a result of the teacher being assigned more sections than their time slots to teach them in. (Example: Art teacher teaches Art 2, Art 3, & Art 4 during the same period)



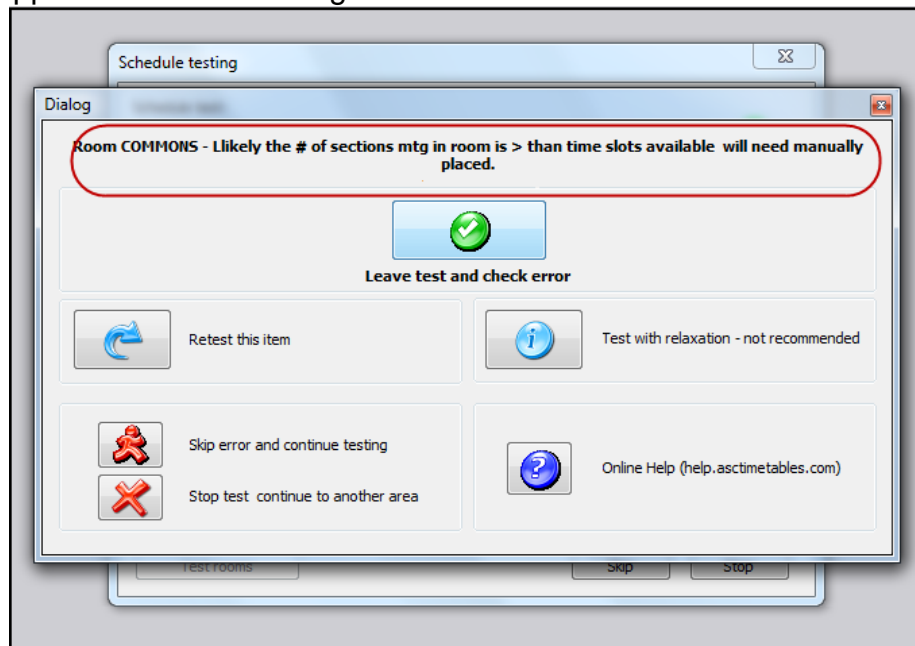
- b. The next error typically means that the course sections don't have enough capacity to accommodate all the students who requested the course. In the example error below 24 students requested *English 11AC, but will not be scheduled into the course because there is not enough capacity.



- c. If the student requested more courses than timeslots available or a course they requested doesn't have enough capacity, the following error will appear. The student has 4 course requests that won't be scheduled in the error below:



- d. Rooms that have more designated course sections than available timeslots will appear with the following error:

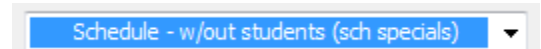


37. Now we are ready to start building a schedule.

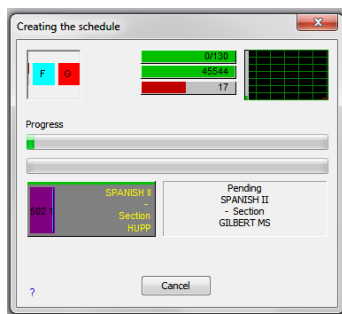
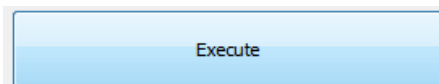
38. Go to the **Main** tab and click Create new schedule button.



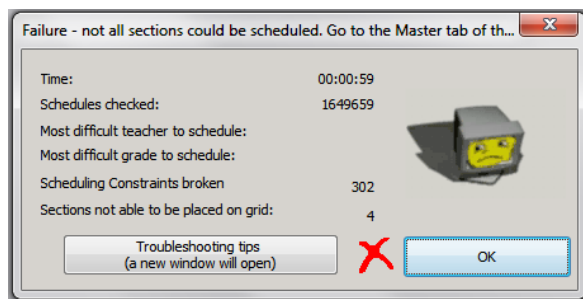
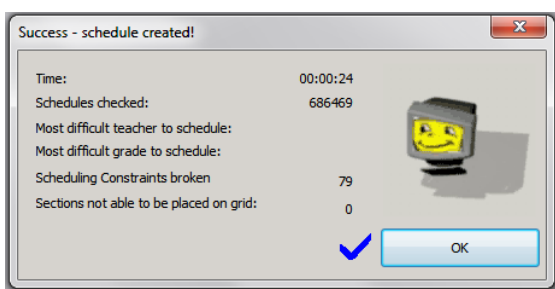
39. In the 'Please choose what you want to generate:' dropdown select



40. Do not change anything else and click



41. When the scheduler is finished you will either get a happy face or a sad face. A sad face means there were some sections that couldn't be placed on the scheduling grid because the teacher or room was double-booked.



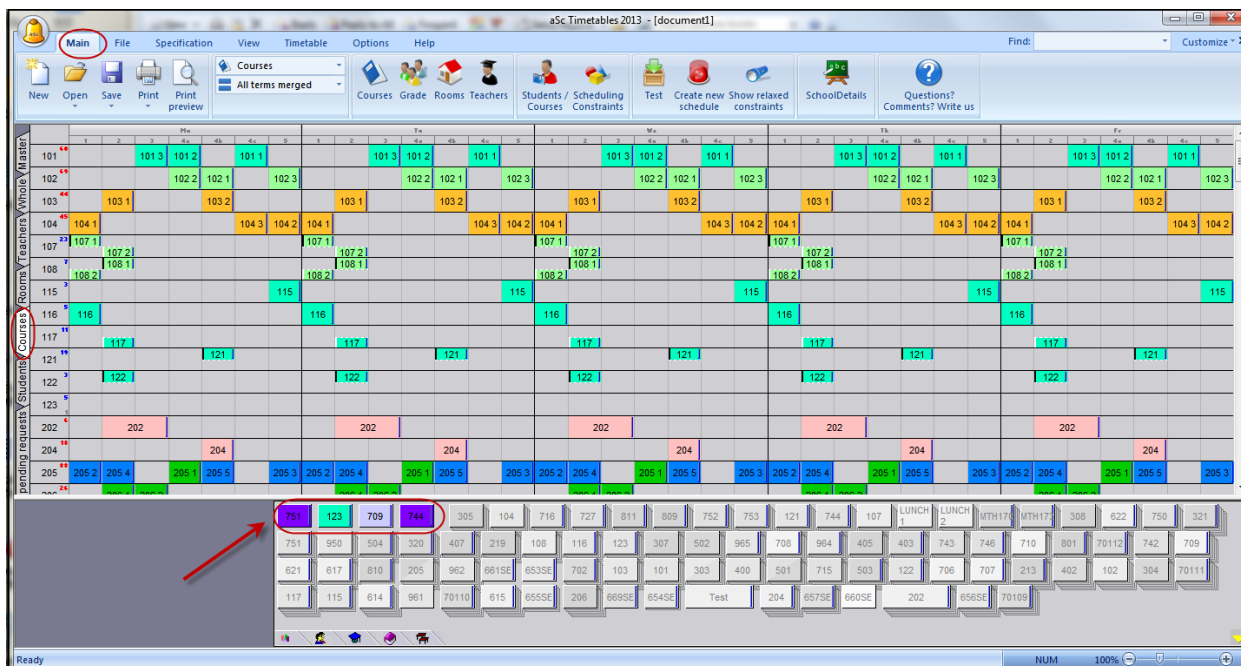
42. If you received the happy face continue to step 51 to hand schedule specials.

43. If you received the sad face you will need to manually place some sections on the scheduling grid.

NOTE: If you have teachers and or rooms that are double booked, you will never get the happy face, which is acceptable.

44. Click .

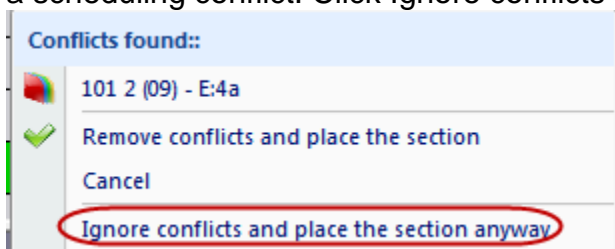
45. On the  tab click the Courses tab along the left side of the screen.




46. The courses shown at the bottom in color still need placed on the scheduling grid. Remember these are courses taught by teachers that teach more sections than there are timeslots.

47. Click on one of the colored courses and move it to the appropriate position on the grid.

48. When you drop the course on the grid a small window will pop up telling you there is a scheduling conflict. Click Ignore conflicts and place the section anyway.




NOTE: If you have a card that won't "stay" on the scheduling grid, even after you choose Ignore conflicts and place the section anyway, you can hold down the Shift key on your keyboard and click the card to place it on the grid.

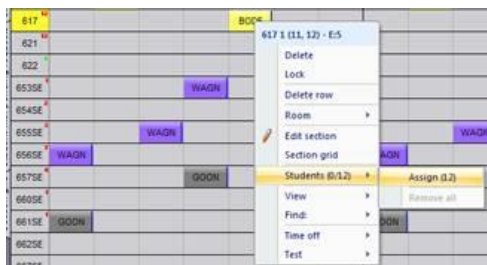
49. If you lose track of which course you grabbed click the  clear your selection.



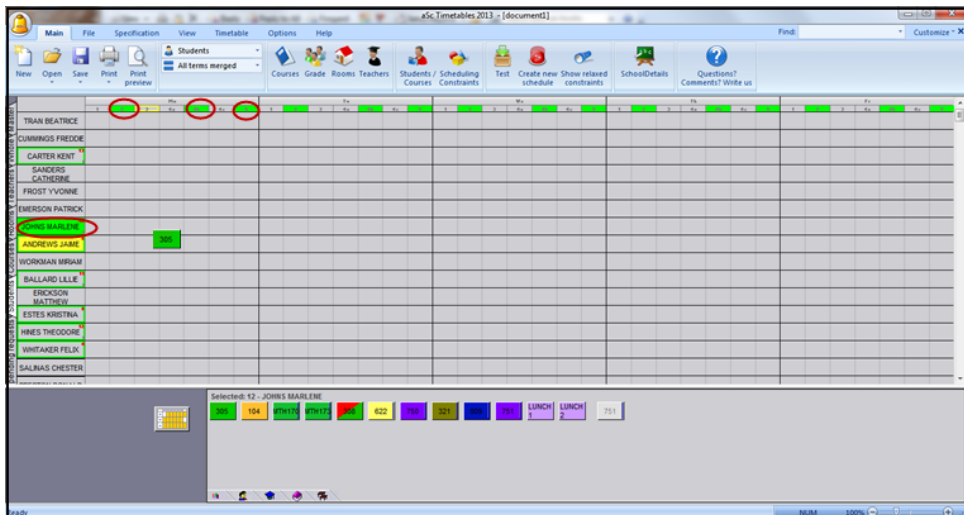
50. Repeat the process until all colored courses are placed on the scheduling grid.
51. Now is a good time to click SAVE AS.

 NOTE: You can stop and load the course sections into StudentInformation and then run the Batch Scheduler in StudentInformation to actually schedule the students into the course sections, or you can continue on and finish scheduling in aSc.

52. Now we are ready to hand schedule specials, remember – these are the courses we want to make sure the student gets and we want the rest of their schedule built around.
53. While still on the Courses tab of the scheduling grid, right-click the course you want to bulk-assign kids into.
54. Choose Students – Assign



55. Repeat the process for any course that needs manually assigned.
56. If you plan on running the scheduler again without students you will need to right-click the course again and choose Lock so it is not overwritten when you rerun the scheduler to shuffle the courses around.
57. Now is a good time to click SAVE AS.
58. If you need to hand schedule individual students click on the Students tab (it is directly under the Courses tab).
59. Click on a student and notice the student's course requests appear at the bottom.
60. Click on a course and drag it up to the student's line on the grid.
61. Notice the periods that you can place the course in will light-up in green
62. Drop the course in the appropriate slot

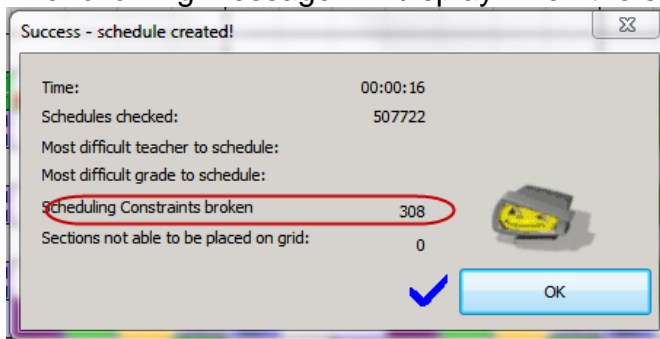


63. Right-click the assignment and Lock. Now when you run the timetable to finish scheduling all the students the assignment will not be overwritten.
64. Continue this process for any courses that need manually placed.
65. Now we are ready to run the scheduler to schedule any requests that are outstanding for the entire school.
66. Go to the **Main** tab and click Create new schedule button.

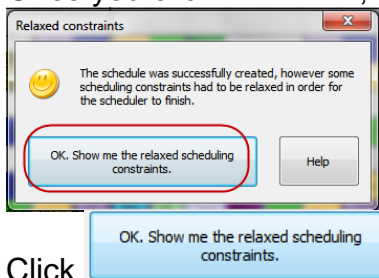


67. In the **Please choose what you want to generate:** dropdown select **Only students**

68. The following message will display when the scheduler is done:

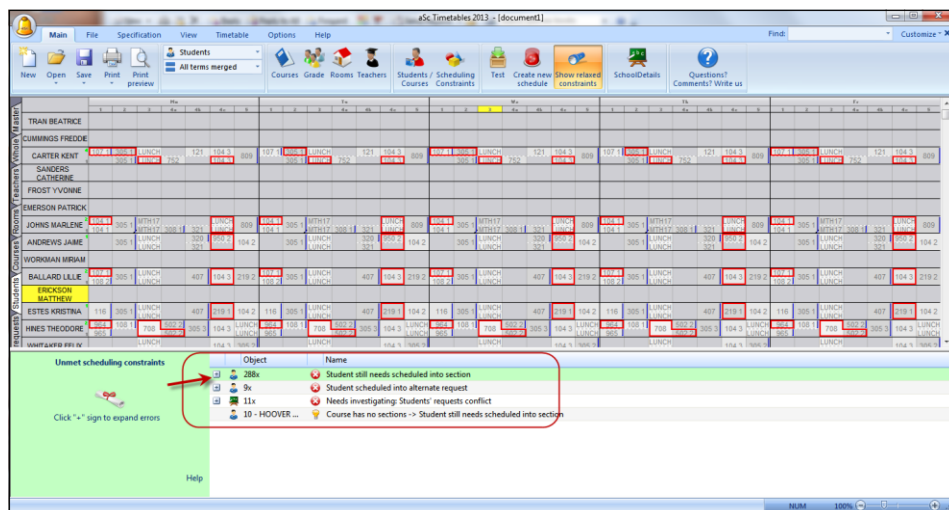


69. Once you click , the following message will be displayed:

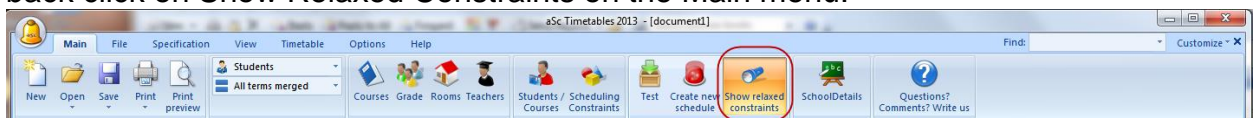


70. Click

71. The scheduling grid will refresh and the unmet constraints will show at the bottom. You can click on the plus sign to expand the errors or the minus sign to collapse the errors.



72. If you click in the scheduling grid the unmet constraints will disappear. To get them back click on Show Relaxed Constraints on the Main menu.

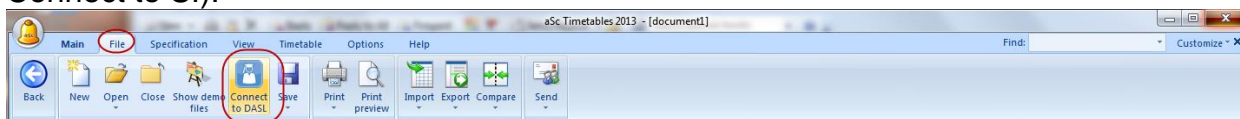


73. Any request that wasn't scheduled will appear in the Relaxed Constraint in red.

74. Now is a good time to click SAVE AS.

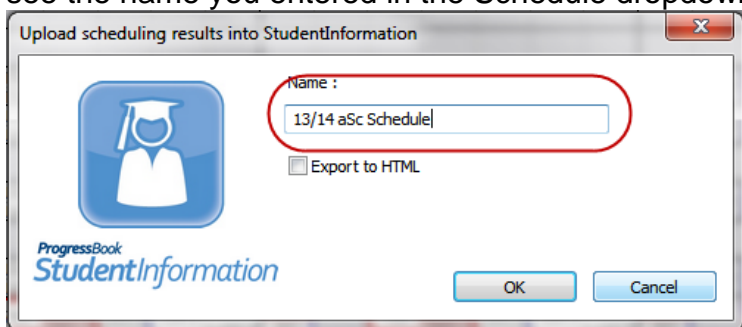
75. We are ready to load the schedules back into StudentInformation and clean up the schedules in SI and also run the Study Hall Wizard in SI.

76. Go to the **File** tab and choose **Connect to StudentInformation** (Your icon may say **Connect to SI**).



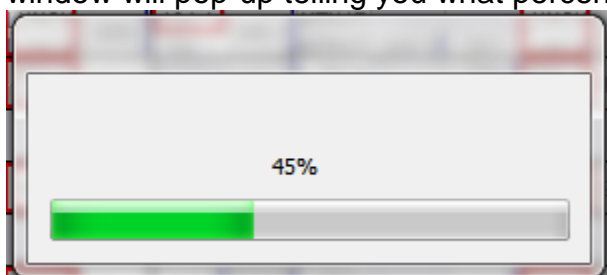
77. Choose **Upload scheduling results into StudentInformation**.

78. Give your schedule a descriptive name. After the results are loaded into SI you will see the name you entered in the Schedule dropdown of the SI scheduling pages.

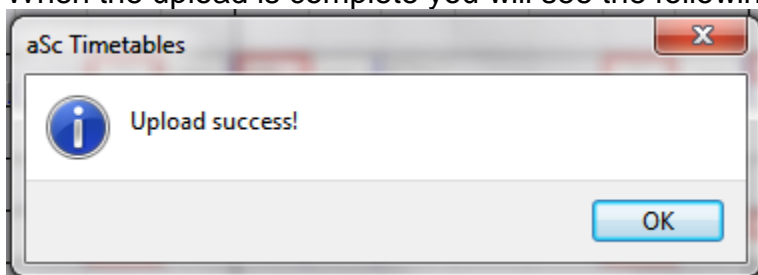


NOTE: Do not reuse the same name – this will only cause issues. Each time you load a schedule from aSc, you should give it a unique name.

79. Be patient while aSc works to load the scheduling results in StudentInformation. A window will pop-up telling you what percentage of the process is complete.



80. When the upload is complete you will see the following message:



81. Login to StudentInformation and begin adjusting schedules.

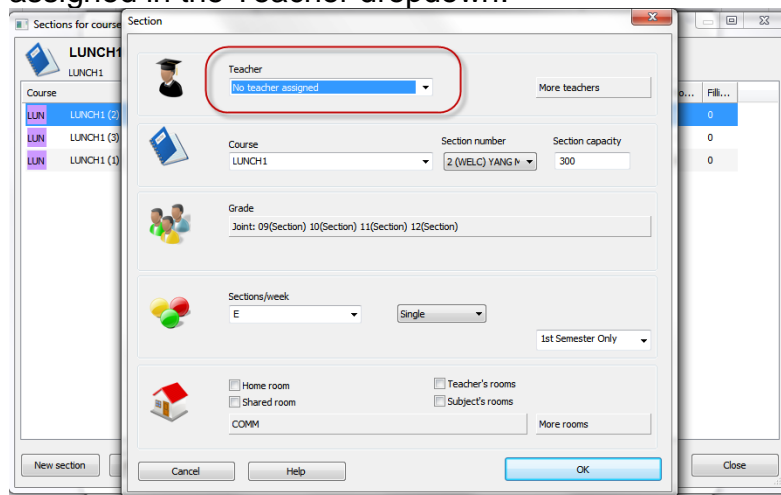
82. Sections can be created without a room or a teacher in aSc. When they load into SI they get loaded with no meeting time. Run the R807 and sort by teacher to see which sections don't have a teacher and/or room.
83. Once the assignments have been cleaned up run the Study Hall Wizard.

Appendix A: How to schedule 4a, 4b, 4c lunch periods

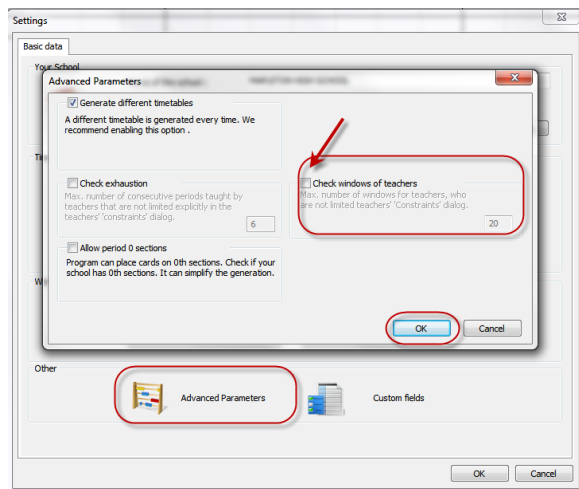
Before you begin ensure:

- Students have request for lunch in StudentInformation
- Lunch courses have sections for each period lunch can be scheduled in Student Information
- Lunch sections have enough capacity
- Courses that were scheduled in SI over lunch periods will need edited and changed to one period of the day. (Example: Algebra-9 met 4a & 4c in SI, edit the section so it only meets one period)

1. Complete steps 1-39 above.
2. Go into Courses and highlight Lunch course and click Sections.
3. Edit each lunch section and remove the teacher by choosing No teacher assigned in the Teacher dropdown.

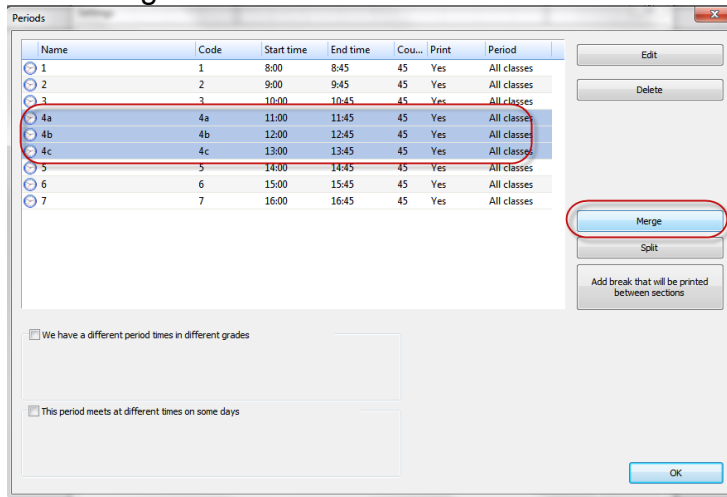


4. Go back to SchoolDetails.
5. Click on Advanced Parameters.

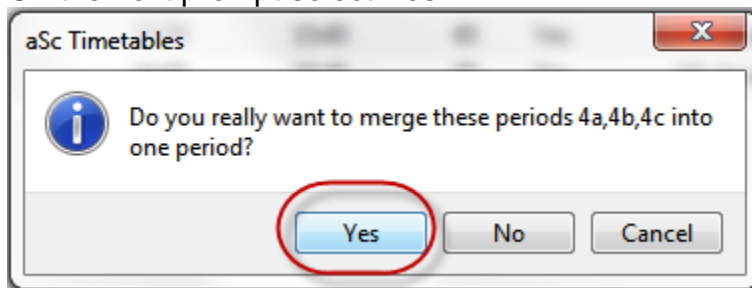


6. Unmark Check window of teacher and click OK.

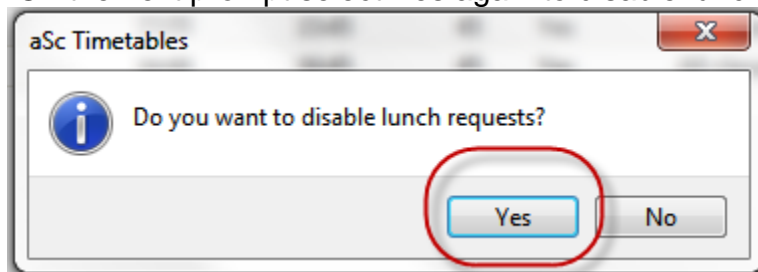
7. Click on Period times / Rename periods.
8. Hold Shift key and highlight periods 4a,4b,4c.
9. Click Merge.



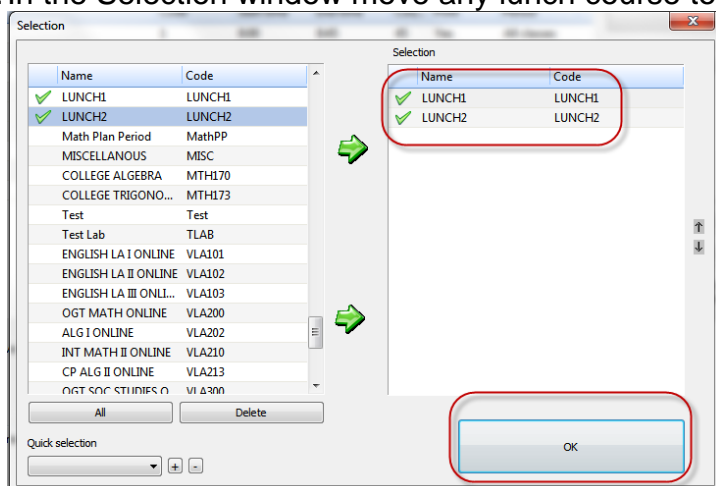
10. On the next prompt select Yes.



11. On the next prompt select Yes again to disable lunch requests.



12. In the Selection window move any lunch course to the right and click OK.



13. Click OK until you return to the main aSc screen.

14. Go back to Scheduling Constraints.

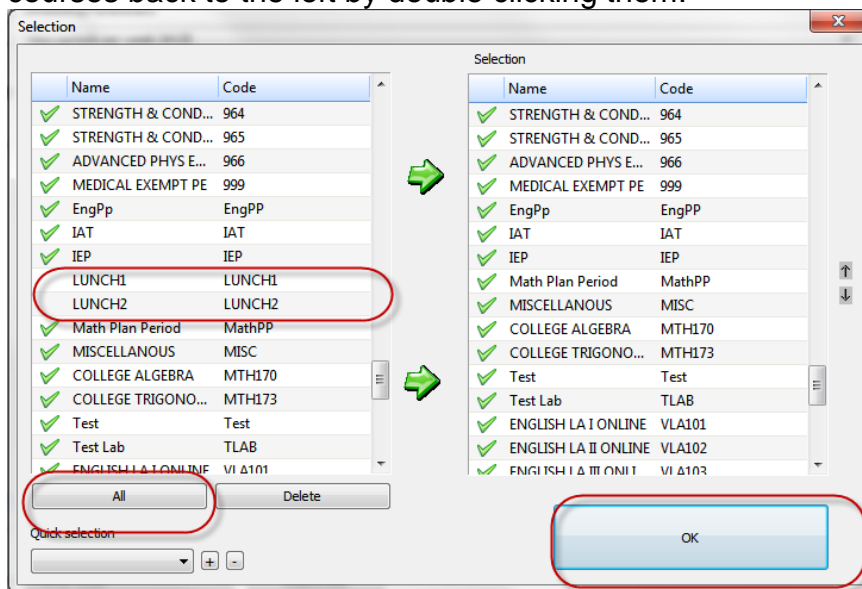
15. Click on Advanced.

16. In the dropdown select #13: Max Periods Per Week.

17. Choose Apply globally.

18. Select Change: Courses A.

19. Move all courses over to the right by clicking All but then bring the lunch courses back to the left by double clicking them.



20. Click OK.

21. Next uncheck all periods except the period you merged.

22. Select Options A – Course Length – 2.

23. In the Importance of this card relationship dropdown select Strict.

24. Double check your selections. Lunch will not be scheduled correctly if these exact options aren't selected.

25. Add an optional Note.

The screenshot shows the 'Advanced' scheduling window. Red circles highlight the following elements:

- Scheduling Parameters:** 'Max periods per week (#13)' is set to 0.
- Apply globally:** A dropdown menu.
- Change: Teachers A:** 'All teachers'.
- Change: Grade A:** 'All classes'.
- Change: Courses A:** A list containing '101, 102, 103, 104, 107, 108, 115,'.
- Scheduling Grid:** A table with days of the week (M-F) and periods (1-7). Period 4 is checked with a green checkmark for all days.
- Options A:** A button.
- Course Length:** Set to 2.
- Importance of this card relationship:** A dropdown menu set to 'Strict'.
- Deactivate:** A button.
- Note:** A text input field.
- OK and Cancel:** Buttons at the bottom right.

26. Click OK.

27. Click OK again to exit the Scheduling Constraints window.

28. Now go back to the original steps and continue with steps 40-76.

29. NOTE – you will need to put all lunch sections onto one period for now (manually put the cards on the scheduling grid).

30. Now is a good time to Save as.

31. We have just scheduled all courses and kids except for lunch.

32. Now we need to schedule lunches.

33. Go back into Scheduling Constraints.

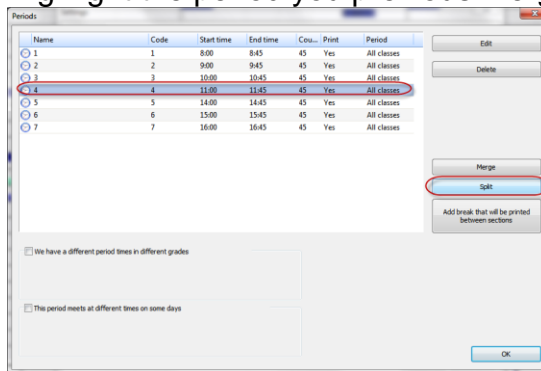
34. Click the constraint you set up in steps 16-28 and press deactivate.

35. Click OK to exit the Scheduling Constraints window.

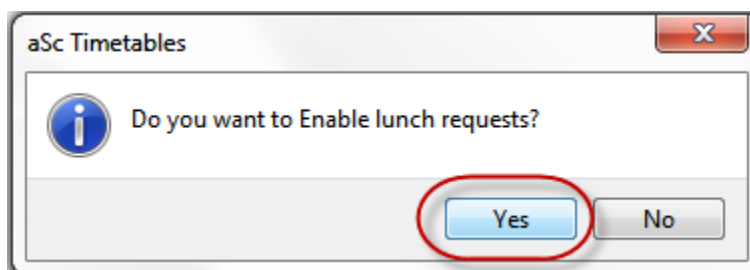
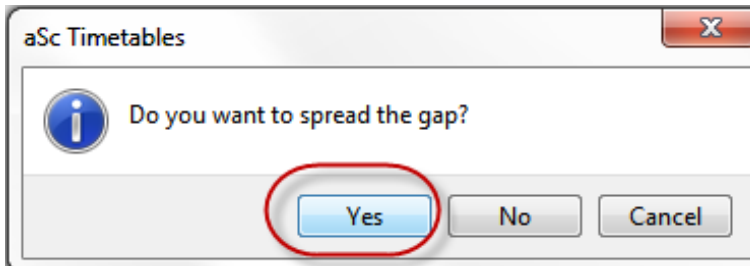
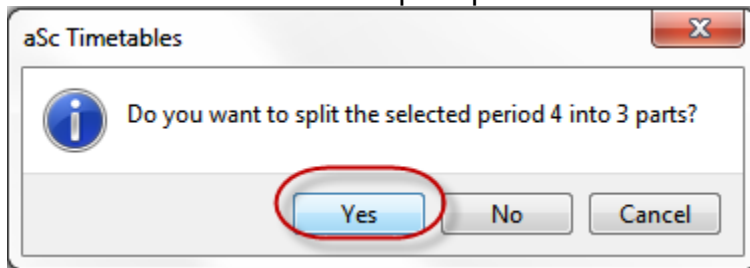
36. Go back into School Details.

37. Click Period times / Rename periods.

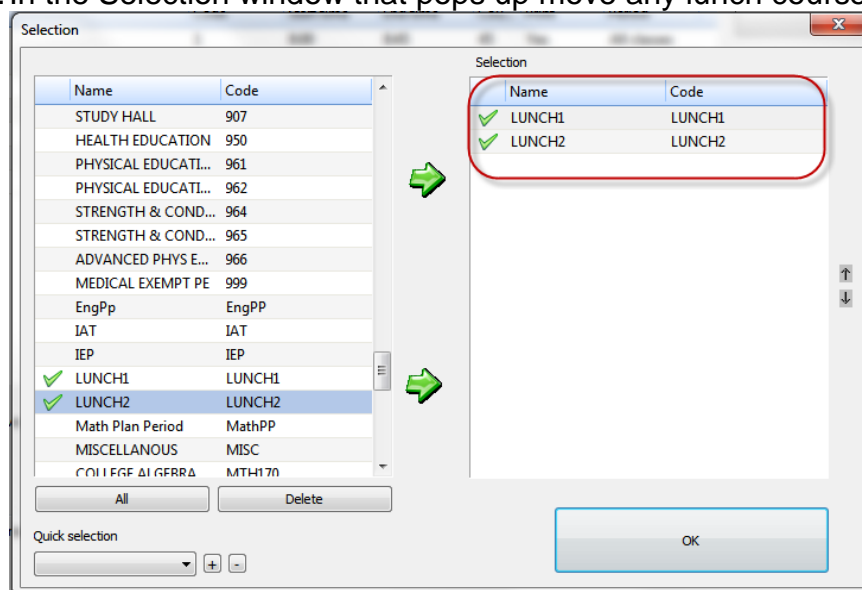
38. Highlight the period you previous merge and click Split.



39. Click Yes on the next three prompts.



40. In the Selection window that pops up move any lunch courses to the right.



41. Click OK.

42. Click OK again until you are back to the Main screen.

43. Go back into Scheduling Constraints and choose Advanced.

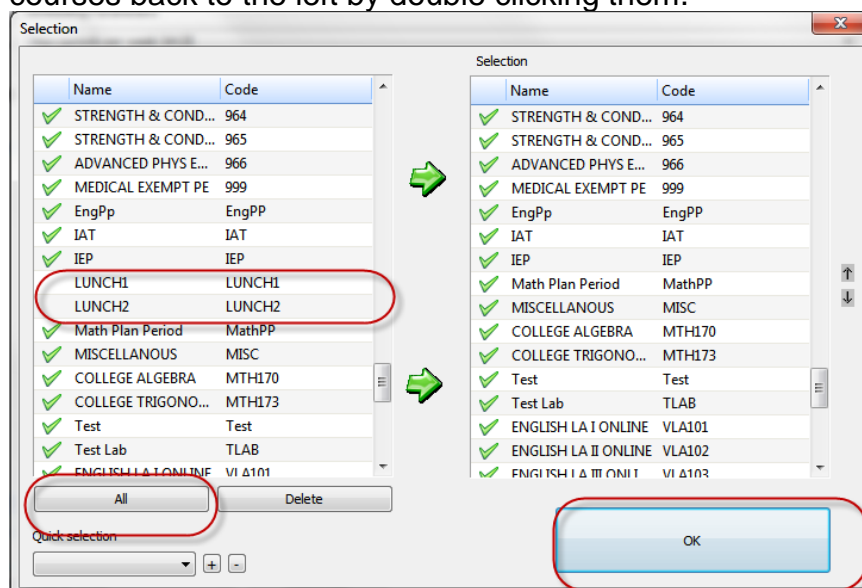
44. In the dropdown select #54: Max different courses per day.

45. In the next dropdown select 1.

46. Then choose Apply to students in selected courses.

47. Select Change: Courses A.

48. Move all courses over to the right by clicking All but then bring the lunch courses back to the left by double clicking them.



49. Click OK.

50. Next uncheck all periods except the lunch periods.

51. In the Importance of this card relationship dropdown select Strict.

52. Double check your selections. Lunch will not be scheduled correctly if these exact options aren't selected.

53. Add an optional Note.

Advanced

Scheduling Parameters

Max different courses per day (#54)

1

Apply to students in selected classes

Change: Teachers A All teachers

Change: Grade A All classes

Change: Courses A 101, 102, 103, 104, 107, 108, 115,

	1	2	3	4A	4B	4C	5	6	7
M				✓	✓	✓			
T				✓	✓	✓			
W				✓	✓	✓			
R				✓	✓	✓			
F				✓	✓	✓			

Options A

Importance of this card relationship:

Strict Deactivate

Note :

OK Cancel

54. Click OK until you return to the Main screen.

55. Now on the scheduling grid click the Courses tab on the left.

56. Find your lunch courses and manually move the sections so there is one on each lunch period.

57. Now start at the top of the grid and click the first course while holding down the Shift key, scroll down to the last course and click the last course.

58. All course codes on the grid should be highlighted on the left.

59. Right click on any course code and choose Lock Row – this will prevent any courses from being moved around on the grid.

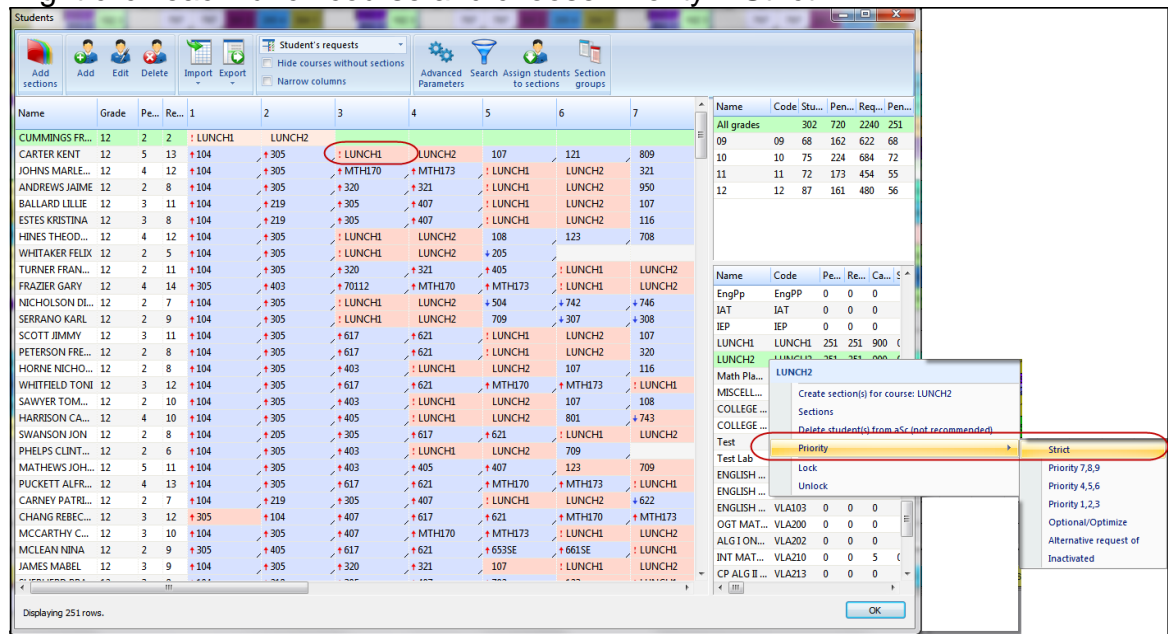
60. Now click on the Students tab and repeat the process to lock in all course section assignments.

61. NOTE: You can tell the courses are locked because they have a small / in the bottom right corner.

CARRILLO LEWIS	101 1	706 1	400 4	205 1		205 1	303 2	962 1	614
----------------	-------	-------	-------	-------	--	-------	-------	-------	-----

62. Go to Students / Courses and find the lunch courses in the bottom right pane.

63. Right click each lunch course and choose Priority = Strict.



64. There will now be a red exclamation point next to each lunch request.

65. Click OK to return to the Main screen.

66. Click on Create New Schedule BUT this time choose Entire Schedule and Execute.

67. Congrats! Now you have lunch 4a, 4b, 4c scheduled.

68. Finish the original instructions starting with step #78 to load the results back into StudentInformation.

69. Before printing schedules go into Course Section Mtnce in StudentInformation and edit the meeting time of the lunch sections and add the teacher back.

aSc-Timetables 2013 - [document1]

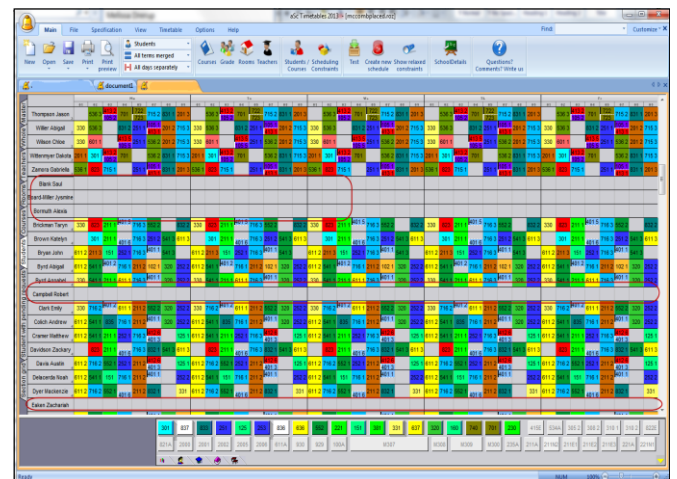
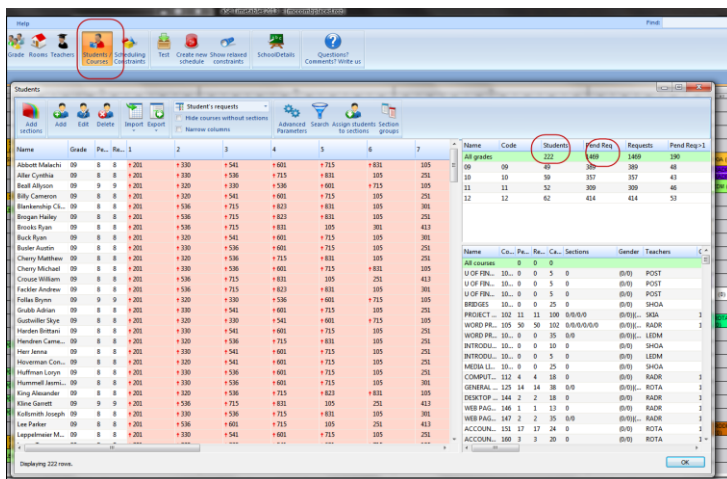
Student	Grade	Pe...	Re...	1	2	3	4	5	6	7
CUMMINGS FR...	12	2	2	LUNCH1	LUNCH2	LUNCH1	LUNCH2	107	121	809
CARTER KENT	12	5	13	+104	+305	+320	+321	LUNCH1	LUNCH2	321
JOHNS MARLE...	12	4	12	+104	+305	+320	+321	LUNCH1	LUNCH2	950
ANDREWS JAIME	12	2	8	+104	+219	+305	+407	LUNCH1	LUNCH2	107
BALLARD LILLIE	12	3	11	+104	+219	+305	+407	LUNCH1	LUNCH2	116
ESTES KRISTINA	12	3	8	+104	+305	LUNCH1	LUNCH2	108	123	708
HINES THEOD...	12	4	12	+104	+305	LUNCH1	LUNCH2	+205		
WHITAKER FELIX	12	2	5	+104	+305	+320	+321	+405	LUNCH1	LUNCH2
TURNER FRAN...	12	2	11	+104	+305	+70112	MTH170	MTH173	LUNCH1	LUNCH2
FRAZIER GARY	12	4	14	+305	+305	LUNCH1	LUNCH2	+504	+742	+746
NICHOLSON DL...	12	2	7	+104	+305	LUNCH1	LUNCH2	709	+307	+308
SERRANO KARL	12	2	9	+104	+305	LUNCH1	LUNCH2	+617	+621	LUNCH1
SCOTT JIMMY	12	3	11	+104	+305	+617	+621	LUNCH1	LUNCH2	107
PETERSON FRE...	12	2	8	+104	+305	+617	+621	LUNCH1	LUNCH2	320
HORNE NICHOL...	12	2	8	+104	+305	+403	LUNCH1	LUNCH2	107	116
WHITFIELD TONI	12	3	12	+104	+305	+617	+621	MTH170	MTH173	LUNCH1
SAWYER TOM...	12	2	10	+104	+305	+403	LUNCH1	LUNCH2	107	108
HARRISON CA...	12	4	10	+104	+305	+403	LUNCH1	LUNCH2	801	+743
SWANSON JON	12	2	8	+104	+205	+305	+617	+621	LUNCH1	LUNCH2
PHILIPS CLINT...	12	2	6	+104	+305	LUNCH1	LUNCH2	709		
MATHEWS JOH...	12	5	11	+104	+305	+403	+405	+407	123	709
PUCKETT ALFR...	12	4	13	+104	+305	+617	+621	MTH170	MTH173	LUNCH1
CARNEY PATRL...	12	2	7	+104	+219	+305	+407	LUNCH1	LUNCH2	+622
CHANG REBECC...	12	3	12	+305	+104	+407	+617	+621	MTH170	MTH173
MCCARTHY C...	12	3	10	+104	+305	+407	MTH170	MTH173	LUNCH1	LUNCH2
MCLEAN NINA	12	2	9	+305	+405	+617	+621	+635SE	LUNCH1	LUNCH2
JAMES MABEL	12	3	9	+104	+305	+320	+321	107	LUNCH1	LUNCH2

Appendix B: How to schedule all teachers within a certain department into the same planning period

1. Before you pull into aSc, create a course named Planning Period in StudentInformation in 13/14. This new course can be any course type except Blank.
2. Complete steps 1-39, but before continuing to step #40 complete the following in aSc:
 - a. Go to Courses & select the Planning Period course
 - b. Click Sections
 - c. Click New section button in bottom left corner
 - d. Click More Teacher and select the teachers that you want to have the same planning period and click OK.
 - e. In the Grade dropdown select the dash -.
 - f. In the Sections/week dropdown select "E"
 - g. Then choose Single and All Year
 - h. Finally uncheck the Homeroom checkbox and click OK
 - i. You will receive a warning, ignore it by clicking OK
3. Repeat these steps as many times as needed for other departments.

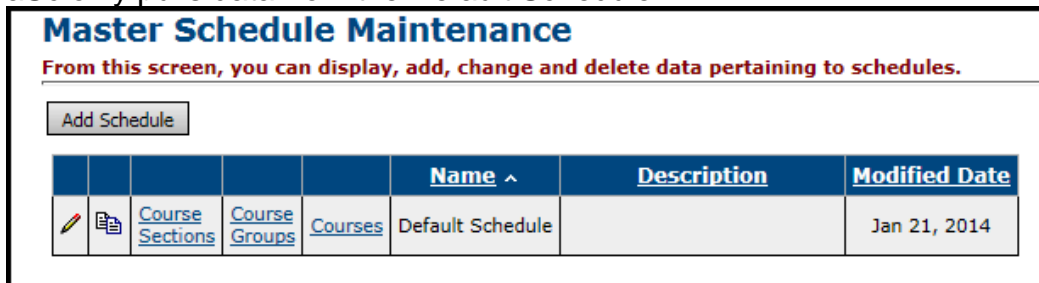
Appendix C: How to figure what % of students are fully scheduled in aSc

1. Run aSc schedule to schedule sections and students in sections.
2. Go to Student/Courses and in top right pane it will say the total # of students (222 in example screenshot below).
3. Now go to Students tab of aSc scheduling grid and scroll down thru entire grid and find the students who don't have any sections assigned. These students didn't have requests in StudentInformation. (40 students in 2nd screenshot below).
4. Subtract # of students without requests from total # of students in aSc. (222-40= 182 students). This will give you the # of students aSc scheduled.
5. Next go to Student with Pending Requests tab and count the # of students appearing on the tab. These are the kids that didn't get all their requests met or aren't fully scheduled in aSc. (In my example I have 32 students on the Pending Students tab.)
6. Finally take the # of students that aSc scheduled and subtract the # of partially scheduled students. This will be the # of students fully scheduled in aSc. (I took 182-32 and got 150.)
7. To get the percentage of students fully scheduled in aSc divide the # of fully scheduled students by the total of students scheduled in aSc. ($150/182 = 82\%$).
8. To get the percentage of students partially scheduled in aSc divide the # of partially scheduled students by the total of students scheduled in aSc. ($32/182 = 17\%$ partially scheduled).



Appendix D: What information will come over into aSc from StudentInformation

aSc only pulls data from the Default Schedule.



Master Schedule Maintenance

From this screen, you can display, add, change and delete data pertaining to schedules.

Add Schedule

					Name ^	Description	Modified Date
		Course Sections	Course Groups	Courses	Default Schedule		Jan 21, 2014

Courses (except for Course Type = Blank)

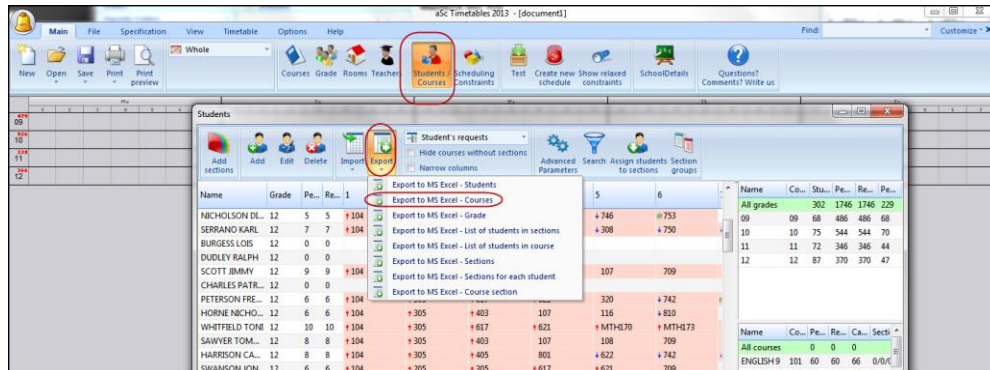
1. Course Sections of course that have requests (see table below)
 - a. Assigned Teacher
 - b. Assigned Course Term
 - c. Assigned Room
 - d. How many periods section meets, but not which periods it meets
2. Rooms that are marked as Is Schedulable in SI
3. Teachers
4. Any student with overall student status of "Active" (refer to Student Status table in SI)
 - a. Student's Grade level
 - b. Student's Course Requests
 - i. Student's Request priority (Low, Medium, High)

StudentInformation Request Priority	Translates to what priority in aSc?
1,2,3	Low
4,5,6	Medium
7,8,9	High
n/a	Strict* (Use sparingly, must be done manually in aSc)

*Course Type in StudentInformation	Will sections come over into aSc if students have requested course in StudentInformation?	Notes:
Lunch	Yes	
Vocational	Yes	
ESC	Yes	
Spare	Yes	
Satellite	Yes	
PSEO	Yes	
Blank	No	*Course itself doesn't come over either
Case Mgmt	Yes	
Study Hall*****	****	Study Hall sections will come over regardless if there are requests for the study halls or not

Appendix E: How to figure section capacity versus # of requests out of aSc

- Build “New Schedule” in aSc (unofficially)
- Under Student/ Courses
- Choose Export –Export to MS Excel – Courses



- Add another column to the Excel spreadsheet. Subtract the Requests column from the Capacity column
- Now sort by this new column. The new column will tell you which courses don't have enough capacity in the sections or no sections at all
- The column titled Sections will tell you how many sections the course has and the capacity of each section

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
1	CERAMICS I	742	7	37	-7	30	10-10-10										
2	SPEECH COMMUNICATION	107	11	23	-3	20	7-5										
3	DRAMA III	123	5	12	-2	10	7										
4	ADVANCED ART I	750	3	7	-2	5	4										
5	WEB DESIGN I	811	7	14	-2	12	7										
6	SPANISH I	501	24	45	-1	44	10-11										
7	INTERMEDIATE ALGEBRA I	660SE	1	1	-1	0											
8	CERAMICS II	743	7	21	-1	20	10-4										
9	PAINTING	744	3	13	-1	12	10										
10	ENGLISH 10	102	1	69	0	69	23-22-23										
11	ENGLISH 11	103	0	44	0	44	22-22										
12	ACCELERATED WRITING II	116	1	5	0	5	4										
13	INTRO TO DRAMA	121	1	20	0	20	19										
14	ALGEBRA II	212	0	0	0	0											
15	CALCULUS	220	0	0	0	0											

Appendix F: Scheduling Worksheet

Teachers who are there the entire day:

(Example: Band Teacher who is at the Middle School in the AM, High School in the PM)

Teacher Name	Which periods are they gone?

Courses / Teachers / Rooms that are double scheduled:

(Example: Art 2, Art 3, Art 4 all taught the same period by the Art teacher in the Art room)

Teacher Name	Courses	Classroom

Course Sequencing Rules / Teacher Link Groups:

Lunch Period(s) – Should lunch print on student schedules?

Lunch Period(s)	Print on schedule?

Courses that can be scheduled in either term:

(Example: Keyboarding can be Sem1 or Sem2)

Course	Term

List of students & their courses that the student's schedule should be built around:

--

Courses that need to meet certain periods:
(Example: Band is 7th period, Choir is 5th period)

Course	Period



Back to School Checklist – Items that need to be verified before the 1st day of school.

(Can be completed in any order.)

Task	Completed	Initials
Student:		
Enroll new students in 16/17. (16/17 Admission and Withdrawal Scenarios) StudentInformation » SIS » Registration Wizard	<input type="checkbox"/>	
Enter contact information for newly registered students. StudentInformation » SIS » Student » Contacts Summary	<input type="checkbox"/>	
Update profiles of existing students. StudentInformation » SIS » Student » Edit Profile	<input type="checkbox"/>	
Update contact information for existing students. StudentInformation » SIS » Student » Contacts Summary	<input type="checkbox"/>	
Use registration wizard or student transfer to enroll students in 16/17 that were missed by promotion. (16/17 Admission and Withdrawal Scenarios) StudentInformation » SIS » Registration Wizard or Home » SIS » Student » Student Transfer	<input type="checkbox"/>	
Process students who have withdrawn over the summer. (16/17 Admission and Withdrawal Scenarios) StudentInformation » SIS » Student » Withdraw Student	<input type="checkbox"/>	
Ensure all Resident Attending Elsewhere students are assigned to the non-attending calendar. (Hint: Use Advance Search to search for R status students and flip thru them to ensure they are assigned to the non-attending calendar.) StudentInformation » SIS » Student » Edit Profile	<input type="checkbox"/>	
Assign lockers, if applicable. (Assigning Lockers to Student Procedural Checklist) StudentInformation » Management » Ad-Hoc Updates » Locker Bulk Assignment	<input type="checkbox"/>	
Assign homerooms, if applicable. (Homeroom Step by Step Checklist) StudentInformation » Management » Ad-Hoc Updates » Homeroom Bulk Assignment	<input type="checkbox"/>	
Assign counselors, if applicable. (Assigning Counselors to Students Procedural Checklist) StudentInformation » Management » Ad-Hoc Updates » Counselor Bulk Assignment	<input type="checkbox"/>	
Reassign Family Group Couriers (Assigning Counselors to Students Procedural Checklist) StudentInformation » Management » District Administration » Family Groups Wizard	<input type="checkbox"/>	
Attendance:		
Configure DASL Options – Attendance tab for either period or daily attendance. (Attendance Procedural Checklist) StudentInformation » Management » School Administration » DASL Options	<input type="checkbox"/>	
Verify attendance codes are set up properly in Attendance Maintenance. (Attendance Procedural Checklist) StudentInformation » Management » School Administration » Attendance Administration	<input type="checkbox"/>	
Staff/Security:		
Make any needed changes to staff and staff job functions on View Staff Members page. (Security Procedural Checklist) StudentInformation » Management » Security » View Staff Members	<input type="checkbox"/>	
Add impersonations to applicable staff on the View Users page. Impersonations allow non-teachers to view students in the Teacher Menu. (Security Procedural Checklist) StudentInformation » Management » Security » View Users	<input type="checkbox"/>	

Scheduling:		
Update EMIS fields on courses. (Course Setup – Course Group Setup Step by Step Checklist or StudentInformation EMIS End User Documentation) StudentInformation » Management » School Administration » Scheduling Administration » Course Maintenance » Courses	<input type="checkbox"/>	
Continue processing schedule changes for existing students and add schedules for new students who were not enrolled at the time scheduling initially took place. (Elementary Scheduling Step by Step or Batch Scheduler Step by Step) StudentInformation » SIS » Student » Student Schedule » Request Assignments or Home » SIS » Scheduling » Course Section Assignments	<input type="checkbox"/>	
Verify course section assignments have the correct start date. StudentInformation » SIS » Student » Student Schedule » Request Assignments or Home » SIS » Scheduling » Course Section Assignments	<input type="checkbox"/>	
Finalize the 16/17 schedule in DASL Options – Scheduling tab. StudentInformation » Management » School Administration » DASL Options	<input type="checkbox"/>	
Print Class Lists (R703). The R703 lists each student assigned to a specific class. (Report Card Processing Procedural Checklist) StudentInformation » SIS » Marks » Marks Reports » Class List Formatter (R703)	<input type="checkbox"/>	
Print Schedules (R701) (Batch Scheduler Step by Step) StudentInformation » SIS » Scheduling » Scheduling Reports » Schedule Card Formatter (R701)	<input type="checkbox"/>	
Fees: optional		
Verify proration tables are set up and linked to fees. (Fee Accounting Procedural Checklist) StudentInformation » Management » School Administration » Fees Administration » Prorated Fee Schedules	<input type="checkbox"/>	
Verify and update course fees, membership fees, general fees, and miscellaneous fees. (Fee Accounting Procedural Checklist) StudentInformation » Management » School Administration » Fees Administration	<input type="checkbox"/>	
Make sure Uses Fees and Has Fees Assigned are checked in DASL Options – Fees tab. (Fee Accounting Procedural Checklist) StudentInformation » Management » School Administration » DASL Options	<input type="checkbox"/>	
Bulk Assign fees. (Fee Accounting Procedural Checklist) StudentInformation » Management » Ad-Hoc Updates » Student Fee Assignment	<input type="checkbox"/>	
Marks:		
Define whether the building is using Alpha or Numeric marks in DASL Options – Marks tab. (School Year Initialization Step by Step or Report Card Processing Procedural Checklist) StudentInformation » Management » School Administration » DASL Options	<input type="checkbox"/>	
School Building:		
Verify course terms are correct and linked to the proper schedule terms. (School Year Initialization Step by Step or Report Card Processing Procedural Checklist) StudentInformation » Management » School Administration » Scheduling Administration » Initialization » Course Terms	<input type="checkbox"/>	
Verify each reporting term has the correct start and stop date. (School Year Initialization Step by Step or Report Card Processing Procedural Checklist) StudentInformation » Management » School Administration » Scheduling Administration » Initialization » Reporting Terms Maintenance	<input type="checkbox"/>	
Verify the school's master calendar is correct. Pay close attention to the start and stop dates and planned and actual day counts. (Calendar NON EMIS or Calendar with EMIS Exceptions Procedural Checklist) StudentInformation » Management » School Administration » Scheduling Administration » Master Calendar	<input type="checkbox"/>	
Verify Sub-calendars are set up correctly. (Calendar NON EMIS or Calendar with EMIS Exceptions Procedural Checklist) StudentInformation » Management » School Administration » Scheduling Administration » Sub-Calendars	<input type="checkbox"/>	

Update building information such as Principal name on School Demographics page. <u>StudentInformation</u> » <u>Management</u> » <u>School Administration</u> » <u>School Building Administration</u> » <u>School Demographics</u>	<input type="checkbox"/>	
Review and update Progress Book On flag on School Demographics page for all buildings and district. <u>StudentInformation</u> » <u>Management</u> » <u>School Administration</u> » <u>School Building Administration</u> » <u>School Demographics</u>	<input type="checkbox"/>	
Set up registration defaults. <u>StudentInformation</u> » <u>Management</u> » <u>School Administration</u> » <u>School Building Administration</u> » <u>Registration Defaults</u>	<input type="checkbox"/>	



Editing the Master Calendar and Sub-calendars Step by Step Checklist for NON EMIS Reporting Entities

Change Log

Date	Section Number/Name	Change Description
12/19/14	Non-attending calendar – Create a non-attending sub-calendar if one doesn't already exist	14.6.7 – Update screenshot
10/29/14	Non-attending calendar Earlier first day of school	Updated dates and screenshots
10/6/14	Entire doc	Review and update screenshots where needed
08/12/14	Entire doc	FY15 Calendar Changes & changed name of doc to NON EMIS
01/08/14	Snow Day sections	Updated example on 1 st snow day section & reworded title of 2 nd snow day section
08/09/13	Entire doc	Removed references of putting 11/12 in context
01/25/13	Snow Days - How to enter Snow Days that occur on a reporting term start date and update the course section assignment start dates to reflect the new starting date of 2nd semester	Added

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What is the Master Calendar?

- The Master Calendar details each day a school is in session or not in session.
- The Master Calendar is created when Calendar Wizard is run at the building level.
- If a district has 5 buildings each building can have it's own unique Master Calendar. A district may require the high school students to attend the day before Thanksgiving but the elementary and middle school students have the day off because of Parent Teacher Conferences. Having a separate Master Calendar in each building allows for this and other scenarios.



If only students on a particular sub-calendar attend school on a certain day, that day on the master calendar must be an attending day.

What are non-attending days?

- Non-attending days are days school is not in session.
- Any day students aren't physically in the building is considered a non-attending day.

What are sub-calendars and why are they needed?

- Sub-calendars are for students whose attendance differs from the Master Calendar.
- Kindergarten students who attend only in the morning would need a sub-calendar created since the master calendar is typically setup for full days.
- Sub- calendars ensure accurate attendance is figured for students who attend part-time or not at all.
- Each school will have at least two calendars, the default and non-attending.
- The sub-calendars from the prior year were copied up in SYI. Before school starts each sub-calendar will need to be edited and the exceptions to the master calendar entered.
- If a new attendance situation arises that doesn't fit into the current sub-calendars a new sub-calendar will need created.

What are exceptions?

- Exceptions are days that differ from what was setup originally when the Calendar Wizard was run during SYI.

NOTE: As of 12.6.0, the Calendar Dates Wizard updates the Teacher History for courses when the school boundary start and/or end dates are modified on the Calendar Boundaries tab and the term stop dates are modified for a term on the Schedule Term Dates tab.

Additionally, when the stop date is modified for a term, the start date for the next sequential term is also adjusted in the Teacher History for the course. For example, if the stop date for the first nine week reporting period is 1/17/14 and you set it to 1/18/14, then the start date for the next nine week reporting period will be set to 1/22/14 (the next school day after the stop date of the previous period).

Non-attending Calendar - Create a non-attending sub-calendar if one doesn't already exist

1. Navigate to: **StudentInformation** » **Management** » **School Administration** » **Scheduling Administration** » **Sub-Calendars**.
 - a. Add a non-attending sub-calendar by clicking **Add Sub-Calendar**.
 - b. Type in a **Code** that makes sense to you and your school.
 - c. DNAC is used as the code in the example following this step by step.
 - d. Next give the sub-calendar a **Name** that makes sense to you and your school.
 - e. Select the **Max Absence Level** from the dropdown.
 - f. Since we are creating the non-attending calendar choose **Non-attending**.
 - g. Make sure **Apply Percent of Time to Days Attended**, **Apply Percent of Time to Absences**, and **Is Active** are checked.
 - h. Click **Save**.

Sub-Calendar Maintenance
From this screen, you can display, add, change and delete data pertaining to Sub-Calendars.

General

Code:

Name:

Max Absence Level:

Apply Percent of Time to Days Attended: ☒

Apply Percent of Time to Absences: ☒

Is Active: ☒

EMIS

Calendar Start Date: (Current Master Calendar Start Date: 8/20/2014)

Calendar End Date: (Current Master Calendar Stop Date: 5/22/2015)

Attendance Pattern:

All Grade Levels - **: ☒

Grade Levels:

07 - 07
08 - 08
09 - 09
10 - 10
11 - 11
12 - 12
13 - 13
GR - GR
23 - 23
IN - IN

To Be Reported: ☒ Days ☐ Hours

Hours Per Day:

Include in Attendance Calculation: ☒

Date of Spring Administration - Math Test:
(Save a blank date to report the Date of Spring Administration as "00000000".)

Not expected to be in attendance between the first and last day of school on every:

Monday: ☐

Tuesday: ☐

Wednesday: ☐

Thursday: ☐

Friday: ☐



Expected to be in attendance between the first and last day of school on every:

Saturday: ☐

Sunday: ☐

Report to EMIS: ☒

1/2 Day Calendar - How to create or edit the 1/2 day calendar if needed

1. Navigate to: **StudentInformation » Management » School Administration » Scheduling Administration » Sub-Calendars.**
2. Each sub-calendar you had in the prior year should have copied to future year during SYI.
3. The Code, Name, Max Absence Level copy the actual exceptions do not copy.
4. You'll notice the first calendar has a lock. This is the default calendar or the copy of the master calendar. Different schools call it different names. In the example screenshot following this step by step the default or master calendar is called 1.
5. The other sub-calendars will not have locks.
6. Click on the  icon of one of the calendars that isn't locked.
 - a. In the example screenshot following this step by step I have chosen to edit sub-calendar 2. As you can see from the 1st screenshot sub-calendar 2 has a Max Absence Level of .50.
 - b. This tells me sub-calendar 2 is a ½ day calendar.
7. Once I clicked on the  icon I'm brought to the ***Sub-Calendar Days*** page.
 - a. You'll notice everyday has a lock on it. This means that each day is the same day type as the master calendar.
 - b. Since the ***Max Absence Level*** is set to .50 or a ½ day StudentInformation knows these students only get counted for a ½ day of attendance.
 - c. The locks mean the sub-calendar wasn't disassociated from the master calendar. Since the sub-calendar wasn't disassociated, anytime you change a day on the master calendar it automatically changes the day on the sub-calendar.
 - d. An example would be if December 15 became a ***Snow Day*** instead of a ***School Day***. If you change December 15 to a ***Snow Day*** on the master calendar it will automatically change December 15 to a ***Snow Day*** on the sub-calendar.
 - e. Further into this step by step checklist editing the master calendar will be explained in detail.
 - f. StudentInformation actually gives you the option of making everyday on the ½ sub-calendar an actual ½ day, but this step isn't necessary but can be done. Right now the ***Day Type*** column matches the master calendar and says ***School Day***.
 - g. To change each ***Day Type*** to a ***School Half-Day*** instead of ***School Day*** to better reflect the actual day type you can click ***Create Exception(s)***.
 - h. StudentInformation requires you to put in an ***Arrival Time*** and ***Departure Time*** or mark the ***Periods of the Day***.

- i. Neither has a lightening bolt but one or the other is required.
- j. If you are editing the AM Half-Day sub-calendar you can mark the morning periods on the **Periods of the Day** checkboxes or fill in the time. Neither of these items are functional so it doesn't matter which boxes you check or what time you fill in, but it is required so you will need to do one or the other.
- k. The **Day Type** dropdown is currently defaulting to **Use Master Calendar Actual Day Type**.
- l. Since we are editing the ½ day calendar change the **Day Type** to **School Half-Day**.
- m. Click **Recurring Pattern**.
- n. The screen will refresh.
- o. In the **Begin** field type in the first day of school and the last day of school since everyday during the school year will be a **School Half-Day**.
- p. Check the appropriate **Days of the Week**. In the example following this step by step M, T, W, R, F are checked.
- q. Put a checkmark in **Replace Existing Exceptions**.
- r. Click Save.

General

The **Day Type** is used to override the Master Calendar Actual Day Type. This means that if the Master Calendar Actual Day Type changes, the **Day Type** specified here is still used.

Arrival Time:

Departure Time:

Periods of the Day: ☐ 1 ☒ 2 ☒ 3 ☐ 4 ☐ 5 ☐ 6 ☐ 7 ☐ 8

Day Type:

☒ **Single Day** ☐ **Recurring Pattern**

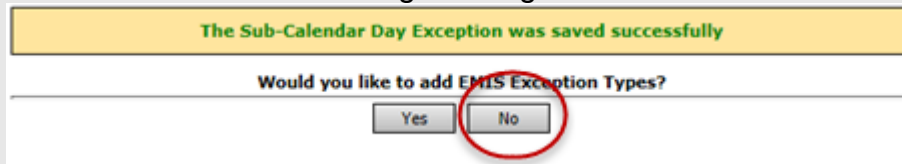
Date:

EMIS

The EMIS Exception is used to override the Master Calendar EMIS Exception. The Sub-Calendar EMIS Exception will be used even if the Master Calendar EMIS Exception is updated.

Exception Type	Hours
There are no records to display	

8. You will receive the following message – click NO



The Sub-Calendar Day Exception was saved successfully

Would you like to add EMIS Exception Types?

Yes No

9. Now you will notice that the days that were changed to School Half-Day are unlocked.
10. Since the days have pencils instead of locks I can tell this sub-calendar was disassociated from the master calendar.
11. If you would change a school day to a Snow Day on the master calendar the day wouldn't automatically update to a Snow Day on the sub-calendar since the sub-calendar had been disassociated.

Snow Days - How to enter Snow Days that occur on a reporting term start date and update the course section assignment start dates to reflect the new starting date of 2nd semester

Qtr 2 was originally slated to end Friday, January 10th. Qtr 3 starts on Monday, January 13th. Inclement weather forces the district to cancel school on Friday, January 10th, pushing back the start of Qtr 3 until Tuesday, January 14th instead.



If the steps below aren't followed in the exact order outlined below, the course section assignment start dates will not be updated.



If you change days to snow days using the Master Calendar page in StudentInformation, then the course section assignment start dates won't get updated.

1. At the building level in the school year you'd like to enter a snow day navigate to: **StudentInformation** » **Management** » **School Administration** » **School Building Administration** » **Calendar Dates Wizard**.
2. Skip to tab 3 named **Schedule Term Dates**.
3. Change Quarter 2's Stop Date to the day before you want 2nd semester to start. (01/13/14 in the example above)

Calendar Dates Wizard
From this screen, you can modify master calendar dates using a step-by-step wizard approach.

Calendar Boundaries | Configure and Confirm Boundary Changes | **Schedule Term Dates** | Non-Attending Days | Master Calendar Review

The Schedule Terms Dates tab allows users to edit the stop dates of each schedule term configured for the master calendar. Schedule Terms are units of the calendar where course terms may be scheduled. Schedule Terms also make up the units of reporting terms. On this screen, Schedule Terms are listed from first to last in order of their stop dates. Some Schedule Terms have stop dates that are shared with course terms and/or reporting terms. Schedule Terms will not have course terms listed when they do not share a stop date. Schedule Terms will not have reporting terms listed when they do not share a stop date.

#	Reporting Terms	Course Terms	Stop Date
1.	Quarter 1		10/17/2013
2.	Quarter 2	1st Semester Course	1/13/2014
3.	Quarter 3		3/21/2014
4.	Quarter 4	2nd Semester Course, All Year Course	5/22/2014

☒ Changes to Stop Dates are Planned

< Back | Next > | Cancel

4. Click **Next >** to move to the **Non-Attending Days** tab.
5. In the **Date:** field enter the date of the snow day.

(01/10/14 in the example above)

6. In the **Day Type:** dropdown select **Snow Day**
7. Click **Next >**
8. Leave the ☒ **Change in Non attending dates are Planned** checked.

Date: 1/10/2014 Thru: Day Type: Snow Day Note: School cancelled ☒ Change in Non attending dates are Planned **Save**

9. Now click **Save** at the bottom of the page.
10. On the **Master Calendar Review** tab click **Finish**.
11. Now, go to a student's Course Section Assignments page and verify that the 2nd semester course section assignment start dates got updated.

Course Section Assignments
From this screen, you can display, add, change and delete data pertaining to Course Section Assignments.

Schedule: Default Schedule Schedule Result: Default schedule Status: ☒ Assigned ☐ Dropped
 Course: Course Term: ☐ Removed
 Date: Teacher: **Search**

Add Course Assignment **Drop All Assignments** **Schedule Study Halls** **Save Changes** **Cancel Changes**

	Course	Course Name	Section	Meeting ^	Teacher	Term	Type	Status	Start Date	End Date
<input checked="" type="checkbox"/>	SH1	Study Hall	2	M,T,W,F: 01 (COMM)		All Year Course	Manual	Assigned	Aug 20, 2013	
<input checked="" type="checkbox"/>	996	RELEASE TIME - 11/12	5	R: 01 (RT)		All Year Course	Manual	Assigned	Aug 20, 2013	
<input checked="" type="checkbox"/>	612	PHOTOGRAPHY	1	02 (136)		1st Semester Course	Manual	Assigned	Aug 20, 2013	
<input checked="" type="checkbox"/>	613	CERAMICS	1	02 (136)		2nd Semester Course	Manual	Assigned	Jan 14, 2014	
<input checked="" type="checkbox"/>	395	LIFE SKILLS	1	03 (134)		1st Semester Course	Manual	Assigned	Aug 20, 2013	
<input checked="" type="checkbox"/>	385	NUT & WELLNESS	1	03 (134)		2nd Semester Course	Manual	Assigned	Jan 14, 2014	
<input checked="" type="checkbox"/>	350	SPORT & ENT. MGMT	1	04 (208)		1st Semester Course	Manual	Assigned	Aug 20, 2013	
<input checked="" type="checkbox"/>	360	COMPUTER ANIMATION	1	04 (136)		2nd Semester Course	Manual	Assigned	Jan 14, 2014	
<input checked="" type="checkbox"/>	SH5	Study Hall	1	05 (LIB)		All Year Course	Manual	Assigned	Aug 29, 2013	
<input checked="" type="checkbox"/>	705	ALGEBRA II A (INT MATH IV)	1	06 (218)		All Year Course	Batch	Assigned	Aug 20, 2013	
<input checked="" type="checkbox"/>	845	CONTEMPORARY WORLD ISSUES	1	07 (240)		1st Semester Course	Manual	Assigned	Aug 20, 2013	
<input checked="" type="checkbox"/>	855	MODERN AMERICAN HISTORY	1	07 (238)		2nd Semester Course	Manual	Assigned	Jan 14, 2014	
<input checked="" type="checkbox"/>	550	ENGLISH 400	4	08 (234)		All Year Course	Batch	Assigned	Aug 20, 2013	

Snow Days - How to enter Snow Days or other non-attending days after the master calendar has been created that don't change course term start and stop dates

1. If the day you want to change to a snow day or non attending days is the last day of the reporting term please stop and go to the following step by step section titled ***How to change the last day of the reporting term.***
2. At the building level in the school year you'd like to enter a snow day navigate to: **StudentInformation** » **Management** » **School Administration** » **Scheduling Administration** » **Master Calendar**.
 - a. Click the pencil next to the date you want to change to a snow day.
 - b. The ***Planned School Day Type***, ***Planned Rotation Day***, ***Planned Student Attendance Day Count***, and ***Planned Staff Attendance Day Count*** are defaulted to the current values of the master calendar and don't need change.
 - c. Please note the ***Planned Staff Attendance Day*** dropdown currently has no functionality in StudentInformation.
 - d. The first field you will want to change is ***Actual School Day Type***.
 - e. In the dropdown choose ***Snow Day*** or ***Non Attending Day***. Either one will work, they both mean the same.
 - f. Please note only total number of days students are actually physically in the building get reported to EMIS when the ATTUPEMIS program is run. Actual days and day types aren't reported to EMIS.
 - g. You'll notice once you selected ***Snow Day*** or ***Non Attending Day*** the ***Actual Rotation Day*** dropdown didn't change – which is correct. The ***Actual Staff Attendance Day Count*** dropdown may change depending on what the original value was but it doesn't matter since the ***Actual Staff Attendance Day Count*** field isn't functional in StudentInformation at this time.
 - h. However, the ***Actual Student Attendance Day Count*** field did change from 1 to 0 – which is correct.
 - i. Leave the ***Is Fixed*** box unchecked. It is not functional at this time.
 - j. Click ***Save***.
 - k. In the example following this step by step I have changed December 7th from a school day to a snow day.
3. Next, check the ***Planned Days*** and ***Actual Days*** to make sure the ***Actual Day*** decreased since December 7th was planned to be a ***School Day*** but because of the weather it ended up being a ***Snow Day***.
 - a. In other words, if you school has snow days the Planned and Actual count will not match – which is correct.
4. Please note: If you already had pre-entered absences (examples include field trips, vacations, and students on medical leave) for a school day that got changed to a snow day you will need to delete the absences by navigating to: **StudentInformation** » **SIS** » **Attendance** » **Daily**

Absence List.

- Type in the date that is now a snow day in the **From Date** and **To Date** field and click **Go**.
- Place a check mark next to each student's absence you wish to delete or use the checkbox at the top to place a checkmark in every student.
- Click **Delete Selected**.
- You will receive a confirmation message asking if you would like to continue, click **Ok**.

StudentInformation > Management > School Administration > Scheduling Administration > Master Calendar

Master Calendar

From this screen, you can display and change data pertaining to a master calendar and calendar days.

General

Date: Dec 15, 2014

Planned School Day Type: School Day

Planned Rotation Day: Monday

Planned Student Attendance Day Count: 1.00

Planned Staff Attendance Day Count: 1.00

Actual School Day Type: Snow Day

Actual Rotation Day: Monday

Actual Student Attendance Day Count: 0.00

Actual Staff Attendance Day Count: 0.00

Is Fixed: ☐




EMIS

Add New

Exception Type	Hours
There are no records to display	

Save Cancel

Makeup Days - How to change a non-attending to a school day

1. At the building level in the school year you'd like change the reporting term or schedule term navigate to: **StudentInformation** » **Management** » **School Administration** » **Scheduling Administration** » **Master Calendar**.
2. Locate the day that will be a makeup day instead of a non-attending day.
 - a. Click on the  icon.
 - b. In the **Actual School Day Type:** dropdown to **School Day**.
 - c. In the **Actual Rotation Day:** dropdown select the day of the week.
 - d. The Actual Student Attendance Day Count and Actual Staff Attendance Day Count automatically update to 1.0.
 - e. Ignore the **Is Fixed:** checkbox because it is not functional at this time.
 - f. In the **Tumble Rotation Day Duration:** section only select  **None**.
 - g. In the **Add Additional Day To:** section leave both selections unchecked.
 - h. Click .
3. Next, verify the **Actual Days:** count is correct.

Reporting Terms - How to change the last day of a reporting term or schedule term



In order to update the first day of school or a reporting term start date to a date that has already past you will need to be granted extra security permissions named **- Update past on calendar dates wizard**. Please contact your security administrator to verify you have needed security permissions.

1. At the building level in the current school year you'd like change the reporting term or schedule term navigate to:
StudentInformation » Management » School Administration » School Building Administration » Calendar Dates Wizard.
2. You will be on the **Calendar Boundaries** tab. Do not make any changes on this tab and click **Next**.
3. Now you will be on the 3rd tab named **Schedule Term Dates**.
 - a. Change the Stop Date of the corresponding Reporting Term/Schedule Term.
 - b. In the example screenshots following this step by step I have chosen to change the Stop Date of Quarter 2 which will affect the Start Date of Quarter 3 or 2nd Semester only classes.
 - c. As you can see from the first screenshot 2nd semester only classes start on 1/18/10.
 - d. Back on the **Calendar Dates Wizard** page on tab 3 **Schedule Term Dates** I am changing Quarter 2 to end Friday, January 21st instead of Monday, January 17th.
 - e. This will change the Quarter 3 start date to January 24th.
 - f. Leave the checkbox in **Changes to Stop Dates are Planned**. At this time the checkbox is not functional.
 - g. Click **Next**.
4. Now you are on the 4th tab named **Non-Attending Days**, click **Next** to move to the last tab.
5. Your changes are now reflected on the final tab named **Master Calendar Review**.
 - a. In the 4th screen shot you'll notice the start date of the 2nd semester only class was automatically updated with the new start date of January 24th.
6. Next check to make sure the reporting term start and stop dates updated by navigating to: **StudentInformation » Management » School Administration » Scheduling Administration » Initialization » Reporting Terms Maintenance.**
7. Finally make sure the schedule term dates updated also by navigating to: **StudentInformation » Management » School Administration » Scheduling Administration » Initialization » Schedule Terms.**
8. If you encounter any issues updating the reporting term/schedule term start or stop dates please contact your ITC or State Support.

WARNING: You are working with the Current School Year, and not a Future School Year as expected

Reporting Terms Maintenance

From this screen, you can display and change data pertaining to reporting terms.

		Code	Exp Code	Name	Start Date	End Date	Planned Days	Actual Days	Sort Order	Marks Start Date	Marks Cutoff Date	Active
		Qtr1		Quarter 1	Aug 23, 2010	Oct 22, 2010	44.00	44.00	1			
X		1Int		1st Quarter Interim			0	0	2			
		Qtr2		Quarter 2	Oct 26, 2010	Jan 13, 2011	45.00	45.00	3			
X		2Int		2nd Quarter Interim			0	0	4			
X		1Ex		1st Semester Exam			0	0	5			
X		1Avg		1st Semester Average			0	0	6			
		Qtr3		Quarter 3	Jan 18, 2011	Mar 24, 2011	47.00	47.00	7			
X		3Int		3rd Quarter Interim			0	0	8			
		Qtr4		Quarter 4	Mar 28, 2011	May 27, 2011	42.00	42.00	9			
X		4Int		4th Quarter Interim			0	0	10			
X		2Ex		2nd Semester Exam			0	0	11			
X		2Avg		2nd Semester Average			0	0	12			
X		Fin		Final Grade			0	0	13			

☒ Show Active Only

Course Section Assignments

From this screen, you can display, add, change and delete data pertaining to Course Section Assignments.

Schedule:
 Schedule Result:
 Status: ☒ Assigned ☐ Dropped ☐ Removed

Course:
 Course Term:
 Teacher:
 Date:

	Course	Course Name	Section	Meeting	Teacher	Term	Type	Status	Start Date	End Date
X	922	PRIN OF ENGINEERING - PLTW	1	1 (322)	ANN ELLER	All Year	Manual	Assigned	Aug 23, 2010	
X	074	SPORTS/GAMES	21	2 (GYM)	STAN MY	1st Semester	Batch	Assigned	Aug 23, 2010	
X	SH 2	STUDY SECOND	3	2 (CAF)	VIRGINIA LE	2nd Semester	Batch	Assigned	Jan 18, 2011	
X	IN12	INTERVENTION	1	IN (210)	TINA SHEP	All Year	Manual	Assigned	Aug 23, 2010	
X	206	AMERICAN HISTORY	3	3 (208)	KIM BIRN	All Year	Manual	Assigned	Aug 23, 2010	
X	182	BIOLOGY	4	4 (225)	JOSH LES	All Year	Manual	Assigned	Aug 23, 2010	
X	144	GEOMETRY	5	5 (209)	ANN HUG	All Year	Manual	Assigned	Aug 23, 2010	
X	LUNCH	LUNCH	6	6 (CAF)	CAFETERIA CAFETERIA	All Year	Manual	Assigned	Aug 23, 2010	
X	033	ACCOUNTING I	7	7 (123)	KENN SCHRI	All Year	Batch	Assigned	Aug 23, 2010	
X	069	SPANISH II	8	8 (106)	PAULA MO	All Year	Batch	Assigned	Aug 23, 2010	
X	121	ENGLISH II	9	9 (210)	TINA SHEP	All Year	Batch	Assigned	Aug 23, 2010	

Calendar Dates Wizard

From this screen, you can modify master calendar dates using a step-by-step wizard approach.

The Schedule Terms Dates tab allows users to edit the stop dates of each schedule term configured for the master calendar. Schedule Terms are units of the calendar where course terms may be scheduled. Schedule Terms also make up the units of reporting terms. On this screen, Schedule Terms are listed from first to last in order of their stop dates. Some Schedule Terms have stop dates that are shared with course terms and/or reporting terms. Schedule Terms will not have course terms listed when they do not share a stop date. Schedule Terms will not have reporting terms listed when they do not share a stop date.

#	Reporting Terms	Course Terms	Stop Date
1.	Quarter 1		10/22/2010
2.	Quarter 2	1st Semester	1/21/2011
3.	Quarter 3		3/24/2011
4.	Quarter 4	2nd Semester, All Year	5/27/2011

☒ Changes to Stop Dates are Planned

	Course	Course Name	Section	Meeting ^	Teacher	Term	Type	Status	Start Date	End Date
X	922	PRIN OF ENGINEERING - PLTW	1	1 (322)	ANN ELLER	All Year	Manual	Assigned	Aug 23, 2010	
X	074	SPORTS/GAMES	21	2 (GYM)	STAN MY	1st Semester	Batch	Assigned	Aug 23, 2010	
X	SH 2	STUDY SECOND	3	2 (CAF)	VIRGINIA LE	2nd Semester	Batch	Assigned	Jan 24, 2011	
X	IN12	INTERVENTION	1	IN (210)	TINA SHEP	All Year	Manual	Assigned	Aug 23, 2010	
X	206	AMERICAN HISTORY	3	3 (208)	KIM BIRN	All Year	Manual	Assigned	Aug 23, 2010	
X	182	BIOLOGY	4	4 (225)	JOSH LES	All Year	Manual	Assigned	Aug 23, 2010	
X	144	GEOMETRY	5	5 (209)	ANN HUG	All Year	Manual	Assigned	Aug 23, 2010	
X	LUNCH	LUNCH	6	6 (CAF)	CAFETERIA CAFETERIA	All Year	Manual	Assigned	Aug 23, 2010	
X	033	ACCOUNTING I	7	7 (123)	KEN SCHRI	All Year	Batch	Assigned	Aug 23, 2010	
X	069	SPANISH II	8	8 (106)	PAULA MO	All Year	Batch	Assigned	Aug 23, 2010	
X	121	ENGLISH II	9	9 (210)	TINA SHEP	All Year	Batch	Assigned	Aug 23, 2010	

Earlier First Day of School - How to change the first day of school to start earlier than originally planned



In order to update the first day of school or a reporting term start date to a date that has already past you will need to be granted extra security permissions named **- Update past on calendar dates wizard** . Please contact your security administrator to verify you have needed security permissions.

1. Navigate to: **StudentInformation » Management » School Administration » School Building Administration » Calendar Dates Wizard**.
2. In the example following this step by step, the school was supposed to start on 8/26/14.
3. The school board votes to change the first day to 8/25/14.
4. On the first tab named **Calendar Boundaries** enter in the new **Start Date** of 8/25/14.
 - a. Click **Next**.
5. On the 2nd tab named **Configure and Confirm Boundary** fill in the dropdowns for each day added.
 - a. Since school was originally supposed to start on Tuesday, 8/26/14 and the start is changing to Monday, 8/25/14, **Rotation Day Type**, **School Day Type**, **Student Att. Day Count**, **Staff Att. Day Count** are required for each day added.
 - b. Match the **Rotation Day Type** dropdown with the same value in the **Day** column.
 - c. In the **School Day Type** dropdown chose **School Day**.
 - d. When the **School Day Type** dropdown to **School Day**, the **Student Att. Day Count** field is automatically populated with 1.00 – which is correct.
 - e. Click **Next**.
6. The 3rd tab named **Schedule Term Dates** lists each schedule term and reporting term. If any a stop date of any reporting term or schedule term has changed due to starting the school year early make those adjustments here.
 - a. Leave the check in the box next to **Changes to Stop Dates are Planned**.
 - b. Click **Save**.
7. On the **Non-Attending Days** tab add any non-attending day that wasn't added previously if necessary.
 - a. Click **Next**.
8. Once on the **Master Calendar Review** page verify the changes. The new start date of school reflected on this page.
9. Now, navigate to the following page to make sure the correct start is listed in the **Start Date** field: **StudentInformation » Management » School**

- Administration » Scheduling Administration » Master Calendar.**
10. If any of the reporting term or schedule term stop dates were changed navigate to the following pages to ensure the changes took:
StudentInformation » Management » School Administration
» Scheduling Administration » Initialization » Reporting Terms Maintenance and **StudentInformation » Management » School Administration » Scheduling Administration » Initialization**
» Schedule Terms.



StudentInformation > Management > School Administration > School Building Administration > Calendar Dates Wizard



Calendar Dates Wizard

From this screen, you can modify master calendar dates using a step-by-step wizard approach.

Calendar Boundaries **Configure and Confirm Boundary Changes** Schedule Term Dates Non-Attending Days Master Calendar Review

To change the boundaries of your calendar, change the date(s) and click the next button.

Start Date: 8/26/2014   ☒ Change in start date is planned

End Date: 5/28/2015   ☒ Change in end date is planned

< Back Next > Cancel









StudentInformation > Management > School Administration > School Building Administration > Calendar Dates Wizard

Calendar Dates Wizard

From this screen, you can modify master calendar dates using a step-by-step wizard approach.

Calendar Boundaries Configure and Confirm Boundary Changes **Schedule Term Dates** Non-Attending Days Master Calendar Review

The Schedule Terms Dates tab allows users to edit the stop dates of each schedule term configured for the master calendar. Schedule Terms are units of the calendar where course terms may be scheduled. Schedule Term also make up the units of reporting terms. On this screen, Schedule Terms are listed from first to last in order of their stop dates. Some Schedule Terms have stop dates that are shared with course terms and/or reporting terms. Schedule Terms will not have course terms listed when they do not share a stop date. Schedule Terms will not have reporting terms listed when they do not share a stop date.

#	Reporting Terms	Course Terms	Stop Date
1.	Quarter 1		10/24/2014  
2.	Quarter 2	1st Semester	1/16/2015  
3.	Quarter 3		3/20/2015  
4.	Quarter 4	All Year, 2nd Semester	5/28/2015  

☒ Changes to Stop Dates are Planned

< Back Next > Cancel

Calendar Boundaries | Configure and Confirm Boundary Changes | Schedule Term Dates | **Non-Attending Days** | Master Calendar Review

This tab shows only the non-attending days in your calendar.
 Use the date controls to configure a single date or a range of dates.
 Click save to commit your changes.
 Note: To remove a date from the non attending list, choose the date and any attending day type and the date will be removed from the list

Please indicate the days of the week that students attend school. Only these days will be returned in the non-attending list.
☐ Sunday ☒ Monday ☒ Tuesday ☒ Wednesday ☒ Thursday ☒ Friday ☐ Saturday

Date: Thru: Day Type: Note: ☒ Change in Non attending dates are Planned

EMIS Exception Type: Hours:

Date	Non-Attending Type	Note	EMIS Exceptions - Hours
Sep 01, 2014	Holiday		Planned Full Day - 0.00
Oct 23, 2014	Other Calamity Day		Calamity Day - 6.50
Nov 26, 2014	Parent - Teacher Day		Planned Full Day - 0.00
Nov 27, 2014	Holiday		Planned Full Day - 0.00
Nov 28, 2014	Holiday		Planned Full Day - 0.00
Dec 22, 2014	Holiday		Planned Full Day - 0.00
Dec 23, 2014	Holiday		Planned Full Day - 0.00
Dec 24, 2014	Holiday		Planned Full Day - 0.00
Dec 25, 2014	Holiday		Planned Full Day - 0.00
Dec 26, 2014	Holiday		Planned Full Day - 0.00
Dec 29, 2014	Holiday		Planned Full Day - 0.00
Dec 30, 2014	Holiday		Planned Full Day - 0.00
Dec 31, 2014	Holiday		Planned Full Day - 0.00
Jan 01, 2015	Holiday		Planned Full Day - 0.00
Jan 02, 2015	Holiday		Planned Full Day - 0.00
Jan 19, 2015	Holiday		Planned Full Day - 0.00
Feb 13, 2015	Holiday		Planned Full Day - 0.00
Feb 16, 2015	Teacher In-Service Day		Planned Full Day - 0.00
Apr 02, 2015	Holiday		Planned Full Day - 0.00
Apr 03, 2015	Holiday		Planned Full Day - 0.00
Apr 06, 2015	Parent - Teacher Day		Planned Full Day - 0.00
May 25, 2015	Holiday		Planned Full Day - 0.00

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Calendar Boundaries | Configure and Confirm Boundary Changes | Schedule Term Dates | **Non-Attending Days** | Master Calendar Review

Date	Planned Event	Actual Event	Planned Rotation Day	Actual Rotation Day
Aug 26, 2014	First Day	First Day	Tuesday	Tuesday
Aug 26, 2014	Quarter 1 - First Day	Quarter 1 - First Day	Tuesday	Tuesday
Sep 01, 2014	Holiday			
Oct 23, 2014	School Day	Other Calamity Day	Thursday	Thursday
Oct 24, 2014	Quarter 1 - Last Day	Quarter 1 - Last Day	Friday	Friday
Oct 27, 2014	Quarter 2 - First Day	Quarter 2 - First Day	Monday	Monday
Nov 26, 2014	Parent - Teacher Day	Parent - Teacher Day		
Nov 27, 2014	Holiday	Holiday		
Nov 28, 2014	Holiday	Holiday		
Dec 22, 2014	Holiday	Holiday		
Dec 23, 2014	Holiday	Holiday		
Dec 24, 2014	Holiday	Holiday		
Dec 25, 2014	Holiday	Holiday		
Dec 26, 2014	Holiday	Holiday		
Dec 27, 2014	Holiday	Holiday		
Dec 28, 2014	Holiday	Holiday		
Dec 29, 2014	Holiday	Holiday		
Dec 30, 2014	Holiday	Holiday		
Dec 31, 2014	Holiday	Holiday		
Jan 01, 2015	Holiday	Holiday		
Jan 02, 2015	Holiday	Holiday		
Jan 16, 2015	Quarter 2 - Last Day	Quarter 2 - Last Day	Friday	Friday
Jan 19, 2015	Holiday	Holiday		
Jan 20, 2015	Quarter 3 - First Day	Quarter 3 - First Day	Tuesday	Tuesday
Feb 13, 2015	Holiday	Holiday		
Feb 16, 2015	Teacher In-Service Day	Teacher In-Service Day		
Mar 20, 2015	Quarter 3 - Last Day	Quarter 3 - Last Day	Friday	Friday
Mar 23, 2015	Quarter 4 - First Day	Quarter 4 - First Day	Monday	Monday
Apr 02, 2015	Holiday	Holiday		
Apr 03, 2015	Holiday	Holiday		
Apr 06, 2015	Parent - Teacher Day	Parent - Teacher Day		
May 25, 2015	Holiday	Holiday		
May 28, 2015	Quarter 4 - Last Day	Quarter 4 - Last Day	Thursday	Thursday
May 28, 2015	Last Day	Last Day	Thursday	Thursday



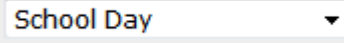
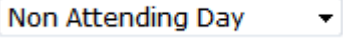
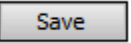

34 Records Displayed [Back To Top](#)

< Back Next > Finish

Later First Day of School - How to change the first day of school to start later than originally planned

1. Navigate to: **Student Information » Management » School Administration » School Building Administration » Calendar Dates Wizard.**
2. On the first tab named **Calendar Boundaries**.
 - a. Enter the new 1st day of school.
 - b. Leave the check in ☒ **Change in start date is planned**.
 - c. Click **Next >**.
3. If any of the Schedule Term Stop dates need adjusted because of the change in the first day of school make the adjustments on the **Schedule Term Dates** tab.
 - a. Click **Next >**.
4. Add any new non-attending days on the **Non-Attending Days** tab.
 - a. Click **Next >**.
5. On the **Master Calendar Review** tab click **Finish**.
6. Next, go to **Reporting Terms Maintenance**, **Schedule Terms Maintenance**, and the **Master Calendar** pages to make sure the changes saved.

Later Last Day of School - How to change the last day of school to end later than originally planned using the Master Calendar page

1. In the current school year at the building level navigate to:
Student Information » Management » School Administration » Scheduling Administration » Master Calendar
2. Click on the  next to the **Stop Date:** field.
3. Enter the new last day of school in the **New Stop Date:** field.
4. Click .
5. In the **Rotation Day Type** dropdown for each day select the appropriate day of the week. If the days falls on a Saturday or Sunday leave the field blank.
6. In the **School Day Type** dropdown for each day select . If the days falls on a Saturday or Sunday select .
7. Click .
8. You will receive the following message

9. Verify the **Stop Date:** has been updated.

Later Last Day of School - How to change the last day of school to end later than originally planned using the Calendar Dates Wizard page

1. In the current school year at the building level navigate to:
[Student Information](#) » **[Management](#)** » **[School Administration](#)**
» **[School Building Administration](#)** » **[Calendar Dates Wizard](#)**.
2. Enter the new last day of school in the **End Date:** field and leave the ☒ **Change in end date is planned** checked.
3. Click **Next >**.
4. In the **Rotation Day Type** dropdown for each day select the appropriate day of the week. If the days falls on a Saturday or Sunday leave the field blank.
5. In the **School Day Type** dropdown for each day select **School Day** ⚡. If the days falls on a Saturday or Sunday select **Non Attending Day** ⚡.
6. Click **Next >**.
7. You will receive the following message


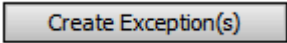


The boundaries have been successfully saved.
8. Click **Next >** twice to advance to the final tab named **Master Calendar Review**.
9. Click **Finish**.

Navigate to the Master Calendar page and verify the last day of school was updated.

Only students on a particular sub-calendar attend – How to configure the calendar so day is non-attending for all students but the students assigned to a particular sub-calendar.



In order to mark a day as a “School Day” on a sub-calendar it must be a “School Day” on the Master Calendar.

1. At the building level navigate to: **StudentInformation » Management » School Administration » Scheduling Administration » Master Calendar.**
 - a. Verify the **Actual School Day Type:** dropdown says 
2. Next, create an exception on each sub-calendar, assigned to students who won't be in attendance that day.
3. Edit the sub –calendar and click .
 - a. StudentInformation requires you to put in an **Arrival Time** and **Departure Time** or mark the **Periods of the Day**.
 - b. Neither has a lightening bolt but one or the other is required.
 - c. If you are editing the AM Half-Day sub-calendar you can mark the morning periods on the **Periods of the Day** checkboxes or fill in the time. Neither of these items are functional so it doesn't matter which boxes you check or what time you fill in, but it is required so you will need to do one or the other.
4. In the **Day Type:** dropdown select  and select .
5. Enter the day in the **Date:** field.

6. Click **Save**.

General

The **Day Type** is used to override the Master Calendar Actual Day Type. This means that if the Master Calendar Actual Day Type changes, the **Day Type** specified here is still used.

Arrival Time:

Departure Time:

Periods of the Day: ☐ 1 ☒ 2 ☒ 3 ☐ 4 ☐ 5 ☐ 6 ☐ 7 ☐ 8

Day Type:

☒ Single Day ☐ Recurring Pattern

Date:

EMIS

The EMIS Exception is used to override the Master Calendar EMIS Exception. The Sub-Calendar EMIS Exception will be used even if the Master Calendar EMIS Exception is updated.

Exception Type	Hours
There are no records to display	

7. You will receive the following message – click NO

The Sub-Calendar Day Exception was saved successfully

Would you like to add EMIS Exception Types?

8. Now you will notice that the days that were changed to School Half-Day are unlocked.
9. Since the days have pencils instead of locks I can tell this sub-calendar was disassociated from the master calendar.
10. If you would change a school day to a Snow Day on the master calendar the day wouldn't automatically update to a Snow Day on the sub-calendar since the sub-calendar had been disassociated.
11. The day will now display with a pencil icon instead of a lock.

	May 05, 2011	Thursday	01	Non Attending Day
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Editing the Master Calendar and Subcalendars Step by Step Checklist with EMIS Exceptions

Change Log

Date	Section Number/Name	Change Description
2/7/17	Adding a sub-calendar mid-year when attending days for one grade level within a separate sub-calendar have changed	Added new section
9/14/16	Various	Updates requested during training
9/7/16	Entire Document	Updates for FY17

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What is the Master Calendar?

- The Master Calendar details each day a school is in session or not in session. Any non-attending day on the Master Calendar would also appear on every subcalendar automatically. So if a non-attending day applies to only one subcalendar, it should be changed on that subcalendar only.
- The subcalendars are now used by the attendance module to validate that the day is a school day. This allows attendance to be taken for dates outside of the master calendar.
- The Master Calendar is created when Calendar Wizard is run at the building level.
- All subcalendars initially match the master calendar until a day is changed and is considered disassociated from the master calendar.
- If a district has 5 buildings, each building will have its own unique Master Calendar as well as other calendars to cover unique situations. For example, the district may require the high school students to attend the day before Thanksgiving but the elementary and middle school students have the day off because of Parent Teacher Conferences. Having a separate Master Calendar in each building allows for this and other scenarios.
- Commencing in FY16 and forward, the master calendar is not used to create and report EMIS exceptions. These are created and reported on the Subcalendars.

If students on a single subcalendar in a building attend school on a certain day, that day on the master calendar must be an attending day. All other subcalendars would need an exception making that day a non-attending day.



F.Y.I.

What are non-attending days?

- Non-attending days are days school is not in session, not only for the master calendar but for any subcalendars in existence in the building.
- Any day students aren't physically in the building is considered a non-attending day.

What are subcalendars and why are they needed?

- Subcalendars are used to report attendance patterns for students whose attending/non-attending days differ from the Master Calendar.
- For attendance purposes, schools still need to create full day and/or half day calendars depending on the length of day students are in attendance.
- Kindergarten students who attend only in the morning would need a subcalendar created with the max absence level of a half a day.
- Subcalendars ensure accurate attendance is calculated for students who attend part-time or not at all.

- Each school will have at least two calendars, the default calendar, which is an attending calendar and a non-attending calendar, which is assigned to students who attend elsewhere full time. There are no attending days on the non-attending calendar.
- The subcalendars from the prior year were copied up in School Year Initialization. Before school starts, each subcalendar will need to be edited and the exceptions to the master calendar as well as the corresponding EMIS exceptions need to be added.
- If a new attendance situation arises that doesn't fit into any of the current subcalendars, a new subcalendar will need to be created.

What are exceptions?

- Calendar Exceptions – Days that the Subcalendar may have a 'non-attending' day while the master calendar is still an attending day. These need to be updated on the respective subcalendars
- EMIS Exceptions - EMIS attribute records which represent days where students the student's school day schedule has been modified. They indicate the reason students are not attending on that day, or if they are and the day is shortened or lengthened, it designates the reason for the modification.

How does the Calendar Dates Wizard work?

- The calendar dates wizard is used to alter the master calendar from when it was originally created. An example of where a modification would be needed is a change due to excessive snow days which ultimately causes a change in course term start and end dates, or corrections to the calendar. Changes made by Calendar Dates Wizard to the master calendar affects subcalendars as well.
- Calendar Dates Wizard no longer adds/updates EMIS exceptions when an event is added. Calendar Dates Wizard updates the Teacher History for course sections when the school boundary start or end date is modified on the Calendar Boundaries tab and the term stop date is modified for a term on the Schedule Term Dates tab.
- Additionally, when the stop date is modified for a term, the start date for the next sequential term is also adjusted in Teacher History for the course section. For example, if the stop date for the first nine week reporting period is 1/20/16 and you set it to 1/21/16, the start date for the next nine week reporting period will be set to 1/24/16 (the next school day after the stop date of the previous period).

What are the EMIS Calendar Reporting Requirements for Period C?

- Period C is the Calendar Reporting Period. During this period districts report detailed calendar information for each building and group of students who have a unique attendance pattern or calendar days for

which the group of students is required to attend. Each group may require a separate calendar and attendance pattern to identify and differentiate the group from other groups of students. Both DL and DN records are reported in the Calendar window.

The EMIS reporting requirements allow for district level calendar reporting, however in StudentInformation, calendars are defined at the building level. Each building has a default calendar, which applies to the majority of students in the building. The building must define additional subcalendars for each of the other unique attending groups. These attending groups may consist of (but are not limited to) the following groups of students:

- KG grade level students with staggered start days (KG students starting on a later day than all other regular students)
- Seniors who get out of school earlier than all other students in the building
- PS students who have attending patterns such as M/W/F and T/TH of the next week, M/W/1/2 day Friday, etc. Specific attributes will need reported to EMIS for this calendar that aren't reported for the normal all day/every day calendar
- Students who attend another district but your district is responsible for reporting their attendance
- Any other attending pattern where events/exceptions are neither district wide or building wide for a particular subset of students

If all students in a building follow the same calendar, they will have an attendance pattern of '***', which is also associated with the default calendar for the building. **Only one calendar per building may have the attendance pattern set to '***'**. Students who are assigned to the building's non-attending calendar will be reported to EMIS with the default Attendance pattern value. Even though they are assigned to a different calendar, ODE is only interested in the attendance pattern for any student who is actually attending. The attendance pattern for students with a district relationship = '2' or '3' will be ignored.

Any attendance pattern assigned to students who are reported to EMIS must also be associated with a calendar that is reported to EMIS with the exception of CTE students. If no calendar/attendance pattern combination is reported for CTE students by the career center, ODE will use the student's home school calendar to calculate enrollment. These students must still be assigned to a calendar in the career center for attendance purposes but the calendar would not be flagged as report to EMIS.

A student can move from one calendar to another between the first day of school and the last day of school. In that case, the current FD record should be closed (a record is considered closed when a new record with a more recent date is added) and a new one opened that accurately reflects the date of the change. At

this time the calendar should also be updated on the student's General tab to reflect the correct calendar.

DL (Grade Schedule) records will be reported at the level of detail defined in the calendars. If a building has a single calendar that will be followed by every student in the building regardless of grade, then it reports only a single building-wide DL record with the first day of school, last day of school, and hours per day. For each additional subcalendar/attendance pattern combination marked to be reported to EMIS, DL records will be created in the transfer file.

For any fiscal year, the first version of a specific school year calendar will be collected in the spring of the prior year. This will be done in a collection exclusive to the calendar data. At a minimum, this initial version of the calendar must include:

- A building calendar, which will apply to all students within the building - all grades and all possible groups of students will be considered to be following this pattern.
- EMIS Exceptions for any planned days out scheduled for the upcoming school year.

All buildings must submit at least one calendar, and it should have at least one EMIS Exception. Buildings are encouraged to submit all calendars in the initial calendar submission time period. If the building chooses to wait until later to incorporate additional grade level/attendance pattern specific calendars, this must be done before the first day of student reporting for that school year. Buildings may later revise the calendar to reflect situations that change the calendar as the year progresses and calendar submission windows open.

DN Calendar Data Attributes

The following table documents the StudentInformation Calendar Day Types and their respective EMIS Exception types. When updating the EMIS Event, use this table to determine the appropriate event type for the day. These are only suggestions on which days to use. Regardless of the day type selected for a date change on the calendar, only the EMIS Event attribute will be used to report the type of day it actually is for Period C.

Each table entry also indicates whether hours are required to be included in the EMIS event or not. Any attribute where hours are not required, ODE assumes the day type covers all hours the day is scheduled to meet. However, if you enter hours on the event, the hours will be included in the EMIS transfer file.

There are two groups of attributes – one for Students and one for Staff. Some day types may require both a Student Attribute and a Staff Attribute to be reported for the day.

Calendar Master Day Type	Description	Student/ Staff Attr	Event Attribute Type	Use	Hours Req'd
School Day	Regular School Day (not shortened or lengthened)		None	Regular School Day, ODE will use hours reported on DL record	N
Holiday	Planned Holiday	Covers Student & Staff	C_DPLANNED	Full planned day when group is not in session	0.00
Snow Day	Unplanned Calamity Day	Covers Student & Staff	C_DCMTYTKN	Full day taken for calamity situations	0.00
Snow Day (with Blizzard Bag Day)	Unplanned Calamity Day with Blizzard Bag Day	Covers Student & Staff	C_DCMTYTKN C_DBLZZARD	Full day taken for calamity and Blizzard bag day is used, hours required for Blizzard Bag Attribute	0.00 Y
Non-Attending Day	Weekend day on calendar or days when students are not expected to attend		None	Not a day where groups are expected to attend	N

Calendar Master Day Type	Description	Student/ Staff Attr	Event Attribute Type	Use	Hours Req'd
Calamity Make-up Day	Make-up hours added to a regular school day	Covers Student & Staff	C_HRSLNGTH	Use only if regular day is extended for make up time.	Y (hours must be more than scheduled hours)
School Half Day	Regular school day shortened not due to weather	Covers Student and Staff	C_HSHRTNOP	Use only if regular day is shortened to half day for a reason other than weather	Y (hours must be less than scheduled hours)
Religious Holiday	Planned Holiday	Covers Student and Staff	C_DPLANNED	Full planned day when group is not in session	0.00
Parent-Teacher Day	Parent/Teacher Conference Date, Students attend full day	Staff Attends full day + PT conf hours	C_PTCONFRC	Parent/tea conference hours this day, could be full day or partial day	Y
	If School day for students is shortened for PT Conferences, an additional attribute needs to be reported	Student	C_HSHRTPLN	Hours in session for students when day is shortened for planned reasons other than weather	Y
	If students do not attend at all on this day, a planned full day out attribute needs to be reported	Student	C_DPLANNED	Full planned day when group is not in session	0.00
Teacher In-Service Day	Staff Professional Meeting date, full or partial day	Staff	C_PRFLMEET	Professional Teacher Meeting hours this day	Y
	If School day for students is shortened, an additional attribute needs to be reported	Student	C_HSHRTPLN	Hours in session for students when day is shortened for planned reasons other than weather	Y

Calendar Master Day Type	Description	Student/ Staff Attr	Event Attribute Type	Use	Hours Req'd
Teacher Work Day	Staff Professional Meeting date, full or partial day (IF professional development is received)	Staff	C_PRFLMEET	Professional Teacher Meeting hours this day	Y
	If School day for students is shortened, an additional attribute needs to be reported	Student	C_HSHRTPLN	Hours in session for students when day is shortened for planned reasons other than weather	Y
School Day	Day shortened due to weather, not a full attendance day	Covers Student and Staff	C_HSHRTWEA	Actual hours in session on this day;	Y (hours should always be less than the scheduled hours)
Waiver Day	Waiver Day		C_DPLANNED	Only used for IPP Waiver, no longer used for weather related days	0.00
Vacation Day	Planned school vacation day	Covers Student and Staff	C_DPLANNED	Full planned day when group is not in session	0.00
Additional Exceptions					
	For students that attend on a Sat or Sun that is not in the regular schedule and not reported via C_YWKENDxx, can be make-up days, SIG, Other	Add Exception, Select Planned Weekend Make-Up Day	C_HRSWKEND	For students that attend on a Sat or Sun that is not in the regular schedule and not reported via C_YWKENDxx, can be make-up days, SIG, Other	Add Exception, Select Planned Weekend Make-Up Day

Additional Calendar Attributes

The following attributes are reported when specific values are checked on Subcalendar Maintenance in the EMIS section. These attributes have no dates associated with them. When choosing the weekday options listed below that students are “Not expected to be in attendance between the first and last day of school on every”, this submits an EMIS Exception that is included in the transfer file to ODE. It does NOT automatically mark these days as non-attending days on the subcalendar. This must be done by entering a Calendar Exception day, which can be performed using the Calendar Bulk Exception update. These attributes are reported when the checkboxes in the following sections are checked on subcalendar maintenance:

Not expected to be in attendance between the first and last day of school on every:

Monday: ☐

Tuesday: ☐

Wednesday: ☐

Thursday: ☐

Friday: ☐

Expected to be in attendance between the first and last day of school on every:

Saturday: ☐

Sunday: ☐

Attribute Name	Description	Subcalendar Maintenance Element
C_CLDRTYPE	Code that indicates if the calendar is hours or day (Note: Districts that have a continuing contract defining the school year in days may use the D option; all other districts should report H)	To Be Reported: <ul style="list-style-type: none"> - Days - Hours
C_YWKDAYMN	For students who are not expected to be in attendance on every Monday between the first and last day of school.	Not expected to be in attendance: Monday
C_YWKDAYTU	For students who are not expected to be in attendance on every Tuesday between the first and last day of school.	Not expected to be in attendance: Tuesday

Attribute Name	Description	Subcalendar Maintenance Element
C_YWKDAYWD	For students who are not expected to be in attendance on every Wednesday between the first and last day of school.	Not expected to be in attendance: Wednesday
C_YWKDAYTH	For students who are not expected to be in attendance on every Thursday between the first and last day of school.	Not expected to be in attendance: Thursday
C_YWKDAYFR	For students who are not expected to be in attendance on every Friday between the first and last day of school.	Not expected to be in attendance: Friday
C_YWKENDSA	For students who are expected to be in attendance on every Saturday between the first and last day of school	Expected to be in attendance between the first and last day of school on every: Saturday
C_YWKENDSU	For students who are expected to be in attendance on every Sunday between the first and last day of school	Expected to be in attendance between the first and last day of school on every: Sunday

Calendars Exempt from Minimum Total Hours and/or Days

A new attribute was added to indicate if the calendar is exempt from the minimum total hours and/or days students are required to attend. ODE plans to provide the reportable option to districts on an as needed basis for this attribute. If a value exists in the box, the attribute will be reported with all zeroes for the value. The attribute name is C_CLDRSPEC. Very few calendars will need to have this attribute reported. If you're not sure whether your calendar qualifies, check with ODE.

To Be Reported:	<input type="radio"/> Days <input checked="" type="radio"/> Hours
Hours Per Day:	<input type="text" value="6.00"/>
Exempt from Minimum Total Hours and/or Days: <input type="text"/>	
Ignore Percent of Time in Attendance Calculation:	<input type="checkbox"/>
Include in Attendance Calculation:	<input checked="" type="checkbox"/>

Updating the Master Calendar

Calendar exception days maintained on the master calendar are not reported for each subcalendar. EMIS Exceptions must be added to each subcalendar for any calendar exception day on the master calendar. From that point on, all subcalendars must be maintained individually. Only EMIS exceptions defined for the specific subcalendar will be reported. The Calendar Exceptions Management page provides a fast and convenient way to modify subcalendars and add EMIS exceptions.

In addition, the Calendar Exception Bulk Update page provides the ability to modify multiple calendars at the same time. If you have a snow day that affects multiple calendars in the building, the Bulk Update page allows you to define the exception once and assign it to multiple calendars all in the same transaction.

Note: If students will be attending school on any day on the calendar for the building that may be a snow day for others in the same building, the master calendar day type cannot be changed to a non-attending day. It must remain an attending day so that attendance may be taken for the unique subcalendar. In this scenario, the snow day EMIS exception would only be added to those calendars where students didn't attend that day. The EMIS transfer will only include the attributes created for a day on each subcalendar. The transfer DOES NOT look at the Calendar day type or the Master Calendar.

Making individual day changes on a subcalendar disassociates the day from the master calendar.

Defining Attendance Patterns

Attendance Pattern Codes are used to tie students to an individual attending calendar. Each district will be required to define a set of attendance patterns to be used across the district. Attendance patterns defined last year will also exist in the current year as they are copied up during the school year initialization process. Make any necessary additions or deletions for the current school year. If you need to add new attendance pattern codes, there are several factors to keep in mind when defining attendance pattern code values:

- Only one attendance pattern may be designed as the Default value for all grade levels (**) on the building's default calendar. It is recommended that each attendance pattern only be assigned to one EMIS reportable calendar in each building but may be used in multiple buildings. If you choose to assign an attendance pattern to more than one calendar in the same building, the grade levels associated with the subcalendar must be different. **(Note: If you have multiple buildings in your district with the same building IRN, you must use different attendance patterns at each**

building – especially if both buildings have the same grade levels).

- If there is a chance a group of students may have different attendance days than other students, a separate pattern is needed
- Each attendance pattern may represent students in multiple grade levels

Adding Attendance Patterns

With the district in context, navigate to **StudentInformation > Management > School Administration > EMIS > Attendance Pattern Maintenance**. Initially, all previously used Attendance Pattern codes from last year will display. Add and/or Inactivate codes as needed to define the set of codes to be used for all buildings.

The following example provides a separate pattern for seniors, AM or PM only calendars, Kindergarten Late/Staggered Start and an Alternative Schedule.

StudentInformation > Management > School Administration > EMIS > Attendance Pattern Maintenance

Attendance Pattern Maintenance

From this screen, you can display, add, change and delete Attendance Patterns.

Add Attendance Pattern

	Attendance Pattern ▲	Attendance Pattern Description	Is Active
🔒	**	Not Applicable	●
✎	AM	Pre-school AM Attendance Pattern	●
✎	AS	Alternative Schedule	●
✎	KG	Kindergarten Attendance pattern	●
✎	MW	Preschool PM Monday/Wednesday	●
✎	na	Non-attending	●
✎	PM	Pre-school PM Attendance Pattern	●
✎	SR	Senior Attendance Pattern	●
✎	TT	Preschool PM Tuesday/Thursday	●

☒ Show Active Only

1. With the district in context, navigate to: **StudentInformation**
» **Management** » **School Administration** » **EMIS** » **Attendance Pattern Maintenance**.
 - a. Add an attendance pattern by clicking **Add Attendance Pattern**.
 - b. Type in a **Code** that makes sense to you and your district.
 - c. AM is used as the code in the example following this step by step for the pattern assigned to students who attend mornings only.
 - d. Next give the attendance pattern a **Name** that represents the group. **Note: Attendance Pattern Name is required!**

- e. Make sure the ***Is Active*** checkbox is checked. Attendance patterns that do not have this box checked will not be available on Subcalendar Maintenance.
- f. Click **Save**.
- g. See the example screenshot below this step by step.

StudentInformation > Management > School Administration > EMIS > Attendance Pattern Maintenance

Attendance Pattern Maintenance

From this screen, you can display, add, change and delete Attendance Patterns.

Attendance Pattern Code:

Attendance Pattern Description:


Is Active: ☒

Inactivate any attendance patterns that will not be used. If you don't want any building to use an existing attendance pattern code, make it inactive so there is no chance it can be used. If an Attendance pattern is already assigned to a subcalendar, do not inactivate it until you have assigned another attendance pattern to the calendar.

Assigning Attendance Patterns to Subcalendars

All subcalendars must have an attendance pattern assigned regardless of whether or not it will be reported to EMIS.

1. With the building in context, navigate to: **StudentInformation** » **Management** » **School Administration** » **Scheduling Administration** » **Subcalendars.**

- a. Click the  next to the subcalendar you wish to assign an attendance pattern to.
- b. Under the EMIS section, **make sure the Calendar Start Date and Calendar Stop Date elements are correct for this subcalendar.**
- c. Select the appropriate Attendance Pattern Value from the dropdown.
- d. If the subcalendar is not the default calendar, uncheck the checkbox for the **All Grade Levels - **:** prompt. Once unchecked, the Grade Levels dual select box will become available. Select all grade levels that apply to this calendar/attendance pattern combination.

Grade Levels:

01 - 01 02 - 02 03 - 03 04 - 04 05 - 05 06 - 06 UG - UG IN - IN	PS - PS KG - KG
--	--------------------

- e. For the **To Be Reported:** value, check the appropriate radio button to indicate whether the calendar is to be reported in Days or Hours.
- f. Enter the number of hours per day students receive instruction on this calendar in the **Hours Per Day:** box. This value must be completed regardless of whether the district reports in days or hours.
- g. Leave **Exempt from Minimum Total Hours and/or Days:** box blank. ODE will provide values at a later time.
- h. Leave **Ignore Percent of Time in Attendance Calculation:** unchecked unless the calendar already takes FTE into consideration. (for example, a PS calendar where students attend all day Mon and Wed and half a day Friday).
- i. Check the checkbox for **Include in Attendance Calculation:** if students on this calendar will have attendance automatically calculated for them by ATTUPEMIS. If attendance will be entered manually, uncheck the box for this calendar.

2. **Not Expected to be in Attendance between the first and last day of**

school on every:

- a. The checkboxes in this section indicate whether students assigned to this calendar may not consistently attend a specific day of the week (ex: students may only attend MWF and never T or TH).
- b. Check the box beside each day where students are **NOT** expected to attend each week.

Not expected to be in attendance between the first and last day of school on every:

- Monday: ☐
- Tuesday: ☐
- Wednesday: ☐
- Thursday: ☐
- Friday: ☐

3. **Expected to be in attendance between the first and last day of school on every:**

- a. The checkboxes in this section indicate the days outside of a normal school week where students are expected to be in attendance every week.
- b. Check the box beside each day where students **ARE** expected to attend each week.

Expected to be in attendance between the first and last day of school on every:

- Saturday: ☐
- Sunday: ☐

- c. Check the **Report to EMIS:** ☒ Checkbox.

NOTE: If you wish to inactivate this calendar so that it will not be used, you must uncheck "Report to EMIS" before unchecking the Is Active checkbox. Just unchecking the Is active checkbox does not keep the calendar from being reported to EMIS.

- d. Click **Save** to Save the record.

Any student assigned to this subcalendar will now show the Attendance pattern associated with this calendar on their current FD record.

Repeat the steps listed above for each subcalendar in each building that is to be reported to EMIS.



Sub-Calendar Maintenance

From this screen, you can display, add, change and delete data pertaining to Sub-Calendars.

General


Code: *
 Name: *
 Max Absence Level: *
 Is Active: ☒

EMIS

(Current Master Calendar Start Date: 8/17/2016)
 Calendar Start Date: * 
 (Current Master Calendar Stop Date: 5/23/2017)
 Calendar End Date: * 
 Attendance Pattern: *
 All Grade Levels - **: ☒
 Grade Levels:

08 - 08
09 - 09
10 - 10
11 - 11
12 - 12
13 - 13
GR - GR
UG - UG
23 - 23
30 - 30

↔ ↔

 To Be Reported: ☐ Days ☒ Hours
 Hours Per Day:
 Exempt from Minimum Total Hours and/or Days:
 Ignore Percent of Time in Attendance Calculation: ☐
 Include in Attendance Calculation: ☒
 Date of Spring Administration - Math Test: 
 (Save a blank date to report the Date of Spring Administration as "00000000".)
 Not expected to be in attendance between the first and last day of school on every:
 Monday: ☐
 Tuesday: ☐
 Wednesday: ☐
 Thursday: ☐
 Friday: ☐
 Expected to be in attendance between the first and last day of school on every:
 Saturday: ☐
 Sunday: ☐
 Report to EMIS: ☒

Save

Cancel

Creating EMIS Exception Days

For EMIS reporting, you will need to create exception days for days either inside or outside of the normal school calendar. All exceptions can now be updated from the Calendar Exceptions Management Page or the Calendar Bulk Exception Management Page, which allows you to update multiple calendars in the same transaction.

The Calendar Exceptions Management page may be accessed at the district or building level. With the district in context, you can select any calendar in any building in the district.

The screenshot shows a web-based calendar interface for PHILO HIGH SCHOOL - Default. The calendar is set to September 2016. The days of the week are listed at the top: Sunday, Monday, Tuesday, Wednesday, Thursday, Friday, and Saturday. The calendar grid shows dates from 1 to 30. Some days are marked as 'School Day' (e.g., 1, 2, 4, 5, 7, 8, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30). Some days are marked as 'Non-Attending Day' (e.g., 3, 6, 9, 10, 17, 24, 31). A specific day (September 6th) is highlighted in orange and labeled 'Holiday' and 'Planned Fall Day'. The interface includes navigation buttons for 'Previous', 'Next', 'Week', 'Month', and 'Year'.

An event may be added or updated by clicking on the day on the calendar display. A separate page will display allowing you to complete the addition or update for that day. Multiple EMIS exceptions may be added to the day. The calendar Actual day type, Arrival and Departure Times and Periods of the day may also be adjusted through the calendar exception management page.

When adding EMIS exceptions, multiple exceptions may be entered on the same day. Select the exception type, enter the Hours (if hours are to be reported as 0.00, you must still enter the 0.00 hours value). When you click on a day, the following window is displayed:

09/06/2016

Sub Calendar Day

The Sub Calendar Day Type is used to override the Master Calendar Actual Day Type. This means that if the Master Calendar Actual Day Type changes, the Sub Calendar Day Type specified here is still used.

Master Calendar Day Type: School Day

Sub Calendar Day Type: Use Master Calendar Day Type

Time: Arrival: Departure:

Periods of the Day:

<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4
<input type="checkbox"/> 5	<input type="checkbox"/> 6	<input type="checkbox"/> 7	<input type="checkbox"/> 10
<input type="checkbox"/> 11	<input type="checkbox"/> 12	<input type="checkbox"/> 13	<input type="checkbox"/> 2A
<input type="checkbox"/> 4A	<input type="checkbox"/> 7A	<input type="checkbox"/> 8	

State Reporting Exception(s)

+

Save Cancel


To add an exception to a calendar day:

1. With the district or building in context, navigate to:
StudentInformation » EMIS » Calendar Reporting Collection (C)
» Calendar Exception Management. If you don't have access to EMIS but have access to scheduling, you may also access the page at
StudentInformation » Management » School Administration >> Scheduling Administration > Calendar Exception Management.
 - a. Select a Calendar from the dropdown.

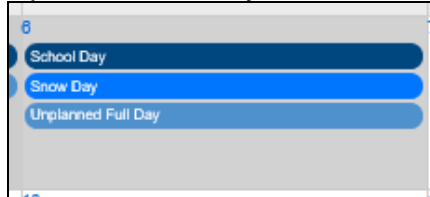
Please Select A Calendar. Calendars

All calendars in the district will be listed by building. First select the building, and then the calendar for the building you're working with.

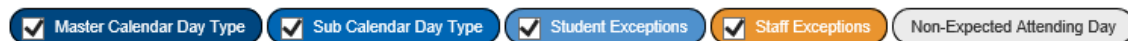
- b. Select the **Date** for the Exception by clicking on the date. Dates may be either inside or outside the school calendar.
- c. If the Actual day type needs to be changed from a School day to another type of day, select the appropriate value from the **SubCalendar Day Type dropdown.**
- d. Update the Arrival or Departure time if day is lengthened or shortened. (This is optional)
- e. If the change is only for specific periods of the day, check the periods of the day that apply.

- f. To add the EMIS exception, click the  at the bottom of the State Reporting Exception(s) box. Select the Exception Day type from the dropdown, enter the hours for the exception even if the hours = 0.00.
- g. Click **Save**.



Days with exceptions are easily visible on the calendar.



Day types and exceptions are color coded so that you can easily tell if the entry is for the master calendar day type, Actual Day, EMIS Student Exception or Staff Exception. See the key at the bottom of the calendar page to select which types of events you wish to display on the calendar.



Additional display options at the top of the calendar provide the ability to change your display from a Week View, Month View or Year View. In addition,

 and  options allow you to scroll from month to month and back for all months defined in your school year.

Note: When adding EMIS exceptions for days outside of the master calendar, you will only be able to add EMIS exceptions since the Calendar day type is Not a school day on the calendar. Any EMIS Exceptions added outside of the calendar start/end dates will be included in the EMIS transfer file.

Creating EMIS Exception Days using the Calendar Bulk Exception Management Page

Use the Calendar Bulk Exception Management page to add EMIS exceptions to multiple calendars for the same date. When accessed at the district level, calendars from buildings throughout the district may be modified at the same time.


The Bulk page presents a different view than the calendar Exceptions page. The page consists of four areas to update details.

1. **Subcalendar Day** – this section provides the ability to change the type of calendar day the day reflects. For example, if the day was a school day but now it's a snow day, select the proper Sub Calendar Day type from the dropdown to change the day on selected calendars.

The screenshot shows the 'Sub Calendar Day' form. At the top, a blue header bar contains the title 'Sub Calendar Day'. Below this is a light gray box with a note: 'The Sub Calendar Day Type is used to override the Master Calendar Actual Day Type. This means that if the Master Calendar Actual Day Type changes, the Sub Calendar Day Type specified here is still used.' The form includes a 'Sub Calendar Day Type' dropdown menu currently set to 'Use Master Calendar Day Type'. Below this are 'Time' fields for 'Arrival' and 'Departure', each with a clock icon. There is a checkbox for 'Include All Periods'. At the bottom, there are two radio buttons: 'No Action' (selected) and 'Update'.

2. **State Reporting Exception(s)** – this section provides the ability to add, update or remove any EMIS exceptions for the selected days and calendars. Select the EMIS exception type from the dropdown and specify the hours for the exception.

The screenshot shows the 'State Reporting Exception(s)' form. It has a blue header bar with the title 'State Reporting Exception(s)'. Below the header is a search bar with a magnifying glass icon. The main area contains a list of exceptions. Each entry has a trash icon, a dropdown menu for the exception type, and a text input for hours. Two entries are visible: 'Parent Teacher Day' with 3.00 hours and 'Planned Shortened Day' with 3.00 hours. At the bottom, there are four radio buttons: 'No Action', 'Remove Exception(s)', 'Remove and Replace Exception(s)', and 'Add / Update Exception(s)' (selected).

3. **Day(s)** – this section provides the ability to select the calendar dates you wish to add exceptions to. You can select multiple days to update. Each day selected will appear in a box on the right as Added Days to apply the changes to. Click  to begin selecting dates to update.

Day(s)

Add Day(s)

Recurring Day(s)

Select Day(s)

December 2016

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Added Day(s)

12/13/2016

12/14/2016

12/15/2016

Use These Days

Cancel

Once days are selected, they will appear in the Day(s) section.

Day(s)

12/13/2016 12/14/2016 12/15/2016

Add Days

Clear

4. Calendar(s) – use this section to select all calendars you wish to apply the changes to. Multiple calendars may be selected from each building. If you select the checkbox beside the school name, all calendars for that school will be selected. Leave it unchecked if you wish to select individual calendars from each building.

Calendar(s)

▼ Batavia High School

9th, 10th, 11th, 13, & 23

CEC-N County Unit (Milford)

CEC-S County Unit (W.Burg)

Default Non-attending Calendar

Eleventh Grade

Met GR-Continuing Ed.

Non Grad-OOT

Senior Calendar

Tenth Grade

West Clermont County Unit

▼ BATAVIA MIDDLE SCHOOL

6th, 7th & 8th grades

CEC-N County Unit (Milford)

CEC-S County Unit (W.Burg)

Default Non-attending Calendar

Eighth Grade

Fifth Grade

5. Once all selections have been made, click

Save

 at the bottom of the page to save your changes.

StudentInformation copyright

Calendar 22 of 48

Rev. 2/7/2017 v.16.1.2

Subcalendar Scenarios

This section defines different scenarios for calendars that may be needed in a building. This is not an all inclusive list but each example may be used as a template for another calendar you may need.

When creating a subcalendar, you are making a copy of the master calendar. Each Calendar day is associated with the master calendar until you add a subcalendar exception and choose to disassociate the day from the master by selecting a day type which differs from the day type on the master calendar for the day (This disassociation also occurs when you select a different Day Type when using the Calendar Exception or Calendar Bulk Exception pages):

StudentInformation > Management > School Administration > Scheduling Administration > Sub-Calendar Days

Sub-Calendar Day Maintenance - Sat

From this screen, you can display, add, change and delete data pertaining to Sub-Calendar Day Exceptions.

General

The **Day Type** is used to override the Master Calendar Actual Day Type. This means that if the Master Calendar Actual Day Type changes, the **Day Type** specified here is still used.

Arrival Time:

Departure Time:

Periods of the Day: ☒ 1 ☒ 2 ☒ 3 ☒ 4 ☒ 5 ☒ 6 ☒ 7 ☒ 8 ☐ 9 ☐ 10 ☐ 11 ☐ 12 ☐ 13 ☐ 14 ☐ 15 ☐ 16 ☐ 17 ☐ 18 ☐ 19 ☐ 20

Day Type:

☒ **Single Day** ☐ **Recurring Pattern**

Date:

Once the day has been disassociated from the Master calendar, when you edit the subcalendar days, the disassociated day will appear with the edit pencil. This means that changes made for this date on the master calendar will not trickle down to this calendar. (This applies to day types only, no EMIS exceptions are copied from the master calendar). Any other day associated with the master where no exception exists will still be updated when the master calendar day is updated.

Non-attending Calendar – Create a non-attending subcalendar if one doesn't already exist

1. Navigate to: **StudentInformation** » **Management** » **School Administration** » **Scheduling Administration** » **Subcalendars**.
 - a. Add a non-attending subcalendar by clicking **Add Subcalendar**.
 - b. Type in a **Code** that makes sense to you and your school.
 - c. DNAC is used as the code in the example following this step by step.
 - d. Next give the subcalendar a **Name** that makes sense to you and your school.
 - e. Select the **Max Absence Level** from the dropdown.
 - f. Since we are creating the non-attending calendar, choose **Non-attending**.
 - g. Uncheck the Report to EMIS checkbox for non-attending calendars.
 - h. Complete the rest of the values on the page under the EMIS tab.
 - i. Click **Save**.
 - j. See the example screenshot below this step by step.

General

Code:

DNAC

Name:

Non-attending Calendar


Max Absence Level:

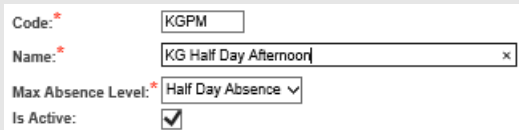
Non-attending

Is Active:


☒

1/2 Day Calendar - How to create or edit the 1/2 day calendar if needed

1. Navigate to: **StudentInformation** » **Management** » **School Administration** » **Scheduling Administration** » **Subcalendars**.
2. Each subcalendar you had in the prior year should have copied to the future year during SYI.
3. The Code, Name, and Max Absence Level get copied from the master calendar. The actual exceptions do not copy.
4. You'll notice the first calendar has a lock. This is the default calendar or the copy of the master calendar. Different schools call it different names. In the example screenshot following this step by step, the default or master calendar is called 1.
5. The other subcalendars will not have locks.
6. When setting up the half day calendar, the Hours Per Day field should be the total number of ours in a regular school day. If all other students in the building attend 6 hours per day, then the Hours Per Day for a half day calendar should be 6, even if the students on this calendar attend only 50% of the time.
7. Click on the  icon of one of the calendars that isn't locked. This Max Absence Level indicates this is a 1/2 day calendar.










Code: * KGPM
Name: * KG Half Day Afternoon
Max Absence Level: * Half Day Absence
Is Active: ☒

8. Once I clicked on the  icon I'm brought to the ***Subcalendar Days*** page.
 - a. You'll notice everyday has a lock on it. This means that each day is the same day type as the master calendar.
 - b. Since the ***Max Absence Level*** is set to .50 or a 1/2 day, StudentInformation knows these students only get counted for a 1/2 day of attendance.
 - c. The locks mean the subcalendar wasn't disassociated from the master calendar. Since the subcalendar wasn't disassociated, anytime you change a day on the master calendar it automatically changes the day on the subcalendar.
 - d. An example would be if December 15th became a ***Snow Day*** instead of a ***School Day***. If you change December 15th to a ***Snow Day*** on the master calendar it will automatically change December 15th to a ***Snow Day*** on all subcalendars.
 - e. StudentInformation actually gives you the option of making everyday on the 1/2 day subcalendar an actual 1/2 day. This step isn't necessary but can be done. Right now the ***Day Type*** column matches the master calendar and says ***School Day***.
 - f. To change each ***Day Type*** to a ***School Half-Day*** instead of ***School***

- Day** to better reflect the actual day type, click **Create Exception(s)**.
- g. The **Day Type** dropdown is currently defaulting to **Use Master Calendar Actual Day Type**.
 - h. Since we are editing the ½ day calendar, change the **Day Type** to **School Half-Day**.
 - i. Click **Recurring Pattern**.
 - j. The screen will refresh.
 - k. In the **Begin** field type in the first day of school and the last day of school since everyday during the school year will be a **School Half-Day**.
 - l. Check the appropriate **Days of the Week**. In the example following this step by step M, T, W, R, F are checked.
 - m. Put a checkmark in **Replace Existing Exceptions**.
 - n. Click Save.
9. You will receive the following message:

The pattern was applied. 99 calendar days were updated.

10. Since the days have pencils instead of locks I can tell this subcalendar was disassociated from the master calendar. November 3rd, in the example below has been disassociated from the master calendar.

		Oct 31, 2015			Non Attending Day
		Nov 01, 2015			Non Attending Day
		Nov 02, 2015	Monday		School Day
		Nov 03, 2015			Teacher In-Service Day
		Nov 04, 2015	Wednesday		School Day
		Nov 05, 2015	Thursday		School Day

11. If you would change a school day to a Snow Day on the master calendar, the day wouldn't automatically update to a Snow Day on the subcalendar since the subcalendar had been disassociated.

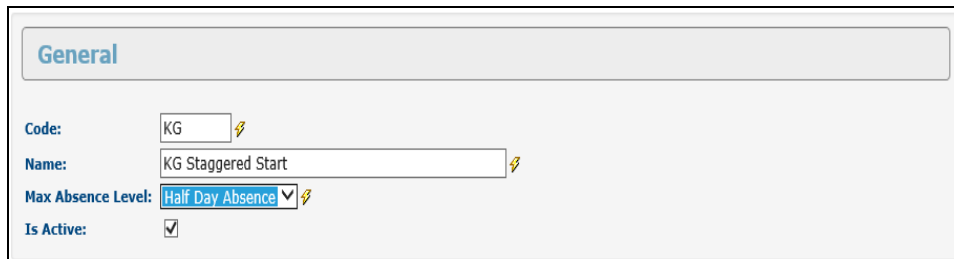
EMIS Settings

For any calendar day that has been updated, add the EMIS exception to this calendar day.

Staggered Start Calendar for KG students

For KG Students whose first day of school is later than the first day of school on the regular calendar, it is necessary to create a different calendar for this group of students. (If you have AM only and PM only students, separate calendars should be created for these groups as well.) Since the subcalendars for students who begin school on different dates than the master calendar are now set up with the correct start and stop dates, EMIS Exceptions are not entered or reported for days that are earlier than the master calendar start date or after the master calendar end date. Follow these steps to set up the calendar:

1. Navigate to: **StudentInformation** » **Management** » **School Administration** » **Scheduling Administration** » **Subcalendars**.
 - a. Add a subcalendar by clicking **Add Subcalendar**.
 - b. **General Section:** Type in a **Code** that makes sense to you and your school.
 - c. Next give the subcalendar a **Name** that briefly describes the calendar.
 - d. Select the **Max Absence Level** from the dropdown.
 - e. Make sure **Is Active** is checked.



General

Code: KG

Name: KG Staggered Start

Max Absence Level: Half Day Absence

Is Active: ☒

EMIS Section:

2. Enter the start date for the calendar.
3. Enter the end Date for the calendar.
4. From the Attendance Pattern dropdown, select the attendance pattern to report for students assigned to this calendar. (Each KG calendar will need a different attendance pattern.)
5. Select the Grade levels to be assigned to his calendar. If this is not the default calendar for the building, do not check the 'all grades' checkbox.
6. Select Days or Hours from the 'To be reported' selection.
7. Enter the hours per day. If students attend only a half a day, enter the hours for a full day calendar. The student's FTE will be used to adjust actually attending hours in attendance and enrollment calculations.
8. Leave the box blank for Exempt from Minimum Total Hours and/or Days. ODE will be providing values to be used for this attribute, if required.
9. Unless this calendar is a calendar where FTE is already taken into

consideration in the days of the calendar (i.e. all day Mon, all day Wed, half day Fri calendar), leave 'Ignore Percent of Time in Attendance Calculation' option unchecked.

10. Check the option 'Include in Attendance Calculation' if attendance is to be calculated for students assigned to this calendar.
11. Ignore 'Date of Spring Administration – Math Test'.
12. If students are not to be in attendance on any day of the week for all weeks on the calendar, check the boxes for the appropriate days under the section '**Not Expected to be in attendance between the first and last day of school on Every:**' option.
13. If students will attend on Saturdays or Sundays every week, then check the boxes for the appropriate days students will attend every week under the option '**Expected to be in attendance between the first and last day of school on every:**' option.
14. Check the checkbox for '**Report to EMIS**' if this calendar is to be included in EMIS reporting.
15. Click **Save** to save the calendar.

Creating an Alternating Attendance Day Calendar

For students who attend Monday, Tuesday and Wednesday morning only, it is necessary to create a separate subcalendar for them to indicate the days they are expected to be in attendance.

1. Navigate to: **StudentInformation » Management » School Administration » Scheduling Administration » Subcalendars.**
 - a. Add a subcalendar by clicking **Add Subcalendar.**
 - b. Type in a **Code** that makes sense to you and your school.
 - c. Next give the subcalendar a **Name** that makes sense to you and your school.
 - d. Select the **Max Absence Level** from the dropdown.
 - e. Make sure **Is Active** is checked.
 - f. See the example screenshot below this step by step.

General

Code:

PT

Name:

Mon/Tues/Half Day Wed

Max Absence Level:

Full Absence

Is Active:

☒

2. For this calendar, you will need to indicate which days students are not expected to be in attendance. In this scenario, students will never attend on Thursday or Friday. On the subcalendar maintenance page, check the boxes beside Thursday and Friday to indicate students will not be in attendance. By checking these boxes, the attributes C_YWKDAYTH and C_YWKDAYFR will be reported for this calendar.

Not expected to be in attendance between the first and last day of school on every:

Monday:

☐

Tuesday:

☐

Wednesday:

☐




Thursday:

☒

Friday:

☒

3. The next Step will be to create exceptions for this calendar to set the days off which students will never attend to non-attending days.
 - a. Navigate to the Calendar Bulk Exceptions page at **StudentInformation > Management > School Administration > Scheduling Administration > Calendar Bulk Exception Management.**



- b. Select **Subcalendar Day type** of Non-Attending Day
- c. Click  Update in the first box.
- d. In the State Reporting Exception(s) box, click  No Action . Since we've checked the boxes on the subcalendar maintenance page to indicate students don't attend any Thursday or Friday, no additional EMIS exceptions are needed.
- e. In the Day(s) box, Click  to begin selecting days on the calendar to apply exceptions to. For each month of the calendar, click on Thursday and Friday to add those days to the days selected box. Scroll through each month and select the days to add.
- f. In the Calendar(s) box, check the box beside the calendar(s) these exceptions apply to.
- g. Click **Save**.

Graduates – Early Release Calendar

For seniors or other students who will be released from school at the end of the school year earlier than students on the regular calendar, it is necessary to create a different calendar for this group of students.

1. Navigate to: **StudentInformation** » **Management** » **School Administration** » **Scheduling Administration** » **Subcalendars**.
 - a. Add a subcalendar by clicking **Add Subcalendar**.
 - b. Type in a **Code** that makes sense to you and your school.
 - c. Next give the subcalendar a **Name** that makes sense to you and your school.
 - d. Select the **Max Absence Level** from the dropdown.
 - e. Make sure **Is Active** is checked.
 - f. See the example screenshot below this step by step.

The next step will be to update the Calendar End Date for these calendars to the actual last day these students are expected to be in attendance. For example, if the seniors are not expected to be in attendance the last 3 days of school, you would update the Calendar End Date from 6/1/17 to 5/26/17.

EMIS	
	(Current Master Calendar Start Date: 8/29/2016)
Calendar Start Date: *	8/29/2016 
	(Current Master Calendar Stop Date: 6/1/2017)
Calendar End Date: *	05/26/2017 

EMIS Exceptions do not need to be created for those days after the last date of the subcalendar. ODE will not be looking for any student attendance on those days.

Adding a sub-calendar mid-year when attending days for one grade level within a separate sub-calendar have changed



Although it is rare, there are occasions when a new sub-calendar may need added after school has begun. A couple examples of this would be

(1) A building has students in grades 9, 10 and 11 on a default sub-calendar. Later in the school year, a school day is set for Juniors to take the ACT or SAT school-wide. This day will now be a non-attending day for students in grades 9 and 10; or

(2) A building has students in grades 9, 10 and 11 on a default sub-calendar. Later in the school year, it is determined that juniors will take the ACT or SAT on a Saturday, which is a non-attending day on the calendar.

For these examples, a new sub-calendar will need to be created for the juniors to reflect an attending day when the remaining students on the default sub-calendar have a non-attending day.

The referenced selections below when setting up the new sub-calendar are to create a separate calendar for all-day juniors. Depending on the situation the new sub-calendar is needed for, your values *may be different*.

1. Determine the date the Juniors will be in attendance for the test.
2. For any sub-calendar in the building assigned to students who will not be required to attend school on testing day, add an EMIS exception for ***Planned Day for 0.00 hours*** to their calendar(s).
3. Add a unique Attendance Pattern for the new sub-calendar. With the district and current school year in context, navigate to **StudentInformation > Management > School Administration > EMIS > Attendance Pattern Maintenance**, click  and choose an Attendance Pattern Code, Attendance Pattern Description and Save.
4. With the building and current school year in context, navigate to **StudentInformation > Management > School Administration > Scheduling Administration > Sub-Calendars** and click .
5. Complete all values:
 - a. **Code** – Choose short code with meaning
 - b. **Name** – Name of sub-calendar
 - c. **Max Absence Level** – Full
 - d. **Is Active** – Check
 - e. **Calendar Start Date** – same start date as the sub-calendar students are currently on (needs to be the beginning of the school year)


- f. **Calendar End Date** – last day of attendance for this grade level
- g. **Attendance Pattern** – newly created value in Step 3 above
- h. **All grade levels** – Unchecked
- i. **Grade Levels** – Select grade 11 only
- j. **Days or Hours** – whichever is appropriate for this district
- k. **Hours Per Day** – enter the number of hours per day school is in session for a full day in this building
- l. **Exempt from Minimum Total Hours and/or Days** – leave blank
- m. **Ignore Percent of Time in Attendance Calculation** – unchecked
- n. **Include in Attendance Calculation** – checked
- o. **Date of Spring Administration of Math Test** – blank
- p. **Not expected to be in attendance between the first and last day of school on every** – check only if applicable
- q. **Expected to be in attendance between the first and last day of school on every** – check only if applicable
- r. **Report to EMIS** – checked




6. Save the sub-calendar




7. Add all EMIS Exceptions for the entire school year. This should include holidays, planned days off, parent teacher conferences, etc. Also include any snow delays or other exceptions that have occurred to date.

Assigning students to the new calendar

8. Create an Ad-Hoc Membership for the students in this grade level who need to be assigned to the new calendar. With the building and current year in context, navigate to the Student Profile Bulk Update, **Student Information > Management > Ad-Hoc Updates > Student Profile Bulk Update**.

9. On the **Select Ad-Hoc** tab, choose the Ad-Hoc Membership created for this purpose, and click .

10. On the  tab, check the  field and choose the new sub-calendar from the dropdown. Then move to the **Admission History Effective Start Date:**  field and fill in with the date the change is being made or the first day of school, whichever method you choose. This will update the calendar on the General tab of the student profile as well as in Admission History.

11. Continue clicking  until you reach the [FS-Standing & FD-Attributes-Effective Date](#). On this tab, fill in the **Effective Start Date:**  with the same date as the one in Step 10 above. On the same tab, navigate to the **Reporting Calendar:**  field and select the new sub-calendar from the

Attendance Pattern:



- dropdown. The field will be populated with the attendance pattern associated with the new sub-calendar. This will add a new FD record on the Student Profile with the date of the calendar change, and update the Reporting Calendar and Attendance Pattern as of that date.
12. Complete the Student Profile Bulk Update process. When getting to the [Review updates](#) tab, verify your selections are correct and click Submit.
 13. You can spot check some of the students in this grade level to verify the updated records.
 14. Be sure to include this sub-calendar when inputting future EMIS exceptions.

Snow Days - How to enter Snow Days that occur on a reporting term start date

Qtr 2 was originally slated to end Friday, January 20th. Qtr 3 starts on Monday, January 23rd. Inclement weather forces the district to cancel school on Friday, January 20th, pushing back the start of Qtr. 3 until Tuesday, January 24th instead.

1. At the building level in the school year you'd like to enter a snow day navigate to: **StudentInformation** » **Management** » **School Administration** » **School Building Administration** » **Calendar Dates Wizard**.
2. Skip to tab 3 named **Schedule Term Dates**.
3. Change Quarter 2's Stop Date to the day before you want 2nd semester to start. (01/20/17 in the example below). This sets the last day of the course term to January 23th. The first day of the 3rd quarter will now be January 24th.

Calendar Dates Wizard

From this screen, you can modify master calendar dates using a step-by-step wizard approach.


Calendar Boundaries **Configure and Confirm Boundary Changes** Schedule Term Dates Non-Attending Days Master Calendar Review

i The Schedule Terms Dates tab allows users to edit the stop dates of each schedule term configured for the master calendar. Schedule Terms are units of the calendar where course terms may be scheduled. Schedule Term also make up the units of reporting terms. On this screen, Schedule Terms are listed from first to last in order of their stop dates. Some Schedule Terms have stop dates that are shared with course terms and/or reporting terms. Schedule Terms will not have course terms listed when they do not share a stop date. Schedule Terms will not have reporting terms listed when they do not share a stop date.

#	Reporting Terms	Course Terms	Stop Date
3.	Quarter 1		10/28/2016
6.	Quarter 2	1st Semester Only	1/20/2017
9.	Quarter 3		3/24/2017
12.	Quarter 4	2nd Semester Only, All year	6/1/2017

☒ Changes to Stop Dates are Planned

< Back Next > Cancel

4. Click **Next >** to move to the **Non-Attending Days** tab.
5. In the **Date:**  field enter the date of the snow day. (01/23/17 in the example above)
6. In the **Day Type:** dropdown select **Snow Day**
7. Click **Next >**.
8. Leave the ☒ **Change in Non attending dates are Planned** checked.

Date: 01/23/2017 Thru: Day Type: Snow Day Note: School Cancelled ☒ Change in Non attending dates are Planned Save

9. Now click **Save** to add the snow day. Click Next to move to the next tab.

10. On the **Master Calendar Review** tab, click **Finish**.



Student Course Section assignment Start Dates will no longer be updated by the Calendar Dates Wizard. Use the **Course Section Assignment Dates** page to update student course section start dates.

[StudentInformation](#) > [Management](#) > [School Administration](#) > [Scheduling Administration](#) > [Course Section Assignment Dates](#)

EMIS Settings

For the Snow Day, an EMIS exception will need to be entered for all calendars where applicable. The exception may be entered for either one day or as many subcalendars as applicable using the Calendar Bulk Exception Management.

1. If you're just adding the exception to one calendar, at the building or district level, navigate to: **StudentInformation** » **Management** » **School Administration** » **Scheduling Administration** » **Calendar Exception Management**.
2. Locate the day to change to a snow day. Click on the day on the calendar. (If the day is also a blizzard bag day, leave the day type as a school day so that attendance may be taken.)
 - a. Under the Sub Calendar Day section, select 'Snow Day' from the dropdown section.
 - b. Under State Reporting Exceptions, click the **+** to add a new exception. Select Calamity Day from the exceptions dropdown. Enter 0.00 in the hours field.
 - c. If the calamity day is also a Blizzard Bag Day, click the **+** again and select Blizzard Bag day exception. Enter the hours to count towards the Blizzard Bag Day.
 - d. Click **SAVE** to save the record.

State Reporting Exception(s)

Calamity Day

▼

0.00



Blizzard Bag Day

▼



6.00

+



Snow Days - How to enter Snow Days or other non-attending days after the master calendar has been created that don't change course term start and stop dates

1. If you're just adding the exception to one calendar, at the building or district level, navigate to: **StudentInformation** » **Management** » **School Administration** » **Scheduling Administration** » **Calendar Exception Management**.
2. Locate the day to change to a snow day. Click on the day on the calendar.
 - a. Under the Sub Calendar Day section, select 'Snow Day' from the dropdown section.
 - b. Under State Reporting Exceptions, Click the  to add a new exception. Select Calamity Day from the exceptions dropdown. Enter 0.00 in the hours field.
 - c. If the snow day is also a Blizzard Bag Day, click the  again and select Blizzard Bag day exception. Enter the hours to count towards the Blizzard Bag Day.
 - d. Click **SAVE** to save the record.


State Reporting Exception(s)

 Calamity Day 

0.00

 Blizzard Bag Day 


6.00



Makeup Days - How to change a non-attending to a school day

1. At the building level in the school year you'd like change the reporting term or schedule term, navigate to: **StudentInformation** » **Management** » **School Administration** » **Scheduling Administration** » **Master Calendar**.

2. Locate the day that will be a makeup day instead of a non-attending day.

a. Click on the  icon.

b. In the **Actual School Day Type:** dropdown, select .

c. In the **Actual Rotation Day:** dropdown, select the day of the week.

Note: If the make-up day is a weekend day, you'll need to select one of the normal days of the week to assign to the date. *(this will look like you have two days of the week with the same day but it won't matter)*

d. The Actual Student Attendance Day Count and Actual Staff Attendance Day Count automatically update to 1.0.

e. Ignore the **Is Fixed:** checkbox because it is not functional at this time.

f. In the **Tumble Rotation Day Duration:** section, only select  **None**.

g. In the **Add Additional Day To:** section, leave both selections unchecked.

h. Click .

3. Next verify the **Actual Days:** count is correct.

4. Click Save.

5. If this is a full make-up day with the same number of hours as every regular school day, then nothing further is required to be done. Changing it to a School Day with no EMIS Exceptions will allow it to be counted as a regular school day. If there are EMIS Exceptions already in place on the subcalendars for these days, the EMIS Exceptions should be removed from any subcalendar that will now be an attending day.

6. If this day is shorter or longer than the regular school day to make up hours missed, then the appropriate EMIS Exception should be entered for the day indicating the number of hours that the students will be in attendance.

a. Longer Day – Choose Planned Lengthened Day with the total number of hours of attendance for that day; hours must be greater than the regular day hours

b. Shorter Day – Choose Planned Shortened Day with the total number of hours of attendance for that day; hours must be shorter than the regular day hours

c. Weekend Make-Up Day – Choose Planned Weekend Make up Day with the total number of hours of attendance for that day

Mass Updating calendars where this added day should NOT be an attending day.

1. Now that you've made this day a school day on the master calendar, it will be a school day on all subcalendars unless you change the day to a non-attending day on calendars where this change doesn't apply. Use the Calendar Bulk Exceptions calendar page to update all subcalendars at the same time.
 - a. Navigate to **StudentInformation » Management » School Administration » Scheduling Administration » Calendar Bulk Exception Management**.
 - b. In the Sub Calendar Day box, select Non Attending Day from the dropdown for Sub Calendar Day type. Click on ☒ Update .
 - c. Click ☒ No Action in the State Reporting box as no EMIS exception will be reported for this day.
 - d. In the Day(s) section, click on Add Days. From the calendar, click on the weekend day you changed on the master calendar to an attending day. Click to save the selected date.
 - e. In the Calendar(s) box, check the box beside each calendar where the master calendar day change does NOT apply.
 - f. Click **SAVE** to save the record.

Reporting Terms - How to change the last day of a reporting term or schedule term



In order to update the first day of school or a reporting term start date to a date that has already passed, you will need to be granted extra security permissions named **- Update past on calendar dates wizard**. Please contact your security administrator to verify you have needed security permissions.

1. At the building level in the current school year you'd like to change the reporting term or schedule term, navigate to: **StudentInformation** » **Management** » **School Administration** » **School Building Administration** » **Calendar Dates Wizard**.
2. You will be on the **Calendar Boundaries** tab. Do not make any changes on this tab and click **Next**.
3. Now you will be on the 3rd tab named **Schedule Term Dates**.
 - a. Change the Stop Date of the corresponding Reporting Term/Schedule Term.
 - b. In this example, I have chosen to change the Stop Date of Quarter 2 which will affect the Start Date of Quarter 3 or 2nd Semester only classes.

The screenshot shows the 'Calendar Dates Wizard' interface. At the top, a red banner reads: 'From this screen, you can modify master calendar dates using a step-by-step wizard approach.' Below this are five tabs: 'Calendar Boundaries', 'Configure and Confirm Boundary Changes', 'Schedule Term Dates' (which is selected), 'Non-Attending Days', and 'Master Calendar Review'. The main content area contains explanatory text about schedule terms and a table. The table has three columns: '#', 'Reporting Terms', and 'Course Terms'. It lists four quarters with their respective stop dates. The stop date for Quarter 2, '1/21/2011', is circled in red. Below the table is a checkbox labeled 'Changes to Stop Dates are Planned' which is checked. At the bottom right are three buttons: '< Back', 'Next >', and 'Cancel'.

#	Reporting Terms	Course Terms	Stop Date
1.	Quarter 1		10/22/2010
2.	Quarter 2	1st Semester	1/21/2011
3.	Quarter 3		3/24/2011
4.	Quarter 4	2nd Semester, All Year	5/27/2011

- On the **Calendar Dates Wizard** page on tab 3 **Schedule Term Dates**, I am changing Quarter 2 to end Friday, January 21st instead of Monday, January 17th.
- c. This will change the Quarter 3 start date to January 24th.
 - d. Leave the checkbox in **Changes to Stop Dates are Planned**. At this time the checkbox is not functional.
 - e. Click **Next**.
4. Now you are on the 4th tab named **Non-Attending Days**, click **Next** to move to the last tab.
 5. Your changes are now reflected on the final tab named **Master Calendar Review**.

- a. In the 4th screen shot you'll notice the start date of the 2nd semester only class was automatically updated with the new start date of January 24th.
6. Next, check to make sure the reporting term start and stop dates updated by navigating to: **StudentInformation** » **Management** » **School Administration** » **Scheduling Administration** » **Initialization** » **Reporting Terms Maintenance**.

WARNING: You are working with the Current School Year, and not a Future School Year as expected

Reporting Terms Maintenance

From this screen, you can display and change data pertaining to reporting terms.

Add Virtual Term
Save Changes
Cancel Changes

	Code	Exp Code	Name	Start Date	End Date	Planned Days	Actual Days	Sort Order	Marks Start Date	Marks Cutoff Date	Active
	Qtr1		Quarter 1	Aug 23, 2010	Oct 22, 2010	44.00	44.00	1			
	1Int		1st Quarter Interim			0	0	2			
	Qtr2		Quarter 2	Oct 26, 2010	Jan 13, 2011	45.00	45.00	3			
	2Int		2nd Quarter Interim			0	0	4			
	1Ex		1st Semester Exam			0	0	5			
	1Avg		1st Semester Average			0	0	6			
	Qtr3		Quarter 3	Jan 18, 2011	Mar 24, 2011	47.00	47.00	7			
	3Int		3rd Quarter Interim			0	0	8			
	Qtr4		Quarter 4	Mar 28, 2011	May 27, 2011	42.00	42.00	9			
	4Int		4th Quarter Interim			0	0	10			
	2Ex		2nd Semester Exam			0	0	11			
	2Avg		2nd Semester Average			0	0	12			
	Fin		Final Grade			0	0	13			

☒ Show Active Only

7. Finally make sure the schedule term dates updated by navigating to: **StudentInformation** » **Management** » **School Administration** » **Scheduling Administration** » **Initialization** » **Schedule Terms**.
8. If you encounter any issues updating the reporting term/schedule term start or stop dates, please contact your ITC or State Support.

Student Course Section Assignment Start Dates

Student Course section assignment start dates are no longer updated through the calendar dates wizard. Use the new course section Assignment Dates page to adjust any Course section assignment start or end dates necessary.

StudentInformation > Management > School Administration > Scheduling Administration > Course Section Assignment Dates

Course Section Assignment Dates

Term Code	Term Name	Start Date	Stop Date	Original CSA Start Date	Original CSA Stop Date
AY	All Year	8/25/2015	5/25/2016	<input type="text"/>	<input type="text"/>
1Sem	1st Semester	8/25/2015	1/14/2016	<input type="text"/>	<input type="text"/>
2Sem	2nd Semester	1/19/2016	5/25/2016	<input type="text"/>	<input type="text"/>
9wk1	1st 9 weeks	8/25/2015	10/23/2015	<input type="text"/>	<input type="text"/>
9wk2	2nd 9 weeks	10/27/2015	1/14/2016	<input type="text"/>	<input type="text"/>
9wk3	3rd 9 weeks	1/19/2016	3/18/2016	<input type="text"/>	<input type="text"/>
9wk4	4th 9 weeks	3/21/2016	5/25/2016	<input type="text"/>	<input type="text"/>

Save Changes

EMIS Updates

No EMIS Attributes need to be reported in this Scenario, however, if the change results in the extension of the school year by a day or two, the last day of school value on the Master Calendar will change and this change will be reflected on the DL record reported for each subcalendar unless EMIS End dates have been entered. If Manual Exceptions have previously been entered for days **_after_** the last day of school, they will need to be deleted and then added to the appropriate days for each subcalendar.

Earlier First Day of School - How to change the first day of school to start earlier than originally planned



In order to update the first day of school or a reporting term start date to a date that has already past you will need to be granted extra security permissions named **- Update past on calendar dates wizard**. Please contact your security administrator to verify you have needed security permissions.

1. Navigate to: **StudentInformation** » **Management** » **School Administration** » **School Building Administration** » **Calendar Dates Wizard**.
2. In the example following this step by step, the school was supposed to start on 8/25/15.
3. I have decided to change the first day to 8/24/15.
4. On the first tab named **Calendar Boundaries** I typed in the new **Start Date** of 8/24/15.
 - a. Click **Next**.
5. On the 2nd tab named **Configure and Confirm Boundary Changes** I have to fill in the dropdowns for each day added.
 - a. Since school was originally supposed to start on Tuesday, 8/25/15 and I'm changing the start to Monday, 8/24/15, I am required to enter a **Rotation Day Type, School Day Type, Student Att. Day Count, Staff Att. Day Count** for each day I've added.
 - b. I am matching the **Rotation Day Type** dropdown with the same value in the **Day** column which for 8/24/15 is a Monday.
 - c. In the **School Day Type** dropdown for 8/24/15, I chose **School Day**.
 - d. When you change the **School Day Type** dropdown to **School Day**, the **Student Att. Day Count** field is automatically populated with 1.00 – which is correct.
 - e. Click **Next**.
6. The 3rd tab named **Schedule Term Dates** lists each schedule term and reporting term. If any stop date of any reporting term or schedule term has changed due to starting the school year early, make those adjustments here.
 - a. Leave the check in the box next to **Changes to Stop Dates are Planned**.
 - b. Click **Save**.
7. On the **Non-Attending Days** tab, add any non-attending day that wasn't added previously if necessary.
 - a. Click **Next**.
8. Once on the **Master Calendar Review** page, verify your changes. You should see the new start date of school reflected on this page.
9. Now navigate to the following page to make sure the correct start is listed in the **Start Date** field: **StudentInformation** » **Management** » **School**

- Administration » Scheduling Administration » Master Calendar.**
10. If any of the reporting term or schedule term stop dates were changed, navigate to the following pages to ensure the changes took:
StudentInformation » Management » School Administration » Scheduling Administration » Initialization » Reporting Terms Maintenance and StudentInformation » Management » School Administration » Scheduling Administration » Initialization » Schedule Terms.
 11. Course section assignments that already exist are no longer updated with the new first day of the term. You must use the new Course Section Assignment Dates page to update the course section assignment start dates to reflect the new date.
 12. Once on the page, for each course term starting on the first day of school, enter the original first day of school in the **Original CSA Start Date** column. If the course term stop date is also changing, enter the original course term stop date in the **Original CSA Stop Date** column. Any course section assignment for the course term that has the original date for the start date or stop date will be updated to the new start and/or stop date. If only one date changed (start or stop), only fill in the date for the one changing. All assignments matching the start date selected will be updated to reflect the new start date.
 13. Check all subcalendars to verify the Calendar Start Date is correct; update if needed.

Course Section Assignment Dates

Term Code	Term Name	Start Date	Stop Date	Original CSA Start Date	Original CSA Stop Date
AY	All Year	8/24/2015	5/25/2016	<input type="text"/>	<input type="text"/>
1Sem	1st Semester	8/24/2015	1/14/2016	<input type="text"/>	<input type="text"/>
2Sem	2nd Semester	1/19/2016	5/25/2016	<input type="text"/>	<input type="text"/>
9wk1	1st 9 weeks	8/24/2015	10/23/2015	<input type="text"/>	<input type="text"/>
9wk2	2nd 9 weeks	10/27/2015	1/14/2016	<input type="text"/>	<input type="text"/>
9wk3	3rd 9 weeks	1/19/2016	3/18/2016	<input type="text"/>	<input type="text"/>
9wk4	4th 9 weeks	3/21/2016	5/25/2016	<input type="text"/>	<input type="text"/>

Save Changes

EMIS Updates

No EMIS Attributes need to be reported in this Scenario, however, if the change results in the extension of the school year by a day or two, the first day of school value on the Master Calendar will change and this change will be reflected on the DL record reported for each subcalendar. Make sure the EMIS Start Date on subcalendar Maintenance is still correct. If Manual Exceptions had previously

been entered for days **_before_** the first day of school, they will need to be deleted.

Later First Day of School - How to change the first day of school to start later than originally planned

1. Navigate to: **StudentInformation** » **Management** » **School Administration** » **School Building Administration** » **Calendar Dates Wizard**.
2. On the first tab named **Calendar Boundaries**.
 - a. Enter the new 1st day of school.
 - b. Leave the check in ☒ **Change in start date is planned**.
 - c. Click **Next >**.
3. If any of the Schedule Term Stop dates need adjusted because of the change in the first day of school, make the adjustments on the **Schedule Term Dates** tab.
 - a. Click **Next >**.
4. Add any new non-attending days on the **Non-Attending Days** tab.
 - a. Click **Next >**.
5. On the **Master Calendar Review** tab, click **Finish**.
6. Next go to **Reporting Terms Maintenance**, **Schedule Terms Maintenance**, and the **Master Calendar** pages to make sure the changes saved.
7. Check all subcalendars to verify the Calendar Start Date is correct; update if needed.

EMIS Updates

No EMIS Attributes should be reported in this Scenario, however, if the change results in the extension of the school year by a day or two, the first day of school value on the Master Calendar will change and this change will be reflected on the DL record reported for each subcalendar. Make sure the EMIS Calendar Start Date is still correct. If Manual Exceptions had previously been entered for days **_before_** the first day of school, they will need to be deleted.

Later Last Day of School - How to change the last day of school to end later than originally planned using the *Calendar Dates Wizard* page

1. In the current school year at the building level, navigate to:
StudentInformation » ***Management*** » ***School Administration***
» ***School Building Administration*** » ***Calendar Dates Wizard***.
2. Enter the new last day of school in the **End Date:** field and leave the ☒ **Change in end date is planned** checked.
3. Click **Next >**.
4. In the **Rotation Day Type** dropdown for each day, select the appropriate day of the week. If the day falls on a Saturday or Sunday, leave the field blank.
5. In the **School Day Type** dropdown for each day, select **School Day** ⚡. If the day falls on a Saturday or Sunday select **Non Attending Day** ⚡.
6. Click **Next >**.
7. You will receive the following message

The boundaries have been successfully saved.
8. Click **Next >** twice to advance to the final tab named **Master Calendar Review**.
9. Click **Finish**.
10. Navigate to the Master Calendar page and verify the last day of school was updated.
11. Check all subcalendars to verify the Calendar End Date is correct; update if needed.






EMIS Updates

No EMIS Attributes need to be reported in this scenario, however, if the change results in the extension of the school year by a day or two, the last day of school value on the Master Calendar will change and this change will be reflected on the DL record reported for each subcalendar. Make sure the EMIS Calendar Stop Date is still correct on Calendar Maintenance. If Manual Exceptions had previously been entered for days _after_ the last day of school, they will need to be deleted.

Only students on a particular subcalendar attend – How to configure the calendar so day is non-attending for all students but the students assigned to a particular subcalendar








In order to mark a day as a “School Day” on a subcalendar it must be a “School Day” on the Master Calendar.

1. At the building level, navigate to: **StudentInformation** » **Management** » **School Administration** » **Scheduling Administration** » **Master Calendar**.
 - a. Verify that  is selected in the dropdown for **Actual School Day Type:**.
2. Next, you need to modify the day on each subcalendar where students will NOT be attending on this day. Navigate to **StudentInformation** » **Management** » **School Administration** » **Scheduling Administration** » **Calendar Bulk Exception Management**.
3. In the Subcalendar Day type box, select Non-attending day from the dropdown. No need to specify times or periods of the day.
4. In the State Reporting Exceptions box, click the  to add an Exception for Planned Full Day out with 0.00 hours since it's a full day out. At the bottom of the box, click .
5. In the Day(s) box, click  to add the date(s) the change will apply to.
6. In the Calendar(s) box, select the calendars in each building the change will apply to. If the day will be applied to all calendars in a building, check the checkbox beside the school name.
7. Click . The event will be added to all selected calendars.

Adjusting a subcalendar whose days have been lengthened for a long period of time

In the event of multiple snow days, it may be necessary to make up some of the missed time. Originally we were advised when a calendar was going to have lengthened days for a long period of time, it was best to set up a new calendar and switch students over to a new calendar. This resulted in a new FD record for each student affected. ODE's recommendation now is to enter each DN Lengthened day exception for the time period for the new hours on the existing calendar. This eliminates the need to create a new FD record for each student. This would result in an EMIS exception to be reported for each extended day. Use the Bulk Exception Management page to mass add EMIS exceptions to each day students will attend extended hours.

1. At the building level, navigate to: **StudentInformation » Management » School Administration » Scheduling Administration » Calendar Bulk Exception.**
 - a. In the first box, Select  No Action . Since we are modifying existing calendar days, no sub calendar day types will be changing.
2. In the State Reporting Exception(s) block, click the  to add an exception. Since we're lengthening days on the calendar to the same length, only one exception needs to be added. Select **Planned Lengthened Day** from the dropdown. Fill in the hours for the total hours each day will meet. The hours should be greater than the hours per day defined on the subcalendar.
3. Select  Add / Update Exception(s)
4. In the Day(s) block, click on  . Click on each day on the calendar that needs to be lengthened. Once you've selected all the days to add the exception to, click  to add the exception to each day.
5. In the Calendar(s) block, select the schools and/or calendars to apply the attribute to.
6. Once all selections have been made, click Save to apply the exception to all selected calendar days.



JVS Integration Step by Step

Change Log

Date	Section Number/Name	Change Description
8/16/2016	Entire doc	Updated with changes from the 16.1 Release
1/22/16	Secondary steps for JVS – Task #1	Suggestions from ticket
04/01/2015	Entire doc	Suggestions from training
03/16/2015		Doc created

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Introduction

Terminology used in this document

The following terminology will be used throughout this document to refer to the building at the JVS or the home school building:

JVS Clone – The JVS clone building is the building set up at the JVS to clone the Home School Satellite Building.

Home School Satellite – The Home School Satellite refers to the actual location of the satellite course. Satellite courses are housed in regular districts.

The purpose of JVS Integration is to ease the burden on the JVS to report courses and students attending JVS courses which are housed in the student's own home district. These types of courses are called Satellite classes. The JVSD is the employer of the teacher, therefore, they have the responsibility of reporting all information related to these classes even though they are housed in another district. The JVS Integration process will:

- Update student demographic information for students in the JVS Satellite classes for reporting by the JVSD
- Maintain course sections assignments for these students in the JVS Clone buildings

The integration process will be set up at the ITC to run at scheduled intervals to look for changes in demographic information or class assignments only in JVS classes and will update the JVS clone to mirror the Home School Satellite.

Preliminary steps for ITC

Task #1 – Submit ticket requesting JVS Satellite buildings be created in the database for the future school year

A 1:1 relationship between the Home School Satellite and the JVS Clone is required. For example, if both the middle school and high school within a district

offer JVS satellite courses, you need to create a separate JVS Clone building for each.

Once the JVS Clone buildings are created in the database, they can be seen in the school dropdown under the JVSD after you logout and back in.

Task #2 – Create a JAMS job to run the SoftwareAnswers.JVSIntegration console application

Please see the JVS Integration Installation Instructions found on the SA Portal. The job can be setup to run once nightly or at any other time interval you choose.

****** You will want to turn off the ethnicity sync portion of the process. If the ethnicity sync is turned on, the ethnicity from the Home School Satellite will be synced to the JVS Clone. Currently, if the home school has a value of “* - Not recollected” but the JVS has the student with an actual ethnicity value, the actual ethnicity value would be overridden with ‘*’, which would cause an error in reporting the data.

Turn off the ethnicity sync (Hispanic/Latino, Racial Group(s) and Summative Race values) by passing the following command argument:

- a. Open a command prompt.
- b. Enter the following: “C:\JVS\SoftwareAnswers.JVSIntegration.exe – SKIPETHNICITYUPDATE”

NOTE: the “C:\JVS\” portion of the command should indicate where ever you have your application files stored on your server and may not be in a JVS folder.

Secondary Steps for JVS Clone Buildings

Task #1 – Perform the following setups in each new JVS Clone buildings for the future school year

The purpose of the Clone building is to make it look just like the Home School Satellite building. Each of the following items need to be completed in each JVS Clone.

- a. **Run Calendar Wizard & SYI Tasks** – Run Calendar Wizard at the new JVS Clone building with the same Master Calendar start and stop dates and Reporting Term start and stop dates as the home school Satellite building.

Note: If you pick STD Standard Day for the Rotation Days, and you want to take period attendance at the JVS Clone building, you will need to edit the Day code in SI and change it to a 2-character value (such as MO for Monday) because GradeBook only allows 2 characters in that field.

Also, create Periods of the Day to tie to the course section meeting times. If a student is taking 3 Satellite classes, you will need 3 periods. If using period attendance, the periods in Periods of the Day Maintenance need to have start/end times.

When running SYI tasks in the future year, select to copy from the current year. You do not need to map the course terms after the 2nd set of tasks.

- b. **Create Default Schedule Result Set**
- c. **Add Building Grade Levels** – Add applicable grade levels for the JVS Clone building on the Building Grade Levels Maintenance page.
- d. **Add a Sub-Calendar** – Add a sub-calendar on Sub-Calendar Maintenance. This sub-calendar should mirror the calendar at the Home School Satellite that Satellite students are assigned to.
- e. **Create Course Terms** – Create course terms on Course Terms Maintenance for the corresponding satellite sections
- f. **Create Periods:** Verify at least one period of the day was created during Calendar Wizard – if not, create one period on Master Calendar Periods and link it to each day of the week on Periods of the Day Maintenance. If a student is taking 3 Satellite classes, you will need 3 periods. If using period attendance, the periods in Periods of the Day Maintenance need to have start/end times.
- g. **Add Teachers** – Manually enter teachers teaching JVS satellite courses into the new JVS clone building. Ensure they have a job function of Teacher on tab 2 of their account.

- h. **Add Room**– Create a room to be used on all of the satellite course section meeting times on Rooms/Locations Maintenance page.
- i. **Add Local Ethnicity Codes** – Manually enter local ethnicity codes that mirror the home school, or ask the SSST DBA to copy the home school’s local ethnicity codes to the JVS clone building. If the JVSD’s Local Ethnicity codes are configured at the district level, they will appear at the new JVS clone building. The Local Ethnicity code used at the home school Satellite must match the Local Ethnicity code used at the new JVS Clone Building.
- j. **Add Student Status Codes**– Add at least one Student Status code.
- k. **Add Courses** – Manually enter courses with a course type = Class (they do not have to match the course code at the home school Satellite), or ask the SSST DBA to copy the course catalog from the home school satellite to the JVS clone building. **Please note:** You don’t need the entire course catalog from the corresponding Home School, you only need the JVS Satellite courses. **NOTE:** Courses at Home School must be type = *Satellite*. JVS Clone building courses must be type = *Class*.
- l. **Add Course Sections** – Create course sections at the new JVS Clone building that correspond to the course sections in which the students are enrolled at the home school satellite.
- m. **Add Period Absence Types** – Add period absence types for unexcused, excused, non-absence, and partial absence.
- n. **Configure DASL Options (Scheduling tab)**– Select a Default Calendar and Final Schedule Result.
- o. **Configure Registration Defaults**

Task #2 – Turn on JVS Integration at each JVS Clone building

1. Navigate to: **StudentInformation » Management » School Administration » School Building Administration » School Demographics.**
2. Select the *JVS Integration On* checkbox
3. Select the school from the *Select JVS Satellite school* drop-down list where students will be taking JVS satellite classes.
4. Clear the SI Cache.

Progress Book On:	<input type="checkbox"/>	
JVS Integration On:	<input checked="" type="checkbox"/>	Select JVS Satellite School: * - MT. HEALTHY HIGH SCHOOL ▼

Task #3 – Turn on JVS Integration at each Home School Satellite

1. Navigate to: [StudentInformation](#) » [Management](#) » [School Administration](#) » [School Building Administration](#) » [School Demographics](#).
2. Select the *JVS Integration On* checkbox
3. Select the clone school from the *Select JVS Satellite school* drop-down list where Home School Satellite students and classes will be cloned.
4. Clear the SI Cache.

JVS Integration On:	<input checked="" type="checkbox"/>	Select JVS Satellite School: *	- Z-MT. HEALTHY SATELLITE
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Task #4 – Use the Student Transfer process to register Satellite students into JVS Clone building

Each student attending satellite classes must be enrolled in the JVS Clone building before any information may be synced from the Home school satellite building.

Task #5 – Map home school satellite courses to courses at the JVS Clone Building

1. Navigate to: [StudentInformation](#) » [Management](#) » [School Administration](#) » [JVS CourseSection Map](#).
2. The courses on the right side are the JVS Clone building courses that are marked as type = Class. Courses in the dropdowns on the left are the Home School courses with a course type = Satellite.
3. Choose a corresponding Teacher, Course, and Section on the left for each Satellite course.

Attendance Options for Satellite Students

A JVS has two options for entering Satellite Student Attendance for EMIS reporting.

Option 1:

Set up a sub-calendar at the JVS Clone building that is a mirror of the Home School calendar, including all non-attending days and EMIS exceptions. Teachers take period attendance in the JVS Clone School's Gradebook or in the JVS Clone Building's Teacher Menu. ATTUPEMIS will run nightly to calculate the student's attendance on the FS Attendance tabs. Continue onto Task #6.

Option 2:

JVS has to manually enter Satellite Student Attendance on their FS Attendance tabs in the other Entity Attendance fields when an FS record closes and the end of the year. Skip Task #6.

Task #6 – Configure Attendance options at each JVS Clone building

To avoid having to manually enter JVS Satellite attendance when an FS record closes or at the end of the school year, teachers will need to login into Gradebook or SI Teacher Menu and take period attendance at the JVS Clone Building. The configuration below allows the district to indicate what percentage of JVS satellite courses in a day the student must miss in order to be marked as a half-day or full-day absence.

Using the Attendance feature requires the JVS to maintain a Satellite sub-calendar that is marked as Report to EMIS and contains the same EMIS Exceptions as the home school calendar.

Ensure the ITC is aware the building is now using Period Attendance. After the Period Attendance script runs for the ITC, Teacher's class lists will be updated with student's schedule changing.

1. Navigate to: **StudentInformation** » **Management** » **School Administration** » **DASL Options**.
2. Use the Course Section Info tab to create a separate ad hoc membership for each "old" satellite section.
3. Set up your desired **Period Threshold** and **Unexcused Period Threshold** with both a **Half-Day Absence Percentage** and a **Full-Day Absence Percentage**.

Default Types:	Partial	Absence
Default Absence Type:	TARDY	EXCUSED
<input type="radio"/> Default Thresholds:	Half-Day Absence	Full-Day Absence
Period Threshold:	0	0
Unexcused Period Threshold:	0	0
<input checked="" type="radio"/> Default Thresholds:	Half-Day Absence Percentage	Full-Day Absence Percentage
Period Threshold:	50 %	75 %
Unexcused Period Threshold:	50 %	75 %
Period to Daily Conversions:	Half-Day Absence	Full-Day Absence

Example 1 – Student with even number of JVS satellite courses

- Full-Day Absence Percentage set at 75%
- Student has 4 JVS satellite courses in a day
- Full-day absence threshold: $.75 \times 4 = 3$ courses
- If student is absent for 3 courses, student is marked as full-day absence

Example 2 – Student with odd number of JVS satellite courses

- Full-Day Absence set at 75%
- Student has 5 JVS satellite courses in a day
- Full-day absence threshold: $.75 \times 5 = 3.75$ courses
- System rounds down to 3 courses
- If student is absent for 3 courses, student is marked as full-day absence

After the JVS Integration job runs the following items will be updated:

Course Section Assignments

1. After the JVS Integration job completes for the first time, any satellite courses the student is taking at the home school satellite will appear on the student's Course Section Assignment's page at the JVS Clone building.
2. On subsequent runs of the JVS Integration job, if the following scheduling transactions are performed at the home school satellite, the student's schedule at the JVS Clone building will reflect that change after the JVS Integration job completes:
 - a. Adds
 - b. Drops
 - c. Removes

****For Transfers, you must manually drop the old course at the home school and add the new one**



Rerun CTRMEMIS in update mode for Period L to pick up any roster changes.

Student Demographic Data

If a change is made to any of the following demographic fields at the home school satellite, the same field will be updated on the student's profile at the JVS Clone building after JVS Integration job completes:

- First Name
- Middle Name
- Last Name
- Gender
- Birthdate
- Local Ethnic Category
- Hispanic/Latino* (currently unavailable)
- Racial Group(s) * (currently unavailable)
- Summative Race* (currently unavailable)
- Native Language
- Home Language
- Address of Residence
- Mailing Address

Reminders:

- Students must be enrolled in both the JVS clone building and the home school satellite building.
- Student's SSID must be the same in both schools.
- The Student's Home School IRN at the JVS Clone building must match the Attending Building IRN field on the FS tab at the home school satellite.



Periodically run the Student Verification to check for any new errors.

School Year Initialization Step by Step Checklist



School Year Initialization (SYI)

The SYI process is typically performed in January or February in order to configure the following school year. The SYI Tasks must be executed by the ITC, by the District, and by the Building in that order. Some ITC's wish to initialize all of their buildings. Others allow their districts to run the SYI tasks at the district and building level. Please consult your ITC to determine how initializations are handled. Unless otherwise noted, see **School Year Initialization End User Guide**.



NOTE: The SYI process does not add students to the new school year. Consult the **Student Promotion Step by Step Checklist** step by step instructions. SYI must be completed at all three levels before students can be promoted and bulk enrolled into the new school year.



NOTE: Initialization is processed in a three-part procedure: Initialize the ITC level (once), Initialize the District level (once per district), and Initialize the Building level (once per building). In other words, if a district has 10 buildings SYI will need to be completed once at the district level and at each of the 10 buildings.

Change Log

Date	Section Number/Name	Change Description
10/24/16	Entire doc	Updates for 2017/2018 school year
12/9/15	Task #4	Add clarification about entering a Date Range for non-attending days
12/1/15	Entire doc	Updates for 2016/2017 school year
12/8/14	Task #6,8,10	Corrected screen shot of passes
12/4/14	Entire doc	Updates for 2015/2016 school year
10/7/14	Entire doc	Updated Screen shots
11/25/13	Task #9 Task #10	Added screenshot back Clarified running last 5 + Fee Proration task
11/15/13	Entire doc	Updates for 2014-2015 school yr (Fee proration task in 3 rd pass)
12/06/12	Task #7	Fixed screenshot
11/15/12	Entire doc	Updates for 2013-2014 school yr

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Task #1 – Verify the 17/18 school year appears in the dropdown.

Please contact your ITC if 17/18 does not appear in the dropdown.

Task #2 - Initialize the ITC level for the new school year

You will only need to run the ITC level tasks once for the entire ITC.



Only ITC Personnel have the security permissions to initialize the ITC level.

1. Change context to the ITC and 17/18.
2. Navigate to: **StudentInformation** » **Management** » **School Administration** » **School Year Initialization** » **Execute Tasks**.
3. On the first tab named **Module Task List** click the **Execute Now** button for the first 8 tasks. (**Student : Profile** thru **Marks : Marks Configuration**).
 - a. Click the **Next** button.
4. Now you are on the second tab named **Required Information**.
 - a. In the **Source School Year** dropdown, choose 16/17 since we are copying data from this school year to 17/18.
 - b. Click **Next**.
5. Now you are on the third tab named **Confirmation**.
6. Click **Execute**.
 - a. Your screen will flicker while StudentInformation processes through the selected tasks.
 - b. As each task finishes, the **Status** of the task will change from **Pending** to **Complete** or **Failed**.
 - c. If any of the tasks **Failed**, report them to State Support in a Help Desk ticket and discontinue SYI until you hear back from State Support.
 - d. Also, if you setup any ITC level codes you will want to click **View Log** to view any information messages and to make sure the codes copied properly.
 - e. If all the tasks completed and you do not have any codes setup at the ITC level, you can skip **View Log**.
 - f. Otherwise, if you are ready to proceed and finish the remaining tasks, click **Execute More Tasks**.
7. Now you are back on the first tab.
 - a. You should see a red checkmark in the **Completed** column for the tasks that were successfully executed.
 - b. You can now click the **Execute Now** button for the remaining two tasks: **Scheduling : Course Configuration** and **Course History**.
 - c. Click Next.
8. In the **Source School Year** dropdown, choose 16/17 since we are copying data from this school year to next school year.
 - a. Click **Next**.
9. Now you are on the **Confirmation** tab.
 - a. Click **Execute**.

10. Now you are on the fourth tab. Your screen will flicker as StudentInformation processes the tasks.
 - a. The status of the tasks will change from **Pending** to **Completed**.
 - b. Congratulations! You have just completed initialization at the ITC level.
11. Now you can initialize the District level.

Execute School Year Initialization Tasks

 This wizard will allow you to initialize a school year step by step

Module Task List
Required Information
Confirmation
Results

Step 1: Module Task List
For each module on the task list, select the desired action and click 'Next'.

Module Name	Module Description	Do Not Execute	Skip	Execute Now	Completed
Student: Profile	Copies code values to support student profiles but no student specific data	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="checkbox"/>
Student: Admission	Copies the code values to support student admissions and creates Sub Calendar entries, but does not copy any student specific data	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="checkbox"/>
Student: Memberships	Copies membership groups and memberships	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="checkbox"/>
Discipline	Copies code values for discipline	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="checkbox"/>
Fees	Copies basic fee configuration excluding course and course section fees	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="checkbox"/>
Attendance: Absence Events	Copies configuration and code values used by attendance	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="checkbox"/>
Attendance: Absence Letters	Copies configuration used to generate absence letters	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="checkbox"/>
Marks: Mark Configuration	Copies configuration to support marks	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="checkbox"/>
Scheduling: Course Configuration	Copies code configuration used by course master	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="checkbox"/>
Course History	Copies configuration used to support course history	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="checkbox"/>

Next >
1st Pass
2nd Pass

Task #3 - Initialize the District level for the new school year

You will need to run the District level tasks for each District in your ITC.

1. Change context to the District and 17/18.
2. Navigate to : **StudentInformation** » **Management** » **School Administration** » **School Year Initialization** » **Execute Tasks**.
3. On the first tab named **Module Task List**, click the **Execute Now** button for the first 11 tasks EXCEPT **Student: Admission**. (**School : Configuration** thru **Marks : Marks Configuration**).
 - a. Click **Next**.
4. Now you are on the second tab named **Required Information**.
 - a. In the **Source School Year** dropdown, choose 16/17.
 - b. Leave the **Locker Combination Series** blank. You will have an opportunity to update the locker combination series at the building level.
 - c. Click **Next**.
5. Now you are on the third tab named **Confirmation**.
 - a. Click **Execute**.
 - b. Your screen will flicker while StudentInformation processes through the selected tasks.
 - c. As each task finishes the **Status** of the task will change from **Pending** to **Complete** or **Failed**.
 - d. If any of the tasks **Failed**, submit a Help Desk Ticket. Discontinue with SYI until you have heard back from State Support.
6. Next, you will want to navigate to : **StudentInformation** » **Management** » **School Administration** » **School Year Initialization** » **Follow-up Checklist**.
 - a. If you have any codes setup at the district level, you will want to complete the follow-up checklist task. For example: If attendance codes are setup at the district level, you will want to make sure you complete the follow-up tasks for **Attendance : Absence Events**.
 - b. You can click on the **Go To** link for the desired task and the link will take you to the necessary page to verify the data copied to 17/18.
 - c. If you find an issue with data copying up, please submit a Help Desk ticket. Discontinue the SYI process until you have heard from State Support.
 - d. One important thing to note is Staff members are copied to the new school year when you run initialization at the district level, but staff job functions are not copied to the new school year until initialization is run at the building level.
 - e. Now we are ready to return to the **Execute Tasks** page to finish the initialization process.

7. Navigate back to : **StudentInformation » Management » School Administration » School Year Initialization » Execute Tasks.**
8. You should be on the first tab.
 - a. You should also see a checkmark in the **Completed** column for the tasks that were successfully executed in the steps above.
 - b. You can now click the **Execute Now** button for the remaining three tasks: **Student: Admission, Scheduling : Course Configuration** and **Course History**.
 - c. Click **Next**.
9. Choose 16/17 for the **Source School Year**.
 - a. Click **Next**.
10. Now you are on the **Confirmation** tab.
 - a. Click **Execute**.
11. Now you are on the fourth tab. Your screen will flicker as StudentInformation processes the tasks.
 - a. The **Status** of the tasks will change from **Pending** to **Completed** or **Failed**.
12. You will want to go back to the **Follow-up Checklist** page and complete the follow-up checklist for any items you have configured at the district level.
13. Congratulations! You've just completed initialization at the District level.
14. Now you are ready to proceed onto the Building level.

Execute School Year Initialization Tasks

This wizard will allow you to initialize a school year step by step

Module Task List	Required Information	Confirmation	Results
Step 1: Module Task List For each module on the task list, select the desired action and click 'Next'.			
Module Name	Module Description	Do Not Execute	Skip
School: Configuration	Copies basic school configuration settings to the new school year	<input checked="" type="radio"/>	<input type="radio"/>
School: Staff Members	Copies the roles and settings for staff members	<input checked="" type="radio"/>	<input type="radio"/>
Student: Profile	Copies code values to support student profiles but no student specific data	<input checked="" type="radio"/>	<input type="radio"/>
Student: Admission	Copies the code values to support student admissions and creates Sub Calendar entries, but does not copy any student specific data	<input checked="" type="radio"/>	<input type="radio"/>
Student: Memberships	Copies membership groups and memberships	<input checked="" type="radio"/>	<input type="radio"/>
Discipline	Copies code values for discipline	<input checked="" type="radio"/>	<input type="radio"/>
Fees	Copies basic fee configuration excluding course and course section fees	<input checked="" type="radio"/>	<input type="radio"/>
Fee Proration	Copies fee prorations and proration details	<input checked="" type="radio"/>	<input type="radio"/>
Attendance: Absence Events	Copies configuration and code values used by attendance	<input checked="" type="radio"/>	<input type="radio"/>
Attendance: Absence Letters	Copies configuration used to generate absence letters	<input checked="" type="radio"/>	<input type="radio"/>
Marks: Mark Configuration	Copies configuration to support marks	<input checked="" type="radio"/>	<input type="radio"/>
Scheduling: Course Configuration	Copies code configuration used by course master	<input checked="" type="radio"/>	<input type="radio"/>
Course History	Copies configuration used to support course history	<input checked="" type="radio"/>	<input type="radio"/>

Task #4 - Run Calendar Wizard at the building level

This step creates the school building's master calendar, course terms, periods of the day, rotation days, and reporting terms.



Allow yourself plenty of uninterrupted time to complete this task. The next set of steps must be done in its entirety. If you become distracted and navigate from the page all information you have entered will be lost.

Schools have the ability to start scheduling before a district's school calendar has been approved for the upcoming school year. However, it is still preferred to have the district's calendar in hand when you do SYI. If fictitious dates are used to complete the Calendar Wizard there will be additional steps to correct the dates. Please see the Calendar Procedural Checklists.

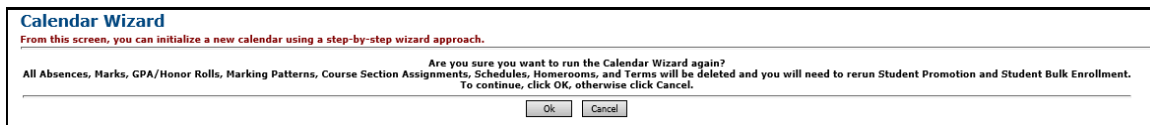
Non-attending days should be entered during the Calendar Wizard task so they are included on the master calendar. Once SYI is complete, refer to the Calendar with EMIS Exceptions Procedural Checklist to add the EMIS exceptions for 17/18 to the applicable sub-calendars.

Helpful Hint – Print screenshot of the following pages in 16/17 to ensure code and names match.

1. [StudentInformation](#) » [Management](#) » [School Administration](#)
» [Scheduling Administration](#) » [Initialization](#) » [Reporting Terms](#)
[Maintenance](#)
2. [StudentInformation](#) » [Management](#) » [School Administration](#)
» [Scheduling Administration](#) » [Initialization](#) » [Course Terms](#)
3. [StudentInformation](#) » [Management](#) » [School Administration](#)
» [Scheduling Administration](#) » [Sub-Calendars](#)
4. [StudentInformation](#) » [Management](#) » [School Administration](#)
» [Scheduling Administration](#) » [Initialization](#) » [Periods of the Day](#)
5. [StudentInformation](#) » [Management](#) » [School Administration](#)
» [Scheduling Administration](#) » [Initialization](#) » [Master Calendar](#)
[Periods](#)
6. [StudentInformation](#) » [Management](#) » [School Administration](#)
» [Scheduling Administration](#) » [Initialization](#) » [Rotation Days](#)

WARNING WHEN RE-RUNNING CALENDAR WIZARD! Use extreme caution when re-running Calendar Wizard. Rerunning Calendar Wizard wipes out course section assignments – this cannot be restored. One of the tasks undone by rerunning Calendar Wizard is Student: Admission. All admission history will be deleted. Students will still be searchable in the current school year, but will have no Intrabuilding Progression or Building Admissions for the current school year. Student Promotion / Bulk Enrollment will need to be redone. Please consult the School Year Initialization Step by Step Checklist – Appendix section for more information on rerunning Calendar Wizard.

When the Calendar Wizard loads, if it has been run before, the following message will appear:

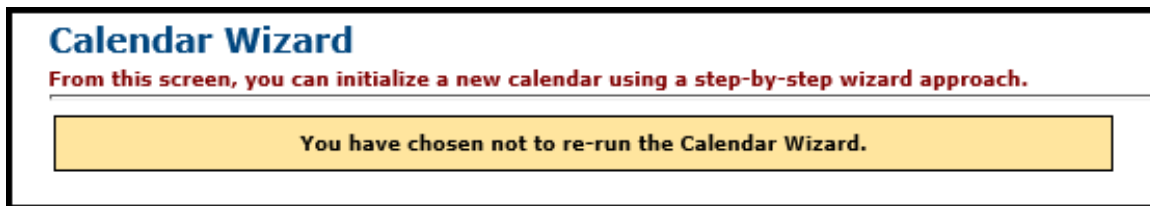


Calendar Wizard
From this screen, you can initialize a new calendar using a step-by-step wizard approach.

Are you sure you want to run the Calendar Wizard again?
All Absences, Marks, GPA/Honor Rolls, Marking Patterns, Course Section Assignments, Schedules, Homerooms, and Terms will be deleted and you will need to rerun Student Promotion and Student Bulk Enrollment.
To continue, click OK, otherwise click Cancel.

Ok Cancel

If you hit Cancel, the following message will appear:



Calendar Wizard
From this screen, you can initialize a new calendar using a step-by-step wizard approach.

You have chosen not to re-run the Calendar Wizard.



The Master Calendar must cover any date in session for any sub-calendar, if you want to take attendance.

1. Change the context to the building level and 17/18.
2. Navigate to : **StudentInformation » Management » School Administration » School Building Administration » Calendar Wizard.**
3. Now you are on the first tab of the Calendar Wizard named **General**.
 - a. The **Master Calendar Code** and **Master Calendar Name** are defaulted to the word **Master**. State Support recommends not changing the names at this time.
 - b. Enter the **Start Date** for next year. The example screenshots following this task use the **Start Date** of 8/21/17. HINT: Make sure you use the correct year.
 - c. Enter the **Stop Date** for next year. The example screenshots following this task use the **Stop Date** of 05/25/18. HINT: Make sure you use the correct year.
 - d. If the school isn't sure when school will start or end you can guess and enter fictitious dates. These dates can be changed at a later time.
 - e. You will want to make sure you are not using Saturdays or Sundays as the 1st or last day of school, unless Saturdays and Sundays are legitimate school days.
 - f. The **Instructional Weeks on which to base Calendar** field is defaulted to **36**. State Support recommends not changing that.
 - g. Next, you will need to mark **Attending Days**. 99.99% of schools will choose Monday through Friday.
 - h. Click **Next**.
4. Now you are on the second tab named **Reporting Terms**.
 - a. On this tab you tell StudentInformation how often you print report cards, which length of courses you offer, and the Reporting Term stop dates.
 - b. Please Note : Whatever you choose in the **Report Card Frequency** dropdown determines which Reporting Terms are locked on the Reporting Terms Maintenance screen.
 - c. A good percentage of schools hand out report cards every quarter. 4 Quarters (9 weeks each) was chosen in the screenshot example below.
 - d. The **Select Course Lengths Used** filter determines the breakdown of your schedule terms. If your school definitely offers 9 week courses and there is a possibility they may offer 12 week courses, you would want to make sure you pulled 9 weeks and 12 weeks over to the right of the filter box.
 - e. 9 and 12 week course lengths were chosen in the example following this task. The lowest common denominator of 9 and 12 is 3. So, this school will have 3 week schedule terms. If I had chosen 9 week and 7 week courses the lowest common denominator would be 1 week and this school would have their schedule terms broken down into 1 week increments.

- f. If there is any uncertainty about which course lengths the school will be offering next year, select all course lengths that have a possibility of being offered. StudentInformation does not require all the course lengths chosen to be used.
 - g. Now it is time to fill in the Reporting Term **Stop Date** fields.
 - h. The example screenshots following this task use 10/20/17 for the Quarter 1 **Stop Date**.
 - i. The example screenshots following this task use 01/12/18 for the Quarter 2 **Stop Date**.
 - j. The example screenshots following this task use 03/16/18 for the Quarter 3 **Stop Date**.
 - k. Quarter 4 **Stop Date** is already filled in since it is the last day of school.
 - l. Click **Next**.
5. Now you are on the third tab named **Virtual Terms**.
 - a. This tab allows you to copy your virtual reporting terms from last year, which include interims, exams, averages, and finals.
 - b. The **Copy Virtual Terms From** dropdown should be set to 16/17 since we are going to copy the virtual reporting terms from this year to next year.
 - c. Click **Go**.
 - d. Now use the up and down arrows to move the virtual terms into the correct position.
 - e. REMEMBER : If you are using interims, the interim Reporting Terms follow the locked reporting term. Example: Quarter 1 followed by Interim 1.
 - f. Notice the virtuals do not have start and stop dates – this is by design.
 - g. If not choosing to copy virtual reporting terms from last year and wish to enter them by hand, you can click **Add Virtual Term**.
 - h. Note: Not all schools use virtual terms. If the school does not use virtual terms such as interims or finals, please skip this tab.
 - i. Click **Next** to move to the fourth tab.
 - j. A large majority of schools will want to choose to copy virtual reporting terms from last year.
6. The fourth tab is named **Non-Attending Days**.
 - a. If the school has determined which days are non-attending days, they can be entered now. Otherwise, these dates can be entered at a later time by editing the Master Calendar.
 - b. Add a non-attending day by entering a **Date** or **Date Range, Day Type**, and optional **Note**. If entering a Date Range, only include Dates that fall on a Rotation Day (ex. Monday – Friday). Do not include non-Rotation Days (ex. Saturday – Sunday).
 - c. Click **Add**.
 - d. Repeat this process to add more non-attending days.
 - e. Keep in mind that any day the students are not physically in the building is a non-attending day.

- f. Once the Non-Attending days have been entered, click **Next** to advance to the fifth tab.
- 7. The fifth tab, named **Periods**, allows periods to be entered from scratch or copied from a prior year, just like the **Virtual Terms** tab.
 - a. To copy periods from last year, select 16/17 in the **Copy Periods From** dropdown.
 - b. Click **Go**.
 - c. To generate the periods from scratch, enter the number of periods in the **Generate Periods** box and click **Go**.
 - d. Rename the period codes and names to suit your needs but keep in mind, if the codes are not the same as last year, the meeting times on the course sections will not copy up properly to 17/18.
 - e. 99% of schools will use the **Copy Periods From** feature. State Support recommends using the **Copy Periods From** functionality because there is less chance of making a mistake.
 - f. If choosing to use the **Copy Periods From** feature and the school is no longer using a specific period - click the red **X** next to the period to delete it. NOTE: If course sections still have a meeting times assigned to this period, the meeting time will not copy over correctly to 17/18 and the meeting time in 17/18 will need to be manually corrected.
 - g. Once the periods have been configured, click **Next**.
- 8. The sixth tab is named **Calendar Type**.
 - a. Choose a **Calendar Type** from the dropdown.
 - b. 95% of schools should choose **Fixed Rotation Days**.
 - c. Choosing **Fixed Rotation Days** allows the ability to schedule classes that meet Monday and Wednesday or only Friday or everyday of the week. **Fixed Rotation Days** offers tremendous flexibility.
 - d. Once **Fixed Rotation Day** is selected another prompt appears named **# of Rotation Weeks**.
 - e. Again, 95% of schools will pick **1 Week**, which allows schools to schedule course section meeting times for Monday, Tuesday, Wednesday, Thursday, and Friday.
 - f. Picking **2 Week** allows the following setup: Monday1, Tuesday1, Wednesday1, Thursday1, Friday1, Monday2, Tuesday2, Wednesday2, Thursday2, and Friday2.
 - g. Very few schools will pick **2 Week**.
 - h. When in doubt, contact your ITC or send a Help Desk ticket to State Support for advice.
 - i. Adjust the **Code** and **Name** if needed, but keep in mind if the codes do not match what is in StudentInformation in 16/17, the meeting times on the course sections will not copy to 17/18 correctly.
 - j. Choosing **Fixed Day** allows only for courses that meet everyday of the week. There is no flexibility. Example: All courses meet Monday thru Friday, no exceptions. Use this option with caution.
 - k. When in doubt ,contact your ITC or send a Help Desk ticket to State Support for advice.

- l. Very few schools will choose the **Alternating Rotation Days** from the dropdown.
 - m. Schools with Blue and Gold Days, for example, will choose **Alternating Rotation Day**.
 - n. If using Blue and Gold Days, choose **# of Alternating Days** equal to **2** and click **Go**.
 - o. Adjust the **Code** and **Name** to suit the school's needs. Again, if the code is changed and it does not match last year's code, the course section meeting times will not copy correctly to 17/18.
 - p. Click **Next** after the **Rotation Days** have been selected.
9. The final tab named **Projected Calendar** is a review of the reporting term start and stop dates and non-attending days.
- a. Review the dates that have been entered and make any necessary changes before clicking **Finish**.
 - b. To make changes, click **Back** until the tab the changes are needed on is in context.
 - c. Once finished making changes, advance to the last tab and click **Finish** or if no changes were made, click **Finish**.
 - d. The following message will display : **The calendar was successfully saved.**
 - e. If you do not receive the above message or the Calendar Wizard times out or fails, contact your ITC or send a Help Desk ticket to State Support immediately.



Congratulations! Calendar Wizard is complete. Give yourself a pat on the back.

Calendar Wizard

From this screen, you can initialize a new calendar using a step-by-step wizard approach.

General	Reporting Terms	Virtual Terms	Non-Attending Days	Periods	Calendar Type	Projected Calendar
<p>Master Calendar Code: * <input type="text" value="Master"/></p> <p>Master Calendar Name: * <input type="text" value="Master"/></p> <p>Start Date: * <input type="text" value="08/21/2017"/> </p> <p>End Date: * <input type="text" value="05/25/2018"/> </p> <p>Instructional Weeks on which to base Calendar: <input type="text" value="36"/> </p> <p>Attending Days</p> <p>S M T W R F S</p> <p><input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/></p> <p>Next > Cancel</p>						

Calendar Wizard

From this screen, you can initialize a new calendar using a step-by-step wizard approach.

General	Reporting Terms	Virtual Terms	Non-Attending Days	Periods	Calendar Type	Projected Calendar
---------	-----------------	---------------	--------------------	---------	---------------	--------------------

Report Card Frequency: * 4 Quarters (9 weeks each) Only terms that can be expressed in whole or half weeks will be shown

Select Course Lengths Used *

7.5 Weeks

10.5 Weeks

13.5 Weeks

15.0 Weeks

16.5 Weeks

18.0 Weeks

19.5 Weeks

21.0 Weeks

22.5 Weeks

24.0 Weeks

25.5 Weeks

27.0 Weeks

28.5 Weeks

30.0 Weeks

31.5 Weeks

33.0 Weeks

34.5 Weeks

36.0 Weeks

9.0 Weeks

12.0 Weeks

Code: * Qtr1

Name: * Quarter 1

Stop Date: * 10/20/2017

Code: * Qtr2

Name: * Quarter 2

Stop Date: * 01/12/2018

Code: * Qtr3

Name: * Quarter 3

Stop Date: * 03/16/2018

Code: * Qtr4

Name: * Quarter 4

Stop Date: * 5/25/2018

< Back Next > Cancel

Calendar Wizard

From this screen, you can initialize a new calendar using a step-by-step wizard approach.

General Reporting Terms Virtual Terms Non-Attending Days Periods Calendar Type Projected Calendar

1 If you would like the system to copy Virtual Reporting Terms from a previous year, select a school year and select the 'Go' button. If you would like to manually add Virtual Reporting Terms, select the 'Add Virtual Term' button. To skip this step, select 'Next'.

Add Virtual Term Copy Virtual Terms From: 2016-2017 Go

	Code	Name	Start Date	Stop Date	Sort Order
	Qtr1	Quarter 1	Aug 21, 2017	Oct 20, 2017	1
	<input type="text" value="Int1"/>	<input type="text" value="Interim 1"/>			2
	Qtr2	Quarter 2	Oct 21, 2017	Jan 12, 2018	3
	<input type="text" value="Int2"/>	<input type="text" value="Interim 2"/>			4
	EX 1	Exam 1			5
	SA1	Sem Avg 1			6
	Qtr3	Quarter 3	Jan 13, 2018	Mar 16, 2018	7
	<input type="text" value="Int3"/>	<input type="text" value="Interim 3"/>			8
	Qtr4	Quarter 4	Mar 17, 2018	May 25, 2018	9
	<input type="text" value="Int4"/>	<input type="text" value="Interim 4"/>			10
	EX 2	Exam 2			11
	SA2	Sem Avg 2			12
	F	Final Mark			13

< Back Next > Cancel

Calendar Wizard

From this screen, you can initialize a new calendar using a step-by-step wizard approach.

General Reporting Terms Virtual Terms Non-Attending Days Periods Calendar Type Projected Calendar

Date: Thru: Day Type: Note: Add

	Date	Thru	Non-Attending Type	Note
	Sep 04, 2017	Sep 04, 2017	Holiday	Labor Day

< Back Next > Cancel

Calendar Wizard

From this screen, you can initialize a new calendar using a step-by-step wizard approach.

General Reporting Terms Virtual Terms Non-Attending Days Periods Calendar Type Projected Calendar

1 If you would like the system to **automatically** generate the correct number of periods in the grid, please enter the number of unique periods the school uses for the calendar and select the 'Go' button. Alternatively, you can copy the master calendar periods from a selected school year.

Generate Periods: Go Copy Periods From: 2016-2017 Go

Add Period

	Code	Name
	<input type="text" value="01"/>	<input type="text" value="01"/>
	<input type="text" value="02"/>	<input type="text" value="02"/>
	<input type="text" value="03"/>	<input type="text" value="03"/>
	<input type="text" value="04"/>	<input type="text" value="04"/>
	HR	HR
	<input type="text" value="05"/>	<input type="text" value="05"/>
	<input type="text" value="06"/>	<input type="text" value="06"/>
	<input type="text" value="07"/>	<input type="text" value="07"/>
	<input type="text" value="08"/>	8-After School

< Back Next > Cancel

Calendar Wizard

From this screen, you can initialize a new calendar using a step-by-step wizard approach.

[General](#) [Reporting Terms](#) [Virtual Terms](#) [Non-Attending Days](#) [Periods](#) [Calendar Type](#) [Projected Calendar](#)

Calendar Type:* Fixed Rotation Days

of Rotation Weeks:* 1 Week Go

Rotation Days:

Code	Name
<input type="text" value="M"/>	<input type="text" value="Monday"/>
<input type="text" value="T"/>	<input type="text" value="Tuesday"/>
<input type="text" value="W"/>	<input type="text" value="Wednesday"/>
<input type="text" value="R"/>	<input type="text" value="Thursday"/>
<input type="text" value="F"/>	<input type="text" value="Friday"/>

< Back Next > Cancel

Calendar Wizard

From this screen, you can initialize a new calendar using a step-by-step wizard approach.

[General](#) [Reporting Terms](#) [Virtual Terms](#) [Non-Attending Days](#) [Periods](#) [Calendar Type](#) [Projected Calendar](#)

Calendar		Non-Attending/Attending
8/21/2017	Start of School Year	23/177
8/21/2017	Start of Quarter 1	1/44
9/4/2017	Labor Day	
10/20/2017	Last Day of Quarter 1	
10/23/2017	Start of Quarter 2	14/46
11/20/2017	Teacher In-Service	
11/21/2017	Parent/Teacher Conferences	
11/22/2017	Parent/Teacher Conferences	
11/23/2017	Thanksgiving Break	
11/24/2017	Thanksgiving Break	
12/21/2017	Winter Break	
12/22/2017	Winter Break	
12/25/2017	Winter Break	
12/26/2017	Winter Break	
12/27/2017	Winter Break	
12/28/2017	Winter Break	
12/29/2017	Winter Break	
1/1/2018	Winter Break	
1/2/2018	Winter Break	
1/12/2018	Last Day of Quarter 2	
1/15/2018	Martin Luther King Day	
1/16/2018	Start of Quarter 3	1/43
2/19/2018	President's Day	
3/16/2018	Last Day of Quarter 3	
3/19/2018	Start of Quarter 4	6/44
3/30/2018	Good Friday	
4/2/2018	Spring Break	
4/3/2018	Spring Break	
4/4/2018	Spring Break	
4/5/2018	Spring Break	
4/6/2018	Spring Break	
5/25/2018	Last Day of Quarter 4	
5/25/2018	Last Day of School Year	

< Back Finish Cancel

Task #5 - Complete the Follow-up Checklist before continuing

1. Navigate to **StudentInformation » Management » School Administration » School Year Initialization » Follow-up Checklist.**
2. The **Follow-up Checklist** contains four follow-up tasks.
3. First review the **Periods of the Day**.
 - a. Click on the link **Go to: Periods of the Day**.
 - b. Double check the periods on each rotation day to ensure they copied correctly from 16/17 to 17/18.
 - c. Once you have reviewed the **Periods of the Day**, navigate to **StudentInformation » Management » School Administration » School Year Initialization » Follow-up Checklist.**
 - d. Put a check in the box next to **Completed** and click **Save** down at the bottom of the page.
 - e. You will notice the completed task does not appear on the Follow-up Checklist anymore. To view Completed and Incomplete tasks, uncheck **Incomplete Tasks Only** in the upper right-hand corner of the page.
4. Next, check the **Rotation Days**, click on **Go to : Rotation Days**.
 - a. Once on the **Periods of the Day** page, ensure the correct rotation days copied to 17/18. If **Periods of the Day** only says STD and the school has courses that meet Monday and Wednesday or everyday but Friday, Calendar Wizard will need rerun to correct this issue. Simply adding Monday thru Friday will not resolve the issue. Calendar Wizard will need rerun.
 - b. Once you have reviewed the **Rotation Days**, navigate to **StudentInformation » Management » School Administration » School Year Initialization » Follow-up Checklist.**
 - c. Put a check in the box next to **Completed** and click **Save** down at the bottom of the page.
5. Third, check the **Master Calendar Periods**. Click on **Go to : Master Calendar Periods**.
 - a. Once you have reviewed the Master Calendar Periods, navigate back to **StudentInformation » Management » School Administration » School Year Initialization » Follow-up Checklist.**
 - b. Put a check in the box next to **Completed** and click **Save** down at the bottom of the page.
6. Finally, check the **Review Reporting Terms**.
 - a. Click on **Go to : Reporting Terms Maintenance**.
 - b. Once on the **Reporting Terms Maintenance** page, ensure the dates are correct and the virtual terms copied if you chose to copy virtuals during Calendar Wizard.
 - c. The reporting terms with locks were created on the second tab of Calendar Wizard when prompted for Report Card Frequency.

- d. If the **Start or Stop Dates** are incorrect, rerun Calendar Wizard .
 - e. If virtual terms were chosen to be copied during Calendar Wizard, make sure the virtuals (the reporting terms without locks) did indeed copy to 17/18.
 - f. If the virtuals didn't copy, rerun calendar wizard or add the virtuals by hand by clicking **Add Virtual Term**.
 - g. Adjust the sort order of the reporting terms by clicking the arrows up and down until the desired sort order is achieved. Click **Save Changes** to apply the sort order changes.
 - h. Remember, if the school is using interims, the interim reporting terms must follow the quarters or trimester reporting terms. See example screenshots following this task.
 - i. When in doubt, report any unusual behavior on the reporting terms page to your ITC or send a Help Desk ticket to State Support.
 - j. Return to **StudentInformation** » **Management** » **School Administration** » **School Year Initialization** » **Follow-up Checklist** and place a check in the box next to **Completed** and click **Save** down at the bottom of the page.
7. The next two items are not listed on the Follow-up Checklist, but are very important.
 8. Next, navigate to **StudentInformation** » **Management** » **School Administration** » **Scheduling Administration** » **Initialization** » **Schedule Terms**.
 - a. Double check the **Schedule Term Start** and **End Dates**.
 - b. Once again the **Start** and **End Dates** should not be non-attending days.
 - c. The **Schedule Terms** page could look quite different from the Reporting Terms page, don't be alarmed.
 9. If **Calendar Wizard** was run with **Report Card Frequency** set to 4 quarters and Course Lengths set to 9 and 12, the Schedule Terms will look very different.
 10. Finally, navigate to **StudentInformation** » **Management** » **School Administration** » **Scheduling Administration** » **Master Calendar**.
 - a. Double check the **Start** and **Stop Date** to make sure they are correct.
 - b. Double check the **Planned and Actual Days** to make sure they do not say zero. If the Planned and Actual say zero, please contact your ITC.
 - c. If any of the above items are incorrect, rerun **Calendar Wizard**.
 - d. Report any issues to your ITC or send a Help Desk ticket to State Support.

Schedule Terms

From this screen, you can view data pertaining to schedule terms.

Name	Start Date ▲	End Date	Planned Days	Actual Days
08/21/2017	Aug 21, 2017	Sep 08, 2017	14.00	14.00
09/11/2017	Sep 11, 2017	Sep 29, 2017	15.00	15.00
10/02/2017	Oct 02, 2017	Oct 20, 2017	15.00	15.00
10/23/2017	Oct 23, 2017	Nov 17, 2017	20.00	20.00
11/27/2017	Nov 27, 2017	Dec 15, 2017	15.00	15.00
12/18/2017	Dec 18, 2017	Jan 12, 2018	11.00	11.00
01/16/2018	Jan 16, 2018	Feb 02, 2018	14.00	14.00
02/05/2018	Feb 05, 2018	Feb 23, 2018	14.00	14.00
02/26/2018	Feb 26, 2018	Mar 16, 2018	15.00	15.00
03/19/2018	Mar 19, 2018	Apr 10, 2018	11.00	11.00
04/11/2018	Apr 11, 2018	May 03, 2018	17.00	17.00
05/04/2018	May 04, 2018	May 25, 2018	16.00	16.00

Master Calendar

From this screen, you can display and change data pertaining to a master calendar and calendar days.

Code: * Master Start Date: 8/21/2017 Planned Days: 177.00
Name: * Master Stop Date: 5/25/2018 Actual Days: 177.00

Default Calendar	View Calendars
Default Job Parameter Set	View Schedule Job Parameter Sets
Final Schedule Result Set	View Schedule Result Sets

Master Calendar Days: October ▼

	Date	Planned Day Type	Actual Day Type	Planned Rotation Day	Actual Rotation Day
🔧	Oct 01, 2017	Non Attending Day	Non Attending Day		
🔧	Oct 02, 2017	School Day	School Day	Monday	Monday
🔧	Oct 03, 2017	School Day	School Day	Tuesday	Tuesday
🔧	Oct 04, 2017	School Day	School Day	Wednesday	Wednesday
🔧	Oct 05, 2017	School Day	School Day	Thursday	Thursday
🔧	Oct 06, 2017	School Day	School Day	Friday	Friday
🔧	Oct 07, 2017	Non Attending Day	Non Attending Day		
🔧	Oct 08, 2017	Non Attending Day	Non Attending Day		
🔧	Oct 09, 2017	School Day	School Day	Monday	Monday
🔧	Oct 10, 2017	School Day	School Day	Tuesday	Tuesday
🔧	Oct 11, 2017	School Day	School Day	Wednesday	Wednesday

Task #6 - Run the first set of initialization tasks at the building level

1. At the building level and 17/18, navigate to : **StudentInformation** » **Management** » **School Administration** » **School Year Initialization** » **Execute Tasks**.
2. On the first tab named **Module Task List**, click the **Execute Now** button for the first 12 tasks minus the **Student: Admission** and **Fee: Prorations** task, those two tasks are now run in the 2nd and 3rd passes, respectively. (**School : Configuration – Marks : Marks Configuration**)
 - a. Click **Next**.
3. Now you are on the second tab named **Required Information**.
 - a. In the **Source School Year** dropdown, choose 16/17.
 - b. Fill in the **New Locker Combination Series** box with the new series number. NOTE: This will only update the series in the 17/18. It will not affect the locker series of the current year.
 - c. If you do not wish to update the locker combination series, ignore this field.
 - d. Click **Next**.
4. Now you are on the third tab named **Confirmation**.
 - a. Click **Execute**.
 - b. The screen will flicker while StudentInformation processes through the selected tasks.
 - c. As each task finishes, the **Status** of the task will change from **Pending** to **Complete** or **Failed**.
 - d. This process could take several minutes. Do not navigate away from the page until all tasks either say **Completed** or **Failed**.
 - e. If any of the tasks **Failed**, submit a Help Desk Ticket. Discontinue with SYI until you have heard back from State Support.
 - f. If the process appears to be frozen (taking longer than 20 minutes), contact your ITC or send a Help Desk ticket to State Support.

Execute School Year Initialization Tasks

This wizard will allow you to initialize a school year step by step

Module Task List	Required Information	Confirmation	Results
Step 1: Module Task List For each module on the task list, select the desired action and click 'Next'.			
Module Name	Module Description	<input type="radio"/> Do Not Execute <input type="radio"/> Skip <input type="radio"/> Execute Now <input type="checkbox"/> Completed	
School: Configuration	Copies basic school configuration settings to the new school year	<input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="checkbox"/>	1st Pass
School: Staff Members	Copies the roles and settings for staff members	<input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="checkbox"/>	
Student: Profile	Copies code values to support student profiles but no student specific data	<input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="checkbox"/>	
Student: Admission	Copies the code values to support student admissions and creates Sub Calendar entries, but does not copy any student specific data	<input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="checkbox"/>	2nd Pass
Student: Homerooms	Copies homeroom configuration	<input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="checkbox"/>	1st Pass
Student: Memberships	Copies membership groups and memberships	<input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="checkbox"/>	
Discipline	Copies code values for discipline	<input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="checkbox"/>	
Fees	Copies basic fee configuration excluding course and course section fees	<input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="checkbox"/>	
Fee Proration	Copies fee prorations and proration details	<input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="checkbox"/>	3rd Pass
Attendance: Absence Events	Copies configuration and code values used by attendance	<input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="checkbox"/>	1st Pass
Attendance: Absence Letters	Copies configuration used to generate absence letters	<input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="checkbox"/>	
Marks: Mark Configuration	Copies configuration to support marks	<input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="checkbox"/>	
Scheduling: Course Configuration	Copies code configuration used by course master	<input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="checkbox"/>	2nd Pass
Scheduling: Courses	Copies course catalog and related fees	<input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="checkbox"/>	
Scheduling: Schedule	Copies course sections and related fees	<input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="checkbox"/>	3rd Pass
Marks: Marking Patterns	Builds marking patterns and automatic marks	<input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="checkbox"/>	
Marks: GPAs	Configures GPA sets	<input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="checkbox"/>	
Marks: Honor Rolls	Copies configuration used to support honor rolls	<input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="checkbox"/>	
Course History	Copies configuration used to support course history	<input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="checkbox"/>	

Task #7 - Complete the Follow-up Checklist for the first pass

1. Click **View Log**.

- After clicking **View Log**, you will be on the following page:
StudentInformation » Management » School Administration » School Year Initialization » Job History.
- Under **Include Message Types**, check **Fatal Errors, Non-Fatal Errors, and Informational Messages**.
- Click **Refresh**.
- Pay particular attention to the **Fatal Error** messages and **Non-Fatal Error** messages.
- The Informational Messages detail how many of each item was copied to the new school year. The Information Message below says 928 lockers were copied to the new school year.

Message Type	Table Name	Message
Informational Message	Locker	928 Locker(s) created

2. Now navigate to : **StudentInformation » Management » School Administration » School Year Initialization » Follow-up Checklist.**

- Just like after running **Calendar Wizard** each of the eleven initialization tasks has a follow-up task.
- Click on each of the **Go to** links and verify the information was copied to 17/18.
- After completing each Follow-up task, return to the **Follow-up Checklist** page and place a check in the box next to **Completed** and click **Save**.
- All follow-up tasks are important, but the next several follow-up task detailed in the next steps are notable and worth spending extra time on.
- The 2nd task named School: Staff Members now copies Staff Impersonations to the new school year. Verify each staff member and add or delete any impersonations that are no longer needed.
- The 5th follow-up task is named **Homeroom Terms**. This task is crucial for any school using Homerooms. Follow the Go to link which takes you to the **Homeroom Term Maintenance**. Link the appropriate schedule terms to the Homeroom Term or Terms and Click **Save**. If you do not use Homerooms, this follow-up task can be skipped.

Homeroom Terms Maintenance

From this screen, you can display and change data pertaining to homeroom terms.

The Homeroom Term was saved successfully

[Add Homeroom Term](#) [Save Changes](#) [Cancel Changes](#)

	Code	Name	Schedule Terms	Start Date	End Date	Planned Days
  	FullYear	Full Year Term	08/21/2017, 09/11/2017, 10/02/2017, 10/23/2017, 11/27/2017, 12/18/2017, 01/16/2018, 02/05/2018, 02/26/2018, 03/19/2018, 04/11/2018, 05/04/2018	Aug 21, 2017	May 25, 2018	177.00
  	Sem1	Semester 1	08/21/2017, 09/11/2017, 10/02/2017, 10/23/2017, 11/27/2017, 12/18/2017	Aug 21, 2017	Jan 12, 2018	90.00
  	Sem 2	Semester 2	01/16/2018, 02/05/2018, 02/26/2018, 03/19/2018, 04/11/2018, 05/04/2018	Jan 16, 2018	May 25, 2018	87.00

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- g. The 6th follow-up task is named **Fee Accounting Options**. Fees cannot be assigned until the schedule is finalized in the future year, which usually does not happen until late summer. Consult the **Fees Procedural Checklist** when the school is ready to assign fees to help determine which checkboxes should be checked. At this time, since fees cannot be assigned until the schedule is finalized, it does not matter which options are marked.
 - h. The 7th follow-up task is named **Update Attendance Configuration**. Follow the **Go to** link to the **DASL Options** page. Click on the **Attendance** tab and verify the attendance setup.
 - i. The 8th follow-up task is named **Review Marks Options**. Click on the **Go to** which takes you once again to the **DASL Options** page. Click on the **Marks** tab and verify the configuration.
 3. Now the 2nd pass of initialization can be completed.



Rooms and Locations are not school year specific. If you change the capacity, for example, of a room in 17/18 it will change the capacity of the room/location in 16/17. This is by design. The only item this will affect is if you would print a student's schedule in 16/17, the room numbers might not be correct.



Homerooms are school year specific which means if you change the capacity, for example, in the future school year it will not affect the capacity in the current school year.

Task #8 - Run the second set of initialization tasks at the building level

1. At the building level and 17/18, return to: **StudentInformation** » **Management** » **School Administration** » **School Year Initialization** » **Execute Tasks**.
2. On the first tab named **Module Task List**, click the **Execute Now** button for **Student : Admission, Scheduling : Course Configuration and Scheduling Courses**
 - a. Click **Next**.
3. Now the second tab named **Required Information** is displayed.
 - a. In the **Source School Year** dropdown, choose 16/17.
 - b. Click **Next**.
4. Now you are on the third tab named **Confirmation**.
 - a. Click **Execute**.
 - b. The screen will flicker while StudentInformation processes through the selected tasks.
 - c. As each task finishes, the **Status** of the task will change from **Pending** to **Complete** or **Failed**.
 - d. This process could take several minutes. Do not navigate away from the page until all tasks either say **Completed** or **Failed**.
 - e. If any of the tasks **Failed**, submit a Help Desk Ticket. Discontinue with SYI until you have heard back from State Support.
 - f. If the process appears to be frozen (taking longer than 20 minutes), contact your ITC or send a Help Desk ticket to State Support immediately.

Execute School Year Initialization Tasks

This wizard will allow you to initialize a school year step by step

Module Task List	Required Information	Confirmation	Results
Step 1: Module Task List For each module on the task list, select the desired action and click 'Next'.			
Module Name	Module Description	Do Not Execute	Execute Now
School: Configuration	Copies basic school configuration settings to the new school year	<input type="radio"/>	<input type="radio"/>
School: Staff Members	Copies the roles and settings for staff members	<input type="radio"/>	<input type="radio"/>
Student: Profile	Copies code values to support student profiles but no student specific data	<input type="radio"/>	<input type="radio"/>
Student: Admission	Copies the code values to support student admissions and creates Sub Calendar entries, but does not copy any student specific data	<input type="radio"/>	<input type="radio"/>
Student: Homerooms	Copies homeroom configuration	<input type="radio"/>	<input type="radio"/>
Student: Memberships	Copies membership groups and memberships	<input type="radio"/>	<input type="radio"/>
Discipline	Copies code values for discipline	<input type="radio"/>	<input type="radio"/>
Fees	Copies basic fee configuration excluding course and course section fees	<input type="radio"/>	<input type="radio"/>
Fee Proration	Copies fee prorations and proration details	<input type="radio"/>	<input type="radio"/>
Attendance: Absence Events	Copies configuration and code values used by attendance	<input type="radio"/>	<input type="radio"/>
Attendance: Absence Letters	Copies configuration used to generate absence letters	<input type="radio"/>	<input type="radio"/>
Marks: Mark Configuration	Copies configuration to support marks	<input type="radio"/>	<input type="radio"/>
Scheduling: Course Configuration	Copies code configuration used by course master	<input type="radio"/>	<input type="radio"/>
Scheduling: Courses	Copies course catalog and related fees	<input type="radio"/>	<input type="radio"/>
Scheduling: Schedule	Copies course sections and related fees	<input type="radio"/>	<input type="radio"/>
Marks: Marking Patterns	Builds marking patterns and automatic marks	<input type="radio"/>	<input type="radio"/>
Marks: GPAs	Configures GPA sets	<input type="radio"/>	<input type="radio"/>
Marks: Honor Rolls	Copies configuration used to support honor rolls	<input type="radio"/>	<input type="radio"/>
Course History	Copies configuration used to support course history	<input type="radio"/>	<input type="radio"/>

Task #9 - Complete the Follow-up Checklist for the second pass

1. Click **View Log**.
2. After clicking **View Log**, you will be on the following page:
StudentInformation » Management » School Administration
» School Year Initialization » Job History.
 - a. Under **Include Message Types**, check **Fatal Errors, Non-Fatal Errors, and Informational Messages**.
 - b. Click **Refresh**.
 - c. Pay particular attention to the **Fatal Error** messages and **Non-Fatal Error** messages.
 - d. The Informational Messages detail how many of each item was copied to the new school year.
3. Now navigate to : **StudentInformation » Management » School Administration » School Year Initialization » Follow-up Checklist**.
 - a. The **Sub-Calendar Exception Days** requires you to enter the exceptions to the sub-calendars. SYI only copies the sub-calendar codes. SYI does not copy the exceptions from 16/17 since they differ from year to year. If all the non-attending days are not known at this time, this task can be completed at a later time.
 - b. The **Review Scheduling Options** allows you to choose **Default Calendar** on **DASL Options**. The only thing the **Default Calendar** is used for is registration. If a new student is registered, they will be placed on the calendar listed as the default on **DASL Options**. The user always has the option of changing the calendar when registering the student.
 - c. Click on the **Go to : Course Terms** link.
 - d. Once on the **Course Terms Maintenance** page, edit each Course Term and link the appropriate schedule terms to the course term.
 - e. Click **Save** to commit changes.
4. Now the 3rd and final pass of SYI can be executed.

Course Terms Maintenance

From this screen, you can display, add, change and delete data pertaining to course terms.

<div>Add Course Term</div>			<div>Save Changes</div>			<div>Cancel Changes</div>																																			
Reporting Terms			Qtr1			Int1			Qtr2			Int2			EX 1			SA 1			Qtr3			Int3			Qtr4			Int4			EX 2			SA 2			F		
Schedule Terms			08/21/2017			09/11/2017			10/02/2017			10/23/2017			11/27/2017			12/18/2017			01/16/2018			02/05/2018			02/26/2018			03/19/2018			04/11/2018			05/04/2018					
			Term Code		Term Name		Sort Order																																		
<div><div></div><div></div><div></div><div></div><div></div></div>			All		All Year Course		1		X		X		X		X		X		X		X		X		X		X		X		X		X		<div></div>						
<div><div></div><div></div><div></div><div></div><div></div></div>			S1		Semester 1 Course		2		X		X		X		X		X		X																<div></div>						
<div><div></div><div></div><div></div><div></div><div></div></div>			S2		Semester 2 Course		4														X		X		X		X		X		X		X		<div></div>						
<div><input checked="" type="checkbox"/> Show Active Only</div>																																									

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Task #10 - Run the third set of initialization tasks at the building level.

1. At the building level and 17/18, return to :
StudentInformation » Management » School Administration
» School Year Initialization » Execute Tasks.
2. On the first tab named **Module Task List**, click **Execute Now** for the last 5 tasks plus the Fee Proration task. (**Scheduling : Schedule - Course History**)
 - a. Click **Next**.
3. Now the second tab named **Required Information** is displayed.
4. In the **Source School Year** dropdown, choose 16/17.
 - a. The final pass of SYI requires you to verify and map information unlike any previous passes.
 - b. The **Source Report Term** needs mapped to the **Target Report Term**. If virtual terms were copied up in Calendar Wizard, all of this information should already be mapped and you will just need to verify it.
 - c. If any of the dropdowns say **Do Not Load**, verify the Reporting Term will not be used in 17/18. If you are sure it should not be loaded, keep the dropdown at **Do Not Load**, otherwise map it to the correct value.
 - d. The next section named **Source Course Term** to **Target Course Term** maps the current year's course terms to 17/18's course terms. This step helps ensure all of last year's Semester 1 only classes are Semester 1 only classes in 17/18 as an example.
 - e. The final section named **Source Period** to **Target Period** maps the current year's periods to 17/18's periods and ensures meeting times for course sections copy up properly.
 - f. In the example screenshot below, Periods 4A, 4B, and 4C are marked as **Do Not Load** because the school is no longer using those three periods and does not want them copied to 17/18.
 - g. Click **Next**.
5. Now you are on the third tab named **Confirmation**.
 - a. Click **Execute**.
 - b. The screen will flicker while StudentInformation processes through the selected tasks.
 - c. As each task finishes the **Status** of the task will change from **Pending** to **Complete** or **Failed**.
 - d. This process could take several minutes. Do not navigate away from the page until all tasks either say **Completed** or **Failed**.
 - e. If any of the tasks **Failed**, submit a Help Desk Ticket. Discontinue with SYI until you have heard back from State Support.
 - f. If the process appears to be frozen (taking longer than 20 minutes), contact your ITC or send a Help Desk ticket to State Support immediately.

Execute School Year Initialization Tasks

This wizard will allow you to initialize a school year step by step

Module Task List	Required Information	Confirmation	Results
Step 1: Module Task List For each module on the task list, select the desired action and click 'Next'.			
Module Name	Module Description	Do Not Execute	Execute Now
School: Configuration	Copies basic school configuration settings to the new school year	<input checked="" type="radio"/>	<input type="radio"/>
School: Staff Members	Copies the roles and settings for staff members	<input checked="" type="radio"/>	<input type="radio"/>
Student: Profile	Copies code values to support student profiles but no student specific data	<input checked="" type="radio"/>	<input type="radio"/>
Student: Admission	Copies the code values to support student admissions and creates Sub Calendar entries, but does not copy any student specific data	<input checked="" type="radio"/>	<input type="radio"/>
Student: Homerooms	Copies homeroom configuration	<input checked="" type="radio"/>	<input type="radio"/>
Student: Memberships	Copies membership groups and memberships	<input checked="" type="radio"/>	<input type="radio"/>
Discipline	Copies code values for discipline	<input checked="" type="radio"/>	<input type="radio"/>
Fees	Copies basic fee configuration excluding course and course section fees	<input checked="" type="radio"/>	<input type="radio"/>
Fee Proration	Copies fee prorations and proration details	<input checked="" type="radio"/>	<input type="radio"/>
Attendance: Absence Events	Copies configuration and code values used by attendance	<input checked="" type="radio"/>	<input type="radio"/>
Attendance: Absence Letters	Copies configuration used to generate absence letters	<input checked="" type="radio"/>	<input type="radio"/>
Marks: Mark Configuration	Copies configuration to support marks	<input checked="" type="radio"/>	<input type="radio"/>
Scheduling: Course Configuration	Copies code configuration used by course master	<input checked="" type="radio"/>	<input type="radio"/>
Scheduling: Courses	Copies course catalog and related fees	<input checked="" type="radio"/>	<input type="radio"/>
Scheduling: Schedule	Copies course sections and related fees	<input checked="" type="radio"/>	<input type="radio"/>
Marks: Marking Patterns	Builds marking patterns and automatic marks	<input checked="" type="radio"/>	<input type="radio"/>
Marks: GPAs	Configures GPA sets	<input checked="" type="radio"/>	<input type="radio"/>
Marks: Honor Rolls	Copies configuration used to support honor rolls	<input checked="" type="radio"/>	<input type="radio"/>
Course History	Copies configuration used to support course history	<input checked="" type="radio"/>	<input type="radio"/>

Source Course Term	Target Course Term
All - All Year Course	All - All Year Course
S1 - Semester 1 Course	S1 - Semester 1 Course
S2 - Semester 2 Course	S2 - Semester 2 Course

Source Period	Target Period
Day: M - Period: 01	Day: M - Period: 01
Day: M - Period: 02	Day: M - Period: 02
Day: M - Period: 03	Day: M - Period: 03
Day: M - Period: 04	Day: M - Period: 04
Day: M - Period: HR	Day: M - Period: HR
Day: M - Period: 05	Day: M - Period: 05
Day: M - Period: 06	Day: M - Period: 06

Task #11 - Complete the Follow-up Checklist for the third pass

Since course sections and marking patterns are copied from the prior year each marking pattern in the new school year will need edited and saved – this will link the course sections to the marking pattern.



F.Y.I.

1. Click **View Log**.
 - a. After clicking **View Log**, you will be on the following page:
StudentInformation » Management » School Administration
» School Year Initialization » Job History.
 - b. Under **Include Message Types** check **Fatal Errors, Non-Fatal Errors, and Informational Messages**
 - c. Click **Refresh**.
 - d. Pay particular attention to the **Fatal Error** messages and **Non-Fatal Error** messages.
 - e. The Informational Messages detail how many of each item was copied to the new school year.
2. Now navigate to : **StudentInformation » Management » School Administration » School Year Initialization » Follow-up Checklist**.
 - a. Complete the follow-up tasks.
 - b. Follow the **Go to : Course Sections** link and verify the course sections and meeting times copied correctly.
 - c. The task named **Update Fee Definitions** copies up the course fees, general fees, miscellaneous, membership, program fees, and proration tables.
 - d. Click on the **Go to : Fees Administration** link and verify the fees copied correctly.
 - e. The task named **Custom Meeting Times** copies the course sections and meeting times to 17/18.
 - f. The task named **Review Marking Patterns** copies marking patterns and marking pattern rules to 17/18.
 - g. Follow the **Go to** link to the marking pattern page and verify the marking patterns copied.
 - h. Also verify Automatic Marks copied correctly by going to
StudentInformation » Management » School Administration
» Marks Administration Menu » Automatic Mark Maintenance.
 - i. The task named **Review GPA Sets** copies GPA sets from the current year to 17/18. Follow the **Go to** link to the **GPA Set Maintenance** page and edit each GPA to verify the information on each tab copied forward.
 - j. The last task named **Review Honor Rolls** copies Honor Rolls setup in the current year to 17/18. Follow the **Go to** link to the **Honor Roll**

Set Maintenance page to verify the honor rolls and honor roll exclusions copied forward.

- k. If you find any information that did not copy, report this to your ITC or to State Support in a Help Desk ticket.

Task #12 - Create Default Result Set

1. At the building level and 17/18, navigate to **StudentInformation** » **Management** » **School Administration** » **Scheduling Administration** » **Scheduler** » **Schedule Result Sets** to create a Schedule Result Set.
 - a. On the **Schedule Result Sets** page in the **Filter By Schedule** dropdown, choose a Master Schedule. Typically there is only one schedule in the dropdown.
 - b. Click **Add Schedule Result**.
 - c. Enter a name in the **Name** field. State Support recommends naming it **Default Schedule Result**.
 - d. Click **Save**.



**You've just completed SYI!
Give yourself a pat on the back.**

Appendix A - Rerunning Calendar Wizard

WARNING WHEN RE-RUNNING CALENDAR WIZARD! Use extreme caution when re-running Calendar Wizard. Rerunning Calendar Wizard wipes out course section assignments – this cannot be restored.

Rerunning Calendar Wizard :

1. Will undo certain School Year Initialization tasks which are highlighted below.
2. Will **delete** all students from the year in context.

Follow-up steps after rerunning Calendar Wizard:

1. Bulk Enrollment will need rerun. Once Bulk Enrollment is redone, the students will now have an admission record for the year and building in context. Their course requests will reappear but their course section assignments will be permanently deleted.
2. Reregister students that are newly admitted to the district.

Tasks Undone:

Student: Admission
Student: Homerooms
Attendance: Absence Events
Scheduling: Course Configuration
Scheduling: Courses
Scheduling: Schedule
Marks: Marking Patterns
Marks: GPAs
Marks: Honor Rolls

Execute School Year Initialization Tasks
This wizard will allow you to initialize a school year step by step

Module Task List | Required Information | Confirmation | Results

Step 1: Module Task List
For each module on the task list, select the desired action and click 'Next'.

Module Name	Module Description	Do Not Execute	Execute Now	Completed
School: Configuration	Copies basic school configuration settings to the new school year	<input type="radio"/>	<input type="radio"/>	<input checked="" type="checkbox"/>
School: Staff Members	Copies the roles and settings for staff members	<input type="radio"/>	<input type="radio"/>	<input checked="" type="checkbox"/>
Student: Profile	Copies code values to support student profiles but no student specific data	<input type="radio"/>	<input type="radio"/>	<input checked="" type="checkbox"/>
Student: Admission	Copies the code values to support student admissions and creates Sub Calendar entries, but does not copy any student specific data	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>
Student: Homerooms	Copies homeroom configuration	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>
Student: Memberships	Copies membership groups and memberships	<input type="radio"/>	<input type="radio"/>	<input checked="" type="checkbox"/>
Discipline	Copies code values for discipline	<input type="radio"/>	<input type="radio"/>	<input checked="" type="checkbox"/>
Fees	Copies basic fee configuration excluding course and course section fees	<input type="radio"/>	<input type="radio"/>	<input checked="" type="checkbox"/>
Fee Proration	Copies fee prorations and proration details	<input type="radio"/>	<input type="radio"/>	<input checked="" type="checkbox"/>
Attendance: Absence Events	Copies configuration and code values used by attendance	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>
Attendance: Absence Letters	Copies configuration used to generate absence letters	<input type="radio"/>	<input type="radio"/>	<input checked="" type="checkbox"/>
Marks: Mark Configuration	Copies configuration to support marks	<input type="radio"/>	<input type="radio"/>	<input checked="" type="checkbox"/>
Scheduling: Course Configuration	Copies code configuration used by course master	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>
Scheduling: Courses	Copies course catalog and related fees	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>
Scheduling: Schedule	Copies course sections and related fees	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>
Marks: Marking Patterns	Builds marking patterns and automatic marks	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>
Marks: GPAs	Configures GPA sets	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>
Marks: Honor Rolls	Copies configuration used to support honor rolls	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>
Course History	Copies configuration used to support course history	<input type="radio"/>	<input type="radio"/>	<input checked="" type="checkbox"/>

Next >

When the Calendar Wizard loads, if it has been run before, the following message will appear:

Calendar Wizard
From this screen, you can initialize a new calendar using a step-by-step wizard approach.

Are you sure you want to run the Calendar Wizard again?
All Absences, Marks, GPA/Honor Rolls, Marking Patterns, Course Section Assignments, Schedules, Homerooms, and Terms will be deleted and you will need to rerun Student Promotion and Student Bulk Enrollment.
To continue, click OK; otherwise click Cancel.

If you hit Cancel, the following message will appear:

Calendar Wizard
From this screen, you can initialize a new calendar using a step-by-step wizard approach.

You have chosen not to re-run the Calendar Wizard.

Appendix B – Rerunning Calendar Wizard or using Calendar Dates Wizard to correct issues

Problem	Rerun Calendar Wizard to fix	Use Calendar Dates Wizard to fix
School picked the wrong type of rotation day (Fixed vs. Alternating Rotation Day)	Yes – tasks will be undone and scheduling lost	No
Four quarters were chosen during Calendar Wizard and school is switching to 6 week classes	Yes– tasks will be undone and scheduling lost	No
Calendar Wizard was run with quarter, semester and all year course lengths chosen and school also offers 6 week classes	Yes– tasks will be undone and scheduling lost	No
First or last day of school is incorrect	Yes– tasks will be undone and scheduling lost	Yes – no data loss
Schedule term stop and start dates are incorrect	No	Yes – no data loss
Reporting Term stop and start dates are incorrect	Yes– tasks will be undone and scheduling lost	No



Please see “WARNING WHEN RE-RUNNING CALENDAR WIZARD!” in Appendix A.

Appendix C – How to change locker combination series after school year initialization is complete

Occasionally a school will want to change the locker combination series assigned to each locker. Rerunning SYI Task #1 will change the locker combination series in the upcoming year.

Rerunning this task will not affect scheduling in anyway, regardless if the schedule is finalized or not.

Rerunning the task will not cause any other SYI tasks to be undone.

The first task copies the following information to the upcoming school year:

1. Grade Level Progressions
2. Building Grade Levels
3. DASL Options
4. Lockers

Execute School Year Initialization Tasks

This wizard will allow you to initialize a school year step by step

Module Task List	Required Information	Confirmation	Results
Step 1: Module Task List For each module on the task list, select the desired action and click 'Next'.			
Module Name	Module Description	Do Not Execute	Skip
School: Configuration	Copies basic school configuration settings to the new school year	<input checked="" type="radio"/>	<input type="radio"/>
School: Staff Members	Copies the roles and settings for staff members	<input checked="" type="radio"/>	<input type="radio"/>
Student: Profile	Copies code values to support student profiles but no student specific data	<input checked="" type="radio"/>	<input type="radio"/>
Student: Admission	Copies the code values to support student admissions and creates Sub Calendar entries, but does not copy any student specific data	<input checked="" type="radio"/>	<input type="radio"/>
Student: Homerooms	Copies homeroom configuration	<input checked="" type="radio"/>	<input type="radio"/>
Student: Memberships	Copies membership groups and memberships	<input checked="" type="radio"/>	<input type="radio"/>
Discipline	Copies code values for discipline	<input checked="" type="radio"/>	<input type="radio"/>
Fees	Copies basic fee configuration excluding course and course section fees	<input checked="" type="radio"/>	<input type="radio"/>
Fee Proration	Copies fee prorations and proration details	<input checked="" type="radio"/>	<input type="radio"/>
Attendance: Absence Events	Copies configuration and code values used by attendance	<input checked="" type="radio"/>	<input type="radio"/>
Attendance: Absence Letters	Copies configuration used to generate absence letters	<input checked="" type="radio"/>	<input type="radio"/>
Marks: Mark Configuration	Copies configuration to support marks	<input checked="" type="radio"/>	<input type="radio"/>
Scheduling: Course Configuration	Copies code configuration used by course master	<input checked="" type="radio"/>	<input type="radio"/>
Scheduling: Courses	Copies course catalog and related fees	<input checked="" type="radio"/>	<input type="radio"/>
Scheduling: Schedule	Copies course sections and related fees	<input checked="" type="radio"/>	<input type="radio"/>
Marks: Marking Patterns	Builds marking patterns and automatic marks	<input checked="" type="radio"/>	<input type="radio"/>
Marks: GPAs	Configures GPA sets	<input checked="" type="radio"/>	<input type="radio"/>
Marks: Honor Rolls	Copies configuration used to support honor rolls	<input checked="" type="radio"/>	<input type="radio"/>
Course History	Copies configuration used to support course history	<input checked="" type="radio"/>	<input type="radio"/>

Next >

Execute School Year Initialization Tasks

This wizard will allow you to initialize a school year step by step

Module Task List	Required Information	Confirmation	Results
Step 2: Required Information In order to process the selected tasks, some additional information is required. Please complete the form below and click 'Next'.			
Source School Year: 2016-2017			
New Locker Combination Series: 3			
< Back			
Next >			

Security Procedural Checklist



Change Log

Date	Section Number/Name	Change Description
10/17/14	Entire doc	Update screenshots and breadcrumb trail
06/27/13	Create New StudentInformation Users	Clarified Employee # field
1/22/13	Create New StudentInformation Users	Added step by step
1/12/10	Create Staff Impersonations for User	10.2.0 – Impersonations now copied in SYI

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- The StudentInformation Security system is used to define access to the various features in the StudentInformation system.
- When a new user is created, they start with no access to StudentInformation. They are able to log into the system, but no items are available in the sitemap.
- Roles are used or created to define access to specific nodes or branches of the site map.
 - Users are given access to StudentInformation by being granted one or more role/school combinations. The role defines the access while the school defines where that access is given.
 - These role/school combinations can be assigned directly to the user account or can be applied to the user account through their membership in one or more groups with direct or inherited role/school assignments.

Follow these steps to set up and use the StudentInformation Security functionality. **See Security End User Documentation for detail.**

- ☐ **Determine Type of Security** – Determine whether you will use Centralized or Decentralized (or a combination) Security.

Centralized – All security administration is done at the district level by a centralized and usually small number of people.

Decentralized – Moves the security administration to the building level.

Combination – Some of the security administration takes place at the district level (centralized) while certain other tasks take place at the building level (decentralized).

- ☐ **Determine Type of Staff Members and Access** – Determine what types of staff members you have and the type of access you want them to have in StudentInformation.

- ☐ **Convert DSL Users to DASL** – Convert existing DSL Users to DASL Users; Pay special attention to the Administrative School and the Default School.

Navigation: StudentInformation – Management – Security – DSL to DASL

DSL TO DASL

Search For Users To Move

Last Name: First Name:

Domain: Username:

Email Address: Mark Users As: ☐

- ☐ **Review and Create Roles** – Review the existing pre-defined Roles and create new Roles as needed.

Navigation: StudentInformation – Management – Security – View Users – User Roles tab

Security - User:

[User](#)
[User Roles](#)
[Staff Member Impersonations](#)
[User Groups](#)
[Group Memberships](#)
[Reset Password](#)

Is Vendor: ☐

School:
 Role:




	School	Role
✖	All Buildings	Full Access
✖	All Buildings	RB-Report Administrator

OR

Navigation: StudentInformation – Management – Security – View Roles – Add New Role button or edit (pencil)

View Roles

School:
 Role Name:

	School Name	Role
 ✖	All Buildings	DataMap - Assessment Admin
 ✖	All Buildings	DataMap - General Access
 ✖	All Buildings	DataMap - Intervention Program Admin

- ☐ **Review Role Access** – Review the Sitemap Access for the existing pre-defined Roles and your new Roles.

Navigation: StudentInformation – Management – Security – Display Role Access

Display Role Access

School: All Buildings
Role: DataMap - Assessment Admin

☒ Show Selected Role
☐ Show All Fixed Roles

Display Role Access

Role: DataMap - Assessment Admin

Display:

Add:

Change:

Delete:

Display:

Add:

Change:

Delete:

Display:

Add:

Change:

Delete:

DataMap

General Access

Assessment Admin

- ☐ **Review and Create Groups** – Create Groups as needed for your StudentInformation Users. Examples of Groups might be teachers, administrators, secretary, etc.

Navigation: StudentInformation – Management – Security – View Groups – Add New Group button

View Groups

School: All Buildings
Group Name:

Add New Group

		Group Name	School
<input checked="" type="checkbox"/>		All Users	All Buildings
<input checked="" type="checkbox"/>		NOACSC Staff	All Buildings

- **Assign Role/School Combinations to Groups** – Assign the Role and the School combination to each Group to specify what screens and functions that Group has access to. A group is a collection of users and other groups. Groups can be used for collection purposes, assignment of job functions, and/or assignment of security access.

Navigation: StudentInformation – Management – Security – View Groups – Click edit (pencil) – Group Roles tab

Security - Group: HSTEACHER

Group

Group Roles

Group Assigned Groups

Group Members

Member Of

School: NOACSC Test ITC

Role: aSc Scheduler


Add

	School	Role
✖	High School	Portal Viewing
✖	High School	EZQuery - All

Return To View Groups Page

☐ Create New StudentInformation Users

1. Navigate to : **StudentInformation** » **Management** » **Security** » **View Users**

2. Click .

3. In the **Username:** field, enter the user name you want to assign to the user. This is the name the user will use to log in to StudentInformation.

4. In the **First Name:** field, enter the user's first name.

5. In the **Last Name:** field, enter the user's last name.

6. In the **Employee Number:** field, enter the user's employee number. The field only accepts numeric characters. The employee number is optional and currently has no functionality in StudentInformation.

7. In the **Domain:** drop-down list, select the domain in which the user's account exists.

a. **Note:** If the account is Windows authenticated (Active Directory), the domain is the same name as the Windows domain. If the account is ProgressBook authenticated (Non-Active Directory), the domain is defined in CentralAdmin. For more information, refer to ProgressBook CentralAdmin User Guide

b. **Note:** Once the user record is saved, you cannot change the user's domain. If you need to change the user's domain at a later time, contact your technology center.

8. In the **Email Address:** field, enter the user's email address.

a. **Note:** Ensure you enter the correct and unique email address for the user as this is the account to which their StudentInformation password is emailed.

9. Ensure the **Is Active:** checkbox is marked.

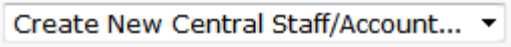
10. In the **Administrative School:** drop-down list, select the user's administrative school. The Administrative School is the school that can edit the user's security account. If the Administrative School is set to the District, then only users with district level access to the security pages will be allowed to edit the account.

11. In the **Default School:** drop-down list, select the school or school district that is in context by default when the user logs in to StudentInformation.

12. Click .

13. Now click the **Link to Central:** checkbox.

14. In the **Account Selection:** dropdown select

.

15. Click .

16. The page will refresh and Central will displayed.

17. In the Account Type area select Windows

Account Type

☐ No Account

☐ ProgressBook (Non-Active Directory)

ProgressBook authentication is currently not enabled.

☒ Windows (Active Directory)

18. The page refreshes and an area named **Windows Account** appears.

19. Click **Select...**

20. In the **select a domain...** dropdown choose the appropriate domain and click **Search**.

21. Choose the appropriate Active Directory account from the available list. If you do not see the account you are looking for then enter a couple of letters from the account first or last name and search again.

22. Click **Select**.

Search Active Directory

DSS.LAN mon Search

Select rick.monitor rick.monitor

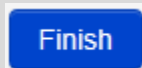
23. Click **Next**.

24. Enter the User's First Name, Last Name, and Email Address in the Create Staff – Profile section.

Create Staff - Profile Information

First Name	<input type="text" value="Rick"/>
Middle Name	<input type="text"/>
Last Name	<input type="text" value="Monitor"/>
Email Address	<input type="text" value="rick.monitor@noacsc.org"/>

25. If the user you are adding is also a security administrator for your district select ☒ Staff Admin in the User Roles section, otherwise leave it unchecked.



26. Click .

27. The following will display:

Security - User: rick monitor

The selected User was successfully updated

User	User Roles	Staff Member Impersonations	User Groups	Group Memberships	Reset Password
------	------------	-----------------------------	-------------	-------------------	----------------

Username:	<input type="text" value="rick.monitor"/>		
First Name:	<input type="text" value="rick"/>		Last Name: <input type="text" value="monitor"/>
Employee Number:	<input type="text"/>		Domain: DSS
Email Address:	<input type="text" value="rickmonitor@noacsc.org"/>		Is Active: <input checked="" type="checkbox"/>
Administrative School:	<input type="text" value="Ada Ex Vill SD"/>		Default School: <input type="text" value="ADA HIGH SCHOOL"/>
Link to Central:	<input checked="" type="checkbox"/>		
	<div>Username: rick.monitor Domain: DSS.LAN Account Type: Windows</div>		

Save

- **Assign Role/School Combinations to Users** (optional) – Assign the Role and the School combination to individual Users as needed to specify what screens and functions that User has access to.

Navigation: StudentInformation – Management – Security – View Users – Click edit (pencil) – User Roles tab

Security - User:

User User Roles Staff Member Impersonations User Groups Group Memberships Reset Password

Is Vendor: ☐

School: NOACSC Test ITC Role: aSc Scheduler Add

	School	Role
✗	All Buildings	Full Access
✗	All Buildings	RB-Report Administrator

Return To View Users Page

- **Put Users into Groups** – Put each User into their appropriate Group(s); A User can belong to more than one Group.

Navigation: StudentInformation – Management – Security – View Users – Click edit (pencil) – User Groups tab

Security - User:

User User Roles Staff Member Impersonations User Groups Group Memberships Reset Password

Is Vendor: ☐

Filter List of Available Groups

School: All Schools Group Name: Search

Save Assigned Groups

Available Assigned

Save

Return To View Users Page

- ☐ **Review and Create Staff Members** – Staff Members will be brought over from SIS; Review and create new Staff Members as needed. The View/Edit Staff Member Schools defines what assignments this staff member has for the various school and school years.

Navigation: StudentInformation – Management – Security – View Staff Members – Add New Staff Member button

View Staff Members

Staff Member Name:

Assigned Username:

Show Active Only: ☒

Search

Add Staff Member To:

Ada Ex Vill SD

Go

		Last Name	First Name	Staff Code	District	Domain	Username	Active
			KELLY		Local SD	.LAN		
			CAROL		: Local SD	.LAN		

- ☐ **Create Staff Impersonations for Users** – Create Staff Impersonations for each User as needed for security purposes. Staff impersonation is the ability in StudentInformation for a user to be able to do tasks as if they were the staff member that they are impersonating. Users can also impersonate all staff members in the school if so specified. Administration staff uses this option most frequently. **IMPORTANT!** As of DASL v10.2.0, Staff Member Impersonations are now copied from year to year as part of the School Year Initialization process. Once Staff Member Impersonations are entered for a user, they will be carried on to following years as part of School Year Initialization.









Navigation: StudentInformation – Management – Security – View Users – Click edit (pencil) – Staff Member Impersonations tab – click Add button

Security - User:

UserUser RolesStaff Member ImpersonationsUser GroupsGroup MembershipsReset Password

Is Vendor: ☐

Add

		School	School Year	Staff Member	Permissions
<input checked="" type="checkbox"/>		HIGH SCHOOL	2014	All	Full
<input checked="" type="checkbox"/>		HIGH SCHOOL	2014	All	Full
<input checked="" type="checkbox"/>		HIGH SCHOOL	2014	All	Full
<input checked="" type="checkbox"/>		HIGH SCHOOL	2014	All	Full
<input checked="" type="checkbox"/>		HIGH SCHOOL	2014	All	Full
<input checked="" type="checkbox"/>		High School	2014	All	Full
<input checked="" type="checkbox"/>		CAREER CENTER	2014	All	Full
<input checked="" type="checkbox"/>		School	2014	All	Full

Return To View Users Page

Security - User:

User User Roles Staff Member Impersonations User Groups Group Memberships Reset Password

Is Vendor: ☐

School: HIGH SCHOOL

School Year: 2014-2015

Staff Member: All Staff

Available Permissions

Full
Fee Collect
EZ Query
Attendance
Marks

Selected Permissions

Save

Cancel

[Return To View Users Page](#)

- ☐ **Associate Staff Members to Users** – Associate a single Staff Member to a specific StudentInformation User for security purposes. Each district should create one staff member record for each member of his or her staff. Most schools and districts will also provide each of their staff members with a user account to access StudentInformation. The intent of the View/Edit Staff Member Associations page is to associate a User account with a Staff Member. Once such an association is created, the user account will have access to perform any task as that staff member that they have been given access to on the site map.

Navigation: StudentInformation – Management – Security – View Staff Member Associations – Filter button – click magnifying glass

View/Edit Staff Member Associations
From this screen, you can add a new staff member association or remove an existing one.

Search for Staff Members

Staff Member Associations

Staff Member Selected:

This staff member is currently assigned to user:

Remove Staff Member Association

Return to Search for Staff Members

Last Name:

First Name:

Email Address:

Username:

Domain:

Administrative School: All Schools

Default School:

Search



Student Promotion/Bulk Enrollment Step by Step Checklist

Student Promotion/Bulk Enrollment process creates admission records for students in the 17/18 school year. Student Promotion/Bulk Enrollment is a two part process. First, use Promotion in 16/17 to set the New School field on each student's profile. Second, use Bulk Enrollment in 17/18 to admit the students into the upcoming school year.



Student Promotion/Bulk Enrollment cannot be done until the entire School Year Initialization (SYI) process is complete. Please see the School Year Initialization Step by Step checklist for detailed instructions on how to complete SYI.



It is best to do promotion for the entire district at one time. This means the person performing the promotion needs to have access to all buildings. Promotion/Bulk Enrollment can be performed for one building now and the other buildings in the district at a later date, but often you end up repeating steps.



The Assigned Building IRN field on the FS Standing tab will be reset to ***** during Bulk Enrollment in the future school year. If the student requires the Assigned Building IRN to be something other than *****, (most districts have less than 5% of all students), the field will need to be manually updated in the future year.



After students have been promoted to the next school year, schools can begin making changes to the students FS, FN, and FD tabs. After FY16 processing is complete, the ITC will run a process to sync the students 17/18 tabs to match the 16/17 tabs. If changes have been made to a student's EMIS situation, % of time, Sent to IRN, etc and you do not want those changes overridden, select the Exclude checkbox at the bottom of each tab.

- ☒ Exclude FS Records from Fall Initialization Updates
- ☒ Exclude FD Records from Fall Initialization Updates
- ☒ Exclude FD Records from Fall Initialization Updates

Change Log

Date	Section Number/Name	Change Description
12/28/16	Appendix C	Removed Cartoon
11/10/16	Entire doc	Updated for the 2017-2018 school year
4/27/16	Task #6	Add note about Enrollment Options
12/4/15	Task #5 Task #6	Fix typo Add step to Copy Transportation Assignments.
12/1/15	Entire doc	Updated for 2016-2017 school year
7/22/15	Appendix C	Added clarification
12/1/14	Entire doc	Updated for 2015-2016 school year

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Task #1 - Verify District codes needed for Promotion/Bulk Enrollment are setup correctly in 16/17 and 17/18

1. Change your context to the District level and 16/17.
2. Navigate to **StudentInformation** » **Management** » **School Administration** » **Grade Level Administration** » **Grade Level Codes**.
 - a. The **Grade Level Codes** table lists all the grade levels offered by your district.
 - b. Verify the grade levels listed on the page are correct and linked to the proper **EMIS Code** grade level.
 - c. Make any needed changes and click **Save** when you are finished.
3. Next, navigate to: **StudentInformation** » **Management** » **School Administration** » **Grade Level Administration** » **Grade Level Progressions**.
 - a. The **Grade Level Progressions** table outlines which grade students will be promoted to in the next school year.
 - b. Example: If a student's **Current Grade** is 02 they will be promoted to grade 03 next year. So, 03 is the **Forecasted Grade** for grade 02.
 - c. In some cases the **Current Grade** and the **Forecasted Grade** will be the same. An example of this situation is **Current Grade** = 23 and **Forecasted Grade** = 23. In other words, students who are in grade 23 in 16/17 will be promoted to grade 23 in 17/18.
4. Now, change your context to 17/18 at the District level.
5. Check the following two pages in 17/18 to make sure the information copied up correctly in SYI.
6. **StudentInformation** » **Management** » **School Administration** » **Grade Level Administration** » **Grade Level Codes**.
7. **StudentInformation** » **Management** » **School Administration** » **Grade Level Administration** » **Grade Level Progressions**.
8. Report any item which did not copy up correctly to your ITC or State Support.
9. Make any needed changes to the tables and click **Save** when you are finished.

Task #2 - Review and Create Building Progression Track

F.Y.I.

Each District should have at least one Progression Track. If your district has multiple elementary buildings, you will need at least one Progression Track for each elementary building.

F.Y.I.

If your district only has one elementary, one middle school, one high school then you would only need one progression track since students can only take one path.

1. With the District and 16/17 in context, navigate to : **StudentInformation**
» **Management** » **School Administration** » **Student Promotion**
» **Building Progression Tracks**.
 - a. Click **Add Building Progression Track** to add a new progression track.
 - b. Enter an eight character **Code**. State Support recommends using a code that makes sense to the district personnel. Example: Wel-HS, which stands for West Elementary to High School.
 - c. In the **Name** field enter a descriptive name, such as West Elementary to High School.
 - d. By looking the name, I can assume this progression track will tell me where students who start out at West Elementary are promoted to each year.
 - e. You can enter an optional **Description** and make sure the **Is Active** box is checked.
 - f. Next, you'll need to fill in the dropdown for each grade level.
 - g. Basically, when filling in the dropdown ask yourself this question: If a student is going to be _____ (insert grade level) which building will they be in?
 - h. Example: If a student is going to be in the 1st grade next year which building will they be in? The answer is the Elementary Building.
 - i. Another Example: If a student is going to be a grade GR next year what building will they be in? The answer is no building. GR students are not promoted into a building for 17/18 because the students have graduated. The dropdown for grade GR on the progression track should be left blank.
 - j. Important – if the GR dropdown is not left blank, the graduated seniors will be promoted to 17/18 and will have to be removed from the building by the database administrator.
 - k. The screenshots following this task detail the setup for a school with two elementaries, one middle school, and one high school.
 - l. If your school already has a progression track setup, edit the progression to track verify the accuracy.
 - m. Save any changes you make.

Building Progression Tracks

From this screen, you can display, add, change and delete data pertaining to Building Progression Tracks.

[Add Building Progress Track](#)

Code	Name	Description	Active
Eel - HS	East Elementary to the High School		
Wel - HS	West Elementary to the High School		

☒ Show Active Only

Building Progression Tracks

From this screen, you can display, add, change and delete data pertaining to Building Progression Tracks.

Code:

Name:

Description:

Is Active: ☒

Grade Level Code	Building/School
P1	East ELEMENTARY SCHOOL
P2	East ELEMENTARY SCHOOL
K5	East ELEMENTARY SCHOOL
01	East ELEMENTARY SCHOOL
02	East ELEMENTARY SCHOOL
03	East ELEMENTARY SCHOOL
04	East ELEMENTARY SCHOOL
05	East ELEMENTARY SCHOOL
06	East ELEMENTARY SCHOOL
07	Central Middle School
08	Central Middle School
09	Central High School
10	Central High School
11	Central High School
12	Central High School
13	
GR	
23	Central High School
DR	

13 Records Displayed [Show 1 to 10](#)

This example details the other Elementary Building in the district.

Task #3 - Verify Building codes needed for Promotion/Bulk Enrollment are setup correctly in 16/17 and 17/18

1. Change your context to the building level and 16/17.
2. Navigate to: **StudentInformation** » **Management** » **School Administration** » **Grade Level Administration** » **Building Grade Levels**.
 - a. At each building in the district, verify the grade levels listed on the table indeed are offered at that building.
 - b. Example: If grade 02 is listed on the ***Building Grade Levels*** table at the high school and you know there are no 2nd graders in the high school building, click on the red X to delete the grade levels. This is your opportunity to clean up bad data and prevent it from copying up to 17/18.
 - c. Save any changes.
3. Next navigate to: **StudentInformation** » **Management** » **School Administration** » **DASL Options**.
 - a. Click on the 5th tab named ***Prog Track***.
 - b. You can choose a progression track from the dropdown or leave it blank.
 - c. If you choose a progression track in the dropdown, each time you register a new student they will automatically be put on that progression track unless you change it during registration.
 - d. If your school has several progression tracks and there is a 50-50 chance a newly registered student can be placed on either progression track, State Support recommends leaving the Progression Track dropdown blank. That way the person registering the student can decide which progression track they should be assigned to.

Task #4 - OPTIONAL: Create an Ad Hoc Membership Group to use to bulk assign progression tracks to students

F.Y.I.

The Bulk Assign Building Progression Track process only assigns the students to a progression track, it did not actually promote them.

F.Y.I.

If you choose to skip this step, students that are missing a progression track will display on the 2nd tab of Promotion screen. You can assign them to a progression track at that point in the promotion process.

F.Y.I.

If you want to change the progression track the student is assigned to, then you must use the bulk assign of progression tracks and choose to override existing tracks or edit the student's profile and change the progression track manually.

1. Navigate to: **StudentInformation** » **My Account** » **Ad Hoc Memberships** at the building level for 16/17.
 - a. Click **Add New Ad-hoc Membership**.
 - b. Fill in the **Membership Name**. The more descriptive you are the better. Suggested names are Entire School and Promo/Enroll.
 - c. Ensure **Active** is checked.
 - d. You can choose to check **Make Private** or leave it unchecked. If you uncheck **Make Private**, anyone with access to the school can use your ad-hoc membership which is a good idea for troubleshooting purposes.
 - e. Leave the **Search Mode** radio button defaulted to **Search Criteria**.
 - f. Check the box next to **Students Selected by Default**.
 - g. Click **Search**.
 - h. Every student in the entire building is listed.
 - i. At the bottom of the screen, the **Add to Membership** radio button should be marked.
 - j. Click **Add Selected Students**.
 - k. You will receive a confirmation message at the top of your screen that looks similar to the following:

Added 1749 Students to Membership

- l. Now click **Save**.
 - m. The students are not added to the ad-hoc membership until you click **Save**.
2. Now we are ready to bulk assign a progression track to the students in the ad-hoc membership.
3. The Bulk Assign Building Progression Track process only puts a progression track on the Additional tab, it does not actually promote students.

4. Navigate to: **StudentInformation » Management » School Administration » Student Promotion » Bulk Assign Building Progression Track.**
 - a. In the **Ad-Hoc Membership** dropdown, choose the ad-hoc membership you created above.
 - b. In the **Building Progression Track** dropdown choose the appropriate progression track.
 - c. You can choose to click **Override Existing Tracks**. State Support recommends putting a check in the box to **Override Existing Tracks** incase a student accidentally was assigned to the incorrect one in the past.
 - d. Click **Assign**.
 - e. Remember the Bulk Assign Building Progression Track process only assigns the students to a progression track, it does not actually promote them. Do not be concerned that students who are graduating or who are already withdrawn are going to be promoted to 17/18, they will not be.
 - f. Edit the **Additional** tab of several students at random to ensure the **Building Progression Track** field on the **Additional** tab of their profile is filled in.

Task #5 - Perform Promotion in 16/17 to set the New School field on each student's Additional tab

1. With the building in context and in the 16/17 school year, navigate to:
StudentInformation » Management » School Administration » Student Promotion » Student Promotion.
 - a. The first tab is named **Students needing next grade level**.
 - b. If any students are listed on this page, fill in their appropriate grade level and click **Next >** to move to the 2nd tab.
 - c. Students must have the **Grade Next Year:** field filled in on their profile **General** tab in order to be promoted.
 - d. Do not be alarmed if zero students show on the page, this means that every student has this field filled in already. (Whenever you edit a student's General tab and save the Next Grade Level field is auto populated based off the Progression tables.)
 - e. The 2nd tab is named **Students needing building progression track set**.
 - f. If the Bulk Assignment of Progression Tracks process outlined in the previous task was carried out correctly, there should be no students listed on this tab.
 - g. If there are students listed, you can either fill in their progression track or go back to Task #4 and redo the Bulk Assignment of Progression Tracks.
 - h. Click **Next >** to move to the 3rd tab named **Students without primary building**.
 - i. If a student's **Primary Building:** is not set on the Additional tab, they will not get promoted. This page serves as a data quality check. Correct the students before continuing to the final tab.
 - j. Click **Next >** to move to the last tab named **Promote Students**.
 - k. A grid is displayed with seven columns.

Student Promotion

Number	Student Name ^	Grade	Grade Next	Prog. Track	New School	Enrolled Next Year
6034	Student79754, ALFISAL	07	08	District Track		
5910	Student79796, RYAN	07	08	District Track		
5903	Student79803, THOMAS	07	08	District Track		
5883	Student79821, PAULA	07	08	District Track		
5864	Student79841, SYDNEY	07	08	District Track		
5765	Student79912, ANGELA	08	09	District Track		
5764	Student79913, ANDREYA	08	09	District Track		
5763	Student79914, CHLOE	07	08	District Track		
5745	Student79930, TREVOR	07	08	District Track		
5743	Student79932, MICHAEL	08	09	District Track		
5729	Student79947, KALEIGH	07	08	District Track		
5705	Student79975, WILLIAM	07	08	District Track		
5175	Student81932, HAILEE	07	08	District Track		
5174	Student81933, DRAKE	08	09	District Track		
5171	Student81937, ANTHONY (TANNER)	07	08	District Track		

- l. The first time you do promotion the **New School** and **Enrolled Next Year** columns are blank. Rarely you may see students with the **New School** column filled out. The **New School** field on the **Additional** tab of the student's profile is not copied from year to year.
- m. If you are doing promotion for the first time in 16/17 and almost all students have the **New School** column filled out, then promotion was accidentally run in 16/17 last year when a user thought they were in 15/16. There is nothing to be alarmed about.
- n. Notice there are no students whose Grade Next is GR. The promotion process was set up to ignore students who are graduating or are withdrawn.
- o. Click **Promote**.
- p. The following message will display

The promotion was executed successfully

- q. The **New School** field is now filled in.
- r. When the **Promote** button is pressed StudentInformation goes out and looks at the student's grade level and compares that to the Progression Track they are assigned and determines which school the student will reside in the upcoming year.
- s. The promotion process is updating each student's **New School** field on their **Additional** tab.
- t. The **Enrolled Next Year** column is blank unless the Promotion/Bulk Enrollment process has already been executed.
- u. If Promotion/Bulk Enroll have already been done the building the student was admitted to will display in the last column.

F.Y.I.

Promotion and Bulk Enrollment may be executed multiple times until the first day of school arrives. Once school begins the Bulk Enrollment screen is no longer available.

Task #6 - Perform Bulk Enrollment in the 17/18 school for the first time

F.Y.I.

If you need to bulk enroll a certain grade level, such as Seniors or students who attended half days last year, but will be attending full days this year, please see Appendix D.

1. In 17/18 at the building level, navigate to: **Student Information** » **Management** » **School Administration** » **Student Promotion** » **Student Bulk Enrollment**.
2. The first tab named **Currently enrolled here and set to go elsewhere** shows students who were already admitted to the building in context in prior runs of Promo/Bulk Enroll but have since had their **New School** field on the **Additional** tab updated to another building in the district.
3. If you are running Bulk Enroll for the first time, zero students will show on this tab since no one has been admitted yet.
4. Click **Next >** to move to the **Currently enrolled elsewhere and set to go here** tab.
5. If you are running Bulk Enroll for the first time, zero students will show on this tab since no one has been admitted yet.
6. Click **Next >** to move to the **Students to Enroll** tab.
7. Any student in the district whose **New School** field in 16/17 is set to the building in context will display on the **Students to Enroll** tab.

Student Bulk Enrollment

Currently enrolled here and set to go elsewhere Currently enrolled elsewhere and set to go here **Students to Enroll** Bulk Enroll

< Back Next >

Students set to be enrolled this school and school year. You must select the students you would like to enroll.

Show Only Students In Prior School: [Show All] **Show Only Students In Prior Grade Level:** [Show All]

Select All: ☐

Student Number	Student Name	Admitting From	Prior Grade Level	Current Grade Level	Student Status
<input type="checkbox"/> 6034	Student79754, ALFISAL	HIGH SCHOOL	07	08	ACTIVE RES
<input type="checkbox"/> 5910	Student79796, RYAN	HIGH SCHOOL	07	08	ACTIVE RES
<input type="checkbox"/> 5903	Student79803, THOMAS	HIGH SCHOOL	07	08	ACTIVE RES
<input type="checkbox"/> 5883	Student79821, PAULA	HIGH SCHOOL	07	08	ACTIVE RES
<input type="checkbox"/> 5864	Student79841, SYDNEY	HIGH SCHOOL	07	08	ACTIVE RES
<input type="checkbox"/> 5765	Student79912, ANGELA	HIGH SCHOOL	08	09	ACTIVE RES
<input type="checkbox"/> 5764	Student79913, ANDREYA	HIGH SCHOOL	08	09	ACTIVE RES
<input type="checkbox"/> 5763	Student79914, CHLOE	HIGH SCHOOL	07	08	ACTIVE RES
<input type="checkbox"/> 5745	Student79930, TREVOR	HIGH SCHOOL	07	08	ACTIVE RES

8. You can use the **Show Only Students In Prior School:** and **Show Only Students In Prior Grade Level:** filters to narrow down the number of students to enroll.
9. In the following example Grade 11 was chosen in the **Show Only Students In Prior Grade Level:** dropdown. These are the students who will be 12th graders in 17/18.

Student Bulk Enrollment

Currently enrolled here and set to go elsewhere Currently enrolled elsewhere and set to go here **Students to Enroll** Bulk Enroll

< Back Next >

Students set to be enrolled this school and school year. You must select the students you would like to enroll.

Show Only Students In Prior School: [Show All] **Show Only Students In Prior Grade Level:** 11

Select All: ☒

	Student Number	Student Name	Admitting From	Prior Grade Level	Current Grade Level	Student Status
<input checked="" type="checkbox"/>	4917	Student82237, SCOTT	HIGH SCHOOL	11	12	ACTIVE RES
<input checked="" type="checkbox"/>	4754	Student84682, WILLIAM A.C.	HIGH SCHOOL	11	12	RES A/ELSE
<input checked="" type="checkbox"/>	4215	Student84800, JULIE	HIGH SCHOOL	11	12	ACTIVE RES
<input checked="" type="checkbox"/>	4208	Student84804, JIMMY	HIGH SCHOOL	11	12	RES A/ELSE

10. Check the box next to the students you wish to enroll or click **Select All:** ☐.
11. Click **Next >** to advance to the final tab named **Bulk Enroll**.
- On this tab you will tell Student Information which student information you would like to copy to 17/18.
 - If you would like to copy the student's locker assignments from 16/17 to 17/18, then put a check in the box next to **Copy Locker Assignments:**. If you do not want to copy locker assignments, leave the box unchecked.
 - Next, if you would like to copy student's free lunch statuses that appear on the **FD-Attributes** tab, check the box next to **Copy Free Lunch Status Assignments:**. If you do not want to copy Free Lunch Assignments, uncheck the box.
 - If you would like to copy counselor assignments from 16/17 to 17/18, put a check in the box next to **Copy Counselor Assignments:**.
 - If you would like to copy transportation assignments from 16/17 to 17/18, put a check in the box next to **Copy Transportation Assignments**.
 - If you would like to copy all data flags on the **Additional** tab of the profile then uncheck the box next to **Clear All Data Flags:**.

- g. If you would like to copy homeroom assignments from 16/17 to 17/18, then uncheck the box next to **Clear Homerooms:**.

NOTE: These Enrollment Options only apply if the Primary Building and the New School values are the same in the current school year – promoted the students into a grade level in the same building.

12. The next section named **Map Sub-Calendars** allows you to map students who were on a certain calendar in 16/17 to the same calendar in 17/18.
- A majority of the time you will map student to the same calendar they were on last year.
 - In the following screenshot, there are 63 students on the Default Calendar in 16/17. I have chosen to assign them to the Default Calendar for 17/18.

Current Calendar	Calendar to Assign
AVHS - 1 (63 students)	1
AVHS - Default non-attending calendar (10 students)	Default non-attending calendar

- Occasionally students will be mapped to a different calendar in 17/18 then what they are assigned to in 16/17.
 - A good example of this scenario is Kindergarten students who are on a ½ day calendar in 16/17. These students will be 1st graders in 17/18 and will be on the Default Calendar.
13. After you have finished mapping the sub-calendars, move onto the next section named **Map Student Statuses**.
- This section allows you to determine what status the students will be enrolled in for 17/18.
 - In almost all cases, you will map the student to the same status as they were last year.
 - Example: If a student was on the non-attending calendar in 16/17 there is a good chance they will be on the non-attending calendar in 17/18.
14. Once you have finished mapping the student statuses, click

Process Bulk Enrollment

15. You will receive the following message:

The Student Bulk Enrollment Job has been submitted successfully. Please check the Batch/Report Management link for job status.

16. A job was sent to your Batch/Report Management screen.
17. Go to the Batch/Report Management screen to see if the job has completed.
18. The **Job Name** is **DASL_STUDENT** and the **Job Description** is **DASL Students Batch Process**.

Appendix A: How to override a progression track and promote a student to a different building

Scenario: A district has approximately 55 students who are grade level UG. All 55 student's Grade Level Next Year is grade UG. Approximately 30 of the students will be promoted to the high school building next year and the remaining 25 will be promoted to the elementary. How should I set up the progression track to ensure the students get promoted to the correct building?

Solution:

The district has several options.





































1st Option: Set up multiple progression tracks and assign the appropriate progression track to the students. One progression track would have UG set up to go to the high school and the other progression track would have grade level UG set up to go the elementary.

2nd Option: Since a majority of the 55 students will be promoted to the high school set up the progression track so UG goes to the high school. For the 25 other students who will be promoted to the elementary manually update their **New School** field on the Additional tab *after* promotion is run, but before Bulk Enrollment is performed.

Appendix B: Examples of a progression track set up for districts with multiple elementary, middle school, and high school buildings.

Example #1

A District has 4 elementary buildings, 3 middle schools, and 3 high school buildings. The district has chosen to set up a progression track for each building. Example: Sally is a 1st grader at Unity Road Elementary. She is assigned to the Unity Road progression track. Unity Road Elementary houses grades K-4. When Sally is a 4th grader the school will change her progression track to be the North Middle School progression track since that is where she will attend when she is a 5th grader. The district would need to change Sally's progression track before they do promotion and bulk enrollment to ensure Sally gets promoted to North Middle School for her 5th grade year. The school will need to change her progression track again once Sally reaches 8th grade so she will be promoted to the correct high school. Each progression track only has the corresponding grade levels that reside in that building filled in. The other grade levels are left blank.

	Code	Name	Description	Active
	 LMAL	ALTERNATIVE HIGH SCHOOL		
	 LMFM	FREEDOM ROAD ELEMENTARY PROGRESSION TRACK		
	 LMHE	HERITAGE ROAD ELEMENTARY PROGRESSION TRACK		
	 LMIN	INDEPENDENCE ROAD ELEMENTARY		
	 LMLB	LIBERTY ROAD ELEMENTARY		
	 LMMI	STREAM HIGH SCHOOL		
	 LMNO	NORTH MIDDLE SCHOOL		
	 LMPA	LAKE HIGH SCHOOL		
	 LMPB	RIVER HIGH SCHOOL		
	 LMSO	SOUTH MIDDLE SCHOOL		
	 LMUN	UNITY ROAD ELEMENTARY		
	 LMWE	WEST MIDDLE SCHOOL		
<input checked="" type="checkbox"/> Show Active Only				

Building Progression Tracks

Code: LMUN ⚡

Name: UNITY ROAD ELEMENTARY ⚡

Description:

Is Active: ☒

Grade Level Code	Building/School
PS	UNITY ELEMENTARY SCHOOL ▼
KG	UNITY ELEMENTARY SCHOOL ▼
01	UNITY ELEMENTARY SCHOOL ▼
02	UNITY ELEMENTARY SCHOOL ▼
03	UNITY ELEMENTARY SCHOOL ▼
04	UNITY ELEMENTARY SCHOOL ▼
05	<input type="text"/> ▼
06	<input type="text"/> ▼
07	<input type="text"/> ▼
08	<input type="text"/> ▼
09	<input type="text"/> ▼
10	<input type="text"/> ▼
11	<input type="text"/> ▼
12	<input type="text"/> ▼
GR	<input type="text"/> ▼
13	<input type="text"/> ▼
**	<input type="text"/> ▼
23	<input type="text"/> ▼
DR	<input type="text"/> ▼

Example #2

A district has 9 elementary buildings, 3 middle schools, and 1 high school building. The district has chosen to set up a progression track for each possible combination of buildings a student could progress thru according to their board policies. The district has 39 possible combinations. Each progression track outlines which building the student will reside in as they progress in the district. The student is assigned to the same progression track each year. The progression track assigned to the student is typically not changed to another progression track unless the student moves to another area of the district.

	Code	Name	Description	Active
✖	BH to CE	Big Hill to Central		💡
✖	BH to DO	Big Hill to Don MS		💡
✖	BH to GL	Big Hill to Glenwood		💡
✖	CE to HS	Central to High School		💡
✖	CH to CE	Chamber to Central		💡
✖	CH to DO	Chamber to Don MS		💡
✖	CH to GL	Chamber to Glenwood		💡
✖	DO to HS	Don MS to High School		💡
✖	FH TO FH	High School to High School		💡
✖	GL to HS	Glenwood to High School		💡
✖	JC to BH	Jacobs to Big Hill		💡
✖	JC to CH	Jacobs to Chamber		💡
✖	JC to LN	Jacobs to Lincoln		💡
✖	JC to WA	Jacobs to Washington		💡
✖	JC to WV	Jacobs to Wilson		💡
✖	JF to BH	Jefferson to Big Hill		💡
✖	JF to CH	Jefferson to Chamber		💡
✖	JF to LN	Jefferson to Lincoln		💡
✖	JF to WA	Jefferson to Washington		💡
✖	JF to WV	Jefferson to Wilson		💡
✖	LN to CE	Lincoln to Central		💡
✖	LN to DO	Lincoln to Don MS		💡
✖	LN to GL	Lincoln to Glenwood		💡
✖	NV to BH	North to Big Hill		💡
✖	NV to CH	North to Chamber		💡
✖	NV to LN	North to Lincoln		💡
✖	NV to WA	North to Washington		💡
✖	NV to WV	North to Wilson		💡
✖	WA to CE	Washington to Central		💡
✖	WA to DO	Washington to Don MS		💡
✖	WA to GL	Washington to Glenwood		💡
✖	WT to BH	Whitt to Big Hill		💡
✖	WT to CH	Whitt to Chamber		💡
✖	WT to LN	Whitt to Lincoln		💡
✖	WT to WA	Whitt to Washington		💡
✖	WT to WV	Whitt to Wilson		💡
✖	WV to CE	Wilson to Central		💡
✖	WV to DO	Wilson to Don MS		💡
✖	WV to GL	Wilson to Glenwood		💡
<input checked="" type="checkbox"/> Show Active Only				

Building Progression Tracks

Code: WT to WA ⚡

Name: Whitt to Washington ⚡

Description:

Is Active: ☒

Grade Level Code	Building/School
PS	WHITT ELEMENTARY ▼
KG	WHITT ELEMENTARY ▼
01	WHITT ELEMENTARY ▼
02	WHITT ELEMENTARY ▼
03	WASHINGTON ELEMENTARY ▼
04	WASHINGTON ELEMENTARY ▼
05	WASHINGTON ELEMENTARY ▼
06	Glenwood Middle School ▼
07	Glenwood Middle School ▼
08	Glenwood Middle School ▼
09	HIGH SCHOOL ▼
10	HIGH SCHOOL ▼
11	HIGH SCHOOL ▼
13	▼
12	HIGH SCHOOL ▼
EDK	▼
GR	▼
23	▼
UG	WHITT ELEMENTARY ▼
30	▼
IN	▼
**	▼
DR	▼

23 Records Displayed

[Back To Top](#)

Save Cancel

Appendix C: How to correct students who enrolled into the wrong building

Scenario: A district promoted all students who are going to be in 8th grade next year to the wrong building. They should be promoted to the middle school but they were promoted to the high school which houses grades 9-12. Most likely the progression track was setup incorrectly. How can the district correct this?

Solution: How to mass remove students accidentally promoted to the wrong building

1. In current year at District level, edit progression track and correct the building dropdown for the grade level
2. In current year at building level, redo Student Promotion. This will change the student's New School field on their Additional Tab
3. In future year at building the students need removed from, redo Bulk Enrollment. The students who are now marked to go to a new building will appear on tab 1. Select the students needing removed and click Remove Selected Student Enrollments.
4. Finally, in the future year of the correct building, redo the Bulk Enrollment. The same students will now appear on tab 3.

If Graduating Seniors are accidentally promoted and bulk enrolled into the future year, the Progression Track will need edited. Choose another school in the GR dropdown, besides the building they accidentally were enrolled into. Now, follow steps 2 & 3 above. Finally, you will need to edit the Progression Track in the current year and change Building/School dropdown for the GR grade level back to blank and redo promotion in the current year. The end result will be all Graduating Seniors will be removed from the future year and their New School field set back to blank.

Appendix D: How to bulk enroll a certain grade level of students who need assigned to a different attendance calendar than last year (Ex: Seniors)

1. Follow promotion steps outlined in Task #5
2. Follow bulk enroll steps outlined in Task #6 up to step #6
3. On the **Students to Enroll** tab use the **Show Only Students In Prior Grade Level:** filter and choose 11th grade.
4. Skip to step #10 and continue with the rest of the steps

Student Bulk Enrollment

Currently enrolled here and set to go elsewhere Currently enrolled elsewhere and set to go here **Students to Enroll** Bulk Enroll

< Back Next >

Students set to be enrolled this school and school year. You must select the students you would like to enroll.

Show Only Students In Prior School: [Show All] **Show Only Students In Prior Grade Level:** 11

Select All: ☒

	Student Number	Student Name	Admitting From	Prior Grade Level	Current Grade Level	Student Status
<input checked="" type="checkbox"/>	4917	Student82237, SCOTT	HIGH SCHOOL	11	12	ACTIVE RES
<input checked="" type="checkbox"/>	4754	Student84682, WILLIAM A.C.	HIGH SCHOOL	11	12	RES A/ELSE
<input checked="" type="checkbox"/>	4215	Student84800, JULIE	HIGH SCHOOL	11	12	ACTIVE RES
<input checked="" type="checkbox"/>	4208	Student84804, JIMMY	HIGH SCHOOL	11	12	RES A/ELSE



Assessment Procedural Checklist

Change Log

Date	Section Number/Name	Change Description
5/17/17	Perform Assessment Imports	Added note about Alternate Assessments
12/1/16	Review Test Data and Manually Enter if Necessary Enter Other Assessments	Added 2 letter character EMIS codes
11/11/16	Run PreIdent for End of Course Exam Export PreIdent for Next Generation Assessment Export PreIdent for OELPA Export Perform Assessment Imports Entire document	16.1.2 Updates – previously known as PreIdent for AASWD and OCBA HS Export – now .csv files Previously known as PreIdent for AASWD and OCBA 3-8 Export – now .csv files Now .csv files Add 2 letter character EMIS codes Misc updates
4/26/16	Review Test Data and Manually Enter if Necessary	15.3.3 Updates – updated screenshot newer format
3/15/16	Enter Other Assessments Perform Assessment Imports	15.2.8 Updates – updated screenshot showing Performance Level added to End of Course Exam Updated screenshot showing Performance Level and new assessment 03REA – Grade 3 Reading Promotion added to Next Generation Assessment Grades 3-8 Add notes about OCBA
1/29/16	Run Pre-Ident for AASWD and OCBA for Grades 3-8 Export Run Pre-Ident for AASWD and OCBA HS Export	15.2.6 Updates – add Note about Non-Public schools and the Non-Public SSID
1/14/16	Run Pre-Identification Exports	15.2.4 Updates – added Pre-ID for OELPA

	Perform Assessment Imports	Assessment type of DORP was added to the Assessment Imports screen
12/21/15	Entire document	Update as needed
10/15/15	Run Proficiency Test Records	Removed
10/15/15	Run Preschool Detail Report	Removed
10/15/15	Run OTELA Detail Report	Removed
10/15/15	Run KRAL Detail Report	Removed
10/15/15	Enter Other Assessments	Removed Kra-L, Preschool GGG and OTELA
10/15/15	Entire Document	Updated Screenshots as needed
10/15/15	Run Pre-Identification Exports	Added: AASWD and OCBA for Grades 3-8; and AASWD and OCBA for High School
10/15/15	Run Pre-Identification Exports	Removed the following: Achievement, OGT, OTELA, Ohio Online Field Test, PARCC Student Registration (Math & ELA), PARCC Science, Social Studies and Ohio Alternate Assessment (AASWD and OCBA)
8/3/15	Enter Other Assessments	Removed KRAL, OTELA, PS GGG and added PS ELA
8/3/15	Perform Assessment Imports	Updated import file layout type for KRA
7/10/15	Enter Other Assessments Enter Additional Assessment Tests Perform Assessment Imports	14.9.1 Updates – Add WorkKeys Updated screenshot of the ACT ACT – remove reference to Social Security Number from matching rules
5/22/15	Perform Assessment Imports Review Test Data and Manually Enter if Necessary Enter Other Assessments	14.9.0 Updates – Add KRA to the list of test results that can imported into SI from vendor files Add section about KRA records Add section about Preschool ELA
2/19/15	Perform Assessment Imports	14.7.0 Updates – update

	Review Assessment Import Management Review Assessment Import History	screenshots – mention of Brerprof removed
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Assessment: Follow these steps to review, add, and edit student assessment data. StudentInformation gives the district the ability to create electronic files for the testing company for producing pre-identification labels used during the student testing. StudentInformation allows districts to import test results from testing companies and then copy that same data from StudentInformation to EMIS for your EMIS reporting requirements. StudentInformation provides optional reports that can be processed to validate the data as well as reports to inquire which students are still in need of fulfilling their testing requirements (“Who Needs It”). DSL & REPO reports that have been used in the past will be incorporated into the various reports within StudentInformation. Proficiency, Achievement , and OGT test results can be integrated on the transcripts for school use if desired. We expect the EOC results to be available on the transcripts at a later date. District personnel also have the ability to view testing data by grade level, building, courses, teacher, etc. and use that data to analyze results and needs of the students and district.

Unless otherwise noted, see Assessment End User Documentation for details

- ☐ **Run Pre-Ident For Riverside ITBS Export** – For pre-identification labels for the Riverside ITBS Pre-Identification Export, select Pre-Ident For Riverside ITBS Export. Select the appropriate building, grade level, building name and applicable layout.

Navigation: StudentInformation – Management – Import/Export – Pre-Identification Export - Pre-Ident For Riverside ITBS Export dropdown

See Import/Export End User Documentation for details

Pre-Ident For Riverside ITBS Export

Please Select a Pre-Identification Export ▾

Delphos City SD

☐ DELPHOS JEFFERSON MIDDLE SCHOOL☐ DELPHOS JEFFERSON HIGH SCHOOL☐ DELPHOS FRANKLIN ELEMENTARY SCHOOL☒ DELPHOS LANDECK ELEMENTARY SCHOOL

Pre-Ident Export

Grade Level: *1st Grade ▾

Building Name: *Building Name

Layout: ☒ Long ☐ Short

Logramos (ITBS) Form: ▾

Logramos (ITBS) Level: ▾

CogAT Form: ▾

CogAT Level: ▾

File Options: *☒ Download ☐ Email

Export

Reset

- ☐ **Run Pre-Ident For Pearson Educational Measurement Export (OGT) –**
For pre-identification labels for the Pearson Educational Measurement Export (OGT), select Pre-Ident For Pearson Educational Measurement Export. Select the appropriate building, grades for students to include, as well as whether contracted vocational students, JVS students, and CVI home schooled students should be included. If you wish to run a Pre-Ident export for only specific students, you can enter their Student IDs, separated by commas, in the text box to only return those students in the export.

Navigation: Student Information – Management – Import/Export – Pre-Identification Export – Pre-Ident For Pearson Educational Measurement Export dropdown

See Import/Export End User Documentation for details

Pre-Ident For Pearson Educational Measurement Export

Please Select a Pre-Identification Export ▾

Delphos City SD ▾

☐ DELPHOS JEFFERSON MIDDLE SCHOOL ☒ DELPHOS JEFFERSON HIGH SCHOOL ☐ DELPHOS FRANKLIN ELEMENTARY SCHOOL
☐ DELPHOS LANDECK ELEMENTARY SCHOOL

Include the following grades ☒

☒ 10th Grade ☒ 11th Grade ☒ 12th Grade ☒ 13th Grade

Include the following types of students

☒ Contract Vocational - In ☒ Contract Vocational - Out ☒ JVS ☒ Include CVI home school information ☐ Include JVS home school information

☐ Include only required students

Return only these students

Comma seperated Student Ids

File Options: ☒ Download ☐ Email

Export

Reset

- ☐ **Run Pre-Ident For OELPA Export** – Effective FY16, the Pre-Ident for OELPA Export replaced the Pre-Ident for OTELA Export. For pre-identification labels for the OELPA Export, select Pre-Ident For OELPA Export. Select the appropriate building, grades for students to include, as well as whether contracted vocational students, JVS students, and CVI home schooled students should be included. Also, specify if the test will be taken by Paper or Online.

Navigation: StudentInformation – Management – Import/Export – Pre-Identification Export – Pre-Ident for OELPA Export dropdown

See Import/Export End User Documentation for details

Note: The files now display blanks instead of ‘N’ in all test eligibility columns.

Note: The files are now formatted as .csv files instead of .txt files.

Pre-Ident for OELPA Export

Please Select a Pre-Identification Export ▾

Ottawa-Glandorf Local SD ▾

☐ OTTAWA-GLANDORF HIGH SCHOOL☐ Titan TIKES Preschool☐ Glandorf Elementary School☐ OTTAWA ELEMENTARY SCHOOL

Include the following grades ▾

☐ 01 - First Grade☐ 02 - Second Grade☐ 03 - Third Grade☐ 04 - Fourth Grade☐ 05 - Fifth Grade☐ 06 - Sixth Grade☐ 07 - Seventh Grade☐ 08 - Eighth Grade☐ 09 - Ninth Grade☐ 10 - Tenth Grade☐ 11 - Eleventh Grade☐ 12 - Twelfth Grade☐ KG - Kindergarten

Include the following types of students

☐ Contract Vocational - In☐ Contract Vocational - Out☐ JVS☐ Include CVI home school information☐ Include JVS home school information

File Options: *☐ Download☐ Email

Test Taken: *☐ Paper☐ Online

Export

Reset

- ☐ **Run Pre-Ident For OLSAT Export** – For pre-identification labels for the OLSAT Export, select Pre-Ident For OLSAT Export. Select the appropriate building and grades for students to include. If you wish to run a Pre-Ident export for only specific students, you can enter their Student IDs, separated by commas, in the text box to only return those students in the export.

Navigation: StudentInformation – Management – Import/Export – Pre-Identification Export – Pre-Ident for OLSAT Export dropdown

See Import/Export End User Documentation for details

Pre-Ident For OLSAT Export

Please Select a Pre-Identification Export ▾

Delphos City SD ▾

☐ DELPHOS JEFFERSON MIDDLE SCHOOL☐ DELPHOS JEFFERSON HIGH SCHOOL☐ DELPHOS FRANKLIN ELEMENTARY SCHOOL☐ DELPHOS LANDECK ELEMENTARY SCHOOL

Include the following grades ▾

☐ PS☐ 02☐ 05☐ 08☐ 11☐ UG☐ 31☐ DR

☐ KG☐ 03☐ 06☐ 09☐ 12☐ 23☐ IN

☐ 01☐ 04☐ 07☐ 10☐ GR☐ 13☐ **

Only these students

Comma seperated Student Ids

File Options: ☒ Download ☐ Email

Export

Reset

- ☐ **Run Pre-Ident For KRA Export** – For pre-identification labels for the KRA Export, select Pre-Ident For KRA Export. Select the appropriate building and KRA Pre-ID Type to Export. There are 3 pre-identification exports for the KRA. They are (1) student; (2) teacher; and (3) enrollment.

Navigation: StudentInformation – Management – Import/Export – Pre-Identification Export - Pre-Ident For KRA Export dropdown

See Import/Export End User Documentation for details

The screenshot shows a web form titled "Preident For Kra Export". At the top right, there is a blue button labeled "Please Select a Pre-Identification Export ▾". Below the title bar, there is a section for selecting a school district, currently showing "Delphos City SD" with a dropdown arrow. Underneath, there are four checkboxes for specific schools: "DELPHOS JEFFERSON MIDDLE SCHOOL", "DELPHOS JEFFERSON HIGH SCHOOL", "DELPHOS FRANKLIN ELEMENTARY SCHOOL", and "DELPHOS LANDECK ELEMENTARY SCHOOL". The next section is titled "Choose KRA Pre-Id Type to Export" and contains a dropdown menu with three options: "Student", "Teacher", and "Enrollment". Below this, there is a "File Options:" section with two radio buttons: "Download" and "Email". At the bottom right, there are two buttons: "Export" and "Reset".

- ☐ **Run Pre-Ident For Next Generation Assessment Export** - Previously known as Pre-Ident For AASWD and OCBA 3-8 Export. For pre-identification labels for the Next Generation Assessment Export, select Pre-Ident For Next Generation Assessment Export. Select the appropriate building and the assessments for each grade. If you wish, you can select an ad-hoc membership for the AASCD which can be run at the same time as the NGA. The export can be a combined file or you can select separate files for the AASCD and NGA. If you wish to run the export for only specific students, you can enter their Student IDs, separated by commas, in the text box to only return those students in the export.

Note: The file will exclude students who do not have an SSID or a Non-Public SSID. If a non-public district is in context, and some students have not been assigned a Non-Public SSID, a message displays to click on the Student Name to go to the Edit Student Profile screen to add/edit the Non-Public SSID field on the Additional tab.

Navigation: StudentInformation – Management – Import/Export – Pre-Identification Export – Pre-Ident For Next Generation Assessment Export dropdown

See Import/Export End User Documentation for details

Note: The files are now formatted as .csv files instead of .txt files.

StudentInformation includes students in the export based on their enrollment in course sections matching the following criteria:

Tested Subject Area	EMIS Subject Code	IS HS Credit
HS Physical Science	132220, 132900	Y
HS American History	150810, 152300	Y
HS American Government	150300, 015590, 150308	Y

HS Biology	132230	Y
HS ELA1 and ELA2	05XXXX, 06XXXX	Y
K-3 ELA	050152	N
3-4 ELA	050153, 050154	N
5-6 ELA	050154	N
7-8 ELA	050156	N
K-3 Math	110003	N
4-6 Math	110150	N
7-8 Math	110175	N
7 Advanced Math	110060	N
8 Advanced Math	110065	N
K-3 Social Studies	151209	N
4-6 Social Studies	151210	N
7-8 Social Studies	151201	N
K-3 Science	132110	N
4-6 Science	132120	N
7-8 Science	132130	N
Math1, Math2, Algebra, Geometry	11XXXX	Y

Pre-Ident For Next Generation Assessment Export

Please Select a Pre-Identification Export ▾

Batavia Local SD * ☐

☐ Batavia High School
☐ Batavia Middle School
☐ Batavia Elementary

Include the Following Assessments

☐ 3rd Grade

☐ English Language Arts
☐ Mathematics

☐ 4th Grade

☐ English Language Arts
☐ Mathematics
☐ Social Studies

☐ 5th Grade

☐ English Language Arts
☐ Mathematics
☐ Science

☐ 6th Grade

☐ English Language Arts
☐ Mathematics
☐ Social Studies

☐ 7th Grade

☐ English Language Arts
☐ Mathematics

☐ 8th Grade

☐ English Language Arts
☐ Mathematics
☐ Science

Select an Ad-Hoc Membership for AASCD

-- No AASCD Membership Selected -- ▾
☐ Private and Public

Only these students:

Comma separated Student Numbers

File Options: * ☐ Download ☐ Email
☐ Create Separate File for AASCD

05/12/2017

Export

Reset

- ☐ **Run Pre-Ident For End of Course Exam Export** – Previously known as Pre-Ident For AASWD and OCBA HS Export. For pre-identification labels for the End of Course Exam Export, select Pre-Ident For End of Course Exam Export. Select the appropriate building and the assessments. Select whether contracted vocational students, JVS students, and CVI home schooled students should be included. If you wish, you can select an ad-hoc membership for the AASCD. The export can be a combined file or you can select separate files for the AASCD and EOC. If you wish to run the export for only specific students, you can enter their Student IDs, separated by commas, in the text box to only return those students in the export.

Note: The files are now formatted as .csv files instead of .txt files.

Note: The file will exclude students who do not have an SSID or a Non-Public SSID. If a non-public district is in context, and some students have not been assigned a Non-Public SSID, a message displays to click on the Student Name to go to the Edit Student Profile screen to add/edit the Non-Public SSID field on the Additional tab.

Navigation: StudentInformation – Management – Import/Export – Pre-Identification Export – Pre-Ident For End of Course Exam Export dropdown

See Import/Export End User Documentation for details

StudentInformation includes students in the export based on their enrollment in course sections matching the following criteria:

Tested Subject Area	EMIS Subject Code	IS HS Credit
HS Physical Science	132220, 132900	Y
HS American History	150810, 152300	Y
HS American Government	150300, 015590, 150308	Y

HS Biology	132230	Y
HS ELA1 and ELA2	05XXXX, 06XXXX	Y
K-3 ELA	050152	N
3-4 ELA	050153, 050154	N
5-6 ELA	050154	N
7-8 ELA	050156	N
K-3 Math	110003	N
4-6 Math	110150	N
7-8 Math	110175	N
7 Advanced Math	110060	N
8 Advanced Math	110065	N
K-3 Social Studies	151209	N
4-6 Social Studies	151210	N
7-8 Social Studies	151201	N
K-3 Science	132110	N
4-6 Science	132120	N
7-8 Science	132130	N
Math1, Math2, Algebra, Geometry	11XXXX	Y

Pre-Ident For End of Course Exam Export

Please Select a Pre-Identification Export

Select Schools and Course Sections to Include in the Export

☐ Batavia High School

English Language Arts 1
 Mathematics 1
 Algebra 1
 American History
 Physical Science
 English Language Arts 2
 Mathematics 2
 Geometry 1
 American Government
 Biology

☐ Batavia Middle School

English Language Arts 1
 Mathematics 1
 Algebra 1
 American History
 Physical Science
 English Language Arts 2
 Mathematics 2
 Geometry 1
 American Government
 Biology

☐ Batavia Elementary

English Language Arts 1
 Mathematics 1
 Algebra 1
 American History
 Physical Science
 English Language Arts 2
 Mathematics 2
 Geometry 1
 American Government
 Biology

Include the Following Types of Students

☐ Contract Vocational - In
 ☐ Contract Vocational - Out
 ☐ JVS
 ☐ Include CVI home school information
 ☐ Include JVS home school information

Select an Ad-Hoc Membership for AASCD

☒ -- No AASCD Membership Selected --
 ☐ Private and Public

Only these students:

Comma separated Student Numbers

File Options:

☐ Download
 ☐ Email
 ☐ Create Separate File for AASCD

Overall Test Taken:

☐ Paper
 ☒ Online

05/12/2017

- ☐ **Run Terra Nova Export** – For a Terra Nova export file, create Terra Nova export configurations for each school before exporting for the district.

Navigation: StudentInformation – Management – Import/Export – Terra Nova Export

See Import/Export End User Documentation for details

NOTE: To include the district IRN in the export file, enter the district IRN in the Special Code field under the formatting options on the submission page.

Terra Nova Export

From this screen, you can export a Terra Nova pre-identification file

i Choose the school and student statuses to include in the extract.

School:

[Select school] ▼

Available Student Statuses

Selected

A - BLSD active resident student
AOU - Agreement of Understanding
AUT - Autism Scholarship Participant
AUT - Autism Scholarship Program

i Select the grade level formatting options for the extract file.

i Formatting options for the Terra Nova

Grade Level: * [Select grade] ▼

Achievement Test Level: * [Select] ▼

Test Form: * CAT/5 ▼

Test Id: * CAT/5 Survey ▼

Sort Order: UNSORTED ▼

Testing Date: * 

Teacher: ☒ Homeroom Teacher ☐ Homeroom Name ☐ Period Teacher

Student Number: ☒ SSID ☐ SSN ☐ EMIS Id

Special Code:

Inview: ▼

Scorable Booklet: ☐

ByPass Bubbling of Name: ☐

Performance Assessment: ☐

Writing Assessment: ☐

i Formatting options for the Terra Nova 2nd Edition

AA IEP: ☐

AA 504: ☐

AA LEP: ☐

BB RLA: ▼

BB MA: ▼

BB SC: ▼

BB SS: ▼

BB Inview: ▼

BB Algebra: ▼

i Formatting options for the Terra Nova 3rd Edition Barcode Label Layout

Program IEP: ☐

Program 504: ☐

Program LEP: ☐

Accom R: ▼

Accom L: ▼

Accom MA: ▼

Accom SC: ▼

Accom SS: ▼

Accom InView: ▼

Save

Save & New

Cancel




- ☐ **Enter WebXam Assessment Coordinator Records** – For a WebXam Export file, enter WebXam Assessment Coordinator Records for each CTE Program of Concentration to be assigned to a default Assessment Coordinator in each district.

Navigation: StudentInformation – SIS – Assessment – WebXam Assessment Coordinator Records

WebXam Assessment Coordinator Records

From this screen, you can set a default Assessment Coordinator for each CTE Program of Concentration.

Add Assessment Coordinator Record

		CTE Program of Concentration	Assessment Coordinator
		A0 - Agribusiness and Production Systems	

- ☐ **View Assessment Standards** – View the Assessment Standards table to view scores and passing criteria. This table is view-only and maintained by SSST per ODE standards.

Navigation: StudentInformation – SIS – Assessment – Standards									
Assessment Standards									
From this screen, you can view the assessment standards.									
Choose Assessment: OGT									
Fiscal Year ▼	Test Type	Test Part	Scaled Score Standard	Alternate	Min Score	Max Score	Passing	Transcript Desc	Report Card Desc
2018	OGT	Math	Limited	<input type="checkbox"/>	0.00	383.00	<input type="checkbox"/>		Failed
2018	OGT	Math	Basic	<input type="checkbox"/>	384.00	399.00	<input type="checkbox"/>		Failed
2018	OGT	Math	Proficient	<input type="checkbox"/>	400.00	424.00	<input checked="" type="checkbox"/>	Passed	Passed
2018	OGT	Math	Accelerated	<input type="checkbox"/>	425.00	443.00	<input checked="" type="checkbox"/>	Passed	Passed
2018	OGT	Math	Advanced	<input type="checkbox"/>	444.00	999.00	<input checked="" type="checkbox"/>	Passed	Passed
2018	OGT	Reading	Limited	<input type="checkbox"/>	0.00	382.00	<input type="checkbox"/>		Failed
2018	OGT	Reading	Basic	<input type="checkbox"/>	383.00	399.00	<input type="checkbox"/>		Failed
2018	OGT	Reading	Proficient	<input type="checkbox"/>	400.00	428.00	<input checked="" type="checkbox"/>	Passed	Passed
2018	OGT	Reading	Accelerated	<input type="checkbox"/>	429.00	447.00	<input checked="" type="checkbox"/>	Passed	Passed
2018	OGT	Reading	Advanced	<input type="checkbox"/>	448.00	999.00	<input checked="" type="checkbox"/>	Passed	Passed
2018	OGT	Science	Limited	<input type="checkbox"/>	0.00	370.00	<input type="checkbox"/>		Failed
2018	OGT	Science	Basic	<input type="checkbox"/>	371.00	399.00	<input type="checkbox"/>		Failed
2018	OGT	Science	Proficient	<input type="checkbox"/>	400.00	424.00	<input checked="" type="checkbox"/>	Passed	Passed
2018	OGT	Science	Accelerated	<input type="checkbox"/>	425.00	444.00	<input checked="" type="checkbox"/>	Passed	Passed

- ☐ **Review “Who Needs It” Data** – View students who have not passed the OGT. The data can be viewed on-line or exported.

Navigation: StudentInformation – SIS – Assessment – Who Needs It

Who Needs It

This screen displays the number of students who need to pass required assessment tests and a list of those students.

[\[Hide Filter\]](#)

Test Type:*

OGT - OGT

Test Part:

MATH - Math
READ - Reading
SSC - Social Studies / Citizenship
SCI - Science

Include the following grades:

☐ 10th Grade
☐ 11th Grade
☒ 12th Grade
☐ 13th Grade

Include the following students:

☐ Include only required students
☐ Contract Vocational - In
☐ Contract Vocational - Out
☒ JVS

Return only these students (comma separated student numbers):

Counselor:

-- Show All --

[View](#)

Who Needs It - OGT - Math

This screen displays the number of students who need to pass required assessment tests and a list of those students.

[\[Show Filter\]](#)

Test Type	Test Part	Passed	Not Passed	Missing	Total
Q OGT	Math	125	15	6	146
Q OGT	Reading	127	13	6	146
Q OGT	Science	117	23	6	146
Q OGT	Social Studies / Citizenship	121	19	6	146
Q OGT	Writing	121	19	6	146

These checkboxes control the students returned in the view and export of assessment details.

☒ Show students missing
☒ Show students not passing
☐ Show students passing

[Export All](#)

Details

21 Records Displayed

Student Number	First	Last	Grade	Gender	Ethn.	Situation	Test	Part	Missing	Passing	Date	Test Grade	Score	Required Score
000010			12	M	WHITE/NONHISPAN	5 - Resident attending Full Time	OGT	Math	<input type="checkbox"/>	<input type="checkbox"/>	03/2016	11	372.00	400.00
000010			12	F	WHITE/NONHISPAN	5 - Resident attending Full Time	OGT	Math	<input type="checkbox"/>	<input type="checkbox"/>	10/2015	11		400.00
000010			12	M	WHITE/NONHISPAN	10 - Resident, attends a JVS PT	OGT	Math	<input type="checkbox"/>	<input type="checkbox"/>	03/2016	11	394.00	400.00
000016			12	F	WHITE/NONHISPAN	463 - Non-Res. Non-Preschool Student Attending an ESC Full or Part Time	OGT	Math	<input type="checkbox"/>	<input type="checkbox"/>	02/2014	10	200.00	406.00
000016			12	M	WHITE/NONHISPAN	5 - Resident attending Full Time	OGT	Math	<input checked="" type="checkbox"/>	<input type="checkbox"/>				400.00

- ☐ **Perform Assessment Imports**– (District-only) This program moves ACT (AC), OAA (GA), OAA Alternate Ohio Achievement Assessments (GA), OGT Ohio Graduation Tests (GX), OGT Alternative Ohio Graduation Tests (GX), CTE Student Assessment (OCTCA) (GY), OTELA, PLAN, SAT (Old format) (SA), Redesigned SAT (SA), KRA (GO), PARCC, OCBA (Next Generation Assessment (GN) and End of Course (GE)), DORP and OELPA (GF) results into StudentInformation from vendor files.

All import files need to be imported in the ACSII fixed length .txt file format with the following exceptions:

KRA, PARCC and redesigned SAT require the .csv format.

DORP requires the combo file format.

Notes: Imported OCBA test data now includes results for non-public school students. StudentInformation matches test data to the student's Non-Public SSID. Alternate Assessments are imported using the OCBA import upload.

Regarding Accommodations, for the Next Generation Assessments and End of Course Imports:

ACCOM Value to Load	Test Type (STR or ALT)	(153) LEP Value	(156) 504 Plan Value	(157) IEP	(161) Accom ELA or	((162) Accom MAT or	(163) Accom SS or	(164) Accom Sci
Y1	STR	N	Y	N	Y	Y	Y	Y
Y2	STR	N	N	Y	Y	Y	Y	Y
Y3	STR	Y	N	N	Y	Y	Y	Y
NO*	STR	Y	N	Y	Y	Y	Y	Y
NO*	STR	Y	Y	Y	Y	Y	Y	Y
NO*	STR	N	Y	Y	Y	Y	Y	Y
NO*	STR	Y	Y	N	Y	Y	Y	Y
NO	STR	N	N	N	N	N	N	N
NO	STR	Y	N	N	N	N	N	N
NO	STR	N	Y	N	N	N	N	N
NO	STR	N	N	Y	N	N	N	N
NO	ALT							

*If the student has more than one accommodations value flagged in the LEP, 504 or IEP columns, then we cannot determine which Accommodations value to use. A warning message should be displayed on the Assessment Errors load page indicating that more than one accommodations value was flagged so accommodations could not be determined.

Regarding Accommodations, for the PARCC Import, we looked at columns AX (LEP), AY (504) and AZ (IEP).

If all 3 columns are blank, they receive no accommodations.

If AZ contained a Y, they receive Y2.

If AY contained a Y, they receive Y1.

If AX contained a Y, they receive Y3.

If AY and AZ both contained a Y, they receive a Y2 and there should be message to indicate they need to check accommodations.

If AX and AY both contained a Y, they receive No.

If all three contained a Y, they receive No.

Assessment Import matches based on the following:

- Match on SSID and Birthdate and district
- Match on SSID and LastName and district
- Match on EMISId and Birthdate and district
- Match on EMISId and LastName and district
- Match on StudentNumber and Birthdate and district
- Match on StudentNumber and LastName and district
- Match on first name and last name and birthdate and district (NEW in 9.0.2)

ACT records are matched to students in StudentInformation if ALL of the following data matches:

- Legal Last and First Name (Student Last and First Name used if no match is found)
- Gender
- Birthdate

ACT assessment records are updated according to the following rules:

- If the student has no previous ACT record for the test date, a test record is created and all scores are imported.
- If the student has a previous ACT record for the test test, existing scores are updated with the scores from the import file, new scores are added, or existing scores not found in the import file are not updated.

OCTCA records are matched to students in StudentInformation if ALL of the following data matches:

- EMIS ID AND District IRN

OR

- District IRN AND Legal Last, First, and Middle Name (Student Last, First, and Middle Name used if no match is found)

OCTCA assessment records are updated with scores from the import file.

PLAN records are matched to students in StudentInformation if ALL of the following data matches:

- Legal Last and First Name (Student Last and First Name used if no match is found)

- Gender

- Birthdate

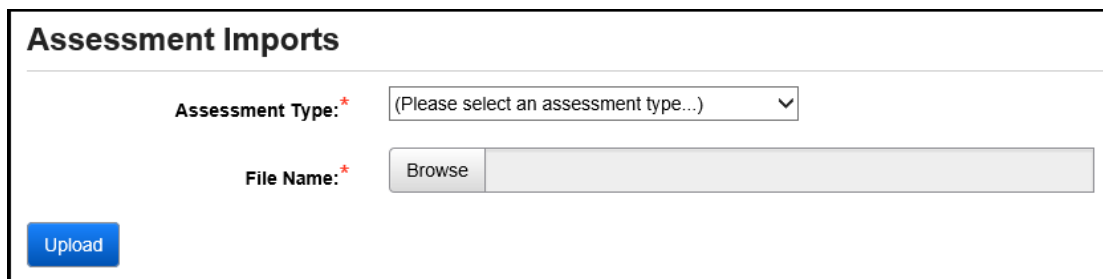
PLAN assessment records are updated according to the following rules:

- If the student has no previous PLAN record for the test date, a test record is created and all scores are imported.
- If the student has a previous PLAN record for the test test, existing scores are updated with the scores from the import file, new scores are added, or existing scores not found in the import file are not updated.

Note: The Assessment Import does not handle records from the testing company that have an incorrect District IRN.

If no match is found using any of these, then the assessment record will be displayed on the Assessment Import Management – “Records imported-but not yet assigned to a student in StudentInformation” tab which is detailed later in this document.

Navigation: StudentInformation – SIS – Assessment – Assessment Imports



The screenshot shows a web form titled "Assessment Imports". It contains two required fields, both marked with a red asterisk. The first field is "Assessment Type:" followed by a dropdown menu with the text "(Please select an assessment type...)" and a downward arrow. The second field is "File Name:" followed by a "Browse" button and a text input area. At the bottom left of the form is a blue "Upload" button.

Once the import file has been uploaded, the View Import Management and View Import History buttons display.

The View Import Management button lets you view the results of the file import.

The View Import History button lets you view the details of each import of the specified file.

- ☐ **Review Assessment Import Management** - When the Assessment Import is unable to match a student record from the vendor file to a student in StudentInformation, the records will appear on the Assessment Import Management – “Unmatched Records” tab as shown below. Clicking the search icon allows you to search for the student in StudentInformation, and link the unassigned assessment record to the appropriate existing student record (e.g., if the student's EMIS ID in StudentInformation changed since pre-identification, or the student changed buildings and/or grades). Clicking red X “Delete Record” icon allows you to delete records from the “Unmatched Records” tab.

Navigation: StudentInformation – SIS – Assessment – Assessment Import Management

Assessment Import Management

From this screen, you can manage assessment import records that have a building IRN accessible through the school and school year in context.

Import: Jun 29 2016 07:49 AM - OCBA - Spring 2016 3-8 OH State Tests.txt

[Import Another File](#)

[Unmatched Records](#) [Matched Records](#) [Errors](#)

i The following records were included in the import file but are not yet assigned to a student in StudentInformation.

	Line No.	First	Middle	Last	Test	BirthDate	Building IRN	District IRN	Records
	1				EndCrse	May 27, 1999	001701	046300	1
	2				EndCrse	Oct 24, 2000	001701	046300	1
	3				EndCrse	Oct 24, 2000	001701	046300	1

Assessment Import Management

From this screen, you can manage assessment import records that have a building IRN accessible through the school and school year in context.

Import: Jun 29 2016 07:49 AM - OCBA - Spring 2016 3-8 OH State Tests.txt

[Import Another File](#)

[Unmatched Records](#) [Matched Records](#) [Errors](#)

i The following records were included in the import file but are not yet assigned to a student in StudentInformation.
Match student from file to a student in Student Information
i Use the search criteria to find a matching student in StudentInformation

First Name: ☒ Student Identifier: AD9445200

Called Name: Building IRN: 001701

Middle Name: District IRN: 046300

Last Name: ☒

Birthdate:

Student Number:

Emis Id:

State Student Id:

[Search](#) [Cancel](#)

- ☐ **Review Assessment Import History** – The Assessment Import History page includes a list of all files imported by the Assessment Import, plus the number of records processed, the user, and the date of the import for troubleshooting. Clicking on the search icon will show the detailed import file information and record counts by building, test type, and test part.

Navigation: StudentInformation – SIS – Assessment – Assessment Import History

Assessment Import History								
From this screen, you can view history on assessment import records that have a building accessible through the school and school year in context.								
User:	<input type="text"/>	<input type="button" value="Filter"/>						
	Assessment Type	File Name	Total Test Records	Unmatched Test Records	Matched Test Records	Errors	User	Date
	OCBA	Spring 2016 3-8 OH State Tests.txt	2059	2059	0	0		06/29/2016 07:47 AM
	OGT	FY16 Summer OGT.txt	6	0	6	0		08/10/2016 09:25 AM
	OCBA	Spring 2016 3-8 OH State Tests.txt	2059	2059	0	0		06/29/2016 07:49 AM
	OCBA	Spring 2016 3-8 OH State Tests.txt	4010	4010	0	0		06/29/2016 07:38 AM

Assessment Import History							
From this screen, you can view history on assessment import records that have a building accessible through the school							
File Name:		Spring 2016 3-8 OH State Tests.txt					
User:							
Date:		Wednesday, June 29, 2016					
Building IRN	School	Test	Part	Records	Imported	Not yet assigned to student	Errors
001693	Elementary School	All	All	66	0	66	0
		NextGen	03ELA	11	0	11	0
		NextGen	03MAT	11	0	11	0
		NextGen	03REA	11	0	11	0
		NextGen	04ELA	11	0	11	0
		NextGen	04MAT	11	0	11	0
		NextGen	04SOC	11	0	11	0
001701	High School	All	All	1088	0	1088	0
		EndCrse	ALG1	119	0	119	0
		EndCrse	BIOL	228	0	228	0
		EndCrse	ELA1	172	0	172	0
		EndCrse	ELA2	163	0	163	0
		EndCrse	GEOM	133	0	133	0

- ☐ **Review Test Data and Manually Enter if Necessary** – View and change a selected student's test records. If a student needs a test record manually added directly into StudentInformation, use the "Add" button on the appropriate screen to add the record.

KRA (GO)

Navigation: StudentInformation – SIS – Student – Assessment – KRA

KRA
Add Assessment Result

Assessment Date: 9/1/2015

Subject	Score Not Reported	Accommodations	Score
Language Literacy	*	NO	275
Language Literacy - Error Band	*	NO	6.48
Mathematics	*	NO	263
Mathematics - Error Band	*	NO	5.16
Physical Development	*	NO	266
Physical Development - Error Band	*	NO	9.24
Social Foundations	*	NO	273
Social Foundations - Error Band	*	NO	6.96
Overall Individual Student Report	*	NO	269

OGT (GX)

Navigation: StudentInformation – SIS – Student – Assessment – OGT

From this screen, you can display, add, change and delete data pertaining to a student's ohio graduation test results.

Add OGT Test

	Part	Test Date	Test Type	Grade at Test Time	Accomm	Score Not Reported	Raw Score	Scaled Score	Grad Req	Standard	Passing	Mar Admin IRN	Transferred From IRN	Re-report Time Period
	Math	03/2015	STR - Standard	10	NO	*	345	441	Y	Accelerated	<input checked="" type="checkbox"/>	001701	*****	
	Reading	03/2015	STR - Standard	10	NO	*	265	418	Y	Proficient	<input checked="" type="checkbox"/>	001701	*****	
	Science	03/2015	STR - Standard	10	NO	*	235	400	Y	Proficient	<input checked="" type="checkbox"/>	001701	*****	
	Social Studies / Citizenship	03/2015	STR - Standard	10	NO	*	255	412	Y	Proficient	<input checked="" type="checkbox"/>	001701	*****	
	Writing	03/2015	STR - Standard	10	NO	*	320	418	Y	Proficient	<input checked="" type="checkbox"/>	001701	*****	



PLAN

Navigation: StudentInformation – SIS – Student – Assessment - PLAN

PLAN (pre-ACT) Scores

From this screen, you can display, add, change and delete data pertaining to PLAN.

Add Attempt





	11/7/2015
	 
English Score	20
Mathematics Score	20
Reading Score	20
Science Score	20
Composite Score	20

ACT (AC)

Navigation: StudentInformation – SIS – Student – Assessment - ACT

From this screen, you can display, add, change and delete data pertaining to the ACT.

Add Attempt

	10/2015	04/2016
	 	 
English Score	14	13
Mathematics Score	16	17
Reading Score	14	19
Science Score	19	23
Composite Score	16	18



PSAT/NMSQT

Navigation: StudentInformation – SIS – Student – Assessment – PSAT/NMSQT

Preliminary SAT / National Merit Scholarship Qualifying Test

From this screen, you can display, add, change and delete data pertaining to the PSAT/NMSQT.

Add Attempt

		Test Date	Category / Score	
		Nov 07, 2015	Critical Reading Score	70
			Critical Reading Percentile	80
			Math Score	70
			Math Percentile	80
			Writing Skills Score	70
			Writing Skills Percentile	80



SAT (SA)

Navigation: StudentInformation – SIS – Student – Assessment – SAT Reasoning Test

SAT Reasoning Test Scores

From this screen, you can display, add, change and delete data pertaining to the SAT Reasoning Test.

Add Attempt



	11/7/2015  
Critical Reading Score	700
Math Score	700
Writing Score	700
Writing Multiple-Choice Sub Score	70
Essay Sub Score	10
Evidence-Based Reading and Writing Section Score	700
Math Section Score	700
Reading Test Score	30
Writing and Language Test Score	30
Math Test Score	30
Analysis in Science Cross-Test Score	30
Analysis in History/Social Studies Cross-Test Score	30
Total SAT Score	700

Navigation: StudentInformation – SIS – Student – Assessment – SAT Subject Tests

SAT Subject Test Scores

From this screen, you can display, add, change and delete data pertaining to the SAT Subject Tests.

Add

		Testing Date ▲	Grade at Test Time	Subject Test	Score
		Nov 07, 2015	11	Writing	700


AP Exams

Navigation: StudentInformation – SIS – Student – Assessment – AP Exams

AP Exam Scores

From this screen, you can display, add, change and delete data pertaining to AP Exams.

Add

		Testing Date ▲	Subject	Score
		Oct 01, 2016	Calculus AB	4

- ☐ **Enter Other Assessments** – There are additional tests that require manual entry, as the Assessment Import is not yet capable of importing data for these tests: Preschool ECO (GM - Early Childhood Outcome) will be known as the Preschool COS (Childhood Outcome Summary), Preschool ELA (GB - Early Learning Assessment), Student Acceleration (FB), International Baccalaureate (IB) WorkKeys (WK), CTE Industry Credential (GW), Next Generation Assessment Grades 3-8 (GN), End of Course Exam (GE), and DORP Growth (MAP) (GD).




Preschool ECO (GM)

Navigation: StudentInformation – SIS – Student – Assessment – Preschool ECO (will be known as Preschool COS)

Preschool ECO Assessment Record

From this screen, you can display, add, change and delete data pertaining to a student's Preschool ECO assessment results.

Add Preschool ECO Record

	Test Date	Test Part	Score Not Reported	Score	Progress
	Sep 05, 2015	Acquiring and Using Knowledge and Skills	*	5	Y
	Sep 05, 2015	Positive Social Emotional Skills	*	5	Y
	Sep 05, 2015	Taking Appropriate Action to Meet Needs	*	5	Y

Preschool ELA (GB)

Navigation: StudentInformation – SIS – Student – Assessment – Preschool ELA

Preschool ELA

Add Assessment Result

Assessment Date: 12/1/2015

Subject	Score Not Reported	Accommodations	Score
Awareness and Expression Emotion	*	NO	4.00
Cooperation with Peers	*	NO	4.00
Phonics and Letter Recognition	*	NO	4.00
Communication	*	NO	4.00
Emergent Writing	*	NO	4.00
Classification	*	NO	4.00
Coordination-Small Motor	*	NO	4.00
Safety and Injury Prevention	*	NO	4.00
Personal Care Tasks	*	NO	4.00



Student Acceleration (FB)

Navigation: StudentInformation – SIS – Student – Assessment – Student Acceleration (FB)

Student Acceleration (FB)

From this page, you can display, add, change and delete student acceleration records.

Add a Student Acceleration record

		District IRN	Assessment Area	Level Count	Assessment Flag	Assessment Accountability IRN
		046300	M - Mathematics	1	Y	*****



International Baccalaureate (IB)

Navigation: StudentInformation – SIS – Student – Assessment – International Baccalaureate (IB)

International Baccalaureate (IB)

From this screen, you can display, add, change and delete data pertaining to International Baccalaureate (IB).

Add International Baccalaureate (IB)

		Testing Date	Assessment Area Code	Assessment Result
		05/2016	IB10 - Biology - Higher Level	6

WorkKeys (WK)

Navigation: StudentInformation – SIS – Student – Assessment – WorkKeys

WorkKeys

Add Assessment Result

Assessment Date: 12/1/2015

Subject	Score
Reading	206
Mathematics	241
Locating Information	199



CTE Industry Credential (GW)

Navigation: StudentInformation – SIS – Student – Assessment – CTE Industry Credential

CTE Industry Credential









From this screen, you can display, add, change and delete data pertaining to CTE Industry Credential.

Add CTE Industry Credential

		Testing Date	Assessment Area	Score
		10/2016	CA28 - Air Conditioning Contractors of America (ACCA) HVAC Universal	***



Next Generation Assessment Grades 3-8 (GN)

Navigation: StudentInformation – SIS – Student – Assessment – Next Generation Assessment Grades 3-8

Next Generation Assessment Grades 3-8							Add Assessment Result
Actions	Test Administration	Required Test Type	Assessment Area	Score Not Reported	Accommodations	Score	Performance Level
 	Spring - 2015	STR	08 Science	*	NO	711.00	3
 	Spring - 2015	STR	08 English Language Arts	*	NO	761.00	4
 	Spring - 2016	STR	Grade 3 Reading Promotion	*	NO	750.00	N/A
 	Spring - 2015	STR	08 Mathematics	*	NO	731.00	3



End of Course Exam (GE)

Navigation: StudentInformation – SIS – Student – Assessment – End of Course Exam

End of Course Exam							Add Assessment Result
Actions	Test Administration	Required Test Type	Assessment Area	Score Not Reported	Accommodations	Score	Performance Level
 	Fall Block - 2016	STR	Algebra 1	*	NO	80.00	3

DORP Growth (MAP) (GD)

Navigation: StudentInformation – SIS – Student – Assessment – DORP Growth (MAP)

DORP Growth (MAP)							Add Assessment Result
Actions	Test Administration	Required Test Type	Assessment Area	Score Not Reported	Accommodations	Score	
 	10/1/2016	STR	Mathematics	*	NO	4.00	

- ☐ **Enter Accelerated Records** – A record should be added via the Accelerated Student screen for accelerated students taking a higher level Next Generation assessment. This must be done for the pre-identification export to pull the student for the correct assessment.

Navigation: StudentInformation – SIS – Student – Assessment – Accelerated Student

Accelerated Student












From this screen, you can display, add, change and delete data pertaining to Accelerated Student.

Add

		Test ▼	Part	Accelerated Grade
		Grade 05 Mathematics for AASWD and OCBA	Mathematics	05

- ☐ **Student Assessment List** – The Student Assessment List will allow the user to display, edit, and add all student assessment records.

Navigation: StudentInformation – SIS – Student – Assessment – Student Assessment List

Student Assessment List									
View, edit and delete student assessment records									
[Hide Filter]									
Test Type: Show All									
	Building IRN	Test Type	Test	Part	Testing Date ▼	Raw Score	Scaled Score	Reported Score	Passing
		STR	CTE Industry	HVAC National Construction Career Test - National	10/2016	P			
	001701	STR	Industry Credential	Air Conditioning Contractors of America (ACCA) HVAC Universal	10/2016	***			
		STR	OCTCA	Heating, Ventilation, Air-Conditioning and Refrige	10/2016	070			
		STR	OCTCA	Teaching Professions - Portfolio Score	10/2016	***			
	001701	STR	International Baccalaureate	Biology - Higher Level	05/2016	6			
	001701	STR	End of Course Assessment	Biology	04/2016	732	732.00	732	
	001701	STR	End of Course Assessment	English Language Arts 1	04/2016	736	736.00	736	
	001701	STR	End of Course Assessment	Geometry	04/2016	681	681.00	681	
	124859	STR	End of Course Assessment	Algebra 1	04/2015	755	755.00	755	
	124859	STR	Next Generation Assessment	08 English Language Arts	04/2015	778	778.00	778	
	124859	STR	Next Generation Assessment	08 Science	04/2015	757	757.00	757	

- ☐ **Run ECO Detail Report** – The ECO Report lists ECO records for a student or group of selected students. It will be known as the Preschool COS report.

Navigation: StudentInformation – SIS – Assessment – Assessment Reports – ECO (will be known as Preschool COS report)

ECO

From this screen, you can select parameters to generate a report.

Selection Criteria

Selection Summary

Load Settings

School*

←

→

↔

↔

E128 - Batavia Elementary
E127 - Batavia High School
E129 - Batavia Middle School

Student Status

A - BLSD active resident student
AOU - Agreement of Understanding
AUT - Autism Scholarship Participant
BDD - BDD Unit

↑

↓

↔

↔

Grade

PST - PST
01 - 01
02 - 02
03 - 03

↑

↓

↔

↔

Counselor

CLARK, RONALD
HAWKINS, BILL
GILL, SHEILA
GREER, ELLEN

↑

↓

↔

↔

Return Only Students With ECO Records

☐

Assessment Testing Date:

📅

to

📅

Test Part

AKNS - Acquiring and Using Knowledge and
PSES - Positive Social Emotional Skills
TAMN - Taking Appropriate Action to Meet

←

→

↔

↔

Display Student Disability Condition

☐

Sorting Options

Test Part (ASC)
Test Part (DESC)
Test Date (ASC)
Test Date (DESC)

←

→

↔

↔

↑

↓

Delivery Method:

Pickup

▼

Set As Default

Email Address:

amy.recker@mcoecn.org

Report Format:

Adobe PDF

▼

Description:

Submit

SI ©

Assessment 35 of 38

Rev.5/17/2017

Ver.16.2.0

- ☐ **Run OGT Detail Report** – The OGT Report lists OGT records for a student or group of selected students.

Navigation: Student Information – SIS – Assessment – Assessment Reports – OGT

Ohio Graduation Test (OGT)

From this screen, you can select parameters to generate a report.

Selection Criteria

Selection Summary

Load Settings

School*

E128 - Batavia Elementary
E127 - Batavia High School
E129 - Batavia Middle School

Student Status

A - BLSD active resident student
AOU - Agreement of Understanding
AUT - Autism Scholarship Participant
BDD - BDD Unit

Grade

PST - PST
01 - 01
02 - 02
03 - 03

Counselor

Return Only Students With OGT Records

Student Assessment Criteria:

Students With Any Test Part

Assessment Testing Date:

to

Test Part

03ELA - 03 English Language Arts
03MAT - 03 Mathematics
04ELA - 04 English Language Arts
04MAT - 04 Mathematics

Display Student Disability Condition

Sorting Options

Test Date (ASC)
Test Date (DESC)
Test Part (ASC)
Test Part (DESC)

Delivery Method:

Pickup

Set As Default

Email Address:

amy.recker@mcoecn.org

Report Format:

Adobe PDF

Description:

Submit

- ☐ **Run Standardized Test Detail Report** – The Standardized Test Detail report lists AP, ACT, PLAN, PSAT, SAT, and SAT2 records for a student or group of selected students.

Navigation: StudentInformation – SIS – Assessment – Assessment Reports – Standardized Test Detail

Standardized Test Detail
From this screen, you can select parameters to generate a report.

Selection CriteriaSelection SummaryLoad Settings

School*

E128 - Batavia Elementary
E127 - Batavia High School
E129 - Batavia Middle School

Student Status

A - BLSD active resident student
AOU - Agreement of Understanding
AUT - Autism Scholarship Participant
BDD - BDD Unit

Grade

PST - PST
01 - 01
02 - 02
03 - 03

Counselor

Return Only Students With Standardized Records

Assessment Test:*

Test Part

Display Student Disability Condition

Sorting Options

Category (ASC)
Category (DESC)

Delivery Method:

Pickup

Set As Default

Email Address:

amy.recker@mcoecn.org

Report Format:

Adobe PDF

Description:

Submit

NOTE: There are also other Assessment reports available in the Ad Hoc Reports section.



Assessment – Misc to AAT Conversion

Change Log

Date	Section Number/Name	Change Description
2/12/10	Beginning Information	Added non-supported functionality disclaimer

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IMPORTANT! NON-SUPPORTED FUNCTIONALITY: The MISC to AAT Conversion is no longer supported by DASL State Support and Development. The MISC to AAT Conversion is still available in DASL and can be used as is. However, no changes or corrections will be made should there be any issues.

Follow these steps to convert assessment data stored in the Miscellaneous Data Groups to the new Additional Assessment Test pages. This affects ACT, Plan, SAT Reasoning Test, and PSAT/NMSQT Test Scores that are currently stored in Miscellaneous Data. After the Misc to AAT Conversion, the scores will then be accessible through Assessment screens and reports, and available on other reports such as transcripts and report cards.

IMPORTANT: DO NOT CONVERT if you are still using non-custom transcript formats.

Non-custom transcript formats only use data from Miscellaneous Data Groups, and this conversion process removes data from the Miscellaneous Data Groups being converted. The new custom transcript formatter uses data from the individual Additional Assessment Test pages. If you are unsure which transcript formatter you use, please ask your ITC personnel.

Unless otherwise noted, see Assessment End User Documentation for details. However, since this process is only performed once, and new Additional Assessment Test information should be entered on the new screens rather than Miscellaneous Data Groups, the Misc to AAT conversion screen itself is not detailed in the End User Guide documentation.

- ☐ **Set Up Misc Groups/Definitions – Inactivate Unused Definitions** (optional) – While the Misc to AAT conversion procedure is simple when the Misc Group only includes a few Definitions, many schools' Misc Groups contain many Definitions which aren't being used. If you have Misc Definitions within a group which are not being used (no "Used By" listings), inactivate those to prevent confusion.

- o Navigation: Home – Management – School Administration – Miscellaneous Data Groups – Miscellaneous Data Definitions

Home » Management » School Administration » Miscellaneous Data Groups » Miscellaneous Data Definitions										
Miscellaneous Data Definitions Maintenance - 34 - ACT SCORES										
From this screen, you can display, add, change and delete data pertaining to miscellaneous data field definitions.										
Add Data Definition										
	Field Title	Field Type	Data Type	Used By	Field Length	Sort Order ^	Searchable	On Profile	Active	Read Only
	month tested MM	Textbox	Whole Number	1	2	1	<input type="checkbox"/>	<input type="checkbox"/>		
	year tested YY	Textbox	Alpha Numeric	1	2	2	<input type="checkbox"/>	<input type="checkbox"/>		
	English score	Textbox	Whole Number	1	2	3	<input type="checkbox"/>	<input type="checkbox"/>		
	Eng. use/mech score	Textbox	Whole Number	0	2	4	<input type="checkbox"/>	<input type="checkbox"/>		
	Eng. rhet. score	Textbox	Whole Number	0	2	5	<input type="checkbox"/>	<input type="checkbox"/>		
	Mathematics score	Textbox	Whole Number	1	2	6	<input type="checkbox"/>	<input type="checkbox"/>		
	Math elem/alg score	Textbox	Whole Number	0	2	7	<input type="checkbox"/>	<input type="checkbox"/>		
	Math alg/geom score	Textbox	Whole Number	0	2	8	<input type="checkbox"/>	<input type="checkbox"/>		
	Math geom/trig score	Textbox	Whole Number	0	2	9	<input type="checkbox"/>	<input type="checkbox"/>		
	Reading score	Textbox	Whole Number	1	2	10	<input type="checkbox"/>	<input type="checkbox"/>		
	Read. soc. sci. scor	Textbox	Whole Number	0	2	11	<input type="checkbox"/>	<input type="checkbox"/>		
	Sci. Reasoning score	Textbox	Whole Number	1	2	11	<input type="checkbox"/>	<input type="checkbox"/>		
	Eng/Writ Score	Textbox	Whole Number	1	2	12	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
	Read. arts/lit score	Textbox	Whole Number	0	2	12	<input type="checkbox"/>	<input type="checkbox"/>		
	Writing Sub Score	Textbox	Whole Number	1	2	13	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
	Composite score	Textbox	Whole Number	1	2	14	<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/> Show Active Only										
16 Records Displayed										
Back To Top										
Back to Groups										

- ☐ **Set Up Misc Groups/Definitions – Rename Duplicate Definitions** (optional) – While the Misc to AAT conversion procedure is simple when each Misc Group only includes a single testing attempt, many schools' Misc Groups contain Definitions for multiple attempts within the same Group. If you have Misc Definitions for multiple test attempts within a single group, rename each field something unique, so you can select the correct information when converting.

- Navigation: Home – Management – School Administration – Miscellaneous Data Groups – Miscellaneous Data Definitions

Home » Management » School Administration » Miscellaneous Data Groups » Miscellaneous Data Definitions

Miscellaneous Data Definitions Maintenance - 30 - SAT Scores

From this screen, you can display, add, change and delete data pertaining to miscellaneous data field definitions.

	Field Title	Field Type	Data Type	Used By	Field Length	Sort Order ^	Searchable	On Profile	Active	Read Only
	month tested - MM	Textbox	Whole Number	0	2	1	<input type="checkbox"/>	<input type="checkbox"/>		
	year tested - YY	Textbox	Alpha Numeric	0	2	2	<input type="checkbox"/>	<input type="checkbox"/>		
	grade	Textbox	Whole Number	0	2	3	<input type="checkbox"/>	<input type="checkbox"/>		
	SAT verbal	Textbox	Whole Number	0	3	4	<input type="checkbox"/>	<input type="checkbox"/>		
	SAT math	Textbox	Whole Number	0	3	5	<input type="checkbox"/>	<input type="checkbox"/>		
	month tested - MM	Textbox	Alpha Numeric	0	2	6	<input type="checkbox"/>	<input type="checkbox"/>		
	year tested - YY	Textbox	Alpha Numeric	0	2	7	<input type="checkbox"/>	<input type="checkbox"/>		
	grade	Textbox	Alpha Numeric	0	2	8	<input type="checkbox"/>	<input type="checkbox"/>		
	SAT verbal	Textbox	Alpha Numeric	0	3	9	<input type="checkbox"/>	<input type="checkbox"/>		
	SAT math	Textbox	Alpha Numeric	0	3	10	<input type="checkbox"/>	<input type="checkbox"/>		
	month tested - MM	Textbox	Alpha Numeric	0	2	11	<input type="checkbox"/>	<input type="checkbox"/>		
	year tested - YY	Textbox	Alpha Numeric	0	2	12	<input type="checkbox"/>	<input type="checkbox"/>		
	grade	Textbox	Alpha Numeric	0	2	13	<input type="checkbox"/>	<input type="checkbox"/>		
	SAT verbal	Textbox	Alpha Numeric	0	3	14	<input type="checkbox"/>	<input type="checkbox"/>		
	SAT math	Textbox	Alpha Numeric	0	3	15	<input type="checkbox"/>	<input type="checkbox"/>		

☒ Show Active Only

Duplicate Definition Names

Home » Management » School Administration » Miscellaneous Data Groups » Miscellaneous Data Definitions

Miscellaneous Data Definitions Maintenance - 30 - SAT Scores

From this screen, you can display, add, change and delete data pertaining to miscellaneous data field definitions.

	Field Title	Field Type	Data Type	Used By	Field Length	Sort Order ^	Searchable	On Profile	Active	Read Only
	month tested - MM	Textbox	Whole Number	0	2	1	<input type="checkbox"/>	<input type="checkbox"/>		
	year tested - YY	Textbox	Alpha Numeric	0	2	2	<input type="checkbox"/>	<input type="checkbox"/>		
	grade	Textbox	Whole Number	0	2	3	<input type="checkbox"/>	<input type="checkbox"/>		
	SAT verbal	Textbox	Whole Number	0	3	4	<input type="checkbox"/>	<input type="checkbox"/>		
	SAT math	Textbox	Whole Number	0	3	5	<input type="checkbox"/>	<input type="checkbox"/>		
	2nd Attempt - month tested - MM	Textbox	Alpha Numeric	0	2	6	<input type="checkbox"/>	<input type="checkbox"/>		
	2nd Attempt - year tested - YY	Textbox	Alpha Numeric	0	2	7	<input type="checkbox"/>	<input type="checkbox"/>		
	2nd Attempt - grade	Textbox	Alpha Numeric	0	2	8	<input type="checkbox"/>	<input type="checkbox"/>		
	2nd Attempt - SAT verbal	Textbox	Alpha Numeric	0	3	9	<input type="checkbox"/>	<input type="checkbox"/>		
	2nd Attempt - SAT math	Textbox	Alpha Numeric	0	3	10	<input type="checkbox"/>	<input type="checkbox"/>		
	3rd Attempt - month tested - MM	Textbox	Alpha Numeric	0	2	11	<input type="checkbox"/>	<input type="checkbox"/>		
	3rd Attempt - year tested - YY	Textbox	Alpha Numeric	0	2	12	<input type="checkbox"/>	<input type="checkbox"/>		
	3rd Attempt - grade	Textbox	Alpha Numeric	0	2	13	<input type="checkbox"/>	<input type="checkbox"/>		
	3rd Attempt - SAT verbal	Textbox	Alpha Numeric	0	3	14	<input type="checkbox"/>	<input type="checkbox"/>		
	3rd Attempt - SAT math	Textbox	Alpha Numeric	0	3	15	<input type="checkbox"/>	<input type="checkbox"/>		

☒ Show Active Only

Unique Definition Names

- ☐ **Select a Test Type** – Navigate to the Misc to AAT conversion page and select the test for which you wish to convert results data. If you do not see this page in your SIS – Assessment menu or the sidebar, your ITC has not enabled this feature yet.

- Navigation: Home – SIS – Assessment – Misc to AAT

The screenshot shows the 'Misc to AAT Conversion' web interface. At the top is a breadcrumb trail: Home » SIS » Assessment » Assessment Reports » Misc to AAT Conversion. Below this is the title 'Misc to AAT Conversion' and a red instruction: 'From this screen, you can select parameters to generate a report.' There are three tabs: 'Selection Criteria' (active), 'Selection Summary', and 'Load Settings'. A message states: 'Selecting an Ad-Hoc Membership Group will limit the conversion to the students associated with that membership group.' Below this is the 'Ad-Hoc Membership' section with a dropdown menu set to '-- Select an Ad-Hoc Membership --' and a 'Public And Private' checkbox. Another message says: 'If not limiting to an Ad-Hoc Membership Group, all students will be converted.' The 'Assessment Type' section has a dropdown menu set to '- Select a Test Type -' with a lightning bolt icon. The 'Validate without converting?' section has two radio buttons: 'Validate Only' and 'Validate and Convert' (selected). Below this are three checkboxes: 'Print original value detail when new values differ from existing values?', 'Overwrite existing values? (Conversion only)', and 'Make source Misc Data read-only? (Conversion only)'. The 'Delivery Method' section has a dropdown set to 'Pickup' and a 'Set As Default' button. The 'Email Address' field contains 'chris@noacsc.org'. There is an empty 'Description' field. At the bottom is a 'Submit' button.

Ad-Hoc Membership (optional) – Choose an ad-hoc membership if you wish to limit the Misc to AAT Conversion to specific students. You can choose from both Public and Private Ad-Hoc Memberships. If you are not choosing an Ad-Hoc Membership, all students will be converted.

Assessment Type (required) - Choose ACT, PLAN, PSAT, SAT. Once the Assessment Type is selected, the Testing Date Storage, Combined Date Format, and individual test data fields will become available.

Validate without converting? (required) – Choose to “Validate Only” or “Validate and Convert”. It is highly recommended to “Validate Only” to review results before converting. Validation always occurs on every run. It is not possible to run a conversion without re-validating the data.

Note: One or more students failing validation does not automatically mean that no student data can be converted. If “Validate and Convert” has been selected, data that passes validation will be used to update the database even if some students fail validation. Passing and failing validation is done on a case by case rather than batch by batch basis.

Print original value detail when new values differ from existing values? (optional) – If checked, the Misc to AAT Report will include a Data Differences section listing the existing values for this student, this test, this date, and this field – indicating the existing value and the differing new value that would replace it. This information only appears if there is an existing value for this field: fields or dates that did not previously have values will not be listed. Existing

data that is not being overwritten will not be listed. Values that would not be altered by the update (i.e. the new and existing values are the same) will not be listed. See the Misc to AAT Report section for more details.

Overwrite existing values? (optional) – Works only with “Validate and Convert” option. Check to actually overwrite existing values for a given student, test, date, and field with new data when converting. If this is not checked and “Validate and Convert” has been selected, existing values will not be overwritten. The Data Differences section of the Misc to AAT Report can be used to determine what data would be potentially be overwritten.

Replacement of data is done on a field-by-field basis: If an existing SAT record has an Essay Sub Score and a Critical Reading Score, but the incoming data does not include a Critical Reading Score, the existing Critical Reading Score will not be touched. Existing data does not include a Critical Reading Score, the existing Critical Reading Score will not be touched. Existing data for students who do not have data in the Misc Data facility or who are not included in the Ad-Hoc Membership will not be touched. Remember that existing data must be for exactly the same date (in the case of month/year data, the first of the month) in order to be replaced.

Make source Misc Data read-only? (optional) – Works only with “Validate and Convert” option. Check to make Misc data read-only after conversion. Read-only status can be turned on and off in the Miscellaneous Data Definitions Maintenance page – available through the Miscellaneous Data Groups Maintenance page at Home – Management – School Administration – Miscellaneous Data Groups.

- ☐ **Select Misc Group(s)** – Once a test is selected, you will see the conversion screen. Select the Misc Group which contains data for the selected test (this will set all data fields to the same Misc Group). Note that you can, if necessary, change individual fields to different Misc Groups, but under most circumstances, all data for one test will be in a single Misc Group. **NOTE:** Only select **ONE** test attempt at a time. If your Misc Data Group contains multiple test attempts, only select one at a time, then re-run the conversion for each additional attempt.

- Navigation: Home – SIS – Assessment – Misc to AAT – Assessment Type selected – Misc Group selected in any Misc Group field

Home » SIS » Assessment » Assessment Reports » Misc to AAT Conversion

Misc to AAT Conversion

From this screen, you can select parameters to generate a report.

Selection Criteria Selection Summary Load Settings

Selecting an Ad-Hoc Membership Group will limit the conversion to the students associated with that membership group.

Ad-Hoc Membership: -- Select an Ad-Hoc Membership --
Public And Private ☐

If not limiting to an Ad-Hoc Membership Group, all students will be converted.

Assessment Type: SAT

Testing Date Storage: ☒ Combined ☐ Separate Month and Year

Combined Date Format: MM/DD/YYYY ☐ Dates have no separators

AAT Field Name	Misc Group	Misc Data Definition
Date		
Grade at Time of Test:		
Critical Reading Score		
Math Score		
Writing Score		
Writing Multiple-Choice Sub Score		
Essay Sub Score		
Critical Reading Score		
Math Score		
Writing Score		
Writing Multiple-Choice Sub Score		
Essay Sub Score		
Critical Reading Score		
Math Score		
Writing Score		
Writing Multiple-Choice Sub Score		
Essay Sub Score		

Validate without converting? ☐ Validate Only ☐ Validate and Convert

Print original value detail when new values differ from existing values? ☐

Overwrite existing values? (Conversion only) ☐

Make source Misc Data read-only? (Conversion only) ☐

Delivery Method: Pickup

Email Address: chris@noacsc.org

Description:

- ☐ **Select Misc Data Definitions and Convert** – Once a Misc Group is selected, select a Misc Data Definition for each data field in the list. Once all fields are set, click the **Submit** button to bring this data into the DASL Assessment module, where it will display on the appropriate Additional Assessment Test page. You will see a confirmation message

The Misc data was converted to AAT data successfully

and can continue entering additional conversions for the same Assessment (or another, selected from the drop-down).

- Navigation: Home – SIS – Assessment – Misc to AAT – Assessment Type selected – Misc Group selected in any Misc Group field – Misc Data Definitions selected

Home » SIS » Assessment » Assessment Reports » Misc to AAT Conversion

Misc to AAT Conversion

From this screen, you can select parameters to generate a report.

Selection Criteria Selection Summary Load Settings

Selecting an Ad-Hoc Membership Group will limit the conversion to the students associated with that membership group.

Ad-Hoc Membership:
 Public And Private ☐

If not limiting to an Ad-Hoc Membership Group, all students will be converted.

Assessment Type: ⚡

Testing Date Storage: ☐ Combined ☒ Separate Month and Year ⚡

AAT Field Name	Misc Group	Misc Data Definition
Month	<input type="text" value="32 - 1st SAT Attempt"/> ⚡	<input type="text" value="month tested - MM"/> ⚡
Year		<input type="text" value="year tested - YY"/> ⚡
Grade at Time of Test:	<input type="text" value="32 - 1st SAT Attempt"/>	<input type="text" value="grade"/>
Critical Reading Score	<input type="text" value="32 - 1st SAT Attempt"/>	<input type="text" value="SAT CR"/>
Math Score	<input type="text" value="32 - 1st SAT Attempt"/>	<input type="text" value="SAT math"/>
Writing Score	<input type="text" value="32 - 1st SAT Attempt"/>	<input type="text" value="SAT W"/>
Writing Multiple-Choice Sub Score	<input type="text" value="32 - 1st SAT Attempt"/>	
Essay Sub Score	<input type="text" value="32 - 1st SAT Attempt"/>	
Critical Reading Score	<input type="text" value="32 - 1st SAT Attempt"/>	
Math Score	<input type="text" value="32 - 1st SAT Attempt"/>	
Writing Score	<input type="text" value="32 - 1st SAT Attempt"/>	
Writing Multiple-Choice Sub Score	<input type="text" value="32 - 1st SAT Attempt"/>	
Essay Sub Score	<input type="text" value="32 - 1st SAT Attempt"/>	
Critical Reading Score	<input type="text" value="32 - 1st SAT Attempt"/>	
Math Score	<input type="text" value="32 - 1st SAT Attempt"/>	
Writing Score	<input type="text" value="32 - 1st SAT Attempt"/>	
Writing Multiple-Choice Sub Score	<input type="text" value="32 - 1st SAT Attempt"/>	
Essay Sub Score	<input type="text" value="32 - 1st SAT Attempt"/>	

Validate without converting? ☐ Validate Only ☐ Validate and Convert ⚡

Print original value detail when new values differ from existing values? ☐

Overwrite existing values? (Conversion only) ☐

Make source Misc Data read-only? (Conversion only) ☐

Delivery Method:

Email Address:

Description:

☐ **Misc to AAT Report**

The PDF report has 3 sections – Validation, Data Differences, and Summary

Validation section of MISC to AAT Report

The Validation section of the Misc to AAT report checks for the following:

- The Misc to AAT Conversion will attempt to convert data for students that have data for any of the Misc Data fields mapped to AAT fields. If a field is not populated for that student, this is reported as an error, and this student's data will not be converted. An error message "xxxxxx Data not found" will be printed.
- The Misc to AAT Conversion attempts to parse the date in the specified format. If it cannot, the student is not processed. An error message "Date cannot be parsed in the format xxxx" will be printed.
- If the user has mapped a field to the grade level, the Misc to AAT Conversion checks that the value provided is a valid grade level. If this check does not pass, an error message "Grade at time of test is not a valid value" will be printed.
- 20 characters is the maximum size allowed in the database for a test score value. If data is longer, an error message "Data is longer than the max 20 characters" will be printed.
- Different test fields have different data validation requirements. All values except ACT Essay Comments must be numeric. Different numeric ranges are defined as valid depending on the test and the specific field. The validations set up on the Assessment Maintenance pages for the various Assessments were used in the Misc to AAT Conversion. If the data validation does not pass, an error message "Data is not valid for this field" will be printed.
- If none of the fields to be used for score data have values for a student, this appears on the validation section of the report. This will usually only happen if Misc Data from more than one test attempt has been mixed together, as the only students who will be processed will be those who have data in at least one of the fields used for mapping. For those students with no score values, an error message will appear "The fields specified for score data are all blank for this student".

Report: MiscToAAT

Printed Wed, Apr 09, 2008, 9:17 PM

HIGH SCHOOL

2007-2008

Misc to AAT Conversion Report

Validation

Student Number	Student Name	Misc Group	Misc Defn	Field	Value	Error Message
93	JENNIFER SARAH			Score data		The fields specified for score data are all blank for this student

Note: One or more students failing validation does not automatically mean that no student data can be converted. If “Validate and Convert” has been selected, data that passes validation will be used to update the database even if some students fail validation. Passing and failing validation is done on a case by case rather than batch by batch basis.

Data Differences section of MISC to AAT Report

The Data Differences section of the Misc to AAT report will be printed if the “Print Original Value Detail When New Values Differ from Existing Values” option was checked. New data (that does not replace existing data) or data that contains the same values as the existing data will not appear.

<i>Report: MiscToAAT</i> <i>Printed Thu, Apr 10, 2008, 3:03 PM</i>					
					Misc to AAT
Data Differences					
Student Number	Student Name	Test Date	Target Field	Old Value	New Value
80	J. PATRICK BURNS	10/01/2006	Math Score	560	540
80	J. PATRICK BURNS	10/01/2006	Critical Reading Score	460	420
80	J. PATRICK BURNS	10/01/2006	Writing Score	540	560
15	J. MARK D	10/01/2005	Math Score	770	800
15	J. MARK D	10/01/2005	Critical Reading Score	640	740
15	J. MARK D	10/01/2005	Writing Score	680	750
46	J. ALENA MARIE	04/01/2006	Math Score	550	670
46	J. ALENA MARIE	04/01/2006	Critical Reading Score	620	660
46	J. ALENA MARIE	04/01/2006	Writing Score	620	630

Summary section of MISC to AAT Report

The Summary section of the Misc to AAT report lists the number of Misc Data records found, the number of students found, and the number of students with errors. If the user has selected “Validate and Convert”, a count of the new Assessments created will be shown, as well as a count of Assessments to be updated. A total is included of differences between the old and new values. If the user has selected “Validate Only”, these values will be 0.

Report: MiscToAAT	
Printed Thu, Apr 10, 2008, 5:54 PM	
<hr/>	
Summary	
Misc Data Records Found	4
Number of Students With Data	1
Students with Errors	1
Specific Errors:	
Data is longer than the max 20 characters	1
Data is not valid for this field	2
Grade at time of test is not a valid value	1
Total Errors	4
New Assessments to Save	0
Assessments to be Updated	0
Differences between Old and New Values	0

☐ **Confirm Conversion** – Navigate to the appropriate Additional Assessment Test page, and review the data to confirm that the conversion worked for the appropriate students.

- Navigation: Home – SIS – Student – Assessment – (appropriate Additional Assessment Test page)



Assigning Counselors to Students Procedural Checklist

Change Log

Date	Section Number/Name	Change Description
10/27/14	Entire document	Update screenshots and breadcrumb trail
10/22/13	Task #4	14.1.0 Updates – Update screenshot of Building Grade Levels Maintenance
6/24/09	Assign Counselors Manually	Updated screenshot
6/19/09	Title Page	Update Logo

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Task #1: Verify Staff Members

See the Security Procedural Checklist for more detailed instructions on Staff Members. Make sure any counselors you wish to use have a Staff record. Click the magnifying glass to view their Staff Member details.

Security - Staff Member: JAN ADA

Staff Members Staff Member Schools

		School	School Year	Job Functions	Active
<input type="checkbox"/>	<input type="checkbox"/>	Elida Elementary School	2009-2010	Teacher	<input checked="" type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Elida Elementary School	2010-2011	Teacher	<input checked="" type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Elida Elementary School	2005-2006	Teacher	<input checked="" type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Elida Elementary School	2008-2009	Teacher	<input checked="" type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Elida Elementary School	2007-2008	Teacher	<input checked="" type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Elida Elementary School	2006-2007	Teacher	<input checked="" type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Elida Elementary School	2011-2012	Teacher	<input checked="" type="checkbox"/>

Task #2: Add Counselors Job Function to Staff Member

When viewing a staff member's details, click the Staff Member Schools tab. For a staff member to be considered a counselor, their current school year's Staff Member School entry must include Counselor as a job function.

Security - Staff Member: JAN ADA

Staff Members Staff Member Schools

School: School Year:

Allow Staff Member to view all Students in EZ Query: ☐ Is Active: ☒

Available Job Functions

All
Teacher
Principal
Superintendent
Secretary
Media Specialist
EMIS Coordinator
Technology Coordinator
Curriculum Coordinator
Bus Driver

Selected Job Functions

Task #3: Assign Grade Levels to Counselors

Once the staff member is a counselor, you will need to go to the Counselor Maintenance screen. Edit that counselor's entry, and check the boxes next to each grade level the counselor will be working with. (You can assign non-grade-appropriate counselors, but the default behavior is to use grade-appropriate counselors only.)

Counselor Maintenance

From this screen, you can display and change data pertaining to school guidance counselors.

First Name	Last Name ^	Grade	Active
MARK	ALLEN	09	
RONALD	CASTLE	10	
LAURA	LUTMAN	12	
DANIEL	MARTIN	11	

☐ Show Active Only OK

Counselor Maintenance

From this screen, you can display and change data pertaining to school guidance counselors.

Counselor Name: MARK ALLEN

Is Active: ☒

Grade: 99

☐ 99 ☐ 10 ☐ 11 ☐ 12 ☐ GR ☐ 23

☐ YES ☐ NO

Save Cancel

Task #4: Assigning a Counselor during Registration

Student Registration Wizard
 From this screen users can register students

Registration for completion - Possible Waivers - Complete Registration - **FINISH**

Hispanic/Latino: N - No, the student is not Hispanic/Latino * **Local Ethnic Category:** W - WHITE *
 Racial Group(s): ☐ A-Asian ☐ B-Black or African American ☐ C-American Indian or Alaska Native ☐ D-Native Hawaiian or Other Pacific Islander ☒ F-White *
 Summative Race:

Citizenship: 04 - United States * **Native Language:** ENG * **Birthplace City:**
Birthdate (Verified): **Admission Date:** **Home Language:**
Student Status: A - ACTIVE RES * **Building/Pong Track:** HS - High School Hrs * **Admission Code:** 02 - From a non-public school *
Attendance Calendar: Default (Default) * **Mother's Maiden Name:** **Program:**
Locker Assignment: **Assign Primary Locker** **Free/Reduced Lunch Status:** None * **Last Name Suffix:**
Homeless: ☐ **Include in Spelling:** ☒ **Include in Honor Roll:** ☒ **Connection:** **Home School ID#:**
Scheduling Priority: S * **Include in GPA:** ☒ **Secondary Grad. Rule:** **Flags:** 1 2 3 4 5
Primary Grad. Rule: **Country of Origin:** **Grade:** 09 *

If you want a single counselor to be automatically assigned to all students being enrolled in a specific grade level, select that counselor from the drop-down menu in the Building Grade Levels Maintenance screen's Registration Defaults section.

Building Grade Levels Maintenance

From this screen, you can display, add, change and delete data pertaining to building grade levels.

Grade Level: 12

Grade Specific Registration Default Data

Course/Section: WHITTAKER, MASCIA

Scheduling Priority: 1

Include in Honor Roll: ☒

Include in Rankings: ☒

Include in GPA: ☒

P.Y. Graduation Rate:

A.S. Graduation Rate:

Expected Graduation Date: 12/1/2012

Save Cancel

Task #5: Counselor Bulk Assignment by Homeroom

To bulk assign counselors to students by homeroom, choose the Homeroom Assignment Method and select a Homeroom Term.

Counselor Bulk Assignment

Here you can assign a bulk group of students to counselors

Assignment Method

Students

Options

Confirmation

Results

Assignment Method:

Homeroom

Random

Manual

This assignment method will assign counselors to students by selecting the counselor that is defined as the default counselor for each student's homeroom. In order to assign counselors based on homeroom, you must select a homeroom term to use for looking up homeroom assignments for students.

Students not assigned to homerooms will not get counselor assignments. Students assigned to homerooms without a counselor definition will not get counselor assignments.

Homeroom Term:

FullYear - Full Year Term

Select Homeroom Term

FullYear - Full Year Term

Cancel

Next >

Click Next to go to Options tab and choose a counselor for specific homerooms.

Counselor Bulk Assignment

Here you can assign a bulk group of students to counselors

Assignment Method

Students

Options

Confirmation

Results

Changing the counselor for the homeroom will save the counselor permanently for this homeroom. To edit homeroom details further, see the Homeroom Maintenance page.

Homeroom	HR Term	Teacher	Room	Grades	Counselor
AUT - AUT	FullYear	RADLER	117 - COUNTY AUTISM	09, 10, 11, 12, 23	ROSS, ANN
IND0 - IND0	FullYear	BROOKS	108 - MRS. BROOKS	09, 10, 11	ROSS, ANN
IND1 - IND1	FullYear	SOLARIK	324 - DRAWING ROOM	09	ROSS, ANN
IND2 - IND2	FullYear	MOORE	106 - MRS. MOORE	09	ROSS, ANN
IND3 - IND3	FullYear	KYLER	111 - MRS. KYLER	09	

Click Next to go to Confirmation tab.

Counselor Bulk Assignment

Here you can assign a bulk group of students to counselors

Assignment Method

Students

Options

Confirmation

Results

Counselor	Previously Assigned	Assignments to be Removed	Assignments to be Made	Total Students to be Assigned
ALLEN, MARK	0	0	1	1

Cancel

< Back

Finish

Click Finish to process the Counselor Bulk Assignment by Homeroom.

Task #6: Randomly Bulk Assigning Counselors

To bulk assign counselors to students randomly, chose the Random Assignment Method.

Counselor Bulk Assignment
Here you can assign a bulk group of students to counselors

Assignment Method: ☐ Homeroom ☒ Random ☐ Manual

This assignment method will assign counselors to students in a random fashion. You may choose whether or not to respect grade level assignments with the random assignments.

Respect Grade Level Assignments: ☒

Click Next to go to the Students tab and select students by Search Criteria, Student IDs, or Ad-Hoc Membership.

Counselor Bulk Assignment
Here you can assign a bulk group of students to counselors

Assignment Method: ☐ Homeroom ☒ Random ☐ Manual

Select Students By: ☒ Search Criteria ☐ Student IDs ☐ Ad-Hoc Membership

Last Name: ☐ First Name: ☐

Team: Gender:

Program

JAB - Jr Auto Body	
JAG - Jr AG Mechanics	
JCOS - Jr Cosmetology	
SAB - Sr Auto Body	
SAG - Sr AG Mechanics	
SCOS - Sr Cosmetology	

Student Status

A - ACTIVE RES	
D - DELETED	
I - INACTIVE	
JVS - Student Attending JVS	
O - OTM NCNRES	
Open - Open Enrolled Student	

Grade Level

09 - 09	
10 - 10	
11 - 11	
12 - 12	
GR - GR	
23 - 23	

Click Next to go to the Options tab and choose a counselor for the selected students.

Counselor Bulk Assignment

Here you can assign a bulk group of students to counselors

Assignment Method

Students

Options

Confirmation

Results

Counselors

WILLART, MRS. L.
VOGLE, MRS. E.

Cancel

< Back

Next >

Click Next to go to Confirmation tab.

Counselor Bulk Assignment

Here you can assign a bulk group of students to counselors

Assignment Method

Students

Options

Confirmation

Results

Counselor	Previously Assigned	Assignments to be Removed	Assignments to be Made	Total Students to be Assigned
VOGLE, MRS. E.	178	0	10	188
WILLART, MRS. L.	178	0	11	189

Cancel

< Back

Finish

Click Finish to process the Counselor Bulk Assignment assigning randomly.

Counselor Bulk Assignment

Here you can assign a bulk group of students to counselors

Assignment Method

Students

Options

Confirmation

Results

Student	Student Number	Grade	Status	Counselor
CONTRARY, MARY M.	00005001	10	A	ALLEN, MARK

Start Over

Task #7: Manually Bulk Assigning Counselors

To bulk assign counselors to students manually, chose the Manual Assignment Method.

Navigation: StudentInformation – Management – Ad-Hoc Updates – Counselor Bulk Assignment – Assignment Method tab

The screenshot shows the 'Counselor Bulk Assignment' window with the 'Assignment Method' tab selected. The window title is 'Counselor Bulk Assignment' and the subtitle is 'Here you can assign a bulk group of students to counselors'. The 'Assignment Method' section has three radio buttons: 'Homeroom', 'Random', and 'Manual'. The 'Manual' option is selected. Below the radio buttons, a text box explains: 'Manually assigning counselors allows you to select a single counselor for assignment to the selected students. All students matching the search criteria entered will be assigned to the counselor selected, regardless of grade level assignments.' At the bottom, there are 'Cancel' and 'Next >' buttons.

Click Next to go to the Students tab and select students by Search Criteria, Student IDs, or Ad-Hoc Membership.

The screenshot shows the 'Counselor Bulk Assignment' window with the 'Students' tab selected. The window title is 'Counselor Bulk Assignment' and the subtitle is 'Here you can assign a bulk group of students to counselors'. The 'Select Students By:' section has three radio buttons: 'Search Criteria', 'Student IDs', and 'Ad-Hoc Membership'. The 'Search Criteria' option is selected. Below this, there are input fields for 'Last Name:', 'First Name:', 'Team:', and 'Gender:'. There are also three list boxes with arrows between them: 'Program', 'Student Status', and 'Grade Level'. The 'Program' list box contains: JAB - Jr Auto Body, JAG - Jr AG Mechanics, JCOS - Jr Cosmetology, SAB - Sr Auto Body, SAG - Sr AG Mechanics, and SCOS - Sr Cosmetology. The 'Student Status' list box contains: A - ACTIVE RES, D - DELETED, I - INACTIVE, JVS - Student Attending JVS, O - OTH NONRES, and Open - Open Enrolled Student. The 'Grade Level' list box contains: 09 - 09, 10 - 10, 11 - 11, 12 - 12, GR - GR, and 23 - 23. At the bottom, there are 'Cancel', '< Back', and 'Next >' buttons.

Click Next to go to the Options tab and choose a counselor for the selected students.

The screenshot shows the 'Counselor Bulk Assignment' window with the 'Options' tab selected. The window title is 'Counselor Bulk Assignment' and the subtitle is 'Here you can assign a bulk group of students to counselors'. The 'Options' section has a 'Counselor:' dropdown menu with 'ALLEN, MARK' selected. At the bottom, there are 'Cancel', '< Back', and 'Next >' buttons.

Click Next to go to Confirmation tab. Select the students that you wish to assign the counselor to.

Counselor Bulk Assignment
Here you can assign a bulk group of students to counselors

Assignment Method Students Options Confirmation Results

☒ Students selected by default

	<input type="checkbox"/>	Student Name	Student Number	Grade	Status	Counselor
1	<input checked="" type="checkbox"/>	Banana, Hannah	48652258	10	A	ALLEN, MARK
2	<input checked="" type="checkbox"/>	Contrary, Jesse	48652281	10	A	ALLEN, MARK
3	<input checked="" type="checkbox"/>	EYE, CORY ROBERT	00006001	10	A	ALLEN, MARK
4	<input checked="" type="checkbox"/>	EYE, PRIVA	00122445	10	A	ALLEN, MARK

Cancel < Back Finish

Click Finish to process the Counselor Bulk Assignment assigning manually.

Counselor Bulk Assignment
Here you can assign a bulk group of students to counselors

Assignment Method Students Options Confirmation Results

Student	Student Number	Grade	Status	Counselor
Banana, Hannah	48652258	10	A	ALLEN, MARK
Contrary, Jesse	48652281	10	A	ALLEN, MARK
EYE, CORY ROBERT	00006001	10	A	ALLEN, MARK
EYE, PRIVA	00122445	10	A	ALLEN, MARK

Start Over

- ☐ **Assign Counselors Manually** – If you don't want to use Counselor Bulk Assignment, or if you need to adjust a few students individually, you can select a counselor for a single student on the Additional tab of that student's profile. If you need to select a counselor that has no grade levels set, or has a different grade level set, un-check the "Show grade appropriate counselors only" checkbox to refresh the list.

Navigation: StudentInformation – SIS – Student – Edit Profile – Additional tab

Edit Student Profile
From this screen, you can display and change information regarding a students profile.

GeneralAdditionalCustomPrivateFS-StandingFS-AttendanceFD-AttributesFN-AttributesFN-GraduateTransportation

SaveCancel

Last Modified: 10/24/2014 3:50 PM by User: Amy

Primary Building:HIGH SCHOOL

Special Ed:0

Citizenship:04 - United States citizen

Country of Origin:US - United States Of America

Building Progression Track:- District Track

Graduation Year:

New School:

Pri. Graduation Rule:

Counselor: SCHUMMET, MARY JO (*)

☒ Show grade appropriate counselors only

Alt. Graduation Rule:

Scheduling Priority:5

Locker Assignments:Assign Primary Locker

Team:

Homeroom:H137 OR Auto-Assign

Choose from drop down or click Auto-Assign which will randomly assign an available grade-level appropriate homeroom to the student.

Include in Honor Roll:☒

Include in Ranking:☒

Include in GPA:☒

Flags:

12345

- ☐ **View Counselor Assignments** – Navigate to this screen and select a counselor from the drop-down menu. The screen will display all students assigned to this counselor. Click on a student's name to view the student's profile.

Navigation: StudentInformation – SIS – School - Counselors

Student Counselor Assignment								
From this screen, you can view students assigned to a specific counselor.								
Filter By Counselor:					CASTLE, RONALD			
Student ID	Student Name ^	Student Status	Grade	Gender	Homeroom	Phone Number	Program	Age
00007001	CONTRARY, JASON WILLIAM	ACTIVE RES	10	M				16
00001224	LEE, HARPER	ACTIVE RES	10	F		4193452345		16
00007002	PERRY, RICHARD MATTHE	ACTIVE RES	10	M				17
00007003	RING, NICOLE SUZANNE	ACTIVE RES	10	F				17
00007004	SARGENT, LEANN JEAN	ACTIVE RES	10	F		4195559876		16
00007005	WILLIAMSON, RYAN SETH	ACTIVE RES	10	M				16



Assigning Lockers to Students Procedural Checklist

Change Log

Date	Section Number/Name	Change Description
05/03/17	Entire doc	Update screenshots
10/27/14	Entire doc	Update screenshots and breadcrumb trails
11/15/11	Entire doc	Added task #s & updated scrn shots
5/17/11	Before Assigning Lockers	Added FYI

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Task #1: Create Rooms/Locations

Create Room/Locations to be referenced when creating new lockers. An example of using this information for assigning lockers could be to assign the special needs students near the classroom where they are most frequently located.

Room/Location Maintenance

From this screen, you can display, add, change and delete data pertaining to locations.

Add Location

		Code	Name ▲	Description	Location Type	Capacity	Schedulable	Homeroom	Active
		28	Art Room		Art Room	30	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
		31	Cafeteria		Cafeteria	150	<input type="checkbox"/>	<input type="checkbox"/>	
		30	CCESC Preschool		Regular Classroom	30	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
		03	CLASSROOM		Not Specified	30	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
		14	CLASSROOM		Not Specified	30	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
		19	CLASSROOM		Regular Classroom	30	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
		20	CLASSROOM		Regular Classroom	30	<input checked="" type="checkbox"/>	<input type="checkbox"/>	









Task #2: Create Locker Size Codes

Create/Edit Locker Size codes to be used when creating new lockers.

Locker Size Maintenance

From this screen, you can display, add, change and delete Locker Size codes.

Add Locker Size Code











		Code	Name ▲	Active
		LG	Large Locker	
		MD	Medium Locker	
		SM	Small Locker	
<input checked="" type="checkbox"/> Show Active Only				

Task #3: Create Lockers

Create/Edit lockers and their characteristics. Lockers are school-year specific, and may have different combination series, locations, sizes, capacities, and grades assigned in each school year without affecting other school years.

Locker Maintenance

From this screen, you can display, add, change and delete data pertaining to lockers. Clicking a locker number shows the students assigned to the locker.

Add Locker		Filter: <input type="text" value="Active"/>	<input checked="" type="checkbox"/> Academic Only							
		Locker Number ▲	Status	Description	Capacity	Residents	Size	Combination Series	Reference Location	Grade
		1001	Active	A116	1	0	SM - Small Locker	1	A102 - MS. JONES	12
		1002	Active	A110	1	0	SM - Small Locker	1	A102 - MS. JONES	12
		1003	Active	A116	2	0	MD - Medium Locker	1	A102 - MS. JONES	12
		1004	Active	A110	3	0	LG - Large Locker	1	A102 - MS. JONES	12
		1005	Active	A116	3	0	LG - Large Locker	1	A108 - MRS. FRANKS	12

Locker Maintenance

From this screen, you can display, add, change and delete data pertaining to lockers. Clicking a locker number shows the students assigned to the locker.



Locker Number:*	<input type="text"/>
Academic Locker:	<input checked="" type="checkbox"/>
Locker Status:*	<input type="text"/>
Description:	<input type="text"/>
Capacity:*	<input type="text"/>
Size:	<input type="text"/>
Current Series:	<input type="text"/>
Reference Location:	<input type="text"/>
Grade:	<input type="text"/>
Is Active:	<input checked="" type="checkbox"/>
Series: Combination:	
<input type="text"/>	<input type="text"/>
<input type="button" value="Add Combination"/>	

To assign a Locker Combination to a locker, you must select an existing Locker Combination Series from the Current Series drop-down. If there are none in the drop-down, or you want to add another Locker Combination, then you will need to enter the Combination and select a Combination Series, then click Add Combination. Once you have done this, you can select that Combination Series from the Current Series drop-down.

Series: Combination:

3 ▾

Add Combination

	Series	Combination
	1	4-6-11
	2	11-21-31




The Locker Number field is an alpha-numeric field. The Locker Number column on the Locker Maintenance page is sorted numerically, however, Locker Location Assignment is done according to alpha characters.
Recommendation: Use leading zeros on locker numbers.

Task #4: Assign Locker Locations

Assign a range of lockers to a specific location within a school. This sets the lockers' Reference Location.

Locker Location Assignment

From this screen, you can assign lockers to specific locations within the school


 In order to view the current lockers by location or assign lockers to a location, you must first select a location from the dropdown. In addition, you must specify whether you are working with academic lockers.

Filter By Location: -- Select a Location -- ▾ ☒ Academic Lockers

Locker Location Assignment

From this screen, you can assign lockers to specific locations within the school

Filter By Location: A107 - MR. MILLER ▾ ☒ Academic Lockers

	Starting Locker ▲	Ending Locker	Available Lockers	Capacity
	1001	1010	10	15

Physical Total
Capacity Capacity
10 15

Starting Locker: *

Ending Locker:

Task #5: Assign Locker Grade Levels

Assign a range of lockers to a specific grade level within a school.

Locker Grade Level Assignment

From this screen, you can assign grade levels to lockers within the school

Filter By Grade Level: ☒ Academic Lockers

	Starting Locker ▲	Ending Locker	Available Lockers	Capacity
	2001	2124	124	124

Physical Total
Capacity Capacity
124 124

Starting Locker: *

Ending Locker:

Add Range

F.Y.I.

During Locker Location Assignment and Locker Grade Level Assignment, if you do not specify an Ending Locker, the location you specify will be assigned all lockers from the specified Starting Locker to the last locker listed.

F.Y.I.

Locker Location Assignment is done according to alpha characters.
Recommendation: Use leading zeros on locker numbers.

Task #6: Bulk Locker Assignment

Student lockers can be assigned to a group of students selected by one of three different methods: search by Search Criteria, search by Student IDs, or search by Ad-Hoc Membership. Unless otherwise noted, see Student Locker End User Documentation for details.



Please Note: All students must have a locker designated as their Primary Locker in order for the locker number to print on reports or schedules.

Student Tab -Search Criteria

When searching for students by Search Criteria, select Student Status and Grade Level for all students being assigned lockers. Other options on the Search Criteria screen include searching by Last Name or First Name (with wildcards if you select the checkbox next to those fields), Homeroom Assignment, Gender, Program, or Team. You can also combine those search criteria as needed to select specific a group of students.

Locker Bulk Assignment

Here you can assign a bulk group of students to lockers

Students

Assignment Method

Options

Confirmation

Results

Select Students By: ☒ Search Criteria ☐ Student IDs ☐ Ad-Hoc Membership

Last Name: First Name:

Homeroom Assignment: Gender:

Program: Team:

Student Status

A - BLSD active resident student
AOU - Agreement of Understanding
AUT - Autism Scholarship Participant
BDD - BDD Unit
CAA - Caretaker Authorization Aff.
CCP - College Credit Plus

Grade Level

09 - 09
10 - 10
11 - 11
12 - 12
13 - 13
GR - GR

Cancel

Next >

Students Tab - Search by Student ID

When searching for students by Student ID, enter all Student IDs to be included in the bulk assignment. You must use commas between ID numbers when listing more than one separate Student ID number.

Locker Bulk Assignment

Here you can assign a bulk group of students to lockers

Students	Assignment Method	Options	Confirmation	Results
----------	-------------------	---------	--------------	---------

Select Students By: ☐ Search Criteria ☒ Student IDs ☐ Ad-Hoc Membership

*

Cancel

Next >

Students Tab - Search by Membership

When searching for students by Ad-Hoc Membership, you must select a single Ad-Hoc Membership group from the dropdown box. You can select an Ad-Hoc Membership from the pull-down menu and select **Next**, or you can select the **Ellipse** button next to the Ad-Hoc Membership name to be taken to the Ad-Hoc Membership screen, where you can see and edit the individual students in that Ad-Hoc Membership. (This screen is located at StudentInformation – My Account – Ad-Hoc Membership, and more details can be found in the Getting Started Procedural Checklist.)

If you went to the Ad-Hoc Membership screen, select Go to return to the Bulk Locker Assignment screen when you have the correct Membership and the correct students.

Locker Bulk Assignment

Here you can assign a bulk group of students to lockers

The screenshot shows a web form titled "Locker Bulk Assignment" with a sub-header "Here you can assign a bulk group of students to lockers". The form has five tabs: "Students", "Assignment Method", "Options", "Confirmation", and "Results". The "Students" tab is active. Below the tabs, there is a section "Select Students By:" with three radio button options: "Search Criteria", "Student IDs", and "Ad-Hoc Membership". The "Ad-Hoc Membership" option is selected. Below this, there is a label "Ad-Hoc Membership:" followed by a dropdown menu and a button with three dots. At the bottom of the form, there are two buttons: "Cancel" and "Next >".

Once you have selected your students through one of these methods, select **Next** to proceed to the Assignment Method tab.

Assignment Method Tab

Once you have your selected group of students, you can assign lockers to them by one of five different methods: by Grade Level, by Homeroom, by Class Period, in Alphabetical order, and by Random assignment. You can also Clear some or all locker assignments (clearing selections will be covered below).

Locker Bulk Assignment

Here you can assign a bulk group of students to lockers

The screenshot shows a web interface for assigning lockers. At the top, there are five tabs: 'Students', 'Assignment Method', 'Options', 'Confirmation', and 'Results'. The 'Assignment Method' tab is active. Below the tabs, there is a section titled 'Assignment Method:' with six radio button options: 'Grade Level' (selected), 'Homeroom', 'Class Period', 'Alphabetical', 'Random', and 'Clear'. Below these options, there is a blue information icon followed by two lines of text: 'This assignment method will assign lockers to students by selecting ascending lockers for students based on the student's grade level. The application will attempt to assign all students to lockers configured for the students' grade levels.' and 'In some situations, there won't be enough lockers defined for a grade level and some students won't get a locker assigned to them. If desired, these students can be assigned a locker at random by selecting to "Assign Remaining Students at Random". This option will result in more complete assignment of lockers.' Below this text is a checkbox labeled 'Assign Remaining Students at Random:'. At the bottom of the form, there are three buttons: 'Cancel', '< Back', and 'Next >'.

Grade Level Assignment option:

To assign lockers by grade level, just select **Grade Level** and select **Next** to proceed to the Options tab.

Homeroom Assignment option:

To assign lockers by individual homerooms, select **Homeroom**, then select the homeroom term for which lockers are being assigned. Students will be assigned lockers from those lockers assigned to their homeroom location. Select **Next** to proceed to the Options tab.

Class Period Assignment option:

To assign lockers by a particular class period, select **Class Period**, then use the calendar to choose a school day, and the pull-down to select a class period on that date. Students will be assigned lockers from those lockers assigned to their classroom location at that period. Select **Next** to proceed to the Options tab.

Alphabetical Assignment option:

To assign lockers alphabetically, select **Alphabetical**, this option assigns students to lockers in alphabetical order by student last name, in ascending order of lockers, without regard for grade or location. Select **Next** to proceed to the Options tab.

Random Assignment option:


To assign lockers randomly, select **Random**, this option randomly assigns students to lockers without regard for grade or location. Select **Next** to proceed to the Options tab.

Options Tab:

There are four options. If you retain locker assignments, or if you some students are keeping previous locker assignments, select “Students without a primary locker assignment” or “Students without any locker assignment” from the Students to Include section. You can also select types of Lockers to Include, to Create Assignments as primary or secondary, and how you wish Existing Locker Assignments to be treated. When all options are set as desired, select **Next** to proceed to the Confirmation tab.

Locker Bulk Assignment

Here you can assign a bulk group of students to lockers

Students	Assignment Method	Options	Confirmation	Results
<p>Students to Include:</p> <p><input checked="" type="radio"/> Students without a primary locker assignment</p> <p><input type="radio"/> Students without any locker assignments</p> <p><input type="radio"/> Students with number of assignments fewer than: <input type="text" value="2"/> </p> <p><input type="radio"/> All Students (no limit on number of locker assignments)</p> <p>Lockers to Include:</p> <p><input checked="" type="radio"/> Academic lockers only</p> <p><input type="radio"/> Non-Academic lockers only</p> <p><input type="radio"/> Both academic and non-academic lockers</p> <p>Create Assignments as:</p> <p><input checked="" type="radio"/> Primary locker assignments</p> <p><input type="radio"/> Secondary locker assignments</p> <p>Existing Locker Assignments:</p> <p><input checked="" type="radio"/> Remove primary assignments only</p> <p><input type="radio"/> Remove all assignments</p> <p><input type="radio"/> Keep assignments (update as secondary assignments if new assignments are primary)</p> <p><input type="button" value="Cancel"/> <input type="button" value=" < Back"/> <input type="button" value="Next >"/></p>				

Confirmation Tab:

The screen will list the students by the method you selected on the Assignment Method tab. The accuracy of the locker assignment must be checked before the actual process is finished. If the number of students listed by grade level or location is equal to the number of intended locker assignments, select **Finish** to proceed to the Results tab. If the numbers are not reasonable, select **Back** to return to the Options tab or the Assignment Method tab and edit your selections. If your selections are correct and an error still exists, then the parameters and locker location assignments must be verified to see where the error lies. Selecting Cancel on the Confirmation screen completely exits Locker Bulk Assignment.

If you selected Grade Level Assignment, you can click on a blue Grade Level link to go to the Locker Grade Level Assignment screen for that grade level, completely exiting Locker Bulk Assignment.

Locker Bulk Assignment

Here you can assign a bulk group of students to lockers

Students	Assignment Method	Options	Confirmation	Results
----------	-------------------	---------	--------------	---------

Lockers Defined by Grade Level	Physical Lockers	Total Capacity	Existing Assignments	Remaining Capacity	Matching Students	Insufficiency
09 - 09	45	45	44	1	14	13
10 - 10	59	59	55	4	23	19
11 - 11	63	63	57	6	20	14
12 - 12	49	49	38	11	31	20
23 - 23	0	0	0	0	3	3
No Grade Level	2	2	2	0		
All Students/Lockers	218	218	196	22	91	69

If you selected Homeroom, Grade Level, or Class Period Assignment you can click on a blue link to go to the Locker Location Assignment screen for that assignment method. The "Include statistics for locations with insufficient capacity only" checkbox will hide all homerooms or classrooms that had enough lockers for the students with that location assigned.

Locker Bulk Assignment

Here you can assign a bulk group of students to lockers

Students	Assignment Method	Options	Confirmation	Results
----------	-------------------	---------	--------------	---------

☒ Include statistics for locations with insufficient capacity only

Lockers Defined by Location	Physical Lockers	Total Capacity	Existing Assignments	Remaining Capacity	Matching Students	Insufficiency
1080 - Section 4 (159)	0	0	0	0	1	1
1080 - Section 1 (204)	0	0	0	0	1	1
1080 - Section 2 (206)	0	0	0	0	2	2
1101 - Section 4 (207B)	0	0	0	0	1	1
601 - Section 1 (274)	0	0	0	0	1	1
400 - Section 27 (306)	0	0	0	0	1	1
1186 - Section 1 (A4)	0	0	0	0	1	1
All Students/Lockers	1357	1357	1020	337	8	

If you selected Random Assignment or Alphabetical Assignment, the Confirmation tab will display simple text statistics for lockers assigned and insufficient.

Locker Bulk Assignment

Here you can assign a bulk group of students to lockers

Students	Assignment Method	Options	Confirmation	Results
Physical Lockers: 218 Total Capacity: 218 Existing Assignments: 196 Remaining Capacity: 22 Students to be Assigned: 91 Insufficiency: 69				
<div> <input type="button" value="Cancel"/> <input type="button" value=" < Back"/> <input type="button" value="Finish"/> </div>				

Results Tab:

The results tab displays the students in your selected group of students, the lockers assigned to them, and lists the Action Taken with regards to that student and that locker. When clearing locker assignments, this will display a message informing you that those assignments have been removed.



The Results screen also contains a Start Over button. You can use this to assign lockers to a different group of students, or to clear some or all locker lists and reassign lockers. Note that the Start Over button does not itself clear any locker assignments. To do this, you must select one of the “Remove” options under the Existing Locker Assignments area of the Options tab, or proceed to the Clearing Locker Assignments section below.

Locker Bulk Assignment

Here you can assign a bulk group of students to lockers

Students	Assignment Method	Options	Confirmation	Results															
<table><tr><th>Student</th><th>Locker</th><th>Action Taken</th></tr><tr><td>FLEMMING, CAROL</td><td>0234</td><td>Added assignment as primary locker</td></tr><tr><td>FLEMMING, CAROL</td><td>1217</td><td>Removed assignment</td></tr><tr><td>MILES, MICHAEL</td><td>1321</td><td>Added assignment as primary locker</td></tr><tr><td>MILES, MORGAN</td><td>3308</td><td>Added assignment as primary locker</td></tr></table>					Student	Locker	Action Taken	FLEMMING, CAROL	0234	Added assignment as primary locker	FLEMMING, CAROL	1217	Removed assignment	MILES, MICHAEL	1321	Added assignment as primary locker	MILES, MORGAN	3308	Added assignment as primary locker
Student	Locker	Action Taken																	
FLEMMING, CAROL	0234	Added assignment as primary locker																	
FLEMMING, CAROL	1217	Removed assignment																	
MILES, MICHAEL	1321	Added assignment as primary locker																	
MILES, MORGAN	3308	Added assignment as primary locker																	

Task #7: Clearing Locker Assignments

You can clear assigned lockers by selecting a group of students, then selecting Clear on the Assignment Method tab.

Students Tab:

Select a group of students and click **Next**.

Assignment Method Tab:

Select **Clear** - This option clears current locker assignments.

Options Tab:

Select types of Lockers to Include in the assignment removal, and how you wish to treat Existing Locker Assignments.

Task #8: Single Locker Assignment on Registration page

When a new student enrolls midyear, an individual locker must be assigned to that student. The student registration screen has a button entitled Assign Primary Locker, which activates the Locker Selection Wizard. The wizard shows a list of available lockers. By clicking on a locker number, that locker is assigned to the student being registered. You can also re-filter the lockers shown by Grade Level and by Location assigned.



NOTE: All students must have a locker designated as their Primary Locker in order for the locker number to print on reports or schedules.

Student Registration Wizard

From this screen users can register students

Registration Pre-requisites	Possible Matches	Complete
Hispanic/Latino:*	N - No, the student is not Hispanic/Latino	
Racial Group(s):*	<input type="checkbox"/> A-Asian <input type="checkbox"/> B-Black or African Am	
Summative Race:	<input type="checkbox"/>	
Citizenship:	04 - United States ci	
Birthdate Verified:		
Student Status:*	A - ACTIVE RES	
Attendance Calendar:*	Default (Default)	
Locker Assignment:	Assign Primary Locker	

Grade Level: -- Any Grade Level -- ▾

Location: -- Any Location -- ▾

Availability: 1 ▴ ▾

Auto Select ☐**Filter**

Locker Number	Grade Level	Location	Available	Residents	Capacity	Series	Combination	
0100	13	None	1	0	1	4	01-17-09	Change Series
0101	13	None	1	0	1	4	05-16-48	Change Series
0102	13	None	1	0	1	4	03-11-40	Change Series

Task #9: Single Locker Assignment on Edit Profile

You can also run the Locker Selection Wizard from the Assign Primary Locker button on the Student Profile Maintenance screen.



Note: Clicking on the **Locker Assignments** title on the Student Profile Maintenance screen will take you to the Student Locker Assignment page (see next step).

Edit Student Profile

From this screen, you can display and change information regarding a students profile.

General	Additional	Custom	Private	FS-Standing	FS-Absence	FD-Attributes	FN-Attributes	FN-Graduate	Transportation
<div> <div>Save</div> <div>Cancel</div> </div> <div> Last Modified: 05/3/2017 9:59 AM by User: Devin.Laundry </div> <div> <div>Primary Building:</div> <div>LIMA SENIOR HIGH SCHOOL ▾</div> </div> <div> <div>Special Ed:</div> <div>0 ×</div> </div> <div> <div>Country of Origin:</div> <div></div> </div> <div> <div>Citizenship:</div> <div>04 - United States citizen ▾</div> </div> <div> <div>Building Progression Track:</div> <div>LMSH - LIMA SENIOR HIGH SCHOOL ▾</div> </div> <div> <div>Graduation Year:</div> <div></div> </div> <div> <div>New School:</div> <div></div> </div> <div> <div>Pri. Graduation Rule:</div> <div>2014 ▾</div> </div> <div> <div>Alt. Graduation Rule:</div> <div></div> </div> <div> <div>Counselor:</div> <div>CAMPBELL, SCOTT (*) ▾</div> </div> <div> <div>Scheduling Priority:</div> <div>5 ▾</div> </div> <div> <div><input checked="" type="checkbox"/> Show grade appropriate counselors only</div> </div> <div> <div>Locker Assignments:</div> <div>Assign Primary Locker</div> </div>									



Task #10: Single Locker Assignment on Locker Assignment page

Use the Student Locker Assignment screen to add, edit or delete locker assignments for a specific student. You can also select **View Free Lockers** to go to the Free Lockers screen. The gold star icon shows the primary locker. A student must have a primary locker for the locker to be shown on the student's Schedule Card. A student should only have one primary locker, since a student with multiple primary lockers may have transcripts and report cards duplicated.

Student Locker Assignment

From this screen, you can display, assign, and remove a student from a locker.

☒ Academic Lockers

		Locker Number	Description	Capacity	Size	Combination	Reference Location
		0234		1		14-33-25	Not Specified

Enter a Locker:

OR Select a Locker: ☒ Show grade appropriate lockers only

OR Select a Location:

☒ Add locker as primary

Task #11: View Free Lockers

Use the View Free Lockers screen to list lockers not assigned to students and to assign a specific locker to the selected student. A student must be selected to view Free Lockers.

Free Lockers

This screen displays the lockers in the school that are available to be assigned for the current school year. Clicking a locker number assigns the locker to the working student.

☒ Academic Lockers

Locker Number ▲	Status	Description	Available Capacity	Residents	Capacity	Size	Reference Location	Grade
0100	Active		1	0	1		Not Specified	13
0101	Active		1	0	1		Not Specified	13
0102	Active		1	0	1		Not Specified	13
0103	Active		1	0	1		Not Specified	13

Task #12: View Locker Resident

Student locker assignment can be accessed by going to the Locker Administration: Lockers screen and clicking on individual locker numbers. A screen showing the locker resident will be visible. Clicking on the student's name will take you to that student's profile screen and make that student your actively selected student.

Locker Resident

This screen displays students assigned to a specific locker.

Viewing students assigned to locker 1321

Student
MILES, MICHAEL
Back to Locker

Task #13: View Locker Assignment from Lockers page

From the student profile screen, you can also select "View Lockers" from the "I want to..." drop-down menu to see summary information about all lockers assigned to that student. The star notes which locker is assigned as that student's primary locker.

Student Locker

This screen displays locker information for the student.








































View Student Profile	
Locker Number:	1321 ★
Combination:	44-49-28
Description:	
Academic Locker:	<input checked="" type="checkbox"/>

Task #14: Run Student Locker Allocation Report (LOCK)

Run the Student Locker Allocation (LOCK) report to view locker information and student allocations. The list will print both assigned and unassigned lockers.

Student Locker Allocation (LOCK)

From this screen, you can select parameters to generate a report.

Selection Criteria	Selection Summary	Load Settings
Homeroom Date: <input type="text" value="5/3/2017"/> 		
Locker Status		
Active Repair Unavailable	   	
Locker Grade Level		
07 - 07 08 - 08 09 - 09 10 - 10	     	
Student Status		
A - ACTIVE RES D - DELETED EG - EARLY GRAD G - GRAD ONLY	     	
Student Grade Level		
07 - 07 08 - 08 09 - 09 10 - 10	     	
Administrative Homeroom		
100 - FOSNAUGH (Full Year Term) 101 - LUCIO (Full Year Term) 103 - BALOGUN (Full Year Term) 105 - VAUGHN (Full Year Term)	     	
Academic Lockers Only: <input checked="" type="checkbox"/>		
Include Unassigned Lockers: <input checked="" type="checkbox"/>		
Sorting Options		
Student Number (ASC) Student Number (DESC) Student Name (DESC) Grade (ASC)	     	Student Name (ASC)  
Delivery Method: <input type="text" value="Pickup"/>  <input type="button" value="Set As Default"/>		
Email Address: <input type="text" value="Devin.Launder@mcoecn.org"/>		
Report Format: <input type="text" value="Adobe PDF"/> 		
Description: <input type="text"/>		
<input type="button" value="Submit"/>		

Lockers/Combinations Import Template Guide



The Locker/Combinations Import uses an Excel Spreadsheet Template to import lockers and combination data into the Locker Maintenance page. The Import may be used to add lockers and combination records or update existing records. The column headings on the template correspond to the following elements on the Locker Maintenance page:

A screenshot of the "Locker Maintenance" web form. At the top, it says "Locker Maintenance" in blue, followed by a red instruction: "From this screen, you can display, add, change and delete data pertaining to lockers. Clicking a locker number shows the students assigned to the locker." The form contains several fields: "Locker Number:" with a text input and a lightning bolt icon; "Academic Locker:" with a checked checkbox; "Locker Status:" with a dropdown menu and a lightning bolt icon; "Description:" with a text input; "Capacity:" with a dropdown menu and a lightning bolt icon; "Size:" with a dropdown menu; "Current Series:" with a dropdown menu; "Reference Location:" with a dropdown menu; "Grade:" with a dropdown menu; and "Is Active:" with a checked checkbox. Below these is a section for "Series: Combination:" with a dropdown menu showing "1", a text input, and an "Add Combination" button. At the bottom are three buttons: "Save", "Save and New", and "Cancel".

General Update Rules

When completing the spreadsheet in preparation for an update, the following rules apply:

1. The Excel spreadsheet file needs to be saved in the .xlsx format.
2. The Lockers/Combinations are only available at the building level. When completing your spreadsheet, it needs to be specific to the building you are working in.
3. When updating, if a column in the spreadsheet is empty, that field on the locker record will not be updated. This way, you can update only those fields you wish to update such as current series without effecting the rest of the fields on the record. If the locker already exists, the values in the file will override the existing values.
4. When inserting records, if a field is left blank on the spreadsheet, the field will either be left blank on the record or defaulted to the standard default value for the field.
5. Locker number is required for each row on the spreadsheet. The school and school year will be determined from the building in context. Records are imported at the building level.

Template Columns

Locker Element	Template Column	Description	Acceptable Values
Locker Number	LockerNumber	Locker Number	Up to 8 alphanumeric characters
Academic Locker	AcademicLocker	Is locker an academic locker	Boolean field – can use True, False, Yes, No
Locker Status	LockerStatus	Locker Status	A - Active R - Repair U - Unavailable
Description	Description	Description of the locker	Up to 50 characters
Capacity	Capacity	Number of students you can assign to the locker	Range of values 1 - 4
Size	Size	Locker Size	Up to 4 alphanumeric characters – code defined in Locker Size Maintenance
Current Series	CurrentSeries	Current combination series	Range of values 1 - 5
Reference Location	ReferenceLocation	Room/Location of the locker	Up to 5 alphanumeric characters – code defined in Room/Location Maintenance
Grade	Grade	To assign locker to students in a specific grade level	Up to 4 alphanumeric characters – code defined in Grade Level Codes Maintenance at the district level
Is Active	LockerIsActive	Is locker an active usable locker that can be assigned to a student	Boolean field – can use True, False, Yes, No
Series: Combination: 1	Combination1	Combination for Series 1	Up to 16 numbers
Series: Combination: 2	Combination2	Combination for Series 2	Up to 16 numbers
Series: Combination: 3	Combination3	Combination for Series 3	Up to 16 numbers
Series: Combination: 4	Combination4	Combination for Series 4	Up to 16 numbers
Series: Combination: 5	Combination5	Combination for Series 5	Up to 16 numbers

Running the Locker/Combinations Import

With a completed spreadsheet available (.xlsx format), put the building in context and navigate to:

StudentInformation > Management > Import/Export > Locker/Combinations Import

Lockers\Combinations Import

Click the Browse button to search for your upload file. Once selected, click Upload to import your locker/combinations records. If the import encounters any errors on any row in the import file, a grid will be displayed on the page to indicate the error message, column, value and row number associated with the row. You may correct the errors in your spreadsheet and import the file again.

If errors occur, the errors may look something like this:

Lockers\Combinations Import

Invalid Data found, please review spreadsheet.

Error	Column	Value	Row Number
LocationId was not found	ReferenceLocation	0215	2
LockerSizeId was not found	Size	XL	2



Assigning Student Medical Info Procedural Checklist

Change Log

Date	Section Number/Name	Change Description
8/3/16	Define Student Medical Defaults Add Growth Screening Add Health Log Entries Add Hearing Screening Add Vision Screening Add Immunizations Add Dental Screening Add Student Medication Add Medical Alert	16.0.0 Updates – add Student Medical Defaults updated screenshots
10/27/14	Entire document	Update screenshots and breadcrumb trail
6/14/13	Add Medical Contacts	13.5.0 and 13.6.0 Updates – Update breadcrumb trail and updated screenshot
10/12/12	Run Student Alerts Reports	13.1.0 Updates – Updated screenshot
9/24/12	Run Health Screening Report (SCRN) Run Student Immunization Report	13.1.0 Updates – Updated screenshots – added Special Education Services filter
7/15/08	Reports	9.0 Updates – new screen shots

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Before Assigning Medical Info to Students: Verify that all necessary codes and parameters are defined properly before entering student medical information. If you are confident that these steps have been properly completed previously, then you may continue to the second checklist, “Assigning Medical Info to Students.” *Unless otherwise noted, see StudentInformation Student Medical End User Documentation for details.*

- ☐ **Define Common Medications** – Verify that all necessary Common Medications have been defined.

Navigation: StudentInformation – Management – School Administration – Medical Office Administration – Common Medications

		Code	Name ^	Active
		Insu	Insulin	
		Rit	Ritalin	
		Zyrt	Zyrtec	
		ZyrD	Zyrtec D	


































☒ Show Active Only

- ☐ **Define Common Immunizations** – Verify that all necessary Common Immunizations have been defined.

Navigation: StudentInformation – Management – School Administration – Medical Office Administration – Common Immunizations

Common Immunization Codes Maintenance
From this screen, you can display, add, change and delete data pertaining to predefined immunizations.

Add Immunization Code











































	Code	Name ^	Active
 	CPOX	CPOX	
 	DPT	DPT	
 	HEP	HEP	
 	HIB	HIB	
 	FLU	Influenza	
 	MEAS	Measles	
 	MMR	MMR	
 	MUMP	Mumps	
 	OPV	OPV	
 	RUB	RUB	
 	TB	TB	

☒ Show Active Only

- ☐ **Define Care Type Codes** – Verify that all necessary Care Type Codes have been defined. These will appear as options on the Student Medical Health Log.

Navigation: StudentInformation – Management – School Administration – Medical Office Administration – Care Type Codes

Care Type Code Maintenance
From this screen, you can display, add, change and delete care type codes.

	Code	Name ^	Description	Active
 	Antb	Antibiotic Ointment	Antibiotic Ointment	
 	Basic	Basic Care	Basic Care	
 	Eye	Eye Observation	Eye Observation	
 	Fern	FeminineCare	FeminineCare	
 	Hlth	Health Ed Counsel	Health Ed Counsel	
 	Lice	Lice Care	Lice Care	
 	Med	Medication Required	Medication Required	
 	Mth	Mouth Care	Mouth Care	
 	Nbld	Nose Bleed Care	Nose Bleed Care	
 	Rchk	Recheck	Recheck	
 	Rest	Rest Or Observation	Rest Or Observation	
 	RICE	RICE Care	RICE Care	
 	Slng	Sling Splint	Sling Splint	
 	Stng	Sting Wipe	Sting Wipe	

☒ Show Active Only

- ☐ **Define Disposition Codes** – Verify that all necessary Disposition Codes have been defined. These will appear as options on the Student Medical Health Log.

Navigation: StudentInformation – Management – School Administration – Medical Office Administration – Disposition Codes

	Code	Name ^	Description	Active
		Clas	Return to classroom	
		Home	Student sent home	
		ER	Student taken to Emergency Room	

☒ Show Active Only

- ☐ **Define Health Log Reason Codes** – Verify that all necessary Health Log Reason Codes have been defined. These will appear as options on the Student Medical Health Log.

Navigation: StudentInformation – Management – School Administration – Medical Office Administration – Health Log Reason Codes

	Code	Name ^	Description	Active
		CRMP	CRAMPS	
		FEVR	FEVER	
		HEAD	HEADACHE	
		INJ	STUDENT SUFFERED INJURY	
		STMA	STOMACH ACHE	

☒ Show Active Only

- ☐ **Define Student Medical Defaults** – Verify that all necessary Medical Defaults have been defined. These will appear on the following health screenings: Growth Screening, Health Log, Hearing Screening, Scoliosis Screening, and Vision Screening.

Navigation: StudentInformation – SIS – Medical – Student Medical Default

Student Medical Defaults

Growth Screening Defaults

Set Default Blood Pressure

Health Log Defaults

Set Default Location

Set Default Care By

Hearing Screening Defaults

Set Left Ear Default

Pass

Set Right Ear Default

Pass

Scoliosis Screening Defaults

Set Default Result Code

Pass

Vision Screening Defaults

Set Default Right Eyesight

20/20

Set Default Left Eyesight

20/20

Set Default Muscle Balance Near

Not Applicable


Set Default Muscle Balance Far

Not Applicable

Save

Cancel

Assigning Medical Info to Students: Follow these steps to add medical information to a student's record as necessary in StudentInformation. **NOTE:** The Student Medical module is an optional part of StudentInformation. Therefore, users need only complete steps relevant to features they wish to utilize. *Unless otherwise noted, see StudentInformation Student Medical End User Documentation for details.*




- ☐ **Add Medical Alert** – If a student has a medical condition that requires special attention, you may wish to add a Medical Alert to make staff aware of the student's condition. Student must be selected to add specific information. The Medical Alert icon () will be displayed in the student's context area.

Note: Private Notes can be added for a Medical Alert condition. Private Notes are not sent to GradeBook.

Note: Only Active Medical Alerts with current Starting Date and Ending Date are sent to GradeBook.

Navigation: StudentInformation – SIS – Student – Medical – Medical Alerts

Medical Alerts
From this screen, you can display, add, change and delete data pertaining to the medical alerts of students.

	Date	Alert Description	Private Notes	Priority	Starting Date	Ending Date	Author	Life Threatening	Active
 	Aug 03, 2016	allergic to bee stings		1	Aug 01, 2016		amy.recker		

☒ Show Active Only

- ☐ **Add Medical Contacts** – Add or edit a Student Contact record and mark the Medical Contact checkbox.

(To Add or Edit a contact) Navigation: StudentInformation – SIS – Student – Contacts Summary

(View-only medical contacts; Edit contacts through the Student Contacts Summary screen above) Navigation: StudentInformation – SIS – Student – Medical – Medical Contacts

Medical Contacts

From this screen, you can view student contact information.

ONE PARENT Jennifer Dixon abc@yahoo.com Mobile: (111) 111-1111 Work: (222) 222-2222 Ext:	RELATIVE NOT GUARDIAN Jason Dixon Home: (444) 444-4444 Mobile: (333) 333-3333
--	---

- ☐ **Add Health Log Entries** – To track care given to a student, make entries into the student's Health Log.

Navigation: StudentInformation – SIS – Student – Medical – Health Log

Student Medical Health Log

From this screen, you can display and add data pertaining to a student's logged visits to the school health clinic.

Add Entry

			Date of Visit	Reason for Visit	Time In	Time Out	Cared By	Temperature	Contacted	Comments	Care Given	Disposition	Reason	Reason Comments	Note Sent Home	Note to Teacher	Accident Report
			8/2/2016	Illness	09:33 AM	09:54 PM	Melissa [REDACTED]	99.80			Tums	Return to Class	Stom		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

☐ Show Visits from All Years

- ☐ **Add Student Medication** – Add information about medications a student may require. Options come from the Common Medications page, or you can enter a medication name.

Navigation: StudentInformation – SIS – Student – Medical – Student Medication

Student Medication

From this screen, you can display, add, change and delete data pertaining to student medications.

[Add Medication](#)

		Date Received ▼	Requires Refrigeration	Medication	Dosage	Doctor	Comments	Expiration Date	Active
		Apr 01, 2016		abc	1 pill with lunch	Dr. Smith			

☐ Show Active Only

- ☐ **Add Vision Screening** – Add results of student's vision screening.

Navigation: StudentInformation – SIS – Student – Medical – Vision Screening

Vision Screening

From this screen, you can display, add, change and delete data pertaining to the vision screening of students.

[Add Screening](#)

		Exam Date ▼	Glasses / Contacts	Eyesight	Plus Lenses	Nearsighted / Farsighted	Muscle Balance	Color Blindness	Stereopsis	Referral Date	Comments
		Nov 16, 2015	N	R - 20/20 L - 20/20	N	Near - P Far - P	Near - Far -	N	N		
		Oct 30, 2013	N	R - 20/20 L - 20/20	N	Near - P Far - P	Near - Far -	N	N		pass



- ☐ **Add Scoliosis Screening** – Add results of student’s scoliosis screening.

Navigation: StudentInformation – SIS – Student – Medical – Scoliosis Screening

Scoliosis Screening

From this screen, you can display, add, change and delete data pertaining to the scoliosis screening of students.

Add Screening

		Exam Date ▼	Result Code	Comments
		Aug 02, 2016	P	



- ☐ **Add Dental Screening** – Add results of student’s dental screening.

Navigation: StudentInformation – SIS – Student – Medical – Dental Screening

Dental Screening

From this screen, you can display, add, change and delete data pertaining to student dental exam records.

Add Screening

		Exam Date ▼	Mouthwash	Referral Date	Special Services Rendered	Findings
		Aug 03, 2016	<input type="checkbox"/>	Feb 03, 2017	x-ray	no cavities



- ☐ **Add Growth Screening** – Add results of student's growth screening.

Navigation: StudentInformation – SIS – Student – Medical – Growth Screening

Growth Screening

From this screen, you can display, add, change and delete data pertaining to the growth of students.

Add Screening

		Height	Weight	BMI	Blood Pressure	Exam Date ▼	Comments
		62.0	130	23.8	120/80	Aug 02, 2016	

Note: The BMI value is an auto-calculated field based on the values entered in the Height and Weight fields.



- ☐ **Add Hearing Screening** – Add results of student's hearing screening.

Navigation: StudentInformation – SIS – Student – Medical – Hearing Screening

Hearing Screening

From this screen, you can display, add, change and delete data pertaining to the hearing of students.

Add Screening

		Exam Date ▼	Left Ear	Right Ear	Comments
		Nov 17, 2015	R	R	I r 1000











- ☐ **Add Immunization** – Add student's immunization information.

Navigation: StudentInformation – SIS – Student – Medical – Immunizations

Immunizations

From this screen, you can display, add, change and delete data pertaining to student immunization records.

Add Immunization

		Date ▼	Name	Comments	Waiver
		Sep 20, 2011	MMR	08/05/2014	<input type="checkbox"/>
		Jun 22, 2011	CPOX	08/05/2014	<input type="checkbox"/>
		Aug 24, 2010	DPT	10/20/2010, 01/05/2011, 09/20/2011, 08/05/2014	<input type="checkbox"/>
		Aug 24, 2010	IPV	10/20/2010, 01/05/2011, 09/20/2011, 08/05/2014	<input type="checkbox"/>
		Jul 26, 2010	HEP	08/24/2010, 02/02/2011	<input type="checkbox"/>

- ☐ **Download Student Medical History**– Export Student Medical History data in .xls, .csv, or .txt format for external processing.

Navigation: StudentInformation – EZ Query – Reports – Download Student Medical History

See StudentInformation EZ Query End User Documentation for details.

Download Student Medical History

Select District | Select School | Filter Criteria

Select your district, click next to continue.

City SD ▼

Next >

Download Student Medical History

Select District | Select School | Filter Criteria

Select from the schools below, click next to continue.

School

SPECIAL NEEDS	⇐ ⇨ ⇐ ⇨	HIGH SCHOOL	⚡
ELEMENTARY			
ELEMENTARY			
Middle School			

< Back | Next >

Download Student Medical History

Select District
Select School
Filter Criteria

Select from the filter criteria and choose download options. Click Finish to begin the download.

Student Status

D - DELETED
EG - Early Grad
F - Career
G - Gifted

^< ><
v> >>

A - ACTIVE RES

File Download Options

CSV

Download

< Back

Finish

DASL_DATA.csv										
	A	B	C	D	E	F	G	H	I	J
1	SchoolCode	SSN	StudentN	Status	StudentN	Comment	MedicalC	AlertNam	AlertCom	Grade
2		3E	17	A		3/9/2012	vision ref	Medical	ADHD, sei	10
3			18	A		3/9/2012	vision ref	Medical	Severe as	9
4		3E	55	A		3/9/2012		Medical	Allergies.	10

- ☐ **View Student Medical Information** – View student medical information in the following areas Medical Alerts, Student Medication, Vision Screening, Scoliosis Screening, Dental Screening, Growth Screening, Hearing Screening, and Immunizations.

Navigation: StudentInformation – EZ Query – EZ Student – Medical

See StudentInformation EZ Query End User Documentation for details.

Medical									
Medical Alerts									
Date	Alert Description	Priority	Starting Date	Ending Date	Author	Life Threatening			
Oct 27, 2014	Epilepsy	1	Aug 18, 2014		Amy				
Student Medication									
Date Received	Requires Refrigeration	Medication	Dosage	Doctor	Comments	Expiration Date			
Oct 20, 2014		Antibiotics	1 pill at lunch	Dr Smith		Nov 01, 2014			
Vision Screening									
Exam Date	Glasses / Contacts	Right / Left Eyesight	Plus Lenses	Nearsighted / Farsighted	Color Blindness	Stereopsis	Referral Date	Comments	
Oct 01, 2014	C	R - 20/15 L - 20/20	N	Near - P Far - P	N	N			
Scoliosis Screening									
Exam Date	Result Code	Comments							
Oct 01, 2014	P								
Dental Screening									
Exam Date	Mouthwash	Referral Date	Special Services Rendered	Findings					
Oct 01, 2014	<input type="checkbox"/>		X-ray - add sealants	No cavities					
Growth Screening									
Height	Weight	Exam Date	Comments						
65	125	Oct 01, 2014							
Hearing Screening									
Exam Date	Result Code	Comments							
Oct 01, 2014	P								
Immunizations									
Date	Name	Comments	Waiver						
Oct 01, 2014	CPOX		<input type="checkbox"/>						

- ☐ **Run Health Screening Report (SCRN)** – Run the Health Screening Report (SCRN) in order to produce a list of screening results for a specified time period.

Navigation: StudentInformation – SIS – Medical – Medical Reports – Health Screening Report (SCRN)

Health Screening Report (SCRN)

From this screen, you can select parameters to generate a report.

[Selection Criteria](#) [Selection Summary](#) [Load Settings](#)

Selecting an Ad-Hoc Membership Group will limit the report the students associated with that membership group. All other criteria will be ignored.

Ad-Hoc Membership: ☐ Public And Private

If not limiting to an Ad-Hoc Membership Group, you may select as many other criteria as desired. Each selection will limit your results further.

Date Range: to

Homeroom Date:

Screening Type

Dental	↕	↕	↕	
Hearing	↕	↕	↕	
Scoliosis	↕	↕	↕	
Vision	↕	↕	↕	

Grade

PS - PS	↕	↕	↕	
04 - 04	↕	↕	↕	
05 - 05	↕	↕	↕	
06 - 06	↕	↕	↕	

Student Status

A - ACTIVE RES	↕	↕	↕	
D - DELETED	↕	↕	↕	
EG - Early Grad	↕	↕	↕	
F - Career Tech Vocational Eval On	↕	↕	↕	

Administrative Homeroom

ALLS - (Full Year Term)	↕	↕	↕	
BART - (Full Year Term)	↕	↕	↕	
BARW - (1st Semester)	↕	↕	↕	
BARW - (2nd Semester)	↕	↕	↕	

Membership Group

10 - DRIVER EDUCATION	↕	↕	↕	
12 - Post-secondary Enrollment Options P	↕	↕	↕	
13 - OTHER REG. PROGRAMS	↕	↕	↕	
14 - Extended Learning Ti	↕	↕	↕	

Membership

15 - Extended Learning Time (Each Week)	↕	↕	↕	
15 - Guided Reading (Small Group Instruc	↕	↕	↕	
15 - Increase Reading Time	↕	↕	↕	
15 - Interactive Writing	↕	↕	↕	

Special Education Services

215001 - Adapted Physical Education Serv	↕	↕	↕	
215002 - Aide Services	↕	↕	↕	
215003 - Attendant Services	↕	↕	↕	
215004 - Audiological Services	↕	↕	↕	

Sorting Options

Student Name (DESC)	↕	↕	↕	Student Name (ASC)	↕
Student Number (ASC)	↕	↕	↕		
Student Number (DESC)	↕	↕	↕		
Homeroom (ASC)	↕	↕	↕		

Delivery Method:

Email Address:

Report Format:

Description:

- ☐ **Run Daily Health Log Report (HLOG)** – Run the Daily Health Log Report (HLOG) to view health log entries for a specified time period.

Navigation: StudentInformation – SIS – Medical – Medical Reports – Daily Health Log Report (HLOG)

Daily Health Log (HLOG)

From this screen, you can select parameters to generate a report.

Selection Criteria

Selection Summary

Load Settings

Date Range: 8/18/2014 to 10/27/2014

Health Log Reason

Asma - Asthma
Bee - Bee sting
BLC - Blood glucose check
Coug - Cough / cold Symptoms

↕

← →

Type Of Care

Antb - Antibiotic Ointment
Band - Bandaid
Basc - Basic Care
Clot - Supplied Clothing change

↕

← →

Disposition

Clas - Return to class
ER - Student taken to Emergency Room
Home - Student sent home
Phon - Phone call home

← →

↕

Delivery Method:

Pickup

Set As Default

Email Address:

amy@noacsc.org

Report Format:

Adobe PDF

Description:

Submit

- ☐ **Run Student Immunization Report** – Run the Student Immunization Report in order to produce a list of immunizations for a specified time period.

Navigation: StudentInformation – SIS – Medical – Medical Reports – Student Immunization Report

Student Immunization Report

From this screen, you can select parameters to generate a report.

Selection Criteria

Selection Summary

Load Settings

Immunization Date Range: 8/18/2014 10/27/2014

Ad-Hoc Membership: -- Select an Ad-Hoc Membership --
Public And Private ☐

If not limiting to an Ad-Hoc Membership Group, you may select as many other criteria as desired. Each selection will limit your results further.

Immunization Type

CPOX - CPOX
DPT - DPT
HEPB - HEPB
HIB - HIB

Grade

PS - PS
04 - 04
05 - 05
06 - 06

Student Status

A - ACTIVE RES
D - DELETED
EG - Early Grad
F - Career Tech Vocational Eval On

Membership Group

10 - DRIVER EDUCATION
12 - Post-secondary Enrollment Options P
13 - OTHER REG. PROGRAMS
14 - Extended Learning Ti

Special Education Services

215001 - Adapted Physical Education Sen
215002 - Aide Services
215003 - Attendant Services
215004 - Audiological Services

Sorting Options

Student Name (DESC)
Grade (ASC)
Grade (DESC)
Immunization Type (ASC)

Student Name (ASC)

Delivery Method: Pickup Set As Default

Email Address: amy@noacsc.org

Report Format: Adobe PDF

Description:

Submit

- ☐ **Run Student Alerts Report** – The student alert report displays all student alerts for students meeting the specified criteria and having the selected alerts – medical, custody, miscellaneous, handicap, fees, pending enrollment, and/or pending withdraw alerts.

Navigation: StudentInformation – SIS – School – Student Reports – Student Alerts (STD_ALERT)

See StudentInformation Student and Registration User Documentation for details.

Student Alerts (STD_ALERT)
From this screen, you can select parameters to generate a report.

Selection Criteria | Selection Summary | Load Settings

Selecting an Ad-Hoc Membership Group will limit the report the students associated with that membership group. All other criteria will be ignored.

Ad-Hoc Membership: -- Select an Ad-Hoc Membership --
Public And Private ☐

If not limiting to an Ad-Hoc Membership Group, you may select as many other criteria as desired. Each selection will limit your results further.

Date Range: 8/18/2014 10/27/2014
Homeroom Date: 10/27/2014

Alert Type:
☒ Custody ☒ Fee ☒ Medical ☒ Pending Enrollment
☒ Disability ☒ Fee Negative ☒ Miscellaneous ☒ Pending Withdraw

Grade
PS - PS
04 - 04
05 - 05
06 - 06

Student Status
A - ACTIVE RES
D - DELETED
EG - Early Grad
F - Career Tech Vocational Eval On

Administrative Homeroom
ALLS - (Full Year Term)
BART - (Full Year Term)
BARW - (1st Semester)
BARW - (2nd Semester)

Membership Group
10 - DRIVER EDUCATION
12 - Post-secondary Enrollment Options P
13 - OTHER REG. PROGRAMS
14 - Extended Learning TI

Membership
15 - Extended Learning Time (Each Week)
15 - Guided Reading (Small Group Instruc
15 - Increase Reading Time
15 - Interactive Writing

Special Education Services
215001 - Adapted Physical Education Serv
215002 - Aide Services
215003 - Attendant Services
215004 - Audiological Services

Sorting Options
Grade (ASC)
Grade (DESC)
Student Name (DESC)
Homeroom (ASC)
Student Name (ASC)

Delivery Method: Pickup
Email Address: amy@noacsc.org
Report Format: Adobe PDF
Description:



Attendance Procedural Checklist

Change Log

Date	Section Number/Name	Change Description
10/21/16	Task #12 – Enter Absences via Student’s School Absences Task #16 – View Daily Absences	16.0.0 Updates – updated screenshots for adding absences showing the new date range option Updated screenshot for search for student and add an absence for that student
4/27/16	Task #30 Run Half/Full Day Absence Office Report (R320 Office) Task #31 Run Period Absence Office Report (R317 Office)	Add note regarding the date range
12/19/14	Task #6 – Define Sub-Calendars	Update referral to document
10/28/14	Entire document	Update screenshots and breadcrumb trail
11/7/11	Entire document	Replace current PC – in new layout
6/3/10	Run Period Attendance Completion List View Daily Absences	10.4.0 Updates – insert Run Period Attendance Completion List 10.4.0 Updates – updated screenshot

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Before Using Attendance

To begin taking attendance in StudentInformation the school/district must first have several code tables set up *See the Attendance and Calendar End User Documentation for details.*



Important: Verify that all necessary codes and parameters are defined properly before using the Attendance module. If you are confident that these steps have been properly completed previously, then you may continue to the second checklist, "Taking Attendance Each Day."

Task #1: Define Absence Types

Define how the absence is characterized – i.e. excused, tardy, unexcused, etc. Absence Types are school and school year specific. The Qualifier field indicates whether the Absence Type is considered Late/Tardy, Absent, or a Non-Absence. The Is Excused checkbox indicates that the Absence Type is considered an excused absence. Use for Daily Attendance and Use for Period Attendance indicate if the Absence Type is valid for those types of attendance reporting. The Report to EMIS checkbox indicates that the Absence Type will be reported to EMIS.

Absence Type Maintenance
From this screen, you can display, add, change and delete data pertaining to absence types.

Add Absence Type

Code	Name	Description	Qualifier	Is Excused	Use for Daily Attendance	Use for Period Attendance	Report to EMIS	Active
E	EXCUSED	EXCUSED ABSENCE	Absent	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
O	OTHER	OTHER APPROVED/EXCUSED ABSENCE/ACTIVITY	Non-absence	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
T	TARDY	TARDY	Late/Tardy	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
U	UNEXCUSED	UNEXCUSED ABSENCE	Absent	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	

☒ Show Active Only

Task #2: Define Default Attendance Settings

Define the default settings for absences on the Attendance tab of the DASL Options page.

DASL Options
From this screen, you can display and change data pertaining to school year configuration functions.

Scheduling Marks Fees Attendance Prog Track INFOhio Export EMIS Options

Attendance Officer: -- None -- You can control how attendance collection appears to teachers here.

Absence Cut-Off Time: 09:30 AM Disable Late Option: ☐

Method: Daily Attendance Frequency: Once per day

Allow Teacher to Override: ☐

Select the Periods during which Attendance is collected.

Rotation Day	First Collection
M	Administrative Homeroom
T	Administrative Homeroom
W	Administrative Homeroom
R	Administrative Homeroom
F	Administrative Homeroom

Default Settings: Partial Absence

Default Absence Type: UNEXCTARDY UNEXCUSED

Save

Task #3: Define Absence Reasons

Define the reason for a specific absence – i.e. sick, doctor appointment, funeral, etc. Absence reasons are school and school year specific. Make sure to check “Use for daily attendance” or “Use for period attendance” for each Absence Reason, or that Reason will not be available for that form of Attendance.

Absence Reason Maintenance
From this screen, you can display, add, change and delete Absence Reason codes.

Add Absence Reason Code

	Code	Name ^	Description	Use for daily attendance	Use for period attendance	Active
✕ ✎	Appt	APPT	APPT	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
✕ ✎	Coll	COLLEGE	COLLEGE	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
✕ ✎	Crt	COURT	COURT	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
✕ ✎	Dth	DEATH	DEATH	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
✕ ✎	EmRm	emergency removal	EM REMVL	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	

Task #4: Define Absence Notes

Define notes that can be added to each absence occurrence to provide further detail. Make sure to check “Use for daily attendance” or “Use for period attendance” for each Absence Note, or that Note will not be available for that form of Attendance.

Absence Note Maintenance
From this screen, you can display, add, change and delete Absence Note codes.

Add Absence Note Code

		Code	Name ^	Description	Use for daily attendance	Use for period attendance	Active
		A	ATND OFCR	ATND OFCR	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
		C	CALL RECVD	CALL RECVD	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
		D	CARD/LTR	CARD/LTR	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
		F	FOLLOWUP	FOLLOWUP	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
		Z	LATE NOTE	LATE NOTE	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	

Task #5: Define Lunch Type (optional)

Define Lunch Type codes to be used on Teacher Daily Attendance.

Lunch Type Maintenance
From this screen, you can display, add, change and delete Lunch Type codes.

Add Lunch Type Code

		Code	Name	Field Length	Sort Order ^	Active
		MP	Meal Plan	2	1	
		CF	Cafeteria (buying lunch)	2	2	
		HO	No meal (bringing lunch)	2	3	
		O	Other Notes	20	4	

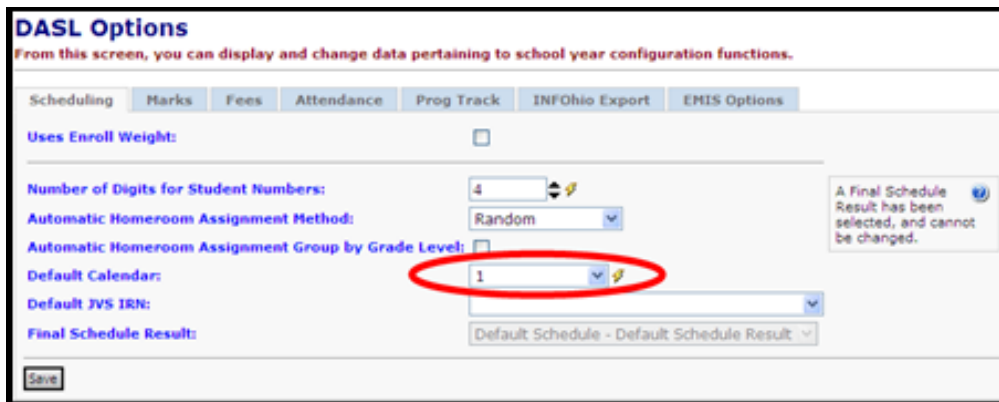
☒ Show Active Only

Task #6: Define Sub-Calendars

Define sub-calendars to use with Attendance. Refer to the ***Calendar NON EMIS or Calendar with EMIS Exceptions Procedural Checklist*** for details.

Task #7: Confirm Default Calendar

Make sure that default status has been assigned to the calendar that applies to the majority of students' attendance situation.



The screenshot shows the 'DASL Options' window with the 'Attendance' tab selected. The 'Default Calendar' dropdown menu is highlighted with a red circle and shows the value '1'. Other options visible include 'Uses Enroll Weight', 'Number of Digits for Student Numbers', 'Automatic Homeroom Assignment Method', 'Automatic Homeroom Assignment Group by Grade Level', 'Default JVS IRN', and 'Final Schedule Result'. A message on the right states: 'A Final Schedule Result has been selected, and cannot be changed.'

Task #8: Confirm Sub-Calendar Details

Sub-Calendars apply to students who have alternate attendance patterns. Confirm that these are correct with the Calendar Procedural Checklist.

Task #9: Review Staff Member Associations

Staff members can be granted association rights to one or all staff members in a building in order to access the Attendance module through the Teacher Menu. This feature could be used by an aide or office staff during a teacher's absence. If needed, confirm that these are correct with the Security Procedural Checklist.

Taking Attendance Each Day

Follow these steps to create student attendance records. Unless otherwise noted, see the Attendance and Calendar End User Documentation for details.

Task #10: Enter Absences via Attendance Fast Entry

Used to quickly add a daily or period absence for a student or a group of students using default absence types, reason, and notes. If you are entering multiple absence events, you can use the “Retain Values” checkbox to keep your selections.

Attendance Fast Entry/Update
From this screen, you can quickly enter absence events for groups of students.

[Hide Event Details]

Absence Event Type: Daily
Date: 11/2/2011
Absence Type Code: E - EXCLUDED
Absence Reason:
Absence Note:
Time (Start):
Time (End):
Comment:
Retain Values ☐ Show Defaults

[Hide Student Criteria]

Search Mode: ☒ Search for students ☐ Enter student IDs
Grade:
Teacher:
Course Section:
District of Residence ID#:
Include students with absences ☐
Membership Group:
Membership:
Roomroom:
Attending Building ID#:
Home School ID#:
Vary Absence Types by Student ☐ Preview Students

OR

Attendance Fast Entry/Update
From this screen, you can quickly enter absence events for groups of students.

[Hide Event Details]

Absence Event Type: Period
Date: 11/2/2011
Absence Type Code: A - Absent
Absence Reason:
Absence Note:
Comment:
Retain Values ☐ Show Defaults

[Hide Student Criteria]

Search Mode: ☒ Search for students ☐ Enter student IDs
Grade:
Teacher:
Course Section:
District of Residence ID#:
Include students with absences ☐
Membership Group:
Membership:
Roomroom:
Attending Building ID#:
Home School ID#:
Vary Absence Types by Student ☐ Preview Students

Select a set of students to work with either by search criteria (Grade level, Teacher, Membership Group, Membership, Course/Section, Homeroom, District of Residence IRN, Attending Building IRN, Home School IRN, or any combination) or by a specific list of student IDs (separated by commas), then clicking *Preview Students*.

When searching for students in this module check “*Include students with absences*” to include those students in your search.

If you want all absences entered to be the same absence type as specified in the Event Details on the top half of the screen, leave the “Vary Absence Types by Student” checkbox empty.

If you intend to enter different kinds of absences for each student, check the “Vary Absence Types by Student” box. The absence type entered in the Event Details will be the default selection for each student, and a pull-down menu will allow you to change absence type for each student.

Student Name	Student Number	Grade Level	Absence Type
Student0702A, BLAKE	00012040	11	EXCUSED
Student0702A, HARRIS	00012040	11	EXCUSED
Student0706A, SPILL	00012040	11	EXCUSED

After checking the students you wish to record an absence event for, and selecting the specific absence types, if you are varying absence types by student, click *Save* to record the absence event for those students.

Task #11: Delete Absences via Attendance Fast Delete

The Attendance Fast Delete screen can be used to quickly remove absences for a student or a group of students.

Select a set of students to work with either by search criteria (Grade level, Teacher, Membership Group, Membership, Course/Section, Homeroom, District of Residence IRN, Attending/Home IRN, or any combination) or be a specific list of student IDs (separated by commas), then clicking *Preview Students*.

Delete Event Check Boxes ☒ – If checked, will hard delete this Absence Event from the student records. Checking the box at the top of the column checks all boxes in the column for all Absence Events listed.

Once you have pressed the *Delete button*, you will be asked to confirm your decision. If you press OK you will see a confirmation screen indicating the successful deletion of absence events.



NOTE: You cannot undo this process once confirmed!

The absences were successfully deleted.

Task #12: Enter Absences via Student's School Absences

Will display a summary of the student's absence events over the year, and show a range of dates with the ability to add, edit, or delete individual absence events. You can delete multiple events by checking the box and clicking "Delete Selected Absences".

Student's School Absences
From this screen, you can display, add, change and delete data pertaining to student absences.

Start Date: 8/30/2011
End Date: 5/25/2012

Daily Attendance **Period Attendance**

(Show Full Year Attendance Statistics)

Add Absence

<input type="checkbox"/>	Date	Calendar	Absence Level	Absence Type	Reason	Note	Time In	Time Out	Comment
<input type="checkbox"/>	Sep 01, 2011	1 - 1	Non-Absence	T - TARDY			07:45 AM		

☐ Include Absences Outside of Admission Dates

Delete Selected Absences

OR

Student's School Absences
From this screen, you can display, add, change and delete data pertaining to student absences.

Start Date: 8/24/2011
End Date: 5/30/2012

Daily Attendance **Period Attendance**

(Show Full Year Attendance Statistics)

Add Absence -- View All Periods --

<input type="checkbox"/>	Date	Period	Absence Type	Absence Reason	Absence Note	Comment
<input type="checkbox"/>	Sep 02, 2011	8	P - Parent/CP	APPT - APPT	PC - PRNT CALL	out at 12:30
<input type="checkbox"/>	Sep 02, 2011	9	P - Parent/CP	APPT - APPT	PC - PRNT CALL	out at 12:30
<input type="checkbox"/>	Sep 02, 2011	9	P - Parent/CP	APPT - APPT	PC - PRNT CALL	out at 12:30
<input type="checkbox"/>	Aug 31, 2011	1	M/AP - Medical Appt	M/AP - MED APPT	M/EX - MED EXCUSE	
<input type="checkbox"/>	Aug 31, 2011	2	M/AP - Medical Appt	M/AP - MED APPT	M/EX - MED EXCUSE	
<input type="checkbox"/>	Aug 31, 2011	3	M/AP - Medical Appt	M/AP - MED APPT	M/EX - MED EXCUSE	
<input type="checkbox"/>	Aug 31, 2011	3A	M/AP - Medical Appt	M/AP - MED APPT	M/EX - MED EXCUSE	
<input type="checkbox"/>	Aug 31, 2011	4	M/AP - Medical Appt	M/AP - MED APPT	M/EX - MED EXCUSE	
<input type="checkbox"/>	Aug 31, 2011	5	M/AP - Medical Appt	M/AP - MED APPT	M/EX - MED EXCUSE	

Clicking the *Add Absence* button allows you to enter the details of an absence event. You can add a single absence or enter a date range to add multiple absences with the same Absence Type, Absence Level, Reason and Note.

StudentInformation > SIS > Attendance > Absence Event Maintenance

From this screen, you can modify an existing absence event.

Absence Event Type:

Date(s):* to

Absence Type Code:*

Absence Level:*

Absence Reason:

Absence Note:

Time In:

Time Out:

Comment:

☐ Retain Values

OR

StudentInformation > SIS > Attendance > Absence Event Maintenance

From this screen, you can modify an existing absence event.

Absence Event Type:

Date(s):* to

Absence Type Code:*

Period:*
02
03
04
05
06
07
10

Include Periods with Absences: ☐

Absence Reason:

Absence Note:

Comment:

☐ Retain Values

Task #13: Enter Absences via Student's External Absences

Add student absences for a previous school or JVS. In order to enter or edit external absences for a prior year, that prior year must be in context.

Student's External Absences
From this screen, you can display, add, change and delete data pertaining to student external absences.

School ID#: 030199

Other School Name: ES High School

Days Attended: 174

Days Absent Excused: 1

Days Absent Unexcused: 1

Days Tardy: 5

Comments: Transcript on file

Save Save and New Cancel

Student's External Absences
From this screen, you can display, add, change and delete data pertaining to student external absences.

Add External Absence

	School Year	School	Days Attended	Absent Excused	Absent Unexcused	Days Tardy
	2010-2011	ES High School	174.00	1.00	1.00	5.00

Task #14: Enter Absences via Daily Attendance by Classroom (optional)

Allows the teacher to record daily absences and lunch counts for their classroom or homeroom. Teachers enter attendance once or twice per day and the information is recorded for teachers to view and added to the student's record. See *Teacher Menu End User Documentation* for details. Staff members who have an association for a teacher set may perform this step as necessary. See *Security End User Documentation* for details on Staff Member Association.

Daily Attendance by Classroom
From this screen, you can collect daily attendance information for a classroom or homeroom.

Date: 2/15/2005 Course Section: ANATOMY: Section 3 - RONALD CASTLE Go

Meal Plan: Cafeteria (buying lunch): 2 No meal (bringing lunch): 1 Other Notes: MP:Font

Submit Attendance Cancel

Absence Type	Student Name	Student Number	Comments
<input type="radio"/> Present <input type="radio"/> Late <input checked="" type="radio"/> Absent	EYE, CORY ROBERT	00006001	
<input checked="" type="radio"/> Present <input type="radio"/> Late <input type="radio"/> Absent	FONT, MICHELLE LYNN	00006002	
<input checked="" type="radio"/> Present <input type="radio"/> Late <input type="radio"/> Absent	JONES, WHITNEY ANN	00006003	
<input checked="" type="radio"/> Present <input type="radio"/> Late <input type="radio"/> Absent	LINE, TROY AARON	00006004	
<input checked="" type="radio"/> Present <input type="radio"/> Late <input type="radio"/> Absent	MAY, DAISY LEE	00006005	

Task #15: Enter Absences via Period Attendance by Course Section (optional)

Allows the teacher to record period absences for their specific course section. Period attendance must be taken each period and the district must determine what constitutes a half-day, a full day and a partial day. See *Teacher Menu End User Documentation* for details. Staff members who have an association for a teacher set may perform this step as necessary. See *Security End User Documentation* for details on Staff Member Association.

Period Attendance by Course Section
From this screen, you can collect attendance information by course section for each period of the day.

Step 1: Teacher: RONALD CASTLE Date: 2/16/2005 Go

Step 2: Period: 3 - 3

Save Cancel

Student Number	Student	Course Section	Absence Type	Absence Reason	Absence Notes	Comments
00006001	EYE, CORY ROBERT	240 - 1	<input type="radio"/> Present <input type="radio"/> Late <input checked="" type="radio"/> Absent	Ill - Ill	C - CALL RECVD	
00006002	FONT, MICHELLE LYNN	240 - 1	<input checked="" type="radio"/> Present <input type="radio"/> Late <input type="radio"/> Absent	-- Select Reason --	-- Select Note --	
00006003	JONES, WHITNEY ANN	240 - 1	<input checked="" type="radio"/> Present <input type="radio"/> Late <input type="radio"/> Absent	-- Select Reason --	-- Select Note --	
00006004	LINE, TROY AARON	240 - 1	<input checked="" type="radio"/> Present <input type="radio"/> Late <input type="radio"/> Absent	-- Select Reason --	-- Select Note --	
00006005	MAY, DAISY LEE	240 - 1	<input checked="" type="radio"/> Present <input type="radio"/> Late <input type="radio"/> Absent	-- Select Reason --	-- Select Note --	

Save Cancel

Task #16: View Daily Absences

View a list of absences for a specific date or range of dates, as well as statistics for absences over the same date or date range. You can also search for a student and add an absence using the Search for Student field.

Daily Absence List
From this screen, you can view all students absent for a selected day or period.

From Date: 08/29/2016 To Date: 08/29/2016

☐ Show Home School

Add Absence Event: Search by Last Name / First Name / Student Number

Search for Student:

Name	ID	Absence	Date	HR	GR	Type	Reason	Note	Comments	In	Out	Home Phone
ALVARADO, RALF	0008827	Full Absence	08/29/2016	10	E	Excused	P - PER ILL	P - PRINT CALL				(415) 555-4329
AUSTIN, CHRIS	0007709	Full Absence	08/29/2016	108	108	E	Excused	P - PER ILL	D - DODGON			(415) 555-1985
BILLYN, VOJA	0007679	Full Absence	08/29/2016	222	222	E	Excused	P - PER ILL	N - PARENT NOTE			(415) 555-2844
CALHOUN, ERIN	0007362	PM Absence	08/29/2016	209	209	E	Excused	P - PER ILL	D - DODGON		11:00 AM	(415) 555-4302
CARDEN, BILLYN	0008709	Full Absence	08/29/2016	207	207	E	Excused	P - PER ILL	T - TARENT PICK UP		11:00 AM	(415) 555-5275

Task #17: Run Daily Attendance Completion List (optional)

Will display whether homeroom teachers have submitted their daily attendance in StudentInformation. (NOTE: The page will not display if attendance has been taken in ProgressBook)

Daily Attendance Completion List
From this screen, you can view attendance collection completion.

Date: 11/2/2011





Collection: 1

Teacher	Location	Course	Submitted
BERRY, DONALD	280	183	No
CASTLE, RONALD	227	245	No
CLARK, SUSAN	281	182	No
HANDLEY, MARK	166	171	No
LAYMAN, LAURA	282	283	No
WEBBER, MICHAEL	111	694	No
CASTLE, RONALD	144	233	Yes

Task #18: Run Period Attendance Completion List (optional)

Will display whether homeroom teachers have submitted their period attendance in StudentInformation. (NOTE: The page will not display if attendance has been taken in ProgressBook)

Period Attendance Completion List
From this screen, you can view period attendance collection completion.




Date: 11/2/2011   Period: 3 - 3  

Teacher	Location	Course Section	Submitted
Teacher1005, Terri	- Multiple -	- Multiple -	No
Teacher1006, CRAIG	7 - VOCATIONAL	294 #1	No
Teacher1010, KAREN	165 - 165	241 #1	No
Teacher1015, MIKE	147 - 147	309 #2	No
Teacher1016, Todd	212 - 212	340 #1	No
Teacher1028, BECKY	125 - 125	114 #2	No
Teacher1030, AMY	115 - 115	230 #3	No
Teacher1032, LISA	280 - 280	383 #2	No

Task #19: Run Daily Lunch Counts (optional)

Will display lunch counts for each homeroom teacher that has submitted their daily attendance.

Daily Lunch Counts

Date: 11/2/2011   

Staff Name	Course	Meal Plan	Cafeteria (buying lunch)	No meal (bringing lunch)	Other Notes
BERRY, DONALD	280				
CASTLE, RONALD	227				
CLARK, SUSAN	281				
HANDLEY, MARK	166				
LAYMAN, LAURA	282				
WEBBER, MICHAEL	111				
CASTLE, RONALD	144	1	2	1	MP:Font
TOTAL		1	2	1	0

Attendance Reports

Unless otherwise noted, see *Attendance and Calendars End User Documentation* for details.

Task #20: Run Student Absence Search Detail (R309-A)

This report will generate a list of selected students and show the total of their absences for the date range selected.

R309-A Without Comments

Id	Student Name			Gender	Grade	Homeroom	Program	Disability	Home School	Telephone
00098254	Student57217, CODY			M	09		04	04		(555) 555-5555
Date	Rot.	Day	Abs. Type	In	Out	Reason	Note		Days Absent	Part Absence
10/13/2008	M		EXCUSED			ILLNESS	PRNT CALL		1.0	
11/25/2008	T		EXCUSED			APPT	MED EXCUS		1.0	
02/26/2009	R		OTHER			FIELD TRIP	FORM REC'D		0.0	
03/17/2009	T		EXCUSED			APPT	MED EXCUS		1.0	
04/21/2009	T		EXCUSED		12:36 PM	ILLNESS	STUD CALL		0.5	
Absence Count:								5	Total:	3.5
										0.0

R309-A With Comments

Id	Student Name			Gender	Grade	Homeroom	Program	Disability	Home School	Telephone
00098254	Student57217, CODY			M	09		04	04		(555) 555-5555
Date	Rot.	Day	Abs. Type	In	Out	Reason	Note		Days Absent	Part Absence
10/13/2008	M		EXCUSED			ILLNESS	PRNT CALL		1.0	
11/25/2008	T		EXCUSED			APPT	MED EXCUS		1.0	
Comments: Note from parents										
02/26/2009	R		OTHER			FIELD TRIP	FORM REC'D		0.0	
03/17/2009	T		EXCUSED			APPT	MED EXCUS		1.0	
04/21/2009	T		EXCUSED		12:36 PM	ILLNESS	STUD CALL		0.5	
Comments: Approved by Principal										
Absence Count:								5	Total:	3.5
										0.0

Task #21: Run Student Absence Search Summary (R309-B)

This report will generate a list of selected students and show the detail of their absences for the date range selected

Report: R309B

Printed Tue, Jul 28, 2009, 8:45 AM

HIGH SCHOOL
2008-2009

Student Absence Search Summary

<u>ID</u>	<u>Student Name</u>	<u>Gender</u>	<u>Grade</u>	<u>Status</u>	<u>Program</u>	<u>Homeroom</u>	<u>Disability</u>	<u>Home School</u>	<u>Telephone</u>	<u>Days Absent</u>	<u>Part Absence</u>
00010839	Student24476, BRITTANY (BRITTANY)	F	11	A		IN19	**		(555) 555-5555	4.5	0.0
00010838	Student24477, BREANNE	F	11	A		IN19	**		(555) 555-5555	1.0	0.0
00010837	Student24478, BRENT (BRENT)	M	11	A		IN18	**		(555) 555-5555	7.5	0.0
00010836	Student24479, MOLLY (MOLLY)	F	11	A		IN18	**		(555) 555-5555	9.0	3.0
00010835	Student24480, STEPHANIE (STEPHANIE)	F	11	A		MILL	**		(555) 555-5555	6.0	0.0
00010834	Student24481, CALVIN (CALVIN)	M	11	A		IN17	**		(555) 555-5555	6.5	0.0
00010833	Student24482, BRIAN (BRIAN)	M	11	A		IN17	**		(555) 555-5555	8.5	4.0
00010832	Student24484, BRITTNEE (BRITTNEE)	F	11	A		MILL	**		(555) 555-5555	0.5	0.0

Task #22: Run Homeroom Attendance Register Summary (R310-B)

This report shows student attendance summary grouped by homeroom and month

R310-B Homeroom Summary

REPORT: DASL - R310-A				DASL HIGH SCHOOL				RUN AT 10:08 AM 12/12/2007			
HOMEROOM ATTENDANCE REGISTER SUMMARY											
								PAGE	17	OF	27
SUMMARY FOR HOMEROOM	A109	YEAR	2007	MONTH	09	NO OF MALE STUDENTS:	7	DAYS IN SESSION:			19
						NO OF FEMALE STUDENTS:	5	TOTAL STUDENTS DAYS POSSIBLE:			228.0
						(AT END OF DATE RANGE)		TOTAL STUDENTS DAYS ABSENT:			10.0
								TOTAL STUDENT DAYS PRESENT:			218.0
								TOTAL NO OF PARTIAL ABSENCES:			0.0

R310-B Summary for all Homerooms

REPORT: DASL - R310-A		DASL HIGH SCHOOL		RUN AT 10:08 AM 12/12/2007	
HOMEROOM ATTENDANCE REGISTER SUMMARY					
				PAGE	27 OF 27
SUMMARY FOR ALL HOMEROOMS		08/27/2007	TO	12/12/2007	DAYS IN SESSION: 73.0
		NO OF MALE STUDENTS: 15		TOTAL STUDENT DAYS POSSIBLE: 2,050.0	
		NO OF FEMALE STUDENTS: 16		TOTAL STUDENT DAYS ABSENT: 19.0	
				TOTAL STUDENT DAYS PRESENT: 2,031.0	
				TOTAL NO PARTIAL ABSENCES: 1.0	

Task #23: Run Homeroom Attendance Register Detail (R310-A)

This report shows student attendance detail grouped by homeroom and month.

R310-A Homeroom Detail

REPORT: DASL - R310-A				DASL HIGH SCHOOL				RUN AT 10:01 AM 12/12/2007			
HOMEROOM ATTENDANCE REGISTER DETAIL											
HOMEROOM: A109		MICHAEL WEBBER				PAGE 17		OF 27			
YEAR/MONTH: 2007 / 09		SCHOOLYEAR: 2007-2008				FROM: 08/27/2007 TO: 12/12/2007					
STUDENT NAME	ID	GN	GR	DAYS ABSENT	NO OF PARTIAL ABSENCES	A B S E N C E S B Y D A T E (A=AM, F=PM, BLANK=AM AND PM)					
Banana, Hannah	48652258	F	09	7.0	0.0	5	6	7	11	12	13 17
Contrary, Jesse	48652281	M	09	1.0	0.0	17					
CONTRARY, MARY M.	5001	F	09	1.0	0.0	17					
EYE, CORY ROBERT	6001	M	09	1.0	0.0	17					
Frog, Kermie	48652304	M	12								
James, Steven	48652327	M	12								
JONES, WHITNEY ANN	6003	F	12								
MAY, DAISY LEE	6005	F	12								
PERRY, MICHAEL JAY	5002	M	12								
SAWYER, THOMAS (JACK)	4008	M	12								
SPRAT, JACK JOSEPH	5004	M	12								
WELLS, JONA RENEE	5005	F	12								
SUMMARY FOR HOMEROOM	A109	YEAR	2007	MONTH	09	NO OF MALE STUDENTS:		7	DAYS IN SESSION:		19.0
						NO OF FEMALE STUDENTS:		5	TOTAL STUDENTS DAYS POSSIBLE:		228.0
						(AT END OF DATE RANGE)			TOTAL STUDENTS DAYS ABSENT:		10.0
									TOTAL STUDENT DAYS PRESENT:		218.0
									TOTAL NO OF PARTIAL ABSENCES:		0.0

R310-A Report Summary

REPORT: DASL - R910-A				DASL HIGH SCHOOL				RUN AT 10:01 AM 12/12/2007			
HOMEROOM ATTENDANCE REGISTER DETAIL											
HOMEROOM: A110		LAURA LAYMAN				PAGE 26 OF 27					
YEAR/MONTH: 2007 / 11		SCHOOLYEAR: 2007-2008				FROM: 08/27/2007 TO: 12/12/2007					
<hr/>											
STUDENT NAME	ID	GN	GR	DAYS ABSENT	NO OF PARTIAL ABSENCES	A B S E N C E S B Y D A T E (A=AM, F=PM, BLANK=AM AND PM)					
<hr/>											

Task #24: Run Student Absence Statistics Report (R311)

This report will show student absence statistics by Type/Reason and by Type for a given date range

Report: R311
Printed Wed, Nov 02, 2011, 10:44 AM

HIGH SCHOOL
2011-2012
Absence Statistics

Type	ABSENT		UNEXCUSED TARDY		EXCUSED		Unexcused Absence-PM only		Unexcused Absence-AM only		EARLY DIS		Excused Absence-AM only		SUSPENDED		Excused Absence-PM only		UNEXCUSED		TARDY	
Reason	Num.	Abs.	Num.	Abs.	Num.	Abs.	Num.	Abs.	Num.	Abs.	Num.	Abs.	Num.	Abs.	Num.	Abs.	Num.	Abs.	Num.	Abs.	Num.	Abs.
None	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	1	0.0
APPT	0	0.0	0	0.0	23	18.5	0	0.0	0	0.0	18	0.0	28	14.5	0	0.0	34	17.5	0	0.0	11	0.0
CAR TROUBL	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0
COLLEGE	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0
EARLY DISM	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0
FAIR	0	0.0	0	0.0	12	11.0	0	0.0	0	0.0	0	0.0	2	1.5	0	0.0	3	1.5	0	0.0	0	0.0
FUNERAL	0	0.0	0	0.0	4	4.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0
HOSPITAL	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0
ILL	0	0.0	0	0.0	64	62.5	0	0.0	0	0.0	1	0.0	9	4.5	0	0.0	4	2.0	0	0.0	2	0.0
MEDICAL	0	0.0	0	0.0	16	16.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0
OTHER	0	0.0	0	0.0	16	16.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	2	1.0	0	0.0	4	0.0
SUSPENDED	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0
TRIP	0	0.0	0	0.0	12	12.0	0	0.0	0	0.0	1	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0
UNEXCUSED	0	0.0	10	0.0	0	0.0	0	0.0	1	0.5	0	0.0	0	0.0	0	0.0	0	0.0	7	7.0	0	0.0
WEATHER	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0
WORK	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0
Totals:	0.0	0.0	10.0	0.0	147.0	140.0	0.0	0.0	1.0	0.5	20.0	0.0	39.0	20.5	0.0	0.0	43.0	22.0	7.0	7.0	18.0	0.0

Task #25: Run ADM & ADA Report for ABSE Detail (R322-A)

This report is used to analyze student absence data (totals by grade) by pulling data stored in ABSE – Student Absence.

Report: R322A															HIGH SCHOOL		
Printed Wed, Nov 02, 2011, 10:47 AM															2011-2012		
Student ADM & ADA Report Detail																	
Student Number	Student Name	Sts	Gr	Gender	HR	District of Res	Home School	Program	Total Present	Avg Daily Att	Total Memb	Avg Daily Memb	% of Att	Days in Session	Total Absent	Total Late	
00006221	Student90846, LOGAN	N	07	M	208	046193		01	48.00	0.98	49.00	1.00	97.96	49.00	1.00	0.00	
00006217	Student90850, MELONY	A	07	F	204	045187		10	48.00	0.98	49.00	1.00	97.96	49.00	1.00	0.00	
00006208	Student90859, KATELYN	A	07	F	208	045187			49.00	1.00	49.00	1.00	100.00	49.00	0.00	0.00	
00006197	Student90870, MARLON	A	07	M	204	045187		**	49.00	1.00	49.00	1.00	100.00	49.00	0.00	0.00	
00006184	Student90883, DAVID	A	07	M	208	045187		**	49.00	1.00	49.00	1.00	100.00	49.00	0.00	0.00	
00006183	Student90884, THOMAS	A	07	M	204	045187		**	49.00	1.00	49.00	1.00	100.00	49.00	0.00	0.00	

Task #26: Run Student ADM & ADA Report for Absence Summary (R322-B)

This report is used to analyze student absence data (totals by grade) by pulling data from the Student School Absences page.

Report: R322B		HIGH SCHOOL							
Printed Wed, Nov 02, 2011, 10:59 AM		2011-2012							
Student ADM & ADA Report For Absence Summary									
		Total Present	Avg Daily Att	Total Memb	Avg Daily Memb	% of Att	Days in Session	Total Absent	Total Late
Totals For Grade: 07	76.00	3,553.00	0.99	3,577.00	0.96	99.33	3,724.00	24.00	1
Totals For Grade: 08	73.00	3,463.00	1.00	3,479.00	0.97	99.54	3,577.00	16.00	2
Totals For Grade: 09	70.00	3,259.00	0.99	3,281.00	0.96	99.33	3,430.00	22.00	4
Totals For Grade: 10	78.00	3,601.00	0.99	3,626.00	0.95	99.31	3,822.00	25.00	2
Totals For Grade: 11	79.00	3,421.50	0.99	3,451.00	0.89	99.15	3,871.00	29.50	7
Totals For Grade: 12	59.00	2,047.00	0.99	2,061.00	0.71	99.32	2,891.00	14.00	1
Totals For Grade: 23	1.00	0.00	0.00	0.00	0.00	0.00	49.00	0.00	0
Final Totals	436.00	19,344.50	0.99	19,475.00	0.91	99.33	21,364.00	130.50	17

Task #27: Run Homeroom Attendance Report (R331)

This report is used to generate a bi-weekly attendance report by homeroom based on students' absence records. The report now groups by Homeroom, Week, and lastly by Student Last Name.

Report: R331

Printed Fri, Jul 10, 2009, 11:24 AM

High School
2008-2009

HOMEROOM ATTENDANCE REPORT

HOMEROOM:

TEACHER: TEACHER NAME:

ID	STUDENT NAME	GR	GN	ST	E
11393	Student85418, MARK	10	M	A	W
12520	Student61933, BRIANA	09	F	A	M
9383	Student86648, KAYODE	12	M	I	B
12477	Student84779, BRYCE	09	F	A	M
9358	Student86691, ANDREW	12	M	A	M
11003	Student85778, BRANDON	11	M	A	W

Task #28: Run District-wide Membership Report (R500)

This report shows attendance information by membership (programs) and/or grade level

Report: R500
Printed Wed, Nov 02, 2011, 11:07 AM

HIGH SCHOOL
2011-2012
District Wide Membership Report

Grade: 12										Admission - Withdraw		Membership Days								
Id	Student Name	Stat	Prgm	Sex	Grd	Dist of Res.	Cal	Hm Rm		Date	Cde	FTE (%)	All	Pres.	Exc	Tardy	Unexc			
00002578	Student92728, LAYNE	N		M	12	045757	1	CAFE		08/17/11	-	100	54.0	53.0	1.0	0.0	0.0			
00002563	Student92742, AUSTIN	A	**	M	12	045187	1	CAFE		08/17/11	-	100	54.0	54.0	0.0	0.0	0.0			
00002520	Student92786, TIMOTHY	R	**	M	12	045187	DNAC			08/17/11	-	0	0.0	0.0	0.0	0.0	0.0			
00002516	Student92790, MACKENZIE	A	**	F	12	045187	1	CAFE		08/17/11	-	100	54.0	54.0	0.0	0.0	0.0			
Grd Students: 59										Grade 12 Totals:		2276.0	2255.5	20.0	2.0	0.5				
										Percentage of Attendance:		99.1%								

Grade: 23										Admission - Withdraw		Membership Days								
Id	Student Name	Stat	Prgm	Sex	Grd	Dist of Res.	Cal	Hm Rm		Date	Cde	FTE (%)	All	Pres.	Exc	Tardy	Unexc			
00003061	Student92588, ANTHONY	R	01	M	23	045187	DNAC			08/17/11	-	0	0.0	0.0	0.0	0.0	0.0			
Grd Students: 1										Grade 23 Totals:		0.0	0.0	0.0	0.0	0.0				
										Percentage of Attendance:		0.0%								

Bldg Students: 442										School AVHS Totals:		21478.0	21288.0	182.5	28.0	7.5				
										Percentage of Attendance:		99.1%								

Rpt Students: 442										Report Totals:		21478.0	21288.0	182.5	28.0	7.5				
										Percentage of Attendance:		99.1%								

Task #29: Run Daily Office Report of Student Absences (R307)

This report is used to generate a list of students absent on a specified date grouped by Absence Type and Grade.

Report: R307 Printed Mon, Jul 20, 2009, 2:19 PM															HIGH SCHOOL 2008-2009 Daily Office Report of Student Absences				
Student Number	Student Name	Status	Gender	Grade	Home Room	Pgm	Home Sch	Phone Number	Absence Interval	Time In	Time Out	Absence Reason	Absence Note	Calendar					
5/1/2009																			
EXCUSED																			
00012810	Student24135, HOLLY	A	F	09	IN06				AM	10:55		SICK	PRNT CALL	DFLT					
00012599	Student24179, BRANDON	A	M	09	IN01				Full			SICK	PRNT CALL	DFLT					
00012154	Student24239, RYAN	A	M	09	IN07				AM	10:45		SICK	PRNT CALL	DFLT					
00012149	Student24244, DODE	N	M	09	IN06				Full			SICK	PRNT CALL	DFLT					
00011839	Student24295, TYLER (J)	A	M	10	IN12				Full			SICK	PRNT CALL	DFLT					
00011811	Student24325, JACOB	N	M	10	IN10				Full			SICK	NOTE	DFLT					
00011644	Student24362, CHRISTINA	A	F	10	IN11				Full			DOC/DENT	ADVANCED	DFLT					
00011640	Student24364, MALCOLM	N	M	10	IN11				Full			SICK	PRNT CALL	DFLT					
00011557	Student24392, KIMBERLY	A	F	10	IN12				Full	1:17		SICK	PRNT CALL	DFLT					
00010836	Student24479, MOLLY (MOLLY)	A	F	11	IN18				Full			VACATION	PRNT CALL	DFLT					
00010821	Student24497, KAYLEY (KAYLEY)	A	F	11	IN15				Full			DOC/DENT	ADVANCED	DFLT					
00010816	Student24502, ROBYN	A	F	11	IN19				AM	9:30		DOC/DENT	PRNT CALL	DFLT					
00010517	Student24582, ROBERT (ROBBIE)	A	M	11	IN15				Full			SICK	PRNT CALL	DFLT					
00010509	Student24584, TAYLOR	A	F	11	IN14				AM	10:20		SICK	PRNT CALL	DFLT					
00010139	Student24652, ERICA (ERICA)	A	F	11	IN17				Full			VACATION	ADVANCED	DFLT					

Task #30: Run Half/Full Day Absence Office Report (R320 Office)

This report will print half and full day absence letters for office use.

Note: The Date Range specified will display any students that violated the attendance rules for that timeframe, not just since the last letter run.

<div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;">ELI HIGH SCHOOL 101 E. NORTH ST. ELI OH 45807</div> <div style="border: 1px solid black; padding: 5px;">To the Parent/Guardian of: Student 107899, GAGE 645 S Main St Lima, OH 45804-1241</div>	<div style="text-align: right; margin-bottom: 10px;">11/2/2011</div> <div>Program: Not applicable Grade: 11</div> <div style="font-size: small; margin-top: 10px;">The Ohio Revised code states that all children between the ages of six (6) and eighteen (18) must attend school. Please contact our attendance office for details on local school policies concerning school attendance requirements. Students with excessive absences have been found to be deficient in their academic achievement.</div>																																			
<div style="border: 1px solid black; padding: 2px;">Absences Recorded from 8/24/2011 to 11/2/2011:</div> <table style="width: 100%; border-collapse: collapse;"><tr><td style="border: 1px solid black; width: 50%;">Total Days Absent: 0.00</td><td style="border: 1px solid black; width: 50%;"></td></tr><tr><td style="border: 1px solid black;">Total Times Tardy: 0</td><td style="border: 1px solid black;"></td></tr></table>	Total Days Absent: 0.00		Total Times Tardy: 0		<div style="border: 1px solid black; padding: 2px;">Absences Year To Date:</div> <table style="width: 100%; border-collapse: collapse;"><tr><td style="border: 1px solid black; width: 50%;">Total Days Absent: 0.00</td><td style="border: 1px solid black; width: 50%;"></td></tr><tr><td style="border: 1px solid black;">Total Times Tardy: 0</td><td style="border: 1px solid black;"></td></tr></table>	Total Days Absent: 0.00		Total Times Tardy: 0																												
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09/01/2011		OTHER			JUVENILE																															
09/02/2011		OTHER			JUVENILE																															

Task #31: Run Period Absence Office Report (R317 Office)

This report is used to generate an office search report to identify students who have an attendance problem.

Note: The Date Range specified will display any students that violated the attendance rules for that timeframe, not just since the last letter run.

FIND HIGH SCHOOL 1200 BROAD AVENUE OH 45840 (419) . .	11/2/2011																																																																						
To the Parent/Guardian of: Student32755, Brittani 645 S Main St Lima, OH 45804-1241																																																																							
Absences Recorded from 8/24/2011 to 11/2/2011: Total Days Absent: 0.00 Total Times Tardy: 0	Absences Year To Date: Total Days Absent: 0.00 Total Times Tardy: 0																																																																						
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HOME SCHOOL	4	All Year	1,2,3,3A,4,5,6 (XXXX)	ZZZZ Teacher881																																																																			

Task #32: Run Cumulative Report of Student Period Absences (R316)

This report is used to generate a report listing the cumulative number of periods a student has been absent and/or late within a specified date range.

Report: R316			HIGH SCHOOL											
Printed Wed, Nov 02, 2011, 12:14 PM			2011-2012											
			Cumulative Report of Student Period Absences											
Student Number	Student Name	Status	Meeting Periods											
			0	1	2	3	3A	4	5	6	7	8	9	10
889082482	Student20757, Daniel Grade:09 Homeroom:	A	Absences:					1	1					
			Partials:											
303135856	Student21715, Brendan Grade:11 Homeroom:	A	Absences:	1	1			1	1	1				
			Partials:	2										
303133901	Student21836, Rashara Grade:09 Homeroom:	A	Absences:	2	2	2	2	2	2	2	2	2	2	2
			Partials:											
303133832	Student21842, Sophia Grade:10 Homeroom:	A	Absences:	1	1	1	1	1	1	1	1	1	1	1
			Partials:											
05870052	Student21866, Paul (Nickolas) Grade:12 Homeroom:	A	Absences:	1	1	1	1	1	1	1	1	1	1	1
			Partials:											
05830833	Student24103, Jere Grade:10 Homeroom:	A	Absences:	1	1	1	1		4	1	1	1		
			Partials:											

Task #33: Run Daily Report of Student Period Absences (R315)

This report is used to generate a list of all students absent on a specified date for at least one period.

Report: R315

Printed Wed, Nov 02, 2011, 12:14 PM

HIGH SCHOOL
2011-2012

Daily Report of Student Period Absences

Student Number	Student Name	Status	Grade	HMRM	Telephone	Day's Meeting Periods											
						0	1	2	3	3A	4	5	6	7	8	9	10
00095044	Student56110, Allen Michael	A	12				U	U	U		U	U	U	U	U	U	
00098003	Student55934, Cheyenne	A	12						LATE								
00099255	Student55477, Jared	A	12					LATE					S		E	E	
00105097	Student54905, Vanessa	A	12				U	U	U		U	U	U	U	U	U	
00107206	Student54745, Travis	A	10				A		A		A	A	A		A	A	
00110116	Student54361, Stephanie	A	12								A	A		A		A	
00111017	Student54298, Ancil (Cole)	A	12				U	U	U								
00111109	Student54280, Martin	A	09				P	P	P		P	P	P	P	P	P	
00111221	Student54239, Toni	A	12									A					
00111230	Student54229, Tyler	A	12				S										
00113000	Student54184, Olivia	N	12				FA	FA	FA		FA	FA	FA	FA	FA	FA	

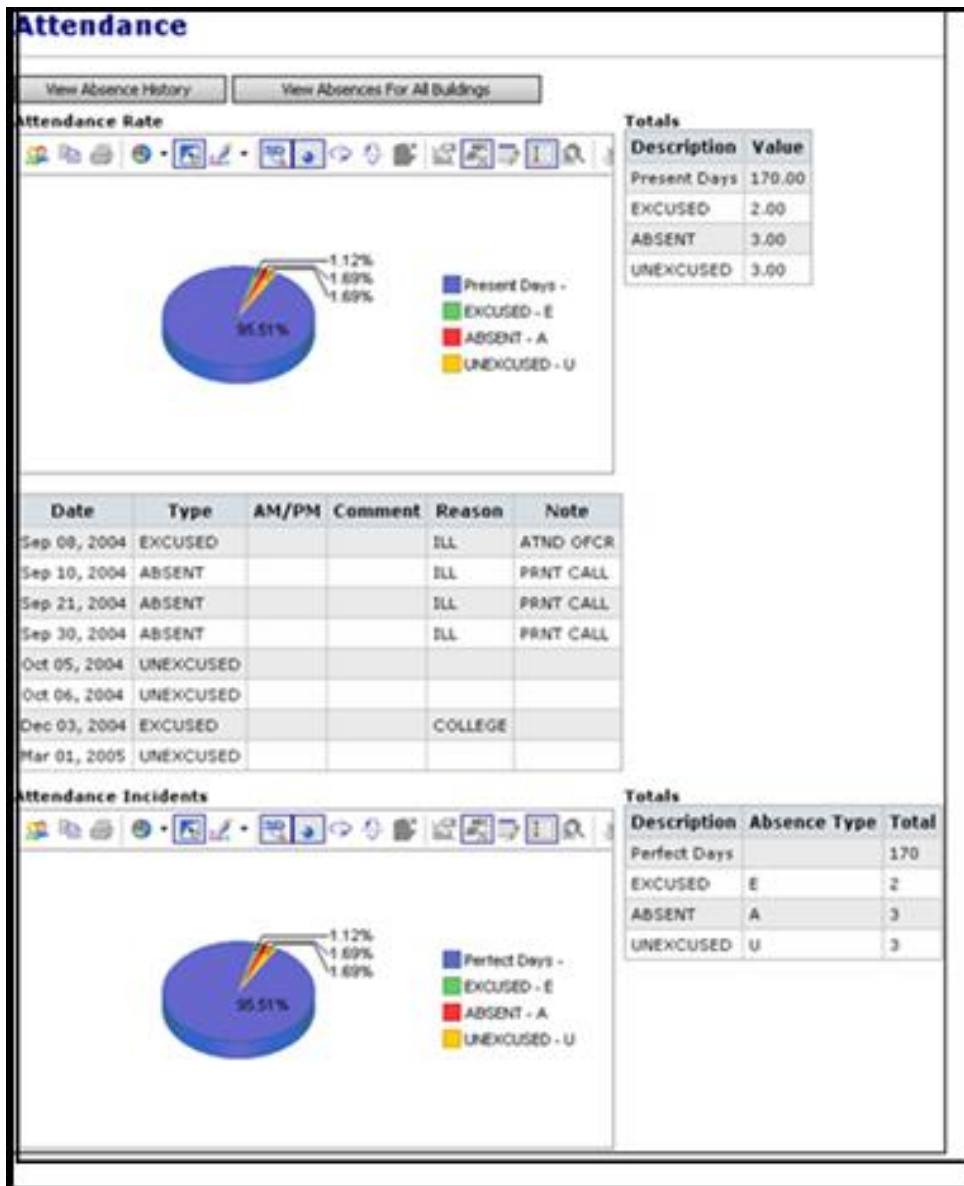
Task #34: Run Perfect Attendance Report (PERF)

This report displays students with perfect attendance for a specified date range.

Report: PERF						HIGH SCHOOL	
Printed Wed, Nov 02, 2011, 12:50 PM						2011-2012	
Perfect Attendance Report							
Student Number	Student Name	Gender	Counselor	Homeroom	Homeroom Teacher		
Grade: 12							
200800227	best, tom	M					
00012559	Student107976, CHRISTOPHER	M					
00012533	Student108026, SAMUEL	M	DEB Teacher2184				
00012526	Student108040, BRANDON	M	DEB Teacher2184				
00012504	Student108081, DONAVON	M	DENNIS Teacher2100				
00012481	Student108117, JEREMY	M	DENNIS Teacher2100				
00012480	Student108119, BRANDON	M	DENNIS Teacher2100				
00012449	Student108167, IAN	M	DEB Teacher2184				
00012448	Student108169, DREW	M	DEB Teacher2184				
00012447	Student108171, AARON	M	DEB Teacher2184	H205	NICOLE Teacher2181		
00012443	Student108176, CODY	M	ALLEN Teacher2127				
00012442	Student108178, CORY	M					
00012394	Student108229, MATTHEW	M	DENNIS Teacher2100				
00012333	Student108296, ZACHARY	M					

Task #35: View Student Attendance Information in EZQ

Display a specific student's attendance via charts and graphs. Also can View Absence History and View Absences for all Buildings for a specific student. See *EZ Query End User Documentation* for details.



Task #36: View Daily Absence List in EZQ

Display today's absences for any building in the district.

Absence List
From this screen users can view student lists at the school and school year in context

[\[Show Filter & Display Options\]](#)

Absence Date: 11/2/2011

Grade	Student Name	Cal.	Level	Type	Reason	Note	In	Out	AM/PM	Comments
10	Student101299, AUSTIN	1	Full Absence	EXCUSED						

Task #37: View Absence Graph in EZQ

Display attendance rate graphed for the building across the entire school year. See *EZ Query End User Documentation* for details.



Absence Graph

HIGH SCHOOL Grade Gender

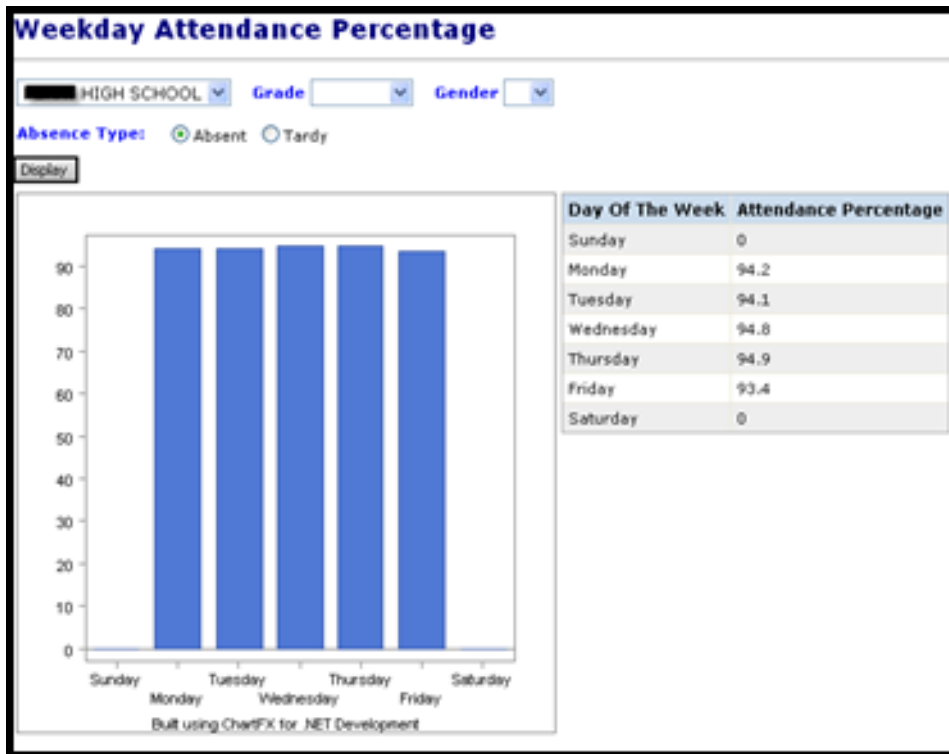
Absence Type: ☒ Absent ☐ Tardy

Display Graph Display Data

Date	Head Count	ADM	Total	Average
Aug 17, 2011	392	389.0	11.0	97.2
Aug 18, 2011	392	389.0	8.5	97.8
Aug 19, 2011	392	389.0	19.0	95.1
Aug 20, 2011	392	0.0	0.0	0.0
Aug 21, 2011	392	0.0	0.0	0.0
Aug 22, 2011	392	389.0	11.0	97.2
Aug 23, 2011	392	389.0	10.0	97.4
Aug 24, 2011	393	390.0	21.5	94.5

Task #38: View Weekday Attendance Percentage in EZQ

Displays year to date building attendance percentages graphed by each day of the week. See *EZ Query End User Documentation* for details.





Attendance Letters Procedural Checklist

Change Log

Date	Section Number/Name	Change Description
4/27/16	Run Half/Full Day Absence Office Report (R320 Office) Run Period Absence Office Report (R317 Office)	Add note regarding the date range
10/28/14	Entire document	Update screenshots and breadcrumb trail
2/26/09	Run Half/full Day Absence Letter (R320)	9.2.1 Updates – updated screen shot

Table of Contents

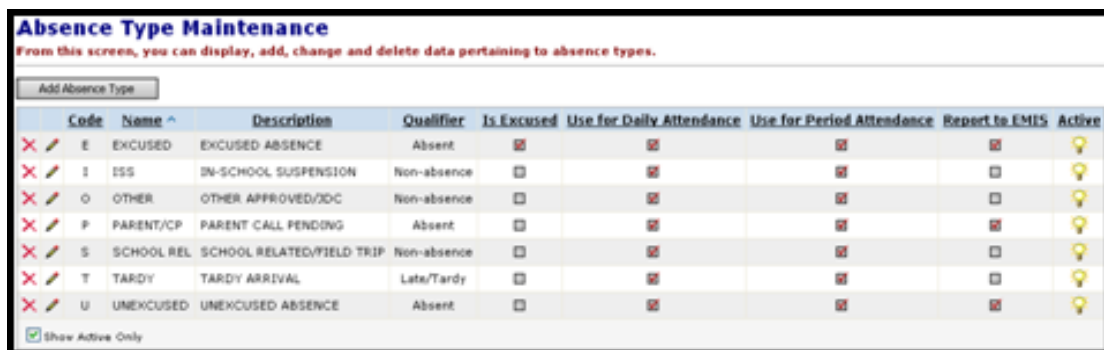
Review Absence Types.....	2
Create Absence Letter Rules.....	3
Create Absence Letter Rule Criteria	4
Run Half/full Day Absence Letter (R320)	6
Run Period Absence Letter (R317).....	8
Run Half/full Day Absence Letter Office Report (R320 Office).....	9
Run Period Absence Letter Office Report (R317Office)	10
View School Attendance Letter History.....	11
View Student Attendance Letter History	12

Using Attendance Letters

Follow these steps to create and use student Attendance Letters. Please note that Attendance Letters are optional in StudentInformation and do not have to be configured and used. *See Attendance and Calendars End User Documentation for details.*

- ☐ **Review Absence Types** – Review Absence Types and add/edit as needed. Make sure that each absence type has the “Is Excused” checkbox marked or unmarked as appropriate.

Navigation: StudentInformation – Management – School Administration – Attendance Administration – Absence Types



Absence Type Maintenance
From this screen, you can display, add, change and delete data pertaining to absence types.



	Code	Name ^	Description	Qualifier	Is Excused	Use for Daily Attendance	Use for Period Attendance	Report to EMIS	Active
	E	EXCUSED	EXCUSED ABSENCE	Absent	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
	I	ISS	IN-SCHOOL SUSPENSION	Non-absence	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
	O	OTHER	OTHER APPROVED/DOC	Non-absence	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
	P	PARENT/CP	PARENT CALL PENDING	Absent	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
	S	SCHOOL REL	SCHOOL RELATED/FIELD TRIP	Non-absence	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
	T	TARDY	TARDY ARRIVAL	Late/Tardy	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
	U	UNEXCUSED	UNEXCUSED ABSENCE	Absent	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	

☒ Show Active Only

- **Create Absence Letter Rules** – Create Absence Letter Rules as necessary for the different types of Absence Letters needed. If you create multiple Rules that could all apply to one student, that student will get multiple letters when the separate rules are run. We recommend using one Rule with multiple criteria for each type of date range you want to run letters for (most schools will only need one Rule). For instance, if you want to reset absence counts for letters each semester, create a Semester Rule. If you want to reset absence counts for letters each quarter, create a Quarter Rule. (If you create multiple Rules, such as a Quarter Rule and a Year Rule, and run both, a student who meets criteria in both Rules will get a letter for each Rule.)

Navigation: StudentInformation – Management – School Administration – Attendance Administration – Absence Letter Rules

Absence Letter Rule Maintenance
From this screen, you can display, add, change and delete data pertaining to absence letter rules.













		<u>Code</u>	<u>Name ^</u>	<u>Description</u>	<u>Type</u>	<u>Is Active</u>
		5-15	5, 10 and 15 day letter		Daily Cumulative	

☒ Show Active Only

- **Create Absence Letter Rule Criteria** – Click the magnifying glass icon (View Rule Criteria) for your Absence Letter Rule to add Rule Criteria. You will need one Rule Criterion for each type of letter you wish to run (5-day letter, 10-day letter, and so on).

Navigation: StudentInformation – Management – School Administration – Attendance Administration – Absence Letter Rules – Click on Magnifying Glass

Absence Letter Rule Criterion: 5, 10 and 15 day letter
 From this screen, you can display, add, change and delete data pertaining to absence letter rule criteria.

	Absence Types	Threshold	Interval	Period Type	Supp. Multi Letters	Precedence ^	Is Active
 	E - U	15			<input checked="" type="checkbox"/>	1	
 	E - U	10			<input checked="" type="checkbox"/>	2	
 	E - U	5			<input checked="" type="checkbox"/>	3	
 	T	10			<input checked="" type="checkbox"/>	4	

☐ Show Active Only

When adding an Absence Letter Rule Criterion, make sure to enter the correct Precedence. Precedence is used to determine which criteria the student meets. For instance, if you had thresholds of 5, 10 and 20, you would set up the 5-day letter with a higher (less severe) Precedence number (3, for instance), and the 20-day letter with a lower (more severe) Precedence number (1, for instance), so that, if a student matched the criteria for both letters, the more severe letter (20-day, in this example) would print for that student. If you wish to use Precedence, make sure to check "Suppress Multiple Letters".

Absence Letter Rule Criterion: All-Year Absence Rules

From this screen, you can display, add, change and delete data pertaining to absence letter rule criteria.

Absence Types:	
Available	Selected
E - EXCUSED I - ISS O - OTHER P - PARENT/CP S - SCHOOL REL	U - UNEXCUSED

Absence types in available list: ☒ Excused ☒ Unexcused

Threshold:

Interval:

Period Type:

Suppress Multiple Letters: ☒

Precedence:

Is Active: ☒

- ☐ **Run Half/full Day Absence Letter (R320) – Run Half/Full Day Absence Letter (R320)** if using Daily Attendance. **Important Notes:** (1) Make sure that you do not use any non-standard characters in the Attendance Policy field (such as quote marks from Word or another word processor). (2) Your Date Range must have a start date equal to the first day of the date range type (for instance, if you are running Semester Rules, your start date should be the first day of the semester). (3) If a student's Violation Date (the date on which they broke the Rule Criterion Threshold triggering their letter) is within the Date Range for this report, and the student has already received a letter for that Criterion, the student will not receive further letters until another Criterion's Threshold is reached. For example, you have a rule with 5, 10 and 20 day thresholds. A student has already received a 5-day letter. If you run this Rule again, the student will not receive further 5-day letters. If the student then reaches 10 days, the next time you run this Rule, the student will receive a 10-day letter. (4) A student will receive multiple letters if you run different rules; if you have Precedence and "Suppress Multiple Letters" set correctly for a single Rule, the student will not receive multiple letters.

Navigation: StudentInformation – SIS – Attendance – Attendance Reports – Half/Full Day Absence Letter (R320)

Half/full Day Absence Letter (R320)

From this screen, you can select parameters to generate a report.

[Selection Criteria](#) [Selection Summary](#) [Load Settings](#)

Selecting an Ad-Hoc Membership Group will limit the report the students associated with that membership group. All other criteria will be ignored.

Ad-Hoc Membership: -- Select an Ad-Hoc Membership --

Public And Private ☐

If not limiting to an Ad-Hoc Membership Group, you may select as many other criteria as desired. Each selection will limit your results further.

Date Range: 8/18/2014 to 10/27/2014

Homeroom Date: 10/27/2014

Grade

PS - PS
04 - 04
05 - 05
06 - 06

Absence Letter Rule

10 Day Attendance Letter
3 Day Attendance Letter
5 Day Attendance Letter
7 Day Attendance Letter

Rotation Days

M - Monday
T - Tuesday
W - Wednesday
R - Thursday

Membership

15 - Extended Learning Time (Each Week)
15 - Guided Reading (Small Group Instruction)
15 - Increase Reading Time
15 - Interactive Writing

Membership Group

10 - DRIVER EDUCATION
12 - Post-secondary Enrollment Options Program
13 - OTHER REG. PROGRAMS
14 - Extended Learning Ti

Program

** - Not applicable
01 - Multihandicapped
02 - Deaf-blind handicapped
03 - Hearing handicapped

Homeroom Code

ALLS - (Full Year Term)
BART - (Full Year Term)
BARW - (2nd Semester)
BARW - (1st Semester)

Home School

00C - High School (Sch)
00C - Local High School (Sch)
004 - High School (Sch)
007 - High School (Sch)

Print School Address on Letter: ☒ Yes ☐ No

Print Absence Detail: ☒ Yes ☐ No

Print Student Schedule: ☒ Yes ☐ No

Print Reason and Note Codes: ☒ Yes ☐ No

Print Address On Letter: ☒ Yes ☐ No

Print School Policy: ☒ Yes ☐ No

Attendance Policy:

Print Program: ☒ Yes ☐ No

Sorting Options

Student Number (ASC) Grade (DESC)
Student Number (DESC) Student Name (ASC)
Student Name (DESC)
Grade (ASC)

Output: ☒ Report ☐ Labels ☐ Both Report and Labels

Label Type: Avery Label 5160 - 1" X 2 5/8" 3-columns

Address: ☒ Use Student Address ☐ Use Parent Address

☐ Use custom address text

Include Copied On Correspondence: ☐ Yes ☒ No

Delivery Method: Pickup

[Set As Default](#)

Email Address: amy@noacsc.org

Description:

[Submit](#)

- ☐ **Run Period Absence Letter (R317)** – Run Period Absence Letter (R317) if using Period Attendance. See previous step for notes on running Absence Letters.

Navigation: StudentInformation – SIS – Attendance – Attendance Reports – Period Absence Letters (R317)

Period Absence Letter (R317)
From this screen, you can select parameters to generate a report.

Selection Criteria

Selection Summary

Load Settings

Selecting an Ad-Hoc Membership Group will limit the report the students associated with that membership group. All other criteria will be ignored.

Ad-Hoc Membership: -- Select an Ad-Hoc Membership --
Public And Private ☐

If not limiting to an Ad-Hoc Membership Group, you may select as many other criteria as desired. Each selection will limit your results further.

Date Range: 8/18/2014 to 10/27/2014
Homeroom Date: 10/27/2014

Grade
PS - PS
04 - 04
05 - 05
06 - 06

Absence Letter Rule
MS-based on periods missed
Per Attend report

Rotation Days
M - Monday
T - Tuesday
W - Wednesday
R - Thursday

Period
0
1
2
3

Membership
15 - Extended Learning Time (Each Week)
15 - Guided Reading (Small Group Instruc
15 - Increase Reading Time
15 - Interactive Writing

Membership Group
10 - DRIVER EDUCATION
12 - Post-secondary Enrollment Options p
13 - OTHER REG. PROGRAMS
14 - Extended Learning Ti

Print School Address on Letter: ☒ Yes ☐ No
Print Absence Detail: ☒ Yes ☐ No
Print Student Schedule: ☒ Yes ☐ No
Print Reason and Note Codes: ☒ Yes ☐ No
Print Address On Letter: ☒ Yes ☐ No
Print School Policy: ☒ Yes ☐ No
Attendance Policy:

Sorting Options
Student Number (ASC)
Student Number (DESC)
Student Name (DESC)
Grade (ASC)

Output: ☒ Report ☐ Labels ☐ Both Report and Labels
Label Type: Avery Label 5160 - 1" X 2 5/8" 3-columns
Address: ☒ Use Student Address ☐ Use Parent Address
☐ Use custom address text
Include Copied On Correspondence: ☐ Yes ☒ No

Delivery Method: Pickup
Email Address: amy@noacsc.org
Description:

Submit

- ☐ **Run Half/full Day Absence Letter Office Report (R320 Office) – Run**
Half/Full Day Absence Office (R320 Office) if using Daily Attendance.

Note: The Date Range specified will display any students that violated the attendance rules for that timeframe, not just since the last letter run.

Navigation: StudentInformation – SIS – Attendance – Attendance Reports – Half/Full Day Absence Office (R320Off)

Half/full Day Absence Office Report (R320 Office)	
From this screen, you can select parameters to generate a report.	
<div>Selection Criteria Selection Summary Load Settings</div>	
Selecting an Ad-Hoc Membership Group will limit the report the students associated with that membership group. All other criteria will be ignored.	
Ad-Hoc Membership: -- Select an Ad-Hoc Membership -- <input type="checkbox"/> Public And Private	
If not limiting to an Ad-Hoc Membership Group, you may select as many other criteria as desired. Each selection will limit your results further.	
Date Range:	8/18/2014 to 10/27/2014
Homeroom Date:	10/27/2014
Grade PS - PS 04 - 04 05 - 05 06 - 06	
Absence Letter Rule 10 Day Attendance Letter 3 Day Attendance Letter 5 Day Attendance Letter 7 Day Attendance Letter	
Rotation Days M - Monday T - Tuesday W - Wednesday R - Thursday	
Membership 15 - Extended Learning Time (Each Week) 15 - Guided Reading (Small Group Instruction) 15 - Increase Reading Time 15 - Interactive Writing	
Membership Group 10 - DRIVER EDUCATION 12 - Post-secondary Enrollment Options Program 13 - OTHER REG. PROGRAMS 14 - Extended Learning Ti	
Program ** - Not applicable 01 - Multihandicapped 02 - Deaf-blind handicapped 03 - Hearing handicapped	
Homeroom Code ALLS - (Full Year Term) BART - (Full Year Term) BARW - (2nd Semester) BARW - (1st Semester)	
Home School 000 - High School (Sch) 000 - Local High School (Sch) 004 - High School (Sch) 007 - High School (Sch)	
Print Reason and Note Codes: <input checked="" type="radio"/> Yes <input type="radio"/> No	
Sorting Options Student Number (ASC) Student Number (DESC) Student Name (DESC) Grade (ASC)	
Grade (DESC) Student Name (ASC)	
Delivery Method:	Pickup Set As Default
Email Address:	amy@noacsc.org
Report Format:	Adobe PDF
Description:	
<input type="button" value="Submit"/>	

- ☐ **Run Period Absence Letter Office Report (R317Office)** – Run Period Absence Office (R317 Office) if using Period Attendance.

Note: The Date Range specified will display any students that violated the attendance rules for that timeframe, not just since the last letter run.

Navigation: StudentInformation – SIS – Attendance – Attendance Reports – Period Absence Office (R317Off)

Period Absence Office Report (R317 Office)
From this screen, you can select parameters to generate a report.

Selection Criteria | Selection Summary | Load Settings

Selecting an Ad-Hoc Membership Group will limit the report the students associated with that membership group. All other criteria will be ignored.

Ad-Hoc Membership:

-- Select an Ad-Hoc Membership --

Public And Private ☐

If not limiting to an Ad-Hoc Membership Group, you may select as many other criteria as desired. Each selection will limit your results further.

Date Range:

8/18/2014

 to

10/27/2014

Homeroom Date:

10/27/2014

Grade

PS - PS
04 - 04
05 - 05
06 - 06

Absence Letter Rule

MS-based on periods missed
Per Attend report

Rotation Days

M - Monday
T - Tuesday
W - Wednesday
R - Thursday

Period

0
1
2
3

Membership

15 - Extended Learning Time (Each Week)
15 - Guided Reading (Small Group Instruc
15 - Increase Reading Time
15 - Interactive Writing

Membership Group

10 - DRIVER EDUCATION
12 - Post-secondary Enrollment Options P
13 - OTHER REG. PROGRAMS
14 - Extended Learning Ti

Print Absence Detail:

☒ Yes ☐ No

Print Reason and Note Codes:

☒ Yes ☐ No

Sorting Options

Student Number (ASC)
Student Number (DESC)
Student Name (DESC)
Grade (ASC)

Grade (DESC)
Student Name (ASC)

Delivery Method:

Pickup

Set As Default

Email Address:

amy@noacsc.org

Report Format:

Adobe PDF

Description:

Submit

- ☐ **View School Attendance Letter History** – View Attendance Letter History for the school building for a specific date range. You can also select a single Rule Type and/or Letter Rule, and/or Grade Level with which to filter the list. If you want to disable some absence letters (so the next time you run absence letters, it will create new absence letters for those students), check the boxes next to those student letters to hide, and click the “Hide/Unhide Selected Records” button. Un-check “Show Active Only” and repeat this process if you wish to re-activate those letters.

Navigation: StudentInformation – SIS – Attendance – Letter History

Attendance Letter History

From this screen, you can view the history of attendance letter generation for a set of search criteria.

Start Date: 8/18/2014
End Date: 09/05/2014

Rule Type:
Letter Rule:

Grade Level:
Search

	Student ^	Student Number	Grade	Date Generated	Rule Code	Threshold Broken	Violation Date	Active
<input type="checkbox"/>	David	001500	12	Sep 04, 2014	3DAY	3	Sep 02, 2014	
<input type="checkbox"/>	Sha	001600	11	Sep 04, 2014	10dy	10	Sep 02, 2014	
<input type="checkbox"/>	Sha	001600	11	Sep 04, 2014	5Day	5	Aug 22, 2014	
<input type="checkbox"/>	Sha	001600	11	Sep 04, 2014	7Day	7	Aug 26, 2014	
<input type="checkbox"/>	Sha	001600	11	Sep 04, 2014	AW	12	Sep 04, 2014	
<input type="checkbox"/>	Sha	001600	11	Sep 04, 2014	3DAY	3	Aug 21, 2014	

- ☐ **View Student Attendance Letter History** – View Student’s Attendance Letter History for information about attendance letters sent for a selected student and for a specific date range. You can hide multiple attendance letter records on this screen as well. See the previous step for instructions.

Navigation: StudentInformation – SIS – Student – Attendance – Attendance Letter History

Student's Attendance Letter History

From this screen, you can view attendance letter history records for the current student.

Start Date:

End Date:

<input type="checkbox"/>	Date Generated	Rule Code	Rule Name	Rule Type	Threshold	Interval	Violation Date ▾	Active
<input type="checkbox"/>	Sep 04, 2014	AW	Attendance Watch Letter	Daily Cumulative	12		Sep 04, 2014	
<input type="checkbox"/>	Sep 04, 2014	10dy	10 Day Attendance Letter	Daily Cumulative	10		Sep 02, 2014	
<input type="checkbox"/>	Sep 04, 2014	7Day	7 Day Attendance Letter	Daily Cumulative	7		Aug 26, 2014	
<input type="checkbox"/>	Sep 04, 2014	5Day	5 Day Attendance Letter	Daily Cumulative	5		Aug 22, 2014	
<input type="checkbox"/>	Sep 04, 2014	3DAY	3 Day Attendance Letter	Daily Cumulative	3		Aug 21, 2014	

☒ Show Active Only



Automatic Marks Step by Step Checklist

Change Log

Date	Section Number/Name	Change Description
10/28/14	Entire document	Update screenshots and breadcrumb trails
5/27/10	Task #2	Updated Ignore student functionality

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Automatic Marks will not calculate until the last day of the Reporting Term unless you have set the automatic marks up to calculate early. Setting up an early automatic mark calculation date is covered in Task #4 of this step by step checklist.

Example: If you are trying to calculate the Final for All Year courses using Automatic Marks the Final will not calculate until the last day of school.



Automatic Marks don't automatically calculate when the last day of the term arrives. The Automatic Mark job needs to be kicked off and then the marks will calculate.

Note: If a mark flows into StudentInformation from PB after automatic marks have been kicked off, the user will need to kick off the job again to update automatic marks.



To kick off the Automatic Marks job edit and save an Automatic Mark Rule, this will kick off the job to calculate the marks.









If you change a student's marks used in the automatic mark calculation the marks for only that one student will be recalculated. If you want to recalculate the marks for all students kick off the automatic mark job by editing an Automatic Mark Rule.

.

Task #1 - Configure Marks Maintenance Table

1. Change Context to the building level and 10/11.
2. Navigate to : **StudentInformation** » **Management** » **School Administration** » **Marks Administration Menu** » **Marks**.
3. Any school using automatic marks should have the **Average Point Threshold** column filled out for each mark except those marked as Alternate Marks.
4. The **Average Point Threshold** is the lowest value the student can receive to get the mark.
5. For example: On the **Marks Maintenance** screenshot following this step by step the **Average Point Threshold** for a mark of **C** is **1.85**. This means when StudentInformation averages the grades together, the average must be at least be 1.85 for the student to get a mark of C.
6. Also, each mark must have a different **Point Value**.
7. Example: If the school awards A, A-, and A+ each mark must have a different **Point Value**. The marks can't each have a **Point Value** of 4.0.
8. The screenshot following this step by step is an example of a school who incorrectly has all the A marks (A-, A+, A) set to a point value of 4.0 on the Marks Maintenance page. The student received an A+ for 1st Qtr and an A- for 2nd Qtr. As you can see in the screenshot, the student is getting is getting an A+ for the mark calculated by automatic marks, which logically doesn't make sense. An A+ and an A- don't average out to be an A+. This is why it is important that each mark have a unique **Point Value**.
9. F marks have a point value of zero. Marks of I, U, S for example typically have a point value of zero. In order for automatic marks to work properly the I, U, and S marks should be marked as **Alternate Marks**.
10. Marking them as **Alternate Marks** allows the school to keep the I, U, and S marks with a point value of zero and the marks won't interfere with automatic marks.
11. StudentInformation can't automatic mark alternate marks together.
12. Example: Student gets a I and U. Both marks are Alternate Marks. StudentInformation will not be able to automatic mark the two grades together. The grade you are trying to calculate will need to be manually entered versus being calculated by automatic marks.
13. StudentInformation also can't automatic mark a regular mark and an alternate mark together.
14. Example: Student received a B for 1st Qtr and an I for 2nd Qtr. Since the I is marked as an alternate mark StudentInformation can't automatic mark the two grades together. The grade will need to be hand entered.
15. If the school is a numeric school, the **Min and Max Numeric Mark** columns must be filled in.
16. It is very important that there are no gaps in the **Min and Max Numeric** columns.
17. A numeric school has the Marks Maintenance page setup as follows which is wrong. Notice the gaps in the **Min and Max Numeric Mark** values.

	Mark ^	Mark Name	Description	Point Value	Average Point Threshold	Min Numeric Mark	Max Numeric Mark	Credit Multiplier	Is Alt Mark	Is Credit Earned	Is Included in GPA	Is Dg Mark	Active
	A	A	EXCELLENT	4.000000	3.850000	95.00	98.00	1.000000	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
 	A-	A-	EXCELLENT	3.700000	3.500000	93.00	94.00	1.000000	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
 	A+	A+	EXCELLENT	4.100000	4.000000	99.00	100.00	1.000000	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

18. If a student received a numeric grade of 94.00 for 1st qtr and 95.00 for 2nd qtr their average would be 94.50. Since there are gaps on the marks scale and the Min value for an A is 95.00 and the Max value for an A- is 94.00 the student wouldn't receive an average grade since 94.50 is missing from the scale.

Course Section	Mark	Value	General
9380 - PHYSICAL EDUCATION 8 GRADE: Section 21	1st 9 weeks	A+	<input type="text"/>
	1st Interim	<input type="text"/>	<input type="text"/>
	2nd 9 weeks	A-	<input type="text"/>
	2nd Interim	<input type="text"/>	<input type="text"/>
	Exam	<input type="text"/>	<input type="text"/>
	Semester Average (Auto)	A+ (Auto)	<input type="text"/>
	Final (Auto)	(Auto)	<input type="text"/>

19. Now we are ready to setup the Automatic Mark rules.

Marks Maintenance												
From this screen, you can display, add, change and delete data pertaining to marks for the current school year.												
Add New												
Mark	Mark Name	Description	Point Value	Average Point Threshold	Min Numeric Mark	Max Numeric Mark	Credit Multiplier	Is Alt Mark	Is Credit Earned	Is Included in GPA	Is Dg Mark	Active
X	A+	A+	EXCELLENT	4.100000	4.000000		1.000000	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
X	A	A	EXCELLENT	4.000000	3.850000		1.000000	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
X	A-	A-	EXCELLENT	3.700000	3.500000		1.000000	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
X	B+	B+	GOOD	3.300000	3.150000		1.000000	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
X	B	B	GOOD	3.000000	2.850000		1.000000	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
X	B-	B-	GOOD	2.700000	2.500000		1.000000	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
X	C+	C+	AVERAGE	2.300000	2.150000		1.000000	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
X	C	C	AVERAGE	2.000000	1.850000		1.000000	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
X	C-	C-	AVERAGE	1.700000	1.500000		1.000000	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
X	D+	D+	POOR	1.300000	1.150000		1.000000	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
X	D	D	POOR	1.000000	0.850000		1.000000	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
X	D-	D-	POOR	0.700000	0.700000		1.000000	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
X	F	F	FAILING	0			1.000000	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
X	I	I	INCOMPLETE	0			1.000000	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
X	P	P	PASSING	0			1.000000	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
X	S	S	SATISFACTORY	0			1.000000	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
X	W	W	WITHDRAWAL	0			1.000000	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input checked="" type="checkbox"/> Show Active Only												
17 Records Displayed												

Task #2 - Setting up the Automatic Mark Rules

An Automatic Mark Rule should be setup for each grade the school wants to calculate. If a school has 1st semester and All Year courses two separate Automatic Mark Rules will need to be setup. One rule will be setup for 1st Semester Average for 1st Semester only classes and another rule for 1st Semester Average for All Year courses.

Automatic Mark Rules can be setup for just about any mark you want to calculate. If the school has quarter only classes, an automatic mark rule can be setup to move the quarter grade to the final slot. A separate Automatic Mark Rule will need to be setup for each quarter. Example: One rule to calculate 1st Quarter only classes, one rule to calculate 2nd Quarter only classes, one rule to calculate 3rd Quarter only classes and another rule to calculate 4th Quarter only classes.

1. Navigate to : **StudentInformation » Management » School Administration » Marks Administration Menu » Automatic Mark Maintenance.**
2. Click **Add Automatic Mark.**
3. Enter a 4 digit code.
4. In the example screenshot below, I named the code **1S1A.**
5. Next, in the **Name** field, enter a descriptive name. State Support suggests using names such as: 1st Sem Only 1st Sem Avg or 1st 9 weeks Only Final.
6. If desired, you can give a more detailed name or enter notes in the **Description** field.
7. In the **Marking Pattern Rule** dropdown, choose the mark you are trying to calculate.
8. In the example screenshot below, I have chosen 1Sem: Semester Average because I want StudentInformation to calculate the 1st Semester Average for 1st Semester only classes.
9. Next, choose how you want to handle students missing grades used in the automatic mark calculation in the **Missing Marks Handling** dropdown.
10. If you choose **Ignore Mark**, StudentInformation will not count the missing mark against the student and will base their grade on average of the other grades used in the calculation.
11. If you choose **Ignore Student**, automatic marks will not calculate for any of the student's course section assignments that are missing a mark used in the calculation.
12. If you choose **Use 0**, it is just like giving the student an F for any grade used in the automatic mark calculation this is missing.
13. Click **Save and Enter Details.**
14. The page will refresh and now a new button named **Add Member** will appear.
15. Click **Add Member.**
16. In the **Marking Pattern Rule** dropdown, choose the mark that will be used in the calculation.

17. In the example screenshot following this checklist, I chose to calculate 1st Sem Avg for 1st Sem Only classes. The school in the example calculates 1st Sem Avg by averaging Qtr1 at 40%, Qtr2 at 40%, 1st Exam at 20%.
18. I chose 1Sem: 1st 9 weeks. Be very careful not to choose Year:1st 9 weeks. Since I want to calculate 1st semester only I need to make sure I pick the correct one.
19. Next, in the **Weight** field, I will enter **40** because the school wants Qtr1 to account for 40% of the student's grade.
20. Click **Save and New**.
21. Now, add another member for 2nd Qtr.
22. Choose 1Sem: 2nd 9 weeks in the **Marking Pattern Rule** dropdown.
23. In the **Weight** field, enter **40** because the school wants Qtr2 to account for 40% of the student's grade.
24. Click **Save and New**.
25. Next, I chose **Marking Pattern Rule** equal to **1Sem: Exam**.
26. In the **Weight** field, I entered **20** and clicked **Save**.
27. You will receive the following message:

The automatic mark member was saved successfully

28. The three members I added are now displayed on the page. Don't be alarmed if the members aren't appearing in the order you added them.
29. If wrong marking pattern rule was chosen, please delete the member and add the correct one.
30. Click **Save** to kick off the automatic mark job and save your changes.
31. Please Note: Saving an automatic mark rule kicks off the **Automatic mark Cache Rebuild (School Year)** job on you Management screen.
32. Wait for the job to finish and go the Student Marks page for a student to see if the marks calculated.
33. If the marks didn't calculate, see the troubleshooting guide at the end of this step by step checklist.

Automatic Mark Maintenance
From this screen, you can display, add, change and delete data pertaining to automatic marks.

Marking Pattern Rule: 1Sem: 1st 9 weeks

Weight: 1Sem: 1st 9 weeks

Buttons: Save, Save And New

List of Marking Pattern Rules:

- 1Sem: 1st 9 weeks
- 1Sem: 2nd Interim
- 1Sem: 2nd 9 weeks
- 1Sem: Exam
- 1Sem: Semester Average
- 1Sem: Final
- 2Sem: 3rd Interim
- 2Sem: 3rd 9 weeks
- 2Sem: 4th Interims
- 2Sem: 4th 9 weeks
- 2Sem: Exam
- 2Sem: Sem Avg
- 2Sem: Final
- 9wk1: 1st Interim Mark
- 9wk1: 1st 9 week mark
- 9wk1: 1st 9 week final mark
- 9wk2: 2nd 9 week interim mark
- 9wk2: 2nd 9 week mark
- 9wk2: 2nd 9 week final mark
- 9wk3: 3rd 9 week interim mark
- 9wk3: 3rd 9 week mark
- 9wk3: 3rd 9 week final mark
- 9wk4: 4th 9 week interim mark
- 9wk4: 4th 9 week mark
- 9wk4: 4th 9 week final mark
- Year: 1st Interim
- Year: 1st 9 weeks
- Year: 2nd Interim
- Year: 2nd 9 weeks
- Year: 1st Sem Exam

Warning Box:


When choosing the Marking Pattern Rules ensure you are picking the correct course term. In this example I am calculating 1st Semester Only courses 1st Semester Average. I want to make sure I'm choosing the marking pattern rule for 1Sem courses not the marking pattern rule for Year courses.

Task #3 - Spot checking students to make sure Automatic Marks are calculating correctly.

1. Navigate to **StudentInformation** » **SIS** » **Student** » **Marks** » **Student Marks**.
2. In the screenshot above, the student has two 1st Semester only classes.
3. The student used in my examples throughout this task is taking two 1st Semester only classes – Computer Literacy I and Physical Education I.
4. In Computer Literacy I, the student received the following grades:

Course Section	Mark	Value
1400 - COMPUTER LITERACY I: Section 81	1st 9 weeks	<input type="text" value="A"/>
	2nd 9 weeks	<input type="text" value="A"/>
	Exam	<input type="text" value="B"/>

5. To figure out her average and make sure automatic marks is calculating the average properly, we need to look at the school's **Marks Maintenance** table.
6. Remember, the complete Marks Maintenance table screenshot can be found following Task #1 of this step by step checklist.
7. According to the table, the marks have the following point value:

Mark	Mark Name	Description	Point Value 	Average Point Threshold
A+	A+	EXCELLENT	4.100000	4.000000
A	A	EXCELLENT	4.000000	3.850000
A-	A-	EXCELLENT	3.700000	3.500000
B+	B+	GOOD	3.300000	3.150000
B	B	GOOD	3.000000	2.850000

8. To compute the student's average grade, use the following formula:
Sum of each (Mark Point Value x Weight) / Sum of Weights
9.
$$\begin{array}{rcccccc} [(4.0 \times 40) / 100] & + & [(4.0 \times 40)/100] & + & [(3.0 \times 20)/100] & = \text{Average} \\ 160/100 & + & 160/100 & + & 60/100 & = \text{Average} \\ 1.60 & + & 1.60 & + & .60 & = 3.8 \end{array}$$
9. The student's average for this course is a 3.8.
10. Next, we need to look at the Marks Maintenance table at the **Average Point Threshold** column.
11. The **Average Point Threshold** is the minimum point value the student must receive to get the grade.
12. The **Average Point Threshold** for an A+ is a 4.0 so the student doesn't meet the threshold.
13. The **Average Point Threshold** for an A is 3.85 so the student doesn't meet the threshold for an A.

14. The Average Point Threshold for an A- is a 3.50 and the student does meet the threshold since she her average is a 3.80.

Student Marks
From this screen, you can view a student's marks for each completed or present course.

☐ Show Completed Courses Only

Marking Pattern: 1st Semester Courses

Course Section	Int1 Int	9wk1 9 wk	Int2 Int	9wk2 9 wk	1Exam Exam	1Sem Avg	FIN F
1400 - COMPUTER LITERACY I Section 01 MR. M. HANOVER	B+	A	A-	A	B	A-	
9300 - PHYSICAL EDUCATION I Section 1 MRS. M. ALVAREZ	B		A	A	C	B+	

15. Now for the Physical Education I course, she received the following grades:

16. Since the automatic mark rule was setup to Ignore missing marks, StudentInformation will average the 1st 9 weeks mark and the Exam marks.

$$17. [(0 \times 40) / 60] + [(4 \times 40)/60] + [(2.0 \times 20)/60] = \text{Average}$$

$$0/60 + 160/60 + 40/60 = \text{Average}$$

Course Section	Mark	Value	General
9300 - PHYSICAL EDUCATION I: Section 1	1st 9 weeks		
	2nd 9 weeks	A	
	Exam	C	

$$0 + 2.666 + .666 = 3.332$$

18. The student's average for the course is a 3.332.

19. Next, we need to look at the Marks Maintenance table again at the **Average Point Threshold** column.

20. The **Average Point Threshold** is the minimum point value the student must receive to get the grade.

21. The **Average Point Threshold** for an A+ is a 4.0 so the student doesn't meet the threshold.

22. The **Average Point Threshold** for an A is 3.85 so the student doesn't meet the threshold for an A.

23. The **Average Point Threshold** for an A- is a 3.50 so the student doesn't meet the threshold for an A-.

Student Marks
From this screen, you can view a student's marks for each completed or present course.

☐ Show Completed Courses Only

Marking Pattern: 1st Semester Courses

Course Section	Int1 Int	9wk1 9 wk	Int2 Int	9wk2 9 wk	1Exam Exam	1Sem Avg	FIN F
1400 - COMPUTER LITERACY I Section 01 MR. M. HANOVER	B+	A	A-	A	B	A-	
9300 - PHYSICAL EDUCATION I Section 1 MRS. M. ALVAREZ	B		A	A	C	B+	



24. The **Average Point Threshold** for a B+ is a 3.15 so the student does meet the threshold since her average is a 3.399.

25. If the Missing Marks Handling was set to **Use 0** and the student would have gotten a C for her 1st Semester Average.

$$26. [(0 \times 40) / 100] + [(4 \times 40)/100] + [(2.0 \times 20)/100] = \text{Average}$$

$$0/100 + 160/100 + 40/100 = \text{Average}$$

$$0 + 1.60 + .40 = 2.00$$

Missing Marks Handling: Use 0  

Course Section	Int1 Int	9wk1 9 wk	Int2 Int	9wk2 9 wk	1Exm Exam	1Sem Avg	FIN F
1400 - COMPUTER LITERACY I Section 81 MR. M. HANOVER	B+	A	A-	A	B	A-	
9300 - PHYSICAL EDUCATION I Section 1 MRS. M. ALVAREZ	B		A	A	C	C	

Task #4 - Setting up Automatic Marks to calculate before the last day of the Reporting Term.

1. Navigate to : **StudentInformation » Management » School Administration » Marks Administration Menu » Automatic Mark Calculation Dates.**
2. Each physical or locked reporting term will show on the page.

Automatic Mark Calculation Dates
 From this screen, you can view, add, change and delete Automatic Mark Calculation Dates.

[\[Hide Reporting Terms\]](#)

Code	Name	Start	Stop	Mark Cutoff
Qtr1	Quarter 1	08/23/2010	10/22/2010	
Qtr2	Quarter 2	10/26/2010	01/13/2011	
Qtr3	Quarter 3	01/18/2011	03/24/2011	
Qtr4	Quarter 4	03/28/2011	05/27/2011	

To add a calculation date: Select a reporting term, a grade level, a calculation date and click the add button.
 To delete a calculation date: Click the red X next to the date you would like to remove.
 To edit a calculation date: Select the reporting term and grade level to edit. Choose a new date and click the add button.

Reporting Term: -- Select Reporting Term -- Grade Level: -- Select Grade Level -- Calculation Date: Add

Reporting Term	Grade Level	Calculation Date
There are no records to display		

3. For 2nd 9 weeks, the Stop date is 01/13/2011. This means if you want to calculate a mark and you use the 2nd 9 weeks mark in the calculation the marks will not calculate until 01/13/2011. Remember: The marks won't automatically calculate on 01/13/2011 you will have to kick off the job by editing an Automatic Mark Rule.
4. Some schools would like automatic marks to calculate early so teachers can verify grades. The **Automatic Mark Calculation Dates** page allows this functionality.
5. In the following example, the school wants the automatic marks to calculate on 01/03/2011 so the teachers have time to verify grades before report cards are printed.
6. In the **Reporting Term** dropdown, I selected **9wk2 – 2nd 9 weeks** because I want StudentInformation to calculate 1st Semester Averages early.
7. In the **Grade Level** dropdown, I selected grade 09.
8. In the **Calculation Date** dropdown, I selected 01/03/2011.

To add a calculation date: Select a reporting term, a grade level, a calculation date and click the add button.
 To delete a calculation date: Click the red X next to the date you would like to remove.
 To edit a calculation date: Select the reporting term and grade level to edit. Choose a new date and click the add button.

Reporting Term: -- Select Reporting Term -- Grade Level: -- Select Grade Level -- Calculation Date: Add

	Reporting Term	Grade Level	Calculation Date
X	Qtr2 - Quarter 2	10 - 10	01/03/2011

9. Next, I clicked **Add**.
10. Since the school wants the 1st Semester Average to calculate early for entire school, I will need to perform the above steps for each grade level.

11. Another example of when a school might want to calculate grades early is at the end of the year.
12. Many Elementary schools hand out report cards to the students on the last day. This means the report cards must be printed and ready to go on the last day of school. Since automatic marks don't calculate until the last day, the school can setup the ***Automatic Mark Calculation Dates*** to make the marks calculate early.
13. An example of when a school would only want a certain grade level to calculate early would be graduating Seniors. Often Seniors end the school year early. The High School could setup an ***Automatic Mark Calculation Date*** for only Seniors. That way the Seniors' grades calculate early but the other grade levels don't.

Task #5 - Automatic Marks aren't calculating. What should I check?

1. First, check to see if it is the last day of the reporting term.
2. If you are trying to get 1st Semester Averages to calculate and 2nd Qtr is one of the marks used to calculate 1st Semester Average and 2nd Qtr ends tomorrow, the marks will not calculate until tomorrow.
3. Remember: You kick off the automatic mark job by editing the automatic mark rule and saving. The automatic marks aren't going to automatically calculate.
4. If you want the marks to calculate early, setup an Automatic Mark Calculation Date as detailed in Task #4 above.
5. If the marks still aren't calculating verify the physical and virtual reporting terms are in the correct order in Reporting Terms Maintenance. (Qtr 1 is first then 1st Interim then Qtr 2, etc.)
6. If the marks still aren't calculating, edit the automatic mark rule and make sure the correct marking pattern rule was chosen. For example: If you are trying to calculate 1st Semester Only classes Final, make sure you chose the marking pattern rule for 1st Semester Only.
7. When you delete the members and add them back, you will receive the following message, please ignore the message and press **Click here** to continue.

Automatic Mark Maintenance

The Data You Attempted to Update has Changed

The update could not be performed because the data has changed since being loaded

The data will need to be reloaded before an update can be performed.
[Click here](#) to reload the data.

8. The **Automatic Mark Cache Rebuild** job will be sent to your Management screen. Wait for the job to finish and go to the Student Marks page for a student to see if the marks are now calculating.
9. If the marks still aren't calculating, go to the Marks Maintenance page and verify your setups. Please refer to Task #1 in this step by step for detailed automatic mark setup guidelines.
10. If the marks still aren't calculating after doing all the above steps, contact your ITC or submit a Help Desk ticket to State Support.

Task #6 - Automatic Marks are calculating but the marks are incorrect. What should I check?

1. If a student is receiving a B for her average and you know she should have a C, check the **Average Point Threshold** column. Most likely a threshold needs adjusted.
2. Edit the Mark Maintenance table and change the **Average Point Threshold**.
3. Now, edit an automatic mark rule and save to kick off the job.
4. Once the job has finished, go to a Student Marks page to see if the grades are now correct.
5. If the school is a numeric school, also check the Min and Max Numeric Mark Column to ensure there are no overlaps.
6. If an A is a 93-100 then you also can't have a mark S with a min and max value of 93-100. There should be no overlaps on the Min and Max Numeric values.
7. If the marks still aren't calculating after doing the above steps, contact your ITC or submit a Help Desk ticket to State Support.



Running the Batch Scheduler Procedural Checklist

Change Log


Date	Section Number/Name	Change Description
1/4/17	Entire Document	2017/2018 Updates
10/21/16	Tasks #2 and 12	16.0.0 Updates – updated screenshots of Student Requests & Assignments page
8/4/16	Task #14	16.0.0 Updates – add Note about new options on the Load Settings tab
7/6/16	Task #3 and 4	Add note about section overfill
2/1/16	Beginning	Add note about course sections with no students
1/29/16	Task #13	Add note about selected Grade Levels
12/18/15	Task #1	Fix – some steps were missing
12/4/15	Entire document	2016/2017 updates
07/01/15	Task #1	Removed steps 1-19b & added to Course Requests doc
01/02/15	Entire document	2015/2016 updates
10/30/14	Entire document	Update screenshots and breadcrumb trail
01/08/14	Entire document	2014/2015 updates
08/23/13	Opening remarks	Added FYI about group requests
05/29/13	Task #9	Updated remove functionality to reflect 13.5 changes
11/1/12	Task #9	Clarified drop, remove, transfer fyi
8/23/12	Task #13	Clarified fyi about having one req or CSA
7/13/12	Task #3	Fix typos

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Before running the Batch Scheduler the following steps need to be performed in this order:

1. School Year Initialization: Refer to the ***School Year Initialization Procedural Checklist*** for details.
2. Creating Sub-Calendars: Refer to the ***Calendar NON EMIS or Calendar with EMIS Exceptions Procedural Checklist*** for details.
3. Promoting Students to 17/18 school year: Refer to the ***Student Promotion/Bulk Enrollment Procedural Checklist***.
4. Enter Course Requests in 17/18: Refer to the ***Course Request Procedural Checklist*** and the ***Public Course Request Procedural Checklist***.



Course groups do not have a gender directive. If you give a student a request for a course group, the Batch Scheduler will not honor the gender directives set up on the course sections that comprise the course group.

Note: Course sections in StudentInformation that do not have any students assigned to them still go over to Grade Book. Teachers linked to these course sections (with no students) then need to hide these classes in GradeBook. It is recommended to either inactivate these course sections before turning on the PB Integration or change the teacher on these course sections to someone who does not teach other classes. However, if you choose to inactivate these course sections, the School Year Initialization process will not roll these course sections over to the next year.

Task #1 - Run scheduling reports to verify scheduling data before running the Batch Scheduler

1. Change your context to the building level in the 17/18 school year.
2. After requests have been entered, you can run scheduling reports.
3. The scheduling reports will help you verify requests, determine if you have enough course sections to accommodate the requests, and the course section meeting times are not creating conflicts for key courses. Scheduling reports can be found by navigating to **StudentInformation >> SIS >> Scheduling >> Scheduling Reports**. All the following reports are optional, however it is highly recommended that you run and verify these reports before proceeding. Scheduling reports do not have to be run in order to use the Batch Scheduler, but the reports will help verify students have the proper requests and you have the proper course sections setup to accommodate the requests before you run the Batch Scheduler.

4. Run the **Course Curriculum (CRSE)** report. This reports allows you to select up to ten customized fields which will help you verify the course weight, course abbreviations, course names, etc.

TIP #1: Run CRSE report to see if study halls are marked as Course Type = Study Hall so when the Study Hall Wizard is run, the study halls will be assigned properly.

TIP #2: Run CRSE report to see if courses have the correct course priority, demand count, etc.

REPORT: DASL - REPO CRSE HIGH SCHOOL COURSE CURRICULUM									
SCHOOLYEAR: 2016-2017									
PAGE 1 OF 9 RUN AT 1:53 PM 12/16/2015									
COURSE CODE	COURSE NAME	GR	Incl Crdt	Incl GPA	Hon Roll	High Sch Crd	Abbreviation	Schd Pn	
011	ART I	09:10:11:12	Y	Y	Y	Y	ART I	6	
012	PAINTING	10:11:12	Y	Y	Y	Y	PAINTING	6	
013	DRAWING	10:11:12	Y	Y	Y	Y	DRAWING	6	
016	ART II	10:11:12	Y	Y	Y	Y	ART II	6	
019	ADVANCED ART-Semester	11:12	Y	Y	Y	Y	ADV ART	6	
020	SCULPTURE	10:11:12	Y	Y	Y	Y	SCULPTUR	6	
021	ADVANCED ART-Full Year	11:12	Y	Y	Y	Y	ADV ART	6	
022	ART III	11:12	Y	Y	Y	Y	ART III	6	
030	GENERAL BUSINESS	09:10:11:12	Y	Y	Y	Y	GN BUS	6	
033	ACCOUNTING I	10:11:12	Y	Y	Y	Y	ACCT I	6	
034	ACCOUNTING II	11:12	Y	Y	Y	Y	ACCT II	6	
035	PERSONAL MONEY MATTERS	11	Y	Y	Y	Y	MON MAT	9	
036	FINANCIAL LITERACY	11	Y	Y	Y	Y	FIN LIT	7	

5. Next, run the **Students with No Requests (NORQ)** report. This report produces a list of students who do not have any requests and therefore will not be scheduled by the Batch Scheduler.

TIP: Run the NORQ report for Active and Non-Resident students to see which students have not put in their requests yet.

REPORT: DASL - REPO NORQ HIGH SCHOOL STUDENTS WITH NO REQUESTS OR ASSIGNMENTS REPORT									
SCHOOLYEAR: 2016-2017									
PAGE 1 OF 8 RUN AT 2:23 PM 12/16/2015									
ID	STUDENT NAME	GN	GR	COUNSELOR	HMRM	HMRM TEACHER			
17126	ALFORD, ALEX	M	12						
19124	ALFORD, AMBER	F	10						
18533	ALFORD, APRIL	F	11						
22316	ALFORD, CLARA	F	07						
19122	ALFORD, EVA	F	10						

6. The **Student Course Requests (REQU)** report allows you to print a list of each student's course requests. This report will not tell you if their requests have a Pending status.

Report: <i>REQU</i> Printed Wed, Dec 16, 2015, 2:41 PM							HIGH SCHOOL 2016-2017			
Students Course Requests										
Student Number	Student Name	Gd	Gr	Counselor	Hmrm Code	Homeroom Teacher	Course Code	Course Name	Sec	Teacher Name
20315	ALFORD, JOANNE	F	09				120 180 205	ENG I PEC SC M WORLD HISTORY		
20574	BARNETT, TROY	M	09				120 180 205	ENG I PEC SC M WORLD HISTORY		
20327	BARTLETT, BYRON	M	09				120 180 205	ENG I PEC SC M WORLD HISTORY		

7. If you would like a list of students who used the Public Module and their requests have a Pending Status, you can navigate to **Student Information** >> **Management** >> **School Administration** >> **Public Administration** >> **Uncommitted Requests**. Choose either ***Unapproved by Parent/Guardian*** or ***Uncommitted by Student***. The ***Uncommitted Requests*** page will give you a list of students whose requests do not have an ***Approved*** status. If you need to print this page, click ***File – Print***.
8. The **Course Request Labels (R206)** can be run to generat student labels to affix to course request sheets.

12620	Hm Rm Bldg:	OGHS	13581	Hm Rm Bldg:	OGHS	14527	Hm Rm Bldg:	OGHS
PALMER, JANE			FAULKNER, KENNETH			SYKES, TRACY		
Home Room in	2016-2017	:	Home Room in	2016-2017	:	Home Room in	2016-2017	:
Grade Level in	2016-2017	:	Grade Level in	2016-2017	:	Grade Level in	2016-2017	:
		23			23			23
14596	Hm Rm Bldg:	OGHS	15328	Hm Rm Bldg:	OGHS	15784	Hm Rm Bldg:	OGHS
GARDNER, OLGA			ROBERTSON, MARGIE			WARE, SHANE		
Home Room in	2016-2017	:	Home Room in	2016-2017	:	Home Room in	2016-2017	:
Grade Level in	2016-2017	:	Grade Level in	2016-2017	:	Grade Level in	2016-2017	:
		23			23			23

9. Next, to ensure students have met all pre- and co-requisites for a request, do not have any invalid course requests, or they do not meet the gender or grade requirements of the course, run the **Student Course Request Verification (R401)**. The report will list each student's requests. The report also has the option to only print students with error messages.

REPORT: DASL - R401				HIGH SCHOOL				RUN AT 2:56 PM 12/16/201			
SCHOOLYEAR: 2016-2017				STUDENT COURSE REQUESTS VERIFICATION/EDIT REPORT				PAGE 1 OF 103			
STUDENT		COURSE REQUESTS				COURSE REQUESTS					
ID	COURSE TITLE	PRIORITY	EDIT CODE	ID	COURSE TITLE	PRIORITY	EDIT CODE	ID	COURSE TITLE	PRIORITY	EDIT CODE
12620	No Requests										
PALMER, JANE											
HOME DIST: 049312											
TEL: (419) 555-2255											
GRADE: 23 SEX: F HMRM:											
COUNSELOR:											
DISB COND: 12											
13581	No Requests										
FAULKNER, KENNETH											
HOME DIST: 049379											
TEL: (419) 555-3744											
GRADE: 23 SEX: M HMRM:											
COUNSELOR:											
DISB COND: 01											

The **R401** Error Code Key is as follows:

- a. ALT – Alternate Course ID
- b. INV – Invalid Course ID
- c. SEX – Sex restriction not met
- d. GRD – Grade restriction not met
- e. OTH – Other restrictions to be checked manually
- f. DUP – Duplicate Course Requests
- g. PRQ – Pre-requisites not met
- h. COQ – Co-requisites not met

10. Next, the **Tally of Student Course Requests (R402)** will list each course and the number of students requesting each course.

TIP: You can use this report to ensure the course sections have enough capacity to accommodate all the requests.

REPORT: DASL - R402		HIGH SCHOOL				RUN AT 3:06 PM 12/16/2015	
SCHOOLYEAR: 2016-2017		TALLY OF STUDENT COURSE REQUESTS				PAGE 1 OF 1	
COURSE CODE	COURSE NAME	TOTAL	TOTAL F	TOTAL M	GRADE 09 F	GRADE 12 M	
011	ART I	2	1	1	1	1	
033	ACCT I	1	1	0			
064	GERMAN I	1	0	1	0	1	0
068	SPAN I	1	1	0	1	0	
120	ENG I	104	56	48	56	48	
125	ENG IV	2	2	0		2	0
140	ALG I	1	0	1	0	1	
166	MIXED CHORUS	1	1	0	1	0	
180	PEC SC	104	56	48	56	48	
202	STREET LAW	1	1	0		1	0
205	M WORLD HISTORY	104	56	48	56	48	

11. The **Potential Course Conflicts Matrix (R403)** report can be used to generate a matrix listing of each course ID against all other course IDs in order to determine the number of conflicts that would result if two courses were offered only one time (singleton) within the same block/period of the day. The forecasted number of conflicts will be printed at the intersection point of the matrix corresponding to each pair of courses.

TIP: You can use the report to analyze requests to determine how many sections of a course are needed, and if the requests create any time conflicts.

REPORT: DASL - R403			HIGH SCHOOL											RUN AT 3:23 PM 12/16/2015		
SCHOOLYEAR: 2016-2017			POTENTIAL COURSE CONFLICTS MATRIX											PAGE 1.1 OF 1		
COURSE			011	033	064	068	120	125	140	166	180	202	205			
CODE	NAME	DEPT. CODE														
011	ART I	ART	2	0	1	1	2	0	1	1	2	0	2			
033	ACCT I	BUS	0	1	0	0	0	1	0	0	0	0	0			
064	GERMAN I	FL	1	0	1	0	1	0	1	0	1	0	1			
068	SPAN I	FL	1	0	0	1	1	0	0	1	1	0	1			
120	ENG I	ENG	2	0	1	1	104	0	1	1	104	0	104			
125	ENG IV	ENG	0	1	0	0	0	2	0	0	0	1	0			
140	ALG I	MTH	1	0	1	0	1	0	1	0	1	0	1			
166	MIXED CHORUS	MUS	1	0	0	1	1	0	0	1	1	0	1			
180	PEC SC	SCI	2	0	1	1	104	0	1	1	104	0	104			
202	STREET LAW	SS	0	0	0	0	0	1	0	0	0	1	0			
205	M WORLD HISTORY	SS	2	0	1	1	104	0	1	1	104	0	104			

12. The ***Student Who Requested A Specific Course (R404)*** report allows the user to receive a list of students that have requested a specific course. The report also has the ability to list the courses that have less than a specified number of requests.

REPORT: DASL - R404				HIGH SCHOOL				RUN AT 9:12 AM 12/17/2015			
SCHOOLYEAR: 2016-2017				STUDENT WHO REQUESTED A SPECIFIC COURSE				PAGE 1 OF 17			
				COURSE 011 ART I							
ALTERNATE	ID	STUDENT NAME	COUNSELOR	TEAM	GN	ST	GR	HMRM	HOME DISTRICT	DIS	TELEPHONE
	20600	SANDOVAL, CECIL			M	A		09			(419) 555-6227
	20349	SANTOS, ALICE			F	A		09			(419) 555-7070

13. The ***Students Requesting A Specific Course Pair (R405)*** report produces a list of students that have requested a specific pair of courses. Once you have determined which courses are singletons by running either the R403 or R406 report, you can run the R405 report to see which students will actually have a conflict if the meeting times on the two courses are left the same (singleton).

REPORT: DASL - R405				HIGH SCHOOL				RUN AT 9:19 AM 12/17/2015			
SCHOOLYEAR: 2016-2017				STUDENTS REQUESTING A SPECIFIC COURSE PAIR				PAGE 1 OF 1			
				COURSE 1: 064 - GERMAN I				COURSE 2: 011 - ART I			
ALTERNATE 1 2	ID	STUDENT NAME		GR	GN	HMRM	HOME DISTRICT	DISB COND	TELEPHONE		
	20600	SANDOVAL, CECIL		09	M				(419) 555-6227		

14. The ***Potential Course Conflicts (R406)*** report is used to generate a table listing each course ID against all other course IDs that have been jointly requested by one or more students, in order to determine that number of conflicts that would result if the two courses were offered only one time (singleton) within the same block/period. Optionally, this report can be based on only those courses where the number of students requesting the course is less than or equal to the number specified on the report submission screen.

Report: R406

Printed Thu, Dec 17, 2015, 9:25 AM

HIGH SCHOOL

2016-2017

Potential Course Conflicts

Course:		011 - ART I		Requests:		2		Dept:		ART		Grd Lvl's:		09,10,11,12	
No	Id	Course Name		No	Id	Course Name		No	Id	Course Name		No	Id	Course Name	
1	064	GERMAN I		1	068	SPAN I		2	120	ENG I		1	140	ALG I	
1	166	MIXED CHORUS		2	180	PEC SC		2	205	M WORLD HISTORY					
Course:		064 - GERMAN I		Requests:		1		Dept:		FL		Grd Lvl's:		09,10,11,12	
No	Id	Course Name		No	Id	Course Name		No	Id	Course Name		No	Id	Course Name	
1	011	ART I		1	120	ENG I		1	140	ALG I		1	180	PEC SC	
1	205	M WORLD HISTORY													

15. Next, the **Course Request Verification Slip (R416)** report can be run to create verification slips to pass out to students so they can verify their course requests for accuracy. The report has the option to print one student per page and also has the option to print the student's current schedule in 16/17 and their requests for 17/18.

REPORT: DASL - R416		HIGH SCHOOL		RUN AT 9:31 AM 12/17/2015	
SCHOOLYEAR: 2016-2017		COURSE REQUEST VERIFICATION SLIP		PAGE 1 OF 36	
STUDENT: BURGESS, SALLY		NUMBER: 20614			
GRADE: 09		TELEPHONE (419) 555-1555			
SEX: F		DISB:			
HMRM:		HOME DIST:			
COUNSELOR:					
REQUESTED COURSE	COURSE NAME	SEC	CURRENT YR - TRM	COURSE CODE - NAME	SEC RP MRK MRK TYPE
120	ENGLISH I				
180	PEC SCIENCE				
205	MODERN WORLD HISTORY				

16. The **Location Schedule (R409)** report generates a schedule for one or all locations/rooms, indicating the courses that are scheduled within a specified time period in that location. Additionally, it is used to confirm that the class master schedule doesn't contain any location/room conflicts.

Report: R409

Printed Thu, Dec 17, 2015, 9:41 AM

HIGH SCHOOL
2016-2017
Location Schedule

Period	Rotation Days	Course Code	Course Short Name	Sec Num	Staff Code	Staff Name	Conflict	Schedule Terms			
								08/17/2016	10/31/2016	01/17/2017	03/13/2017
Location Code 106		Name: MRS. MOORE									
0	MTWRF							Open	Open	Open	Open
1	MTWRF	011	ART I	1	HOEE	EDWIN BOYD	Conflict	C			
1	MTWRF	070	SPAN III	1	MOOP	GARY HALL	Conflict	C	C	C	C
1	MTWRF	011	ART I	1	BIRK	SAMUEL BAILEY	Conflict		C		
2	MTWRF	069	SPAN II	2	MOOP	GARY HALL		X	X	X	X
2	TWRF	030	GEN BUS	4	BIRK	SAMUEL BAILEY	Conflict		C		
2	MTWRF	011	ART I	1	BIRK	SAMUEL BAILEY	Conflict				C
3	MTWRF							Open	Open	Open	Open
4	MTWRF	070	SPAN III	4	MOOP	GARY HALL		X	X	X	X
5	MTWRF	069	SPAN II	5	MOOP	GARY HALL		X	X	X	X
6	MTWRF	069	SPAN II	6	MOOP	GARY HALL		X	X	X	X
7	MTWRF	S READ	SUS READING	75	MOOP	GARY HALL		X	X	X	X
8	MTWRF	070	SPAN III	8	MOOP	GARY HALL		X	X	X	X
9	MTWRF	069	SPAN II	9	MOOP	GARY HALL		X	X	X	X
E	MTWRF							Open	Open	Open	Open

17. The **Teacher Schedule (R411)** report is used to generate a schedule for one or all teachers. The report indicates the courses they are scheduled to teach within a specified time period. Additionally, the report is used to confirm that the class master schedule does not contain any teacher

conflicts.

Report: R411
Printed Fri, Dec 18, 2015, 11:43 AM

HIGH SCHOOL
2016-2017
Teacher Schedule

									Schedule Terms			
Period	Rotation Days	Course Code	Course Short Name	Sec Num	Location	Filling Male	Filling Female	Filling Total	08/17/2016	10/31/2016	01/17/2017	03/13/2017
Teacher Code: HEEB Name: GLEN ARMSTRONG												
0	MTWRF								Open	Open	Open	Open
1	MTWRF	187	ENVIRON SCIENCE	1	MR. HEE				X	X	X	X
2	MTWRF	185	BIOLOGY	2	MR. HEE				X	X	X	X
3	MTWRF	185	BIOLOGY	3	MR. HEE				X	X	X	X
4	MTWRF	182	CP BIOLOGY	4	MR. HEE				X	X	X	X
5	MTWRF	S READ	SUS READING	54	MR. HEE				X	X	X	X
6	MTWRF	187	ENVIRON SCIENCE	6	MR. HEE				X	X	X	X

18. The **Singleton List Report (R813-A)** report prints out courses that only exist in one period during the day. This allows the user to see which courses will be in conflict with each other if they are only offered once.

REPORT: DASH - R813-A							HIGH SCHOOL				PAGE 1 OF 3	
SCHOOL YEAR: 2016-2017							COURSE TERM: Year					
PERIOD												
0	1	2	3	4	5	6	7	8	9	E		
021	802-3	MS 2	022	405	633	532	544	MS 8	400			
811-2	406	409	645	404	804-3	071	625	814-3	647			
	697	602	512	518	822-2	519	684	412	527			
	834-2	528	ALG 1	MS 4	541	638	533	413	921			
	808-2	650	828-1	648	809-3	810-3	621	688	643			
	640	823-3	535	632	521	819-2	166	534	405			
	803-3	408	804-2	822-3	831-1	MS 6	064	826-2	626			

19. Finally, to verify you have the needed courses, course sections, meeting times and capacities setup, run the **Class Master Schedule (R407)** report. The demand count on the R407 is the number of students who have a request for a course that has not been fulfilled yet.

Report: R407

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HIGH SCHOOL
2016-2017
Class Master Schedule


Group: (none)	(none)	Gr Cap:	Demand:	Gr Section:	Sec Cap:		
Course: 011	ART I	Credits: 1.000	Dpt: ART	Demand: 2			
Sec Term	Day/Period/Location/Staff		Cap	M	F	Tot	Open
1 Year	-- See Schedule --		20	0	0	0	20
1 Year	-- See Schedule --	EDWIN BOYD	20	0	0	0	20
7 Year	MTWRF / 7 / 121	WESLEY WAGNER	20	0	0	0	20
9 Year	MTWRF / 9 / 121	WESLEY WAGNER	20	0	0	0	20
Totals:			80	0	0	0	80
Course: 033	ACCOUNTING I	Credits: 1.000	Dpt: BUS	Demand: 1			
Sec Term	Day/Period/Location/Staff		Cap	M	F	Tot	Open
3 Year	MTWRF / 3 / 123	LAWRENCE RICHARDSON	18	0	0	0	18

20. Edit the Master Schedule by navigating to **StudentInformation » Management » School Administration » Scheduling Administration » Initialization » Master Schedule**. Click on the blue links to edit course sections, course groups, or courses. The Master Schedule contains all class meeting information that corresponds to each course and course group that is offered for a selected school year. A building may have multiple Master Schedules defined. One example of why a school would want multiple Master Schedules is if they have a levy on the ballot and they are not sure if it will pass or not. One Master Schedule would include all course section assignments if they levy passed and other Master Schedule would not include the course sections they

- would have to discontinue using if they had to lay off teachers because the levy failed. State Support recommends keeping it simple the first couple of years and using only one Master Schedule. Once the school is familiar with how StudentInformation scheduling works and feels more comfortable with the process, they can use multiple Master Schedules. If the school decides to use multiple Master Schedules, please keep in mind that only one Master Schedule Result Set can be chosen as the finalized schedule.
21. Review and update course sections and course section meeting times by navigating directly to the course sections page **StudentInformation » Management » School Administration » Scheduling Administration » Course Maintenance » Course Sections.**
 22. Review and update course groups by navigating directly to the course groups page **StudentInformation » Management » School Administration » Scheduling Administration » Course Maintenance » Course Groups.**
 23. Review and update the courses by navigating directly to the courses page **StudentInformation » Management » School Administration » Scheduling Administration » Course Maintenance » Courses.**
 24. Once you have run all the necessary reports and made changes to the Master Schedule, the Batch Scheduler can be run.

Task #2 - Schedule important or special course sections by hand before the Batch Scheduler is run to ensure the student's placement in the courses

1. Occasionally, a student needs to have a certain course a certain period as a top priority.
2. State Support recommends scheduling those course sections by hand before the Batch Scheduler is run so the rest of the student's schedule can be built around those important courses.
3. Example: A student has to take PSO Comp in 17/18. The course is only offered 9th period but other key courses she has requested such as Geometry and Biology are also offered 9th period. The school would want to manually schedule her into 9th period PSO Comp by using the **Course Section Assignments** page or **Request Assignments** page and then let the Batch Scheduler fulfill her requests for Geometry and Biology for another period besides 9th period.
4. To add a manual assignment using the **Course Section Assignments** page navigate to **StudentInformation** » **SIS** » **Scheduling** » **Course Section Assignments**.
5. Put a student in context.
6. Select a master schedule from the **Schedule:** dropdown.
7. Next, select a schedule result set from the **Schedule Result:** dropdown.
8. The Schedule Result should have been created as a part of the **School Year Initialization Procedural Checklist**.
9. If you already have a Result Set in the dropdown skip to #10.
 - a. If the dropdown is empty navigate to **StudentInformation** » **Management** » **School Administration** » **Scheduling Administration** » **Scheduler** » **Schedule Result Sets** to create a Schedule Result Set.
 - b. On the **Schedule Result Sets** page in the **Filter By Schedule** dropdown choose a Master Schedule. Typically there is only one schedule in the dropdown.
 - c. Click **Add Schedule Result**.
 - d. Enter a name in the **Name** field. SI State Support recommends naming it **Default Schedule Result**.
 - e. Click **Save**.
10. Once you have selected a schedule and schedule result set we are ready to add assignments.
 - a. Click **Add Course Assignment**.
 - b. The page refreshes.
 - c. In the **Course/Section** fields enter the course and section number.
 - d. If you don't know the course and or section number use the  icon.

- e. If you clicked on the  icon a new window pops up that shows each section of the course and the capacity and filling count.
- f. Click on the blue link for the section number 10 and the section number will be automatically filled in for you.

Non-Groups or Groups: ☒ Non-Groups ☐ Groups

Course Code: x Course Type:

Name:

Department: EMIS Subject Code:

Area of Study: Course Subject Area:

Teacher: ☐ Honors Only

Rotation Day: Period of the Day:

Course Code - Name	Department	Course Sections				
2300 - US STUDIES	SOCIAL STUDIES	Section	Term	Teacher(s)	Meeting Time	Capacity/Filling
		10	All	Paul Jones	01 (239)	30 0.00
		50	All	Paul Jones	05 (239)	25 0.00


- g. The **Assignment Start Date** field defaults to the first day of school. Either change the date to the 1st day of the term if the class is a 2nd Semester only course or leave the date defaulted to today.


h. In the following screenshot the **Assignment Start Date** defaulted to 08/21/2017, which is the first day of school. 1540-52 is actually a 2nd Semester only course. When the assignment is saved, SI automatically corrects the start date to be the 1st day of 2nd Semester which is 01/15/2018.


Course Section Assignments

From this screen, you can display, add, change and delete data pertaining to Course Section Assignments.

Schedule Result Set: Default Schedule Result Student: Hampton, Alma

Course/Section: 

Assignment Start Date: 

Assignment Stop Date: 

- i. Leave the **Assignment Stop Date** field empty.
- j. Click **Save**.
- k. The page refreshes and the following message is displayed.

The Course Section Assignment was marked to be saved. Click the save changes button to commit to the database.

- l. Click **Save Changes** again to commit the changes to the database.
- m. If click **Save Changes** isn't clicked the course section will not be assigned.
- n. The page refreshes.

- o. Notice the **Start Date** says the correct date of **Jan 15, 2018** even though today's date was used.
- p. Another item to note is the **Type** says **Manual**. This means the course section assignment was added by hand by the office staff versus being scheduled by the Batch Scheduler. (Assignments made by the Batch Scheduler have a **Type** of **Batch**.)

11. The manual assignment will not show on the **Requests** page (see screen shot below) because the assignment didn't originate from a request. The **Requests** page only shows requests.

Student Requests

From this screen, you can display, add, change and delete data pertaining to course/group requests.

Default Schedule ▾ Default Schedule Result ▾ ☒ Display Assignments

[Search](#)

[Run Scheduler](#) [Go to Course Section Assignments](#) [Add Request](#) [Drop All Requests](#)

0 Records Displayed of 0

	Prim. Req.	Alt. Req.	Priority	Req. Status	Active		Assignment	Type	Status
There are no records to display									

☒ Show Active Only

12. Manual assignments may also be added on the **Request Assignments** page.

13. Navigate to **Student Information** » **SIS** » **Student** » **Student Schedule** » **Request Assignments**.

- a. Select a **Working Schedule** and **Result** from the dropdowns.
- b. Click **Reload Screen**.
- c. Click **Add Assignment**.
- d. The right side of the screen refreshes.

Student Requests & Assignments - DAILY, DANIEL

From this screen you can manage a student's requests and course section assignments

Working Schedule: Default Schedule ▾ Result: Default Schedule Result ▾ [Reload Screen](#)

[View Display Options](#) | [Close Assignments](#) | [View Schedule Graph](#)

Request		Assignment				
Primary	Alt.		Course	Sec	Start	Drop
1560			1560	12	1/15/2018	
1360			1360	20	8/21/2017	
5210			5210	21	8/21/2017	
8710			8710	21	8/21/2017	
3360			3360	30	8/21/2017	
2420			2420	50	8/21/2017	

Course Group Group Section ☒ Show Active Only

[Click assigned course for details](#)

[Run Scheduler](#) [Schedule Study Halls](#) [Add Request](#) [Add Assignment](#)

Add Assignment

Choose Course/Group (required) and section (optional)

[Next >](#) [Cancel](#)

- e. In the **Choose Course or Course Section** fields enter the course section number or use the icon to select the course section.
- f. Click **Next** or hit the **Tab** key on the keyboard.
- g. All sections of the course will appear.

- h. Click the **Assign** button of the section you would like to assign to the student.

Student Requests & Assignments - DAILY, DANIEL
 From this screen you can manage a student's requests and course section assignments

Working Schedule: Default Schedule Result: Default Schedule Result Reload Screen

View Display Options | Close Assignments | View Schedule Graph

Request		Assignment				
Primary	Alt.		Course	Sec	Start	Drop
	1560		1560	12	1/15/2018	
	1360		1360	20	8/21/2017	
	5210		5210	21	8/21/2017	
	8710		8710	21	8/21/2017	
	3360		3360	30	8/21/2017	
	2420		2420	50	8/21/2017	

Course Group Group Section ☒ Show Active Only

Click assigned course for details

Run Scheduler Schedule Study Halls Add Request Add Assignment

Add Assignment

Choose Course/Group (required) and section (optional) ⓘ

1140

Action	Course/Group	Sec	Meeting Times	Term	Filling	
Assign	1140	20	02 (154)	All Year Course	0.00 / 30	ⓘ
Assign	1140	30	03 (154)	All Year Course	0.00 / 25	ⓘ
Assign	1140	40	04 (154)	All Year Course	0.00 / 25	ⓘ

Edit Assignment ⓘ Course Section Details ⚠ Scheduling Conflict ⚠ Filled

Next > Cancel

- i. The right side of the screen refreshes again.
- j. The **Course/Section** fields are grayed out – which is correct since we selected which section we wanted by clicking Assign in the previous step.
- k. If you selected the wrong course section click **Cancel**.
- l. The **Assignment Start Date** field always defaults to the first day of the course term.
- m. Click **Save Assignment**.

Student Requests & Assignments - DAILY, DANIEL
 From this screen you can manage a student's requests and course section assignments

Working Schedule: Default Schedule Result:

Assignment Added

Request		Assignment				
Primary	Alt.		Course	Sec	Start	Drop
	1560		1560	12	1/15/2018	
	1360		1360	20	8/21/2017	
	5210		5210	21	8/21/2017	
	8710		8710	21	8/21/2017	
			2520	22	1/15/2018	
	3360		3360	30	8/21/2017	
			1140	40	8/21/2017	
	2420		2420	50	8/21/2017	

Course Group Group Section ☐ Show Active Only

Click assigned course for details

Run Scheduler Schedule Study Halls Add Request Add Assignment

- n. Notice there is no corresponding request on the same line for this course section assignment. This means the course was entered manually and didn't originate from a request.



If you add a manual assignment to a student using the Course Section Assignments, Request Assignments, or Bulk Assign please make sure you inactivate any request they have for the course (if it doesn't appear on the same line on the Request Assignments page. If the request isn't inactivated before the Batch Scheduler runs the Batch Scheduler will attempt to fulfill the outstanding request and the student could end up with two assignments for the same course.

Task #3 - Configure Single Student Scheduler (SSS) to schedule individual students on the Requests page

1. Navigate to **Student Information** » **Management** » **School Administration** » **Scheduling Administration** » **Scheduler** » **Job Parameter Sets**.
2. If your school was live on SI last year all the job parameter sets from 16/17 copied up to 17/18. SI State Support recommends deleting all unwanted job parameter sets that copied up from 16/17 so there will no confusion as to which job parameter you are using this year.
3. Click **Add Job Parameter Set**.
4. You will be brought to the first tab of the **Schedule Job Wizard** page named **Run Level Parameters**.
 - a. In the **Grade Levels to Schedule** filter pull over all grade levels to the right.
 - b. In the **Course Terms to Schedule** filter pull over all course terms to the right.
 - c. In the **Sort Criteria for Student who are being Scheduled** filter it doesn't matter what is selected since the SSS only schedules one student at a time.
 - d. In the following screenshot I have chosen **Student Random**.
 - e. The **Section Overfilled Percent** field will be filled out according to your school's policy on overfilling. Some schools allow no overfilling and others allow five or ten percent or even more.

Note: If your school does not allow section overfilling, enter 0. If left blank, the scheduler will not complete.
 - f. Example: If a course had a capacity of 20 and the **Section Overfilled Percent** was set to five percent that means the SSS would overfill the course section by one student. (5% of 20 = 1)
 - g. Next, in the **Course Group Locking** dropdown choose either **Lock No Course Groups** which means that if a student has a request for a course that is part of a group but doesn't have a separate request for the group, the SSS will attempt to schedule the student into the course even if the course group is marked as **Is Locked** on the Course Group Maintenance page.
 - h. If **Honor Course Group Locks** is chosen, then the SSS will look at the course setup. If the group is locked and a student has a request for a course that is part of the group the SSS will not schedule the student in the course because the group is locked.
 - i. If **Lock All Course Groups** is chosen, the SSS will not attempt to schedule any individual requests for a course that is part of a group even if the group isn't locked.
 - j. In the **Balance By Ethnicity** choose **No Balancing** or an ethnicity filter.

- k. If an ethnicity filter is chosen from the dropdown the Batch Scheduler will attempt to schedule 50% of the ethnicity chosen and then the remaining 50% will be comprised of all other ethnicities not chosen.
- l. Example: If **H-Hispanic** is chosen the **Balance By Ethnicity** dropdown the Batch Scheduler will attempt to schedule each course section with 50% Hispanic students and the other 50% of students a mix of the remaining ethnicities that weren't chosen.
- m. The **Time Limit Per Student** filter determines the maximum number of seconds that the scheduler will try to schedule each student.
- n. In the following screenshot I have chosen **60** seconds per student.

Schedule Job Wizard

From this screen, you can save Job Parameter Sets for the Scheduler

Run Level Parameters	Pass Level Parameters	Pass Control	Course Sequencing Rules	Teacher Link Groups	Submit
----------------------	-----------------------	--------------	-------------------------	---------------------	--------

Grade Levels to Schedule:*

<div style="border: 1px solid #ccc; padding: 5px;"> 05 - 05 06 - 06 07 - 07 08 - 08 </div>	<div style="border: 1px solid #ccc; padding: 5px;"> 09 - 09 10 - 10 11 - 11 12 - 12 </div>
--	--

Course Terms to Schedule:*

<div style="border: 1px solid #ccc; height: 40px;"></div>	<div style="border: 1px solid #ccc; padding: 5px;"> 1st Semester Course 2nd Semester Course All Year Course </div>
---	--

Note: Sort Criteria chosen in the right list box, are applied in order from top to bottom, when ordering the students who are to be Scheduled.

Sort Criteria for Students who are being Scheduled:*

<div style="border: 1px solid #ccc; padding: 5px;"> Student Number DESC Student Schedule Priority Student Requesting Group Grade Level DESC </div>	<div style="border: 1px solid #ccc; padding: 5px;"> Student Random </div>
--	---

Section Overfilled Percent:

Course Group Locking: Lock No Course Groups

Balance By Ethnicity: No Balancing

Note: The Time Limit Per Student value determines the maximum number Of seconds that the scheduler will Try To schedule Each student.

Time Limit Per Student:*

Next >

- 5. Click **Next** to move to the 2nd tab named **Pass Level Parameters**.
 - a. In the **Maximum Number of Passes** dropdown choose **1**.
 - b. The SSS only needs to make one pass.
 - c. The **Maximum Number of Periods Per Day** filter typically defaults to the number of periods found on the **Periods of the Day Maintenance** page.
 - d. If you want to make sure there is room for study halls you may want to use a number that is lower than the actual number of periods for the school.
 - e. Example: Your school has 10 periods in each day. You can type in 8 in the **Maximum Number of Periods Per Day** field so that you still have 2 open periods.
 - f. The other four items on the tab will be explained in greater detail in Task #4 when you setup the job parameter for the Batch Scheduler.
 - g. In general the other options aren't used by the SSS scheduler so leave them blank.

h. The following screenshot is an example of the **Pass Level Parameters** tab for SSS.

Schedule Job Wizard

From this screen, you can save Job Parameter Sets for the Scheduler

Run Level Parameters | **Pass Level Parameters** | Pass Control | Course Sequencing Rules | Teacher Link Groups | Submit

1 The number of passes executed by the scheduler. Note: the Single Student scheduler will only use the first pass even if multiple passes are selected

Maximum Number of Passes:

1 The maximum number of periods that a student may be assigned to courses on a rotation day

Maximum Number of Periods Per Day:

1 The maximum difference, between any two schedule terms, in the number of courses to which a student is assigned

Maximum Variation of Courses Between Schedule Terms:

1 The maximum difference, between any two schedule terms, in the total weight of courses to which a student is assigned

Maximum Variation of Course Weights Between Schedule Terms:

1 The maximum number of days on which the courses to which a student is assigned may violate the Daily Pattern Rules

Maximum Number of Days Allowed with Restricted Patterns:

1 The maximum number of days on which the courses to which a student is assigned may violate the Max Periods Per Day restriction

Maximum Number of Days Allowed with Excessive Periods:

< Back | Next >

6. Click **Next** to move the 3rd tab named **Pass Control**.
 - a. On the **Pass Control** tab place a check in the box next to **#9 Allow Partial Schedules**.
 - b. If the **Section Overfill Percent** was filled out on tab 1 make sure to a check in the box in **#7 Allow Section Overfilling**.
 - c. If **#7 Allow Section Overfilling** wasn't checked the SSS wouldn't overfill even though 5% overfilling entered on tab #1.
 - d. The other options typically aren't used when running the SSS and will be explained in detail in Task #4 when we setup the job parameter for the Batch Scheduler.
 - e. If your school wishes to use some of the other options you can go back and edit the SSS job parameter at anytime and select them.

Schedule Job Wizard

From this screen, you can save Job Parameter Sets for the Scheduler

Run Level Parameters | Pass Level Parameters | **Pass Control** | Course Sequencing Rules | Teacher Link Groups | Submit

#	Description	1
1.	Enforce Course Sequencing Rules	<input type="checkbox"/>
2.	Enforce Daily Pattern Rules	<input type="checkbox"/>
3.	Enforce Teacher Link Groups	<input type="checkbox"/>
4.	Enforce Maximum Number of Periods Per Day	<input type="checkbox"/>
5.	Enforce Number of Courses Between Schedule Terms	<input type="checkbox"/>
6.	Enforce Course Weights Between Schedule Terms	<input type="checkbox"/>
7.	Allow Section Overfilling	<input checked="" type="checkbox"/>
8.	Try Alternates	<input type="checkbox"/>
9.	Allow Partial Schedules	<input checked="" type="checkbox"/>
10.	Order Requests By Priority	<input type="checkbox"/>
11.	Enforce Requests with Assigned Teacher or Period	<input type="checkbox"/>

< Back | Next >

7. Click **Next** to move the 4th tab named **Course Sequencing Rules**.
 - a. Typically, the SSS isn't set up with course sequencing rules.

- b. The **Course Sequencing** tab will be explained in detail in Task #4 when we setup the job parameter for the Batch Scheduler.
- c. If your school wishes to use **Course Sequencing Rules** tab you can edit the SSS job parameter at anytime and set them up.
- 8. Click **Next** to move to the 5th tab named **Teacher Link Groups**.
 - a. Typically the SSS isn't set up with **Teacher Link Groups**.
 - b. The **Teacher Link Groups** tab will be explained in detail in Task #4 when we set up the job parameter for the Batch Scheduler.
 - c. If your school wishes to use **Teacher Link Groups** tab you can edit the SSS job parameter at anytime and set them up.
- 9. Click **Next** to move to the 6th and final tab named **Submit**.
 - a. In the **Job Parameter Set Name** field enter **Single Student Scheduler**.
 - b. The **Job Parameter Set Description** field is optional.
 - c. Put a check in the box next to **Set this Parameter Set as the Single Student Parameter Set**.
 - d. Once you put in the checkbox the page refreshes and now there is another option named **Allow Partial Schedules for the Single Student Parameter Set**.
 - e. Place a checkbox in this option also.
 - f. Caution – do not check the other box next to **Set this Parameter Set as the Default Batch Parameter Set**. A separate parameter set must be setup for the Batch Scheduler. We will do that in Task #4 when we set up the parameter for the Batch Scheduler.
 - g. The next option named **Clear Schedule Result Created by the Scheduler**, if checked, the option will undo all course section assignments previously scheduled by the Batch Scheduler or all course section assignments scheduled in prior runs of the SSS and attempt to reschedule the student into the course sections.
 - h. If the other option, **Clear Schedule Results Created Manually**, is checked, the SSS will undo any course sections assignments that originated from a request and were assigned manually and attempt to reschedule them.

- i. Typically neither option is checked when running the SSS.
Schedule Job Wizard

From this screen, you can save Job Parameter Sets for the Scheduler

Run Level Parameters	Pass Level Parameters	Pass Control	Course Sequencing Rules	Teacher Link Groups	Submit
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Is Active: ☒

Job Parameter Set Name: *

Job Parameter Set Description:

☐ Set this Parameter Set as the Default Batch Parameter Set

☒ Set this Parameter Set as the Single Student Parameter Set

☒ Allow Partial Schedules for the Single Student Parameter Set

i If checked, the scheduler will first clear from the Schedule Result set chosen above, any assignments that were made for Requests by one or more previous scheduler runs. It will then attempt to reschedule the associated Requests.

☐ Clear Schedule Results Created By Scheduler

i If checked, the scheduler will first clear from the Schedule Result set chosen above, any assignments that were made for Requests manually. It will then attempt to reschedule the associated Requests.

☐ Clear Schedule Results Created Manually

- j. Click **Save Schedule Parameters**.
10. Once the page refreshes, you are brought back to the **Job Parameter Set Maintenance** page.
11. The Single Student Scheduler can be run on the Student Requests page (**StudentInformation » SIS » Scheduling » Requests**) and on the Request Assignments page (**StudentInformation > SIS > Student > Student Schedule > Request Assignments**)
- a. The Single Student Scheduler is typically run when new students arrive in the district after the Batch Scheduler has already been run.
12. Now, we are ready to setup the Batch Scheduler job parameter set.

Task #4 - Configure Batch Scheduler job parameter to schedule the entire school

1. The Batch Scheduler can be run for one grade level at a time or the entire school.
2. In this task we will setup the Batch Scheduler to run for the entire school.
3. If you would like to run the Batch Scheduler one grade level at a time select one grade level in the filter and run the Batch Scheduler. Run reports to resolve conflicts and then run the scheduler again with the same grade level selected until the desired results are achieved. Now edit the parameter set and pull a new grade level over to the right and remove the other grade level from the filter. Run the Batch Scheduler and resolve conflicts. Repeat this process for the remaining grade levels.
4. Navigate to **StudentInformation** » **Management** » **School Administration** » **Scheduling Administration** » **Scheduler** » **Job Parameter Sets**.
5. Click **Add Job Parameter Set**.
6. You will be brought to the first tab of the **Schedule Job Wizard** page named **Run Level Parameters**.
 - a. In the **Grade Levels to Schedule** filter pull over all grade levels to the right.
 - b. In the **Course Terms to Schedule** filter pull over all course terms to the right.
 - c. The next section is named the **Sort Criteria for Students who are being Scheduled**.
 - d. Multiple sort criteria can be pulled over to the right but the sort criteria is applied in order from top to bottom.
 - e. If **Grade Level ASC** is chosen SI will attempt to schedule the lowest grade level first.
 - f. If **Grade Level DESC** is chosen SI will attempt to schedule the highest grade level first.
 - g. In other words if you want the scheduler to schedule 12th graders before scheduling the other grade levels choose **Grade Level DESC**.
 - h. If it doesn't matter which grade level gets scheduled first choose **Student Random**.
 - i. Do not select both **Grade Level ASC** and **Grade Level DESC**.
 - j. If **Student Name ASC** is chosen students with last names starting with A are scheduled before students with last names that begin with B.
 - k. If **Student Name DESC** is chosen students with last names starting with W are scheduled before students with last names that begin with T for example.
 - l. If it doesn't matter which students are scheduled first choose **Student Random**.

- m. If **Student Number ASC** is chosen students with the lowest student numbers will be scheduled first.
- n. Example: student #10029 will be scheduled before student #10041.
- o. If **Student Number DESC** is chosen students with the highest student numbers will be scheduled first.
- p. If it doesn't matter which students are scheduled first choose **Student Random**.
- q. If **Student Schedule Priority** is chosen the Batch Scheduler will look the **Scheduling Priority** field on the Additional tab of each student's profile.
- r. The **Scheduling Priority** field defaults to 5 upon registration and isn't a field that is commonly used in SI. Scheduling Priority is only used when running the Batch Scheduler or Study Hall Wizard.
- s. **Scheduling Priority** is not the same as **Course Priority**. Course Priority will be discussed later in this task.
- t. Most schools will not choose to schedule by **Scheduling Priority**.
- u. If your school does choose to schedule by **Scheduling Priority** you can use **SIS Student Search** to create a list of each student's scheduling priority.
- v. Navigate to **StudentInformation** » **EZ Query** » **Reports** » **SIS Student Search** to create the list.
- w. If **Student Requesting Group** is chosen the Batch Scheduler will attempt to schedule students who have requests for course groups before students without requests for course groups.
- x. For example, I have chosen to sort by **Student Requesting Groups** and **Student Last Name ASC**. Since **Student Requesting Group** is listed first this means the Batch Scheduler will attempt to schedule students who requested groups first and whose last names begins with the letter A and then all other students without requests for groups whose last name starts with A first.
- y. The **Section Overfilled Percent** field will be filled out according to your school's policy on overfilling. Some schools allow no overfilling and others allow five or ten percent or even more.
Note: If your school does not allow section overfilling, enter 0. If left blank, the scheduler will not complete.
- z. Example: If a course had a capacity of 20 and the **Section Overfilled Percent** was set to five percent that means the Batch Scheduler would overfill the course section by one student. (5% of 20 = 1)
- aa. In the screenshot below I have chosen **5%**.
- bb. Next, in the **Course Group Locking** dropdown choose either **Lock No Course Groups** which means that if a student has a request for a course that is part of a group but doesn't have a separate request for the group, the SSS will attempt to schedule the student into the course even if the course group is marked as **Is Locked** on the **Course Group Maintenance** page.

- cc. If **Honor Course Group Locks** is chosen then the Batch Scheduler will look at the course setup and if the group is locked and a student has a request for a course that is part of the group but doesn't have a separate request for the group itself the Batch Scheduler will not schedule the student in the course.
- dd. If **Lock All Course Groups** is chosen the Batch Scheduler will not attempt to schedule any request for a course that is part of a group even if the group isn't locked.
- ee. In the **Balance By Ethnicity** choose **No Balancing** or an ethnicity filter.
- ff. If an ethnicity is chosen from the dropdown the Batch Scheduler will attempt to schedule 50% of the ethnicity chosen and then the remaining 50% will be comprised of all other ethnicities not chosen.
- gg. Example: If **H-Hispanic** is chosen in the **Balance By Ethnicity** dropdown the Batch Scheduler will attempt to schedule each course section with 50% Hispanic students and the other 50% of students a mix of the remaining ethnicities that weren't chosen.
- hh. The **Time Limit Per Student** filter determines the maximum number of seconds that the scheduler will try to schedule each student.

Schedule Job Wizard

From this screen, you can save Job Parameter Sets for the Scheduler

Run Level Parameters	Pass Level Parameters	Pass Control	Course Sequencing Rules	Teacher Link Groups	Submit
----------------------	-----------------------	--------------	-------------------------	---------------------	--------

Grade Levels to Schedule:*

<div style="border: 1px solid #ccc; padding: 2px;"> 05 - 05 06 - 06 07 - 07 08 - 08 </div>	<div style="border: 1px solid #ccc; padding: 2px;"> 09 - 09 10 - 10 11 - 11 12 - 12 </div>
---	---

Course Terms to Schedule:*

<div style="border: 1px solid #ccc; height: 20px;"></div>	<div style="border: 1px solid #ccc; padding: 2px;"> 1st Semester Course 2nd Semester Course All Year Course </div>
---	--

Note: Sort Criteria chosen in the right list box, are applied in order from top to bottom, when ordering the students who are to be Scheduled.

Sort Criteria for Students who are being Scheduled:*

<div style="border: 1px solid #ccc; padding: 2px;"> Student Number ASC Student Number DESC Student Schedule Priority Grade Level DESC </div>	<div style="border: 1px solid #ccc; padding: 2px;"> Student Requesting Group Student Random </div>
---	---

Section Overfilled Percent:

Course Group Locking: Lock No Course Groups Balance By Ethnicity: No Balancing

Note: The Time Limit Per Student value determines the maximum number Of seconds that the scheduler will Try To schedule Each student.

Time Limit Per Student:

Next >

- 7. Click **Next** to move to the 2nd tab named **Pass Level Parameters**.
 - a. In the **Maximum Number of Passes** dropdown choose 3.
 - b. You can choose more or less if desired.
 - c. 99% of schools will choose 3 passes.
 - d. The **Maximum Number of Periods Per Day** filter typically defaults to the number of periods found on the **Periods of the Day Maintenance** page.
 - e. If you want to make sure there is room for study halls you may want to use a number that is lower than the actual number of periods for the school.

- f. Example: Your school has 10 periods in each day. You can type in 8 in the **Maximum Number of Periods Per Day** field so that you still have 2 open periods.
- g. 99% of schools will choose to leave the default value.
- h. Next, the **Maximum Variation of Courses Between Schedule Terms** can be set so the maximum of courses the student is scheduled into doesn't vary more than the specified value between course terms.
- i. Example: **Maximum Variation of Courses Between Schedule Terms** is set to 2. This means the student could have seven 1st Semester classes and nine 2nd Semester classes but couldn't have seven 1st Semester classes and ten 2nd Semester classes, because then the variation would be 3.
- j. Next, the **Maximum Variation of Course Weights Between Schedule Terms** option looks at the **Weight** value filled out on each course and balances the student's course section assignments so both terms are equally weighted.
- k. Example: A school chooses 10 in the **Maximum Variation of Courses Weights Between Schedule Terms** on the **Pass Level Parameters** tab. A student has 12 requests. Four requests are for All Year courses and each course has a weight of 10. Four requests are for 1st Semester Only courses and each course has a weight of five, and four requests are for 2nd Semester only courses and each course has a weight of ten. The sum of weights for All Year courses is 40, 1st Sem only courses is 20, and 2nd Sem only courses is 40. Since the school chose that the maximum variation couldn't be greater than ten the Batch Scheduler will attempt to schedule three All Year courses which would be a total weight of 30, all four 1st Sem only courses, which would be a total weight of 20, and three 2nd Sem only courses, which would be a total weight of 30. The maximum variation between course terms is ten.
- l. Approximately only 5% of schools will use this option.
- m. Next, the **Maximum Number of Days Allowed with Restricted Patterns** looks at the **Daily Pattern Rules** setup in SI and determines the number of days a student's schedule can break the **Daily Pattern Rules**.
- n. To setup **Daily Pattern Rules** navigate to **StudentInformation** » **Management** » **School Administration** » **Scheduling Administration** » **Initialization** » **Daily Pattern Rules**.

Daily Pattern Rules

From this screen, you are able to specify default daily pattern rules for the master calendar.

Max Consecutive Courses:	<input type="text"/>
Max Consecutive Artificial Courses:	<input type="text"/>
<div><div>Save</div><div>Cancel</div></div>	

- o. In the **Max Consecutive Course** field fill in the number of courses a student can have in a row without a study or lunch (artificial courses). In the **Max Consecutive Artificial Courses** fill in the number of artificial courses a student can have in a row. You can also control the placement of study halls on the **Study Hall Wizard** which will be explained in detail later in this document.
- p. Finally, the **Maximum Number of Days Allowed with Excessive Periods** is the maximum number of days a student's schedule may violate the **Max Periods Per Day Restriction** setup above.

Schedule Job Wizard

From this screen, you can save Job Parameter Sets for the Scheduler

Run Level Parameters
Pass Level Parameters
Pass Control
Course Sequencing Rules
Teacher Link Groups
Submit

The number of passes executed by the scheduler. Note: the Single Student scheduler will only use the first pass even if multiple passes are selected

Maximum Number of Passes: 3

The maximum number of periods that a student may be assigned to courses on a rotation day

Maximum Number of Periods Per Day: 7

The maximum difference, between any two schedule terms, in the number of courses to which a student is assigned

Maximum Variation of Courses Between Schedule Terms:

If using this option make sure #5 on the Pass Control tab is checked.

The maximum difference, between any two schedule terms, in the total weight of courses to which a student is assigned

Maximum Variation of Course Weights Between Schedule Terms:

If using this option make sure #6 on the Pass Control tab is checked.

The maximum number of days on which the courses to which a student is assigned may violate the Daily Pattern Rules

Maximum Number of Days Allowed with Restricted Patterns:

If using this option make sure #2 on the Pass Control tab is checked.

The maximum number of days on which the courses to which a student is assigned may violate the Max Periods Per Day restriction

Maximum Number of Days Allowed with Excessive Periods:

If using this option make sure #4 on the Pass Control tab is checked.

< Back
Next >

8. Click **Next** to move to the third tab named **Pass Control**.
 - a. Since three passes were selected on the **Pass Level Parameters** tab three columns are showing on the **Pass Control** tab.
 - b. The Batch Scheduler will attempt to schedule the students in three passes.
 - c. The first pass should be the most restrictive pass, the second pass less restrictive, and the third pass the least restrictive.
 - d. The first option is **Enforce Course Sequencing Rules**.
 - e. If the school is using Course Sequencing Rules put a checkbox in the appropriate passes. Typically schools will choose to **Enforce Course Sequencing Rules** on all passes or zero passes.
 - f. Course Sequencing Rules will be explained when we move to the 4th tab which is named **Course Sequencing Rules**.
 - g. Approximately 50% of schools will use this option.
 - h. The second option is named **Enforce Daily Pattern Rules**. If the school has setup **Daily Pattern Rules** and chose to use the

- Maximum Number of Days Allowed with Restricted Patterns** on tab 2 they would want to put a check in the appropriate passes.
- i. Only approximately 5% of schools use this option.
 - j. The third option is **Enforce Teacher Link Groups**. If the school is using Teacher Link Groups put a checkbox in the appropriate passes. Typically schools will choose to **Enforce Teacher Link Groups** on all passes or zero passes.
 - k. Teacher Link Groups will be explained in greater detail when tab 5 is reached.
 - l. Approximately 35% of schools will use this option. Typically the school will setup course groups instead of using **Teacher Link Groups**.
 - m. The fourth option is named **Enforce Maximum Number of Periods Per Day**.
 - n. If the school would like the Batch Scheduler to enforce the **Max Number of Periods Per Day** parameter setup on tab 1 check the appropriate passes.
 - o. Typically a school would only enforce **Max Number of Periods Per Day** if the **Max Number of Periods** was setup to a number lower than the total number of periods the school offered in a day.
 - p. Example: A school has 10 periods a day but on the **Max Number of Periods Per Day** on tab 2 they filled in 8. If the school would like to honor that parameter when the Batch Scheduler runs they would need to put a check in the appropriate passes.
 - q. Approximately only 5% of schools use this option.
 - r. The fifth option is named **Enforce Number of Courses Between Schedule Terms**.
 - s. If the school would like to enforce the **Maximum Variation of Courses Between Schedule Terms** parameter that was filled out on the 2nd tab check the boxes on the appropriate passes.
 - t. Approximately only 5% of schools use this option.
 - u. The sixth option is named **Enforce Course Weights Between Schedule Terms**.
 - v. If the school would like to enforce maximum **Variation of Course Weights Between Schedule Terms** that was filled out on the 2nd tab check the boxes on the appropriate passes.
 - w. Approximately only 5% of schools use this option.
 - x. The seventh option is named **Allow Section Overfilling**.
 - y. Typically overfilling is chosen for the final pass which is the least restrictive pass. If 5% overfilling was chosen on tab 1 but checkbox to allow overfilling isn't marked none of the course sections will be overfilled.
 - z. Approximately 95% of schools will use this option.
 - aa. The eighth option is named **Try Alternates**.
 - bb. When requests are entered the user has the option to specify an alternate request.

- cc. If your school would like the Batch Scheduler to attempt to schedule alternate requests if the primary request isn't available check the corresponding boxes. Typically schools allow alternates on the last pass which is the least restrictive pass.
- dd. Approximately 50% of schools will use this option.
- ee. The ninth option is named **Allow Partial Schedules**.
- ff. **Allow Partial Schedules** should always be checked for the final and least restrictive pass. **Allow Partial Schedules** isn't checked for the other passes because you want the Batch Scheduler to attempt to fully schedule the student and then if it can't honor all the student's requests by the time the Batch Scheduler gets to the final pass, the Batch Scheduler will attempt to honor the requests it can – thus giving the student a partial schedule.
- gg. All schools will use this option.
- hh. The tenth option is named **Order Requests By Priority**.
- ii. Each request has a priority. Please see the **Course and Course Group Step by Step** for information on how to set up course priority.
- jj. If **Order Requests By Priority** is marked on a pass the Batch Scheduler higher priority courses and course groups will be scheduled over lower priority courses and course groups.
- kk. If two course or course group requests have the same priority the Batch Scheduler, will look to see how often the course is offered. If one course is offered only once (singleton) and the other course is offered twice (doubleton) the Batch Scheduler will schedule the singleton before it schedules the doubleton.
- ll. Example: A student has a priority of 9 request for course A that has one course section (singleton), a priority 9 request for course B that has two course sections (a doubleton), and a priority 9 request for course C that has three course sections (a tripleton). The student also has a priority 7 request for course D, and a priority 4 request for course E. The Batch Scheduler will assign scheduling positions of 1 for request A, 2 for request B, 3 for request C, 4 for request D, and 5 for request E. When the Batch Scheduler schedules the student, it will never leave request A unscheduled in order to schedule requests B, C,D,or E. It will never leave request B unscheduled in order to schedule requests C,D, or E. It will never leave request C unscheduled in order to schedule requests D or E. And it will never leave request D unscheduled in order to schedule request E.
- mm. Typically schools honor course priority on all passes of the Batch Scheduler or no passes.
- nn. The eleventh option is **Enforce Requests with Assigned Teacher or Period**.
- oo. When requests are entered users have the ability to specify a specific teacher or period. If specific teachers or periods have been requested SI State Support recommends enforcing this on all passes.

pp. Approximately 50% of schools will use this option.

Schedule Job Wizard

From this screen, you can save Job Parameter Sets for the Scheduler

Run Level Parameters Pass Level Parameters Pass Control **Course Sequencing Rules** Teacher Link Groups Submit

#	Description	1	2	3
1.	Enforce Course Sequencing Rules	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
2.	Enforce Daily Pattern Rules	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	Enforce Teacher Link Groups	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
4.	Enforce Maximum Number of Periods Per Day	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	Enforce Number of Courses Between Schedule Terms	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.	Enforce Course Weights Between Schedule Terms	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.	Allow Section Overfilling	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
8.	Try Alternates	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
9.	Allow Partial Schedules	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
10.	Order Requests By Priority	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
11.	Enforce Requests with Assigned Teacher or Period	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

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If Course Sequencing Rules are setup on tab 4 typically you would enforce it on all passes.
 If Daily Pattern Rules are setup and the Maximum Number of Days Allowed with Restricted Patterns is filled out on tab 2 make sure the appropriate passes are checked.
 If Teacher Link Groups are setup on the 5th tab State Support recommends enforcing them on all passes. Depending on the situation schools may want to enforce more periods of the day on each pass.
 If a school decided to use this option typically they would enforce it on the first two passes but not the last pass.
 If a school decided to use this option typically they would enforce it on the first two passes but not the last pass.
 Typically overfilling is only allowed on the last pass. If using this option make sure Section Overfilled Percent is filled out on tab 1.
 Typically trying alternate requests is only allowed on the last pass.
 Always allow partial schedules on the final pass only.
 If a school decided to use this option typically they would enforce it on all passes.
 If a school decided to use this option typically they would enforce it on all passes.

9. Click **Next** to move to the fourth tab named **Course Sequencing Rules**.

- If the school wishes to use **Course Sequencing Rules** the rules will need to be setup on the fifth tab.
- The Batch Scheduler assumes that if a student has a request for a course they have already been approved to take the course.
- The Batch Scheduler will not check to make sure pre and co-requisites are met or if the student is in the appropriate grade level to take the course. All of this checking is done when the course request is entered.
- Again the Batch Scheduler assumes all criteria for the course have been met.
- The **Course Sequencing Rules** tab allows the school the option to tell SI that certain courses need to be taken in the same schedule term, an earlier schedule term, a later schedule terms, or not in the same schedule term.
- In the **Primary Course** field enter the course code. Use the picker to find the course code if needed.
- In the **Rule** dropdown choose **In Earlier Schedule Term, Not in Earlier Schedule Term, In Same Schedule Term, or Not in Same Schedule Term**.
- In the **Secondary Course** field enter the course code. Use the course picker if needed.
- The **Is Rigid** box can be checked if you want the Batch Scheduler to honor the course sequencing rules on all passes even though option #1, **Enforce Course Sequencing Rules**, isn't checked on the **Pass Control** tab.
- If the **Is Rigid** box isn't checked the Batch Scheduler will not honor the course sequencing rules unless option #1 on the **Pass Control** tab is checked.

k. Click **Add**.
Schedule Job Wizard

From this screen, you can save Job Parameter Sets for the Scheduler

Run Level Parameters	Pass Level Parameters	Pass Control	Course Sequencing Rules	Teacher Link Groups	Submit
Primary Course	Rule	Secondary Course	Is Rigid		
910111 - Art Foundations I	In Earlier Schedule Term	910112 - Art Foundations II	<input checked="" type="checkbox"/>		
910111 - Art Foundations I	In Same Schedule Term	910121 - Drawing	<input checked="" type="checkbox"/>		
910122 - Painting	In Earlier Schedule Term	910124 - Advanced Painting	<input checked="" type="checkbox"/>		
910125 - Photography	In Earlier Schedule Term	910126 - Advanced Photography	<input checked="" type="checkbox"/>		
910131 - Ceramics	In Earlier Schedule Term	910134 - Advanced Ceramics	<input checked="" type="checkbox"/>		
910132 - Sculpture	In Earlier Schedule Term	910135 - Advanced Sculpture	<input checked="" type="checkbox"/>		
950112 - PE II	Not In Same Schedule Term	950312 - Nutrition & Weight Management	<input checked="" type="checkbox"/>		

Primary Course: * x ...

Rule: * v

Secondary Course: * ...

Is Rigid: ☒

- l. In the example screenshot the course sequencing rules says 910111-Art Foundations I must be taken in an earlier schedule term than 910112-Art Foundations II and the course sequencing rule ***Is Rigid***. This means even if **#1 Enforce Course Sequencing Rules** isn't marked on the **Pass Control** tab the Batch Scheduler will still enforce the course sequencing rules.

10. Click **Next** to move to the fifth tab named **Teacher Link Groups**.



- Teacher Link Groups** are used when a school wants students to have the same teacher for multiple courses but doesn't necessarily mind which course sections they are scheduled into-only that the teacher is the same.
- Example: Mrs. Brown and Mr. Black each teach two sections Chemistry II and two sections of Chemistry Lab. If a student requested Chemistry II and Chemistry Lab the school wants the student to have the same teacher for both class and the lab but doesn't mind which section – as long as the teacher is the same.
- In the **Teacher Link Group Name** field enter a name.
- In the **Teacher Link Group Description** enter an optional description.
- In the **Courses** dual select box pull the courses which require the students to take with the same teacher to the right.
- Click **Add**.

- g. In the screenshot below, a teacher link group has been setup for courses Chem and Chem Lab.

Schedule Job Wizard

From this screen, you can save Job Parameter Sets for the Scheduler

Run Level Parameters Pass Level Parameters Pass Control Course Sequencing Rules **Teacher Link Groups** Submit





	Name	Description
 	Chem & Chem Lab	855112 & 855112L

Teacher Link Group Name: *

Teacher Link Group Description:

Courses: *

110740 - Restaurant Oper
800101 - College & Career Prep I
800102 - College & Career Prep II
810100 - Art Appreciation
810101 - Music Appreciation
810211 - PS Financial Accounting

Add

< Back Next >

11. Click **Next** to move to the final tab named **Submit**.
- In the **Job Parameter Set Name** field enter a name.
 - Enter an optional description in the **Job Parameter Set Description** field.
 - Next put a check in the box next to **Set this Parameter Set as the Default Batch Parameter Set**.
 - The next option named **Clear Schedule Result Created by the Scheduler** if checked the Batch Scheduler will undo all course section assignments previously scheduled by the Batch Scheduler and attempt to reschedule the student into the courses.
 - If the other option named **Clear Schedule Results Created Manually** is checked the Batch Scheduler will undo any course sections assignments that were manually assigned and that originated from a request and attempt to reschedule them.
 - Typically a school will choose to **Clear Schedule Results Created by the Scheduler** so any assignments that were made in previous runs of the Batch Scheduler are undone and rescheduled so the student gets the best possible schedule.
 - Typically a school will not choose to **Clear Schedule Results Created Manually** because if the office staff went directly into a student's schedule and turned a request into an assignment chances are there was a specific reason for assigning the student into that section and most likely the school doesn't want that undone when the Batch Scheduler runs.
 - The Batch Scheduler only looks at requests. If the office staff went directly into the *Course Section Assignments* page or the **Request Assignments** page and manually added an assignment the Batch

Scheduler will never undo that assignment. Remember the Batch Scheduler only works off requests.
Schedule Job Wizard

From this screen, you can save Job Parameter Sets for the Scheduler

Run Level Parameters Pass Level Parameters Pass Control Course Sequencing Rules Teacher Link Groups Submit

Is Active: ☒

Job Parameter Set Name: *

Job Parameter Set Description:

☒ Set this Parameter Set as the Default Batch Parameter Set

☐ Set this Parameter Set as the Single Student Parameter Set

Info If checked, the scheduler will first clear from the Schedule Result set chosen above, any assignments that were made for Requests by one or more previous scheduler runs. It will then attempt to reschedule the associated Requests.

☒ Clear Schedule Results Created By Scheduler

Info If checked, the scheduler will first clear from the Schedule Result set chosen above, any assignments that were made for Requests manually. It will then attempt to reschedule the associated Requests.

☐ Clear Schedule Results Created Manually

Save Schedule Parameters < Back

i. Click **Save Schedule Parameters**.

12. The page refreshes and you are brought back to the **Job Parameter Set Maintenance** page.

Job Parameter Set Maintenance

From this screen, you can display, add, change and delete data pertaining to Job Parameter Sets, or Execute a Batch Scheduler Job .

Add Job Parameter Set

				Name	Description	Revision	Default Batch	Single Student	Is Active
				BS All Grades	Batch Scheduler All Grades	1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
				Single Student Scheduler		2	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

☒ Show Active Only

a. The parameter is listed on the page with a lock because it was marked as the **Default Batch Parameter Set**.

b. Now we are ready to run the Batch Scheduler.

→ DON'T FORGET!

Don't forget to enter requests for lunches before running the Batch Scheduler. It is much easier to correct the issue now versus attempting to fix the issue after the Batch Scheduler has been executed multiple times.

Task #5 - Run the Batch Scheduler



Make sure you are in the correct school year before continuing. If you are scheduling for the 17/18 school year you need to have your context set to 17/18.



The Batch Scheduler can be accidentally run in 16/17. Be very careful and make sure you are in the correct school year before proceeding.




If the Batch Scheduler would happen to error out the error is only available off JAMS.



The Batch Scheduler will only schedule students who have an Overall Student Status of Active and have at least one course request.



Students with requests but whose Overall Student Status is a value other than Active will not be scheduled by the Batch Scheduler. If a school would like to schedule these students using the Batch Scheduler, State Support recommends temporarily changing the Overall Student Status value to Active and the changing it back after the Batch Scheduler has run.

1. At the building level in 17/18, navigate to **StudentInformation » Management » School Administration » Scheduling Administration » Scheduler » Job Parameter Sets.**
2. Click on the third icon  named **Execute Job and Update Existing Schedule Result** of the Default Batch Scheduler Parameter created in the previous task.
Note: When updating an existing Schedule Result, all previous Schedule Result records will be deleted, even those with a non-assigned status.
3. The page refreshes and now you are on the **Submit** tab of the job parameter.
4. In the **Master Schedule** dropdown select the Master Schedule. Typically schools will only have one Master Schedule in the dropdown.
5. In the **Schedule Result** dropdown select the schedule result you wish to work with.

6. In the **Schedule Job Name** field enter a descriptive name. State Support recommends naming the job **17/18 all grades**.
7. In the **Job Queue** dropdown select any queue listed, it doesn't matter which one you select.
8. Since we had already placed a check in the box next to **Clear Schedule Results Created By Scheduler** when we setup the Batch Scheduler job parameter in the last task it is still checked.
9. If you need to review what this option does please refer back to Task #4 where it is explained in detail.
10. Once again make sure you are in 17/18.
11. Click **Execute Schedule Job**.

Schedule Job Wizard

From this screen, you can run the Scheduler

Run Level Parameters	Pass Level Parameters	Pass Control	Course Sequencing Rules	Teacher Link Groups	Submit
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Master Schedule:*	Default Schedule ▼	Schedule Result:*	Default Schedule Result ▼
Schedule Job Name:*	All Grades	Job Queue:*	STUD - STUDENT ▼

i If checked, the scheduler will first clear from the Schedule Result set chosen above, any assignments that were made for Requests by one or more previous scheduler runs. It will then attempt to reschedule the associated Requests.

☒ **Clear Schedule Results Created By Scheduler**

i If checked, the scheduler will first clear from the Schedule Result set chosen above, any assignments that were made for Requests manually. It will then attempt to reschedule the associated Requests.

☐ **Clear Schedule Results Created Manually**

Execute Schedule Job **< Back** **Cancel**

12. The page refreshes and you are brought to the **Schedule Job History** page.
13. The job will be listed as **Pending** and then change to **Active**.
14. Click **Refresh Display** until the job says **Complete**.

Task #6 - Review Batch Scheduler statistics and run reports to help resolve conflicts and verify schedules

1. On the **Schedule Job History** page, click on the [Stats](#) link for the job that just completed.
2. The page refreshes and you are brought to tab 1 named **Students Scheduled Summary** of the **Schedule Results Statistics** page.
 - a. The tab details how many students were scheduled on each pass.
 - b. The **Scheduled Status** column has five categories.
 - c. The **Fully Scheduled** category is the number of students who had all of their requests scheduled. If a student had two requests and the Batch Scheduler was able to fill both requests the student is considered fully scheduled.
 - d. The second category is named **Fully Scheduled With Request Error**.
 - e. The number of students listed in this category have received a full schedule for the requests that were schedulable, but one or more of his/her requests had a problem that prevented the Batch Scheduler from trying to schedule it, e.g. no course sections were setup for the requested course.
 - f. The third category is named **Partially Scheduled** is the number of students who didn't have all their requests scheduled.
 - g. The fourth category named **Not Scheduled** is the number of students who didn't have any of their requests scheduled. Remember – only students with requests are included in the statistics. If a student doesn't have any requests the student isn't included in this statistic. This applies to the Total Scheduled For All Passes and Percent Scheduled For All Passes.
 - h. The final category is named **Not Scheduled Due to Time Limit** is the number of students who couldn't be scheduled because the Batch Scheduler exceeded the number of seconds filled out in the **Time Limit Per Student** field on tab 1 of the job parameter. This applies to the Total Scheduled For All Passes and Percent Scheduled For All Passes.
 - i. State Support recommends scheduling these students by hand.

- j. The page also combines all passes and lists the statistics for **Total Scheduled For All Passes** and **Percent Scheduled For All Passes**.

Schedule Result Statistics

This page displays the result statistics from a scheduling job

Students Scheduled Summary		Students Scheduled Detail		Course Status Messages		Request Status Messages		Requests
Stat Type	Scheduled Status	Grade 12	Grade 11	Grade 10	Grade 09	Pass Total		
Total Scheduled For Pass 1	Fully Scheduled	87	156	211	232	686		
	Fully Scheduled With Request Error	0	0	0	0	0		
	Partially Scheduled	0	0	0	0	0		
Total Scheduled For Pass 2	Fully Scheduled	0	0	0	0	0		
	Fully Scheduled With Request Error	0	0	0	0	0		
	Partially Scheduled	0	0	0	0	0		
Total Scheduled For Pass 3	Fully Scheduled	0	0	0	0	0		
	Fully Scheduled With Request Error	0	0	0	0	0		
	Partially Scheduled	107	44	23	2	176		
Total Scheduled For All Passes	Fully Scheduled	87	156	211	232	686		
	Fully Scheduled With Request Error	0	0	0	0	0		
	Partially Scheduled	107	44	23	2	176		
	Not Scheduled	29	32	66	38	165		
	Not Scheduled Due To Time Limit	0	0	0	1	1		
Percent Scheduled For All Passes	% Fully Scheduled	39.01	67.24	70.33	84.98	66.73		
	% Fully Scheduled With Request Error	0	0	0	0	0		
	% Partially Scheduled	47.98	18.97	7.67	0.73	17.12		
	% Not Scheduled	13	13.79	22	13.92	16.05		
	% Not Scheduled Due To Time Limit	0	0	0	0.37	0.1		

3. The second tab is named **Students Scheduled Detail** lists the student's name and student's number for each of the five categories. If the category said zero students then the category will not listed on the **Students Scheduled Detail**.
4. The third tab is named **Course Status Messages** lists each course, course sections, group, and group section that meets the following criteria, even if there were no requests for the course:
- Course has no Course Sections on the master schedule
 - Group has no Group Sections on the master schedule
 - Course is not Active
 - Course Has No Course Sections with Meeting Times on the Master Schedule
 - Course has no section in selected course terms

Schedule Result Statistics

This page displays the result statistics from a scheduling job

Students Scheduled Summary		Students Scheduled Detail		Course Status Messages		Request Status Messages		Requests Exceeding
Course	Course Section	Group	Group Section	Message			Requested	
900110				Course Has No Course Sections with Meeting Times on the Master Schedule			No	
920101				Course Has No Course Sections with Meeting Times on the Master Schedule			No	
960108				Course Has No Course Sections with Meeting Times on the Master Schedule			No	
900101				Course Has No Course Sections with Meeting Times on the Master Schedule			No	
940313				Course has no Course Sections on the master schedule			No	
B20133				Course has no Course Sections on the master schedule			No	

5. The fourth tab is named **Request Status Messages** details the students who have request errors.

a. The following screenshots shows some example errors.

Schedule Result Statistics

This page displays the result statistics from a scheduling job

Students Scheduled Summary			Students Scheduled Detail	Course Status Messages	Request Status Messages
Student	Course	Message			
194312	965251	Student has multiple requests for the same course			
192918	965252	Student has multiple requests for the same course			
192918	A60211	Student has multiple requests for the same course			

b. If a student has multiple requests for the same course the Batch Scheduler will not double schedule the student. If the student does need to be scheduled into the same course more than once the office staff will need to manually put the student in the course on either the **Course Section Assignments** page or the **Request Assignments** page.

6. The fifth tab named **Requests Exceeding Course Capacity** details the courses in which the number of requests for the course exceeded the capacity for the course.

a. In the following screenshot course H/PEII has 80 requests but a capacity of 50. This statistic lets the school know it may want to consider adding another section of course H/PEII to meet the demand.

Schedule Result Statistics

This page displays the result statistics from a scheduling job

Students Scheduled Summary			Students Scheduled Detail	Course Status Messages	Request Status Messages	Requests Exceeding Course Capacity
Course	Requests Count	Capacity				
910134	39	30				
910123	35	30				
A25311	65	64				
B25311	65	64				

7. The final tab named **Constraint Test Failures** details the number of students that couldn't be scheduled due to **Course Sequencing Rules** that were setup, **Daily Pattern Rules**, **Max Course Deviation**, **Max Course Weight Deviation**, and **Max Periods Per Day**.

a. If none of these options were used when the Batch Scheduler was run each category will say zero.

b. In the following screenshot the Batch Scheduler was setup to run with Course Sequencing Rules. Two students couldn't have all their requests fulfilled because of the course sequencing rules.

Schedule Result Statistics

This page displays the result statistics from a scheduling job

Students Scheduled Summary			Students Scheduled Detail	Course Status Messages	Request Status Messages	Requests Exceeding Course Capacity	Constraint Test Failures
Course Sequencing Rule:			10				
Daily Pattern Rule:			0				
Max Course Deviation:			0				
Max Course Weight Deviation:			0				
Max Periods Per Day:			0				

8. The **R413 Students Scheduled with Alternate Courses** report lists students who have been scheduled into their alternate course request instead of their primary course request.

REPORT: DASL - R413									
ELMWOOD HIGH SCHOOL									
STUDENTS SCHEDULED WITH ALTERNATE COURSES							PAGE	1	OF 1
ID	STUDENT NAME	GR	GN	HRM	HOME DIST	ORIGINAL REQUEST	ALTERNATE SCHEDULED CLASS	TERM	
12274	Student100061, MICHAEL	12	M			French-French 1	610-LATIN I	All Year	

9. The **R415 Student Scheduled With Free Time** report lists any open periods the student has.

Report: R415													
ELMWOOD HIGH SCHOOL													
Student Scheduled With Free Time													
Student Number	Student Name	St	Gr	Gd	HmRm	Disability Condition	Dist of Res	Period	Rotation Days	Schedule Terms			
										08/29/2011	10/24/2011	01/09/2012	03/26/2012
10781	Student101112, KAYLA	A	12	F									
								51	MTWRF	X	X	X	X
								52	MTWRF			X	X
								53	MTWRF	X	X		
								06	MTWRF	X	X	X	X
								07	MTWRF	X	X	X	X
								08	MTWRF	X	X	X	X

- a. If a student has an assignment for a period the period won't be listed on the report. (In the example screenshot above period 00-04 isn't listed because the student isn't free those periods, she has assignments.)

10. The **R424 Student Scheduled in one Course Section and Not Another** generates a list of students who are scheduled into only one course for a specified pair of courses.

REPORT: DASL - R424									
ELMWOOD HIGH SCHOOL									
STUDENTS SCHEDULED INTO ONE COURSE/SECTION AND NOT ANOTHER									
COURSE 1: 1047		SECT NO: 1		AND NOT		COURSE 2: 930		PAGE 1 OF 2	
								SECT NO: 1	
ID	STUDENT NAME	GR	GN	HRM	PR	COUNSELLOR			
12390	Student99990, AIRICA	12	F			ALLEN Teacher2060			
12230	Student100096, MYRIAH	12	F			ALLEN Teacher2060			
12012	Student100288, KELSEY	12	F			DEB Teacher2117			
12241	Student100080, MONICA	12	F			ALLEN Teacher2060			
12099	Student100183, ALEXIS	12	F			ALLEN Teacher2060			

11. The ***R425 Students Scheduled Into Two Assigned Course Sections*** generates a list of students who are assigned to a specific pair of courses.

REPORT: DASL - R425		ELMWOOD HIGH SCHOOL				RUN AT 9:38 AM 1/5/2011	
		STUDENTS SCHEDULED INTO TWO ASSIGNED COURSES\SECTIONS				PAGE 1 OF 1	
SCHOOLYEAR:	COURSE	1047	PRE-CALCULUS				
ID	STUDENT NAME	GR	GN	MRM	PR	COUNSELOR	COURSES 990
12009	Student100289, JOY	F			**	DEB Teacher1117	2 JACH
12059	Student100220, JOSIE	F			**		4 RVAR
12102	Student100177, KAITLIN	F			G		2 JACH
12104	Student100178, BRIDGET	F				ALLEN Teacher2060	2 JACH
12186	Student100123, SARAH	F			**		2 JACH
12237	Student100084, CASSIDY	F			**		1 JACH
12243	Student100075, JAMICE	F			**	DEB Teacher1117	2 JACH
12320	Student100023, MYRA	F					4 RVAR
12352	Student99955, CHEBARE'	F					2 JACH

12. The ***R426 Student Scheduling Analysis*** lists each student's requests and if they were assigned into the course or their request could not be met.

REPORT: DASL - R426		ELMWOOD HIGH SCHOOL				RUN AT 9:46 AM 1/5/2011	
SCHOOLYEAR: 2011-2012		STUDENT SCHEDULING ANALYSIS REPORT				PAGE 3 OF 27	
Student99454, REBECCA		NON-ASSIGNED : 2		NUMBER : 13199		GRADE : 10	GENDER : F
TERM	COURSE	SEC	DESCRIPTION	DAYS	PERIOD	STATUS	
	1222		CHEMISTRY I			All Full Sections	
	1047		PRE-CALCULUS			All Full Sections	
2nd	710	8	HEALTH	MTWRF	04	Assigned	
YEAR	1320	6	U.S. SOCIAL STUDIES 10	MTWRF	51,53	Assigned	
1st	Lun1	2	Lunch 1	MTWRF	52	Assigned	
2nd	Lun2	2	Lunch 2	MTWRF	52	Assigned	

13. The ***R807 Section Summary by Report Period*** lists each course section and if it is open or closed.

REPORT: DASL - R807		ELMWOOD HIGH SCHOOL						PAGE 1 OF 13	
SECTION SUMMARY BY REPORT PERIOD									
COURSE ID	COURSE DESCRIPTION	TERM	SECTION ID	TEACHER NAME	PERIODS	ROOM ID	SECTION CAPACITY	STUDENTS ENROLLED	CLASS STATUS
CU200	CU ART	1st	2	LANA Teacher2163	03	123	25		All
SA53	SA53	1st	3	HEATHER Teacher2143	53	203	5		All
SH1	SH1	1st	1	Jim Teacher1916	01	205	150		All
SA51	SA51	1st	2	CAROLYN Teacher1977	51	201	15		All
SA4	SA4	1st	21	MATT Teacher1945	04	118	5		All
CU711	CU Phys Ed	1st	1	CHARLES Teacher2108	52	123	5		All

14. The **R407 Class Master Schedule** lists each course section and group course section. The demand count on the **R407** is the number of students who have a request for the course that hasn't been fulfilled yet.

Report: R407

ELMWOOD HIGH SCHOOL

Class Master Schedule

Group: (none)	(none)	Gr Cap:	Demand:	Gr Section:	Sec Cap:					
Course: 140	AGRI-BUSINESS		Credits: 1.000	Dpt: AG	Demand: 1					
Sec Term	Day/Period/Location/Staff				Cap	M	F	Tot	Open	
1 YEAR	MTWRF / 03 / 122	DENNIS Teacher1934			7	0	0	0	7	
Course: 220	DRAWING & PAINTING II		Credits: 0.500	Dpt: ART	Demand: 1					
Sec Term	Day/Period/Location/Staff				Cap	M	F	Tot	Open	
1 1st	MTWRF / 51, 52 / 204	MARTHA Teacher2035			10	0	0	0	10	
2 1st	MTWRF / 08 / 204	MARTHA Teacher2035			25	0	0	0	25	
Totals:					35	0	0	0	35	

Task #7 - Make applicable changes and rerun the Batch Scheduler – updating the existing schedule result set

Updating the existing schedule result set is the simplest method.



StudentInformation recommends using this option if you are new to SI scheduling. Updating the existing schedule results option keeps things simple. Users only have one result set to choose from when making schedule changes so there is no chance that schedule changes are made on the wrong schedule result set. Once you become familiar with how Batch Scheduler works you can use the other method which is to create a new result set each time next year.



A student has a request for Spanish. The Batch Scheduler is run and a student is scheduled into Spanish-1. The student then decides they don't want to take Spanish anymore. Simply deleting the request for Spanish will not unschedule the assignment for Spanish the next time the Batch Scheduler is run, even if the option to Clear Results Created by the Scheduler is marked. The Batch Scheduler only looks at requests and if the request for Spanish is deleted but the assignment remains the Batch Scheduler will not touch the assignment for Spanish since there is no corresponding request. Both the assignment and request for Spanish should be removed/deleted.



The Batch Scheduler can be accidentally run in 16/17. Be very careful and make sure you are in the correct school year before proceeding.

1. After fixing any conflicts, errors, adding course sections, and editing meeting times rerun the Batch Scheduler.
2. Navigate to **Student Information** » **Management** » **School Administration** » **Scheduling Administration** » **Scheduler** » **Schedule Job History**.

a. The Batch Scheduler's last run will appear at the top of the list.

b. Click the **Rerun Job** link.

Schedule Job History

From this screen, you can view all previously run schedule jobs for the current school and school year.

Result Set: -- All -- Job Type: Regular Batch Job Status: -- All -- Refresh Display

Add Schedule Job

			Job Name	Schedule Result Set	Run Time	Duration (min)	Job Type	Status	Username
Stats	Job Params	Rerun Job	SSST All Grades	SSST All Grades	12/29/2016 01:49 PM	10	Batch	Complete	devin.launder

- c. The page refreshes and you are brought to the **Submit** tab of the Parameter Set used in the last run.
- d. The **Schedule Job Name** field is defaulting to what you filled in on your first run which was **17/18 all grades**. You can change the name to something like **17/18 all grades 2nd try** or leave it as it. Either one will work.
- e. Select any queue from the **Job Queue** dropdown.
- f. The **Clear Results Created By Scheduler** and **Clear Schedule Results Created Manually** will default to what was selected in the last run.
- g. SI State Support recommends checking **Clear Schedule Results Created By the Scheduler** so students can get the best possible schedule.
- h. Click **Execute Schedule Job**.

Schedule Job Wizard

From this screen, you can run the Scheduler

Run Level Parameters	Pass Level Parameters	Pass Control	Course Sequencing Rules	Teacher Link Groups	Submit
----------------------	-----------------------	--------------	-------------------------	---------------------	--------

Master Schedule:*	Default Schedule	Schedule Result:*	SSST All Grades
Schedule Job Name:*	SSST All Grades 2nd try	Job Queue:*	STUD - STUDENT

Clear Schedule Results Created By Scheduler

Clear Schedule Results Created Manually

Execute Schedule Job < Back Cancel

- i. The page refreshes and you are brought back to the **Schedule Job History** page.
- j. Click **Refresh Display** until the job completes.

Task #8 - Review Batch Scheduler statistics and run reports to help resolve conflicts and verify schedules

1. On the **Schedule Job History** page, click on the [Stats](#) link for the job that just completed.
2. The page refreshes and you are brought to tab 1 named **Students Scheduled Summary** of the **Schedule Results Statistics** page.
 - a. The tab details how many students were scheduled on each pass.
 - b. The **Scheduled Status** column has five categories.
 - c. The **Fully Scheduled** category is the number of students who had all of their requests scheduled. If a student had two requests and the Batch Scheduler was able to fill both requests the student is considered fully scheduled.
 - d. The second category is named **Fully Scheduled With Request Error**. The number of students listed in this category have received a full schedule for the requests that were schedulable, but one or more of his/her requests had a problem that prevented the Batch Scheduler from trying to schedule it, e.g. no course sections were setup for the requested course.
 - e. The third category is named **Partially Scheduled** is the number of students who didn't have all their requests scheduled.
 - f. The fourth category is named **Not Scheduled** is the number of students who didn't have any of their requests scheduled. Remember – only students with requests are included in the statistics. If a student doesn't have any requests the student isn't included in this statistic.
 - g. The final category is named **Not Scheduled Due to Time Limit** is the number of students who couldn't be scheduled because the Batch Scheduler exceeded the number of seconds filled out in the **Time Limit Per Student** field on tab 1 of the job parameter.
 - h. The page lists these statistics for each pass. The page also combines all passes and lists the statistics for **Total Scheduled For All Passes** and **Percent Scheduled For All Passes**.

Schedule Result Statistics
This page displays the result statistics from a scheduling job

Students Scheduled Summary		Students Scheduled Detail		Course Status Messages		Request Status Messages		Requests
Stat Type	Scheduled Status	Grade 12	Grade 11	Grade 10	Grade 09	Pass Total		
Total Scheduled For Pass 1	Fully Scheduled	87	156	211	232	686		
	Fully Scheduled With Request Error	0	0	0	0	0		
	Partially Scheduled	0	0	0	0	0		
Total Scheduled For Pass 2	Fully Scheduled	0	0	0	0	0		
	Fully Scheduled With Request Error	0	0	0	0	0		
	Partially Scheduled	0	0	0	0	0		
Total Scheduled For Pass 3	Fully Scheduled	0	0	0	0	0		
	Fully Scheduled With Request Error	0	0	0	0	0		
	Partially Scheduled	107	44	23	2	176		
Total Scheduled For All Passes	Fully Scheduled	87	156	211	232	686		
	Fully Scheduled With Request Error	0	0	0	0	0		
	Partially Scheduled	107	44	23	2	176		
	Not Scheduled	29	32	66	38	165		
	Not Scheduled Due To Time Limit	0	0	0	1	1		
Percent Scheduled For All Passes	% Fully Scheduled	39.01	67.24	70.33	84.98	66.73		
	% Fully Scheduled With Request Error	0	0	0	0	0		
	% Partially Scheduled	47.98	18.97	7.67	0.73	17.12		
	% Not Scheduled	13	13.79	22	13.92	16.05		
	% Not Scheduled Due To Time Limit	0	0	0	0.37	0.1		

3. The second tab named ***Students Scheduled Detail*** lists the student's name and student's number for each of the five categories. If the category said zero students then the category will not listed on the ***Students Scheduled Detail***.
4. The third tab is named ***Course Status Messages*** lists each course, course sections, group, and group section that meets the following criteria, even if there were no requests for the course:
 - Course has no Course Sections on the master schedule
 - Group has no Group Sections on the master schedule
 - Course is not Active
 - Course Has No Course Sections with Meeting Times on the Master Schedule
 - Course has no section in selected course terms

Schedule Result Statistics

This page displays the result statistics from a scheduling job

Students Scheduled Summary					
Students Scheduled Detail					
Course Status Messages					
Request Status Messages					
Requests Exceeding Capacity					
Course	Course Section	Group	Group Section	Message	Requested
900110				Course Has No Course Sections with Meeting Times on the Master Schedule	No
920101				Course Has No Course Sections with Meeting Times on the Master Schedule	No
960108				Course Has No Course Sections with Meeting Times on the Master Schedule	No
900101				Course Has No Course Sections with Meeting Times on the Master Schedule	No
940313				Course has no Course Sections on the master schedule	No

5. The fourth tab is named ***Request Status Messages*** details the students who have request errors.

- a. The following screenshots shows example errors.

Schedule Result Statistics

This page displays the result statistics from a scheduling job

Students Scheduled Summary					
Students Scheduled Detail					
Course Status Messages					
Request Status Messages					
Requests Exceeding Capacity					
Course	Course Section	Group	Group Section	Message	Requested
900110				Course Has No Course Sections with Meeting Times on the Master Schedule	No
920101				Course Has No Course Sections with Meeting Times on the Master Schedule	No
960108				Course Has No Course Sections with Meeting Times on the Master Schedule	No
900101				Course Has No Course Sections with Meeting Times on the Master Schedule	No
940313				Course has no Course Sections on the master schedule	No
B20133				Course has no Course Sections on the master schedule	No

- b. If a student has multiple requests for the same course the Batch Scheduler will not double schedule the student. If the student does need to be scheduled into the same course more than once the office staff will need to manually put the student in the course on either the ***Course Section Assignments*** page or the ***Request Assignments*** page.
6. The fifth tab is named ***Requests Exceeding Course Capacity*** details the courses in which the number of requests for the course exceeded the capacity for the course.

- a. In the following screenshot course H/PEII has 80 requests but a capacity of 50. This statistic lets the school know it may want to consider adding another section of course H/PEII to meet the demand.

Schedule Result Statistics

This page displays the result statistics from a scheduling job

Students Scheduled Summary			Students Scheduled Detail	Course Status Messages	Request Status Messages	Requests Exceeding Course Capacity
Course	Requests Count	Capacity				
910134	39	30				
910123	35	30				
A25311	65	64				
B25311	65	64				

7. The final tab is named **Constraint Test Failures** details the number of students that couldn't be scheduled due to **Course Sequencing Rules** that were setup, **Daily Pattern Rules**, **Max Course Deviation**, **Max Course Weight Deviation**, and **Max Periods Per Day**.

- a. If none of these options were used when the Batch Scheduler was run each category will say zero.
- b. In the following screenshot the Batch Scheduler was setup to run with Course Sequencing Rules. Two students couldn't have all their requests fulfilled because of the course sequencing rules.

Schedule Result Statistics

This page displays the result statistics from a scheduling job

Students Scheduled Summary		Students Scheduled Detail	Course Status Messages	Request Status Messages	Requests Exceeding Course Capacity	Constraint Test Failures
Course Sequencing Rule:		10				
Daily Pattern Rule:		0				
Max Course Deviation:		0				
Max Course Weight Deviation:		0				
Max Periods Per Day:		0				

8. The **R413 Students Scheduled with Alternate Courses** report lists students who have been scheduled into an alternate course request instead of their primary course request.

REPORT: DASL - R413				ELMWOOD HIGH SCHOOL							
STUDENTS SCHEDULED WITH ALTERNATE COURSES								PAGE	1	OF	1
ID	STUDENT NAME	GR	GN	HIGH	HOME DIST	ORIGINAL REQUEST	ALTERNATE SCHEDULED CLASS	TERM			
12274	Student100061, MICHAEL	12	M			French-French 1	610-LATIN I	All Year			

9. The **R415A Student Scheduled With Free Time** report lists any open periods the student has. The **R415B Student Scheduled With Free Time by Period** report lists ant open periods students have by period.

Report: R415											ELMWOOD HIGH SCHOOL			
Student Scheduled With Free Time														
Student Number	Student Name	St	Gr	Gd	HmRm	Disability Condition	Dist of Res	Period	Rotation Days	Schedule Terms				
										08/29/2011	10/24/2011	01/09/2012	03/26/2012	
10781	Student101112, KAYLA	A	12	F				51	MTWRF	X	X	X	X	
								52	MTWRF		X	X	X	
								53	MTWRF	X	X			
								06	MTWRF	X	X	X	X	
								07	MTWRF	X	X	X	X	
								08	MTWRF	X	X	X	X	

- a. If a student has an assignment for a period the period won't be listed on the report. (In the example R415A screenshot above period 01 isn't listed because the student isn't free that period, she has an assignment.)
10. The **R424 Student Scheduled in one Course Section and Not Another** generates a list of students who are scheduled into only one course for a specified pair of courses.

REPORT: DASL - R424		ELMWOOD HIGH SCHOOL										PAGE 1 OF 2												
STUDENTS SCHEDULED INTO ONE COURSE/SECTION AND NOT ANOTHER																								
COURSE 1: 1047					SECT NO: 1					AND NOT					COURSE 2: 930					SECT NO: 1				
ID	STUDENT NAME				GR	GN	HGRM	PR	COUNSELLOR															
12390	Student99950, AIRICA				12	F			ALLEN Teacher2060															
12230	Student100096, MIRIAH				12	F			ALLEN Teacher2060															
12012	Student100288, KELSEY				12	F			DEB Teacher2117															
12241	Student100090, MONICA				12	F			ALLEN Teacher2060															
12099	Student100189, ALEXIS				12	F			ALLEN Teacher2060															

11. The **R425 Students Scheduled Into Two Assigned Course Sections** generates a list of students who are assigned to a specific pair of courses.

REPORT: DASL - R425										ELMWOOD HIGH SCHOOL																	
STUDENTS SCHEDULED INTO TWO ASSIGNED COURSES/SECTIONS																				PAGE		1		OF		1	
SCHOOL YEAR:		COURSE		1047		PRE-CALCULUS																					
<hr/>																											
ID		STUDENT NAME				GR		GN		HGRM		PR		COUNSELOR		COURSES											
930																											
<hr/>																											
12009		Student100299, JOY				F						**		DEB Teacher2117		2		JACH									
12089		Student100228, JOSIE				F								**				4		HYAR							
12102		Student100177, KAITLIN				F						G						3		JACH							
12104		Student100175, BRIDGET				F								ALLEN Teacher2060				2		JACH							
12186		Student100128, SARAH				F								**				3		JACH							
12237		Student100084, CASSIDY				F								**				1		JACH							
12249		Student100075, JAMICE				F								**		DEB Teacher2117		2		JACH							
12320		Student100028, MYDIA				F												4		HYAR							
12392		Student99955, CHEHARE'				F												3		JACH							

12. The **R426 Student Scheduling Analysis** lists each student's requests and if they were assigned into the course or their request could not be met.

REPORT: DASL - R426			ELMWOOD HIGH SCHOOL			STUDENT SCHEDULING ANALYSIS REPORT			PAGE	3 OF	27	
Student99454, REBECCA			NON-ASSIGNED : 2		NUMBER : 13199		GRADE : 10		GENDER : F		HBM:	
TERM	COURSE	SEC	DESCRIPTION	DAYS	PERIOD	STATUS						
	1222		CHEMISTRY I			All Full Sections						
	1047		PRE-CALCULUS			All Full Sections						
2nd	710	6	HEALTH	MTWRF	04	Assigned						
YEAR	1320	6	U.S. SOCIAL STUDIES 10	MTWRF	51,53	Assigned						
1st	Lun1	2	Lunch 1	MTWRF	52	Assigned						
2nd	Lun2	2	Lunch 2	MTWRF	52	Assigned						

13. The **R807 Section Summary by Report Period** lists each course section and if it is open or closed.

REPORT: DASL - R807		ELMWOOD HIGH SCHOOL					PAGE 1 OF 13		
SECTION SUMMARY BY REPORT PERIOD									
COURSE ID	COURSE DESCRIPTION	TERM	SECTION ID	TEACHER NAME	PERIODS	ROOM ID	SECTION CAPACITY	STUDENTS ENROLLED	CLASS STATUS
CU200	CU ART	1st	2	LANA Teacher2163	03	123	25		All
SA53	SA53	1st	3	HEATHER Teacher2143	53	203	5		All
SH1	SH1	1st	1	Jim Teacher1916	01	205	150		All
SA51	SA51	1st	2	CAROLYN Teacher1977	51	201	15		All
SA4	SA4	1st	21	MATT Teacher1945	04	118	5		All
CU711	CU Phys Ed	1st	1	CHARLES Teacher2108	52	123	5		All

14. The **R407 Class Master Schedule** lists each course section and group course section. The demand count on the **R407** is the number of students who have a request for the course but who didn't get scheduled into the course when the Batch Scheduler was run.

Report: R407		ELMWOOD HIGH SCHOOL			
Class Master Schedule					
Group: (none)	(none)	Gr Cap:	Demand:	Gr Section:	Sec Cap:
Course: 140	AGRI-BUSINESS	Credits: 1.000	Dpt: AG	Demand: 1	
Sec Term	Day/Period/Location/Staff	Cap	M	F	Tot Open
1 YEAR	MTWRF / 03 / 122 DENNIS Teacher1934	7	0	0	0 7
Course: 220	DRAWING & PAINTING II	Credits: 0.500	Dpt: ART	Demand: 1	
Sec Term	Day/Period/Location/Staff	Cap	M	F	Tot Open
1 1st	MTWRF / 51, 52 / 204 MARTHA Teacher2035	10	0	0	0 10
2 1st	MTWRF / 08 / 204 MARTHA Teacher2035	25	0	0	0 25
Totals:		35	0	0	0 35

Task #9 – Remove unwanted requests and assignments

F.Y.I.

The remove function will be the only option enabled when dropping a course if school hasn't started. Once the first day of school arrives the drop, remove, and transfer functions will all be enabled for course sections that are in progress. If the course term hasn't started yet, the transfer function will be disabled on the course section.

Student Information > SIS > Scheduling > Course Section Assignments Find Student(s) [Go To]

WARNING: You are working with a Future School Year

Course Section Assignments

From this screen, you can display, add, change and delete data pertaining to Course Section Assignments.

Student: DAILY, DANIEL

Course Info	Term Info
Course: 2520 Sec: 22 Course Name: WORLD AFFAIRS Start Date: 1/15/2018	Term: 2nd Semester Course Start Date: 1/15/2018 Stop Date: 5/25/2018

☐ Remove / Delete

Save Cancel





F.Y.I.

Performing a remove permanently deletes the assignment from all scheduling pages.

F.Y.I.




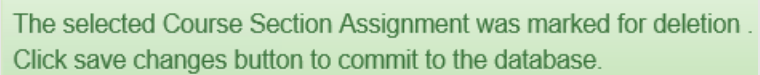




If an assignment is removed also ensure the request is also deleted.

Remove unwanted requests and assignments using the Request Assignments page

1. With a student in context navigate to **StudentInformation** » **SIS** » **Student** » **Student Schedule** » **Request Assignments**.
2. Select a schedule from the **Working Schedule:** dropdown and a schedule result set from the **Result:**.
3. Click on the  next to the assignment needing removed.
4. The right side of the screen refreshes.
 - a. The  **Remove / Delete** option is the only option available since the first day of school hasn't arrived.
 - b. When a remove is done, SI automatically assumes the student should have never been scheduled into the course and permanently deletes it.
 - c. Place a check in the box next to  **Delete Request**.
 - d. Removing the assignment and deleting the request will ensure that the student will not get scheduled into the course again the next time the Batch Scheduler runs.
 - e. Click .
 - f. The following message will display

Assignment Saved

Remove unwanted requests and assignments using the Course Section Assignments page

1. With a student in context navigate to **StudentInformation** » **SIS** » **Scheduling** » **Course Section Assignments or StudentInformation** » **SIS** » **Scheduling** » **Requests**.
2. Select a schedule from the **Schedule:** dropdown and a schedule result set from the **Schedule Result:** dropdown.
3. Click on the  next to the assignment needing removed.
4. The right side of the screen refreshes.
 - a. The  **Remove / Delete** option is the only option enabled since the first day of school hasn't arrived.
 - b. Click .
 - c. The following message will display

Click .
 - d. The following displays

5. Now the request also needs deleted.
6. Navigate back to the Requests page.
 - a. Click on the  next to the request.
 - b. Click  to complete the deletion of the request.

Task #10 - Rerun Batch Scheduler as many times as needed



Redo Tasks #5 and #6 until the desired results are achieved.

Task #11 - Clean up students that are not fully scheduled using the Request page

1. With a student in context, navigate to **Student Information** » **SIS** » **Scheduling** » **Requests**.
 - a. On the **Requests** page there are two dropdowns. One dropdown is for the Master Schedule and one dropdown is for the Schedule Result Set.
 - b. Since in the previous tasks we have chosen to Update the Existing Result Set there is only one Result Set to choose from in the dropdown.
 - c. This makes things very easy and there is no way you could accidentally make changes to a student's schedule on the wrong result set.

Student Requests
 From this screen, you can display, add, change and delete data pertaining to course/group requests.

Default Schedule ▾ **Default Schedule Result** ▾ Display Assignments

Search

Run Scheduler Go to Course Section Assignments Add Request Drop All Requests

6 Records Displayed of 6

	Prim. Req.	All. Req.	Priority	Req. Status	Active		Assignment	Type	Status
	EN4B - CP English 12B		9	Approved			EN4B - CP English 12B Section: 1	Batch	Assigned
	ENCR - Creative Writing and Drama		5	Approved				Batch	Conflict
	SC6 - Zoology		5	Approved			SC6 - Zoology Section: 1	Batch	Assigned
	SS4A - Government A		9	Approved			SS4A - Government A Section: 2	Batch	Assigned
	SS4B - Government B		9	Approved			SS4B - Government B Section: 1	Batch	Assigned
	SS6 - World Geography		5	Approved				Batch	All Full Sections

☒ Show Active Only

2. In the screenshot above the student's request for **SS6 – World Geography** went unfulfilled.
 - a. The **Status** column says **All Full Section**.
 - b. Click on the icon to the right of the request to turn the request for **SS6** into an assignment.
 - c. The page refreshes and you are brought to the **Course Section Assignments** page.
 - d. Enter a section # or click the icon to choose a section number.
 - e. If you clicked on the icon a new window pops up that shows you each section of the course and its capacity and filling count

Non-Groups or Groups: ☒ Non-Groups ☐ Groups

Course Code: x Course Type:

Name:

Department: EMIS Subject Code:

Area of Study: Course Subject Area:

Teacher: ☐ Honors Only

Rotation Day: Period of the Day:


Course Code - Name	Department	Course Sections					
SS6 - World Geography	Social Studies	Section	Term	Teacher(s)	Meeting Time	Capacity	Filling
		1	S2	Mr. M Jones	02 (107)	30	12.00
		2	S2	Mr. M Jones	07 (107)	30	23.00

- f. Click on the blue link for the section number [1](#) and the section number will be automatically filled in for you.
- g. The **Assignment Start Date** field should default to the first day of school.
- h. Click **Save**.

Task #12 - Clean up students that are not fully scheduled using the Request Assignments page






Many users prefer to use the Request Assignments page versus the Requests page because on the Request Assignments page they can see requests, assignments that originated from requests, and assignments that didn't originate from requests all on the same page.


















1. With a student in context navigate to **StudentInformation** » **SIS** » **Student** » **Student Schedule** » **Request Assignments**.
 - a. On the **Student Requests & Assignments** page, there are two dropdowns. One dropdown for the Master Schedule and one dropdown for the Schedule Result Set.
 - b. Since in the previous tasks we have chosen to Update the Existing Result Set, there is only one Result Set to choose from in the dropdown.
 - c. This makes things very easy and there is no way you could accidentally make changes to a student's schedule on the wrong result set.
2. The student for example has a request for course 1140.
 - a. The request couldn't be turned into an assignment. Unlike the Requests page, the Request Assignments page does not tell you why the request couldn't be fulfilled. (The Requests page notated if all course sections were full or if there was a conflict.)
 - b. Click on the  under the Assignment column on the corresponding line for 1140.

c. The right side of the screen does a partial refresh.

3. There are three available sections of course 1140.

- The  symbol represents a scheduling conflict.
- The  symbol represents the section is filled to capacity and scheduling the student into the section would overfill the section.
- Click on the  icon to the left of section 30 to assign the student into section 30.
- The right side of the screen refreshes again and the following is displayed.
- In the **Assignment Start Date** field defaults to the first day of the course term.
- Click **Save Assignment**.
- The following warning message will appear since the section would cause a scheduling conflict and /or would be overfilled.


• - Course 1140 section 30 is filled to capacity
• - An assignment to course 1140 section 30 would create a scheduling conflict
• - If you click to save again, you can override this warning


Request		Assignment				
Primary	Alt.	Course	Sec	Start	Drop	
 8000		 8000	12	1/3/2017		
 4200		 4200	21	8/15/2016		
 3180		 3180	30	8/15/2016		
 6120		 6120	40	8/15/2016		
 3220		 3220	70	8/15/2016		
 1140						

[View Display Options](#) | [Close Assignments](#) | [View Schedule Graph](#)



Add Assignment

Course/Section: 1140 30 [View Details](#)

Assignment Start Date: 08/15/2016 

Assignment Stop Date: 


[< Back](#)
[Save Assignment](#)
[Cancel](#)

- If you have security permissions to override and allow course section conflicts, the  button will be enabled. If you don't have permission to override you will need to select  and choose another course section.
- The assignment for 1140-30 appears on the same line as the request for 1140. This is how you can tell an assignment originated from a request, because they appear on the same line.

4. Now, a different student has a request for course 1011 and an assignment for course section 1011-1.

- The assignment doesn't appear on the same line as the request. Since they don't appear on the same line I can tell this course didn't originate from a request. The course section assignment was directly added to the student's schedule.
- If the school would run the Batch Scheduler again the Batch Scheduler would try to schedule the student's request for course 1011 since the request is still unfulfilled.
- The school should delete the request for course 1011 so the student doesn't get double scheduled into course 1011. If they don't delete the

request the student could be assigned once manually by a user and another time by the Batch Scheduler.

- d. To delete a request click on the  to the left of the request for 1011.
 - e. The right side of your screen refreshes.
 - f. Click **Delete Request**.
 - g. The page refreshes.
 - h. Uncheck **Show Active Only**.
 - i. The inactivated request for course 1011 will now show since Show Active only was unchecked.
 - j. The Batch Scheduler will not attempt to schedule the student into course 1011 since the request is now inactive.
5. The Batch Scheduler only schedules active requests.
- The **Request Assignments** page has several other helpful features.
- a. One of those features is the Schedule Graph.
 - b. Click **View Schedule Graph** in the upper right corner of the **Request Assignments** page.

[View Display Options](#) | [Close Assignments](#) | [View Schedule Graph](#)

- c. The bottom of the page refreshes and a graph is displayed.

M - Monday, T - Tuesday, W - Wednesday, R - Thursday, F - Friday				
8/15	10/17	1/04	3/13	
0				0
01			8000 #12: CERAMICS & SCULPTURE - (167)	01
02		4200 #21: BIOLOGY - (51)		02
03	CONFLICT 3180 #30: Honors Algebra 1 - (157) 1140 #30: ENGLISH 9 - (154)			03
04		6120 #40: FRENCH 1 - (254)		04
05		2410 #50: AMERICAN GOVERNMENT - (232)		05
06	8800 #61: HEALTH - (271)			06
07		3220 #70: GEOMETRY - (226)		07
08				08

- d. The Schedule Graph is a great tool for telling which periods are open with quick glance.
- e. In the screenshot above the student has an opening All Year Period 0, 1st Semester Period 1, 2nd Semester Period 6 & All Year Period 08.

- f. The Schedule Graph is also useful for determining if the student's schedule has any conflicts.

M - Monday, T - Tuesday, W - Wednesday, R - Thursday, F - Friday									
8/15		10/17			1/04		3/13		
0									0
01							8000 #12: CERAMICS & SCULPTURE - (167)		01
02							4200 #21: BIOLOGY - (51)		02
03							CONFLICT 3180 #30: Honors Algebra I - (157) 1140 #30: ENGLISH 9 - (154)		03
04							6120 #40: FRENCH I - (254)		04

- g. The student in the above example has a conflict 3rd Period. She was scheduled into two courses this period.
- h. She has an assignment for course section 3180-30 and course section 1140-30.
- i. The Batch Scheduler will not give a student an assignment for a course section in a period where the student already has an assignment. One of these assignments was manually assigned by a user and the user chose to override the conflict.
- j. One way to double check if an assignment was manually assigned or assigned by the Batch Scheduler is to look at the **Course Section Assignments** page.
- k. On the Course Section Assignments page course 3180-30 has a **Status** of **Batch** and course 1140-30 has a **Status** of **Manual**.

	Course	Course Name	Section	Meeting ▲	Teacher	Term	Type	Status	Start Date
🗑️✎	8000	CERAMICS & SCULPTURE	12	01 (167)		2nd Semester Course	Batch	Assigned	Jan 03, 2017
🗑️✎	4200	BIOLOGY	21	02 (51)		All Year Course	Batch	Assigned	Aug 15, 2016
🗑️✎	3180	Honors Algebra I	30	03 (157)		All Year Course	Batch	Assigned	Aug 15, 2016
🗑️✎	1140	ENGLISH 9	30	03 (154)		All Year Course	Manual	Assigned	Aug 15, 2016
🗑️✎	6120	FRENCH I	40	04 (254)		All Year Course	Batch	Assigned	Aug 15, 2016

- l. Conclusion: The Batch Scheduler scheduled the student into 3180-30 but the office staff scheduled the student into 1140-30 and created the conflict.

Task #13 - Run Study Hall Wizard to fill in the student's open periods with study halls



Don't run the Study Hall Wizard until all of the following conditions are met:

- ✓ You are sure the Batch Scheduler no longer needs run.
- ✓ You are satisfied with the results of the Batch Scheduler.
- ✓ You've resolved the majority of student's conflicts.
- ✓ You are ready to fill in the rest of the student's open periods with study halls.



The Study Hall Wizard will only schedule students into study halls if they have an Overall Student Status of Active and they must have at least one course request.



Student must have at least one course request or course section assignment to be scheduled into study halls by the Study Hall Wizard.



The Study Hall Wizard can be run multiple times. Unfortunately there is no easy way to clear all assignments for study halls if the Study Hall Wizard was run prematurely.



The Study Hall Wizard can be run on multiple result sets. If the school isn't sure which result set they will finalize they can run the Study Hall Wizard on both result sets. In other words, the Schedule doesn't have to be finalized in SI Options in order for the Study Hall Wizard to be run.



Make sure you are in the correct school year before proceeding. If you are scheduling for the 17/18 school year you need to have your context set to 17/18.



The Study Hall Wizard can be accidentally run in 16/17. Be very careful and make sure you are in the correct school year before proceeding.

1. Before running the Study Hall Wizard, navigate to **StudentInformation » Management » School Administration » Scheduling Administration » Course Maintenance » Courses.**
 - a. Check each study hall to make sure it has a **Course Type** of **Study Hall**.
 - b. The **Course Type** field can be found on the **Miscellaneous** tab of each study hall.
 - c. The Study Hall Wizard only looks at **Course Type** equal to **Study Hall**.

StudentInformation > Management > School Administration > Scheduling Administration > Course Maintenance > Courses

From this screen you can display or change information regarding courses

General Marks Miscellaneous EMIS Pre/Co-requisites

SH - STUDY HALL

Department: Course Type:

Area Of Study: Language Code:

Subject Area: In Graduation / Eligibility: ☐

Gender Directive:

! Selecting the 'Balance...' option in the Gender Directive dropdown will only affect the batch and single student schedulers. The schedulers will attempt to balance the filling percentage in the course's sections for each gender separately.

Grade Levels Available:

Grade Levels Selected:

Location Types Available:

Location Types Selected:

Save Cancel

- d. The Study Hall Wizard can be run to look at the Grade Levels Selected on the Miscellaneous tab of the study hall. If the school would like to enforce grade levels ensure the Grade Levels Selected is properly setup for each study hall. If the school doesn't want to enforce grade levels on the study halls then there is no need to verify these fields at this time.

Note: The selected Grade Levels on the Course load into GradeBook and are used for setting up Standard Based Report Cards.

2. Now navigate to **StudentInformation** » **Management** » **School Administration** » **Scheduling Administration** » **Scheduler** » **Study Hall Wizard**.
3. In the *Max Consecutive Study Halls* field enter the number of study halls students are allowed to have back to back.
 - a. If your school only allows students to have 2 study halls in a row enter 2 in the field.
4. In the **Section Overfill Percent** enter the amount you would like the study halls to be overfilled.
 - a. If you don't want the study halls overfilled leave the field blank.
5. Next, in the **Sort Params Sort Order** section filter on which students you would like the Study Hall Wizard to schedule first.
 - a. Multiple sort criteria can be pulled over to the right but the sort criteria is applied in order from top to bottom.
 - b. If **Grade Level ASC** is chosen SI will attempt to schedule the lowest grade level first.
 - c. If **Grade Level DESC** is chosen SI will attempt to schedule the highest grade level first.
 - d. In other words if you want the Study Hall Wizard to schedule study halls for 12th graders before scheduling the other grade levels choose **Grade Level DESC**.
 - e. If it doesn't matter which grade level gets scheduled first choose **Student Random**.
 - f. Do not select both **Grade Level ASC** and **Grade Level DESC**.
 - g. If **Student Name ASC** is chosen students with last names starting with A are scheduled before students with last names that begin with B.
 - h. If **Student Name DESC** is chosen students with last names starting with W are scheduled before students with last names that begin with T for example.
 - i. If it doesn't matter which students are scheduled first choose **Student Random**.
 - j. If **Student Number ASC** is chosen students with the lowest student numbers will be scheduled first.
 - k. Example: student #10029 will be scheduled before student #10041.
 - l. If **Student Number DESC** is chosen students with the highest student numbers will be scheduled first.
 - m. If it doesn't matter which students are scheduled first choose **Student Random**.
 - n. If **Student Schedule Priority** is chosen the Batch Scheduler will look the **Scheduling Priority** field on the Additional tab of each student's profile.
 - o. The **Scheduling Priority** field defaults to 5 upon registration and isn't a field that is commonly used in SI. This field is only used when running the Batch Scheduler or Study Hall Wizard.

- p. Most schools will not choose to schedule study halls by **Scheduling Priority**.
 - q. If your school does choose to schedule study halls by **Scheduling Priority** you can use **SIS Student Search** to create a list of each student's scheduling priority.
 - r. Navigate to **StudentInformation** » **EZ Query** » **Reports** » **SIS Student Search** to create the list.
 - s. If **Student Requesting Group** is chosen the Study Hall Wizard will attempt to schedule students who have requests for course groups before students without requests for course groups.
6. If the school would like to enforce grade levels that were selected on the **Miscellaneous** tab of each study hall put a check in the box next to **Enforce Study Hall Grade Levels**.
 7. In the **Grade Levels to Schedule** pull over the appropriate grade levels to the right.
 - a. If the school would like to run the Study Hall Wizard for a grade level at a time just pull over one grade level and run the Study Hall Wizard and then repeat the process for the next grade level.
 8. If the school would like to allow study halls first period put a check in the box next to **Permit First Period Study Halls**.
 9. If the school would like to allow study halls before lunch place a check in the box next to **Permit Study Hall Before Lunch**.
 10. If the school would like to allow study halls to be scheduled last period place a check in the box next to **Permit Last Period Study Hall**.
 11. If the school would like to allow study halls after lunch, place a check in the box next to **Permit Study Hall After Lunch**.

Study Hall Wizard

From this screen, you can define the rules used by the study hall scheduler when assigning students to study halls.

Study Hall Parameters		Execute Job	
Max Consecutive Study Halls:*	<input type="text" value="2"/>		
Section Overfill Percent:	<input type="text" value="5"/>		
Sort Params Sort Order:*	<div> Student Number ASC Student Number DESC Student Schedule Priority Grade Level ASC </div>	<div> Student Random </div>	<p>Note: Sort Criteria chosen in the right list box, are applied in order from top to bottom, when ordering the students who are to be Scheduled</p>
Enforce Study Hall Grade Levels:	<input type="checkbox"/>		
Grade Levels to Schedule:	<div> 05 - 05 06 - 06 13 - 13 GR - GR </div>	<div> 09 - 09 10 - 10 11 - 11 12 - 12 </div>	
<input checked="" type="checkbox"/> Permit First Period Study Hall <input checked="" type="checkbox"/> Permit Study Hall Before Lunch			
<input checked="" type="checkbox"/> Permit Last Period Study Hall <input checked="" type="checkbox"/> Permit Study Hall After Lunch			
<input type="button" value="Save"/> <input type="button" value="Cancel"/> <input type="button" value="Next >"/>			

12. Click **Next** to move to the **Execute Job** tab.
 - a. Select a **Schedule** from the dropdown.
 - b. Next select a **Schedule Result** from the dropdown.

- c. The **Schedule Job Name** field defaults to **Study Hall**. You can change the name of leave it as is.
- d. Select any queue from the **Job Queue** dropdown. (It doesn't matter which one you select.)
- e. Make sure you are in 17/18.
- f. Click **Submit**.
- g. The following message will be displayed on the screen.

Study Hall Wizard

From this screen, you can define the rules used by the study hall scheduler when assigning students to study halls.

The job was scheduled to run ×

Study Hall Parameters
Execute Job

Schedule: * Default Schedule ▼

Schedule Result: * Default Schedule Result ▼

Schedule Job Name: * Study Hall ×

Job Queue: * EMST - EMIS Transfer ▼

Submit
< Back

13. Now navigate to **Student Information** » **Management** » **School Administration** » **Scheduling Administration** » **Scheduler** » **Schedule Job History** to check the status of the Study Hall Wizard job.

- a. In the **Job Type** dropdown choose **Study Hall Batch**.
- b. Click **Refresh Display**.

Schedule Job History

From this screen, you can view all previously run schedule jobs for the current school and school year.

Result Set: -- All -- ▼ Job Type: Study Hall Batch ▼ Job Status: -- All -- ▼ Refresh Display

Add Schedule Job

			Job Name	Schedule Result Set	Run Time ▼	Duration (min)	Job Type	Status	Username
Stats	Job Params	Rerun Job	Study Hall	Default Schedule Result Set	08/15/2016 01:25 PM	1	Study Hall Batch	Complete	<div style="width: 100px; height: 10px; background-color: #0070c0;"></div>

- c. The job will be listed as **Pending** and then change to **Active**.
- d. Click Refresh Display until the job says **Complete**.
- e. Click on the [Stats](#) link.

14. The page refreshes and the **Student Study Halls Scheduled – Summary** tab is displayed.

- a. The statistics summarize how many students in each grade level were assigned study halls.

Schedule Result Statistics

This page displays the result statistics from a scheduling job

Student Study Halls Scheduled - Summary						
		Student Study Halls Scheduled - Detail			Study Hall Constraint Test Failures	
Stat Type	Scheduled Status	Grade 12	Grade 11	Grade 10	Grade 09	Total
Total Study Halls Scheduled	Students Scheduled In One or More Study Halls	132	142	129	113	516
	Students Not Scheduled In Any Study Halls	2	13	33	43	91
Percent Study Halls Scheduled	% Students Scheduled In One or More Study Halls	98.51	91.61	79.63	72.44	85.01
	% Students Not Scheduled In Any Study Halls	1.49	8.39	20.37	27.56	14.99

- b. Next click on the 2nd tab named ***Student Study Halls Scheduled – Detail.***

The 2nd tab lists each student and how many study halls they received.

Schedule Result Statistics

This page displays the result statistics from a scheduling job

Student Study Halls Scheduled - Summary						Student Study Halls Scheduled - Detail						Study Hall Constraint Test Failures					
Scheduled Status	Study Halls Scheduled	Student Number	Last Name	First Name	Grade Level Code												
Students Scheduled In One or More Study Halls	7	27275		Katherine	12												
	3	13		Gregory	12												
	4	99671		Garrett	12												
	1	99977		Andrew	12												
	3	0045		Grant	12												










15. The third tab is named ***Study Hall Constraint Failures*** summarizes how many students were scheduled into consecutive study halls, received a study hall 1st period, received a study hall before lunch, received a study hall after lunch, or received a study hall last period.

Schedule Result Statistics

This page displays the result statistics from a scheduling job

Student Study Halls Scheduled - Summary						Student Study Halls Scheduled - Detail						Study Hall Constraint Test Failures					
Max Consecutive Study Halls: 107																	
Permit First Period Study Hall: 0																	
Permit Last Period Study Hall: 0																	
Permit Before Lunch Study Hall: 0																	
Permit After Lunch Study Hall: 0																	

16. The next screen shot is of a student's ***Course Section Assignments*** page.

	Course	Course Name	Section	Meeting ▲	Teacher	Term	Type	Status	Start Date
	0109	WORLD GEOGRAPHY & CULTURES	11	01 (A111)		Semester 1	Manual	Assigned	Aug 24, 2016
	0116	POLITICAL TRENDS	12	01 (A200)		Semester 2	Manual	Assigned	Jan 04, 2017
	0035	CP HUMAN ANATOMY	21	02 (A159)		Semester 1	Batch	Assigned	Aug 17, 2016
	0189	FITNESS AWARENESS	22	02 (A174)		Semester 2	Batch	Assigned	Jan 04, 2017
	0205	INTRO TO GUITAR	31	03 (A189)		Semester 1	Batch	Assigned	Aug 17, 2016
	0182	FITNESS	32	03 (GYM)		Semester 2	Batch	Assigned	Jan 04, 2017
	SH41	STUDY HALL	41	04 (CAFE)		Semester 1	Batch	Assigned	Aug 17, 2016
	SH42	STUDY HALL	42	04 (CAFE)		Semester 2	Batch	Assigned	Jan 04, 2017
	0025	ENGLISH COMPOSITION I	51	05 (A102)		Semester 1	Batch	Assigned	Aug 17, 2016

- The student was scheduled into two study halls.
- The student still has a couple of open periods. The **Schedule Graph** on the Request Assignments page is an excellent tool in determining which periods the student has open at a glance.
- The student has Periods 8 and 9 open all year.

M - Monday, T - Tuesday, W - Wednesday, R - Thursday, F - Friday

8/17	10/18	104	3/13	
01 0111 #11: PSYCHOLOGY I - (A200) 0109 #11: WORLD GEOGRAPHY & CULTURES - (A111)	0109 #11: WORLD GEOGRAPHY & CULTURES - (A111)		0116 #12: POLITICAL TRENDS - (A200)	01
02 0035 #21: CP HUMAN ANATOMY - (A159)			0189 #22: FITNESS AWARENESS - (A174)	02
03 0205 #31: INTRO TO GUITAR - (A189)			0182 #32: FITNESS - (GYM)	03
04 SH41 #41: STUDY HALL - (CAFE)			SH42 #42: STUDY HALL - (CAFE)	04
05 0025 #51: ENGLISH COMPOSITION I - (A102)			0028 #52: ENGLISH COMPOSITION II - (A102)	05
06 0116 #61: POLITICAL TRENDS - (A108) SH61 #61: STUDY HALL - (CAFE)	0116 #61: POLITICAL TRENDS - (A108)		0054 #62: FORENSICS - (A164)	06
07 0082 #73: ALGEBRA III - (A220)				07
08				08
09				09
10 ADVIS #41: ADVISORY Wed. 12:07-12:43 - Pkblton (A164)				10

- The school could also run the **R415 Student Scheduled With Free Time** report that will list any open periods the student has.

Task #14 - Print Schedule Cards (R701)



Custom R701 formats aren't currently available.

1. To print Schedule Cards navigate to **StudentInformation** » **SIS** » **Scheduling** » **Scheduling Reports** » **Schedule Card Formatter (R701)**.
2. In the Report Layout dropdown, select a format. The following table will guide you in your format selection.
Note: The Print Two Students Per Page option is on formats 2, 3, 12, 13, 22, and 23.

Format	Orientation	Print Request Status?	Print Locker or Combo?	Print Fees?	Notes
1	Landscape	Yes	Yes –no combo	No	- Only format to print request status - When printing, choose Page Scaling = Fit to Printable Area
2	Portrait	No	Yes –no combo	No	
3	Portrait	No	Yes (both)	No	- Very similar to format 2; smaller print - Prints student number
4	Landscape	No	Yes –no combo	No	- 2 schedule cards for the same student per page - Prints student SSN
5	Landscape	No	Yes –no combo	No	- 2 schedule cards for the same student per page - Very similar to format 4 except for placement of several small items
6	Landscape	No	Yes (both)	Yes	- Can project fees if fees haven't been assigned - Prints program

***Note on Format 6:** Font size is 8.5 and will accommodate 17 assignments on a single page with default margins of 0.4. For students with 17 assignments (or more), the common text will print on the 2nd page. A single page can accommodate more assignments by reducing the top and bottom margins or using the Adobe Page Scaling setting of "Fit to Printable Area" or "Shrink to Printable Area".

11					Same as format 1
12	Portrait	No	Yes (both)	No	- Similar to format 2 - Prints program - Does not print gender or homeroom
13					Same as format 3
14					Same as format 4

15					Same as format 5
16	Landscape	No	Yes (both)	Yes	- Can project fees if fees haven't been assigned - Very similar to format 6 - Prints student SSN
21					Same as format 1
22					Same as format 2
23					Same as format 3
24					Same as format 4
25					Same as format 5
26					Same as format 6
27					Similar to format 13 - Footer contains school's return address and parent's mailing address for use with self sealing paper (mailer)

- Next, select a **Schedule** and **Schedule Result** from the dropdowns.
- Select the desired filters for grade level, course terms, etc.
- To print Schedule Cards to hand out to students choose the following parameters.


Suppress Requests That Have No Matching Assignment: ☒ Yes ☐ No

Position For Requests That Have No Matching Assignment: Before ▾

Suppress Results That Have No Assignment: ☒ Yes ☐ No

Position Of Results That Have No Assignment: Before ▾

Print Only Schedules With Results That Have No Assignment: ☐ Yes ☒ No

Print Schedules Changed After Date: 

- To print Schedule Cards to show all the requests the Batch Scheduler assigned and the requests the Batch Scheduler attempted to assign but couldn't choose the following parameters.


Suppress Requests That Have No Matching Assignment: ☐ Yes ☒ No

Position For Requests That Have No Matching Assignment: Before ▾

Suppress Results That Have No Assignment: ☒ Yes ☐ No

Position Of Results That Have No Assignment: Before ▾

Print Only Schedules With Results That Have No Assignment: ☐ Yes ☒ No

Print Schedules Changed After Date: 

- To print Schedule Cards to see which students have unapproved requests choose the following parameters.


Suppress Requests That Have No Matching Assignment: ☐ Yes ☒ No

Position For Requests That Have No Matching Assignment:

Suppress Results That Have No Assignment: ☐ Yes ☒ No

Position Of Results That Have No Assignment:

Print Only Schedules With Results That Have No Assignment: ☐ Yes ☒ No

Print Schedules Changed After Date: 

8. To print Schedule Cards for only students who still have unfulfilled requests choose the following parameters.

- a. Note the Schedule Cards can be run with this option before the Batch Scheduler is even executed.


Suppress Requests That Have No Matching Assignment: ☐ Yes ☒ No

Position For Requests That Have No Matching Assignment:

Suppress Results That Have No Assignment: ☐ Yes ☒ No

Position Of Results That Have No Assignment:

Print Only Schedules With Results That Have No Assignment: ☒ Yes ☐ No


Print Schedules Changed After Date: 

Note: As of StudentInformation 16.0.0, the Load Settings tab has the option to select **Private** to make the report unavailable on the I Want To ... menu or select **Available In "I Want To" Menu** to list the report on the the I Want To ... menu. This setting cannot be changed. The report must be deleted and re-created to change the privacy setting.

Schedule Card Formatter (R701)

From this screen, you can select parameters to generate a report.

Selection Criteria Selection Summary Load Settings

	Name	Private	Available In "I Want To" Menu	Creator	Date Created
	format 3	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Recker, Amy (amy.recker)	Aug 04, 2016

Default Settings On Startup:

Current Settings

Name:

Private: ☒

Available In "I Want To" Menu: ☒

Appendix A: - How to schedule one grade level at a time updating the same schedule result set each time.

1. Follow the steps in **Task #4 Configure Batch Scheduler job parameter to schedule the entire school** except in **step #6a** in the **Grade Levels to Schedule** filter pull over the grade level you would like to schedule first.

Schedule Job Wizard

From this screen, you can save Job Parameter Sets for the Scheduler

Run Level Parameters	Pass Level Parameters	Pass Control	Course Sequencing Rules	Teacher Link Groups	Submit
----------------------	-----------------------	--------------	-------------------------	---------------------	--------

Grade Levels to Schedule:*

05 - 05 06 - 06 07 - 07 08 - 08	12 - 12
--	---------

Course Terms to Schedule:*

1st Semester Course 2nd Semester Course All Year Course

Note: Sort Criteria chosen in the right list box, are applied in order from top to bottom, when ordering the students who are to be Scheduled.

Sort Criteria for Students who are being Scheduled:*

Student Number ASC Student Number DESC Student Schedule Priority Grade Level DESC	Student Requesting Group Student Random
--	--

Section Overfilled Percent: 5



Course Group Locking: Honor Course Group Locks

Balance By Ethnicity: No Balancing

Note: The Time Limit Per Student value determines the maximum number Of seconds that the scheduler will Try To schedule Each student.

Time Limit Per Student:* 60

Next >

- a. Continue on with the remainder of the steps in **Task #4**.
2. Now, follow the steps in **Task #5 Run the Batch Scheduler** except in **step #8** SI State Support recommends naming the Schedule Job Name **One grade at a time**.
 - a. Continue following the remainder of the steps in **Task #5 Run the Batch Scheduler**.
 3. Follow all steps in **Task #6 Review Batch Scheduler statistics and run reports to help resolve conflicts and verify schedules**.
 4. Run the Batch Scheduler for the same grade level again if needed until the desired results for that grade level are achieved.
 5. After the Batch Scheduler has completed and the student's schedules are the way you want them you can now schedule another grade level.
 6. Follow the steps in **Task #5** again except before clicking on the  in step #2 click on the  icon to edit the job parameter set.

- a. In the **Grade Levels to Schedule** filter clear the filter and select the next grade level to be scheduled.

Schedule Job Wizard

From this screen, you can save Job Parameter Sets for the Scheduler

Run Level Parameters	Pass Level Parameters	Pass Control	Course Sequencing Rules	Teacher Link Groups	Submit
----------------------	-----------------------	--------------	-------------------------	---------------------	--------

Grade Levels to Schedule:*

09 - 09 10 - 10 12 - 12 13 - 13	11 - 11
--	---------

Course Terms to Schedule:*

	1st Semester Course 2nd Semester Course All Year Course
--	---

Note: Sort Criteria chosen in the right list box, are applied in order from top to bottom, when ordering the students who are to be Scheduled.

Sort Criteria for Students who are being Scheduled:*

Student Number ASC Student Number DESC Student Schedule Priority Grade Level DESC	Student Requesting Group Student Random
--	--

Section Overfilled Percent:

Course Group Locking: Honor Course Group Locks **Balance By Ethnicity:** No Balancing

Note: The Time Limit Per Student value determines the maximum number Of seconds that the scheduler will Try To schedule Each student.

Time Limit Per Student:*

Next >Cancel

- b. After the Batch Scheduler has completed and the student's schedules are the way you want them you can now schedule another grade level.
7. Now go edit the job parameter again and clear out the filter and select the next grade level to be scheduled.
8. Continue the process until all the desired grade levels have been scheduled.


Appendix B - How to run the Batch Scheduler creating a new result set each time.

















This method is more complicated than it appears and extreme caution is advised before attempting to schedule using this method.



When it comes time to finalize the 17/18 schedule, only one schedule result set can be chosen from the dropdown in SI Options.

1. Complete Tasks 1-6 in this checklist.
2. Once you are ready to run the Batch Scheduler for the 2nd time navigate to **StudentInformation » Management » School Administration » Scheduling Administration » Scheduler » Job Parameter Sets.**
3. Click on the  icon of the job parameter you wish to rerun.
 - a. You will be brought to the Submit tab.
 - b. In the **Master Schedule** dropdown choose a master schedule. Most schools will only have one master schedule in the dropdown.
 - c. In the **New Schedule Result Name** field enter a descriptive name that will help you and other users remember which schedule result set is the latest and greatest.
 - d. Some suggested names are **2nd try all grades, added 1 sec of 1912**, or **Add Art1 2/12 9:29**.
 - e. The more descriptive you are with the **Schedule Result Name** the less likely you another user will accidentally pick the wrong one and begin making schedule changes on the wrong result set.

- f. Enter an optional description in the **New Schedule Result Description**.
- g. Since we have already run the Batch Scheduler once we have the option of copying the results from the first run into the 2nd run.
- h. In the **Copy from Existing Schedule Result Set** dropdown choose the schedule result you created in the first run.
- i. Now you have the option of which course section assignments from the result set you want to copy to the new result set.
- j. SI State support recommends only choosing to place a checkbox in **Copy Schedule Results Created Manually**.
- k. By choosing to copy the results that were scheduled manually the new schedule result set will contain all the assignments with a **Type** of **Manual** from the original result set. This means any assignment that was directly added to a student's schedule and any request that was manually turned into an assignment will be copied to the new result set.
- l. If **Copy Schedule Results Created by the Batch Scheduler** is checked all the course section assignments with the **Type** of **Batch** will be copied to the new result set. SI State Support recommends leaving this option unchecked.
- m. If **Copy Schedule Results Created by the Single Student Scheduler** is checked all course sections assignments with the **Type** of **Online** will be copied to the new result set. SI State Support recommends leaving this option unchecked.

	Course	Course Name	Section	Meeting ▲	Teacher	Term	Type	Status	Start Date
		4010 MODERN WORLD HISTORY	1	1 (134)		All Year Course	Online	Assigned	Aug 29, 2016
		HR HOMEROOM	39	HR (204)		All Year Course	Manual	Assigned	Aug 29, 2016
		0263 LEISURE GAMES & ACTIVITIES	3	2 (GYM)		1st Sem	Manual	Assigned	Aug 29, 2016
		7513 CAREER & LIFE PLANNING	2	2 (108)		2nd Sem	Manual	Assigned	Jan 23, 2017
		9210 SCULPTURE & CERAMICS I	2	3 (110)		All Year Course	Online	Assigned	Aug 29, 2016
		2120 CP MATH I	1	3 (203)		All Year Course	Batch	Assigned	Aug 29, 2016
		LUNCH1 LUNCH TERM 1	4	4 (159A)		1st Sem	Batch	Assigned	Aug 29, 2016

- n. In the **Schedule Job Name** field enter a descriptive name. SI State Support recommends just copying the same name you entered in the **New Schedule Result Name** in step #3c above.

Schedule Job Wizard

From this screen, you can run the Scheduler

Run Level Parameters	Pass Level Parameters	Pass Control	Course Sequencing Rules	Teacher Link Groups	Submit
----------------------	-----------------------	--------------	-------------------------	---------------------	--------

Master Schedule: *
Default Schedule

New Schedule Result Name: *
2nd run 2/12 11:20

New Schedule Result Description:

Copy from existing Schedule Result set:
Default Result Set

☒ Copy Schedule Results Created Manually

☐ Copy Schedule Results Created by the Batch Scheduler

☐ Copy Schedule Results Created by the Single Student Scheduler

Schedule Job Name: *
2nd run 2/12 11:20

Job Queue: *
EMST - EMIS Transfer

Execute Schedule Job

< Back

Cancel

- o. In the **Job Queue** dropdown select a queue. It doesn't matter which one you select.

- p. Click **Execute Schedule Job**.

4. Now, follow the steps in **Task #8 Review Batch Scheduler statistics and run reports to help resolve conflicts and verify schedules**.
5. When you are finished making adjustments to the master schedule and requests and are ready to rerun the Batch Scheduler by following steps 2, 3, and 4 again of **Appendix B** until you achieved the desired scheduling results.
6. Once you are satisfied with results of the Batch Schedule and wish to start making manual adjustments to student's schedules continue on with **Tasks #10-13** to finish out the scheduling process.

Appendix C - How to run the Batch Scheduler for one grade level at a time creating a new result set each time.



This method is more complicated than it appears and extreme caution is advised before attempting to schedule using this method.

Reminder!

When it comes time to finalize the 17/18 schedule only one schedule result set can be chosen from the dropdown in SI Options.

Reminder!

Please make sure you do not create a separate result set for each grade level. Please make sure you are copying the results from a previous run to the new run.

The Key to Success: If you are choosing to schedule one grade level at a time and create a new result set each time the key to success is to schedule one grade level, then schedule the next grade level and copy the scheduling results from the 1st grade level to the 2nd grade level. Once you've achieved the desired results with the 2nd grade level then schedule the 3rd grade level and copy the scheduling results from the result set that has the first two grade levels combined and so on.

1. Complete Tasks 1-3 in this checklist.
2. Follow the steps in **Task #4 Configure Batch Scheduler job parameter to schedule the entire school** except in **step #6a** in the **Grade Levels to Schedule** filter pull over the grade level you would like to schedule first.

Schedule Job Wizard

From this screen, you can save Job Parameter Sets for the Scheduler

Run Level Parameters	Pass Level Parameters	Pass Control	Course Sequencing Rules	Teacher Link Groups	Submit
----------------------	-----------------------	--------------	-------------------------	---------------------	--------

Grade Levels to Schedule:*

05 - 05 06 - 06 07 - 07 08 - 08	12 - 12
--	---------

Course Terms to Schedule:*

	1st Semester Course 2nd Semester Course All Year Course
--	---

Note: Sort Criteria chosen in the right list box, are applied in order from top to bottom, when ordering the students who are to be Scheduled.

Sort Criteria for Students who are being Scheduled:*

Student Number ASC Student Number DESC Student Schedule Priority Grade Level DESC	Student Requesting Group Student Random
--	--

Section Overfilled Percent: 5



Course Group Locking: Honor Course Group Locks

Balance By Ethnicity: No Balancing

Note: The Time Limit Per Student value determines the maximum number Of seconds that the scheduler will Try To schedule Each student.

Time Limit Per Student:* 60

Next >

3. Continue on with the remainder of the steps in **Task #4**.
4. Complete the steps in **Task #5 Run the Batch Scheduler** and **Task #6 Review Batch Scheduler statistics and run reports to help resolve conflicts and verify schedules**.
5. Once you are ready to run the Batch Scheduler for the 2nd time navigate to **StudentInformation » Management » School Administration » Scheduling Administration » Scheduler » Job Parameter Sets**.
 - a. Click on the  icon of the job parameter you ran previously.
 - b. On the **Pass Level Parameters** tab clear out the **Grade levels to Schedule** filter and pull over the next grade level to the right that you want to schedule.
 - c. Now flip to the **Submit** tab and click **Save Schedule Parameter**.
 - d. The page will refresh and you will be brought back to the **Job Parameter Sets** page.
6. Click on the  icon of the job parameter set you just edited.
 - a. You will be brought to the **Submit** tab.
 - b. In the **Master Schedule** dropdown choose a master schedule. Most schools will only have one master schedule in the dropdown.

- c. In the **New Schedule Result Name** field enter a descriptive name that will help you and other users remember which schedule result set is the latest and greatest.
- d. Some suggested names are **12 + 11 1st try, 11th and 12th #1**, or **add 11th to 12th**
- e. The more descriptive you are with the **Schedule Result Name** the less likely you another user will accidentally pick the wrong one and begin making schedule changes on the wrong result set.
- f. Enter an optional description in the **New Schedule Result Description**.
- g. Since we have already run the Batch Scheduler once we have the option of copying the results from the first run into the 2nd run.
- h. In the **Copy from Existing Schedule Result Set** dropdown choose the schedule result you created in the first run.
- i. Now you have the option of which course section assignments from the original result set you want to copy to the new result set.
- j. Since all the course section assignments for the first grade level are contained in the first result set we would want to put a check in all three boxes.
- k. **Copy Schedule Results Created Manually** will copy all assignment with a **Type** of **Manual**. This means any assignment that was directly added to a student's schedule and any request that was manually turned into an assignment will be copied to the new result set.
- l. **Copy Schedule Results Created by the Batch Scheduler** will copy all the course section assignments with the **Type** of **Batch** to the new result set.
- m. **Copy Schedule Results Created by the Single Student Scheduler** will copy all course sections assignments with the **Type** of **Online** to the new result set.

	Course	Course Name	Section	Meeting ▲	Teacher	Term	Type	Status	Start Date
	4010	MODERN WORLD HISTORY	1	1 (134)		All Year Course	Online	Assigned	Aug 29, 2016
	HR	HOMEROOM	39	HR (204)		All Year Course	Manual	Assigned	Aug 29, 2016
	0263	LEISURE GAMES & ACTIVITIES	3	2 (GYM)		1st Sem	Manual	Assigned	Aug 29, 2016
	7513	CAREER & LIFE PLANNING	2	2 (108)		2nd Sem	Manual	Assigned	Jan 23, 2017
	9210	SCULPTURE & CERAMICS I	2	3 (110)		All Year Course	Online	Assigned	Aug 29, 2016
	2120	CP MATH I	1	3 (203)		All Year Course	Batch	Assigned	Aug 29, 2016
	LUNCH1	LUNCH TERM 1	4	4 (159A)		1st Sem	Batch	Assigned	Aug 29, 2016

- n. In the **Schedule Job Name** field enter a descriptive name. SI State Support recommends just copying the same name you entered in the **New Schedule Result Name** in step #6c above.
- o. In the **Job Queue** dropdown select a queue. It doesn't matter which one you select.
- p. Click **Execute Schedule Job**.

Schedule Job Wizard

From this screen, you can run the Scheduler

Run Level Parameters	Pass Level Parameters	Pass Control	Course Sequencing Rules	Teacher Link Groups	Submit
----------------------	-----------------------	--------------	-------------------------	---------------------	--------

Master Schedule:*
Default Schedule

New Schedule Result Name:*
add 11th graders to 12th grade result set

New Schedule Result Description:

Copy from existing Schedule Result set:
Default Result Set

☒ Copy Schedule Results Created Manually
☐ Copy Schedule Results Created by the Batch Scheduler
☐ Copy Schedule Results Created by the Single Student Scheduler

Schedule Job Name:*
11th graders to 12th grade result set

Job Queue:*
Gen - Generic

Execute Schedule Job

< Back

Cancel

7. Now follow the steps in Task #8 ***Review Batch Scheduler statistics and run reports to help resolve conflicts and verify schedules.***
8. When you are finished making adjustments to the master schedule and requests and are ready to rerun the Batch Scheduler by following steps 5 and 6 again of ***Appendix C*** until you achieved the desired scheduling results.
9. Once you are satisfied with results of the Batch Scheduler and wish to start making manual adjustments to student's schedules continue on with ***Tasks #10-13*** to finish out the scheduling process.

Appendix D - How to create multiple master schedules and run the Batch Scheduler for multiple master schedules.




This method is more complicated than it appears and extreme caution is advised before attempting to schedule using this method.

Why would you want to create multiple master schedules?

Example: Your school has a levy on the ballot in May. The district is not sure if the levy will pass or not. If the levy doesn't pass the district will need to lay off 5 teachers and eliminate 30 course sections. The first master schedule would contain all the course sections if the levy passes and the school could schedule students using the Batch Scheduler or manually using the 1st master schedule and result set. The 2nd master schedule wouldn't contain the 30 course sections that will be eliminated if the levy doesn't pass. The school could schedule students using the Batch Scheduler or manually using the 2nd master schedule and result set.





1. To create a 2nd master schedule navigate to **StudentInformation » Management » School Administration » Scheduling Administration » Initialization » Master Schedule.**
 - a. Click the  icon of the **Default Schedule** to copy the schedule.
 - b. The **Name** field defaults to **Copy of Default Schedule.**
 - c. SI State Support recommends changing the name to be more descriptive. Example: **Schedule if levy doesn't pass.**
 - d. Click **Save.**
 - e. Change the wording in the Description field to match the new name of the master schedule.
 - f. Leave the **Copy Result Set** dropdown empty.

- g. In the **Copy Options** section choose to copy **Course Sections** and **Course Group Sections**.
 - h. Click **Save**.
2. Next we will delete the 30 course sections that are being eliminated if the levy doesn't pass.
 - a. Navigate to **StudentInformation** » **Management** » **School Administration** » **Scheduling Administration** » **Course Maintenance** » **Course Sections**.
 - b. In the **Working Schedule** dropdown select the master schedule named **Schedule if levy doesn't pass**.
 - c. Click **Reload Screen** and **Search**.
 - d. Inactivate the course sections that are being eliminated by editing the course section and removing the checkmark from the **Is Active** box.
3. Now we are ready to run the Batch Scheduler on both master schedules.
4. Follow **Tasks #1-13** for each master schedule.

Appendix E - How to clean out assignments made by the Batch Scheduler but leave the manual assignments.



Occasionally schools would like to start over and delete all assignments created by the Batch Scheduler but keep all the assignments the office staff created manually.

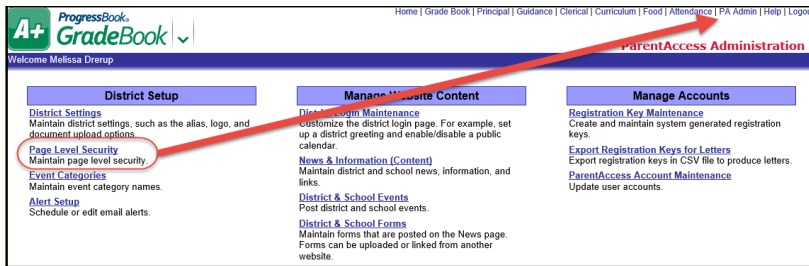
1. In 17/18 at the building level, navigate to **StudentInformation** » **Management** » **School Administration** » **Scheduling Administration** » **Scheduler** » **Job Parameter Sets**.
2. Click the  icon of the job parameter you have been working with.
 - a. In the **Grade Levels to Schedule** filter move all grade levels over to the left to clear out the filter.
 - b. Move a grade level which wouldn't have any requests over to the right. Examples: GR, UG, IN, and 23.
 - c. Click on the **Submit** tab
 - d. Click **Save Schedule Parameter**.
3. Next click on the  icon of the job parameter you just edited.
 - a. You will be brought to the **Submit** tab.
 - b. In the **Master Schedule** dropdown choose a master schedule. Most schools will only have one master schedule in the dropdown.
 - c. In the **New Schedule Result Name** field enter a descriptive name. Example: **New result set**.
 - d. In the **Copy from Existing Schedule Result Set** dropdown choose the schedule result set which contains all the course section assignments created manually and by the Batch Scheduler.
 - e. Place a check in the box next to **Copy Schedule Results Created Manually**.
 - f. This will copy all the assignments the office staff hand entered but since we aren't checking either of the other options the assignments created by the Batch Scheduler or Single Student Scheduler will not be copied.
 - g. In the **Schedule Job Name** field enter the same name you used in step #3c. which is **New Result Set**.
 - h. In the **Job Queue** dropdown select any queue.
 - i. Click **Execute Scheduler Job**.
4. Wait for the job to finish and then go to a student's Request Assignments page and choose the new schedule result in the dropdown.
 - a. You'll notice all the student's requests are still there but only the assignments that were entered manually are still scheduled.

5. Now go edit the job parameter again and clear the grade levels filter and pull the appropriate grade levels that you want to schedule over the right again.
 - a. Flip to the **Submit** tab and click **Save Schedule Parameters**.
6. Follow **Tasks #5-13** to finish scheduling.

Contact Editing in ParentAccess

Configure Editing

- Individual Contact records are marked as Publicly Viewable.
- Each Contact Type is marked as Publicly Viewable.
- Contact Editing is turned on in ParentAccess.



Family	GradeBook	Parent	Student
Alerts	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
My Account	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Profile	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Change Password	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Manage Student	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Create Student Accounts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reset Student Password	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Student Contacts	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Edit Contact	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Student Profile	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

A blue arrow labeled 'View Only' points to the 'Edit Contact' row. An orange arrow labeled 'Edit' points to the 'Edit Contact' row.

Notes:

- Contacts are a live read from StudentInformation to GradeBook and ParentAccess
- The above settings only affect ParentAccess, all contacts are viewable in GradeBook, regardless if they are marked Publicly Viewable or Contact Editing is turned on in ParentAccess
- Changes made in ParentAccess to contacts are immediately reflected in StudentInformation and GradeBook and vice versa.

Link ParentAccess Accounts to StudentInformation Contacts

You can link ParentAccess accounts to StudentInformation contacts. This will help you identify which contact is using a specific ParentAccess account. You can also manage security access to viewing and editing contact information in ParentAccess.

Link ParentAccess Accounts

You can search for ParentAccess accounts going to **ParentAccess Account Administration - ParentAccess Account (old)** or **ParentAccess Accounts** screens.

ParentAccess Account Administration – ParentAccess Account (old)

[StudentInformation](#) > [Management](#) > [District Administration](#) > [ParentAccess Account \(old\)](#)

The ParentAccess Account Administration screen displays a listing of the ParentAccess accounts for the district in context.

Note – The Active column is for display only and cannot be edited.

ParentAccess Account Administration

☐ - Show Inactive ParentAccess Accounts

Find by name: arthur [Search](#)

Active	ParentAccess Account	Name	Email	Contact
<input checked="" type="checkbox"/>				
<input type="checkbox"/>				

Page 1 of 1

[1](#)

To include both Active and Inactive ParentAccess accounts in the list, select the **Show Inactive ParentAccess Accounts** checkbox.

To search for a specific ParentAccess account, enter all or part of the account name or user's name in the **Find by name** field and then click **Search**.

To view more details about the ParentAccess account, click on the ParentAccess Account. This will bring you to the new **ParentAccess Accounts** screen.

ParentAccess Accounts

[StudentInformation](#) > [Management](#) > [District Administration](#) > [ParentAccess Accounts](#)

ParentAccess Accounts

Search...

Search

Use the search box to search for accounts.

To search for a specific ParentAccess account, enter all or part of the account name or user's name in the search box and then click **Search**.

To filter the listing, you can click on the thumbtack next to the search box and select criteria. Also, you can choose to Include Inactive ParentAccess Accounts.

Drew

Search on the following criteria

☒ Username

☐ Last Name

☐ First Name

☐ Address

☐ Email

☐ Include Inactive ParentAccess Accounts

The details include the Student Name, School, Grade, Contact Name, UserName, Email and Contact Type.

ParentAccess Accounts						
drew						
▼ Drew						
Norwood, OH 45212-2519 drew@gmail.com						
Students			Student Contacts			
Student Name	School	Grade	Contact Name	Username	Email	Type
Charles	N001	11	Robert	No Account	robert@gmail.com	3RD CONTACT
			Beth	No Account	beth@gmail.com	2ND CONTACT
			Mary Sue	No Account		4TH CONTACT
			Drew	Drew	drew@gmail.com	1ST CONTACT


The Active icon (green dot) is for display only and cannot be edited.


In the header row, when the ParentAccess Account is linked to a contact, the Username displays in blue with a green link next to it. When the ParentAccess Account is not linked to a contact, the Username displays in black with a red open link.


StudentInformation > Management > District Administration > ParentAccess Accounts

ParentAccess Accounts

albert Search


▼ ● Leah Albert - leahalbert  ← Linked Account 348 School Ct Wooster, OH 44691-2226
fakeaddress@software-answers.com

Students			Student Contacts			
Student Name	School	Grade	Contact Name	Username	Email	Type
Dylan Albert	WOJH	06	Nick Carreon	No Account \$	FakeAddress@Software-Answers.com	Step Parent
			Leah Albert ★	leahalbert 	FakeAddress@Software-Answers.com	Shared Parenting
			William Albert	No Account \$		Shared Parenting

► ● Alberto Suarez - suarezalberto  ← Unlinked Account fakeaddress@software-answers.com

To link the ParentAccess account to a contact, click on the red open link on the header row or in the Username column of the details section. A **Link Account To Contact** window displays.

From the header row, when you click on the red open link, all contacts associated with the student appear as options.

▼ ● Alberto Suarez - suarezalberto 

Link Account To Contact

Select a contact to link to account suarezalberto

Contact Name	Contact Type	Email	Phone	
Steve Ruvalcaba	Other		(555) 555-5555	Link
Alberto Suarez and Martha Maria Gajon	Parent(s)	FakeAddress@Software-Answers.com	(555) 555-5555	Link
Alberto Suarez	Parent(s)	FakeAddress@Software-Answers.com	(555) 555-5555	Link
Jesus Romo	Other		(555) 555-5555	Link

From the details section, when you click on the red open link next to a contact name, only that contact associated with the student appears.

From the available contacts, in the row of the contact you want to link to the ParentAccess account in context, click **Link**. The screen refreshes and displays **Success! The account was Successfully Saved.** Then the ParentAccess Account shows the username in blue with a green link to indicate it is linked.

Contact Name	Username
Steve Ruvalcaba	No Account No
Alberto Suarez and Martha Maria Gajon ★	No Account No
Alberto Suarez	No Account No
Jesus Romo	No Account No

Link Contact to Account

Select an account to link to contact **Alberto Suarez and Martha Maria Gajon**

Username	First Name	Last Name	Email	
suarezalberto	Alberto	Suarez	fakeaddress@software-answers.com	Link

Only one contact can be linked to one ParentAccess account at any time. To change the linked contact, you must first unlink the current contact and then choose a new contact to link.

Unlink ParentAccess Accounts

To unlink a ParentAccess account, on an existing linked account, click on the green link. The **Unlink Account** window displays. Click **Yes, Unlink Account**. The ParentAccess Accounts screen refreshes and no longer shows a linked account. You can now link the ParentAccess account to a different contact.

Unlink Account

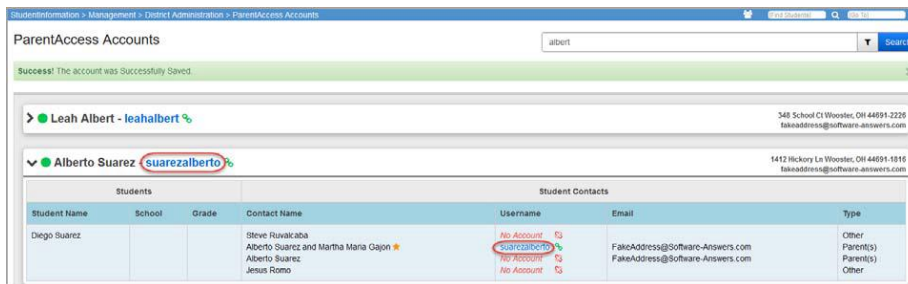
Unlink account **suarezalberto** from contact **Alberto Suarez and Martha Maria Gajon**?

[Yes, Unlink Account](#)

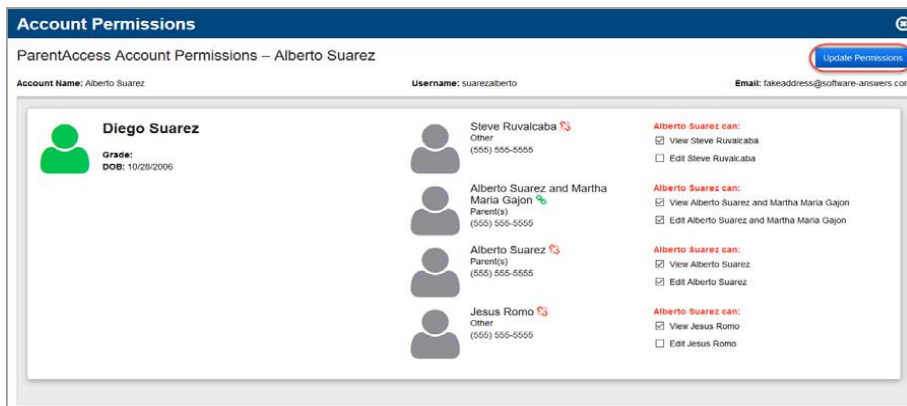
Edit ParentAccess Account Security Access

You can grant/remove permissions for a ParentAccess account to view/edit a student's contacts data through the **ParentAccess Accounts** screen. This determines which contacts the ParentAccess account holder can view and/or edit through their account.

On the ParentAccess Accounts screen, click on the blue username in the header or details section.



The **Account Permissions** window displays.



For each associated contact, you can select the checkboxes to indicate which associated contacts the ParentAccess account in context can view and/or edit through ParentAccess.

Note: If you select **Edit**, you must also select **View** in order to grant the ParentAccess account Edit permissions.

To remove permissions for the ParentAccess account in context, uncheck the appropriate View/Edit checkboxes corresponding to each contact.

After granting/removing the permissions, click **Update Permissions** to save the changes.



Course History Procedural Checklist

Change Log

Date	Section Number/Name	Change Description
1/10/17	Entire document	Update screenshots
11/6/14	Entire document	Update screenshots and breadcrumb trail
8/28/14	Manually Add Student Course History	Add Note that Count for Graduation is not functional
12/18/13	Edit Student Course History Manually Add Student Course History	14.2.0 Updates – updated screenshots
10/22/13	Run Transcripts	14.1.0 Updates – updated screenshot
10/10/12	Run Transcripts	13.1.0 Updates – updated screenshot
9/29/11	Run Transcripts Manually Add Student Course History Edit Student Course History	12.0.0 Updates – Add Note that SSID was added to several formats 12.0.0 Updates – Add Note that Credit Flex was added - screenshots
4/13/10	Course History Procedural Checklist	10.3.0 Updates – new screenshot

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Edit Student Course History.....	5
Manually Add Student Course History	7
Run Transcripts.....	8

Using Course History

Follow these steps to create and use student Course History. *Unless otherwise noted, see Course History/Class Ranking/Transcripts End User Documentation for details.*

- ☐ **Review Courses** – Review Courses in selected school year - paying special attention to (and updating as necessary) the “Is In Update History” field on the General tab and “Include on Permanent Record” field on the Marks tab.

By maintaining a student's marks, course history is automatically updated with new information from the student's scheduled courses. When a student enrolls from another district, it is usually necessary to manually add course information so that courses previously completed at another building/district may be included in a student's GPA and ranking as well as transcript information. You may use course codes that are part of your StudentInformation database and thereby default fields to those values, or you may designate all new data for the required fields when manually entering course history information. Manually entered course information consists of two tabs. The Course Details tab shows course detail information including whether a course is to be included in the GPA and Credit calculations as well as Honor Roll. The Student Marks tab is for recording the course marks information, which determines how the course history marks are used in GPA and Rank calculations. Updating course history information does not automatically update GPA and Ranking tables. That is accomplished by processing GPA Sets. A record of all GPA calculations is maintained on GPA History found by going to *StudentInformation – SIS – Student - Course History – GPA History*. Clicking on the specific GPA Set will bring up that particular GPA calculation results and the courses used in the calculations.

Navigation: StudentInformation – Management – School Administration – Scheduling Administration – Course Maintenance – Courses – Search button

See Scheduling End User Documentation for details.

From this screen you can display or change information regarding courses

Course: Grade Level: Department: MATH

Area of Study: Course Subject Area: Type:

EMIS Subject Code:

			Code	Name	Area of Study	Subject Area	EMIS Subject Code	Is Active
			1115	Career Skills Math	MTH - MATHEMATICS		111980	
			6010	CP Algebra I-A	MTH - MATHEMATICS		110301	
			6010T	CP Algebra I-A (Trailer)	MTH - MATHEMATICS		110301	
			6011	CP Algebra I-B	MTH - MATHEMATICS		110301	
			6011T	CP Algebra I-B (Trailer)	MTH - MATHEMATICS		110301	
			6014	CP Geometry-A	MTH - MATHEMATICS		111200	
			6015	CP Geometry-B	MTH - MATHEMATICS		111200	

- ☐ **Create Course History Transfer Codes** – Create Course History Transfer Codes to categorize Course History records. Transfer codes are used to optionally categorize reasons for manually entering course history.

Navigation: StudentInformation – Management – School Administration – Course History Administration – Transfer Codes

Course History Transfer Codes Maintenance

From this screen, you can display, add, change and delete Course History Transfer codes.

		Code	Name	Description	Active
		1	1	1	

☒ Show Active Only

- ☐ **View Student Course History Summary** – View Student Course History Summary for the selected student. The student Course History Summary provides the ability to view and document a student's course history with respect to courses and their corresponding marks. Accurate Course History is critical for producing accurate GPA and rank calculations. Enter criteria and columns to view, and click the “View History” button.

Navigation: StudentInformation – SIS – Student – Course History – Student Course History – View History button

Student Course History Summary
From this screen, you can view student course history.

[Hide Filters]

District: Credit Type: I want to...

Include School Years:

School Years Available: 2016-2017, 2015-2016, 2014-2015, 2013-2014, 2012-2013

School Years Selected:

Include Mark Types:

Mark Types Available: Avg - Avg, Exam - Exam, F - Final Mark, Fin - Final Mark, Fin - Final Marks

Mark Types Selected:

Show Manual Courses With No Marks: ☐ Yes ☒ No

Show 'Is High School Credit' Courses Only: ☐ Show 'Include in GPA' Courses Only: ☐ Show 'Include in Total Credits' Courses Only: ☐

Columns Available: Grade, Course Abbreviation, Course Name, Teacher Name, Course Level of Difficulty, Course Add-On Level, Course Area of Study, Course Subject Area, Course Department, Course CORE Subject Area

Columns Selected: School, School Year, Reporting Term Code, Course Code, Course Short Name, Course Section, Mark, Mark Type, Attempted Credits, Earned Credits

View History

Add Manually Entered Course

Student Course History Summary
From this screen, you can view student course history.

[Show Filters]

Add Manually Entered Course

Total Attempted Credits: 18.5 Total Earned Credits: 13.5

	School	School Year	Term Code	Course Code	Course Short Name	Section	Mark Type	Mark	Attempted Credits	Earned Credits
		2016-2017	F	3007	CP English 10-B		Final Mark	C	0.50000	0.50000
		2016-2017	F	3010	CP English 11-A		Final Mark	C	0.50000	0.50000
		2016-2017	F	3053	CP Eng 12-A		Final Mark	D	0.50000	0.50000
		2016-2017	F	9006	Economics		Final Mark	C	0.50000	0.50000
		2016-2017	F	9007	World Hist A		Final Mark	C	0.50000	0.50000

- ☐ **Edit Student Course History** – Edit Student Course History Summary for the selected student by using the **edit pencil** icon. Please note that updating Course History does not automatically update GPA and Ranking tables. GPA must be refreshed. This updates the GPA and rank to include the most recent marks earned by students.

Navigation: StudentInformation – SIS – Student – Course History – Student Course History – View History button – edit pencil icon






Student Course History Summary

From this screen, you can view student course history.

[\[Show Filters\]](#)

Add Manually Entered Course

Total Attempted Credits: 18.5 Total Earned Credits: 13.5

	School	School Year	Term Code	Course Code	Course Short Name	Section	Mark Type	Mark	Attempted Credits	Earned Credits
		2016-2017	F	3007	CP English 10-B		Final Mark	C	0.50000	0.50000
		2016-2017	F	3010	CP English 11-A		Final Mark	C	0.50000	0.50000
		2016-2017	F	3053	CP Eng 12-A		Final Mark	D	0.50000	0.50000
		2016-2017	F	9006	Economics		Final Mark	C	0.50000	0.50000
		2016-2017	F	9007	World Hist A		Final Mark	C	0.50000	0.50000

Manually Entered Course																	
From this screen, you can display, add, change and delete data pertaining to manually entered courses.																	
School Year of Manually Entered Course: 2016-2017																	
Course Details	Student Marks																
<div>Code: 3007 Subject Area: ENGLISH</div> <div>Abbreviation: 3007 Area of Study: ENG - ENGLISH LANGUAGE ARTS</div> <div>Short Name: CP English 10-B Level of Difficulty:</div> <div>Name: CP English 10-B Add On Category:</div> <div>Section: Hours of Instruction: 60</div> <div>Transfer Code: Attempted Credits: 0.500000</div> <div>Date Completed: 9/21/2016 Mark Bump:</div> <div>Ratio Denominator: 100 Rank Weight:</div> <div>Grade Level: 12 - 12 <small>This is the student's grade level from the student profile for the selected school year</small></div> <div>Teacher Name:</div> <div>Course Description: college prep English 10 course</div> <div>Credit Flex: Y - Yes, the course is a Credit Flexibility Course not used for credit recovery work</div> <div>EMIS Subject Code: 050170 - Integrated English Language Arts II</div> <div>EMIS Subject Area for Credit: ENG - English Credit</div> <div>CORE Subject Area: ENG - English Language Arts Units <small>(Only required when Is High School Credit is checked)</small></div> <div>End Of Course Assessment Area: ELA2 - English Language Arts 2</div>																	
<div><input checked="" type="checkbox"/> Is High School Credit <input checked="" type="checkbox"/> Include in GPA <input checked="" type="checkbox"/> Include in Total Credits <input checked="" type="checkbox"/> Include in Honor Roll</div> <div><input checked="" type="checkbox"/> Counts for Graduation <input checked="" type="checkbox"/> In Graduation / Eligibility <input type="checkbox"/> Is Honors Course <input type="checkbox"/> Is Dual Credit</div> <div><input checked="" type="checkbox"/> Is College Prep</div> <div>School IRN: 999999 School Description:</div> <div>Comments:</div> <div>Delete Save and View Course History Save and Enter Marks Cancel</div> <div><small>Note: If a manual course is saved with no marks, it can still be viewed on the Summary screen by checking the 'Show Manual Courses With No Marks' box in the filters section</small></div> <div><small>Student Marks List (Note: The marks for this manual course can be edited on the Student Marks tab)</small></div> <table><thead><tr><th>Term</th><th>Mark Type</th><th>Mark</th><th>Credit Type</th><th>Credit Ratio</th><th>Description</th><th>Attempted Credits</th><th>Earned Credits</th></tr></thead><tbody><tr><td>F</td><td>Fin</td><td>C</td><td>Earned</td><td>100 / 100</td><td></td><td>0.50000</td><td>0.50000</td></tr></tbody></table>		Term	Mark Type	Mark	Credit Type	Credit Ratio	Description	Attempted Credits	Earned Credits	F	Fin	C	Earned	100 / 100		0.50000	0.50000
Term	Mark Type	Mark	Credit Type	Credit Ratio	Description	Attempted Credits	Earned Credits										
F	Fin	C	Earned	100 / 100		0.50000	0.50000										

Note: When users save a value for the Credit Flex on the Courses – EMIS tab, for manually-entered courses, and then transfer a student’s course history, that value displays on the Manually Entered Course – Course Details tab.

Course Description:	college prep English 10 course
Credit Flex:	Y - Yes, the course is a Credit Flexibility Course not used for credit recovery work ▼

- ☐ **Manually Add Student Course History** – Use the Manually Entered Course screen to add course details and student marks for courses and course history from other districts for the selected student. Select the year the courses were completed prior to entering course details.

Navigation: StudentInformation – SIS – Student – Course History – Manually Entered Courses

Manually Entered Course

From this screen, you can display, add, change and delete data pertaining to manually entered courses.

School Year of Manually Entered Course: 2016-2017

Course Details **Student Marks**

Select a course from the school year selected to auto populate the fields:

Course:

Code:* Subject Area:

Abbreviation:* Area of Study:

Short Name:* Level of Difficulty:

Name:* Add On Category:

Section: Hours of Instruction:

Transfer Code: Attempted Credits:*

Date Completed: Mark Bump:

Ratio Denominator: 100 Rank Weight:

Grade Level:* 12 - 12 This is the student's grade level from the student profile for the selected school year

Teacher Name:

Course Description:

Credit Flex: N - The course is not a Credit Flexibility Course

EMIS Subject Code:

EMIS Subject Area for Credit:

CORE Subject Area:* (Only required when Is High School Credit is checked)

End Of Course Assessment Area:

☒ Is High School Credit ☒ Include in GPA ☒ Include in Total Credits ☒ Include in Honor Roll

☒ Counts for Graduation ☒ In Graduation / Eligibility ☐ Is Honors Course ☐ Is Dual Credit

☐ Is College Prep

School IRN: School Description:

Comments:

Note: If a manual course is saved with no marks, it can still be viewed on the Summary screen by checking the 'Show Manual Courses With No Marks' box in the filters section

Student Marks List (Note: The marks for this manual course can be edited on the Student Marks tab)

Term	Mark Type	Mark	Credit Type	Credit Ratio	Description	Attempted Credits	Earned Credits
There are no records to display							

Note: The Counts for Graduation checkbox is not functional. Please see the “In Graduation / Eligibility checkbox.

- ☐ **Run Transcripts** – Run Transcript Formatter (R702) to view course history listed on the student transcripts. Verify all details listed on the transcript for accuracy. The district determines what information is relevant and establishes the format to be used. The transcript is a summary of the school experience for students and is a critical document that can influence the future of the graduates. It is imperative that all details be as accurate as possible.

Report Layout (required) – Select the appropriate format (and format type, if your ITC settings permit) from the dropdown menu.

Note: The State Student ID (SSID) displays below the student number on Format01, Format02, Format11, Format12, Format20, Format21, Format22, Format32 and FixedN2 report layout formats.

Navigation: StudentInformation – SIS – Marks – Marks Reports – Transcript Formatter (R702)

Transcript Formatter (R702)

From this screen, you can select parameters to generate a report.

Selection Criteria **Selection Summary** Load Settings

Report Layout: Bethel-HS-Tran

Watermark Image: None Watermark Alignment: Top Left

Footer Location: ☐ Directly Beneath the Detail Section ☒ At The Bottom of the Last Report Page

Report Orientation: ☐ Portrait ☒ Landscape

Paper Kind: Letter

Paper Width: 8.5 Paper Height: 11

Left Margin: 0.5 Top Margin: 0.5

Right Margin: 0.5 Bottom Margin: 0.5 Gutter: 0.0

School Year(s) For Marks

2016-2017
2015-2016
2014-2015
2013-2014

Mark Credit Type for Current Year*

Not Used
Progress 1
Progress 2
Progress 3

Mark Credit Type for Prior Years*

Not Used
Progress 1
Progress 2
Progress 3

Course Types

C - Class
L - Lunch
Z - Study hall
ESC - ESC course

Show Separate Marks Subreports for Each School Year: ☒ Yes ☐ No

Show Separate Marks Subreports for Each School: ☐ Yes ☒ No

Show Separate Rows in Credits Subreport for Credits from Different Schools in the Same Year: ☒ Yes ☐ No

Print Transcript if Student Has No Marks: ☐ Yes ☒ No

Print Regular Course That Has No Marks: ☐ Yes ☒ No

Print Course History That Has No Marks: ☐ Yes ☒ No

Include Dropped Courses In Past Or Current Course Terms In Current Year: ☐ Yes ☒ No

Include Dropped Courses In Future Course Terms In Current Year: ☐ Yes ☒ No

Include Dropped Courses In Prior Years: ☐ Yes ☒ No

Require 'Update History' Flag to be True for Course to be on Transcript: ☒ Yes ☐ No

Require 'Is High School Credit' Flag to be True for Course to be on Transcript: ☒ Yes ☐ No

Prior Years GPA Sets

1st Quarter GPA 2015
2nd Quarter GPA 2015
3rd Quarter GPA 2015
4th Quarter GPA 2015

Current Year GPA Sets

1st Quarter GPA 2016
2nd Quarter GPA 2016
3rd Quarter GPA 2016
4th Quarter GPA 2016

Refresh GPA Set Results: ☐ Yes ☒ No

GPA's will ONLY print for the school in context

School Year(s) For Attendance

2016-2017
2015-2016
2014-2015
2013-2014

Show External Absence in Attendance Subreport Even If Days Attended is Zero: ☐ Yes ☒ No

Absence Cutoff Date:

Show Separate Subreport for Selected '4th Prof', '6th Prof', '9th Prof', and 'OGT' Tests: ☒ Yes ☐ No

Show ACT, SAT, PSAT, PLAN, SAT2, and AP Assessment Data From AAT or MISC: ☒ AAT ☐ MISC

Assessment Test Types

4th Prof
6th Prof
9th Prof
OGT

Show Assessment Test Parts that are Failed and have 'Required for Graduation' = 'No': ☒ Yes ☐ No

☐ Use custom Pass/Fail description

Show Assessment Test Parts that are Failed and have 'Required for Graduation' = 'Yes': ☒ Yes ☐ No

☐ Use custom Pass/Fail description

Misc Groups

Misc Group 1: Go Misc Data Definitions:

Misc Group 2: Go Misc Data Definitions:

Misc Group 3: Go Misc Data Definitions:

Misc Group 4: Go Misc Data Definitions:

Choose Graduation Eligibility Rule: Choose a Graduation Eligibility rule from the list to be used by Credit Summary subreport.

Mark Type: Choose the mark type to use for Credit Summary subreport calculations. The mark type is only required if Primary, Secondary, or a specific Rule are chosen.

Recalculate Graduation Eligibility: ☐ Check recalculate to refresh the student's Graduation Eligibility data (slower) or Uncheck recalculate to use the student's cached Graduation Eligibility data (faster) for Credit Summary subreport.

Student Status

A - ACTIVE
 ALTO - Alternative School/GO
 APEX - APEX
 AVCP - Active-Virtual Court Placed

Administrative Homeroom

104 (Full Year Term)
 106 - (Full Year Term)
 107 - (Full Year Term)
 108 - (Full Year Term)

Program

01 - Multiple Disabilities
 02 - Deaf Blindness
 03 - Deafness (Hearing Impairment)
 04 - Visual Impairment

Home School

046318 - Bethel-Tate Local SD (Dist)

Counselor

Membership

15 - Extended Learning Time (Each Week)
 15 - Guided Reading (Small Group Instruction)
 15 - Increase Reading Time
 15 - Interactive Writing

Special Education Services

215001 - Adapted Physical Education Services
 215002 - Aide Services
 215003 - Attendant Services
 215004 - Audiological Services

Membership Group

CS - COMMUNITY SERVICE PR
 EC - EARLY CHILDHOOD
 ED - EDUCATIONAL OPTIONS
 EP - EDUC PROGR - GIFTED

Ad-Hoc Membership: -- Select an Ad-Hoc Membership --

Public And Private ☐

Student ID(s):

Homeroom Date: 1/10/2017

Omit Unlisted Phone Numbers: ☐

Show Building or District Admission Date: ☒ Building ☐ District

Show Earliest or Latest Admission Date: ☒ Earliest ☐ Latest

Show Building or District Withdrawal Date: ☒ Building ☐ District

Common Text For Transcripts:

Grading Scale:

Choose this option for shorter execution time and lower memory usage when running the report for multiple grade levels. A separate interim report will be generated for each selected grade, and then the interim reports for all selected grades will be combined into one final report. When choosing this option, 'Grade' will be the first sort order for the final report, in order of the grades selected in the 'Grade' dual select below.

Improve Performance by Separating Report Processing by Grade: ☒

Grade ^{*}

07 - 07
 08 - 08
 09 - 09
 10 - 10

The 'Grade' dual select is only Required if the 'Improve Performance by Separating Report Processing by Grade' option is chosen above.

Sorting Options

Grade (ASC)
 Grade (DESC)
 Student Number (ASC)
 Student Number (DESC)

Student Name (ASC)

If the 'Improve Performance by Separating Report Processing by Grade' option is chosen above, then the sort order of grades is determined by the order of the grades in the 'Grade' dual select above. In that case the 'Grade' option does not have to be selected in the Sorting Options dual select, since the grade will automatically be the first sort criteria.

Output: ☒ Report ☐ Labels ☐ Both Report and Labels

Label Type: Avery Label 5160 - 1" X 2 5/8" 3-columns

Address: ☒ Use Student Address ☐ Use Parent Address

☐ Use custom address text

Include Copied On Correspondence: ☐ Yes ☒ No

Delivery Method: Pickup

Email Address: amy.recker@mcoecn.org

Description:

Entering Course Requests Step by Step Checklist



Change Log

Date	Section Number/Name	Change Description
12/9/16	Entire document	Update
07/01/15	Task #5	Added
11/6/14	Entire document	Update screenshots and breadcrumb trail
08/23/13	Opening comments	Added FYI about group requests
11/30/12	Entire document	Corrected font issues

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Course Requests can be entered in any combination of the following three ways:

1. Enter requests student by student on either the **Requests** page or the **Request Assignments** page. This method is discussed in this document.
2. Bulk assigning requests to a group of students using the **Request Update Groups** page. This method is also discussed in this document.
3. Students enter their course requests for the upcoming school year using the internet and the Public Course Request Module. This method is discussed in the **Public Course Requests Step by Step** document.

Example of using all three methods of course request entry:

StudentInformation High School has a group of 100 students who will take band next school year. The office staff created a Course Request Mass Update Rule to assign the group of 100 students a request for Band with a couple clicks of the mouse. Next, the office staff manually entered requests for individual students who required specific courses such as AP Chemistry or AP Biology. Finally, the school configured the Public Module to allow students to go online and enter requests for courses they wanted to take in the upcoming school year.



If your school is not using the Batch Scheduler to schedule courses then there is no need to add requests. You can add the students directly into the assignments, please see the **Elementary Scheduling Step by Step Checklist** document for more information.



Course groups do not have a gender directive. If you give a student a request for a course group, the Batch Scheduler will not honor the gender directives set up on the course sections that comprise the course group.

Task #1 – Bulk Assigning Request to groups of students using the *Course Requests Mass Update Groups* page.





Note: You may want to wait on Bulk Assigning Requests, until after manual entry and/or public entry has been completed, and the NORQ - Students with No Requests or Assignments report or Uncommitted Requests report have been ran.

1. Change the context to the building level and the school year you are working with.
2. Navigate to **Student Information » Management » School Administration » Scheduling Administration » Request Update Groups.**
3. Click **Add Course Request Mass Update Group.**
4. Enter a **Code**, **Name**, and optional **Description**.
5. Click **Save.**
6. In this example, a Request Mass Update Group was created to assign requests for 9th grade required courses.

Course Request Mass Update Groups

From this screen, you can display, add, change and delete Course Request Mass Update Groups.

Add Course Request Mass Update Group

			Code	Name ▲	Description	Active
			9th	Grade 9 required courses	Grade 9 required courses	
<input checked="" type="checkbox"/> Show Active Only						

7. Click on the **green arrow** icon to enter the individual rules.
8. Now click **Add Mass Update Rule.**
9. Enter a **Rule Name** and **Rule Description.**
10. The first rule will be named 9th grade English. This rule will give all active and non resident students a request for English 9.
11. You can use the **Student Status** filter to narrow down the list of students who will be assigned the request.
12. In the **Student Status** filter, pull over A – BLSD active resident student and N – Non-resident Foster/Court to the right.
13. In the **Grade** filter, pull over grade 09 to the right.
14. No other filters were chosen.
15. In the bottom section, enter the course code for 9th grade English in the **Add Course** field.
16. Click **Save.**
17. The following message will display: **The Course Request Mass Update Rule was saved successfully.**
18. To add another rule, click **Add Mass Update Rule** and follow the previous steps.

19. When you are finished entering rules, click **Execute this Rule Group** to kick off the job that mass assigns the requests to the designated students.
20. A job will be sent to the Management screen. Wait for the job to complete.
21. Verify the mass assignment of requests was successful by going to the request page of a couple of students and verify the requests were added.

Task #2 – How to bulk remove a request which will in turn bulk remove any assignments associated with the request.

1. Change the context to the building level and the school year you are working with.
2. Navigate to **StudentInformation** » **Management** » **School Administration** » **Scheduling Administration** » **Request Update Groups**.
3. Click **Add Course Request Mass Update Group**.
4. Enter a **Code**, **Name**, and optional **Description**.
5. Click **Save**.
6. In the following example, a Request Mass Update Group will be created to delete all requests for Spanish1 which will also delete any associated assignments for Spanish1.
7. The rule will be called **minus Spanish1**. This rule will delete all requests and associated assignments for Spanish1.
8. Click on the **green arrow** icon to enter the individual rules.
9. Now click **Add Mass Update Rule**.
10. Enter a **Rule Name** and **Rule Description**.
11. No other filters were chosen. However, if you wanted to delete the request for Spanish1 for only certain grade levels or groups of students, use the filters to narrow down the list of students.
12. In the **Drop Course** field, enter the course code for Spanish1.
13. Click **Save**.
14. The following message will display: **The Course Request Mass Update Rule was saved successfully**.
15. Click **Execute this Rule Group** to kick off the job that mass deletes the requests and associated assignments to the designated students.
16. A job will be sent to the Management screen. Wait for the job to complete.
17. Verify the mass deletion of requests and the associated assignments was successful by going to the Request page of a couple of students.

Task #3 – Assigning requests to individual students using the Request Assignments page.

1. Change the context to the building level and the school year you are working with.
2. To assign requests using the Request Assignments page, navigate to the following page with a student in context **StudentInformation** » **SIS** » **Student** » **Student Schedule** » **Request Assignments**.
3. Choose a **Working Schedule** and **Result** and then click **Reload Screen**.
4. Click **Add Request**.
5. Use the **ellipse** icon to select a Course or type in the Course Code in the **Primary Course** field.
6. If you would like to enter an alternate request, enter the Course Code in the **Alternate Course** field. The Batch Scheduler can be configured to schedule alternate course requests if the primary request is not available. Please see the **Batch Scheduler Step by Step Checklist** for details.
7. You can leave the **Priority** field empty and the priority will be filled in with the priority on the Course or you can enter a priority that will override the priority value on the Course record in Course Maintenance.
8. If the student should be assigned to a course section taught by a particular teacher, choose the teacher from dropdown next to **Teacher**. If the student should be excluded from a certain teacher's sections then choose the teacher from the dropdown and check **Exclude**.
9. Likewise, if the student should be assigned to a course section taught in a certain period, choose the period from dropdown next to **Period**. If the student should be excluded from being scheduled into a certain period then choose the period from the dropdown and check **Exclude**.
10. Typically, if a student has restrictions for a specific teacher or period, the assignments are done manually to ensure the student gets in the proper course section. If the assignment is done manually, there is no need to enter a request for the course.
11. The **Request Status** section is for informational purposes only. Please see the Key in the Appendix section at the rear of this document.
12. Click **Save Request**.
13. The following message will display: **Request Saved**.
14. The request you added will display in the left section of the grid titled

Request	
Primary	Alt.

15. Continue adding requests using the above steps until all the desired requests for students have been entered.

Task #4 - Assigning Requests to individual students using the Requests page.

1. Change the context to the building level and the school year you are working with.
2. To assign requests using the Request Assignments page, navigate to the following page with a student in context **StudentInformation** » **SIS** » **Schedule** » **Requests**.
3. With a student in context, choose a schedule from the 1st dropdown on the left.
4. Click **Add Request**.
5. Use the **ellipse** icon to select a Course or type in the Course Code in the **Primary Course** field.
6. If you would like to enter an alternate request, enter the Course Code in the **Alternate Course** field. The Batch Scheduler can be configured to schedule alternate course requests if the primary request is not available. Please see the **Batch Scheduler Step by Step Checklist** for details.
7. You can leave the **Priority** field empty and the priority will be filled in with the priority on the Course or you can enter a priority that will override the priority value on the Course.
8. If the student should be assigned to a course section taught by a particular teacher, choose the teacher from dropdown next to **Teacher**. If the student should be excluded from a certain teacher's sections then choose the teacher from the dropdown and check **Exclude**.
9. Likewise, if the student should be assigned to a course section taught in a certain period, choose the period from dropdown next to **Period**. If the student should be excluded from being scheduled into a certain period then choose the period from the dropdown and check **Exclude**.
10. Typically if a student has restrictions for a specific teacher or period, the assignments are done manually to ensure the student gets in the proper course section. If the assignment is done manually, there is no need to enter a request for the course.
11. The **Request Status** section is for informational purposes only. Please see the Key in the Appendix section at the rear of this document.
12. Click **Save**.
13. You will receive the following message: **The Request was successfully saved**.
14. Continue adding requests using the above steps until all the desired requests for students have been entered.

Task #5 - Run scheduling reports to verify scheduling data

1. The scheduling reports will help you verify requests, determine if you have enough course sections to accommodate the requests, and the course section meeting times are not creating conflicts for key courses.
 - a. Scheduling reports can be found by navigating to **StudentInformation » SIS » Scheduling » Scheduling Reports**.
 - b. All the following reports are optional, however it is highly recommended that you run and verify these reports before proceeding. Scheduling reports do not have to be run in order to use the Batch Scheduler, but the reports will help verify students have the proper requests and you have the proper course sections setup to accommodate the requests before you run the Batch Scheduler.
2. Run the **Course Curriculum (CRSE)** report. This report allows you to select up to ten customized fields which will help you verify the course weight, course abbreviations, course names, etc.
3. TIP #1: Run CRSE report to see if study halls are marked as Course Type = Study Hall so when the Study Hall Wizard is run, the study halls will be assigned properly.
4. TIP #2: Run CRSE report to see if courses have the correct course priority, demand count, etc.
5. Next, run the **Students with No Requests (NORQ)**. This report produces a list of students who do not have any requests and therefore will not be scheduled by the Batch Scheduler.
6. TIP: Run the NORQ report for Active and Non-Resident students to see which students have not put in requests yet.
7. The **Student Course Requests (REQU)** report allows you to print a list of each student's course requests. This report will not tell you if their requests have a **Pending** status.
8. If you would like a listing of students who used the Public Module and their requests have a Pending status, you can navigate to:
StudentInformation » Management » School Administration » Public Administration » Uncommitted Requests.
 - a. Choose either **Unapproved by Parent/Guardian** or **Uncommitted by Student**.
 - b. The **Uncommitted Requests** page will give you a list of students whose requests do not have an **Approved** status. If you need to print this page, you can click **File – Print**.
9. The **Course Request labels (R206)** can be run to generate student labels to affix to course request sheets.
10. Next, to ensure students have met all pre and co-requisites for a request, do not have any invalid course requests, or they do not meet the gender or grade requirements of the course, run the **Student Course Request Verification (R401)**.

- a. The report will list each student's requests. The report also has the option to only print students with error messages.
- b. The **R401** Error Code Key is as follows:

ALT	Alternate Course ID not valid for Group
INV	Invalid Course ID
SEX	Sex restriction not met
GRD	Grade restriction not met
OTH	Other restrictions to be checked manually
DUP	Duplicate Course Requests
PRQ	Prerequisites not met
COQ	Co-requisites not met

11. Next, the **Tally of Student Course Requests (R402)** will list each course and the number of students requesting each course. You can use this report to ensure the course sections have enough capacity to accommodate all the requests.
12. The **R403 Potential Course Conflicts Matrix** report can be used to generate a matrix listing of each course ID against all other course IDs in order to determine the number of conflicts that would result if two courses were offered only 1 time (singleton) within the same block/period of the day. The forecasted number of conflicts will be printed at the intersection point on the matrix corresponding to each pair of courses. You can use the report to analyze requests to determine how many sections of a course are needed, and if the requests create any time conflicts.
13. The **R404 Student Requested Specific Course** report allows the user to receive a list of students that have requested a specific course. The report also has the ability to list the courses that have less than a specified number of requests.
14. The **R405 Students Requesting Specific Course Pair** report produces a list of students that have requested a specified pair of courses. Once you have determined which courses are singletons by running either the **R403** or **R406** report, you can run the **R405** report to see which students will actually have a conflict if the meeting times on the two courses are left the same (singleton).
15. The **R406 Potential Course Conflicts** report is used to generate a table listing each course ID against all other course IDs that have been jointly requested by one or more students, in order to determine the number of conflicts that would result if the two courses were offered only one time (singleton) within the same block/period. Optionally, this report can be based on only those courses where the number of students requesting the course is less than or equal to the number specified on the report submission screen.
16. Next, the **Course Request Verification Slip (R416)** can be run to create verification slips to pass out to students so they can verify their course requests for accuracy. The report has the option to print one student per page and also has the option to print student's current schedule in 16/17 and their requests for 17/18.

Appendix A: Request Status Key

	DASL	Guardian	Student
Request Status:	<input type="checkbox"/> Mass Request Rule Created	<input type="checkbox"/> Guardian Created	<input type="checkbox"/> Student Created
	<input checked="" type="checkbox"/> Locked	<input type="checkbox"/> Guardian Pending	<input type="checkbox"/> Student Pending
	<input checked="" type="checkbox"/> Approved	<input type="checkbox"/> Guardian Locked	
		<input type="checkbox"/> Guardian Approved	<input type="checkbox"/> Student Committed

1. Request Status: DASL:

- Mass Request Rule Created:** Denotes if the request was added by using the Mass Update Requests Groups page.
- Locked:** Denotes if a request was added by the office staff either manually for a single student or by using the Course Requests Mass Update Groups page. If a request is locked, the request will show on the Public Module, but the student cannot delete the request or change the request.
- Approved:** Denotes any request added directly to a student's Requests page, Request Assignments page, or added in bulk using the Mass Update Requests Groups page and is automatically marked as Approved. If the request was added by the student using the Public Module, the request is marked Approved after the student hits Commit. Please see the Public Module Step by Step Checklist for more details.

2. Request Status: Guardian: – used in conjunction with the Public Course Requests Module.

- Guardian Created:** Denotes if guardian account was used to add the request. Please see the Public Module Step by Step Checklist for more information on Guardian accounts.
- Guardian Pending:** Denotes if the guardian account entered requests, but forgot to click Commit. Please see the Public Module Step by Step Checklist for more information on Guardian accounts.
- Guardian Locked:** Denotes if the guardian account entered and locked the request, not allowing the student to edit or delete the request. Please see the Public Module Step by Step Checklist for more information on Guardian accounts.
- Guardian Approved:** Denotes if the request was entered by the guardian and the guardian hit Commit.

3. Request Status: Student: - used in conjunction with the Public Course Requests Module.

- Student Created:** Denotes if the request was entered by the student using the Public Course Requests Module.

- b. **Student Pending:** Denotes if the request was entered by the student using the Public Course Request Module and the request is pending because the student has not clicked Commit yet.
- c. **Student Committed:** Denotes if the request was entered by the student using the Public Course Requests Module and the student has finalized their requests by clicking Commit.



Only requests that are marked as **Approved** are scheduled by the Batch Scheduler.



Course and Course Section Setup Course Group and Course Group Section Setup Procedural Checklist

Change Log

Date	Section Number/Name	Change Description
1/30/17	Entire document	General updates
12/12/16	Entire document	General updates
2/1/16	Course Section	Add note about course sections with no students
1/29/16	Courses – Task #4	Add note to selecting Grade Levels
10/30/14	Course Section – Task #7 Entire document	14.6.4 Updates – Update screenshot for Course Section – EMIS Override tab Update screenshots and breadcrumb trails
12/18/13	Task #2	14.2.0 Updates – Updated screenshot and added descriptions for the College Prep and Dual Credit fields
11/15/12	Task #1 Task #6 Teacher History tab	Updated CRSE screenshot Updated tab screenshot

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Courses

Task #1 - Enter new courses and verify current courses.

1. Change your context to the building level and the school year you are working with.
2. Navigate to **Student Information » Management » School Administration » Scheduling Administration » Course Maintenance » Courses.**
 - a. Click **Add Course** and follow the next five tasks to setup a new course.
3. Run the **Course Curriculum (CRSE)** report. This report allows you to select up to ten customized fields which will help you verify the course weight, course abbreviations, course names, etc.
4. TIP: Run CRSE report to see if courses have the correct course priority, demand count, etc.
5. The following screenshot is a sample output of the **CRSE** report.

REPORT: DASL - REPO CRSE NORTHWESTERN HIGH SCHOOL COURSE CURRICULUM

PAGE 1 OF 3

COURSE CODE	COURSE NAME	GR	Credit Units	Incd Crdt	Incd GPA	Active	Is Req
0086	TELECOMMUNICATIONS 1	09;10;11;12	1.000000	Y	Y	Y	Y
0087	TELECOMMUNICATIONS 2	10;11;12	1.000000	Y	Y	Y	Y
0088	TELECOMMUNICATIONS 3	11;12	1.000000	Y	Y	Y	Y
0089	TELECOMMUNICATIONS 4	12	1.000000	Y	Y	Y	Y
0090	MEDIA COMMUNICATIONS 1	10;11;12	1.000000	Y	Y	Y	Y
0091	MEDIA COMMUNICATIONS 2	11;12	1.000000	Y	Y	Y	Y
0092	MEDIA COMMUNICATIONS 3	12	1.000000	Y	Y	Y	Y
0093	MEDIA COMMUNICATIONS 4	12	1.000000	Y	Y	Y	Y
0094	YEARBOOK 1	10;11;12	1.000000	Y	Y	Y	Y
0095	YEARBOOK 2	11;12	1.000000	Y	Y	Y	Y
0096	YEARBOOK 3	12	1.000000	Y	Y	Y	Y
0098	MYTHOLOGY	11;12	0.500000	Y	Y	Y	Y
0100	ENGLISH 9	09;10;11;12	1.000000	Y	Y	Y	Y
0102	ENGLISH 10	10;11;12	1.000000	Y	Y	Y	Y
0103	*ENGLISH 10 AC	10;11;12	1.000000	Y	Y	Y	Y
0104	ENGLISH 11	11;12	1.000000	Y	Y	Y	Y
0105	*ENGLISH 11 AC	11;12	1.000000	Y	Y	Y	Y
0108	ENGLISH 12 CP	12	1.000000	Y	Y	Y	Y
0109	*ENGLISH 12 ACCELERATED	12	1.000000	Y	Y	Y	Y
0109DC	*ENGLISH 12 DC	12	1.000000	Y	Y	Y	Y
0113	*ORAL COMMUNICATIONS	11;12	0.600000	Y	Y	Y	Y
0118	READING FOR PLEASURE	09;10;11;12	0.500000	Y	Y	Y	Y
0122	VOICES OF THE HOLOCAUST	10;11;12	0.500000	Y	Y	Y	Y









Courses are school year specific which means if you add a course, for example, in the future school year the course won't automatically be added to the current school year.



If you are on course sections or course groups in a future year you will need to select a **Working Schedule** from the dropdown.

Task #2 - Ensure the General tab is setup correctly.


1. Change your context to the building level and the school year you are working with.
2. Navigate to **Student Information** » **Management** » **School Administration** » **Scheduling Administration** » **Course Maintenance** » **Courses**.
3. Edit a course by clicking on the  icon.
4. The **General** tab is displayed.
 - a. The **Code:** field can be up to 15 characters, but EMIS only accepts up to 10 characters and will truncate any code longer than 10 characters.
 - b. The **Name:** field can be up to 30 characters long.
 - c. The **Abbreviation:**  field can be up to 8 characters long.
 - d. The **Short Name:**  field can be up to 15 characters long.
 - e. The **Description:** field can be up to 1000 characters long.
 - f. The **Hours of Instruction:**  field details the average amount of instruction the student receives for EMIS reporting.
 - g. The **Scheduling Priority:**   field is used by the Batch Scheduler. If the Batch Scheduler is run with #10 Order Requests by Priority selected then the Batch Scheduler will schedule the student into courses of higher priority before courses of lower priority. Nine is the highest priority and 1 is the lowest. Some districts assign courses with only one section (Singletons) as priority of 9 so the Batch Scheduler will schedule them first. Other districts assign Advanced Placement and Honors courses as priority 9. Elective courses are typically given low priorities. Please see the **Batch Scheduler Step by Step Checklist** for more information about this feature.
 - h. The **Display on Public Module:** ☒ checkbox determines if a course is available on the Public Course Requests Module for students to request.
 - i. The **Is High School Credit:** ☒ checkbox determines if a course is included in a student's high school cumulative credit count and included in the student's high school GPA.
 - j. The **Roll course to next year:** ☒ checkbox determines if a course copies to next year when School Year Initialization (SYI) is run. The course must also be active in order for it to copy to next year during SYI.

- k. The **College Prep:** ☐ checkbox determines if a course should be marked as college prep. This field is used with the eTranscript product.
- l. The **Is Active:** ☒ checkbox determines if a course can be scheduled and used.
- m. The **Is In Update History:** ☒ checkbox determines if a course appears on a student's Course History page.
- n. The **Core Course** ☒ is no longer used as of FY09 Period K. The Core Course on the Subject Code table (defined at the ITC level) is now used to determine HQT values. However, the Core Course checkbox on the Courses – General tab is still being passed to ProgressBook.
- o. The **Dual Credit:** ☐ checkbox determines if a course should be marked as dual credit. This field is used with the eTranscript product.

From this screen you can display or change information regarding courses

General	Marks	Miscellaneous	EMIS	Pre/Co-requisites	< Prev: 0010	Next: 0012 >
<p>i While the Code can be up to 15 characters, 10 characters or less is recommended.</p> <p>Code: * <input type="text" value="0011"/> <input type="button" value="x"/> Abbreviation: * <input type="text" value="0011"/></p> <p>Name: * <input type="text" value="ENGLISH 10"/> Short Name: * <input type="text" value="ENG 10"/></p> <p>Description: <input type="text"/></p> <p>Hours of Instruction: * <input type="text" value="148"/> Scheduling Priority: * <input type="text" value="9"/></p> <p> Display on Public Module: <input checked="" type="checkbox"/> Is Active: <input checked="" type="checkbox"/> Is High School Credit: <input checked="" type="checkbox"/> Is In Update History: <input checked="" type="checkbox"/> Roll course to next year: <input checked="" type="checkbox"/> Core Course: <input checked="" type="checkbox"/> College Prep: <input type="checkbox"/> Dual Credit: <input type="checkbox"/> </p> <p><input type="button" value="Save"/> <input type="button" value="Cancel"/></p>						

Task #3 - Ensure the Marks tab is setup correctly.



1. Change your context to the building and the school year you are working with.
2. Navigate to **StudentInformation » Management » School Administration » Scheduling Administration » Course Maintenance » Courses.**
3. Edit a course by clicking on the  icon.
 - a. The **General** tab is displayed.
 - b. Click on the **Marks** tab.
 - c. The **Course Weight:** field is only used by the Batch Scheduler. The **Maximum Variation of Course Weights Between Schedule Terms** parameter on the Batch Scheduler is optional and looks at the **Weight** value filled out on each course and balances the student's scheduled courses so all terms are equally weighted. The Course Weight value defaults to 10.0000. Please see the Batch Scheduler Step by Step Checklist on how to set up this feature.
 - d. The **Level of Difficulty:** dropdown is optional and determines if a course uses a different point scale when the GPA is calculated. Please see the **GPA and Honor Roll Step by Step Checklist** on how to set up this feature.
 - e. The **GPA Add-on Level:** dropdown is optional determines if a specific point value is added to the calculated GPA. Please see the **GPA and Honor Roll Step by Step Checklist** on how to setup this feature.
 - f. The **Credit Units:** field is required and is used in several modules in StudentInformation. One of the modules is the Public Course Requests Module (PCR). In the PCR Module schools can specify a minimum and maximum number of credits a student can request while logged into the PCR Module. Please see the **Public Course Request Step by Step Checklist** for further details. The **Credit Units** field is also used the GPA Calculation. Please see the **GPA and Honor Roll Step by Step Checklist** for further details.
 - g. The **Mark Bump:** dropdown is used by the Jackson GPA method which is explained in detail in the **GPA and Honor Roll Step by Step Checklist**.
 - h. The **Rank Weight:** dropdown is used by several custom GPA's and is explained in detail in the **GPA and Honor Roll Step by Step Checklist**.

- i. The **In Graduation Count:** ☒ checkbox is not functional. Please see the “In Graduation / Eligibility” checkbox on the Courses – Miscellaneous tab.
- j. The **Include in Total Credits:** ☒ checkbox determines if the course is included in the student’s total credits.
- k. The **Include in GPA:** ☒ checkbox determines if the course is included in the student’s GPA. NOTE: Include in GPA is misleading, the checkbox determines if the course is included in any GPA calculation – even the student’s middle school GPA, not only the cum GPA. If you want a course to be included in a student’s high school GPA the Is High School Credit and Include in Total Credits checkboxes must both be marked.
- l. The **In Honor Roll:** ☐ checkbox determines if the course is included in the Honor Roll. NOTE: In order for a student to be on the Honor Roll they have to have a GPA calculated since the Honor Roll is based off the GPA. Please see the GPA and Honor Roll Step by Step Checklist for further details.
- m. The **Is Honors Course:** ☐ checkbox determines if the course shows up when filtering on honors courses and is used by the Honors GPA formula which is explained in detail in the ***GPA and Honor Roll Step by Step Checklist***.
- n. The **Include on Permanent Record:** ☒ checkbox determines if the course prints on the R700 when is run with the option ***Print Report in Permanent Record Label Format*** is set to yes.
- o. The **Print on Report Card:** ☒ checkbox determines if the course prints on the R700.

From this screen you can display or change information regarding courses

General	Marks	Miscellaneous	EMIS	Pre/Co-requisites	< Prev: 0010	Next: 0012 >
0011 - ENGLISH 10						
Course Weight:	<input type="text" value="10.0000"/>	In Graduation Count:	<input checked="" type="checkbox"/>	Is Honors Course:	<input type="checkbox"/>	
Level of Difficulty:	<input type="text" value=""/>	Include in Total Credits:	<input checked="" type="checkbox"/>	Include on Permanent Record:	<input checked="" type="checkbox"/>	
GPA Add-on Level:	<input type="text" value=""/>	Include in GPA:	<input checked="" type="checkbox"/>	Print on Report Card:	<input checked="" type="checkbox"/>	
Credit Units:*	<input type="text" value="1.000000"/>	In Honor Roll:	<input checked="" type="checkbox"/>			
Mark Bump:	<input type="text" value=""/>					
Rank Weight:	<input type="text" value=""/>					
<input type="button" value="Save"/> <input type="button" value="Cancel"/>						

Task #4 - Ensure the Miscellaneous tab is setup correctly.

1. Change your context to the building level and the school year you are working with.
2. Navigate to **StudentInformation** » **Management** » **School Administration** » **Scheduling Administration** » **Course Maintenance** » **Courses**.
3. Edit a course by clicking on the  icon.
 - a. The **General** tab is displayed.
 - b. Click on the **Miscellaneous** tab.
 - c. The **Department:** dropdown is optional and is a way to group similar classes together.
 - d. The **Area Of Study:** dropdown is optional and is a way to group similar classes together and is used by the Graduation Verification Module.
 - e. The **Subject Area:** dropdown is optional and is a way to group similar classes together and is used by the Graduation Verification Module.
 - f. The **Course Type:**  dropdown determines if a course appears on the **Student Marks** page. If course type is **Class**, **ESC Course**, **Satellite Course**, **Post secondary Course**, or **Vocational**, the course will show on the **Student Marks** page. If a course is marked as **Type = Study Hall** when the Study Hall Wizard is run open time periods on the student's schedules will be filled in with courses that have a **Course Type** of **Study Hall**. If a course is marked as **Type = Case Management**, the course will not show on the student **View Schedule** page. The course type of **Spare** is used for courses such as Intervention and Office Help. The course type of **Blank – Legacy** is a carryover from the previous student software. Course types of **Spare** and **Blank – Legacy** don't show on the **Student Marks** page but do show on student's schedules.
 - g. The **Language Code:** dropdown details the language the course is taught in and is used for EMIS reporting. Example: A Math class taught in Spanish.
 - h. The **In Graduation / Eligibility:** ☒ checkbox determines if the course is included in Graduation Verification Module in StudentInformation. Please see the **Graduation Verification Procedural Checklist**.
 - i. The **Gender Directive:** field is used by the Batch Scheduler to balance the gender composition of the course.

- j. If **Balance Males across Sections, and Balance Females across Sections** ▼ is chosen from the dropdown the BS attempts to balance filling counts in course sections but it doesn't strictly enforce balancing. If 134 female student request a course with gender balancing enabled the BS will attempt to evenly distribute the female students into course sections. The BS doesn't balance male to females in a course section.
- k. The BS orders the course sections in ascending order based on the % that each section is filled for that student's gender. If the BS is unable to schedule a student into the course section with the lowest % filled then it moves onto the next section until it finds one it can schedule the student into.
- l. If two or more sections have the exact meeting time and capacity and gender balancing is enabled for the course then the filling counts for those sections shouldn't differ more than one student.
- m. If either **Restrict to Females** or **Restrict to Males** is chosen the BS will not schedule a student of the wrong gender in to the course. A request status message of "Requested course is restricted to the opposite gender" will display on the Requests page.
- n. The **Grade Levels Selected** filter determines which students see the course on the Public Course Requests Module (PCR). If grades 11 and 12 are selected then only 11th and 12th graders can see the course on the Public Course Requests Module (PCR). The Grade Levels Selected filter doesn't prevent office staff from assigning a 9th grade student a request for the course or even assigning the course directly to the student.
Note: The selected Grade Levels on the Course load into GradeBook and are used for setting up Standard Based Report Cards.
- o. The **Location Types Selected** filter isn't currently used in StudentInformation.

From this screen you can display or change information regarding courses

[General](#)
[Marks](#)
[Miscellaneous](#)
[EMIS](#)
[Pre/Co-requisites](#)
[< Prev: 0010](#)
[Next: 0012 >](#)

0011 - ENGLISH 10

Department:
 Course Type*:

Area Of Study:
 Language Code:

Subject Area:
 In Graduation / Eligibility: ☒

Gender Directive:


ⓘ Selecting the 'Balance...' option in the Gender Directive dropdown will only affect the batch and single student schedulers. The schedulers will attempt to balance the filling percentage in the course's sections for each gender separately.

Grade Levels Available	Grade Levels Selected*
PST 01 02 03 04 05	10 11

Location Types Available	Location Types Selected
Unknown Not Specified Library Gymnasium Music room Cafeteria	

[Save](#)
[Cancel](#)

Task #5 - Ensure the EMIS tab is setup correctly.

1. Change your context to the building level and the school year you are working with.
2. Navigate to **StudentInformation** » **Management** » **School Administration** » **Scheduling Administration** » **Course Maintenance** » **Courses**.
3. Edit a course by clicking on the  icon.
 - a. The **General** tab is displayed.
 - b. Click on the **EMIS** tab.
 - c. The **EMIS Location IRN:** field is the IRN of the building where the course is held. If left blank, this defaults to the school in context where the course record exists in.
 - d. The **EMIS Location Description:** field is the description of the EMIS Location IRN. This field is only enabled if the value in the EMIS Location IRN textbox is '999999', in which case the user is allowed to enter their own value for the EMIS Location Description. If the value in the EMIS Location IRN textbox is not '999999', this textbox is disabled and is populated with the name from the EMIS IRN table that is associated with the EMIS Location IRN.
 - e. The **EMIS Staff Provider IRN:** field is the district IRN of the entity in contract with the reporting school district.
 - f. The **EMIS Course Level:** field designates the level of the course. This provides distinctions between courses that are taken in a series or have prerequisites such as French I and French II.
 - g. The **EMIS Subject Code:** field details the subject of the course being reported.
 - h. The **EMIS Subject Area for Credit:** field indicates the subject for courses offered in which high school credit toward graduation is being applied, whether at the middle school or high school level.
 - i. The **EMIS Language Used:** field is the language used by the teacher when presenting to the students.
 - j. The **CORE Subject Area:** field is the subject area and/or CORE requirement area in which a student has earned credit/units towards graduation.
 - k. The **End Of Course Assessment Area:** field is the End of Course Assessment Area associated with the course.

- l. The **CTE College Credit:** field indicates if a career-technical course provides an opportunity for students to earn college credit.
- m. The **Curriculum:** field of the curriculum source/model/program for a specific course.
- n. The **Delivery Method:** field identifies the means by which instruction is provided/communicated to the student(s) in the course.
- o. The **Educational Option:** field identifies the Educational Option status for a course per Ohio Administrative Code 3301-35-06(G).
- p. The **Student Population:** field identifies the attributes of the group of students for which the course is intended.
- q. The **Highly Qualified Teacher IRN:** field is the IRN used to group courses for calculation of the percent of core courses taught by highly qualified staff and the percent of core courses taught by properly certified staff.
- r. The **Credit Flex:** field designates if an alternate way of earning credit applies to the course.
- s. Finally the **Report to EMIS:** checkbox should be checked if the course needs to be reported to EMIS.

From this screen you can display or change information regarding courses

General Marks Miscellaneous EMIS Pre/Co-requisites < Prev: 0010 Next: 0012 >

0011 - ENGLISH 10

EMIS Location IRN: (Only required if different from the current building, optional if same as current building)

EMIS Location Description: (Only required if EMIS Location IRN = '999999')

EMIS Staff Provider IRN: (*****)

EMIS Course Level: * - Not applicable

EMIS Subject Code: 050170 - Integrated English Language Arts II

EMIS Subject Area for Credit: * ENG - English Credit

EMIS Language Used: * E - English (Default)

CORE Subject Area: ENG - English Language Arts Units

End Of Course Assessment Area: ELA2 - English Language Arts 2

CTE College Credit: * N

Curriculum: * OT - Curriculum Not Specifically Covered By Another Option

Delivery Method: * FF - Face to Face Classroom Instruction

Educational Option: * NO - Not an Educational Option Course

Student Population: * RG - Regular/General Students K-12

Highly Qualified Teacher IRN:

Credit Flex: N - The course is not a Credit Flexibility Course


Report to EMIS: ☒

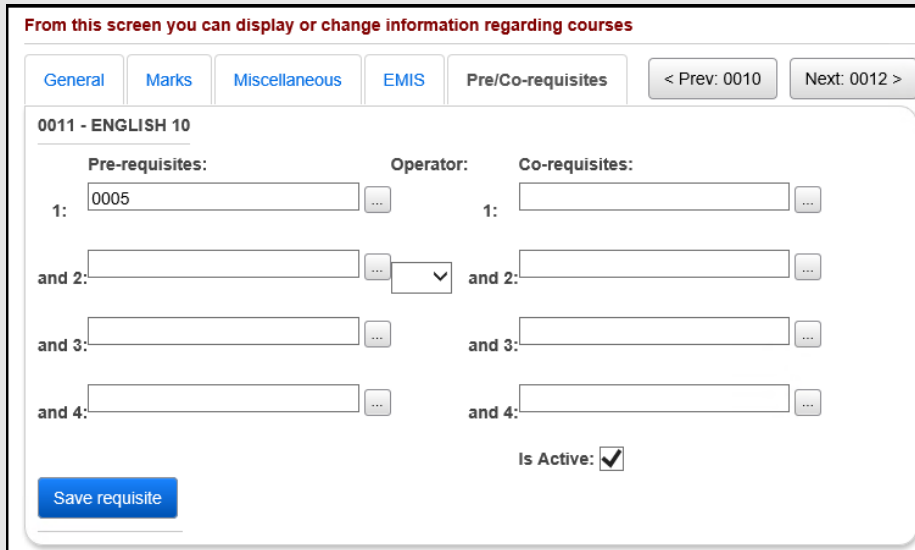
Save Cancel

Task #6 - Ensure the Pre/Co-requisites tab is setup correctly.



Pre/Co-requisites are not used by the Batch Scheduler. When the Batch Scheduler runs it assumes all Pre/Co-requisites have been met or the student has special permission to take the course even though the Pre/Co-requisites haven't been met.

1. Change your context to the building level and the school year you are working with.
2. Navigate to **StudentInformation** » **Management** » **School Administration** » **Scheduling Administration** » **Course Maintenance** » **Courses**.
3. Edit a course by clicking on the  icon.
 - a. The **General** tab is displayed.
 - b. Click on the **Pre/Co-requisites** tab.
4. Pre/Co-requisites are not used by the Batch Scheduler. Pre/Co-requisites are only used when entering course requests. Pre/Co-requisites determine if a student is allowed to request the course. When the Batch Scheduler runs it assumes all Pre and Co-requisites have been met.
 - a. Click **New requisite**.
5. **1 Pre Requisite:** A course requires another course be taken first. Example: English 9 must be taken before English 10.
 - a. Enter the course code for English 9 in box 1 under the **Pre-requisites** section.
6. Click **Save requisite**.
7. The screen now looks as follows:



The screenshot shows a web interface for course maintenance. At the top, a red header reads "From this screen you can display or change information regarding courses". Below this is a navigation bar with tabs: "General", "Marks", "Miscellaneous", "EMIS", and "Pre/Co-requisites". The "Pre/Co-requisites" tab is selected. To the right of the tabs are buttons for "< Prev: 0010" and "Next: 0012 >". The main content area is titled "0011 - ENGLISH 10". It contains two columns of input fields. The left column is for "Pre-requisites:" and the right column is for "Co-requisites:". Each column has a "1:" field, followed by "and 2:", "and 3:", and "and 4:". The "1:" field in the Pre-requisites column contains the value "0005". There are also "Operator:" and "Is Active:" checkboxes. The "Is Active:" checkbox is checked. A "Save requisite" button is at the bottom left.










8. Alternate Pre Requisite: A course requires any one of multiple courses be taken first. Example: English 10 requires either English 9, CP English 9, or Fundamentals of English 9.
 - a. Click **New requisite**.
 - b. Enter the course code for English 9 in box 1 under the **Pre-requisites** section.
 - c. Click **Save requisite**.
 - d. Next, click **New requisite** again.
 - e. Enter the course code for CP English 9 in box 1 under the **Pre-requisites** section.
 - f. Click **Save requisite**.
 - g. Click **New requisite**.
 - h. Enter the course code for Fundamentals of English 9 in box 1 under the **Pre-requisites** section.
9. Click **Save requisite**.
10. The screen now looks as follows:

From this screen you can display or change information regarding courses

General Marks Miscellaneous EMIS Pre/Co-requisites < Prev: 0010 Next: 0012 >

0011 - ENGLISH 10

New requisite

	Pre 1	and Pre 2	and Pre 3	and Pre 4	Operator	Co 1	and Co 2	and Co 3	and Co 4	Is Active
 	0005									
 	0010									
 	0004									

☒ Show Active Only

Save Cancel

11. 2 or more Pre Requisites: A course requires multiple courses be taken first. Example: English 11 requires both English 10 and English 9 be taken first.
 - a. Click **New requisite**.
 - b. Enter the course code for English 10 in box 1 and the course code for English 9 in box 2 under the **Pre-requisites** section.

From this screen you can display or change information regarding courses

General Marks Miscellaneous EMIS Pre/Co-requisites

0017 - ENGLISH 11

Pre-requisites: Operator: Co-requisites:

1: 0011 ... 1: ...

and 2: 0005 ... and 2: ...

and 3: ... and 3: ...

and 4: ... and 4: ...

Is Active: ☒

Save requisite

12. Click **Save requisite**.




13. The screen now looks as follows:

From this screen you can display or change information regarding courses

General Marks Miscellaneous EMIS Pre/Co-requisites

0017 - ENGLISH 11

New requisite

	Pre 1	and Pre 2	and Pre 3	and Pre 4	Operator	Co 1	and Co 2	and Co 3	and Co 4	Is Active
 	0011	0005								

☒ Show Active Only

Save Cancel

14. Pre-Requisite and Co-Requisite: A course requires both pre-requisite and a co-requisite. Example: Biology requires Physical Science and co-requires Biology Lab.

a. Click **New requisite**.

b. Enter the course code for Physical Science in box 1 under the **Pre-requisites** section.

c. Select **And** as the Operator.

d. Enter the course code for Biology Lab in box 1 under the **Co-requisites** section.

From this screen you can display or change information regarding courses

General Marks Miscellaneous EMIS Pre/Co-requisites

0031 - BIOLOGY A

Pre-requisites: Operator: Co-requisites:

1: 0033 1: 0035

and 2: and 2: And

and 3: and 3:

and 4: and 4:

Is Active: ☒

Save requisite

15. Click **Save requisite**.




16. The screen now looks as follows:

From this screen you can display or change information regarding courses

General Marks Miscellaneous EMIS Pre/Co-requisites

0031 - BIOLOGY A

New requisite

	Pre 1	and Pre 2	and Pre 3	and Pre 4	Operator	Co 1	and Co 2	and Co 3	and Co 4	Is Active
 	0033				A	0035				

☒ Show Active Only

Save Cancel

17. Pre-Requisite or Co-Requisite: A course requires either a pre-requisite or a co-requisite course. Example: Biology requires Physical Science to be taken before or at the same time.

a. Click **New requisite**.




- b. Enter the course code for Physical Science in box 1 under the **Pre-requisites** section.
 - c. Select **Or** as the Operator.
 - d. Enter the course code for Physical Science again in box 1 under the **Co-requisites** section.
18. Click **Save requisite**.
19. The screen now looks as follows:

From this screen you can display or change information regarding courses

General Marks Miscellaneous EMIS Pre/Co-requisites

0031 - BIOLOGY A

New requisite

	Pre 1	and Pre 2	and Pre 3	and Pre 4	Operator	Co 1	and Co 2	and Co 3	and Co 4	Is Active
 	0033				O	0033				

☒ Show Active Only

Save Cancel




20. Multiple Pre-Requisites or 1 Co-Requisite: A course requires either multiple pre-requisite courses or a co-requisite course. Example: Anatomy requires Biology and Chemistry or co-requires AP Biology.
- a. Click **New Requisite**.
 - b. Enter the course code for Biology in box 1 and Chemistry in box 2 under the **Pre-requisites** section.
 - c. Select **Or** as the Operator.
 - d. Enter the course code for AP Biology in box 1 under the **Co-requisites** section.
21. Click **Save Requisite**.
22. The screen now looks as follows:

From this screen you can display or change information regarding courses

General Marks Miscellaneous EMIS Pre/Co-requisites

0035 - Anatomy

New requisite

	Pre 1	and Pre 2	and Pre 3	and Pre 4	Operator	Co 1	and Co 2	and Co 3	and Co 4	Is Active
 	0031	0037			O	0032				

☒ Show Active Only

Save Cancel



Note: Requests that do not meet gender restrictions, grade restrictions, pre-requisites and co-requisites defined on Course Maintenance, will show as warnings on the R401 – Student Course Request Verification report.

Course Sections

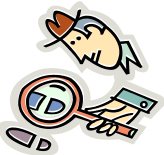
Note: Course sections in StudentInformation that do not have any students assigned to them still go over to GradeBook. Teachers linked to these course sections (with no students) then need to hide these classes in GradeBook. It is recommended to either inactivate these course sections before turning on the PB Integration or change the teacher on these course sections to someone who does not teach other classes. However, if you choose to inactivate these course sections, the School Year Initialization process will not roll these course sections over to the next year.

Task #1 - Enter new course sections and verify current course sections.

1. Change your context to the building level and the school year you are working with.
2. Navigate to **StudentInformation** » **Management** » **School Administration** » **Scheduling Administration** » **Course Maintenance** » **Course Sections**.
3. Click **Add Course Section** to enter a new course section and follow the next four tasks.



Course sections are school year specific which means if you add a course section, for example, in the future school year the course section won't automatically be added to the current school year.




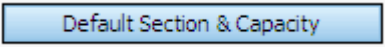
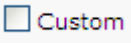


Run the R407 for a listing of course sections. You may even want to use different colored highlighters or markers to signify the changes you want to make. Then when you make the adjustments to the course sections or groups the changes you want to make will be easily identifiable.



Make any changes staff, room, and periods as needed.

Task #2 - Ensure the General tab is setup correctly.

1. Change your context to the building level and the school year you are working with.
2. Navigate to **StudentInformation » Management » School Administration » Scheduling Administration » Course Maintenance » Course Sections.**
3. Edit a course section by clicking on the  icon.
4. The  **General** tab is displayed.
 - a. The **Course:** field is the Course Code. If you are entering a new course section and do not know the Course Code, click on the  button to search for the Course Code.
 - b. After entering the code, click on  button and StudentInformation will automatically default the course section you are adding the next number in succession. Example: If 1047 section 1 already exists and you add another section of 1047 and click the **Default Section and Capacity** button. The new section will automatically be added as section 2. The capacity always defaults to 25, but can be changed.
 - c. The **Section Number:** field indicates the section of the course. As stated above you can use the default the section number to the next number in succession or enter a section number by hand.
 - d. The **Capacity:** field is the number of students allowed to take the course section. If the capacity is set to 20 and a user attempts to schedule 21 students in the course section the user will not be allowed to schedule the 21st student unless the user has extra permissions to overfill course sections.
 - e. The **Course Term:** field indicates which course term the course section is. Example: 1047-1 is a 1st Semester Only course.
 - f. The **Is Active:** checkbox details if a course is actively being used.
 - g. The **Roll section to next year:** checkbox determines if a course section will copy up to the next school year during School Year Initialization (SYI) NOTE: A course section must be active and marked as Roll section to next year in order for it to copy to next year.
 - h. The **Meeting Time Description:** field details which periods and days the course section meets. StudentInformation determines the Meeting Time Description based off the Meeting Times tab which will be discussed in the next task. When StudentInformation can't translate complex meeting the phrase **See Schedule** will display in the **Meeting Time Description** field. You can place a check in the  box

and type in your own descriptive meeting time and the custom description will print on the student's schedule.

5. Click **Save Course Section** to save any changes or **Cancel** to delete any changes made.

Course Sections - 0126 - US HISTORY (23)

From this screen you can display or change information regarding course sections

General

Meeting Times

Memberships

Attendance

Teacher History

EMIS Override

Next: 0126 #33 >

Course: *0126

Default Section & Capacity

Section Number: *23

Capacity: *22

Course Term: *All

Is Active:☒


Roll section to next year:☒

Meeting Time Description: 02 (A108)☐ Custom

Save Course Section

Cancel

Task #3 - Ensure the Meeting Times tab is setup correctly.

1. Change your context to the building level and the school year you are working with.
2. Navigate to **StudentInformation** » **Management** » **School Administration** » **Scheduling Administration** » **Course Maintenance** » **Course Sections**.
3. Edit a course section by clicking on the  icon.
4. Click the **Meeting Times** tab.
5. StudentInformation has three types of meeting times.
 - a. The first type of meeting times are Basic meeting times. For a course section to qualify as having a Basic meeting time the course section must have the same teacher, same location, and must meet the same periods each day throughout the entire length of the course term.
 - b. The second type of meeting times are Intermediate meeting times. For a course to qualify as having an Intermediate meeting time the course sections can have multiple teachers, meet in multiple rooms , meet multiple periods throughout the entire length of the course term.
 - c. The third type of meeting times are Advanced meeting times. For a course section to qualify as having an Advanced meeting time the course section must have a different teacher, room location, or period for one or more schedule terms.



The key to understanding Advanced Meeting Times is the course has a different teacher, or location, or periods in one or more schedule terms.

Meeting Time Examples:

BASIC

One teacher, one room, one period

Course 0126-23 meets Monday thru Friday 2nd period with teacher A in room A108 all year long.

Course Sections - 0126 - US HISTORY (23)
From this screen you can display or change information regarding course sections

[General](#) | [Meeting Times](#) | [Memberships](#) | [Attendance](#) | [Teacher History](#) | [EMIS Override](#) | [Next: 0126 #33 >](#)

☒ Basic ☐ Intermediate ☐ Advanced

Teacher:*

Location:*

Periods (All Days):* ☐ 01 ☒ 02 ☐ 03 ☐ 04 ☐ 05 ☐ 06 ☐ 07 ☐ 08 ☐ 09 ☐ 10

[Save Course Section](#) [Cancel](#)

BASIC

One teacher, one room, multiple periods

Course 0126-23 meets Monday thru Friday 2nd and 3rd period with teacher A in room A108 all year long.

Course Sections - 0126 - US HISTORY (23)
From this screen you can display or change information regarding course sections

[General](#) | [Meeting Times](#) | [Memberships](#) | [Attendance](#) | [Teacher History](#) | [EMIS Override](#) | [Next: 0126 #33 >](#)

☒ Basic ☐ Intermediate ☐ Advanced

Teacher:*

Location:*

Periods (All Days):* ☐ 01 ☒ 02 ☒ 03 ☐ 04 ☐ 05 ☐ 06 ☐ 07 ☐ 08 ☐ 09 ☐ 10

[Save Course Section](#) [Cancel](#)

INTERMEDIATE

Multiple teachers, multiple rooms, multiple periods




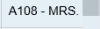



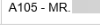
Course 0126-23 meets Monday thru Friday 2nd period with teacher A in room A105 all year long and also meets Monday thru Friday 3rd period with teacher B in room A108 all year long.

Course Sections - 0126 - US HISTORY (23)
From this screen you can display or change information regarding course sections

[General](#) [Meeting Times](#) [Memberships](#) [Attendance](#) [Teacher History](#) [EMIS Override](#) [Next: 0126 #33 >](#)

☐ Basic ☒ Intermediate ☐ Advanced

[Add Meeting Time](#)

	Teacher	Location	Start	End	Periods
 		A108 - MRS. 	Aug 17, 2016	May 24, 2017	M: 03; T: 03; W: 03; R: 03; F: 03
 		A105 - MR. 	Aug 17, 2016	May 24, 2017	M: 02; T: 02; W: 02; R: 02; F: 02

[Save Course Section](#) [Cancel](#)

INTERMEDIATE

One teacher, multiple rooms, same period




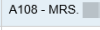



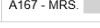
Course 0126-23 meets Monday, Wednesday, Friday 3rd period with teacher A in room A108 but meets Tuesday and Thursday 3rd period with teacher A in room A167 all year long.

Course Sections - 0126 - US HISTORY (23)
From this screen you can display or change information regarding course sections

[General](#) [Meeting Times](#) [Memberships](#) [Attendance](#) [Teacher History](#) [EMIS Override](#) [Next: 0126 #33 >](#)

☐ Basic ☒ Intermediate ☐ Advanced

[Add Meeting Time](#)

	Teacher	Location	Start	End	Periods
 		A108 - MRS. 	Aug 17, 2016	May 24, 2017	M: 03; W: 03; F: 03
 		A167 - MRS. 	Aug 17, 2016	May 24, 2017	T: 03; R: 03

[Save Course Section](#) [Cancel](#)

ADVANCED

One teacher, multiple rooms, one period, different schedule terms









Course 0126-23 meets Monday thru Friday 3rd period with teacher A in room A105 during the 1st Quarter, in room A110 during the 2nd Quarter, in room A114 during 3rd Quarter and in room A167 during 4th Quarter.

Course Sections - 0126 - US HISTORY (23)
From this screen you can display or change information regarding course sections

[General](#) [Meeting Times](#) [Memberships](#) [Attendance](#) [Teacher History](#) [EMIS Override](#) [Next: 0126 #33 >](#)

☐ Basic ☐ Intermediate ☒ Advanced

[Add Meeting Time](#)

	Teacher	Location	Start	End	Periods
 		A105 - MR.	Aug 17, 2016	Oct 14, 2016	M: 03; T: 03; W: 03; R: 03; F: 03
 		A110 - MRS.	Oct 18, 2016	Dec 21, 2016	M: 03; T: 03; W: 03; R: 03; F: 03
 		A114 - MR.	Jan 04, 2017	Mar 10, 2017	M: 03; T: 03; W: 03; R: 03; F: 03
 		A167 - MRS.	Mar 13, 2017	May 24, 2017	M: 03; T: 03; W: 03; R: 03; F: 03

[Save Course Section](#) [Cancel](#)

ADVANCED

Two teachers, one room, same period, different schedule terms





Course 0126-23 meets Monday thru Friday 1st period in room A105 with teacher A during 1st and 2nd quarter, but with teacher B during the 3rd and 4th quarter.

Course Sections - 0126 - US HISTORY (23)
From this screen you can display or change information regarding course sections

[General](#) [Meeting Times](#) [Memberships](#) [Attendance](#) [Teacher History](#) [EMIS Override](#) [Next: 0126 #33 >](#)

☐ Basic ☐ Intermediate ☒ Advanced

[Add Meeting Time](#)

	Teacher	Location	Start	End	Periods
 		A105 - MR.	Aug 17, 2016	Dec 21, 2016	M: 01; T: 01; W: 01; R: 01; F: 01
 		A105 - MR.	Jan 04, 2017	May 24, 2017	M: 01; T: 01; W: 01; R: 01; F: 01

[Save Course Section](#) [Cancel](#)


Meeting Time Reminders

If a course section has the custom meeting time description field filled out on the General tab and the meeting time is changed to a Basic Meeting Time, do not

forget to uncheck the ☒ Custom checkbox so the new meeting time description will be filled in by StudentInformation.

Also, changes made on the Meeting Times tab are not automatically made on the Teacher History tab. Changes on the Teacher History tab must be made separately.

Task #4 - Review the Memberships tab.

1. Change your context to the building level and the school year you are working with.
2. Navigate to **Student Information** » **Management** » **School Administration** » **Scheduling Administration** » **Course Maintenance** » **Course Sections**.
3. Edit a course section by clicking on the  icon.
4. Click on the **Memberships** tab.
 - a. If the course section is a member of a course group the course group will be listed in the grid.


Course Sections - 9883 - ALGEBRA II (1)
From this screen you can display or change information regarding course sections

GeneralMeeting Times**Memberships**AttendanceTeacher HistoryEMIS Override

Course Group	Group Section
ALGEBRA II	1

Save Course SectionCancel


Task #5 - Review the Attendance tab.

1. Change your context to the building level and the school year you are working with.
2. Navigate to **Student Information** » **Management** » **School Administration** » **Scheduling Administration** » **Course Maintenance** » **Course Sections**.
3. Edit a course section by clicking on the  icon.
4. Click on the **Attendance** tab.
 - a. If the course section meets only one period the Attendance tab will automatically be defaulted to that period and the checkboxes are grayed out – which is by design.

Course Sections - 9883 - ALGEBRA II (1)

From this screen you can display or change information regarding course sections

General Meeting Times Memberships **Attendance** Teacher History EMIS Override

 Please select the meeting times for which attendance will be collected.
You must select at least one period on each day the course section meets.

Day	Periods
M	01 02 03 04 05 06 07 08 09 10 <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
T	01 02 03 04 05 06 07 08 09 10 <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
W	01 02 03 04 05 06 07 08 09 10 <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
R	01 02 03 04 05 06 07 08 09 10 <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
F	01 02 03 04 05 06 07 08 09 10 <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

Save Course Section Cancel

- b. If the course section meets more than one period each period will be checked on the Attendance tab but editable. If a course section meets 2nd and 3rd period you can choose to only take attendance 2nd period or 3rd period or both.

Course Sections - 9883 - ALGEBRA II (1)

From this screen you can display or change information regarding course sections

General

Meeting Times

Memberships

Attendance

Teacher History

EMIS Override

Please select the meeting times for which attendance will be collected.
You must select at least one period on each day the course section meets.

Day	Periods
M	01 02 03 04 05 06 07 08 09 10 <input type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
T	01 02 03 04 05 06 07 08 09 10 <input type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
W	01 02 03 04 05 06 07 08 09 10 <input type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
R	01 02 03 04 05 06 07 08 09 10 <input type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
F	01 02 03 04 05 06 07 08 09 10 <input type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>


Save Course Section

Cancel

c. If you make changes to the Attendance tab, do not forget to click

Save Course Section

Task #6 - Review the Teacher History tab



1. Change your context to the building level and the school year you are working with.
2. Navigate to **Student Information** » **Management** » **School Administration** » **Scheduling Administration** » **Course Maintenance** » **Course Sections**.
3. Edit a course section by clicking on the  icon.
4. Click on the **Teacher History** tab.
 - a. The Teacher History tab displays the Staff Course (CU) records in a grid. Verify the information on the Teacher History tab coincides with the information on the Meeting Times tab.

Course Sections - 9883 - ALGEBRA II (1)


From this screen you can display or change information regarding course sections

General Meeting Times Memberships Attendance **Teacher History** EMIS Override


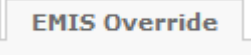
Add New

	Teacher Name	Start Date	End Date	Role	Teacher Of Record
 		08/17/2016	01/12/2017	LT	<input checked="" type="checkbox"/>

Save Course Section Cancel

 Changes made on the Teacher History tab are not automatically made on the Meeting Times tab. Changes on the Meeting Times tab must be made separately.

Task #7 - Review the EMIS Override tab

1. Change your context to the building level and the school year you are working with.
2. Navigate to **Student Information** » **Management** » **School Administration** » **Scheduling Administration** » **Course Maintenance** » **Course Sections**.
3. Edit a course section by clicking on the  icon.
4. Click on the  tab.
5. Fill in any values that differ from the course in Course Maintenance.

Course Sections - 9883 - ALGEBRA II (1)
From this screen you can display or change information regarding course sections

General

Meeting Times

Memberships

Attendance

Teacher History

EMIS Override

EMIS Staff Provider IRN:

Q

EMIS Subject Code:

▼

Curriculum:

▼

Delivery Method:

▼

Student Population:

▼

Highly Qualified Teacher IRN:

Q

Dual Credit:

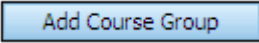
☐


Save Course Section

Cancel


Course Groups and Course Group Sections

Task #1 - Enter new course groups and sections and verify current course groups and sections.

1. Change your context to the building level and the school year you are working with.
2. Navigate to [StudentInformation](#) » [Management](#) » [School Administration](#) » [Scheduling Administration](#) » [Course Maintenance](#) » [Course Groups](#).
 - a. Click  and follow the next two tasks to setup a new course group.





A course section can only be assigned to one course group at a time.
Example: Course section 1047-1 is part of course group section Math-1.
1047-1 can't be linked to course group Alge until course group 1047-1 is deleted from the Math group.



Course groups are school year specific which means if you add a course group, for example, in the future school year the course group won't automatically be added to the current school year.

Task #2 - Ensure the Group tab is setup correctly.

1. Change your context to the building level and the school year you are working with.
2. Navigate to **StudentInformation** » **Management** » **School Administration** » **Scheduling Administration** » **Course Maintenance** » **Course Groups**.
3. Edit a course group and section by clicking on the  icon.
4. The **Group** tab will display.
 - a. The **Code:** field can be up to 15 characters long and is a symbol for the group. Consider state reporting limitations when specifying course group codes. EMIS only accepts up to 10 characters and will truncate any code longer than 10 characters.
 - b. The **Name:** field can be 30 characters long.
 - c. The **Description:** field is optional and can be used to detail which courses are part of the group and holds 200 characters.
 - d. The **Abbreviation:** field can be 8 characters long.
 - e. The **Short Name:** field can be 15 characters long.
 - f. The **Capacity:** field indicates how many students the course group can accommodate.
 - g. The **Scheduling Priority:**  field is used the Batch Scheduler. If the Batch Scheduler is ran with #10 Order Requests by Priority selected then the Batch Scheduler will schedule the student into courses of higher priority before courses of lower priority. Nine is the highest priority and 1 is the lowest. Some districts assign courses with only one section (Singletons) as priority of 9 so the Batch Scheduler will schedule them first. Other districts assign Advanced Placement and Honors courses as priority 9. Elective courses are typically given low priorities. Please see the **Batch Scheduler Step by Step Checklist** for more information about this feature.
 - h. The **Is Locked:** checkbox isn't currently functioning on the Group tab at this time. Use the **Is Locked:** checkbox on the **Courses / Sections** tab instead.
 - i. The **Display Courses Individually:** ☒ checkbox determines whether courses that are members of the course group will be displayed on the Public Course Requests Module (PRC).
 - j. The **Display on Public Module:** ☒ checkbox indicates whether a course group will be displayed on the Public Course Requests Module (PRC).

- k. The **Is Active:** ☒ checkbox indicates whether a course group can be requested and scheduled.

Course Groups

From this screen you can display or change information regarding course groups

Group

Courses / Sections

< Prev: 09817

Next: 09815 >

Code: *

09816

x

Abbreviation:

09816

Name: *

ALGEBRA II

Short Name: *

ALGEBRA II

Capacity:

10

▲▼

Description:

Scheduling Priority: *

8

▲▼

Is Locked:

☐

Display Courses Individually:

☐

Display on Public Module:

☐

Is Active:


☒

Save

Cancel

Task #3 - Ensure the Courses / Sections tab is setup correctly.


1. Change your context to the building level and the school year you are working with.
2. Navigate to **StudentInformation » Management » School Administration » Scheduling Administration » Course Maintenance » Course Groups.**

3. Edit a course group and section by clicking on the  icon.

- a. Click on the **Courses / Sections** tab.

- b. The top section lists which courses are part of the group.

	Member Course	Memberships	Membership Sum Capacity	Course Is Active
	9883 - ALGEBRA II	09816	10	
	9884 - ALGEBRA II	09816	10	

- c. Enter a course code or use the  icon to select a course click

Add Course

- d. The course appears in the grid.




- e. If you would like to remove a course from the group click on the **trash can** icon to the left of the course.

- f. In the next section you tell StudentInformation which sections of the course belong to the group section.

- g. Click the **Add Section** button. The page refreshes.

- h. The courses that are part of the group are displayed.

Add Section

	Group / Course	Section	Capacity	Is Locked	Is Active
	09816 - ALGEBRA II	1 	5 	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	9883 - ALGEBRA II *	Section 1: 03 (0020) (Cap. 5) ▼			
	9884 - ALGEBRA II *	Section 1: 03 (0020) (Cap. 5) ▼			

☒ Show Active Only

- i. The section number automatically defaults to the next section number available but you can change it.

- j. Enter a capacity for the group section in the **Capacity** field. NOTE: For example, if course section 9883-1 has a capacity of 27 but the group section only has a capacity of 20, this means up to 20 students can be scheduled into the group, but if students have an individual request for course section 9883-1, it can accommodate up to 27 students. So, making the group capacity lower than the course section capacity

allows room for students who requested the individual course to be scheduled into the course section.

Is Locked

- k. The ☐ checkbox determines whether a student with a request for a course within the course group but who doesn't have a request for the course group itself will be scheduled into the individual course. Please see the **Batch Schedule Step by Step Checklist** for further details on this feature.
- l. If you delete a course group section, the course sections associated with the group section are automatically disassociated from the group section and are now available to be assigned to another course group.

Course Groups

From this screen you can display or change information regarding course groups

Group

Courses / Sections

< Prev: 09817

Next: 09815 >

Course Group		Member Course	Memberships	Membership Sum Capacity	Course Is Active
Code:	09816	9883 - ALGEBRA II	09816	10	
Name:	ALGEBRA II	9884 - ALGEBRA II	09816	10	
Capacity:	10	<input type="text"/> <input type="button" value="Add Course"/>			

Add Section

Group / Course	Section	Capacity	Is Locked	Is Active
09816 - ALGEBRA II	1 <input type="text"/>	5 <input type="text"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
9883 - ALGEBRA II*	Section 1: 03 (0020) (Cap. 5) ▼			
9884 - ALGEBRA II*	Section 1: 03 (0020) (Cap. 5) ▼			

☒ Show Active Only

Save

Cancel



Discipline Procedural Checklist

Change Log

Date	Section Number/Name	Change Description
5/17/17	Entire doc	Updated screenshots
5/19/16	Task #3	15.3.0 Updates – added Note that (*) will display next to contact if it is inactive
8/18/15	Task #8	15.1.0 Updates – updated screenshot to show new I want to list
7/15/15	Task #8	15.0.0 Updates – updated screenshot to show new I want to list
7/14/15	Task #3, Task #4 and Task #5 Task #9 Task #14	15.0.0 Updates – add search by Student ID Add search by Date of the incident Added explanation of new primary contact and Copied On Correspondence icons on the Contacts window and updated image.
2/19/15	Task #3 Task #11	14.7.0 Updates – added Offender Comments field – updated screenshot Updated description to state that all past incidents from within the same school district are listed. Added note about how to view incidents from previous school years.
01/02/15	Task #9	Removed Searching by date reference
10/29/14	Entire doc	Corrected font and spacing
10/8/14	Entire doc	Fix numbering
8/12/14		Doc created

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Understand Discipline Code Types

Required Discipline Codes

Discipline Code Type	Description	Examples
Action Code	Disciplinary action taken by your school or district in response to any reported discipline incident(s)	<ul style="list-style-type: none">• detention• in school suspension• out of school suspension• expulsion
Infraction Type Code	Infraction committed by a student that resulted in a punishment (action)	<ul style="list-style-type: none">• bullying• assault• fighting• bomb threats• possession of weapon• vandalism

Optional Discipline Codes

Discipline Code Type	Description	Examples
Adjudication Code	Court decision applied to a discipline incident resulting in an arrest	<ul style="list-style-type: none">• citation• conviction• fine• probation
Arrest Code	Decision whether or not to arrest a student involved in an incident and details related to any arrest	<ul style="list-style-type: none">• arrest pending• arrested for weapons violation• arrested but not for weapons violation• not arrested
Contact Type Code	Type of communication made between your school and a student's contact person(s)	<ul style="list-style-type: none">• call to guardian• letter to guardian

Optional Discipline Codes

Discipline Code Type	Description	Examples
Incident Place Codes	Location where an incident occurred	<ul style="list-style-type: none"> • on school grounds • bus • field trip • school sponsored event • playground • athletic stadium
Incident Time Frame Code	Time of day when an incident occurred	<ul style="list-style-type: none"> • before school • during school • after school
Injury Severity Code	Seriousness of an injury sustained by any party as a result of an incident	<ul style="list-style-type: none"> • fatal injury • major injury • minor injury
Offender Code	Classification of person who committed a disciplinary offense	<ul style="list-style-type: none"> • student • adult visitor • intruder • district employee • parent
Parent Involvement Code	Method of involving a parent of a student involved in a discipline incident for purposes of information and/or remediation	<ul style="list-style-type: none"> • telephone conference • school conference • written notification • family counseling • law enforcement/legal involvement
Policy Code	Discipline policy specific to your school district that was violated in relation to a discipline incident	<ul style="list-style-type: none"> • unauthorized touching • fighting • attendance • behavior • bullying
Discipline Victim Code	Classification of a victim of an incident	<ul style="list-style-type: none"> • student • adult visitor • district employee • parent
Weapon Code	Type of weapon used in an incident	<ul style="list-style-type: none"> • knife • firearm • mace
Weapon Detected Method Code	How a weapon was detected	<ul style="list-style-type: none"> • scanner/security • detected by fellow student • detected by school staff

Task #1 - Add / Edit Discipline Codes

Navigation: StudentInformation – Management – School Administration – Discipline Administration – Discipline Code Types

1. On the **Discipline Code Types** screen, in the **Discipline Code Type** drop-down list, select the type of discipline code you want to add.

The screenshot shows the 'Discipline Code Types' screen. At the top, a breadcrumb trail reads: 'StudentInformation > Management > School Administration > Discipline Administration > Discipline Code Types'. Below this, the title 'Discipline Code Types' is displayed in a large blue font. Underneath the title, a red instruction line states: 'From this screen, you can display, add, change and delete data pertaining to Discipline codes.' The main content area features a label 'Discipline Code Type:' followed by a dropdown menu. The dropdown menu is currently open, showing a list of options. The first option, '-- Select a Discipline Code Type --', is highlighted in blue. The other options listed are: Action Code, Adjudication Code, Arrest Code, Contact Type Code, Incident Place Code, Incident Time Frame Code, Infraction Type Code, Injury Severity Code, Offender Code, Parent Involvement Code, Policy Code, DisciplineVictim, Weapon Code, and Weapon Detected Method Code. A red circle highlights the dropdown menu and its label.

StudentInformation > Management > School Administration > Discipline Administration > Discipline Code Types

Discipline Code Types

From this screen, you can display, add, change and delete data pertaining to Discipline codes.

Discipline Code Type: -- Select a Discipline Code Type -- ▼

- Select a Discipline Code Type --
- Action Code
- Adjudication Code
- Arrest Code
- Contact Type Code
- Incident Place Code
- Incident Time Frame Code
- Infraction Type Code
- Injury Severity Code
- Offender Code
- Parent Involvement Code
- Policy Code
- DisciplineVictim
- Weapon Code
- Weapon Detected Method Code

Task #2 - Add Incidents

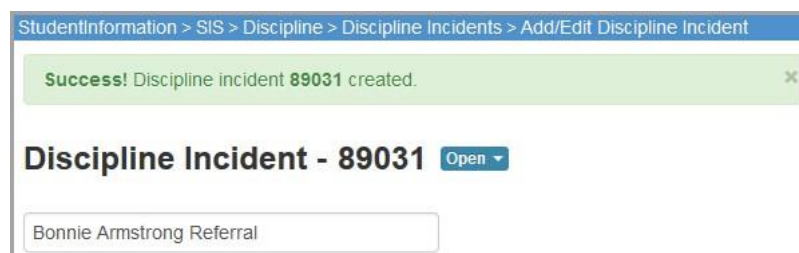
Navigation: StudentInformation – SIS – Discipline – Discipline Incidents

1. On the **Discipline Incidents** screen, click **New Incident**.



The add-edit version of the screen displays.

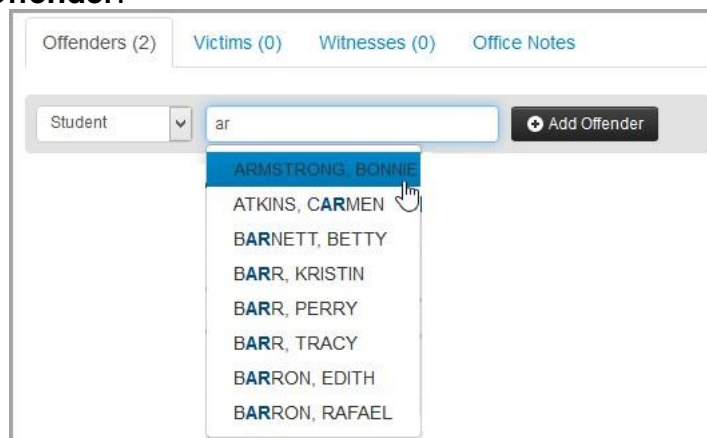
2. In the main area at the top of the screen, enter or select the following information:
 - Name you want to assign to the incident
 - Date, time and (optional) time frame during which the incident occurred (defaults to current date, current time and “During school hours”)
 - Optional: Description of the incident
 - Optional: For Civil Rights reporting purposes, in the **Incident Category** area, select the appropriate check box(es).
 - Optional: General and specific location where the incident occurred (defaults to “On School Property”)
 - Optional: If the incident involved physical damage to school property, select the **Against Property** check box.
 - IRN/name of the school (defaults to building in context)
 - Optional: Person who created the referral (can be “Staff,” “Student” or “Other”)
3. At the bottom of the screen, click **Create Incident**.
4. StudentInformation creates the incident with an “Open” status, assigns it a number and displays a confirmation message.



Task # 3 - Add Offenders – required

You can add one or more offenders to each documented incident.

1. On the **Offenders** tab, in the drop-down list, select “Student”.
 - a. Enter the first couple letters of the offender’s first or last name or Student ID.
 - b. In the search results that display beneath the field, select the correct offender.
2. Click **Add Offender**.



Note: To view his/her student profile, click the offender’s name. To delete an offender, click the **trash can**.

3. To document the district policy that was violated and the infraction that occurred:
 - a. In the **Policies / Infractions** section, select the appropriate policy and infraction.
 - b. If applicable, enter the number of weapons involved in the incident, as well as any comments about this policy violation/infraction.

Note: To document additional policies/infractions, click the **plus** sign.
To delete a policy/infraction, click the **trash can**.

4. To document disciplinary action taken in response to the incident:
 - a. In the **Disciplinary Actions** section, click the **plus** sign.
 - b. Select the disciplinary action taken and the start and end dates of the action.
 - c. Enter the **# of days** covered by the disciplinary action (for example, 2 days of detention).
 - d. If applicable, enter any **Demerits** assigned to the offender and any comments about this action.
 - e. If any of the following situations apply as a result of this action, select the appropriate check box(es):
 - **Alt Education Assigned** – Student assigned to an alternative education program

- **Received Services** – Student received special education services
- **Served** – Student completed the required disciplinary action (for example, served the detention or attended anger management classes)

f. If applicable, select whether the offender received a **Modified Expulsion**.

Note: To document additional disciplinary actions, click the **plus** sign. To delete a disciplinary action, click the **trash can**.

5. To document your contact with the offender's parents/guardians:

- In the **Parent Involvement** section, click the **plus** sign.
- Select the name of the parent or guardian you contacted, the form of contact (such as telephone conference or written notification) and the date, as well as any additional comments.

Note: To document additional parental contacts, click the **plus** sign.

To delete a parental contact, click the **trash can**.

Note: If you will see (*) next to the contact name, this indicates it is inactive.

6. To document any injuries and whether this offender requires a discipline letter:

- In the **Other** section, click >.
- If you want to include a discipline letter for this offender in the **Discipline Letter Export**, select the **Needs Letter** check box.
- If the offender was injured as a result of the incident, select the severity of the injury and who caused the injury.
- In the **Offender Comments** field, enter any other notes as needed.

7. To document your contact with police related to this incident:

- In the **Law Enforcement** section, click >.
- Enter the law enforcement officer's name.
- If applicable, select the type of arrest and adjudication that occurred for the incident.

8. To document weapons involved in the incident:

- In the **Weapon Involvement** section click >.
- Select how the weapon(s) were detected, the type and any comments.

9. Click **Update Incident**.

Offenders (1) Victims (0) Witnesses (0) Office Notes

Student Search...



- Schedule
- Attendance
- Contacts
- Past Incidents
-

LOVE, BESSIE Grade Level: 10 Age: 16 Gender: F

+ Policies / Infractions

Select policy... Weapons DFNC

defiance/disobedience/n-compl

+ Disciplinary Actions

Out of school suspension Demerits 0 Action Comments

2/17/2017 - 2/24/2017 # of Days 5

Alt Education Assigned * - Not Applicable

Modified Expulsion * - Not Applicable ☐ Received Services ☐ Served

+ Parent Involvement

Other

Student ☐ Needs Letter Offender Comments

Select injury severity type...

▼ Law Enforcement

Law Enforcement Contact Name Select arrest type... Select adjudication type...

▼ Weapon Involvement

Select detection method... Select weapon type... Weapon Comments

Task #4 - Add Victims – optional

You can add one or more victims to each documented incident.


1. On the **Victims** tab, in the drop-down list, select whether the victim is a “Student,” “Staff” or “Other.”
2. If you selected “Other,” enter the victim’s first and last name. If you selected “Student” or “Staff,” in the search box, search for the victim as follows:
 - a. Enter the first couple letters of the victim’s first or last name or Student ID.
 - b. In the search results that display beneath the field, select the correct victim.
3. Click **Add Victim**.
The victim’s information displays. **Note:** To delete a victim, click the **trash can**.
4. To document additional details about the victim:
 - a. Select a further classification (type) for the victim.
 - b. If the victim was injured as a result of the incident, select the severity of the injury.
 - c. If the injury required medical treatment, select the **Medical Treatment Required** check box.
 - d. If you referred the victim for non-medical assistance (such as counseling), select the **Student Assistance Program Referral** check box.
 - e. If applicable, enter any comments about the victim.
5. Click **Update Incident**.


[Offenders \(1\)](#) [Victims \(1\)](#) [Witnesses \(0\)](#) [Office Notes](#)

Student ▼

Search...

Add Victim



ARNOLD, VICTOR Grade Level: 10 Age: 16 Gender: M 


Referred to counseling


Select victim type... ▼



Select injury severity type... ▼

☐ Medical Treatment Required

☐ Student Assistance Program Referral

 [Schedule](#)

 [Contacts](#)

Update Incident

Cancel

Task #5 - Add Witnesses – optional

You can add one or more witnesses to each documented incident.


1. On the **Witnesses** tab, in the drop-down list, select whether the witness is a “Student,” “Staff” or “Other.”
2. If you selected “Other,” enter the witness’s first and last name. If you selected “Student” or “Staff,” in the search box, search for the witness as follows:
 - a. Enter the first couple letters of the witness’s first or last name or Student ID.
 - b. In the search results that display beneath the field, select the correct witness.
3. Click **Add Witness**.
***Note:** To delete a witness, click the **trash can**.*
4. Enter any comments related to the witness.
5. Click **Update Incident**.

[Offenders \(1\)](#) [Victims \(1\)](#) [Witnesses \(1\)](#) [Office Notes](#)

Student ▼

Search...

Add Witness

(staff) TURNER, HAROLD 

Witness Comments

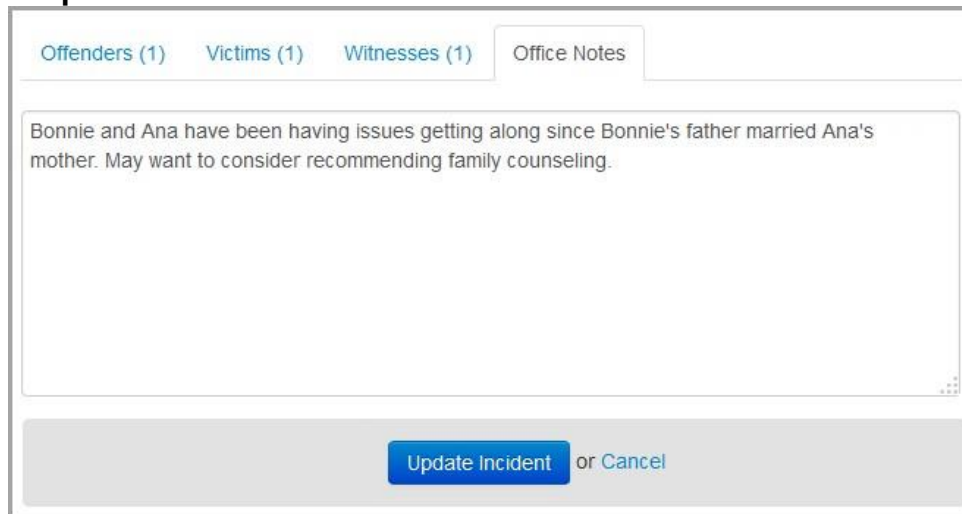
Update Incident

Cancel

Task #6 - Add Notes – optional

You can add internal notes to each documented incident. This is to capture information that should not be shared except with school staff who have access to discipline incidents in StudentInformation.

1. On the **Office Notes** tab, enter this internal information.
2. Click **Update Incident**.



The screenshot shows a software interface with four tabs: 'Offenders (1)', 'Victims (1)', 'Witnesses (1)', and 'Office Notes'. The 'Office Notes' tab is selected. Below the tabs is a text area containing the following text: 'Bonnie and Ana have been having issues getting along since Bonnie's father married Ana's mother. May want to consider recommending family counseling.' At the bottom of the interface, there is a blue button labeled 'Update Incident' followed by the text 'or Cancel'.

Task #7 - View All Incidents

Navigation: StudentInformation – SIS – Discipline – Discipline Incidents

1. On the **Discipline Incidents** screen, review the list of all incidents for the building and school year in context. Incident statuses are as follows:
 - **New** – Referral created in GradeBook but not yet opened in StudentInformation
 - **Open** – Incident opened or created in StudentInformation; in process of being investigated
 - **Complete** – No further action needed; case is closed; you can reopen later
 - **Cancelled** – Not needed (for instance, in the case of a duplicate incident); you can uncanceled later

StudentInformation > SIS > Discipline > Discipline Incidents [Find Students] [Go To]

Discipline Incidents

+ New Incident Search Select a filter... Reset search and filter

	Incident ID	Status	Name/Title	Last	First	Middle	Grade	Date	Violation
Actions	89173	Open	Joe Adams referral					06/17/14	
Actions	89168	Comp...	PAUL BARNES ref...	BARNES	PAUL		09	06/04/14	
Actions	89164	Open	VICKIE CANTRELL...	CANTRELL	VICKIE		11	06/03/14	
Actions	89097	Canc...	Testing					05/07/14	
Actions	89072	Open	Fighting					04/30/14	
Actions	89079	Open	RAUL ARMSTRON...	ARMSTRONG	RAUL		11	04/30/14	
Actions	89060	Open	CLAIRE BARLOW ...	BARLOW	CLAIRE		11	04/29/14	
Actions	88028	Open	Testing D	MCKNIGHT	ARNOLD		09	04/28/14	
Actions	89031	Open	BONNIE ARMSTR...	ARMSTRONG	BONNIE		11	04/28/14	Bullying
Actions	89031	Open	BONNIE ARMSTR...	BEASLEY	OLGA		10	04/28/14	Bullying

Showing 1 to 10 of 18 items: 1 2 > >> 10 items per page

2. Optional: To view additional incidents, use the options at the bottom of the screen to page through incidents or change the number of incidents that display per page.

Task #8 - View Student's Discipline Incidents

Navigation: StudentInformation – SIS – Student – View Profile

1. With a student in context on the **View Profile** screen, in the **I want to...** drop-down list, select “View A Student's Discipline Incidents.”

ProgressBook | School: BETHEL-TATE MIDDLE SCHOOL | Home School: | Homeroom: 115 | Counselor: | Doe, John | 80426 / 06 / A

StudentInformation > SIS > Student > View Profile

Doe, John | I want to...

From this screen, you can view the student's profile.

Address: PO Box 100
Lima, OH 45804

Phone Number: (513) 967-5409 ☐ Unlisted

Email Address:

Parent/Guardian: Doe, Joe and Mary
H: (555) 555-5555
M: (111) 111-1111

Student Status: ACTIVE

Birthdate: 1/1/2003

Ethnicity: WHITE/NONHISPAN

Program:

Academic Locker:

Admission History: 8/17/2009 - Enrolled

EMIS Situation: 5 - Resident attending Full Time

Percent of Time: 100%

Report to EMIS: ☒

Effective Date: 7/1/2015

NO PHOTO AVAILABLE

I Want To...

- Edit This Student's Profile
- View/Edit Full Schedule
- View/Apply Fees
- View The Medical Health Log
- View This Student's Memberships
- View Today's Schedule
- View Contacts
- View Lockers
- View A Student's Family Group
- View A Student's Discipline Incidents
- View Latest Report Card
- View Student Roadmap

The **Discipline Incidents** screen displays with only those incidents in which the student in context is an offender.

StudentInformation > SIS > Discipline > Discipline Incidents

Discipline Incidents (AVERY, SANDRA) | Remove student filter

	Incident ID	Status	Name/Title	Last	First	Middle	Grade	Date	Violation
Actions	88015	Open	Truancy	AVERY	SANDRA		10	07/29/14	Truancy

Showing 1 to 1 of 1 items.

10 items per page

2. Optional: To view discipline incidents for all students, click **Remove student filter**.

Task #9 - Search for Incidents

Navigation: StudentInformation – SIS – Discipline – Discipline Incidents

1. On the **Discipline Incidents** screen, in the search box at the top of the screen, enter any of the following search criteria:
 - Incident ID
 - Status (For example, to search for referrals you have not yet viewed, enter **New**.)
 - Title of the incident
 - Student offender's first name, last name or grade
 - Date of the incident
 - Violation
2. Click **magnifying glass** or press <Enter>.



StudentInformation > SIS > Discipline > Discipline Incidents [Find Students] [Go To]

Discipline Incidents

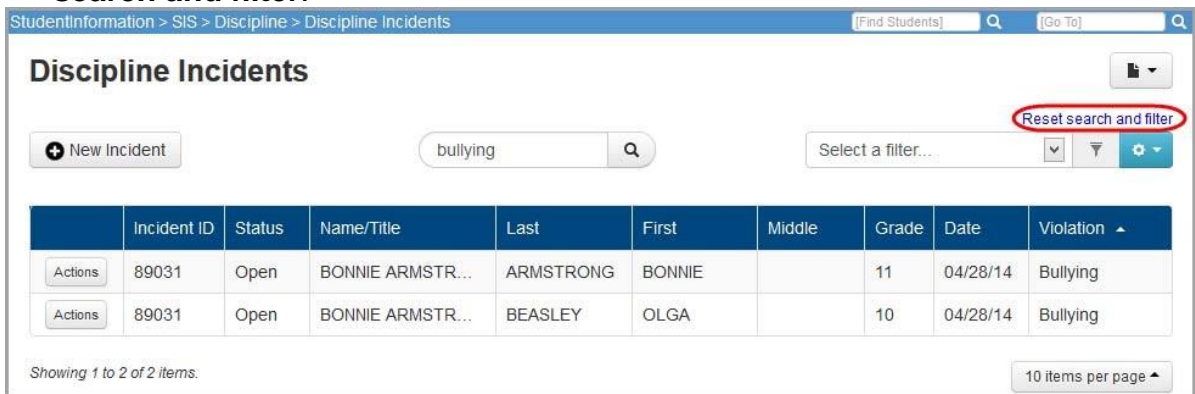
+ New Incident

bullying

Select a filter...

Reset search and filter

3. Optional: To clear the search criterion and return to the default view, click **Reset search and filter**.



StudentInformation > SIS > Discipline > Discipline Incidents [Find Students] [Go To]

Discipline Incidents

+ New Incident

bullying

Select a filter...

Reset search and filter

	Incident ID	Status	Name/Title	Last	First	Middle	Grade	Date	Violation
Actions	89031	Open	BONNIE ARMSTR...	ARMSTRONG	BONNIE		11	04/28/14	Bullying
Actions	89031	Open	BONNIE ARMSTR...	BEASLEY	OLGA		10	04/28/14	Bullying

Showing 1 to 2 of 2 items.

10 items per page

Task #10- Create Filter

Navigation: StudentInformation – SIS – Discipline – Discipline Incidents

1. On the **Discipline Incidents** screen, in the filters area at the top of the screen, Click **gear** icon (Filter settings).
2. In the drop-down list, select “Create.”



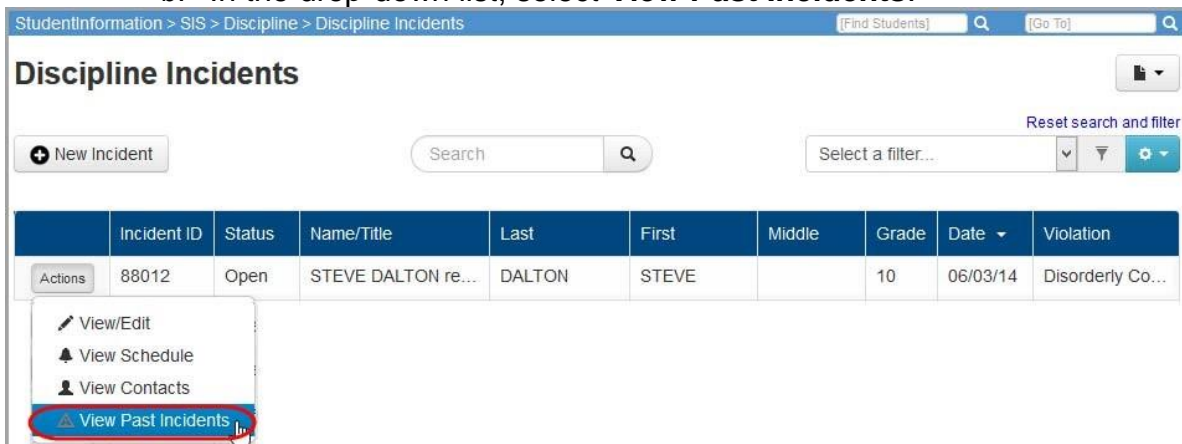
3. On the **Create Filter** window, in the top section, enter a name for the filter.
4. Optional: If you want the customized filter/sort you are creating to default every time you access the **Discipline Incidents** screen, select the **Use as default** check box.
5. In the middle (sort) section of the window, set your sort options as follows:
 - a. Select the field on which to sort the results.
 - b. Select whether the sort should be “Ascending” or “Descending.”
6. In the the lower (filter) section of the window, set your filter options as follows:
 - a. Select a column on which to filter the results.
 - b. Select the operator for the filter.
 - c. Select the criterion.
 - d. Optional: To create an additional filter:
 - i. Click **plus** sign
 - ii. In the and/or drop-down list that displays to the left of the filter section, select “And” or “Or.”
 - iii. Repeat the process of entering filter criteria.
7. Click **Submit**.

Task #11 - View Offender's Past Incidents

Navigation: StudentInformation – SIS – Discipline – Discipline Incidents

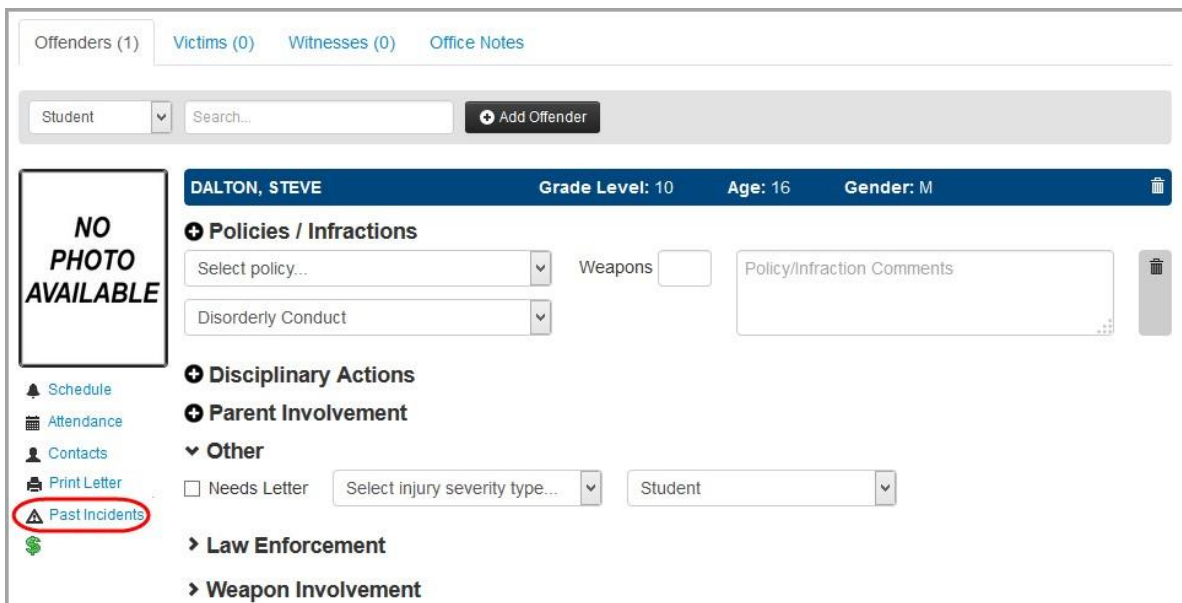
You can check to see if an offender has any past disciplinary incidents within the same school district and view details of those events.

1. Access the list of the offender's past incidents in one of the following ways:
 - From the main grid view of the **Discipline Incidents** screen:
 - a. In the row of the incident for the offender whose past incidents you want to view, click **Actions**.
 - b. In the drop-down list, select **View Past Incidents**.



View Past Incidents From Grid View

- From within the incident detail view (add-edit version of the **Discipline Incidents** screen), at the bottom of the screen on the **Offenders** tab, click **Past Incidents**.



View Past Incidents From Incident Detail View

The **Incidents** window displays, and you can review a list of the offender's past incidents.

2. Optional: To view details of a past incident, click the **Incident ID**.

Note: The link is only enabled for incidents from the school year in context. To open an incident from a previous school year, first put that school year in context.

Incidents				
DALTON, STEVE				
Incident ID	Status	Name/Title	Date	Policy/Infraction
88012	Open	STEVE DALTON referral	6/3/2014	Disorderly Conduct
88013	Complete	Inappropriate Language	4/11/2014	Unwelcome Sexual Conduct

List of Offender's Past Incidents

The incident detail view opens, and you can review the past incident.

StudentInformation > SIS > Discipline > Discipline Incidents > Add/Edit Discipline Incident [Find Students] [Go To]

Discipline Incident - 88013 Complete

Inappropriate Language

4/11/2014 12:00 AM During school hours

Student A made inappropriate sexual references towards Student B. Student B retaliated with more sexual references.

Incident Category

☐ Bullying
☐ Religious Intolerance
☒ Sexual Orientation

On School Property Select location/room... ☐ Against Property

Building IRN Staff Search for Referrer...

Offenders (2) Victims (0) Witnesses (0) Office Notes

Student Search... Add Offender

NO PHOTO AVAILABLE

- Schedule
- Attendance
- Contacts
- Print Letter
- Past Incidents

DALTON, STEVE Grade Level: 10 Age: 16 Gender: M

Polices / Infractions

Select policy... Weapons Policy/Infraction Comments

Unwelcome Sexual Conduct

Disciplinary Actions

In school suspension Demerits Action Comments

4/15/2014 - 4/16/2014 # of Days 2

☐ Alt Education Assigned ☐ Received Services ☐ Served Modified Expulsion * - Not Applicable

Parent Involvement

- Other
- Law Enforcement
- Weapon Involvement

Past Incidents

Task #12 - View Offender's Schedule

Navigation: StudentInformation – SIS – Discipline – Discipline Incidents

If you want to find the offender's current class location (for example, to call him/her to your office), you can look up the offender's schedule in one of the following ways:

From the main grid view of the **Discipline Incidents** screen:

- In the row of the incident for the offender whose schedule you want to view, click **Actions**.
- In the drop-down list, select **View Schedule**.

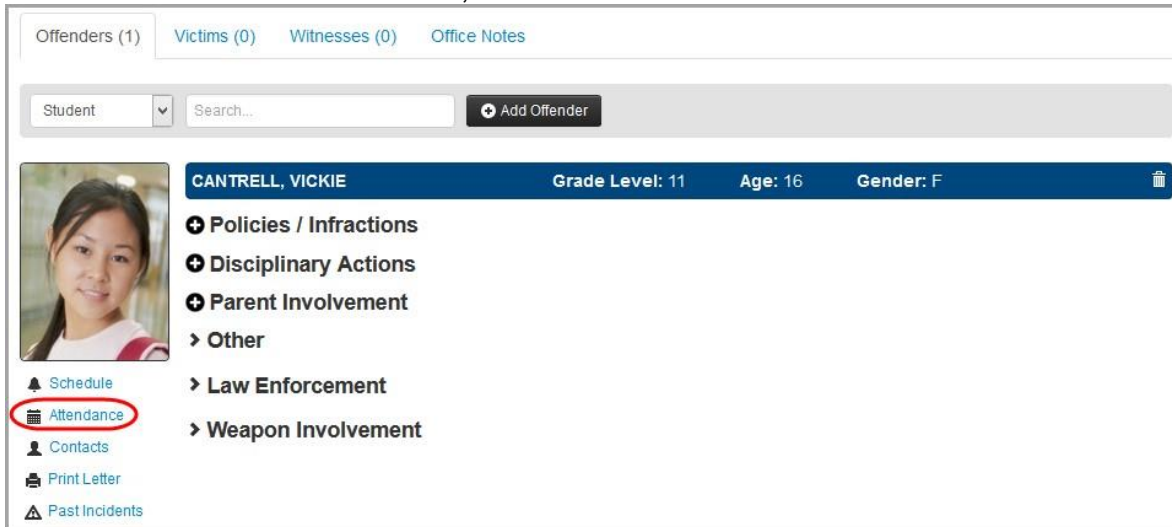
The screenshot shows the 'Discipline Incidents' screen. At the top, there is a breadcrumb trail: 'StudentInformation > SIS > Discipline > Discipline Incidents'. Below this is a search bar and a 'Reset search and filter' link. A table lists incidents with columns: Incident ID, Status, Name/Title, Last, First, Middle, Grade, Date, and Violation. The first row shows Incident ID 89179, Status Open, Name/Title ELIZABETH BARLOW, Last BARLOW, First ELIZABETH, Middle, Grade 08, Date 06/19/14, and Violation. An 'Actions' button is next to the first row. A dropdown menu is open from the 'Actions' button, showing options: View/Edit, View Schedule (highlighted with a red circle), View Contacts, and View Past Incidents.

The screenshot shows the offender profile page for Elizabeth Barlow. At the top, there are tabs: Offenders (1), Victims (0), Witnesses (0), and Office Notes. Below the tabs is a search bar and an 'Add Offender' button. The profile card for Elizabeth Barlow shows her name, Grade Level: 08, Age: 14, and Gender: F. Below the profile card is a list of links: Policies / Infractions, Disciplinary Actions, Parent Involvement, Other, Law Enforcement, and Weapon Involvement. On the left side of the profile card, there is a list of links: Schedule (highlighted with a red circle), Attendance, Contacts, Print Letter, and Past Incidents.

Task #13 - View Offender's Attendance Records

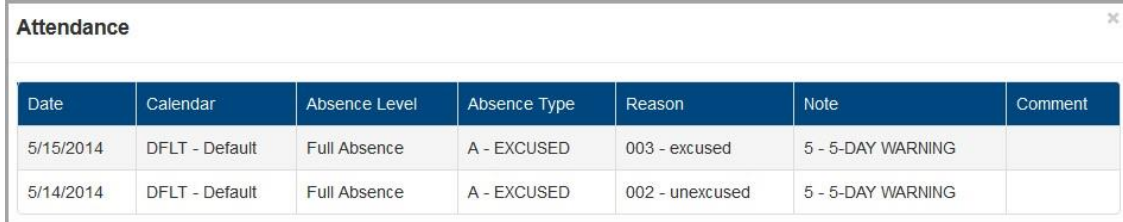
Navigation: StudentInformation – SIS – Discipline – Discipline Incidents – Add/Edit Discipline Incident

1. On the add-edit version of the **Discipline Incident** screen, at the bottom of the screen on the **Offenders** tab, click **Attendance**.



The screenshot shows the 'Discipline Incident' screen with the 'Offenders' tab selected. At the top, there are tabs for 'Offenders (1)', 'Victims (0)', 'Witnesses (0)', and 'Office Notes'. Below these is a search bar with a 'Student' dropdown, a 'Search...' input field, and an 'Add Offender' button. On the left, there is a profile picture of a student and a list of links: 'Schedule', 'Attendance' (circled in red), 'Contacts', 'Print Letter', and 'Past Incidents'. The main content area shows the student's name 'CANTRELL, VICKIE', grade level '11', age '16', and gender 'F'. Below this, there are expandable sections for 'Policies / Infractions', 'Disciplinary Actions', 'Parent Involvement', 'Other', 'Law Enforcement', and 'Weapon Involvement'.

2. On the **Attendance** window, review the attendance records.



The screenshot shows the 'Attendance' window with a table of attendance records. The table has columns for Date, Calendar, Absence Level, Absence Type, Reason, Note, and Comment. There are two rows of data.

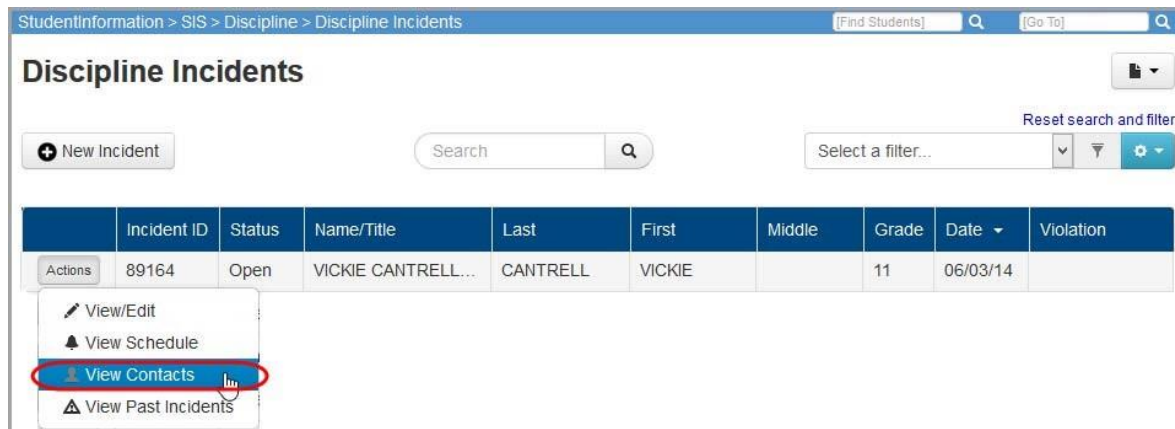
Date	Calendar	Absence Level	Absence Type	Reason	Note	Comment
5/15/2014	DFLT - Default	Full Absence	A - EXCUSED	003 - excused	5 - 5-DAY WARNING	
5/14/2014	DFLT - Default	Full Absence	A - EXCUSED	002 - unexcused	5 - 5-DAY WARNING	

Task #14 - Contact Offender's Parents

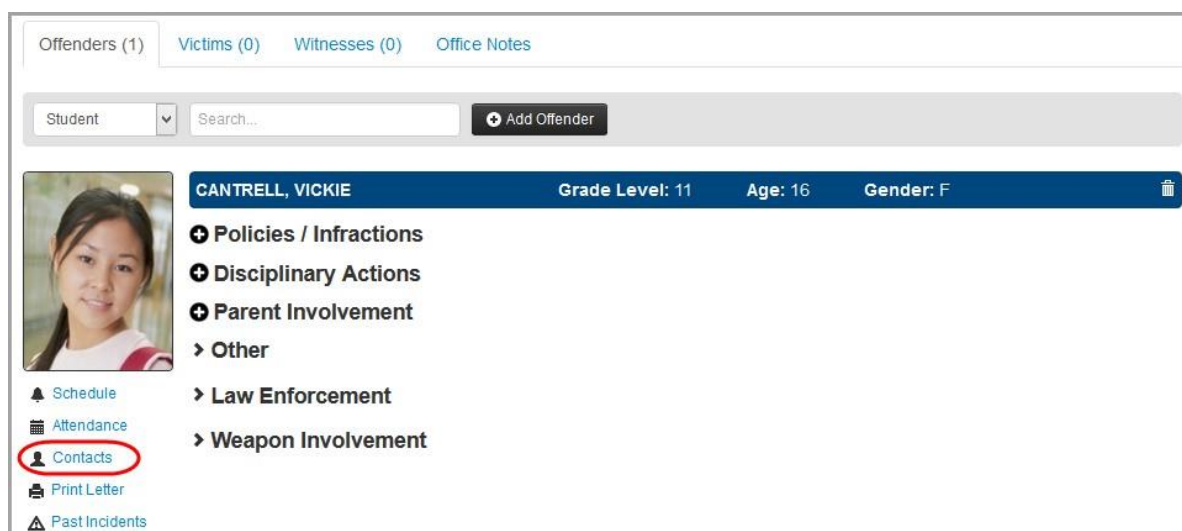
Navigation: StudentInformation – SIS – Discipline – Discipline Incidents

If you want to contact the offender's parents/guardians, you can look up their contact information.

1. Access the parent contact information in one of the following ways:
 - From the main grid view of the **Discipline Incidents** screen:
 - a. In the row of the incident for the offender whose contacts you want to view, click **Actions**.
 - b. In the drop-down list, select **View Contacts**.




- From within the incident detail view (add-edit version of the Discipline Incidents screen), at the bottom of the screen on the Offenders tab, click **Contacts**.



The **Contacts** window displays, and you can review the parent contact information. The

student's primary contact is denoted by the gold star. Any contact who should receive a copy of discipline letters is denoted by a green checkmark in the Copied On Correspondence column.

2. Optional: To email the parent directly from this window, click the email address, and proceed to send the email using your preferred application.

Contacts 				
LOVE, BESSIE				
Type	Name / Address	Phone	Email	Copied On Correspondence
Mother	WALLACE LOVE ★ 7414 LOVE Road Batavia, OH 45103-3226	Cell: (419) 555-6691	test@aol.com	
Add'l Contact	MARGE JONES PO Box 111 Batavia, OH 45103	Home: (419) 555-1738		✓

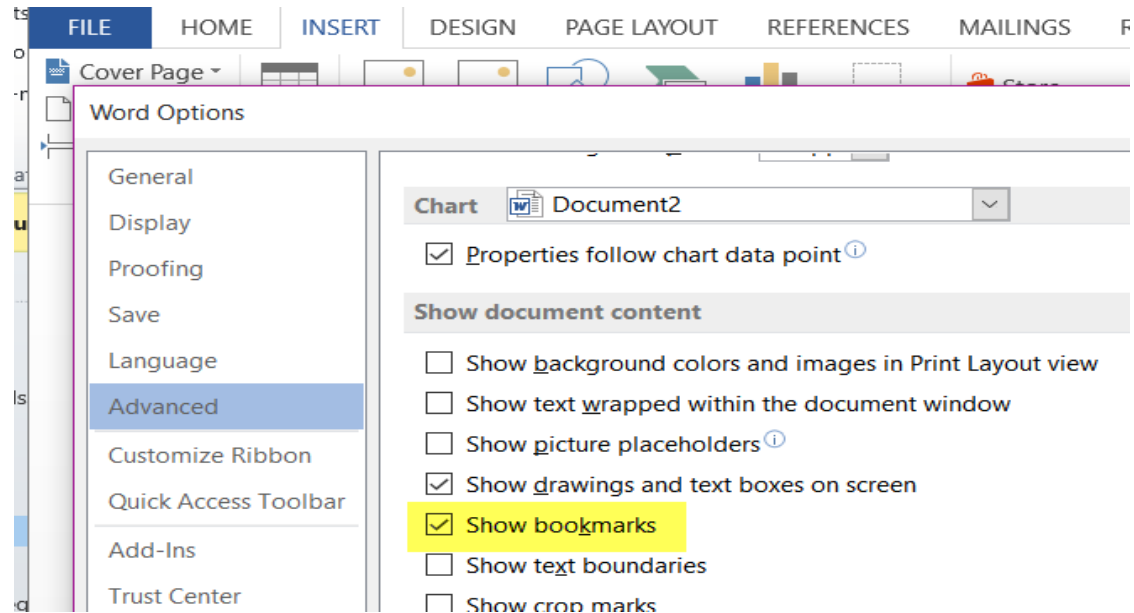


How to Create Discipline Letters

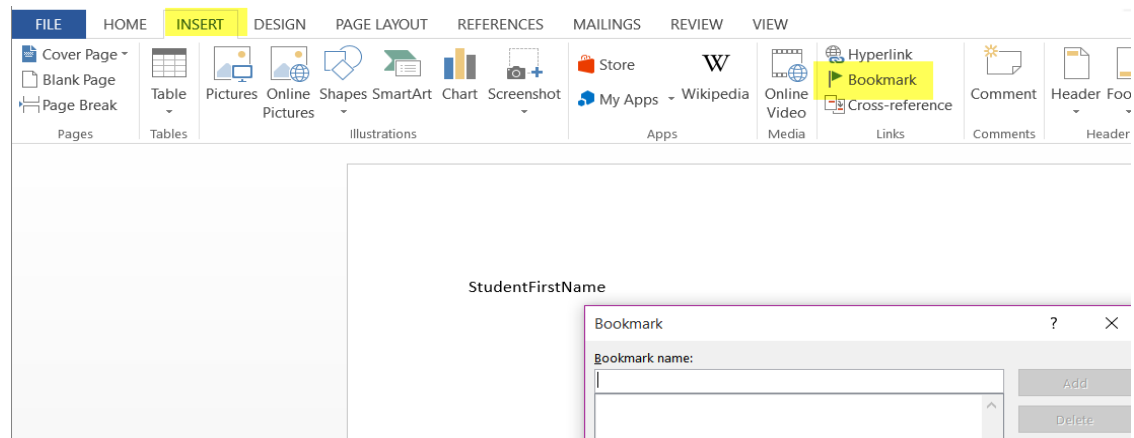
Change Log

Date	Section Number/Name	Change Description
1/9/17	Added steps 9-16	Added steps for uploading template/download templates and print letter
11/18/15	New Document	New Document

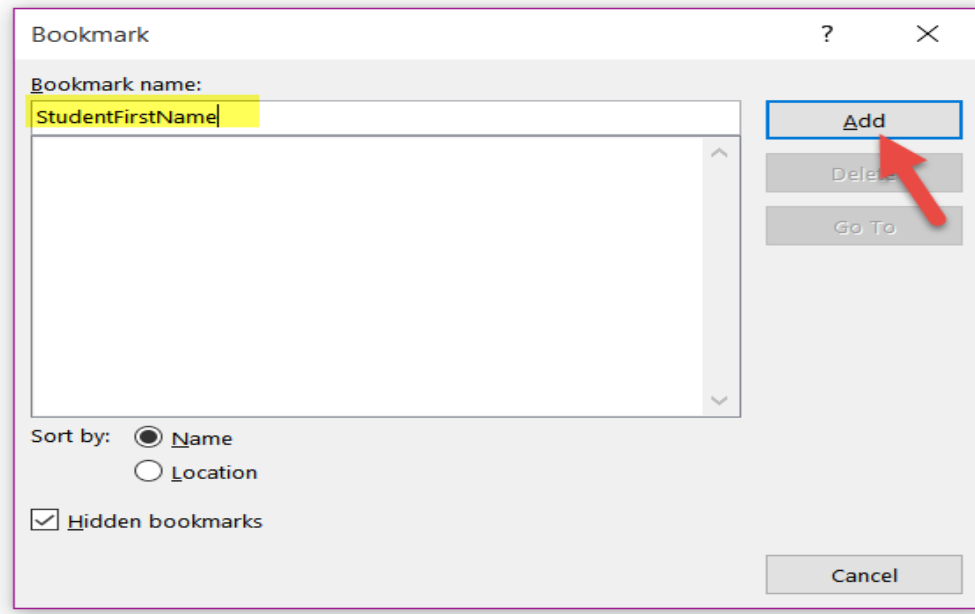
1. Open a Word document (**discipline letters must be saved as .docx**), go to File >> Options >> Advanced and check the option to Show bookmarks (under Show document content):



2. Enter some placeholder text into the document, for example 'StudentFirstName'
3. Select/highlight that text and either press Ctrl+Shift+F5 or go to Insert >> Bookmark in Word to bring up the Bookmarks dialog:



4. In the dialog, enter the bookmark name **StudentFirstName** and click Add



5. This will result in brackets being placed around the bookmark name to indicate it is a bookmark:

[StudentName]

6. You will need to do the step above for each bookmark you want in the letter. A complete listing of bookmarks is at the end of this document.
7. To print a bookmark multiple times, use _x2, _x3, etc at the end of the bookmark.

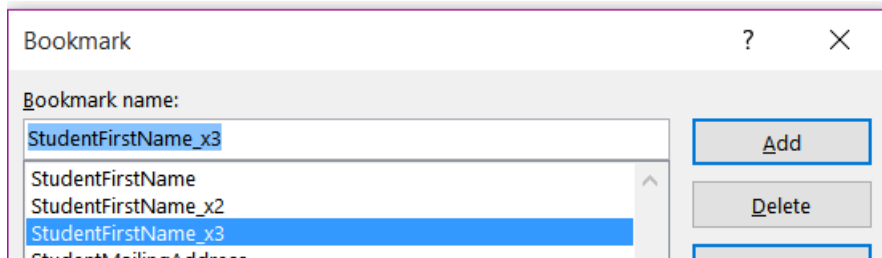
Example:

StudentFirstName will print the student's first name.

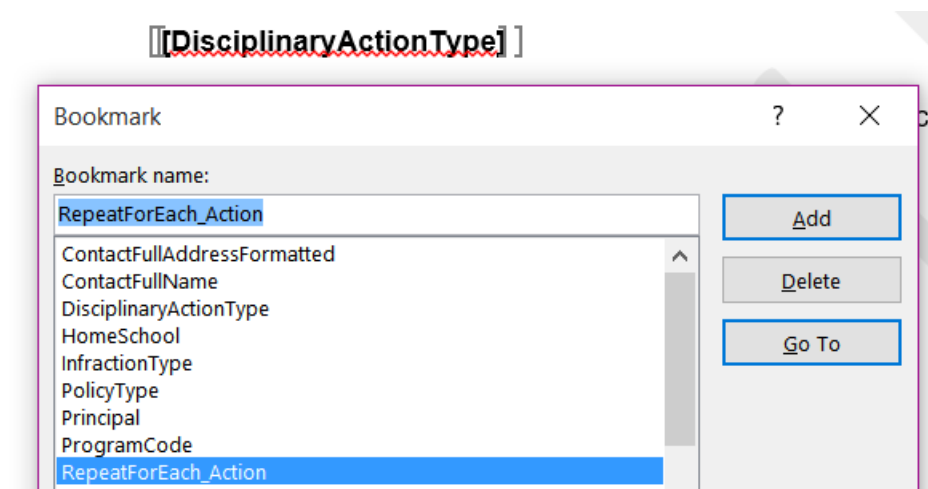
StudentFirstName_x2 will print the student's first name a 2nd time in the letter.

StudentFirstName_x3 will print the student's first name a 3rd time in the letter.

Each one of the StudentFirstName(s) must be added as a bookmark.



8. To print multiple Actions, Infractions, or Parental Involvement on one letter:
 - a. Enter the appropriate bookmark (DisciplinaryActionType)
 - b. Highlight that bookmark and insert RepeatForEach_Action (_Infraction, _ParentalInvolvement) on top of this bookmark. This will place additional brackets around the bookmark and it will print each Action entered on the discipline incident.



9. Once the Discipline Letter template is complete, upload the template in StudentInformation. Go to [StudentInformation](#) > [Management](#) > [District Administration](#) > [Report Template Administration](#).
10. On the **Report Template Administration** screen, click **New Template**.



11. On the **Upload Template** window, in the Select Report drop-down list, select the type of Letter with which you want to associate the template.
The **Available Bookmarks in Report** section displays the bookmarks in the selected letter that you select to customize your template.

In the **Template Description**, enter the description that you want to display in the StudentInformation to identify this template.

Click **Browse** and navigate to and select the file you want to use as a template.

Click **Upload**.

Upload Template [X]

Select Report... [v]

Available Bookmarks In Report:

Template Description

Browse...

Cancel Upload

The uploaded template displays in the list.

Report Template Administration

[+ New Template]

	Template Name	Description	Report Name	System Defined
Actions	Suspension Form.docx	Suspension Form	Incident Letter	
Actions	Notice of expulsion to student...	Notice of expulsion to student	Incident Letter	

12. To download the report templates, go to [StudentInformation](#) > [Management](#) > [District Administration](#) > [Report Template Administration](#).
13. On the **Report Template Administration** screen, in the row of the template you want to download, click **Actions** and select **Download**. Save the file.

Report Template Administration

[+ New Template]

	Template Name	Description	Report Name	System Defined
Actions	Suspension Form.docx	Suspension Form	Incident Letter	
Download	Notice of expulsion to student...	Notice of expulsion to student	Incident Letter	
Delete	Notice of expulsion to parent....	Notice of expulsion to parent	Incident Letter	

14. To print a Discipline Letter, go to [StudentInformation](#) > [SIS](#) > [Discipline](#) > [Discipline Incidents](#).
15. For the incident in which you want to print a letter, click **Actions** and select **View/Edit**. On the Offenders tab, under the picture, click **Print Letter**.

The screenshot shows the SIS interface for an offender. At the top, there are tabs for Offenders (1), Victims (0), Witnesses (0), and Office Notes. Below these is a search bar with a dropdown menu set to 'Student' and a green 'Add Offender' button. The main content area is for 'Smith, John Frank', Grade Level: 11, Age: 17, Gender: M. It features a 'NO PHOTO AVAILABLE' placeholder on the left. The main area is divided into two sections: 'Policies / Infractions' and 'Disciplinary Actions'. The 'Policies / Infractions' section includes a dropdown menu for '06 WEAPONS', a 'Weapons' checkbox, and a 'Policy/Infraction Comments' text area. The 'Disciplinary Actions' section includes a dropdown menu for '02 Verbal Warning/parent call', a 'Demerits' checkbox, a 'Start Date' and 'End Date' date picker, a '# of Days' input field, and an 'Action Comments' text area. Below these are checkboxes for 'Alt Education Assigned' (set to '* - Not Applicable') and 'Modified Expulsion' (set to '* - Not Applicable'). At the bottom right, there are checkboxes for 'Received Services' and 'Served'. A sidebar on the left contains links for 'Schedule', 'Attendance', 'Contacts', 'Print Letter' (highlighted with a red box), 'Show History', and 'Past Incidents'.

16. Select the desired letter from the list and click **Run Report**.

The screenshot shows a 'Print Letter' dialog box. It has a dark blue header with the title 'Print Letter' and a close button (X). Below the header is a white area containing a dropdown menu with 'Suspension Form' selected and a blue 'Run Report' button.

Available Bookmarks for Discipline Letters:

- DisciplineIncidentId
- SchoolId
- SchoolName
- SchoolName2
- SchoolAddress
- Principal
- SchoolYearId
- SchoolYear
- DisciplineOffenderId
- SchoolPhoneFormatted
- SchoolPhone
- IncidentNumber
- IncidentName
- IncidentDate
- IncidentDescription
- IncidentTimeFrameType
- IncidentStatus
- IncidentPlaceType
- IncidentLocation
- IncidentAgainstPropertyInd
- OfficeNotes
- IncidentBuildingIRN
- Referrer
- ReferrerType
- IncidentCategory1
- IncidentCategory2
- IncidentDateModified
- IncidentModifiedBy
- IncidentModifiedByUserId
- StudentId
- StudentName
- StudentNumber
- StudentLastName
- StudentFirstName
- StudentMailingAddress
- ProgramCode
- HomeSchool
- OffenderType
- OffenderAge
- AltEducationInd
- GradeLevelAtTimeOfIncident

- InjurySustainedInd
- InjurySeverityType
- LLENotifiedInd
- LLEContactedName
- AdjudicationType
- ArrestType
- WeaponDetectedInd
- WeaponDetectedMethod
- WeaponDetectedComment
- WeaponType
- OffenderDateModified
- OffenderModifiedBy
- OffenderModifiedByUserId
- RepeatForEach_Infraction
- DisciplineOffenderInfractionId
- PolicyType
- PolicyDescription
- InfractionType
- InfractionDescription
- InfractionComment
- WeaponCount
- InfractionDateModified
- InfractionModifiedBy
- InfractionModifiedByUserId
- InfractionCount
- RepeatForEach_Action
- DisciplineOffenderDisciplinaryActionId
- DisciplinaryActionType
- DisciplinaryActionDescription
- DisciplinaryActionComment
- StartDate
- EndDate
- DisciplinaryActionDuration
- Demerits
- HasServedInd
- ModifiedExpulsionInd
- ReceivedServicesInd
- ActionDateModified
- ActionModifiedBy
- ActionModifiedByUserId
- ActionCount
- RepeatForEach_ParentInvolvement
- DisciplineOffenderParentInvolvementId

- ParentInvolvementType
- ParentInvolvementParentFirstName
- ParentInvolvementParentLastName
- ParentInvolvementDate
- ParentInvolvementComment
- ParentInvolvementDateModified
- ParentInvolvementModifiedBy
- ParentInvolvementModifiedByUserId
- ParentInvolvementCount
- ContactFirstName
- ContactLastName
- ContactFullName
- ContactFullAddressFormatted
- ContactAddress
- ContactAddress2
- ContactCity
- ContactState
- ContactZip

Elementary Scheduling Procedural Checklist



Change Log

Date	Section Number/Name	Change Description
04/20/17	Task #27	Added new task
04/10/17	Entire document	Update dates and screenshots for 2017/2018 school year
2/1/16	Course Sections	Add note about course sections with no students
1/29/16	Task #7	Add note about selected Grade Levels
12/4/15	Entire document	Update dates and screenshots for 2016/2017 school year
04/29/15	Entire document	Update dates and screenshots for 2015/2016 school year.
10/30/14	Task #16	14.6.4 Updates – Update screenshot
	Entire document	Update screenshots and breadcrumb trail
04/15/14	Entire document	Update dates and screenshots for 2014/2015 school year.

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Before Elementary Scheduling can be started the following steps need to be performed in order:

1. School Year Initialization: Refer to the ***School Year Initialization Procedural Checklist*** for details.
2. Creating Sub-Calendars: Refer to the ***Calendar NON EMIS or Calendar with EMIS Exceptions Procedural Checklist*** for details.
3. Promoting Students to 17/18 school year: Refer to the ***Student Promotion/Bulk Enrollment Procedural Checklist***.



Before continuing make sure you have your class lists ready of which students are going to be in what teacher's class.



Make sure you have a Default Schedule Result before continuing.

How to tell if you need a Default Schedule Result:

1. At the building level in 17/18, navigate to **StudentInformation** » **SIS** » **Scheduling** » **Course Section Assignments**.
2. Check the **Schedule Result:** dropdown.
3. If the dropdown is empty, you do not have a default schedule result and will need to create one. Follow the steps below.
4. If the dropdown is populated, skip the Create Default Result Set instructions below.

Create Default Result Set

1. At the building level in 17/18, navigate to **StudentInformation** » **Management** » **School Administration** » **Scheduling Administration** » **Scheduler** » **Schedule Result Sets** to create a Schedule Result Set.
 - a. On the **Schedule Result Sets** page in the **Filter By Schedule** dropdown, choose a Master Schedule. Typically, there is only one schedule in the dropdown.
 - b. Click **Add Schedule Result**.
 - c. Enter a name in the **Name** field. State Support recommends naming it **Default Schedule Result**.
 - d. Click **Save**.



Reminder!

For grades K-12, report all students in individual classes for all courses.

- All students in grades Kindergarten and up are to be reported in separate classes by subject area.
- Preschool courses will continue to be reported as self-contained courses. DO NOT create a separate course for each subject in which the student is participating. Refer to Appendix C of the EMIS Guide for the proper subject codes to use.
- In a team teaching situation (more than one teacher teaching the course), mark each teacher as the teacher of record. Each course master record, with the exception of the local classroom code element and highly qualified element is most likely identical for these two teachers. Best practice suggests that the students should be equally split between the teachers. (Chapter 5 of the EMIS manual)



Reminder!

Special Education:

- Self-contained classrooms, where courses are taught by a special education teacher, need to have the courses reported separately, too.
- Special Education classes for K-12 must have a Student Population of SE. Special Education classes for K-12 visually/hearing impaired must have a Student Population of SP. (Chapter 3 of the EMIS manual)
- A course is not required when students with disabilities are pulled-out of the regular classroom in order to receive supplemental special education services, such as tutoring, speech and language, etc.



Reminder!

Gifted Students:

- Gifted courses taught to gifted students in grades K-12 are required to be reported separately, even if these courses are taught by the same teacher. A Course Master Record is required for each subject in which the teacher teaches. If a teacher teaches seven subjects, then a unique local classroom code is required to be reported on each Course Master Record for each of the seven courses.
- Gifted courses must have a Student Population of GE.



Reminder!

If gifted and special education courses are not part of a group, then you will need to add them as follows:

1. Add a Course record for each course you will be reporting as a separate class. Complete the EMIS tab and include the proper subject code (see EMIS Guide, Appendix C), course level, and student population.
2. If you are just adding a course section to a pre-existing course, be certain to update the appropriate values on the EMIS Override tab to reflect the course section is for gifted students.
3. Make sure the teacher instructing the course is defined as a Staff Member. Include the teacher's Credential ID (State Staff ID) on the teacher's Staff Member record, as this ties student data to staff data.
4. Add a Course Section for each course and meeting time. Courses may have multiple sections if different teachers teach the same course.
5. Since these are extra classes, assign each of these Course Sections to a period other than the period of the day the course meets, to prevent time conflicts on student schedules.
6. Add a Course Section Assignment for each student in the course/section.




Reminder!

ESCs:


- No longer report student data (with the exception of Preschool students). Home schools are to report ESC students as if they are attending the home district, and must therefore report courses and class lists for all courses taught by the ESC (except for Preschool).
- You will need to set up a Staff Member record for each ESC instructor, using their credential ID in the State Staff ID field, and set up Course, Course Section and Course Section Assignment records for all courses, course sections, and students who are instructed by ESC-contracted staff for school age only.
- For ESC courses, the Course ID should be different from the local Course IDs, as the Program Provider IRN and the Location IRN would be different. The EMIS Transfer will not update the Staff Master Record correctly if ESC courses have identical Course IDs to local Courses.

Task #1 - Verify Homeroom Terms are set up correctly

1. Change your context to the building level and the next school year.
2. Navigate to **StudentInformation** » **Management** » **School Administration** » **Scheduling Administration** » **Initialization** » **Homeroom Terms**.






- a. Click the  icon to edit the homeroom term.

Name	Start Date	End Date	Include
08/21/2017	Aug 21, 2017	Oct 20, 2017	<input checked="" type="checkbox"/>
10/23/2017	Oct 23, 2017	Jan 12, 2018	<input checked="" type="checkbox"/>
01/15/2018	Jan 15, 2018	Mar 16, 2018	<input checked="" type="checkbox"/>
03/19/2018	Mar 19, 2018	May 25, 2018	<input checked="" type="checkbox"/>

- b. Ensure the appropriate schedule terms are checked.
- c. Click  to commit changes.

Homeroom Terms Maintenance

From this screen, you can display and change data pertaining to homeroom terms.




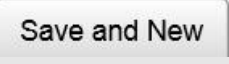
				Code	Name	Schedule Terms	Start Date	End Date	Planned Days	Actual Days	Sort Order	Active
				FullYear	Full Year Term	08/21/2017, 10/23/2017, 01/15/2018, 03/19/2018	Aug 21, 2017	May 25, 2018	199.00	199.00	1	

☒ Show Active Only

Task #2 - Verify Rooms/Locations



Rooms and Locations aren't school year specific. If you change the capacity, for example, of a room in 17/18 it will change the capacity of the room/location in 16/17. This is by design. The only item this will affect is if you would print a student's schedule in 16/17 the room numbers might not be correct.

1. Change your context to the building level and the next school year.
2. Navigate to **StudentInformation** » **Management** » **School Administration** » **School Building Administration** » **Rooms/Locations**.
 - a. Click the  icon to edit an existing room/location or Click  enter a new room/location.
 - b. Enter up to 4 digits in the **Code:** field.
 - c. Enter a name for the room/location in the **Name:** field.
 - d. Enter an optional description in the **Description:** field.
 - e. In the **Location Type:** dropdown select the type of room/location it is. This dropdown is currently only used for informational purposes.
 - f. Enter the capacity in the **Capacity:** field.
 - g. The **Is Schedulable:** ☒ checkbox currently serves no purpose.
 - h. If the room/location is also a homeroom place a checkbox in **Is Homeroom:** ☒ . If the **Is Homeroom:** ☒ box is checked the room/location will appear in the room/location dropdown list when you add a new homeroom.
 - i. The **Is Active:** ☒ box should be checked.
 - j. Click  or  to commit your changes.




Rooms and Locations aren't school year specific which means if you change the capacity, for example, in the future school year it will change the capacity in the current school year.

Room/Location Maintenance

From this screen, you can display, add, change and delete data pertaining to locations.





































Add Location									
		Code	Name ▲	Description	Location Type	Capacity	Schedulable	Homeroom	Active
		151	151		Regular Classroom	30	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
		152	152		Regular Classroom	30	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
		153	153		Regular Classroom	30	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
		154	154		Regular Classroom	30	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
		155	155		Regular Classroom	30	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
		156	156		Regular Classroom	30	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
		157	157		Regular Classroom	30	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
		157L	157L		Laboratory	40	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
		CAFE	CAFETERIA		Cafeteria	150	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
		CA	Career Academy		Shop	30	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
		CEC	CEC North ESC		Off Campus	5	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
		CH	CHILDREN'S HOME		Off Campus	5	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
		DL	Digital Lab		Shop	150	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
		GAMA	EXTRACURR/AWAY		Unknown	0	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	

Task #3 - Verify existing homerooms to ensure each teacher has a homeroom

1. Change your context to the building level and the next school year.
2. Navigate to **Student Information** » **Management** » **School Administration** » **School Building Administration** » **Homerooms**.
 - a. Click on the  icon to edit an existing homeroom or click **Add Homeroom** to add a new homeroom.
 - b. In the **Homeroom Term:** dropdown select the appropriate homeroom term.
 - c. Enter up to 6 digits in the **Code:** field.
 - d. Enter a name in the **Name:** field.
 - e. Choose a room/location from the **Location:** dropdown. Remember, only rooms/locations that were marked as **Is Homeroom:** ☒ will be included in the dropdown.
 - f. Enter a capacity in the **Capacity:** field.
 - g. Select a counselor from the **Counselor:** dropdown.
 - h. If the homeroom is for certain grade levels pull the grade levels over to the right in the **Grade Levels:** filter.
 - i. The **Is Active:** box should be checked.
 - j. Click **Save** or **Save and New** to commit your changes.

Homeroom Maintenance

From this screen, you can Edit, Delete or Add a Homeroom.

Add Homeroom -- Filter by HR Term --											
			Homeroom ▲	HR Term	Teacher	Room	Grades	Capacity	Remaining	Counselor	Active
			02 - 02	FullYear	Mrs. Martin	02 - HOMEROOM - 2	01, 02, KG	30	30		
			07 - 07	FullYear	Mrs. Kreimer	07 - HOMEROOM 7	02	30	30		
			08 - 08	FullYear	Ms. Warren	08 - HOMEROOM 8	02	30	30		
			09 - 09	FullYear	Mrs. Dillon	09 - HOMEROOM 9	02	30	30		
			10 - 10	FullYear	Mrs. Kreimer	10 - HOMEROOM 10	02	30	30		
			12 - 12	FullYear	Ms. Wilson	12 - HOMEROOM 12	02	30	30		
			13 - 13	FullYear	Ms. Howard	13 - HOMEROOM 13	01	30	30		
			15 - 15	FullYear	Mrs. Patrick	15 - HOMEROOM 15	01	30	30		
			16 - 16	FullYear	Mrs. Eads	16 - HOMEROOM 16	01	30	30		



Homerooms are school year specific which means if you change the capacity, for example, in the future school year it will not affect the capacity in the current school year.

Courses

Task #4 - Enter new courses and verify current courses

1. Change your context to the building level and the school year you are working with.
2. Navigate to **Student Information** » **Management** » **School Administration** » **Scheduling Administration** » **Course Maintenance** » **Courses**.
 - a. Click **Add Course** and follow the next five tasks to setup a new course.




Courses are school year specific which means if you add a course, for example, in the future school year, the course will not automatically be added to the current school year.



Run the **CRSE** report to get a listing of all courses.

Task #5 - Ensure the General tab is setup correctly

1. Change your context to the building level and the school year you are working with.
2. Navigate to **Student Information** » **Management** » **School Administration** » **Scheduling Administration** » **Course Maintenance** » **Courses**.
3. Edit a course by clicking on the  icon.
4. The **General** tab is displayed.
 - a. The **Code:** field can be up to 15 characters, but EMIS only accepts up to 10 characters and will truncate any code longer than 10 characters.
 - b. The **Name:** field can be up to 30 characters long.
 - c. The **Abbreviation:** field can be up to 8 characters long.
 - d. The **Short Name:** field can be up to 15 characters long.
 - e. The **Hours of Instruction:** field details the average amount of instruction the student receives for EMIS reporting.
 - f. The **Scheduling Priority:** field is used the Batch Scheduler. Please see the ***Batch Scheduler Step by Step Checklist*** for more information about this feature.
 - g. The **Display on Public Module:** ☒ checkbox determines if a course is available on the Public Course Requests Module for students to request.
 - h. The **Is High School Credit:** ☒ checkbox determines if a course is included in a student's high school cumulative credit count and included in the student's high school GPA.
 - i. The **Roll course to next year:** ☒ checkbox determines if a course copies to next year when School Year Initialization (SYI) is run. The course must also be active in order for it to copy to next year during SYI.
 - j. The **College Prep:** ☐ checkbox determines if a course should be marked as college prep. This field is used with the eTranscript product.
 - k. The **Is Active:** ☒ checkbox determines if a course can be scheduled and used.
 - l. The **Is In Update History:** ☒ checkbox determines if a course appears on a student's Course History page.
 - m. The **Core Course:** ☒ is no longer used as of FY09 Period K. The Core Course on the Subject Code table (defined at the ITC level) is now used to determine HQT values. However, the Core Course checkbox on the Courses – General tab is still being passed to ProgressBook.

n. The **Dual Credit:** ☐ checkbox determines if a course should be marked as dual credit. This field is used with the eTranscript product.

From this screen you can display or change information regarding courses

General	Marks	Miscellaneous	EMIS	Pre/Co-requisites	< Prev: SMA4	Next: SMA6 >
---------	-------	---------------	------	-------------------	--------------	--------------

i While the Code can be up to 15 characters, 10 characters or less is recommended.

Code: * **Abbreviation:** *


Name: * **Short Name:** *

Description:

Hours of Instruction: * **Scheduling Priority:** *

Display on Public Module:	<input checked="" type="checkbox"/>	Is Active:	<input checked="" type="checkbox"/>
Is High School Credit:	<input type="checkbox"/>	Is In Update History:	<input checked="" type="checkbox"/>
Roll course to next year:	<input checked="" type="checkbox"/>	Core Course:	<input checked="" type="checkbox"/>
College Prep:	<input type="checkbox"/>	Dual Credit:	<input type="checkbox"/>

Task #6 - Ensure the Marks tab is setup correctly






1. Change your context to the building and the school year you are working with.
2. Navigate to **StudentInformation » Management » School Administration » Scheduling Administration » Course Maintenance » Courses.**
3. Edit a course by clicking on the  icon.
 - a. The **General** tab is displayed.
 - b. Click on the **Marks** tab.
 - c. The **Course Weight:** field is only used by the Batch Scheduler. The **Maximum Variation of Course Weights Between Schedule Terms** parameter on the Batch Scheduler is optional and looks at the **Weight** value filled out on each course and balances the student's scheduled courses so all terms are equally weighted. The Course Weight value defaults to 10.0000. Please see the Batch Scheduler Step by Step Checklist on how to set up this feature.
 - d. The **Level of Difficulty:** dropdown is optional and determines if a course uses a different point scale when the GPA is calculated. Please see the **GPA and Honor Roll Step by Step Checklist** on how to set up this feature.
 - e. The **GPA Add-on Level:** dropdown is optional determines if a specific point value is added to the calculated GPA. Please see the **GPA and Honor Roll Step by Step Checklist** on how to setup this feature.
 - f. The **Credit Units:** field is required and is used in several modules in StudentInformation. One of the modules is the Public Course Requests Module (PCR). In the PCR Module schools can specify a minimum and maximum number of credits a student can request while logged into the PCR Module. Please see the **Public Course Request Step by Step Checklist** for further details. The **Credit Units** field is also used the GPA Calculation. Please see the **GPA and Honor Roll Step by Step Checklist** for further details.
 - g. The **Mark Bump:** dropdown is used by the Jackson GPA method which is explained in detail in the **GPA and Honor Roll Step by Step Checklist**.
 - h. The **Rank Weight:** dropdown is used by several custom GPA's and is explained in detail in the **GPA and Honor Roll Step by Step Checklist**.

- i. The **In Graduation Count:** ☐ checkbox is not functional. Please see the “In Graduation / Eligibility” checkbox on the Courses – Miscellaneous tab.
- j. The **Include in Total Credits:** ☒ checkbox determines if the course is included in the student’s total credits.
- k. The **Include in GPA:** ☒ checkbox determines if the course is included in the student’s GPA. NOTE: Include in GPA is misleading, the checkbox determines if the course is included in any GPA calculation – even the student’s middle school GPA not only the cum GPA. If you want a course to be included in a student’s high school GPA the Is High School Credit and Include in Total Credits checkboxes must both be marked.
- l. The **In Honor Roll:** ☒ checkbox determines if the course is included in the Honor Roll. NOTE: In order for a student to be on the Honor Roll they have to have a GPA calculated since the Honor Roll is based off the GPA. Please see the GPA and Honor Roll Step by Step Checklist for further details.
- m. The **Is Honors Course:** ☐ checkbox determines if the course shows up when filtering on honors courses and is used by the Honors GPA formula which is explained in detail in the ***GPA and Honor Roll Step by Step Checklist***.
- n. The **Include on Permanent Record:** ☒ checkbox determines if the course prints on the R700 when is run with the option ***Print Report in Permanent Record Label Format*** is set to yes.
- o. The **Print on Report Card:** ☒ checkbox determines if the course prints on the R700.

From this screen you can display or change information regarding courses

General	Marks	Miscellaneous	EMIS	Pre/Co-requisites	
SMA5 - MATH 5					
Course Weight:	<input type="text" value="10.0000"/>	In Graduation Count:	<input type="checkbox"/>	Is Honors Course:	<input type="checkbox"/>
Level of Difficulty:	<input type="button" value="v"/>	Include in Total Credits:	<input checked="" type="checkbox"/>	Include on Permanent Record:	<input checked="" type="checkbox"/>
GPA Add-on Level:	<input type="button" value="v"/>	Include in GPA:	<input type="checkbox"/>	Print on Report Card:	<input checked="" type="checkbox"/>
Credit Units:*	<input type="text" value="0.000000"/>	In Honor Roll:	<input checked="" type="checkbox"/>		
Mark Bump:	<input type="button" value="v"/>				
Rank Weight:	<input type="button" value="v"/>				

Task #7 - Ensure the Miscellaneous tab is setup correctly

1. Change your context to the building level and the school year you are working with.
2. Navigate to **StudentInformation** » **Management** » **School Administration** » **Scheduling Administration** » **Course Maintenance** » **Courses**.
3. Edit a course by clicking on the  icon.
 - a. The **General** tab is displayed.
 - b. Click on the **Miscellaneous** tab.
 - c. The **Department:** dropdown is optional and is a way to group similar classes together.
 - d. The **Area Of Study:** dropdown is optional and is a way to group similar classes together and is used by the Graduation Verification Module.
 - e. The **Subject Area:** dropdown is optional and is a way to group similar classes together and is used by the Graduation Verification Module.
 - f. The **Course Type:**  dropdown determines if a course appears on the **Student Marks** page. If course type is **Class**, **ESC Course**, **Satellite Course**, **Post secondary Course**, or Vocational the course will show on the **Student Marks** page. If a course is marked as **Type = Study Hall** when the Study Hall Wizard is run open time periods on the student's schedules will be filled in with courses that have a **Course Type** of **Study Hall**.
 - g. The **Language Code:**  dropdown details the language the course is taught in and is used for EMIS reporting. Example: A Math class taught in Spanish.
 - h. The **In Graduation / Eligibility:**  checkbox determines if the course is included in Graduation Verification Module in StudentInformation. Please see the **Graduation Verification Procedural Checklist**.
 - i. The **Gender Directive:** field is only used by the Batch Scheduler to balance the gender composition of the course. Please see the **Course Setup and Course Group Setup Step by Step** and **Batch Scheduler Step by Step** for more information.
 - j. The **Grade Levels Selected**  filter determines which students see the course on the Public Course Requests Module (PCR). If grades 11 and 12 are selected then only 11th and 12th graders can see the course on the Public Course Requests Module (PCR). The Grade Levels Selected filter doesn't prevent office staff from assigning a 9th grade student a request for the course or even assigning the course directly to the student.

Note: The selected Grade Levels on the Course load into GradeBook and are used for setting up Standard Based Report Cards.

- k. The **Location Types Selected** filter is not currently used in StudentInformation.

From this screen you can display or change information regarding courses

General

Marks

Miscellaneous

EMIS

Pre/Co-requisites

SMA5 - MATH 5

Department:

MTH - MATHEMATICS

Course Type:*

C - Class

Area Of Study:

Language Code:

Subject Area:

In Graduation / Eligibility:

☒

Gender Directive:

None

Selecting the 'Balance...' option in the Gender Directive dropdown will only affect the batch and single student schedulers. The schedulers will attempt to balance the filling percentage in the course's sections for each gender separately.

Grade Levels Available

01
02
03
07
08
09

Grade Levels Selected*

04
05
06

Location Types Available


Unknown
Not Specified
Library
Gymnasium
Music room
Cafeteria

Location Types Selected

Save

Cancel

Task #8 - Ensure the EMIS tab is setup correctly

1. Change your context to the building level and the school year you are working with.
2. Navigate to **StudentInformation** » **Management** » **School Administration** » **Scheduling Administration** » **Course Maintenance** » **Courses**.
3. Edit a course by clicking on the  icon.
 - a. The **General** tab is displayed.
 - b. Click on the **EMIS** tab.
 - c. The **EMIS Location IRN:** field is the IRN of the building where the course is held. If left blank, this defaults to the school in context where the course record exists in.
 - d. The **EMIS Location Description:** field is the description of the EMIS Location IRN. This field is only enabled if the value in the EMIS Location IRN textbox is '999999', in which case the user is allowed to enter their own value for the EMIS Location Description. If the value in the EMIS Location IRN textbox is not '999999', this textbox is disabled and is populated with the name from the EMIS IRN table that is associated with the EMIS Location IRN.
 - e. The **EMIS Staff Provider IRN:** field is the district IRN of the entity in contract with the reporting school district. Report ***** if not applicable.
 - f. The **EMIS Course Level:** field designates the level of the course. This provides distinctions between courses that are taken in a series or have prerequisites such as French I and French II.
 - g. The **EMIS Subject Code:** field details the subject of the course being reported.
 - h. The **EMIS Subject Area for Credit:** field indicates the subject for courses offered in which high school credit toward graduation is being applied, whether at the middle school or high school level.
 - i. The **EMIS Language Used:** field is the language used by the teacher when presenting to the students.
 - j. The **CORE Subject Area:** field is the subject area and/or CORE requirement area in which a student has earned credit/units towards graduation.
 - k. The **End Of Course Assessment Area:** field is the End of Course Assessment Area associated with the course.
 - l. The **CTE College Credit:** field indicates if a career-technical course provides an opportunity for students to earn college credit.
 - m. The **Curriculum:** field of the curriculum source/model/program for a specific course.
 - n. The **Delivery Method:** field identifies the means by which instruction is provided/communicated to the student(s) in the course.

- o. The **Educational Option:** field identifies the Educational Option status for a course per Ohio Administrative Code 3301-35-06(G).
- p. The **Student Population:** field identifies the attributes of the group of students for which the course is intended.
- q. The **Highly Qualified Teacher IRN:** field is the IRN used to group courses for calculation of the percent of core courses taught by highly qualified staff and the percent of core courses taught by properly certified staff.
- r. The **Credit Flex:** field designates if an alternate way of earning credit applies to the course
- s. Finally the **Report to EMIS:** checkbox should be checked if the course needs to be reported to EMIS.

From this screen you can display or change information regarding courses

General
Marks
Miscellaneous
EMIS
Pre/Co-requisites

SMA5 - MATH 5

EMIS Location IRN: (Only required if different from the current building, optional if same as current building)

EMIS Location Description: (Only required if EMIS Location IRN = '999999')

EMIS Staff Provider IRN: *****

EMIS Course Level: * - Not applicable

EMIS Subject Code: 110150 - Mathematics 4-6

EMIS Subject Area for Credit: *** - Not Applicable (Does not qualify for High School Credit)

EMIS Language Used: E - English (Default)

CORE Subject Area: MTO - Mathematics Units Other than Algebra II or Equivalent

End Of Course Assessment Area:

CTE College Credit: N

Curriculum: OT - Curriculum Not Specifically Covered By Another Option

Delivery Method: FF - Face to Face Classroom Instruction

Educational Option: NO - Not an Educational Option Course

Student Population: RG - Regular/General Students K-12

Highly Qualified Teacher IRN:

Credit Flex: N - The course is not a Credit Flexibility Course

Report to EMIS: ☒

Save
Cancel

Task #9 - Ensure the Pre/Co-requisites tab is setup correctly



Elementary Schools typically do not use Pre/Co-requisites. If you would like detailed information on the Pre/Co-requisites screen functions, please see the Courses and Course Groups Set Up Procedural Checklist.

Course Sections



Do not forget to make multiple sections of courses such as gym, art, and music. StudentInformation will only let you assign a section to one course group. Example: If a school only had 8 sections of Art, one section for each grade level, the school could not assign Art-1 to 1st grade group 1A and assign the same section to the other 1st grade group 1B. The school would need two different sections.

Note: Course sections in StudentInformation that do not have any students assigned to them still go over to Grade Book. Teachers linked to these course sections (with no students) then need to hide these classes in GradeBook. It is recommended to either inactivate these course sections before turning on the PB Integration or change the teacher on these course sections to someone who does not teach other classes. However, if you choose to inactivate these course sections, the School Year Initialization process will not roll these course sections over to the next year.

Task #10 - Enter new course sections and verify current course sections

1. Change your context to the building level and the school year you are working with.
2. Navigate to **StudentInformation » Management » School Administration » Scheduling Administration » Course Maintenance » Course Sections.**
 - a. Click **Add Course Section** to enter a new course section and follow the next four tasks.





Run the R407 for a listing of course sections. You may even want to use different colored highlighters or markers to signify the changes you want to make. Then when you make the adjustments to the course sections or groups the changes you want to make will be easily identifiable.



Course sections are school year specific which means if you add a course section, for example, in the future school year the course section will not automatically be added to the current school year.

Task #11 - Ensure the General tab is setup correctly

1. Change your context to the building level and the school year you are working with.
2. Navigate to **StudentInformation** » **Management** » **School Administration** » **Scheduling Administration** » **Course Maintenance** » **Course Sections**.
3. Edit a course section by clicking on the  icon.
4. The **General** tab is displayed.
 - a. The **Course:** field is the course code. If you are entering a new course section and do not know the course code, click on the  button to search for the course code.
 - b. After entering the code click on **Default Section & Capacity** button and StudentInformation will automatically default the course section you are adding the next number in succession. Example: If 1047 section 1 already exists and you add another section of 1047 and click the **Default Section and Capacity** button. The new section will automatically be added as section 2. The capacity always defaults to 25 but can be changed.
 - c. The **Section Number:** field indicates the section of the course. As stated above you can use the default the section number to the next number in succession or enter a section number by hand.
 - d. The **Capacity:** field is the number of students allowed to take the course section. If the capacity is set to 20 and a user attempts to schedule 21 students in the course section the user will not be allowed to schedule the 21st student unless the user has extra permissions to overfill course sections.
 - e. The **Course Term:** field indicates which course term the course section is. Example: 1047-1 is a 1st Semester Only course.
 - f. The **Is Active:** checkbox details if a course section is actively being used.
 - g. The **Roll section to next year:** checkbox determines if a course section will copy up to the next school year during School Year Initialization (SYI) NOTE: A course section must be active and marked as Roll section to next year in order for it to copy to next year.
 - h. The **Meeting Time Description:** field details which periods and days the course section meets. StudentInformation determines the Meeting Time Description based off the Meeting Times tab which will be discussed in the next task. When StudentInformation can't translate complex meeting the phrase **See Schedule** will display in the **Meeting Time Description** field. You can place a check in the ☐ **Custom** box and type in your own descriptive meeting time and the custom description will print on the student's schedule.

5. Click **Save Course Section** to save any changes or **Cancel** to delete any changes made.

Course Sections - 4410 - BIOLOGY (1)

From this screen you can display or change information regarding course sections

Working Schedule: Default Schedule

Result: Default Schedule Result Set

Reload Screen

General

Meeting Times

Memberships

Attendance

Teacher History

EMIS Override

Course: 4410

Default Section & Capacity

Section Number: 1

Capacity: 25

Course Term: All

Is Active: ☒

Roll section to next year: ☒


Meeting Time Description: 02 (A191)

Custom

Save Course Section

Cancel

Task #12 - Ensure the Meeting Times tab is setup correctly

1. Change your context to the building level and the school year you are working with.
2. Navigate to **StudentInformation** » **Management** » **School Administration** » **Scheduling Administration** » **Course Maintenance** » **Course Sections**.
3. Edit a course section by clicking on the  icon.
4. Click the **Meeting Times** tab.
5. StudentInformation has three types of meeting times.
 - a. The first type of meeting times are Basic meeting times. For a course section to qualify as having a Basic meeting time the course section must have the same teacher, same location, and must meet the same periods each day throughout the entire length of the course term.
 - b. The second type of meeting times are Intermediate meeting times. For a course to qualify as having an Intermediate meeting time the course sections can have multiple teachers, meet in multiple rooms , meet multiple periods throughout the entire length of the course term.
 - c. The third type of meeting times are Advanced meeting times. For a course section to qualify as having an Advanced meeting time the course section must have a different teacher, room location, or period for one or more schedule terms.



Typically Elementary Schools use Basic Meeting Times. Two examples of Basic Meeting Times are outlined in this document. Examples of Intermediate and Advanced Meeting Times are documented in the Courses and Course Groups Set Up Step by Step Checklist.

Meeting Time Examples:

BASIC

One teacher, one room, one period

Course 1047-1 meets Monday thru Friday 2nd period with Martha Abbott in room A191 all year long.

General	Meeting Times	Memberships	Attendance	Teacher History	EMIS Override
---------	---------------	-------------	------------	-----------------	---------------

☒ Basic ☐ Intermediate ☐ Advanced

Teacher:* MARTHA ABBOTT

Location:* A191 - STAFF

Periods (All Days): ☐ 01 ☒ 02 ☐ 03 ☐ 04 ☐ 05 ☐ 06 ☐ 07 ☐ 08 ☐ 09 ☐ 10

Save Course Section Cancel

BASIC

One teacher, one room, multiple periods

Course 1047-1 meets Monday thru Friday 1st and 2nd period with Martha Abbott in room A191 all year long.

General	Meeting Times	Memberships	Attendance	Teacher History	EMIS Override
---------	---------------	-------------	------------	-----------------	---------------

☒ Basic ☐ Intermediate ☐ Advanced

Teacher:* MARTHA ABBOTT

Location:* A191 - STAFF

Periods (All Days): ☒ 01 ☒ 02 ☐ 03 ☐ 04 ☐ 05 ☐ 06 ☐ 07 ☐ 08 ☐ 09 ☐ 10

Save Course Section Cancel

INTERMEDIATE



One teacher, one room, meeting 2 days/week

Course 5180-54 meets All Year with Timothy Allen in room 1301 on Mondays & Wednesdays during 3rd period.

[General](#)[Meeting Times](#)[Memberships](#)[Attendance](#)[Teacher History](#)[EMIS Override](#)


☐ Basic ☒ Intermediate ☐ Advanced

Add Meeting Time

		Teacher	Location	Start	End	Periods
		ALLEN, TIMOTHY	1301 - MUSIC	Aug 17, 2016	May 24, 2017	M: 03; W: 03

[Save Course Section](#)[Cancel](#)

Task #13 - Review the Memberships tab

1. Change your context to the building level and the school year you are working with.
2. Navigate to **Student Information** » **Management** » **School Administration** » **Scheduling Administration** » **Course Maintenance** » **Course Sections**.
3. Edit a course section by clicking on the  icon.
4. Click on the **Memberships** tab.
 - a. If the course section is a member of a course group the course group will be listed in the grid.


General	Meeting Times	Memberships	Attendance	Teacher History	EMIS Override
---------	---------------	--------------------	------------	-----------------	---------------

Course Group	Group Section
FIFTH	50


Save Course Section

Cancel

Task #14 - Review the Attendance tab

1. Change your context to the building level and the school year you are working with.
2. Navigate to **Student Information » Management » School Administration » Scheduling Administration » Course Maintenance » Course Sections.**
3. Edit a course section by clicking on the  icon.
4. Click on the **Attendance** tab.

[General](#)
[Meeting Times](#)
[Memberships](#)
[Attendance](#)
[Teacher History](#)
[EMIS Override](#)

 Please select the meeting times for which attendance will be collected.
You must select at least one period on each day the course section meets.

Day	Periods
M	<div>01 02 03 04 05 06 07 08 09 10 11 12</div> <div> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> </div>
T	<div>01 02 03 04 05 06 07 08 09 10 11 12</div> <div> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> </div>
W	<div>01 02 03 04 05 06 07 08 09 10 11 12</div> <div> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> </div>
R	<div>01 02 03 04 05 06 07 08 09 10 11 12</div> <div> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> </div>
F	<div>01 02 03 04 05 06 07 08 09 10 11 12</div> <div> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> </div>

[Save Course Section](#)
[Cancel](#)

- a. If the course section meets only one period the Attendance tab will automatically be defaulted to that period and the checkboxes are grayed out – which is by design.
- b. If the course section meets more than one period each period will be checked on the Attendance tab but editable. If a course section meets 1st and 2nd period, you can choose to only take attendance 1st period or 2nd period or both.
- c. If you make changes to the Attendance tab, do not forget to click

[Save Course Section](#)


General
Meeting Times
Memberships
Attendance
Teacher History
EMIS Override

i Please select the meeting times for which attendance will be collected.
You must select at least one period on each day the course section meets.

Day	Periods
M	01 02 03 04 05 06 07 08 09 10 11 12 <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
T	01 02 03 04 05 06 07 08 09 10 11 12 <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
W	01 02 03 04 05 06 07 08 09 10 11 12 <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
R	01 02 03 04 05 06 07 08 09 10 11 12 <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
F	01 02 03 04 05 06 07 08 09 10 11 12 <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

Save Course Section
Cancel

Task #15 - Review the Teacher History tab



1. Change your context to the building level and the school year you are working with.
2. Navigate to **StudentInformation** » **Management** » **School Administration** » **Scheduling Administration** » **Course Maintenance** » **Course Sections**.
3. Edit a course section by clicking on the  icon.
4. Click on the **Teacher History** tab.
5. This tab is for EMIS reporting and should be in sync with the Meeting Times tab. (A process will be implemented in the Fall of 16/17 to sync the two tabs. Once the process is run any changes to the Meeting Time tab should also be manually made to the Teacher History tab.)

Course Sections - 5030 - 5TH GRADE MATH (50)

From this screen you can display or change information regarding course sections



[General](#) [Meeting Times](#) [Memberships](#) [Attendance](#) [Teacher History](#) [EMIS Override](#)

[Add New](#)

		Teacher Name	Start Date	End Date	Role	Teacher Of Record
		FITZGERALD, EDITH	08/17/2016	05/24/2017	LT	<input checked="" type="checkbox"/>



[Save Course Section](#) [Cancel](#)

Task #16- Review the EMIS Override tab

1. Change your context to the building level and the school year you are working with.
2. Navigate to **Student Information** » **Management** » **School Administration** » **Scheduling Administration** » **Course Maintenance** » **Course Sections**.
3. Edit a course section by clicking on the  icon.
4. Click on the  tab.
5. Fill in any values that differ from the course in Course Maintenance.

Course Sections - 5030 - 5TH GRADE MATH (50)

From this screen you can display or change information regarding course sections

General	Meeting Times	Memberships	Attendance	Teacher History	EMIS Override
EMIS Staff Provider IRN: <input type="text"/> 					
EMIS Subject Code: <input type="text"/>					
Curriculum: <input type="text"/>					
Delivery Method: <input type="text"/>					
Student Population: <input type="text"/>					
Highly Qualified Teacher IRN: <input type="text"/> 					
Dual Credit: <input type="checkbox"/>					
<div><input type="button" value="Save Course Section"/> <input type="button" value="Cancel"/></div>					

Course Groups and Course Group Sections



A course section can only be assigned to one course group at a time. Example: Course section 1047-1 is part of course group section Math-1. 1047-1 cannot be linked to course group Alge until course group 1047-1 is deleted from the Math group.


Task #17 - Enter new course groups and sections and verify current course groups and sections

1. Change your context to the building level and the school year you are working with.
2. Navigate to **StudentInformation** » **Management** » **School Administration** » **Scheduling Administration** » **Course Maintenance** » **Course Groups**.
 - a. Click **Add Course Group** and follow the next two tasks to setup a new course group.



Course groups are school year specific which means if you add a course group, for example, in the future school year the course group will not automatically be added to the current school year.

Task #18 - Ensure the Group tab is setup correctly

1. Change your context to the building level and the school year you are working with.
2. Navigate to **StudentInformation** » **Management** » **School Administration** » **Scheduling Administration** » **Course Maintenance** » **Course Groups**.
3. Edit a course group and section by clicking on the  icon.
4. The **Group** tab will display.
 - a. The **Code:** field can be up to 15 characters long and is a symbol for the group. Consider state reporting limitations when specifying course group codes.
 - b. The **Name:** field can be 30 characters long.
 - c. The **Description:** field is optional and can be used to detail which courses are part of the group and holds 200 characters.
 - d. The **Abbreviation:** field can be 8 characters long.
 - e. The **Short Name:** field can be 15 characters long.
 - f. The **Capacity:** field indicates how many students the course group can accommodate.
 - g. The **Scheduling Priority:** field is used the Batch Scheduler. Please see the ***Batch Scheduler Step by Step Checklist*** for more information about this feature.
 - h. The **Is Locked:** checkbox is not currently functioning on the Group tab at this time. Use the Is Locked on the 2nd tab instead.
 - i. The **Display Courses Individually:** ☒ checkbox determines whether courses that are members of the course group will be displayed on the Public Course Requests Module (PRC).
 - j. The **Display on Public Module:** ☒ checkbox indicates whether a course group will be displayed on the Public Course Requests Module (PRC).
 - k. The **Is Active:** ☒ checkbox indicates whether a course group can be requested and scheduled.

Course Groups




From this screen you can display or change information regarding course groups

Group	Courses / Sections	Next: 2505 >
-------	--------------------	--------------

Code:*	<input type="text" value="2506"/>	Abbreviation:	<input type="text"/>
Name:*	<input type="text" value="FIFTH"/>	Short Name:*	<input type="text" value="FIFTH"/>
Description:	<input type="text"/>	Capacity:	<input type="text" value="20"/>
		Scheduling Priority:*	<input type="text" value="5"/>
		Is Locked:	<input type="checkbox"/>
		Display Courses Individually:	<input checked="" type="checkbox"/>
		Display on Public Module:	<input checked="" type="checkbox"/>
		Is Active:	<input checked="" type="checkbox"/>

Save	Cancel
------	--------

Task #19 - Ensure the Courses / Sections tab is setup correctly

1. Change your context to the building level and the school year you are working with.
2. Navigate to **StudentInformation** » **Management** » **School Administration** » **Scheduling Administration** » **Course Maintenance** » **Course Groups**.
3. Edit a course group and section by clicking on the  icon.
 - a. Click on the **Courses / Sections** tab.
 - b. The top section lists which courses are part of the group.
 - c. Enter a course code or use the  icon to select a course click **Add Course**.
 - d. The course appears in the grid.
 - e. If you would like to remove a course from the group click on the  icon to the left of the course.
 - f. In the next section, you tell StudentInformation which sections of the course belong to the group section.
 - g. Click the **Add Section** button. The page refreshes.
 - h. The courses that are part of the group are displayed.
 - i. The section number automatically defaults to the next section number available, but you can change it.
 - j. Enter a capacity for the group section in the **Capacity** field. NOTE: In the screenshot above course section 5030-51 has a capacity of 75, but the group section only has a capacity of 20, this means up to 20 students can be scheduled into the group, but if students have an individual request for course section 5030-51, it can accommodate up to 75 students. So, making the group capacity lower than the course section capacity allows room for students who requested the individual course to be scheduled into the course section.
 - k. If the **Is Locked** checkbox determines whether a student with a request for a course within the course group but who doesn't have a request for the course group itself will be scheduled into the individual course. Please see the **Batch Schedule Procedural Checklist** for further details on this feature.

Course Groups

From this screen you can display or change information regarding course groups

Group

Courses / Sections

Next: 2505 >

Course Group		Member Course	Memberships	Membership Sum Capacity	Course Is Active
Code:	2506	5030 - 5TH GRADE MATH	2501 , 2502 , 2504 , 2505 , 2506		
Name:	FIFTH	5040 - 5TH GRADE LANGUAGE ARTS	2501 , 2502 , 2504 , 2505 , 2506		
Capacity:		5060 - 5TH GRADE SCIENCE	2501 , 2502 , 2504 , 2505 , 2506		
		5080 - 5TH GRADE SOCIAL STUDIES	2501 , 2502 , 2504 , 2505 , 2506		
		5120 - 5TH GRADE ART	2501 , 2502 , 2504 , 2505 , 2506		
		5180 - 5TH GRADE MUSIC	2501 , 2502 , 2504 , 2505 , 2506		

Group / Course	Section	Capacity	Is Locked	Is Active
2506 - FIFTH	51	75	<input type="checkbox"/>	<input checked="" type="checkbox"/>
5030 - 5TH GRADE MATH*	Section 51: 01 (2504) (Cap. 75) ▼			
5040 - 5TH GRADE LANGUAGE ARTS*	Section 51: 02 (2506) (Cap. 75) ▼			
5060 - 5TH GRADE SCIENCE*	Section 51: 04 (2502) (Cap. 75) ▼			
5080 - 5TH GRADE SOCIAL STUDIES*	Section 51: 05 (2502) (Cap. 75) ▼			
5120 - 5TH GRADE ART*	Section 51: 08 (1303) (Cap. 75) ▼			
5180 - 5TH GRADE MUSIC*	Section 51: 08 (1302) (Cap. 75) ▼			

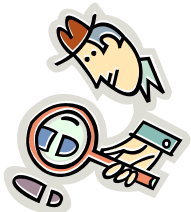
Task #20 - Bulk assign students into homerooms



You'll need the class lists for this step.

1. Change your context to the building level and the next school year.
2. Navigate to **Student Information** » **Management** » **Ad-Hoc Updates** » **Homeroom Bulk Assignment**.
 - a. The **Single Homeroom** tab will display.
 - b. In the **Homeroom Term:** dropdown select the appropriate homeroom term.
 - c. In the **Homeroom:** dropdown select a homeroom.
 - d. Once a homeroom is selected the page will refresh.
 - e. Leave the check in **Enforce Homeroom Grade Level:** ☒.
 - f. You can either assign homerooms by searching for students or by typing in their student IDs.
 - g. If you want to search for students because you do not know their student id numbers then in the student search area choose **Select Students By:** ☐ **Search Criteria**.
 - h. Use the filters to find students. It will probably be easiest to filter by grade level. Example: If you are assigning students into homeroom 1A then in the **Grade Level:** dropdown select grade 1.
 - i. Click **Preview Students**.
 - j. Place a check mark next to the students you want to assign into the homeroom.
 - k. Click **Assign Students**.
 - l. Repeat these steps for all other homerooms.
 - m. If you know the student's id numbers then choose **Select Students By:** ☐ **Student IDs**.
 - n. Enter each student id separated by a coma in the white box.
 - o. Put a check in ☒ **Students Selected by Default** and click **Preview Students**.
 - p. Click **Assign Students**.
 - q. Repeat these steps for all other homerooms.

Run the R201-A to verify you have the students in the correct homerooms.



Task #21 - Bulk Assign Course Groups using Homerooms



Run R407 again to verify all course sections and course groups are set up correctly Bulk Assigning students in the groups

1. Change your context to the building level and the school year you are working with.
2. Navigate to **StudentInformation** » **SIS** » **Scheduling** » **Bulk Assign**.
 - a. Select a **Working Schedule:** and **Result:** from the dropdowns.
 - b. Click **Reload Screen**.
 - c. In the **Create a list of students** section click
Search Mode: ☒ **Search for Students**
 - d. The page will refresh.
 - e. In the **Homeroom:** dropdown select a homeroom.
 - f. Click **Create New List**.
 - g. Click **Next >** to advance to the 2nd tab.
 - h. Enter the course section or course group section or use the to select the course group or section. Click **Add Section**.
 - i. Note: You can add more than one course section or group section.
 - j. Click **Next >** to move to the third tab.
 - k. The **Assignment date:** ^{*} field will default to today's date if the course term has already started and the first day of the term if it has not started yet.
 - l. Click **Assign**.

m. The page will refresh and if any conflicts exist they will display in the grid.

The following conflicts were found.

You may choose to allow a conflict to be saved if desired by clicking the box next to the student.

<input type="checkbox"/>	Number	Student	Course Code	Course Name	Section
5030 - 5TH GRADE MATH 54					
<input type="checkbox"/>	30554	FERRELL, MARY	5030	5TH GRADE MATH	51
<input type="checkbox"/>	16518	FRENCH, LAWRENCE	5030	5TH GRADE MATH	51
<input type="checkbox"/>	16575	HANSEN, ALLEN	5030	5TH GRADE MATH	51
<input type="checkbox"/>	15085	MORRISON, KELLY	5030	5TH GRADE MATH	51
<input type="checkbox"/>	12224	VELAZQUEZ, JEAN	5030	5TH GRADE MATH	51
5040 - 5TH GRADE LANGUAGE ARTS 54					
<input type="checkbox"/>	30554	FERRELL, MARY	5040	5TH GRADE LANGUAGE ARTS	51
<input type="checkbox"/>	16518	FRENCH, LAWRENCE	5040	5TH GRADE LANGUAGE ARTS	51
<input type="checkbox"/>	16575	HANSEN, ALLEN	5040	5TH GRADE LANGUAGE ARTS	51
<input type="checkbox"/>	15085	MORRISON, KELLY	5040	5TH GRADE LANGUAGE ARTS	51
<input type="checkbox"/>	12224	VELAZQUEZ, JEAN	5040	5TH GRADE LANGUAGE ARTS	51

n. Put a check in the box next to the students you wish to create a scheduling conflict for or click **Return** to go back to the Assignment Start Date tab.

o. Click **OK**

p. The following message will appear **Assignments were successfully saved.**

q. If you do not have the Extra Systems Security to create conflicts for students, you will only have the **Return** option and you will be forced to remove the students from your list of students or pick different classes that do not conflict with the student(s)

r. Repeat these steps for each homeroom.

Task #22 - Verify Student Assignments

1. Change your context to the building level and the school year you are working with.
2. Navigate to **Student Information** » **SIS** » **Scheduling** » **Course Section Assignments**.
 - a. Enter a student name or id in the box and verify the course group was assigned.
 - b. State Support recommends checking one student from each homeroom.

Course Section Assignments

From this screen, you can display, add, change and delete data pertaining to Course Section Assignments.

Schedule:
Schedule Result:
Status: ☒ Assigned ☐ Dropped ☐ Removed



Course:
Course Term:
Date:
Teacher:

	Group	Group Section	Course	Course Name	Section	Meeting	Teacher	Term	Type	Status	Start Date	End Date
	2506	51	5030	5TH GRADE MATH	51	01 (2504)	EDITH FITZGERALD	All Year	Manual	Assigned	Aug 16, 2017	
	2506	51	5040	5TH GRADE LANGUAGE ARTS	51	02 (2506)	ANGELA SCHNEIDER	All Year	Manual	Assigned	Aug 16, 2017	
	2506	51	5060	5TH GRADE SCIENCE	51	04 (2502)	HOLLY CAIN	All Year	Manual	Assigned	Aug 16, 2017	
	2506	51	5080	5TH GRADE SOCIAL STUDIES	51	05 (2502)	HOLLY CAIN	All Year	Manual	Assigned	Aug 16, 2017	
	2506	51	5120	5TH GRADE ART	51	08 (1303)	ELLA HOOD	All Year	Manual	Assigned	Aug 16, 2017	
	2506	51	5180	5TH GRADE MUSIC	51	08 (1302)	BRITTANY BRYAN	All Year	Manual	Assigned	Aug 16, 2017	
	2506	51	5200	5TH GRADE PHYSICAL EDUCATION	51	08 (GYMA)	RICHARD MILLER	All Year	Manual	Assigned	Aug 16, 2017	

Task #23 - Add any needed assignments by bulk such as band



You can also use the Bulk Assign screen to schedule students into courses that are independent of their homeroom such as band.

1. Navigate to **Student Information** » **SIS** » **Scheduling** » **Bulk Assign**.
 - a. Select a **Working Schedule:** and **Result:** from the dropdowns.
 - b. Click **Reload Screen**.
 - c. Create the list of students by using one of the search modes.
 - d. Click **Create New List**.
 - e. Click **Next >** to advance to the 2nd tab.
 - f. Enter the course section or course group section or use the  to select the course group or section. Click **Add Section**.
 - g. Note: You can add more than one course section or group section.
 - h. Click **Next >** to move to the third tab.
 - i. The **Assignment date:**  field will default to today's date if the course term has already started and the first day of the term if it has not started yet.
 - j. Click **Assign**.

- k. The page will refresh and if any conflicts exist they will display in the grid.

The following conflicts were found.

You may choose to allow a conflict to be saved if desired by clicking the box next to the student.



<input type="checkbox"/>	Number	Student	Course Code	Course Name	Section
5030 - 5TH GRADE MATH 54					
<input type="checkbox"/>	30554	FERRELL, MARY	5030	5TH GRADE MATH	51
<input type="checkbox"/>	16518	FRENCH, LAWRENCE	5030	5TH GRADE MATH	51
<input type="checkbox"/>	16575	HANSEN, ALLEN	5030	5TH GRADE MATH	51
<input type="checkbox"/>	15085	MORRISON, KELLY	5030	5TH GRADE MATH	51
<input type="checkbox"/>	12224	VELAZQUEZ, JEAN	5030	5TH GRADE MATH	51
5040 - 5TH GRADE LANGUAGE ARTS 54					
<input type="checkbox"/>	30554	FERRELL, MARY	5040	5TH GRADE LANGUAGE ARTS	51
<input type="checkbox"/>	16518	FRENCH, LAWRENCE	5040	5TH GRADE LANGUAGE ARTS	51
<input type="checkbox"/>	16575	HANSEN, ALLEN	5040	5TH GRADE LANGUAGE ARTS	51
<input type="checkbox"/>	15085	MORRISON, KELLY	5040	5TH GRADE LANGUAGE ARTS	51
<input type="checkbox"/>	12224	VELAZQUEZ, JEAN	5040	5TH GRADE LANGUAGE ARTS	51

- l. Put a check in the box next to the students you wish to create a scheduling conflict for or click [Return](#) to go back to the Assignment Start Date tab.
- m. Click [OK](#)
- n. The following message will appear [Assignments were successfully saved.](#)
- o. If you do not have the Extra Systems Security to create conflicts for students you will only have the [Return](#) option and you will be forced to remove the students from your list of students or pick different classes that do not conflict with the student(s).

Task #24 - Add individual course section assignments if needed



After bulk assigning students into course groups or course sections, you may need to make individual adjustments to student's schedules.

1. Change your context to the building level and the school year you are working with.
2. To add a manual assignment using the **Course Section Assignments** page navigate to **StudentInformation** » **SIS** » **Scheduling** » **Course Section Assignments**.
 - d. Put a student in context.
 - e. Click **Add Course Assignment**.
 - f. The page refreshes.
 - g. In the **Course/Section** fields, enter the course and section number.
 - h. If you do not know the course and or section number use the  icon.
 - i. If you clicked on the  icon a new window pops up that shows each section of the course and the capacity and filling count.

Non-Groups or Groups: ☒ Non-Groups ☐ Groups

Course Code: x Course Type:


Name:

Department: EMIS Subject Code:

Area of Study: Course Subject Area:

Teacher: ☐ Honors Only

Rotation Day: Period of the Day:

Course Code - Name	Department	Course Sections			
 EOY - END OF YEAR	NEW DEPARTMENT	Section	Term	Teacher(s)	Meeting Time
		1	All	WENDY TYLER	12 (1209)
		2	All	DOUGLAS PHILLIPS	12 (1207)
		3	All	AMY SHARP	12 (1210)
		4	All	ANNA BOWEN	12 (1206)
					CapacityFilling
					30 0.00
					30 0.00
					30 0.00
					30 0.00

Section

1

- j. Click on the blue link for the section number **1** and the section number will be automatically filled in for you.
- k. The **Assignment Start Date** field defaults to the first day of school. Either change the date to the 1st day of the term if the class is a 2nd Semester only course or leave the date defaulted to today.


- l. In the following screenshot the **Assignment Start Date** defaulted to 08/16/2017, which is the first day of school. EOY/01 is a 2nd Semester only course. When the assignment is saved, StudentInformation automatically corrects the start date to be the 1st day of 2nd Semester which is 01/15/2017.


Course Section Assignments

From this screen, you can display, add, change and delete data pertaining to Course Section Assignments.

Schedule Result Set: Default Schedule Result Set Student: FERRELL, MARY

Course/Section: EOY 1 ...

Assignment Start Date: * 8/16/2017 

Assignment Stop Date: 

- m. Leave the **Assignment Stop Date** field empty.
- n. Click **Save**.
- o. The page refreshes and the following message is displayed.

The Course Section Assignment was marked to be saved. Click the save changes button to commit to the database.





- p. Click **Save Changes** again to commit the changes to the database.
- q. If click **Save Changes** is not clicked, the course section will not be assigned.
- r. Notice the **Start Date** says the correct date of **Jan 15, 2018** even though the first day of school was used.
3. Manual assignments may also be added on the **Request Assignments** page.
4. Navigate to **StudentInformation » SIS » Student » Student Schedule » Request Assignments**.
- a. Select a **Working Schedule** and **Result** from the dropdowns.
- b. Click **Reload Screen**.


Student Requests & Assignments - FERRELL, MARY

From this screen you can manage a student's requests and course section assignments


Working Schedule: Default Schedule Result: Default Schedule Result Set Reload Screen

[View Display Options](#) | [Close Assignments](#) | [View Schedule Graph](#)

Request		Assignment				
Primary	Alt.		Course	Sec	Start	Drop
			2606	51		
			5030	51	8/16/2017	
			5040	51	8/16/2017	
			5060	51	8/16/2017	


- c. Click **Add Assignment**.
- d. The right side of the screen refreshes.
- e. In the **Choose Course or Course Section** fields, enter the course section number or use the  icon to select the course section.

Add Assignment







Choose Course/Group (required) and section (optional) :

- f. Click **Next** or hit the **Tab** key on the keyboard.
- g. All sections of the course will appear.
- h. Click the **Assign** button of the section you would like to assign to the student.

Add Assignment

Choose Course/Group (required) and section (optional) :

5200

Action	Course/Group	Sec	Meeting Times	Term	Filling			
	5200	43	08 (GYMA)	All Year	0.00 / 75			
	5200	50	08 (GYMA)	All Year	0.00 / 75			

- i. The right side of the screen refreshes again.
- j. The **Course/Section** fields are grayed out – which is correct since we selected which section we wanted by clicking Assign in the previous step.
- k. If you selected the wrong course section click **Cancel**.
- l. In the **Assignment Start Date** field either today's date or the first day of the term.
- m. NOTE: If today's date is entered, StudentInformation automatically corrects the date and makes the assignment start date the 1st day of the term.
- n. Click **Save Assignment**.


Task #25 - Removing Individual Course Section Assignments




If the schedule has not been finalized in DASL Options, a school will only be allowed to do a remove which will permanently delete the student from the course. The course will no longer appear on the course section assignments page, even when dropped and removed are checked, and there will be no record the student was ever in the class.

If a student is accidentally assigned to a course group, use the **Drop All Assignments** button on the Course Section Assignments page to remove all classes from the student's schedule.







1. Change your context to the building level and the school year you are working with.
2. To remove an assignment from the **Course Section Assignments** page navigate to **StudentInformation** » **SIS** » **Scheduling** » **Course Section Assignments** with a student in context.
 - a. Click on  next the assignment you want to remove.
 - b. The ☒ **Remove / Delete** is selected by default.
 - c. Click **Save**.
 - d. The page will refresh and the following message will be displayed:


The selected Course Section Assignment was marked for deletion .
Click save changes button to commit to the database.
 - e. Click **Save Changes**.
 - f. The course sections will no longer be displayed and there is no evidence the student was ever in the class.
 - g. You can also remove an assignment from the Request Assignments page.
 - h. Navigate to **StudentInformation** » **SIS** » **Student** » **Student Schedule** » **Request Assignments**.
 - i. Click on  next the assignment you want to remove.
 - j. The ☒ **Remove / Delete** is selected by default.
 - k. Click **Save**.

Task #26 - Bulk Removing Course Section Assignments

Occasionally, it is necessary to remove students from a course section in bulk.

1. Change your context to the building level and the school year you are working with.
2. Navigate to **StudentInformation** » **SIS** » **Scheduling** » **Bulk Course Section Management**.
 - a. Select a **Working Schedule:** and **Result:** from the dropdowns.
 - b. Click **Reload Screen**.
 - c. The first tab named **Choose Section** will display.
 - d. Enter a course section number in the fields or use the  to select a course section.
 - e. Click **View**.
 - f. The list of students currently assigned to the course section appear in the **Students to be transferred.** section.

	Number	Student	Gender		
	17378	CASTILLO, FRANK	M	Term	All Year
	15075	COFFEY, DAISY	F	Course	5060 - 5TH GRADE SCIENCE
	16463	LEON, LEO	M	Section	51
				Capacity	75
				Meeting Times	04 (2502)
				Start	8/16/2017
Male:2Female:1Total:3					

- g. If you would like to keep any of the students listed in the course section click on the  to their name to remove them from the list.
- h. Click **Next >** to move to the 2nd tab named **Choose Action**.
- i. If the schedule has not been finalized, the only option you will be allowed to perform is ☒ **Remove / Delete**.
- j. Click **Next >**.
- k. You will be brought to the 4th tab named **Summary**.
- l. Click **Submit** to complete the transaction.
- m. The following message will display

Remove was successful.

Task #27 – Moving a student to another homeroom or adding a new student mid-year

1. Change your context to the building level and the school year you are working with.
2. Navigate to **StudentInformation > SIS > Student > Homeroom Assignment** or **StudentInformation > SIS > Student > Edit Profile** Additional tab.
 - a. In either location manually select the applicable homeroom or use the Auto-Assign option to randomly assign an available grade-level appropriate homeroom to the student.
 - b. The homeroom selected & saved will display on the Homeroom Assignment screen and in the Student Context area

ProgressBook

School: Baxter Elementary
Home School:

Homeroom: 2503
Counselor:

Calendar: 1-5
Program:

StudentInformation > SIS > Student > Homeroom Assignment

Student Homeroom Assignments

From this screen, you can assign students to administrative homerooms.

Term	Homeroom
Full Year Term	<div>2503</div> OR <div>Auto-Assign</div>

☒ Display grade appropriate homerooms only

Save Cancel Edit Student Profile

3. Navigate to **StudentInformation > SIS > Scheduling > Course Section Assignments**.
 - a. If you need to remove a student's current assignments, select **Drop All Assignments**.
 - b. To add a new course group section to a student, select **Add Course Assignment** and enter the applicable course group and section number.
 - c. The Assignment start date will default to the today's date, edit this date if necessary.
 - d. Click **Save**.
 - e. The page refreshes and the following message is displayed.
The Course Section Assignment was marked to be saved. Click the save changes button to commit to the database.
 - f. Click **Save Changes** again to commit the changes to the database.
The Course Section Assignments have been successfully saved
 - g. If click **Save Changes** is not clicked, the course group section will not be assigned.
 - h. The start date for each course section will default to the first day of school if the term hasn't started yet or it will remain as the date entered when the course group section was selected.

Family Groups & Contacts Step by Step Checklist



Change Log

Date	Section Number/Name	Change Description
6/15/16	Task #3	15.3.0 Update – add step 8 about the Courier
5/9/16	Task #4	15.3.0 Updates – Updated screenshots
2/8/16	Task #6	Add Note about grey link/blue link and gavel
1/15/16	Task #7	Update steps to be more clear.
1/12/16	Task #2	Needed to update one more screenshot
12/22/15	Entire document	15.1.6 Updates – updated screenshots
8/18/15	Task #4	15.1.0 Updates – updated screenshots
7/20/15	Task #1, #6, #7	Updated Screenshots
2/23/15	Task #1 Task #2 Task #3 Task #4 and #5 Task #7	14.7.0 Updates – updated screenshot and details showing addition of Grade multiselect to exclude grades from being the courier Updated screenshots and details showing addition of Number of Family Groups per Page option Updated screenshots since Is Active is no longer on screen. Updated screenshots Updated screenshots showing the addition of the Authorized to Pick Up option
11/7/14	Entire document	Update screenshots and breadcrumb trail
6/18/14	Beginning	Add FYI when running Family Groups Wizard and setting up Family Groups for the first time
7/26/13	Task #4 Task #5 & #6	Rearranged task order Was one task – broke out into two

6/25/13		Doc created
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Task #3 – Create a single Family Group	7
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Task #7 – Add a contact to an Family Group or Student.....	14
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When setting up Family Groups for the first time, in order for the Family Groups Wizard to recognize new students, the default school year must be the year the new students will start in. For example, if you are registering new KG students with an admission date of 8/1/16, then you would need for the default school year to be 2016-2017 when running the Family Groups Wizard.

Task #1 – Select a Family Courier option & Family Group editing option

1. With the district in context, navigate to : **StudentInformation** » **Management** » **District Administration** » **District Options.**
2. In the **Select a method to assign a Family Courier** section, select a courier assignment method.
3. Next, as an option, in the **Select grade levels that will be excluded from being a family group courier** section, if you want to exclude students in certain grade levels (for example, preschool) from being selected as the courier for family groups, in the Grade multiselect list, select the grade(s) to exclude by moving them from the left side to the right side.
4. Next, in the **Select a method to edit Family Group Contacts**, choose an edit method.
 - a. If **Allow edits per school** is selected, the student in a family group can only be edited when the building they are actively enrolled in is in context or if the district is in context.
 - b. If **Allow edits per district** is selected, a student in a family group can be edited regardless of what building is in context or if the district is in context.
5. Finally, in the **Disable Report Cards on ParentAccess Portal for Students with Unpaid Fees:** ☐, check this option if you want to disable report cards on ParentAccess Portal for students with unpaid fees.
6. Click **Save**.

The screenshot shows the 'District Options' form within the 'StudentInformation > Management > District Administration > District Options' navigation path. The form includes several sections: 'Select a method to assign a Family Courier' with three radio button options; 'Select grade levels that will be excluded from being a family group courier' with a multiselect list showing '01 - 01', '02 - 02', 'PSI - Preschool Identified', and '03 - 03'; 'Select a method to edit Family Group Contacts' with two radio button options; and a checkbox for 'Disable Report Cards on ParentAccess Portal for Students with Unpaid Fees'. A 'Save' button is located at the bottom left of the form.

Task #2 – Create multiple Family Groups at one time using the Family Groups Wizard

1. Change the context to the building or district level of the current year. (Family Group creation can be done at either level)
2. Navigate to : **StudentInformation** » **Management** » **District Administration** » **Family Groups Wizard**.
3. On the **General** tab select ☒ Build groups with single and multiple students .
4. Match criteria checkboxes appear. Select the fields you would like to match on. Keep in mind, the more fields you check – the less matches you will have.
5. Review your selections on the **Selection Summary** tab.
6. Click **Next >** to advance to the final tab.
7. On the **Display Groups** tab, Family Groups were tentatively created based on your selections.
8. Ten Family Groups will display at a time, but this can be adjusted using the Number of Family Groups per Page option. Place a check next to any group you wish to keep. Students assigned to the group will display in the right-hand column.

Family Groups Wizard

From this screen, you can run a Wizard to assist in the creation of Family Groups for your district.

General Selection Summary Display Groups

Family Group Name: Search

☒ Student is courier for family group

Number of Family Groups Per Page: 10 ▼

1 FamilyGroup Found

		Family Group	Description	Student Address	Students In Group
<input checked="" type="checkbox"/>	<input type="checkbox"/>	GLASS	GLASS Family Group	6216 GLASS Road	GLASS JEFFREY

< Back Save

9. Click **Save** .

10. If two Family Groups need to be combined, click the edit pencil next to one of the groups. In the example below – two Alford Family Groups were created. The students in each Alford Family Group live at Alford Road and need combined.

Family Groups Wizard

From this screen, you can run a Wizard to assist in the creation of Family Groups for your district.

General Selection Summary Display Groups

Save

Family Group Name: Search

☒ Student is courier for family group

Number of Family Groups Per Page: 10 ▼

3 FamilyGroups Found

<input type="checkbox"/>			Family Group	Description	Student Address	Students In Group
<input type="checkbox"/>	✗	✎	ALFORD	ALFORD Family Group	9732 ALFORD Road	ALFORD CLARA ALFORD MEGAN ALFORD VALERIE ALFORD WARREN
<input type="checkbox"/>	✗	✎	ALFORD	ALFORD Family Group	9700 ALFORD Road	ALFORD APRIL
<input type="checkbox"/>	✗	✎	GLASS	GLASS Family Group	6216 GLASS Road	GLASS JEFFREY

< Back Save

11. Go to **StudentInformation » Management » District Administration » Family Groups**. Now add April Alford to the Family Group that already contains Clara Alford by clicking the edit pencil for the 1st Alford Family Group.

12. Once the 2nd tab named **Students** of the Alford Family Group displays, type “alford” into the **Student Name:** search field. This will search for entire district for any student whose name contains alford.

13. Click **Search**.

14. Students matching the search criteria will be show at the bottom in a grid.

15. Place a check in the box next to the students you want to add to the Family Group and then

click

Add Selected Students

Family Groups

From this screen you can display or change information regarding family groups

Group

Students

Contacts

Family Group

Name: ALFORD

	Is Courier	Student	Grade	School	Student Number	Phone Number	Address	Gender	Active
<input checked="" type="checkbox"/>	<input type="radio"/>	ALFORD, CLARA	06	Glandorf Elementary School	22316	(419) 555-6392	9732 ALFORD Road	F	
<input checked="" type="checkbox"/>	<input type="radio"/>	ALFORD, MEGAN	04	Glandorf Elementary School	24314	(419) 555-6392	9732 ALFORD Road	F	
<input checked="" type="checkbox"/>	<input type="radio"/>	ALFORD, VALERIE	KG	Glandorf Elementary School	28319	(419) 555-6392	9732 ALFORD Road	F	
<input checked="" type="checkbox"/>	<input type="radio"/>	ALFORD, WARREN	P1	Titan TIKES Preschool	30112		9732 ALFORD Road	M	

☒ Show Active Only

Student Name: alford

Phone Number:

Street Address:

Search

Back

Add Selected Students

	FirstName ^	LastName	MiddleName	Grade	Student Number	Phone Number	Address	BirthDate	Gender	Family Groups
<input type="checkbox"/>	ALEX	ALFORD		11	17126	(419) 555-6259	9732 ALFORD Road	03/18/1999	M	
<input type="checkbox"/>	ALICIA	ALFORD		KG	28514	(419) 555-5641	9732 ALFORD Road	05/03/2010	F	
<input type="checkbox"/>	ALVIN	ALFORD		KG	28321		9732 ALFORD Road	12/15/2009	M	
<input type="checkbox"/>	AMBER	ALFORD		09	19124	(419) 555-6994	9732 ALFORD Road	08/05/2000	F	
<input checked="" type="checkbox"/>	APRIL	ALFORD		10	18533	(419) 555-3809	9700 ALFORD Road	07/02/1999	F	ALFORD

Family Groups

From this screen you can display or change information regarding family groups

Group

Students

Contacts

Family Group

Name: ALFORD

	Is Courier	Student	Grade	School	Student Number	Phone Number	Address	Gender	Active
<input checked="" type="checkbox"/>	<input type="radio"/>	ALFORD, APRIL	10	OTTAWA-GLANDORF HIGH SCHOOL	18533	(419) 555-3809	9700 ALFORD Road	F	
<input checked="" type="checkbox"/>	<input type="radio"/>	ALFORD, CLARA	06	Glandorf Elementary School	22316	(419) 555-6392	9732 ALFORD Road	F	
<input checked="" type="checkbox"/>	<input type="radio"/>	ALFORD, MEGAN	04	Glandorf Elementary School	24314	(419) 555-6392	9732 ALFORD Road	F	
<input checked="" type="checkbox"/>	<input type="radio"/>	ALFORD, VALERIE	KG	Glandorf Elementary School	28319	(419) 555-6392	9732 ALFORD Road	F	
<input checked="" type="checkbox"/>	<input type="radio"/>	ALFORD, WARREN	P1	Titan TIKES Preschool	30112		9732 ALFORD Road	M	

☒ Show Active Only

Student Name: alford x

Phone Number:

Street Address:

Search

Back

16. Continue the process until you have all students in Family Group.

Task #3 – Create a single Family Group

1. Navigate to **StudentInformation » Management » District Administration » Family Groups.**

2. Click **Add Family Group**.
3. Enter a name and an option description.

Family Groups
From this screen you can display or change information regarding family groups

Group Students Contacts

Name: White

Description: White Family Group

Save Back

4. Click the 2nd tab named **Students**.
5. Use the three filters to search for students to add to the Family Group.

Family Groups
From this screen you can display or change information regarding family groups

Group Students Contacts

Family Group Name: White

Is Courier Student Grade School Student Number Phone Number Address Gender Active

There are no records to display

☒ Show Active Only

Student Name: white Phone Number:

Street Address: Search

Back

Add Selected Students

	FirstName ^	LastName	MiddleName	Grade	Student Number	Phone Number	Address	BirthDate	Gender	Family Groups
<input checked="" type="checkbox"/>	JOSEPH	WHITE		11	17528	(419) 555-6811	9721 WHITE Road	09/15/1997	M	

Family Groups
From this screen you can display or change information regarding family groups

Group Students Contacts

Family Group Name: White

Is Courier Student Grade School Student Number Phone Number Address Gender Active

X WHITE, JOSEPH 11 OTTAWA-GLANDORF HIGH SCHOOL 17528 (419) 555-6811 9721 WHITE Road M

☒ Show Active Only

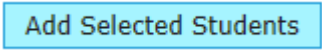
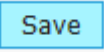
Student Name: white x Phone Number:

Street Address: Search

Back

Add Selected Students

	FirstName ^	LastName	MiddleName	Grade	Student Number	Phone Number	Address	BirthDate	Gender	Family Groups
There are no records to display										

6. Place a check next to any student(s) you want to add to the new group and click .
7. .
8. If you want to make the student the Courier, click the grey circle with a check in the Is Courier box and it will turn blue identifying the student as the Courier. The Courier is set by the user or by the Family Group Wizard, it is not automatically set when creating a family group from the Family Groups screen. The Courier must be a student with active status, unless the only students in an active Family Group are inactive students registered in a future school year; then an inactive student may be designated as the Courier. An inactive family group cannot have a Courier.

Task #4 – How to view which Family Group a student is a member of

1. Put a student in context at either the district or building level.
2. Click on their name in the context area or navigate to **StudentInformation** » **SIS** » **Student** » **View Profile**.
3. If the student is in a Family Group it will show at the bottom of the page.

Donaldson, John

I want to... ▼

From this screen, you can view the student's profile.


Address: 4720 Donaldson Ave
Batavia, OH 45103

Phone Number: (555) 555-5555 ☐ Unlisted

Email Address:

Parent/Guardian: Donaldson, Sally
M: (111) 111-1111

Parent/Guardian: Donaldson, Steve
M: (222) 222-2222



Student Status: BLSO active resident student

Birthdate: 7/31/2000

Ethnicity: WHITE/NONHISPAN

Program:

Academic Locker: 3252

Admission History: 8/23/2006 - Enrolled

EMIS Situation: 5 - Resident attending Full Time

Percent of Time: 100%

Report to EMIS: ☒

Effective Date: 7/1/2015

☒

 Student is courier for family group

☐

 Student is enrolled in a future school year

Family Group	Description	Student Address	Students In Group
Donaldson	Donaldson Family Group	4720 Donaldson Ave	<div><input checked="" type="checkbox"/></div> Donaldson, John Andrew Batavia High School Donaldson, Suzie Mae Batavia High School

4. You can also use the I want to menu to view/ edit a student's Family Group. If you do not have access to the Family Groups page, you will not

have the I want to link the dropdown.

Donaldson, John

From this screen, you can view the student's profile

Address: 4720 Donaldson Ave
Batavia, OH 45103

Phone Number: (555) 555-5555 ☐ Unli

Email Address:

Parent/Guardian: Donaldson, Sally
M: (111) 111-1111

Parent/Guardian: Donaldson, Steve
M: (222) 222-2222

Student Status: BLSO active resident student

Birthdate: 7/31/2000

Ethnicity: WHITE/NONHISPAN

Program:

Academic Locker: 3252

Admission History: 8/23/2006 - Enrolled

EMIS Situation: 5 - Resident attending Full Time

Percent of Time: 100%

Report to EMIS: ☒

Effective Date: 7/1/2015

☒ Student is courier for family group

☐ Student is enrolled in a future school year

Family Group	Description	Student Address	Students In Group
Donaldson	Donaldson Family Group	4720 Donaldson Ave	<input checked="" type="checkbox"/> Donaldson, John Andrew Batavia High School Donaldson, Suzie Mae Batavia High School

I want to...

Edit This Student's Profile
View/Edit Full Schedule
View/Apply Fees
View The Medical Health Log
View This Student's Memberships
View Today's Schedule
View Contacts
View Lockers
View A Student's Family Group
View A Student's Discipline Incidents
View Latest Report Card
View Student Roadmap



5. The link will take you to the following page: **StudentInformation**
» **Management** » **District Administration** » **Family Groups.**

Family Groups

From this screen you can display or change information regarding family groups

Group Students Contacts

Family Group

Name: White

Is Courier	Student	Grade	School	Student Number	Phone Number	Address	Gender	Active
<input checked="" type="checkbox"/>	WHITE, JOSEPH	11	OTTAWA-GLANDORF HIGH SCHOOL	17528	(419) 555-6811	9721 WHITE Road	M	<input checked="" type="checkbox"/>

☒ Show Active Only

Student Name: Phone Number:

Street Address:

Task #5 – Review existing District Family Groups

1. Navigate to **StudentInformation** » **Management** » **District Administration** » **Family Groups**.
2. Enter text in the **Family Group Name:** field to filter down results or leave the field blank to return all Family Groups in the district.
3. To delete a Family Group, click the Red x next to the group.
4. Edit a Family Group. The **Students** tab will display.
5. To add students to the existing Family Group, use the filters to search for students.
 - a. Any student that matches the search criteria will display, even if they are already assigned to another Family Group.

Family Groups
From this screen you can display or change information regarding family groups

Group Students **Contacts**

Family Group Name: White

Is Courier	Student	Grade	School	Student Number	Phone Number	Address	Gender	Active
	WHITE, JOSEPH	11	OTTAWA-GLANDORF HIGH SCHOOL	17528	(419) 555-6811	9721 WHITE Road	M	

☒ Show Active Only

Student Name: whitehead x Phone Number:

Street Address: Search

Add Selected Students

	FirstName ^	LastName	MiddleName	Grade	Student Number	Phone Number	Address	BirthDate	Gender	Family Groups
<input type="checkbox"/>	CATHY	WHITEHEAD		08	20554	(419) 555-4902	3811 WHITEHEAD Road	12/31/2001	F	WHITEHEAD
<input type="checkbox"/>	MARION	WHITEHEAD		12	16831	(419) 555-8374	3811 WHITEHEAD Road	02/16/1998	M	WHITEHEAD
<input type="checkbox"/>	TRACY	WHITEHEAD		11	17805	(419) 555-4309	3811 WHITEHEAD Road	11/24/1998	M	WHITEHEAD

- b. A student can be a member of more than one Family Group.
- c. Place a check in the box next to the student(s) you want to add to the Family Group and then click **Add Selected Students**.
- d. To remove a student click the red X next to their name. The student is hard deleted from the group once you click the red X.

Task #6 – Consolidate Family Group Contacts

- To consolidate contacts for the Family Group members, choose the

Contacts

tab.

- All members of the Family Group will display across the top
- If you are at the District level or the student resides in the building in context, the student's name will appear as a blue link that you can click to take you to the student's Contact Summary page (**StudentInformation** » **SIS** » **Student** » **Contacts Summary**).

StudentInformation > Management > District Administration > Family Groups [Find Students] Q

Family Groups

From this screen you can display or change information regarding family groups

Group Students Contacts < Prev Group: BEARD Next Group: BEARD >

Students' contacts can only be modified if the student is in the building in context.

BEARD Family Group Search Professional Contacts Tip: Search Last Name Add To Group

	ERIK BEARD Grade: 11 GRHS	HARVEY BEARD Grade: 08 GRJH	JARED BEARD Grade: 09 GRHS	KARL BEARD Grade: 02 GRES
DOCTOR	Robert Omerson			
FATHER	Lawrence Beard Junior			
MOTHER	Margie Beard			
	Nina Beard			
UNCLE	Uncle Patrick Beard			

Back



- Hover the mouse over a contact to see more details about the contact. This will help you decide which contacts to delete and which contacts to keep.


DENTIST

RUTH SCOTT

5033 SCOTT Road Work number: (419) 555-3500 OH

- To link a contact to a student, check the box in the corresponding column and row.

Note: The  grey link icon displays if the contact is common to all members of the family group. The link will display as a blue link  when the contact is linked to a ParentAccess account. In addition, if you























- selected the Is ParentAccess Account Admin check box,  displays to indicate that the contact is a ParentAccess account admin.
- e. If you uncheck all the boxes for a contact in the row, the contact will be hard deleted once you leave the page. There is no save button on the page. Edits are saved automatically on the page.
 - f. A student can have one primary contact, which is denoted by the gold star. To make a contact the primary contact, click the star in the corresponding row for that student.

Group **Students** **Contacts** < Prev Group: AUSTIN Next Group: BARBER >

Students' contacts can only be modified if the student is in the building in context.

BANKS Family Group Search Professional Contacts
 Tip: Search Last Name Add To Group

[\[Collapse All\]](#)

	BRYAN BANKS Grade: 08 VLHS	LUIS BANKS Grade: 09 VLHS	TONY BANKS Grade: 07 VLHS
DENTIST			
FAMILY DOCTOR			
GUARDIAN			
HOSPITAL			
ONE PARENT			
MATHEW HENDERSON	<input type="checkbox"/>	<input checked="" type="checkbox"/>  	<input type="checkbox"/>
MARLENE ROSS	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>  
OTHER			
EVA BARRETT	<input checked="" type="checkbox"/>  	<input type="checkbox"/>	<input type="checkbox"/>
TRACEY DUNN	<input checked="" type="checkbox"/>  	<input type="checkbox"/>	<input type="checkbox"/>
LAWRENCE LEONARD	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>  
JOAN LEONARD	<input type="checkbox"/>	<input checked="" type="checkbox"/>  	<input type="checkbox"/>
STANLEY MCNEIL	<input type="checkbox"/>	<input checked="" type="checkbox"/>  	<input type="checkbox"/>
CYNTHIA PEARSON	<input checked="" type="checkbox"/>  	<input type="checkbox"/>	<input type="checkbox"/>
DAWN YANG	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>  
TWO PARENTS			
RALPH CHANDLER	<input type="checkbox"/>	<input checked="" type="checkbox"/>  	<input type="checkbox"/>
KATHERINE CHANDLER	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>  

Back

Annotations in image:
 - Red arrow pointing to pencil icon: Use pencil to edit contact that is already linked to a student
 - Red arrow pointing to star icon: Make contact primary by clicking star
 - Red arrow pointing to checkbox: Check box to link contact to student

Task #7 – Add a contact to an Family Group or Student

1. To add a contact to an individual student, put the student in context and navigate to **StudentInformation** » **SIS** » **Student** » **Contacts Summary**.
2. Click the **Add Contact** button to add a new contact.
3. A new screen will pop up.
 - a. First, select a contact type from the dropdown at the top.
 - b. Next, fill in the appropriate fields for salutation and name.
 - c. To add a phone #, click the plus sign next to **Phone Number**.
 - d. To add a home address immediately begin typing in the address fields. If the contact's address is the same as the student's address, check ☐ **Same As Student Address**.
 - e. To add additional addresses beside Home address, click the plus sign next to **Address** and choose a type from the dropdown.
 - f. Click the plus sign next to **Email Address** to add an email address for the contact.
 - g. Fill in the contact's work information, custody code, and language preferences, if desired.
 - h. The following fields are student specific: Publicly Viewable determines if the contact is viewable in ParentAccess for ParentAccess accounts with the gavel in SI. See **Contact Editing in ParentAccess Procedural Checklist** for more details.

Contact Comments <div></div>	Relationship Comments Parents mother - 555-0751												
Contact Flags <table><tr><td><input checked="" type="checkbox"/> Legal Guardian</td><td><input checked="" type="checkbox"/> Emergency Contact</td><td><input checked="" type="checkbox"/> Living with Student</td></tr><tr><td><input type="checkbox"/> Copied on Correspondence</td><td><input type="checkbox"/> Willing to Volunteer</td><td><input type="checkbox"/> Medical Contact</td></tr><tr><td><input type="checkbox"/> Available at Work</td><td><input type="checkbox"/> Migrant Worker</td><td><input type="checkbox"/> Authorized to Pick up</td></tr><tr><td><input checked="" type="checkbox"/> Publicly Viewable</td><td></td><td></td></tr></table>		<input checked="" type="checkbox"/> Legal Guardian	<input checked="" type="checkbox"/> Emergency Contact	<input checked="" type="checkbox"/> Living with Student	<input type="checkbox"/> Copied on Correspondence	<input type="checkbox"/> Willing to Volunteer	<input type="checkbox"/> Medical Contact	<input type="checkbox"/> Available at Work	<input type="checkbox"/> Migrant Worker	<input type="checkbox"/> Authorized to Pick up	<input checked="" type="checkbox"/> Publicly Viewable		
<input checked="" type="checkbox"/> Legal Guardian	<input checked="" type="checkbox"/> Emergency Contact	<input checked="" type="checkbox"/> Living with Student											
<input type="checkbox"/> Copied on Correspondence	<input type="checkbox"/> Willing to Volunteer	<input type="checkbox"/> Medical Contact											
<input type="checkbox"/> Available at Work	<input type="checkbox"/> Migrant Worker	<input type="checkbox"/> Authorized to Pick up											
<input checked="" type="checkbox"/> Publicly Viewable													

- i. Click **Save** when finished.

Task #8 – How to create a Professional Contact for the district and link the Professional Contact to multiple students

1. To add a Professional contact to an existing family group navigate to **StudentInformation** » **Management** » **District Administration** » **Family Groups**.
2. Search for a Family Group.
3. Once the desired Family Group is selected, move to the 3rd tab named **Contacts**.
4. To add a contact to an individual student put the student in context and navigate to **StudentInformation** » **SIS** » **Student** » **Contacts Summary**.
5. Click the **Add Contact** button to add a new contact.
6. NOTE: A Professional contact must be added to a Family Group or individual student before it can be added to other students and/or Family Groups in the district.
7. A new screen will pop up.
 - a. First select a contact type from the dropdown at the top.
 - b. The following contact types are Professional Contacts. At this time there is no way to add an additional Professional Contact Type.
 - a. Probation Officer
 - b. Day Care Center
 - c. Dentist
 - d. Parole Officer
 - e. Therapist
 - f. Doctor
 - g. Social Worker
 - h. Hospital

c. Next, fill in the appropriate fields and click **Save** when finished.

Add Student Contact

Doctor

First Name Middle Last Name Suffix

+ Phone Number

+ Address

Home Address 1 Address 2 City OH Zip Select County...

+ Email Address

Occupation Place of Employment

Contact Flags

☐ Emergency Contact ☐ Medical Contact

8. Now that the Professional Contact is created you can add the contact to any student or Family Group.
9. From the Family Groups Maintenance page, start typing in the Search Professional Contacts field.

10. Once the Professional Contact is selected, click **Add To Group**.
11. The Professional Contact is automatically linked to every student in the Family Group.
12. From the Contacts Summary page with a student in context, start typing in the Search Professional Contacts field.
13. Once the Professional Contact is selected, click **Add**.

Districts with Contact Types already at the District level

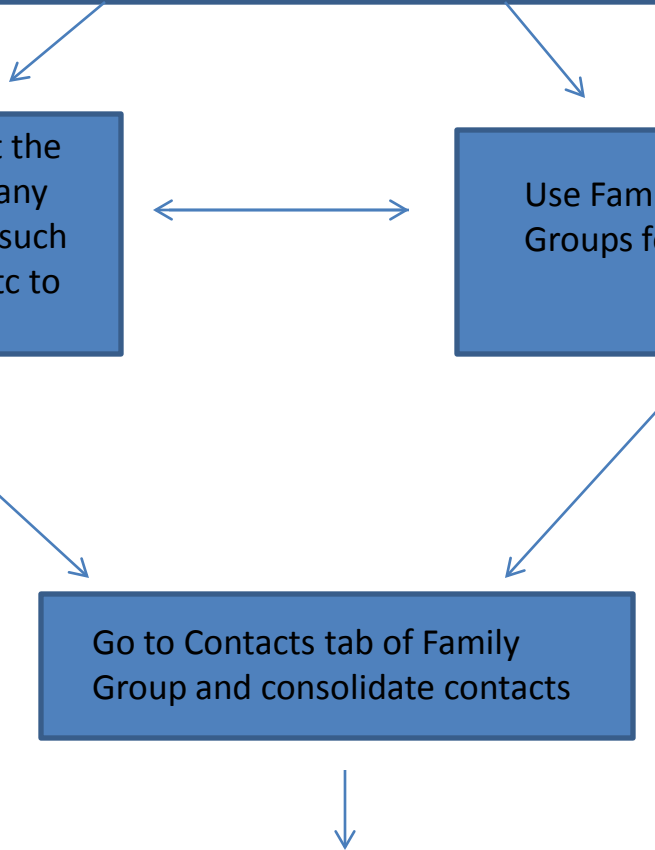
Edit Contact Types at Building level. If any inactive contact type has a # other than zero in the "Count" column, then reactivate the contact type and once the contact type is active use the "District Codes" column to map the building level code to the district level contact code equivalent. When you are finished all of the building level codes should be inactive and should have zero in the "Count" column value.

Go to Contact Types at the district level and map any district level contacts, such as Dr. DDS, Hospital, etc to Professional Contacts

Use Family Groups Wizard to create Family Groups for the district.

Go to Contacts tab of Family Group and consolidate contacts

After Contact Consolidation page is released, cleanup Professional Contacts



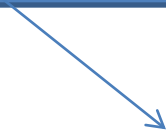
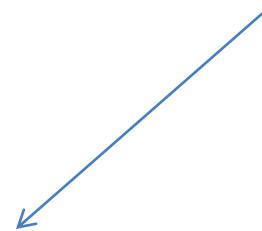
Districts with Contact Types at the Building level

1. Decide which Contact Type codes you would like to keep & then add them to the District Level Contact Types Mtnce Codes. DO NOT add Doctor, Dentist, Day Care, Social Worker, Parole Office, Hospital, Therapist, Probation Officer codes, because they already exist as Professional Contacts at the district level.
2. On the building level Contact Types Mtnce page use the "District Codes" column to map the old building level code to the new district level contact code equivalent. You will also map the old building level Doctor, Dentist, etc directly to the District Level Professional Contact. Once you are done with the mapping all the building level Contact Types should be inactive.

Use Family Groups Wizard to create Family Groups for the district.

Go to Contacts tab of Family Group and consolidate contacts

After Contact Consolidation page is released, cleanup Professional Contacts





Fees Procedural Checklist

Change Log

Date	Section Number/Name	Change Description
10/14/15	Run Fee Payments by Accounting Code Detail	15.1.0 Updates – updated screenshot – add Payment Type back to the submission page
2/19/15	Run Fee Payments by Accounting Code Detail Run Fee Payments by Accounting Code Summary Student Eligible for a Refund	14.7.0 Updates – updated screenshots – remove Payment Type from submission page and remove Pmt Type column from the report output – report now only displays “Payment” Fee Type Updated screenshot – renamed was Student with Unrefunded Payments
10/9/14	Run Fee Payments by Accounting Code Detail Run Fee Payments by Accounting Code Summary Issue a Miscellaneous Credit Student Fee Assignment Entire doc	14.5.0 Updates – Updated screenshots – Activity Type field changed to Payment Type – also shows Misc Credit Payment Type Add section New screenshots – Assignments tab – new Apply All Waivers option Update screenshots
6/17/13	Document	Fix typos
2/7/13	Appendix A	Added

3/23/12	Task #16	12.4.0 Updates – Updated text describing overpayments
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Before Using Fee Accounting

Verify that all necessary codes and parameters are defined properly before using the Fee Accounting module. If you are confident that these steps have been properly completed previously, then you may continue to the second part of this checklist, "Using Fee Accounting." *Unless otherwise noted, see Fees End User Documentation for details.*



Please note that the entire Fee Accounting module is optional. You may use as much or as little of the Fee Accounting module as needed for your building situation.



Fee Entry Hint – The valid range for fee amounts is 0.01 to 99999.99. If you have a fee for less than a dollar, it must be entered with the leading zero – i.e. 0.99. You will receive an error message if you do not enter the leading zero as the dollar amount.

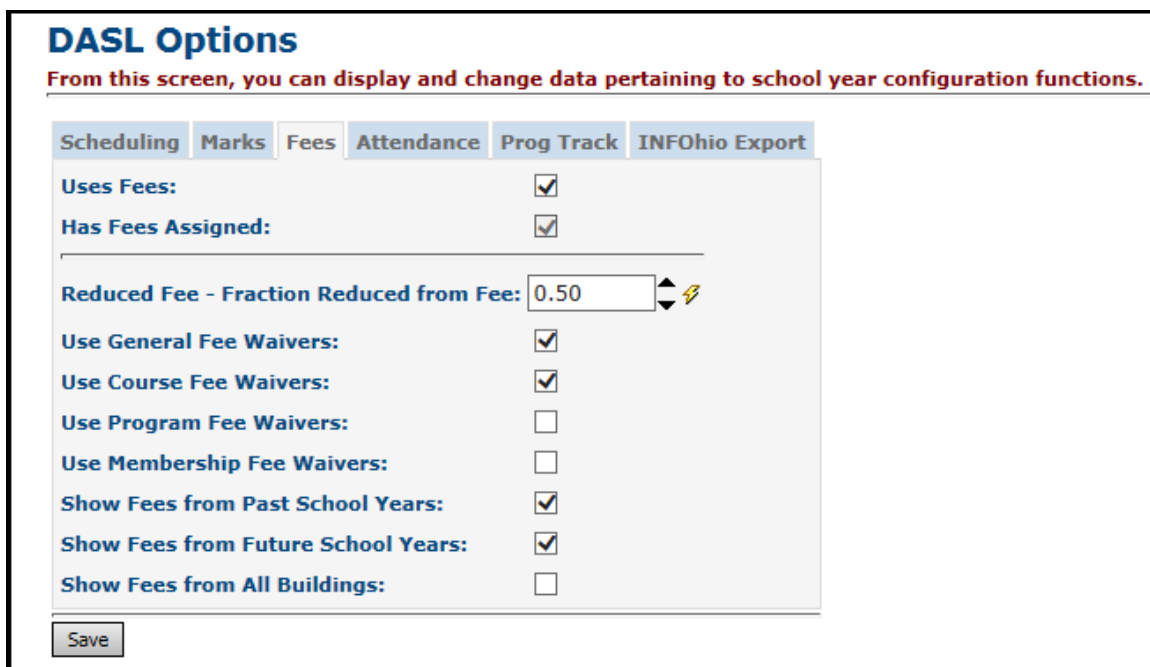
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Task #1: Verify DASL Options

Verify DASL Options - Fees tab and adjust as necessary. If students with a "Free/Reduced Lunch Status" of "Free" or "Reduced" should have waivers applied to their fees for all or part of their fees, respectively, check the appropriate Fee Waivers checkboxes and enter a "Reduced Fee – Fraction Applied to Student" for the amount reduced by Waiver for "Reduced" status students. Schools not using these Waivers should set this value to 0.00. The Ignore checkboxes determine how past, future or other buildings' fees affect all fees pages and reports.

See School Setup and Configuration End User Documentation for detail.




DASL Options
From this screen, you can display and change data pertaining to school year configuration functions.

Scheduling | **Marks** | **Fees** | **Attendance** | **Prog Track** | **INFOhio Export**

Uses Fees: ☒

Has Fees Assigned: ☒

Reduced Fee - Fraction Reduced from Fee: 

Use General Fee Waivers: ☒

Use Course Fee Waivers: ☒

Use Program Fee Waivers: ☐

Use Membership Fee Waivers: ☐

Show Fees from Past School Years: ☒

Show Fees from Future School Years: ☒

Show Fees from All Buildings: ☐

Save


















Trainer Tips:

- "Uses Fees" and "Has Fees Assigned" options must both be marked or the fees program will not work correctly.
- Select "Show Fees from Past School Years" to display fees that a student owed from previous years.
- Select "Show Fees from Future School Years" to display future fees that have been assigned to the student for future charges in a future year.
Note: At this time, there is no way to ignore 2nd semester fees owed.
- Select "Show Fees from All Buildings" to display fees the student owes while enrolled at another building in the district.

Task #2: Define Accounting Codes (optional)

Define Accounting Codes to be used with various types of fees for accounting and reporting purposes. Accounting Codes are specific to each school building.

IMPORTANT NOTE: Accounting Code can be up to 8 characters in StudentInformation. However, if you are using the StudentInformation STUFEEES Export, please note that the USAS STUFEEES Import only accepts 6 characters for Accounting Code. You will need to rename your codes to fit into this 6 character limit if you are using the StudentInformation STUFEEES Export with the USAS STUFEEES Import.

Accounting Codes Maintenance				
From this screen, you can display, add, change and delete Accounting codes.				
<input type="button" value="Add Accounting Code"/>				
		Accounting Code	Allocation Code ^	Active
		100	001-1720-0000-000000-001 WKBK	
		200	001-1740-0000-020000-001 ART	
		203	001-1740-0000-031700-001 COMP	
		202	001-1740-0000-036000-001 BUS	
		401	001-1740-0000-050000-001 ES/EN	

Task #3: Define Prorated Fee Schedules (Optional - Highly Recommended)

Define Prorated Fee Schedules to be used with general, course, and program fee assessments and credits. As of 11.3.0.1154, the Prorated Fee Schedules are school year specific to facilitate the viewing of historic data.



NOTE: If you are using fees, you should use Prorated Fee Tables. If you don't use Prorated Fee Schedules, fees will not be dropped when a student withdraws (even before the start of school), and course fees will not be dropped if the student's schedule changes.

Prorated Fee Schedules can also be used to assign partial fees to students who enroll or add a class after the start of the school year (or withdraw or drop before the end of the school year). Prorated Fee Schedules are building-specific. Once Prorated Fee Schedules are set up, the building must assign Prorated Fee Schedules to the fees they wish prorated.

The Start Day/ End Day for general and program fees are based off the school year. The Start Day/End Day for course fees are based off the course term for each course. Membership fees and miscellaneous fees are not prorated. The Prorated Fee Schedule answers the question, "How much will the student be refunded if he drops the course on a specific day of the year?"

Prorated Fee Schedules Maintenance
From this screen, you can display, add, change and delete Prorated Fee Schedules.

☒ Show Active Only

20 - Admission-Full Year Courses
Last Modified: 1/21/2014 9:20:00 AM By: christine

Start Day	End Day	Proration Ratio
0	15	100%
16	35	80%
36	55	60%
56	184	50%

50 - Admission-Semester Courses
Last Modified: 1/21/2014 9:20:00 AM By: christine

Start Day	End Day	Proration Ratio
0	44	100%
45	90	50%

33 - Withdraw
Last Modified: 1/21/2014 9:20:00 AM By: christine

Start Day	End Day	Proration Ratio
0	15	100%
16	184	0%

99 - Workbooks
Last Modified: 1/21/2014 9:20:00 AM By: christine

Start Day	End Day	Proration Ratio
0	184	100%

Task #4: Define Course Fees

Define Course Fees to be assigned to specific course and/or course sections. Different sections of the same course may have different fees if the building determines that is appropriate. Course Fees are specific for each school year and school building. (If you have not yet finalized a Schedule, you will need to select a Schedule from the Schedule Result Selector drop-down and click the Reload Screen button.)

Course Fees Maintenance										
From this screen, you can display, add, change and delete data pertaining to Course Fees.										
<input type="button" value="Add Course Fee"/>										
	Course Code	Course Name	Course Section	Fee Code	Fee Text	Fee Amount	AD	WD	Acct Code	Active
	033	ACCOUNTING I		033~2	WB-ACCT 1 FITNESS JUNCT	\$11.25	99		001-1720-0000-000000-001 WKBK	
	033	ACCOUNTING I		033~1	WB-ACCT 1	\$36.75	99		001-1720-0000-000000-001 WKBK	
	034	ACCOUNTING II		034~1	ADVANCED WORKING PAPERS	\$8.25	99		001-1720-0000-000000-001 WKBK	
	021	ADVANCED ART-Full Year		021~5	F-ADVANCED ART	\$30.00	20	33	001-1740-0000-020000-001 ART	
	019	ADVANCED ART-Semester		019~5	F-ADV ART (Semester)	\$15.00	50	33	001-1740-0000-020000-001 ART	

Task #5: Define General Fees

Define General Fees to be assigned to all students or a specific group of students. The Student Fee Assignment batch process assigns General Fees automatically. General Fees are specific to a school building, a school year, and/or grade level. They can be limited according to gender and/or grade level.

General Fees Maintenance

From this screen, you can display, add, change and delete general fees.

Add General Fee




	Fee Code ^	Grade Year	Gender	Fee Text	Fee Amount	AD	WD	Acct Code	Active
		07		WB-STUDENT PLANNER	\$5.75	99		001-1720-0000-000000-001 WKBK	
<input checked="" type="checkbox"/> Show Active Only									

Task #6: Define Program Fees

Define Program Fees to be assigned to specific student programs. Vocational schools often use this fee to assign different fees to different student programs.

Program Fees Maintenance
From this screen, you can display, add, change and delete data pertaining to Program Fees.

Add Program Fee

	Fee Code ^	Fee Text	Program	Grade Year	Gender	Fee Amount	AD	WD	Acct Code	Active	
		Auto	Auto Mechanics	MS	11		\$50.00	20	33	001-1740-0000-190000-001 DHLD	

☒ Show Active Only

Task #7: Define Membership Fees




Define Membership Fees to be assigned to specific student memberships. Students enrolled in groups can be assessed fees by using Membership Fees.



Note: Membership fees cannot be prorated.

Membership Fees Maintenance
From this screen, you can display, add, change and delete data pertaining to Membership Fees.

Add Membership Fee

	Fee Code ^	Fee Text	Membership	Grade	Gender	Fee Amount	Acct Code	Active
		FOOT	Football Fee	420002 - Football		\$100.00	001-1740-0000-050000-001 ES/EN	

☒ Show Active Only

Task #8: Define Miscellaneous Fees

Define Miscellaneous Fees to be applied to students as needed. These are fees that do not fit into any other fee type. Fees could include fees for lost textbooks or damage to books or lockers. The same fee can be assessed to a student multiple times.



Note: Miscellaneous fees can not be prorated.

Miscellaneous Fees Maintenance

From this screen, you can display, add, change and delete data pertaining to miscellaneous fees.

		Fee Code ^	Fee Text	Fee Amount	Acct Code	Active
<input checked="" type="checkbox"/>		10	PARKING PERMIT	\$5.00	018-2421-510-9819-000000-001 PRINCIPAL	
<input checked="" type="checkbox"/>		11	PARKING PERMIT	\$5.00	018-2421-510-9819-000000-001 PRINCIPAL	
<input checked="" type="checkbox"/>		12	PARKING PERMIT	\$5.00	018-2421-510-9819-000000-001 PRINCIPAL	
<input checked="" type="checkbox"/>		901	GRADE 9 CLASS FEE	\$2.00	200-4670-891-9891- 000000-001 GR 9 CLASS FEE	

☒ Show Active Only

Using Fee Accounting

Follow these steps to add Fees to students in StudentInformation and to use the full functionality of the Fee Accounting module.



Please note that the entire Fee Accounting module is optional. You may use as much or as little of the Fee Accounting module as needed for your building situation.

Task #9: Clear Fees if needed

Perform Clear Fees to zero out various types of fees. Typically, a clear fee is performed before fees are calculated for the new school year. The process will apply an unrefunded payment (type “U”) to fees with a credit balance. An additional option will allow the user to zero all outstanding fees. This will be performed at the end of the school year in a building that does not wish to carry outstanding fee balances forward for the next school year. Fee payment records with a pay status of “A” (Amnesty) will be posted.

See Ad-Hoc Updates End User Documentation for detail.



Trainer Tip: A School could also mark “Ignore Past Fees” and then StudentInformation would not include any prior year’s fees owed in the current year’s fee balance. (See Verify DASL Options section for explanation).

Clear Fees

Enter the criteria for the fees to zero. Click Submit to create a batch job which will zero the fees.

Clear Credit Fees	<input checked="" type="checkbox"/>
Clear Debit Fees	<input type="checkbox"/>
Pay reference for credit balance fees	Unrefunded
Pay reference for fees owed	Amnesty
Pay Date	10/9/2014

Fee Types to process:

General Fees: ☒ Course Fees: ☒ Misc Fees: ☒ Program Fees: ☒ Membership Fees: ☒

Submit Job

Task #10: Student Fee Assignment (aka Bulk Assignment of Fees)

This processes the bulk assignment of fees.

Before Assigning Fees:

1. Schedule must be finalized.
2. Setup proration tables and link the proration tables to course fees, general fees, and programs fees.
3. Check fee amounts in Fees Maintenance for accuracy before you assign fees.
4. Go into DASL Options – Fees tab. Check “Uses Fees” and “Has Fees Assigned” options.



Attention: “Uses Fees” and “Has Fees Assigned” must both be checked in order for the Fees Module to work properly in StudentInformation.



Attention: If a student drops a course with a fee and proration tables are not set up, the student will not get a refund.

See the Trainer Tips under DASL Options of this document.
See Ad-Hoc Updates End User Documentation for detail.

Student Fee Assignment

Create and update student fee assignments in bulk

Students Assignments Options Confirmation Results

Select Students By: ☒ Search Criteria ☐ Ad-Hoc Membership

Grade Level

07 - 07	↔ ↔	
08 - 08		
10 - 10		
11 - 11		
12 - 12		

Homeroom

HR AOC - (Full Year Term)	↔ ↔	
HR AUT - (Full Year Term)		
HR50 - (Full Year Term)		
HR51 - (Full Year Term)		
HR52 - (Full Year Term)		

Student Status

A - ACTIVE RES	↔ ↔	
C - ACTIVE RES - ESC UNIT		
F - NON-RES - FOSTER PLACED		
I - INACTIVE		
N - NON-RES - OPEN ENROLLED IN		

Gender



F	↔ ↔	
M		

Cancel Next >

Student Fee Assignment

Create and update student fee assignments in bulk

Students Assignments Options Confirmation Results

Fee Date: 10/9/2014  

Fee Types to Assign:

- ☐ General Fees
- ☐ Course Fees (schedule result must be finalized)
- ☐ Program Fees
- ☐ Membership Fees
- ☐ Miscellaneous Fees

Existing Fee Assignments:

- ☒ Skip fee assignment if assignment already exists
- ☐ Replace fee assignments if fee definition has changed (non-Misc fees)
- ☐ Create adjustment fees/waivers if fee definition has changed (non-Misc fees)
- ☐ Ignore existing assignments, possibly creating duplicate assignments
- ☐ Reset Fees - Remove fee assignments and don't create new assignments
- ☐ Clear Fee Balances - Zero fee balances with credits/debits
- ☐ Apply All Waviers

Cancel < Back Next >

Skip Fee Assignment... - If a student was already assigned the fee, they will not get a duplicate assignment of this fee.

Replace Fee Assignment... - If you changed a fee amount after fees were already assigned, you could run the bulk assignment with this option checked. As a result, the new fee amount would be charged, replacing the old amount, provided the student hasn't made any payments or had any waivers applied to the fee definition that changed. This does not apply to Miscellaneous Fees. The fees are matched based on just the Fee ID, so any assignment of that fee, for whatever amount, counts as a duplicate.

Create adjustment fees/waivers... - If a specific fee has already been assigned to the student and subsequently, the fee amount has changed, this option will create an adjustment or waiver fee for the difference between the old and new fee. It will not adjust the existing fee amount. This does not apply to Miscellaneous Fees. The fees are matched based on just the Fee ID, so any assignment of that fee, for whatever reason, counts as a duplicate.

Ignore Existing Assignments... - **USE THIS FEATURE WITH CAUTION!** If students were already assigned fees and you choose to run the bulk assignment of fees with this option checked, then the student fees will most likely double as a result.

Reset Fees... - Use this option to delete all fees in order to start over again with fee assignments. Important: If the fee has been paid or a waiver has been applied, the fees can not be deleted.

Clear Fee Balances... - Provides the same functionality as the StudentInformation – Management – Ad-Hoc – Clear Fees feature. The fees will still remain on the student's fee page (whereas Reset Fees deletes them), but will show the student owes zero.

Apply All Waivers – Applies all fee waivers (except for miscellaneous fees), including retroactively waiving fees for students with free or reduced lunch status.



Note: The Options Tab will display different options per assignment type chosen.

Student Fee Assignment

Create and update student fee assignments in bulk

Students Assignments Options Confirmation Results

Miscellaneous Fee: 10 - PARKING PERMIT ✓ ⚡
Miscellaneous Fee Amount: 10.00 ⚡

Cancel

< Back

Next >

Student Fee Assignment

Create and update student fee assignments in bulk

Students Assignments Options Confirmation Results

Fee Date: 10/9/2014
Included General Fees: Not Selected
Included Course Fees: Not Selected
Included Miscellaneous Fees: 4
Included Program Fees: Not Selected
Included Membership Fees: Not Selected
Students to be Processed: 570
Existing Fee Assignments: 483
Existing Fee Handling: Skip fee assignment if assignment already exists

Cancel

< Back

Finish

Student Fee Assignment

Create and update student fee assignments in bulk

Students Assignments Options Confirmation Results

The following assignments could not be made

Student	Fee Type	Fee Code	Fee Amount	Reason for Failure
There are no records to display				

The following fee assignments were made

Student	Grade	Status	Fee Type	Fee Code	Fee Amount	Details
COURTNEY	12	A			\$10.00	New student fee created
COLTON	09	A			\$10.00	New student fee created
CARLY	09	A			\$10.00	New student fee created
JORDAN	10	A			\$10.00	New student fee created



Trainer Tip: Create a printout of this screen using Print Screen on your keyboard.

Example: The most common way to bulk assign fees from the Student Fee Assignment page:

1st Tab Students

- Select all grade levels
- Select “A” and “N” status
- Select no other filters (in most cases)

2nd Tab Assignments

- Fee Date = today’s date
- Fee Types to assign = all fee types your school uses
- Existing Fee Assignments = select “Skip fee assignment if assignment already exists”

3rd Tab Options

- Complete the options based on the assignment type chosen.

4th Tab Confirmation

- Verify your selections (choose the Back button if necessary)
- Click Finish to assign the fees

5th Tab Results

- This page will list all students updated by the bulk process. A student might be listed more than once depending on the number of courses and general fee associated with the student.
- HINT: Print this page for your records.



Special Notes regarding the Bulk Assignment of Fees:

1. The Bulk Assignment of Fees can be run multiple times. As long as you select “Skip fee assignment if assignment already exists” option, the fees will not double.
2. You can delete the fees you already assigned by choosing the “Reset Fee” option. Any assigned fee that has already had a payment or waiver applied will not be deleted. The only way to delete fees in which payments or waivers were applied is through the StudentInformation State Support Database Administrator.
3. Use the “Ignore Existing Assignments” option with extreme caution.

Task #11: Students Needing Adjustment

View Students Needing Adjustment for a list of all students with credit (overpaid) fees. Payments on these fees may be refunded, zeroed, or transferred to other fees.

Students Needing Adjustment			
From this screen, you can view students' overpaid fees.			
Total Fees: \$229.00			
Student ^	Grade	Homeroom	Fees Flagged
HALEY	12		\$15.25
PAIGE	12		\$10.00
BRIANNA	12		\$23.75
ALEXANDRA (ALEX)	12		\$30.00
MEGAN	12		\$30.00
ZACHARIAH	12		\$20.00
ALEXANDRA (ALLY)	12		\$30.00
LOGAN	11		\$30.00
KYLE	12		\$20.00
COLE	12		\$20.00

Task #12: Student Open Fees

View Student Open Fees for a listing of the detailed fees for a selected student. This screen will display all fees that are unpaid or have a credit balance.

Student Open Fees

I want to...

This page lists all of the student's fees that have a balance or credit due

Total Fees Assessed\$326.75

P - Payment\$64.50

Overall Balance\$262.25

Fee Options

Show Fees from Past School Years: ☒

Show Fees from Future School Years: ☒

Show Fees from All Buildings: ☐

School Year	Grade Level	Fee Type	Fee Code	Date	Course	Section	Description	Amount Assessed	Amount Paid	Amount Owed	School Code
2014	11	Course Fee	183~1	Sep 08, 2014	ANATOMY/PHYSIOLOGY		WB-ANATOMY	\$108.00	\$0.00	\$108.00	
2014	11	Course Fee	123~4	Sep 08, 2014	ENGLISH III		WB-DANDELION WINE	\$5.25	\$0.00	\$5.25	
2014	11	Course Fee	183~5	Sep 08, 2014	ANATOMY/PHYSIOLOGY		F-ANATOMY	\$15.00	\$0.00	\$15.00	
2014	11	Course Fee	035~5	Sep 08, 2014	PERSONAL MONEY MATTERS		F-PERSONAL MONEY MATTERS	\$10.00	\$0.00	\$10.00	
2014	11	Course Fee	123~2	Sep 08, 2014	ENGLISH III		WB-WRITE FOR COLLEGE	\$26.25	\$0.00	\$26.25	
2014	11	Course Fee	123~1	Sep 08, 2014	ENGLISH III		WB-THE GLASS CASTLE	\$10.50	\$0.00	\$10.50	
2014	11	Course Fee	070~1	Sep 08, 2014	SPANISH III		WB-SPANISH/ENGLISH DICT	\$4.00	\$0.00	\$4.00	
2014	11	Misc	11	Sep 08, 2014			PARKING PERMIT	\$5.00	\$0.00	\$5.00	
2014	11	General Fee	07	Sep 08, 2014			WB-STUDENT PLANNER	\$5.75	\$0.00	\$5.75	
2014	11	Misc	10	Oct 09, 2014			PARKING PERMIT	\$10.00	\$0.00	\$10.00	
2013	10	General Fee	07	Sep 09, 2013			WB-STUDENT PLANNER	\$5.50	\$0.00	\$5.50	
2013	10	Course Fee	121~1	Sep 09, 2013	ENGLISH II		WB-VOC WORKSHOP	\$10.50	\$0.00	\$10.50	
2013	10	Misc	10	Sep 09, 2013			PARKING PERMIT	\$5.00	\$0.00	\$5.00	
2013	10	Course Fee	182~5	Sep 09, 2013	BIOLOGY		F-BIOLOGY	\$10.00	\$0.00	\$10.00	
2013	10	Course Fee	030~1	Sep 09, 2013	GENERAL BUSINESS		WB-GEN BUS	\$31.50	\$0.00	\$31.50	
Total								\$262.25	\$0.00	\$262.25	

Task #13: Add Fees

Add fees to a selected student.

Add a Student Fee

Select the fee type and fee to add.

Fee Type:

- Select a Fee Type -

Fee:

-- Select a Fee --

Fee Amount:

0.00

Fee Date:

10/9/2014

Save

Cancel



Trainer Tip: You can add a course fee to a student using the Add Fees option. NOTE: When adding a Miscellaneous Fee, once the Fee is chosen, a Misc Fee Description field displays allowing the user to enter a description (free form text) for the Miscellaneous Fee.

Task #14: Apply Payment

To apply a Full Payment, select Apply a Payment. The amount in the Total Payment Amount box defaults to the full payment amount. Click Go to allocate payment. If desired, specify a Payment Type and enter a Reference Description, and then enter the Payment Date. Click Make Payments.

Apply a Student Payment
Enter the total payment amount and apply the payment to fees

Total Payment Amount: Press GO to allocate payment

Payment Type:

Payment Date:

Reference Description:

Fee Type	Fee Code	Date	Course	Section	Description	Amount	
General Fee	07	Sep 09, 2013			WB-STUDENT PLANNER	\$5.50	<input type="text" value="5.50"/>
Course Fee	121~1	Sep 09, 2013	ENGLISH II		WB-VOC WORKSHOP	\$10.50	<input type="text" value="10.50"/>
Misc	10	Sep 09, 2013			PARKING PERMIT	\$5.00	<input type="text" value="5.00"/>
Course Fee	182~5	Sep 09, 2013	BIOLOGY		F-BIOLOGY	\$10.00	<input type="text" value="10.00"/>
Course Fee	030~1	Sep 09, 2013	GENERAL BUSINESS		WB-GEN BUS	\$31.50	<input type="text" value="31.50"/>
Course Fee	183~1	Sep 08, 2014	ANATOMY/PHYSIOLOGY		WB-ANATOMY	\$108.00	<input type="text" value="108.00"/>
Course Fee	123~4	Sep 08, 2014	ENGLISH III		WB-DANDELION WINE	\$5.25	<input type="text" value="5.25"/>
Course Fee	183~5	Sep 08, 2014	ANATOMY/PHYSIOLOGY		F-ANATOMY	\$15.00	<input type="text" value="15.00"/>
Course Fee	035~5	Sep 08, 2014	PERSONAL MONEY MATTERS		F-PERSONAL MONEY MATTERS	\$10.00	<input type="text" value="10.00"/>
Course Fee	123~2	Sep 08, 2014	ENGLISH III		WB-WRITE FOR COLLEGE	\$26.25	<input type="text" value="26.25"/>
Course Fee	123~1	Sep 08, 2014	ENGLISH III		WB-THE GLASS CASTLE	\$10.50	<input type="text" value="10.50"/>
Course Fee	070~1	Sep 08, 2014	SPANISH III		WB-SPANISH/ENGLISH DICT	\$4.00	<input type="text" value="4.00"/>
Misc	11	Sep 08, 2014			PARKING PERMIT	\$5.00	<input type="text" value="5.00"/>
General Fee	07	Sep 08, 2014			WB-STUDENT PLANNER	\$5.75	<input type="text" value="5.75"/>
Misc	10	Oct 09, 2014			PARKING PERMIT	\$10.00	<input type="text" value="10.00"/>

Payment Amount Remaining:

☒ Show Receipt

Task #15: Partial Payment

To apply a Partial Payment, select Apply a Payment. Enter the amount of the partial payment in the Total Payment Amount box. Click Go to allocate payment, the textboxes in the table will be enabled and the user will enter the amount of payment to be applied to each fee and click Recalculate. If desired, specify a Payment Type and enter a Reference Description, and then enter the Payment Date. Click Make Payments.

Apply a Student Payment

Enter the total payment amount and apply the payment to fees

Total Payment Amount: Press GO to allocate payment

Payment Type:

Payment Date:

Reference Description:

Fee Type	Fee Code	Date	Course	Section	Description	Amount	
General Fee	07	Sep 09, 2013			WB-STUDENT PLANNER	\$5.50	<input type="text" value="0.00"/>
Course Fee	121~1	Sep 09, 2013	ENGLISH II		WB-VOC WORKSHOP	\$10.50	<input type="text" value="0.00"/>
Misc	10	Sep 09, 2013			PARKING PERMIT	\$5.00	<input type="text" value="5.00"/>
Course Fee	182~5	Sep 09, 2013	BIOLOGY		F-BIOLOGY	\$10.00	<input type="text" value="0.00"/>
Course Fee	030~1	Sep 09, 2013	GENERAL BUSINESS		WB-GEN BUS	\$31.50	<input type="text" value="0.00"/>
Course Fee	183~1	Sep 08, 2014	ANATOMY/PHYSIOLOGY		WB-ANATOMY	\$108.00	<input type="text" value="0.00"/>
Course Fee	123~4	Sep 08, 2014	ENGLISH III		WB-DANDELION WINE	\$5.25	<input type="text" value="0.00"/>
Course Fee	183~5	Sep 08, 2014	ANATOMY/PHYSIOLOGY		F-ANATOMY	\$15.00	<input type="text" value="0.00"/>
Course Fee	035~5	Sep 08, 2014	PERSONAL MONEY MATTERS		F-PERSONAL MONEY MATTERS	\$10.00	<input type="text" value="0.00"/>
Course Fee	123~2	Sep 08, 2014	ENGLISH III		WB-WRITE FOR COLLEGE	\$26.25	<input type="text" value="0.00"/>
Course Fee	123~1	Sep 08, 2014	ENGLISH III		WB-THE GLASS CASTLE	\$10.50	<input type="text" value="0.00"/>
Course Fee	070~1	Sep 08, 2014	SPANISH III		WB-SPANISH/ENGLISH DICT	\$4.00	<input type="text" value="0.00"/>
Misc	11	Sep 08, 2014			PARKING PERMIT	\$5.00	<input type="text" value="0.00"/>
General Fee	07	Sep 08, 2014			WB-STUDENT PLANNER	\$5.75	<input type="text" value="0.00"/>
Misc	10	Oct 09, 2014			PARKING PERMIT	\$10.00	<input type="text" value="0.00"/>

Payment Amount Remaining:

☒ Show Receipt

Task #16: Apply Overpayment

To apply an Overpayment, select Apply a Payment. Enter the amount of the overpayment in the Total Payment Amount box. Click Go to allocate payment, the textboxes in the table will be enabled and the user will enter the amount of payment to be applied to each fee and click Recalculate. The overpayment value must be fully allocated to the fees. The Payment Amount Remaining value must be zero before the payment can be made. If desired, specify a Payment Type and enter a Reference Description, and then enter the Payment Date. Click Make Payments.

Apply a Student Payment

Enter the total payment amount and apply the payment to fees

Total Payment Amount: **Press GO to allocate payment**

Payment Type:

Payment Date:

Reference Description:

Fee Type	Fee Code	Date	Course	Section	Description	Amount	
General Fee	07	Sep 09, 2013			WB-STUDENT PLANNER	\$5.50	5.50
Course Fee	121~1	Sep 09, 2013	ENGLISH II		WB-VOC WORKSHOP	\$10.50	10.50
Course Fee	182~5	Sep 09, 2013	BIOLOGY		F-BIOLOGY	\$10.00	10.00
Course Fee	030~1	Sep 09, 2013	GENERAL BUSINESS		WB-GEN BUS	\$31.50	31.50
Course Fee	183~1	Sep 08, 2014	ANATOMY/PHYSIOLOGY		WB-ANATOMY	\$108.00	108.00
Course Fee	123~4	Sep 08, 2014	ENGLISH III		WB-DANDELION WINE	\$5.25	5.25
Course Fee	183~5	Sep 08, 2014	ANATOMY/PHYSIOLOGY		F-ANATOMY	\$15.00	15.00
Course Fee	035~5	Sep 08, 2014	PERSONAL MONEY MATTERS		F-PERSONAL MONEY MATTERS	\$10.00	10.00
Course Fee	123~2	Sep 08, 2014	ENGLISH III		WB-WRITE FOR COLLEGE	\$26.25	26.25
Course Fee	123~1	Sep 08, 2014	ENGLISH III		WB-THE GLASS CASTLE	\$10.50	10.50
Course Fee	070~1	Sep 08, 2014	SPANISH III		WB-SPANISH/ENGLISH DICT	\$4.00	4.00
Misc	11	Sep 08, 2014			PARKING PERMIT	\$5.00	5.00
General Fee	07	Sep 08, 2014			WB-STUDENT PLANNER	\$5.75	5.75
Misc	10	Oct 09, 2014			PARKING PERMIT	\$10.00	52.75

Payment Amount Remaining:

☒ Show Receipt


Task #17: Issue Refund

Issue a fee refund to a selected student with a credit balance. Enter the amount of the refund and press the Submit button. A user cannot apply a fee refund greater than the credit balance.


Issue a Student Refund

Enter the total refund amount and apply the refund to fees

Total Refund Amount



Refund Date:



Reference Description

Fee Type	Fee Code	Date	Course	Section	Description	Amount	
Misc	10	Oct 09, 2014			PARKING PERMIT	(\$42.75)	<input type="text" value="42.75"/>

Refund Amount Remaining:

☒ Standard Refund Payment ☐ Unrefunded Payment

☒ Show Receipt

Task #18: Transfer Payment

Transfer payment from a fee with a credit balance to an unpaid fee for a selected student. The transfer amount will default to the total credit balance. If the transfer is less than the credit balance, enter the amount and tab to the specific fee receiving the transfer. Enter the amount and press Process Transfer.



Trainer Tip: If the student has a credit for one fee but owes for another, the credit isn't automatically applied to the outstanding balance. You should use the Transfer Payment function to transfer the credit balance to the outstanding fee.

Transfer a Student Payment

Enter the total transfer amount and apply the refunds and payments

Total Transfer Amount

Transfer Date:

Reference Description

Fees with Credit Balances

Fee Type	Fee Code	Date	Course	Section	Description	Amount	
Misc	10	Oct 09, 2014			PARKING PERMIT	(\$42.75)	<input type="text" value="42.75"/>

Refund Amount Remaining:

Outstanding Fees


Fee Type	Fee Code	Date	Course	Section	Description	Amount	
Membership	FOOT	Oct 09, 2014			Football Fee	\$100.00	<input type="text" value="42.75"/>


Payment Amount Remaining:

Task #19: Apply Waiver

Apply a fee waiver to a selected student when a payment is no longer required. Enter the amount of the waiver and tab if it is a less than the total fees. If the total fee amount is to be forgiven, press Apply Waivers.

Apply a Student Waiver
Enter the total Waiver amount and apply the Waiver to fees

Total Waiver Amount 

Waiver Date: 


Reference Description


Fee Type	Fee Code	Date	Course	Section	Description	Amount	
Membership	FOOT	Oct 09, 2014			Football Fee	\$100.00	<input type="text" value="100.00"/>
Waiver Amount Remaining:							<input type="text" value="0.00"/>

Task #20: Issue a Miscellaneous Credit

Issue a miscellaneous credit to a student as a refund or waiver even if the student has no outstanding fee balance (for example: a student who paid for a trip but now cannot attend). Enter the amount of the Misc Credit, tab and click GO. If the total fee amount is to be forgiven, press Issue Misc Credit.

Issue a Misc Credit
Enter the total Misc Credit amount and apply the credit to fees

Total Misc Credit Amount: 



Credit Date: 

Reference Description

Fee Type	Fee Code	Date	Course	Section	Description	Fee Amount	Total Waivers	Existing Misc Credit	Max Misc Credit	
Course Fee	068~1	Sep 09, 2013	SPANISH I		WB-SPANISH I	\$10.50	\$0.00	\$0.00	\$10.50	<input type="text" value="0.00"/>
Course Fee	120~1	Sep 09, 2013	ENGLISH I		WB-VOC WORKSHOP	\$10.50	\$0.00	\$0.00	\$10.50	<input type="text" value="0.00"/>
Course Fee	120~2	Sep 09, 2013	ENGLISH I		WB-WRITERS INC	\$29.00	\$0.00	\$0.00	\$29.00	<input type="text" value="0.00"/>
Course Fee	120~3	Sep 09, 2013	ENGLISH I		WB-SUMMER OF GERMAN SOLD	\$4.50	\$0.00	\$0.00	\$4.50	<input type="text" value="0.00"/>
Course Fee	180~5	Sep 09, 2013	PEC SCIENCE		F-PEC SCIENCE	\$3.00	\$0.00	\$0.00	\$3.00	<input type="text" value="0.00"/>
Course Fee	121~1	Sep 08, 2014	ENGLISH II		WB-VOC WORKSHOP	\$14.25	\$0.00	\$0.00	\$14.25	<input type="text" value="0.00"/>
Course Fee	121~2	Sep 08, 2014	ENGLISH II		WB-NY TIMES UPFRONT MAG	\$11.00	\$0.00	\$0.00	\$11.00	<input type="text" value="0.00"/>
Course Fee	185~5	Sep 08, 2014	BIOLOGY		F-GENERAL BIOLOGY	\$10.00	\$0.00	\$0.00	\$10.00	<input type="text" value="0.00"/>
Course Fee	925~1	Sep 08, 2014	PRIN BIOMEDICAL SCIENCES-PLTW		WB-SCIENCE LAB NOTEBOOK	\$9.00	\$0.00	\$0.00	\$9.00	<input type="text" value="0.00"/>
Course Fee	925~5	Sep 08, 2014	PRIN BIOMEDICAL SCIENCES-PLTW		F-PRIN OF BIO-MEDICAL	\$20.00	\$0.00	\$0.00	\$20.00	<input type="text" value="0.00"/>
General Fee	07	Sep 09, 2013			WB-STUDENT PLANNER	\$5.50	\$0.00	\$0.00	\$5.50	<input type="text" value="0.00"/>
General Fee	07	Sep 08, 2014			WB-STUDENT PLANNER	\$5.75	\$0.00	\$0.00	\$5.75	<input type="text" value="0.00"/>
Misc	901	Sep 09, 2013			GRADE 9 CLASS FEE	\$2.00	\$0.00	\$0.00	\$2.00	<input type="text" value="0.00"/>
Misc	10	Sep 08, 2014			PARKING PERMIT	\$5.00	\$0.00	\$0.00	\$5.00	<input type="text" value="0.00"/>
Credit Amount Remaining:										<input type="text" value="0.00"/>

☒ Show Receipt

Task #21:View Fee Details

View and/or delete fee details for a selected student. This screen will display all fees and any associated payments. Click  to delete a fee. Fees can only be deleted if they have no payments applied. It is possible to delete a fee if all associated payments are removed. Click  to delete a payment. Only payment types Payment (P), Refund (R), Unrefunded (U), and Waiver (W) may be deleted. All other payments cannot be removed.



Important: Once you delete a payment or a waiver, it is permanently deleted in addition to all records associated with the payment/fee. However, as of 11.3.0.1154, deleted fees are set to Inactive and not hard deleted. With the Display Active Fees option unchecked, you can view inactivated fees for historical reasons.

Student Fee Details

I want to... ▼

View/Delete fees and fee activity for the student

Select a School Year and/or Fee Status to filter the fees listed. Optionally filter results by Payment Date.

School Year Enrolled: -- All -- Fee Status: -- All -- Filter By Payment Date: 10/9/2014 📅 ⚡ Filter

Fee Options

Show Fees from Past School Years: ☒

Show Fees from Future School Years: ☒

Show Fees from All Buildings: ☐

Total Balance: **\$57.25**

Total Assessed: \$426.75


Total Waived: \$0.00


Total Dropped: \$0.00

Total Paid: \$369.50

Display Active Fees: ☒

2014

	School	Student Grade Level	Code	Grade Year	Gender	Date	Type	Status	Amount	Balance
		11	07			Sep 08, 2014	General Fee	Paid	\$5.75	\$0.00
	Oct 09, 2014 P - Payment								\$5.75	

	School	Student Grade Level	Code	Name	Section	Date	Type	Status	Amount	Balance
		11	183~5	ANATOMY/PHYSIOLOGY		Sep 08, 2014	Course Fee	Paid	\$15.00	\$0.00
	Oct 09, 2014 P - Payment								\$15.00	

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Task #22: Perform Homeroom Fee Collection

Teachers can perform fee collection by homeroom. See the Student Information Teacher Menu End User Documentation.

Homeroom Fee Collection

Select the students making exact payments and click 'Submit'

Collection Date:

10/9/2014

Go

Select a homeroom for which to collect fees:

HR AOC

Student	Fees	Payment Reference	Paid in Full
ELIZABETH	\$10.00		<input type="checkbox"/>
MOLLY	\$10.00		<input type="checkbox"/>
ANNIKA	\$10.00		<input type="checkbox"/>
HARRISON	\$0.00	No Outstanding Fees	<input type="checkbox"/>

Submit

Cancel



Trainer Tip: Teachers can only collect full payments. Partial payments must be submitted through the student fee pages.
Use the Payment Reference box to record a check # or special note. *Only full payments are recorded on this page.*

Task #23: Run Fee Payments By Accounting Code Detail

Run Fee Payments By Accounting Code Detail to generate a detailed fee payment listing by accounting code.

Fee Payments By Accounting Code Detail
From this screen, you can select parameters to generate a report.

Selection Criteria

Selection Summary

Load Settings

Fee Options

Show Fees from Past School Years:

Show Fees from Future School Years:

☒

Show Fees from All Buildings:

☒

Payment Date Range:

FROM

9/30/2015

TO

9/30/2015

Homeroom Date:

9/30/2015

Payment Type

Amnesty

Drop

Misc Credit

Payment

Payment Method

Cash

Check

Credit

Online Payment

Accounting Code

(none) - (none)

0000 - 009-1740-003 High School Fees

001 - 009-1740-001 Primary School Fees

001-1212 - 001-1212-9005 VLA - Summer School

Sorting Options

Student Name (ASC)

Student Name (DESC)

Student Number (ASC)

Student Number (DESC)

Delivery Method:

Pickup

Set As Default

Email Address:

amy@noacsc.org

Report Format:

Adobe PDF

Description:

Submit

Task #24: Run Fee Payments By Accounting Code Summary

Run Fee Payments By Accounting Code Summary to generate a fee payment summary by accounting code.

Fee Payments By Accounting Code Summary

From this screen, you can select parameters to generate a report.

Selection Criteria

Selection Summary

Load Settings

Fee Options

Show Fees from Past School Years:

☒

Show Fees from Future School Years:

☐

Show Fees from All Buildings:

☒

Payment Date Range:

2/5/2015

TO

2/5/2015

Payment Method

Cash

Check

Credit

Online Payment

Accounting Code

(none) - (none)

009 1740 - US 1/US2

018 1630 - INSTRUCTIONAL MEDIA

018 9401 - PRINCIPAL

Primary Sorting Options

Account Code (DESC)

Account Name (ASC)

Account Name (DESC)

Account Code (ASC)

Secondary Sorting Options

Payment Date (ASC)

Payment Date (DESC)

Delivery Method:

Pickup

Set As Default

Email Address:

amy@noacsc.org

Report Format:

Adobe PDF

Description:

Submit

Task #25: Run Students Eligible for a Refund

Run Students Eligible for a Refund to generate a listing of students with a credit balance. The unrefunded fee is generated when a student pays an assessed fee and then drops the course for which the fee was assessed. This results in a credit balance. The building can either choose to refund the money or apply the amount to another fee for the selected student. Students with a \$0 balance will not display on the report.

Students Eligible for a Refund

From this screen, you can select parameters to generate a report.

[Selection Criteria](#) [Selection Summary](#) [Load Settings](#)

Selecting an Ad-Hoc Membership Group will limit the report the the students associated with that membership group. All other criteria will be ignored.

Ad-Hoc Membership: -- Select an Ad-Hoc Membership -- Public And Private

If not limiting to an Ad-Hoc Membership Group, you may select as many other criteria as desired. Each selection will limit your results further.

Homeroom Date: 2/6/2015

Fee Options

Show Fees from Past School Years: ☐

Show Fees from Future School Years: ☐

Show Fees from All Buildings: ☐

Grade

07 - 07
08 - 08
09 - 09
10 - 10

Student Status

A - ACTIVE
ALTG - Alternative School/GO
AVCP - Active-VLA Court Placed Coming
AVLA - Active-VLA

Program

01 - Multiple Disabilities
02 - Deaf Blindness
03 - Deafness (Hearing Impairment)
04 - Visual Impairment

Fee Type

General Fee
Course Fee
Misc
Program

Sorting Options

Student Name (DESC)
Program Code (DESC)
Grade (ASC)
Grade (DESC)

Student Name (ASC)

Delivery Method: Pickup Set As Default

Email Address: amy@noacsc.org

Report Format: Adobe PDF

Description:

Submit

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Task #26: Run Student Fees Requiring Adjustment

Run Student Fees Requiring Adjustment to generate a detailed listing of students needing a payment adjustment for the selected school year. Payment adjustments are needed when a student has paid their fees in full and then has a schedule change where a portion or the entire fee amount originally charged to the student is dropped or credit to the student's account causing the school to owe the student money. The student may or may not have a credit balance depending on whether the student has other outstanding fee amounts on this account. This report can only be generated if the school is using Fee Accounting. Records will be selected only for the school year displayed in the context area.

Student Fees Requiring Adjustment

From this screen, you can select parameters to generate a report.

[Selection Criteria](#) [Selection Summary](#) [Load Settings](#)

Selecting an Ad-Hoc Membership Group will limit the report to the students associated with that membership group. All other criteria will be ignored.

Ad-Hoc Membership: ☐ Public And Private

If not limiting to an Ad-Hoc Membership Group, you may select as many other criteria as desired. Each selection will limit your results further.

Homeroom Date:

Fee Options

Show Fees from Past School Years: ☒

Show Fees from Future School Years: ☒

Show Fees from All Buildings: ☐

Grade

07 - 07
08 - 08
09 - 09
10 - 10

Student Status

A - ACTIVE RES
C - ACTIVE RES - ESC UNIT
F - NON-RES - FOSTER PLACED
I - INACTIVE

Program

AOC - ALTERNATIVE OPPORTUNITY CENT
ESC 1 -
ESC 2 -
ESC 3 -

Fee Type

General Fee
Course Fee
Misc
Program

Sorting Options

Grade (DESC)
Student Name (DESC)

Grade (ASC)
Student Name (ASC)

Delivery Method:

Email Address:

Report Format:

Description:

Task #27: Run Student Fee Payment (R111)

Run Student Fee Payment (R111) to generate a list of payments received from each student.

Student Fee Payment (R111)
From this screen, you can select parameters to generate a report.

Selection Criteria | Selection Summary | Load Settings

Selecting an Ad-Hoc Membership Group will limit the report the students associated with that membership group. All other criteria will be ignored.

Ad-Hoc Membership: -- Select an Ad-Hoc Membership --
Public And Private ☐

Entering one or more Student Numbers will limit the report to the those students.

Student Numbers:

If not limiting to an Ad-Hoc Membership Group or one or more Student Numbers, you may select as many other criteria as desired. Each selection will limit your results further.

Fee Options

Show Fees from Past School Years: ☒
Show Fees from Future School Years: ☒
Show Fees from All Buildings: ☐

Homeroom Date:

Payment Date Range
FROM TO

Grade
07 - 07
08 - 08
09 - 09
10 - 10

Student Status
A - ACTIVE RES
C - ACTIVE RES - ESC UNIT
F - NON-RES - FOSTER PLACED
I - INACTIVE

Administrative Homeroom
HR AOC - (Full Year Term)
HR AUT - (Full Year Term)
HR50 - (Full Year Term)
HR51 - (Full Year Term)

Program
AOC - ALTERNATIVE OPPORTUNITY CENTER
ESC 1 -
ESC 2 -
ESC 3 -

Fee Type
General Fee
Course Fee
Misc
Program

Payment Method
Cash
Check
Credit
Online Payment

Payment Type
Amnesty
Drop
Misc Credit
Payment

Home School
007104 - High School (Sch)
007278 - Local High School (Sch)
142315 - Local Middle School (Sch)
018606 - High School (Sch)

Include students with a zero balance: ☒
Print only one student per page: ☐

Student Sorting Options
Grade (DESC)
Home School (ASC)
Home School (DESC)
Student Name (DESC)

Fee Sorting Options
Fee Date (ASC)
Fee Date (DESC)
Payment Type (ASC)
Payment Type (DESC)

Delivery Method: Pickup Set As Default
Email Address:
Report Format: Adobe PDF
Description:

Report: R111

Printed Thu, Oct 09, 2014, 1:50 PM

HIGH SCHOOL

Date Range: 8/20/2014 - 10/9/2014

Student Fee Payment

18151	COLTON		Grade: 09	Sts: A	Gender: M				
Fee Type	Fee Code	Fee Description	Fee Date	Fee Amt.	Pmt. Date	Pmt. Reference	Type	Amt.	
Course	180~5	F-PEC SCIENCE	09/08/2014	\$ 7.00	09/30/2014	FREE	W	\$ 7.00	
Course	120~1	WB-VOC WORKSHOP	09/08/2014	\$ 14.25	09/30/2014	FREE	W	\$ 14.25	
Miscellaneous	901	GRADE 9 CLASS FEE	09/08/2014	\$ 2.00	10/03/2014		P	\$ 2.00	
Course	205~1	ONLINE ST EDITION 1 YR	09/08/2014	\$ 21.00	09/30/2014	FREE	W	\$ 21.00	
Course	011~5	F-ART I	09/08/2014	\$ 30.00	09/30/2014	FREE	W	\$ 30.00	
General	07	WB-STUDENT PLANNER	09/08/2014	\$ 5.75	09/30/2014	FREE	W	\$ 5.75	
Course	068~1	WB-SPANISH I	09/08/2014	\$ 13.00	09/30/2014	FREE	W	\$ 13.00	
Total Assessed:								\$93.00	
Total Paid Within Date Range:								\$93.00	
Outstanding Balance Within Date Range:								\$0.00	
Outstanding Balance To Date:								\$10.00	

Total Assessed equals total fees owed in which a payment was applied during the selected payment date range.

Outstanding Balance Within Date Range equals the remaining balance of partial payments within the selected date range.

Task #28: Run Student Fee Detail (R109)

Run Student Fee Detail (R109) to generate a detailed listing of fees assessed for each student. Specific selections of programs or students can create a detailed list for a specific group. The user will have the option of whether to show payment information, and whether to include students with a zero balance for their fees.

Student Fee Detail (R109)
From this screen, you can select parameters to generate a report.

Selection Criteria | Selection Summary | Load Settings

Selecting an Ad-Hoc Membership Group will limit the report to the students associated with that membership group. All other criteria will be ignored.

Ad-Hoc Membership: -- Select an Ad-Hoc Membership --
Public And Private ☐

Entering one or more Student Numbers will limit the report to the those students.

Student Numbers:

If not limiting to an Ad-Hoc Membership Group or one or more Student Numbers, you may select as many other criteria as desired. Each selection will limit your results further.

Fee Options
Show Fees from Past School Years: ☒
Show Fees from Future School Years: ☒
Show Fees from All Buildings: ☐

Homeroom Date: 10/09/2014

Grade
07 - 07
08 - 08
09 - 09
10 - 10

Student Status
A - ACTIVE RES
C - ACTIVE RES - ESC UNIT
F - NON-RES - FOSTER PLACED
I - INACTIVE

Administrative Homeroom
HR AOC - (Full Year Term)
HR AUT - (Full Year Term)
HR50 - (Full Year Term)
HR51 - (Full Year Term)

Program
AOC - ALTERNATIVE OPPORTUNITY CENTER
ESC 1 -
ESC 2 -
ESC 3 -

Fee Type
General Fee
Course Fee
Misc
Program

Home School
007104 - High School (Sch)
007278 - Local High School (Sch)
142315 - Local Middle Schoo (Sch)
018606 - High School (Sch)

Display Payment Information: ☒
Display Students with Zero Balance: ☒
Display Only Students with Outstanding Fees: ☒
Print only one student per page: ☐

Student Sorting Options
Grade (DESC)
Student Name (DESC)
Home School (ASC)
Home School (DESC)

Fee Sorting Options
Fee Code (ASC)
Fee Code (DESC)
Fee Date (ASC)
Fee Date (DESC)

Delivery Method: Pickup Set As Default
Email Address: amy@noacsc.org
Report Format: Adobe PDF
Description:

Submit

Task #29: Run Student Fees Summary (R110)

Run Student Fees Summary (R110) to generate a summary by student and fee type of all fees that are currently outstanding for a selected school year. The report will display a grand total for all fee types at the end of the report.

Student Fees Summary (R110)
From this screen, you can select parameters to generate a report.

Selection Criteria

Selection Summary

Load Settings

Selecting an Ad-Hoc Membership Group will limit the report the students associated with that membership group. All other criteria will be ignored.

Ad-Hoc Membership: -- Select an Ad-Hoc Membership --
Public And Private ☐

Entering one or more Student Numbers will limit the report to the those students.

Student Numbers:



If not limiting to an Ad-Hoc Membership Group or one or more Student Numbers, you may select as many other criteria as desired. Each selection will limit your results further.

Fee Options

Show Fees from Past School Years: ☒

Show Fees from Future School Years: ☒

Show Fees from All Buildings: ☐

Homeroom Date: 10/9/2014  

Grade

07 - 07

08 - 08

09 - 09

10 - 10

Student Status

A - ACTIVE RES

C - ACTIVE RES - ESC UNIT

F - NON-RES - FOSTER PLACED

I - INACTIVE

Administrative Homeroom

HR AOC - (Full Year Term)

HR AUT - (Full Year Term)

HR50 - (Full Year Term)

HR51 - (Full Year Term)

Program

AOC - ALTERNATIVE OPPORTUNITY CENTER

ESC 1 -

ESC 2 -

ESC 3 -

Fee Type

General Fee

Course Fee

Misc

Program

Home School

007104 - High School (Sch)

007278 - Local High School (Sch)

142315 - Local Middle Schoo (Sch)

018606 - High School (Sch)

At least 1 Checkbox must be checked

Include Students that have Outstanding Fee Balances: ☒

Include Students that have Zero Fee Balances: ☐

Sorting Options

Grade (DESC)



StudentName (DESC)

Program (ASC)


Program (DESC)

Grade (ASC)


StudentName (ASC)

Delivery Method: Pickup  

Email Address: amy@noacsc.org

Report Format: Adobe PDF 

Description:



Task #30: Run Student Fee Invoice (R108-C)

Run Student Fee Invoice (R108-C) to generate a list of fees assessed to individual students. The report is structured so that only one student is printed per page and the report can act as a receipt for fees paid.

Student Fee Invoice
From this screen, you can select parameters to generate a report.

[Selection Criteria](#) [Selection Summary](#) [Load Settings](#)

Selecting an Ad-Hoc Membership Group will limit the report the the students associated with that membership group. All other criteria will be ignored.

Ad-Hoc Membership:

-- Select an Ad-Hoc Membership --

Public And Private ☐

Entering one or more Student Numbers will limit the report to the those students.

Student Numbers:

If not limiting to an Ad-Hoc Membership Group or one or more Student Numbers, you may select as many other criteria as desired. Each selection will limit your results further.

Homeroom Date:

10/09/2014

x

Fee Options

Show Fees from Past School Years: ☒

Show Fees from Future School Years: ☒

Show Fees from All Buildings: ☐

Grade

07 - 07

08 - 08

09 - 09

10 - 10

Student Status

A - ACTIVE RES

C - ACTIVE RES - ESC UNIT

F - NON-RES - FOSTER PLACED

I - INACTIVE

Course Term

All Year

1st Semester

2nd Semester

Administrative Homeroom

HR AOC - (Full Year Term)

HR AUT - (Full Year Term)

HR50 - (Full Year Term)

HR51 - (Full Year Term)

Fee Type

General Fee

Course Fee

Misc

Program

Home School

007104 - High School (Sch)

007278 - Local High School (Sch)

142315 - Local Middle Schoo (Sch)

018606 - High School (Sch)

Free-Form Text

Include Students that have Outstanding Fee Balances: ☒

Include Students that have Negative Fee Balances: ☒

Include Students that have Zero Fee Balances: ☒

Student Sorting Options

Grade (DESC)

Student Name (DESC)

Home School (ASC)

Home School (DESC)

Student Name (ASC)

Fee Sorting Options

Fee Code (ASC)

Fee Code (DESC)

Output: ☒ Report ☐ Labels ☐ Both Report and Labels

Label Type:

Avery Label 5160 - 1" X 2 5/8" 3-columns

Address: ☒ Use Student Address ☐ Use Parent Address

☐ Use custom address text

Include Copied On Correspondence: ☐ Yes ☒ No

Delivery Method:

Pickup

Set As Default

Email Address:

amy@noacsc.org

Report Format:

Adobe PDF

Description:

Submit

Task #31: Run Student Fee Collection Summary (R108-B)

Run Student Fee Collection Summary (R108-B) to generate a list of fees assessed to students. The list will include student information, all fees assessed, and their detail information – fee code, fee type, fee description, and fee amount. This report may be helpful in tracking fee and corresponding payments.

Student Fee Collection List Summary (R108-B)
From this screen, you can select parameters to generate a report.

Selection Criteria

Selection Summary

Load Settings

Selecting an Ad-Hoc Membership Group will limit the report the the students associated with that membership group. All other criteria will be ignored.

Ad-Hoc Membership:

-- Select an Ad-Hoc Membership --

Public And Private ☐

If not limiting to an Ad-Hoc Membership Group, you may select as many other criteria as desired. Each selection will limit your results further.

Homeroom Date:

10/09/2014

x

Fee Options

Show Fees from Past School Years: ☒

Show Fees from Future School Years: ☒

Show Fees from All Buildings: ☐

Grade

07 - 07

08 - 08

09 - 09

10 - 10

Student Status

A - ACTIVE RES

C - ACTIVE RES - ESC UNIT

F - NON-RES - FOSTER PLACED

I - INACTIVE

Administrative Homeroom

HR AOC - (Full Year Term)

HR AUT - (Full Year Term)

HR50 - (Full Year Term)

HR51 - (Full Year Term)

Program

AOC - ALTERNATIVE OPPORTUNITY CENTER

ESC 1 -

ESC 2 -

ESC 3 -

Fee Type

General Fee

Course Fee

Misc

Program

Home School

007104 - High School (Sch)

007278 - Local High School (Sch)

142315 - Local Middle Schoo (Sch)

018606 - High School (Sch)

Sorting Options

Grade (DESC)

Student Name (DESC)

Homeroom (ASC)

Homeroom (DESC)

Grade (ASC)

Student Name (ASC)

Delivery Method:

Pickup

Set As Default

Email Address:

amy@noacsc.org

Report Format:

Adobe PDF

Description:

Submit

Task #32: Run Student Fee Collection Detail (R108-A)

Run Student Fee Collection Detail (R108-A) to generate a list of students, all fees assessed, and detail fee information. This report will commonly be used as an aid in collecting fees. The list will include student information, all fees assessed, and their detail information – fee code, fee type, fee description, and fee amount.

Student Fee Collection List Detail (R108-A)	
From this screen, you can select parameters to generate a report.	
Selection Criteria Selection Summary Load Settings	
Selecting an Ad-Hoc Membership Group will limit the report to the students associated with that membership group. All other criteria will be ignored.	
Ad-Hoc Membership: -- Select an Ad-Hoc Membership -- Public And Private <input type="checkbox"/>	
If not limiting to an Ad-Hoc Membership Group, you may select as many other criteria as desired. Each selection will limit your results further.	
Homeroom Date: 10/09/2014	
Fee Options Show Fees from Past School Years: <input checked="" type="checkbox"/> Show Fees from Future School Years: <input checked="" type="checkbox"/> Show Fees from All Buildings: <input type="checkbox"/>	
Grade 07 - 07 08 - 08 09 - 09 10 - 10	
Student Status A - ACTIVE RES C - ACTIVE RES - ESC UNIT F - NON-RES - FOSTER PLACED I - INACTIVE	
Administrative Homeroom HR AOC - (Full Year Term) HR AUT - (Full Year Term) HR50 - (Full Year Term) HR51 - (Full Year Term)	
Program AOC - ALTERNATIVE OPPORTUNITY CENTER ESC 1 - ESC 2 - ESC 3 -	
Fee Type General Fee Course Fee Misc Program	
Home School 007104 - High School (Sch) 007278 - Local High School (Sch) 142315 - Local Middle School (Sch) 018606 - High School (Sch)	
Student Sorting Options Grade (DESC) Homeroom (ASC) Homeroom (DESC) Home School (ASC) Student Name (ASC)	
Fee Sorting Options Fee Code (ASC) Fee Code (DESC)	
Output: <input checked="" type="radio"/> Report <input type="radio"/> Labels <input type="radio"/> Both Report and Labels	
Label Type: Avery Label 5160 - 1" X 2 5/8" 3-columns	
Address: <input checked="" type="radio"/> Use Student Address <input type="radio"/> Use Parent Address <input type="checkbox"/> Use custom address text	
Include Copied On Correspondence: <input type="radio"/> Yes <input checked="" type="radio"/> No	
Delivery Method: Pickup <input type="button" value="Set As Default"/>	
Email Address: amy@noacsc.org	
Report Format: Adobe PDF	
Description:	
<input type="button" value="Submit"/>	

Appendix A: How Fees are affected by student schedule changes

Adding a course section – StudentInformation looks at proration tables and acts accordingly. If proration tables aren't defined then student will be charged the full fee.

Dropping a course section - StudentInformation looks at proration tables and acts accordingly. If proration tables aren't defined then student will receive zero refund.

Removing a course section – If no fee activity then the entire fee inactivated. If the fee does have activity (a payment) then the fee is not inactivated. StudentInformation will post a credit equal to the amount originally charged when the student added the section. Removes ignore proration tables.

Transfer to same course but different section – No change to fee

Transfer to different course - If no activity StudentInformation will do inactivate the fee for original section and then charge the student the new fee. If there is activity on the original fee then StudentInformation gives a credit and then charges the student the fee for the new section.



GPA Step by Step Checklist



GPA calculations will include applicable course history 15 years from the year in context.

Change Log

Date	Section Number/Name	Change Description
2/2/16	Appendix C	Fix Scenario 2
11/7/14	Entire document	Update screenshots and breadcrumb trail
06/09/14	Cover page	14.4.0 Updates - Added FYI
10/1/12	Task #2	Added screenshot of Tab1
3/19/12	Task #2	Added text about new full credit options
	Appendix I	New
1/20/12	Task #2	12.3.0 Updates – new field
	Appendix E, E-2, F-1 and F-2	Include Other Schools added to the Calculations tab
		Updated screenshots
6/16/11	Appendix F-2	Fix typo
4/5/11	Appendix F-6	Corrected screenshot
2/17/11	Appendix B	Added a troubleshooting suggestion to each table

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Task #1 - Verify Marks and Courses are set up correctly.

1. Change the context to the building level and the current year.
2. Navigate to : **StudentInformation** » **Management** » **School Administration** » **Marks Administration Menu** » **Marks**.
 - a. The following columns on the Marks Maintenance page are used the GPA: **Point Value**, **Min and Max Numeric Mark**, **Credit Multiplier**, **Is Credit Earned**, **Is Included in GPA**, and **Is Dq Mark**.


Marks Maintenance
From this screen, you can display, add, change and delete data pertaining to marks for the current school year.

Add Mark

Mark ^	Mark Name	Description	Point Value	Average Point Threshold	Min Numeric Mark	Max Numeric Mark	Credit Multiplier	Is Alt Mark	Is Credit Earned	Is Included in GPA	Is Dq Mark	Active
X	A	A	4.000000	3.835000	Fill in the Min and Max Numeric Mark values if the school is a Numeric School.		1.000000	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
X	A-	A-	3.670000	3.500000			1.000000	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

- b. Each mark used in the GPA calculation should have the **Is Included in GPA** box checked.
 - c. The **Credit Multiplier** field on each mark should be 1.0000.
 - d. Verify the **Point Value** of each mark.
 - e. If the receives credit for the mark they received check the **Is Credit Earned** box. HINT: **Is Credit Earned** box for a F should *not* be checked.
 - f. If the mark disqualifies the student from receiving a GPA put a check in the box **Is Dq Mark**. Example: Students who receive a grade of Incomplete are disqualified from getting a GPA.
3. Next, verify the Marking Patterns are set up correctly.
 4. StudentInformation has the ability to define a credit multiplier for each grade level. This option should be used with extreme caution. If you set up a Grade Level Credit Multiplier for grade 9, every 9th grader will have their calculated GPA inflated by the multiplier. To set up the Grade Level Multiplier navigate to **StudentInformation** » **Management** » **School Administration** » **Marks Administration Menu** » **Grade Level Credit Multiplier**.
 - a. Remember: Use the Grade Level Credit Multiplier with extreme caution.
 5. Next verify the courses used in the GPA calculation are properly set up.
 6. Navigate to **StudentInformation** » **Management** » **School Administration** » **Scheduling Administration** » **Course Maintenance** » **Courses**.



- a. If you would like a course to print on a student's high school transcript and be included in their high school GPA ensure there is a check in the box next to **Is High School Credit:** on the **General** tab of the Course.
 - b. If you would like a course to appear on the Course History screen put a check in the box next to **Is In Update History:** on the **General** tab of the course.
7. Next on the **Marks** tab, verify the applicable **Level of Difficulty:** and **GPA Add-on Level:** are defined if desired.
 - a. Also verify the **Credit Units:** field is correct. The **Credit Units:** field is the amount of credit awarded if the student receives a passing grade.
 - b. HINT: The only GPA calculations that don't use the **Credit Units:** field in the GPA calculation are the GPA by Course Count and Mansfield Method GPAs.
 - c. If you want the course to be included in a student's total credit earned toward graduation then mark the box next to **Include in Total Credits:**.
 - d. NOTE: If you have a middle school course that is marked as **Include in Total Credits:** but isn't marked as **Is High School Credit:** the course will not be included in the student's high school GPA or the transcript or count towards the student's total graduation credit since the course is marked as **Is High School Credit:** = No.
 - e. Next verify **Include in GPA:** box is marked if you want the course to be included in the GPA calculation.
 - f. Again if you have a middle school course that is not marked as **Is High School Credit:** but the middle school course is marked as **Include in GPA:** the course will be included in the student's middle school GPA but not the student's high school GPA, since the **Is High School Credit:** box is not marked.
 - g. If the course is to be included in honor roll mark the **In Honor Roll:** box.
 - h. If the course is a honors course mark the box next to **Is Honors Course:**.
 - i. The **Is Honors Course:** flag is used as a method of filtering on courses marked as Is Honors when you choose the  to use the Course Selection Wizard pop-up to select courses on the Course Maintenance and scheduling pages.
 - j. Please see Appendix H of this document for more detailed explanation of what each combination of flags will do.
8. Finally verify the students are marked as **Include in Ranking:** and **Include in Honor Roll:** on the **Additional** tab of their profile.

- a. If **Include in Ranking:** isn't marked the student will still get a GPA but will not be ranked.
- b. Also verify **Include in Honor Roll:** is marked. If the student shouldn't be included in the Honor Roll calculation uncheck the box next to **Include in Honor Roll:** .

Task #2 - Set up GPA Sets

1. Navigate to : **StudentInformation » Management » School Administration » Course History Administration » GPA Sets.**
2. Click the **Add GPA Set** button.
3. The **General** tab will display.
 - a. Enter up to a 4 digit code in the **Code:** field.
 - b. Enter a name in the **Name:** field.
 - c. Enter an optional description in the **Description:** field.
 - d. In the **Mark Credit Types:** section select the correct progress level.
Example: If the school wants a GPA of 1st Qtr marks put a checkmark in Progress 1. The progress level selected is based off the marking pattern rules.
 - e. In the **Previous Years:** section select the progress level of the marks from prior years. If the GPA you are calculating only includes this year's mark do not check any boxes.
 - f. In the **Grade Levels:** section select the grade levels you want the GPA to calculate for.
 - g. In the **Reporting Terms:** filter select the appropriate reporting term. If you are calculating the GPA for 1st Quarter then pull over reporting term Quarter 1 to the right.
 - h. In the **Mark Type:** filter select the appropriate mark type. If you are calculating the GPA for 1st Quarter pull over a mark type of Quarter Mark.
 - i. NOTE: The **Reporting Terms:** and **Mark Type:** filters only apply to the current year's marks, not prior year marks.

GPA Set Maintenance
From this screen, you can display, add, change and delete data pertaining to GPA sets.

General | Calculations | Rank

GPA Set: Next >

Code: 1st Description:

Name: 1st Qtr

Mark Credit Types:

☐ Not Used ☒ Progress 1 ☐ Progress 2 ☐ Progress 3 ☐ Progress 4 ☐ Earned

Previous Years:

☐ Not Used ☐ Progress 1 ☐ Progress 2 ☐ Progress 3 ☐ Progress 4 ☐ Earned

Grade Levels:

☐ PS ☐ KG ☐ 01 ☐ 02 ☐ 03 ☐ 04 ☒ 05 ☒ 06 ☒ 08 ☐ 09 ☐ IN

Reporting Terms: Mark Type:

Interim 1 Quarter 1 Final Mark
Quarter 2 Interim
Interim 2
Quarter 3

Ad-Hoc Membership:
-- Select an Ad-Hoc Membership --
Public And Private

4. Next click the **Next >** button to move to the 2nd tab named **Calculations**.
- a. Choose a GPA formula from **Formula:** dropdown.
 - b. For this example the **STDA - Standard GPA Calculation (Alpha)** formula was chosen. The STDA is the most widely used formula.
 - c. Each formula is explained in the Appendix section at the end of this document.
 - d. Enter a **Precision:** amount. Precision is the number of decimal places in the GPA. The Precision can be set from zero – five.
 - e. If zero precision is selected every student will get a GPA of 4.0000, 3.0000, and 2.0000, etc.
 - f. If one precision is selected every GPA will be 3.9000, 2.7000, etc.
 - g. In the **Missing Marks Handling:** dropdown choose how the GPA Set should treat students missing marks.
 - h. If **Ignore Mark** is chosen, any courses missing grades will not count against the student. This is option is the most widely used. Example: Sally is missing a grade for 1st quarter in Spanish1 because the teacher hasn't submitted grades yet. Sally will not be penalized for missing a grade and the GPA will be calculated off of marks she does have.
 - i. If **Ignore Student** is chosen, a student with any missing mark in the current reporting term or any prior reporting term will not get a GPA.
 - j. If **Use 0** is selected it is just like giving the student a F for any course missing a mark used in the GPA calculation.
 - k. If the GPA is calculated using Difficulty Points, check the **Use Difficulty Points:** box.
 - l. How to set up Difficulty Point scales is explained in the Appendix section of this document.
 - m. If students have course history in multiple buildings within your district for the current school year that you want included in the GPA calculation, check the **Include Other Schools:** box.
 - n. If the GPA is calculated using Add-on points check the **Use Add-on Points:** box.
 - o. How to set up Add-on Point scales is explained in the Appendix section of this document.
 - p. If the GPA is calculated using prorated credit check the **Use Prorated Credit:** box.
 - q. Prorated Credit is further explained in the Appendix section of this document.


- r. If you want the GPA to use the course's full credit amount when figuring the GPA, then leave the Use Prorated Credit box unchecked. Two options appear when the Use Prorated Credit box isn't marked.

The screenshot shows the 'Calculations' tab of a GPA calculator. The 'Formula' dropdown is set to 'FNDLY - Findlay Method'. The 'Precision' is set to 5. The 'Missing Marks Handling' is set to 'Ignore Mark'. Under the 'Use Prorated Credit' section, the 'Use Manual Course History Mark Credit Detail' radio button is selected and circled in red, with a red arrow pointing to it. The 'Use Manual Course History Course Credit' radio button is unselected. The 'Ignore Dropped Course Sections' checkbox is unchecked. At the bottom, the 'Honors Base Credit Value' is set to 20 and the 'Honors Credit Divisor' is set to 40.

- s. The ☒ **Use Manual Course History Mark Credit Detail** option will use the Mark Attempted Credit amount of the manually entered course history (Tab 2) and use it in the GPA calculation.
- t. The ☐ **Use Manual Course History Course Credit** option will use Attempted Credit amount on Tab 1 of the manually entered course history record.
- NOTE: See Appendix I for further clarification.
- u. If you want marks from dropped courses to be included in the GPA calculation leave the **Ignore Dropped Course Sections:** unchecked. If you don't want dropped courses to be included in the GPA calculation check the box. Example: Sally received a 1st quarter grade for Math101. She then dropped Math101 during 2nd quarter. If you don't want the Math101 grade from 1st quarter to be included in her 1st quarter GPA check **Ignore Dropped Course Sections:**.
5. Click **Next >** to move to the 3rd tab named **Rank**.
- In the **Source:** dropdown choose how you want the students to be ranked.
 - If **GPA** is chosen student will be ranked from highest to lowest GPA. Choosing to rank by GPA is the most popular method.
 - If **Credits** is chosen students will be ranked from highest to lowest based on the number of credits they earned on the courses used in the GPA calculation.
 - If **Points** is chosen students will be ranked from highest to lowest according to the number of points they have for classes included in the

- GPA. Points are figured by multiplying the point value of the mark and the attempted credit amount.
- e. Please refer to Appendix G located in the document for details on the Custom Rank Methods.
 6. Next, determine how GPA rank will handle ties.
 - a. If you choose **Count all students as the same** it will rank students with the same GPA as the same rank. Example: If the first four students have GPA of 4.00, and **GPA** is chosen as the rank method, all four students would be ranked #1 and the next student would be ranked #5 and so on.
 - b. The **Count each student separately** method doesn't allow ties and each student will be ranked separately.
 7. If you would like students who overall status is inactive to be included in the GPA check the option to ☐ **Include inactive students** . Overall student status is determined by **Overall Student Status** column on the **Student Status Codes Maintenance** page.
 8. The option to ☐ **Include students with no marks** isn't currently functioning.
 9. Click to save your changes or click to save the current GPA configuration and create another GPA Set. Click to delete the changes.


Task #3 - Refresh a GPA Set

1. Navigate to : **StudentInformation** » **Management** » **School Administration** » **Course History Administration** » **GPA Sets**.
2. Click the  button for the GPA you want to refresh.
 - a. The following message will appear.

The GPA Set Job has been submitted for recalculation.

- b. A job will be sent to your **Mgmt** screen.
 - c. Wait for the job to complete.

Task #4 - Verify student received GPAs.

1. Navigate to **StudentInformation** » **SIS** » **Course History** » **Student GPA/Rank**.
2. Select the GPA set you are working with from the **GPA Set:** dropdown.
 - a. Next select a grade from the **Grade Level:** dropdown.
 - b. Click .
 - c. Verify the students are receiving a GPA by glancing down the list.
 - d. If the students aren't receiving a GPA follow the troubleshooting steps in the Appendix section of this document.
 - e. If the students are getting GPAs, but the GPAs are incorrect, follow the troubleshooting steps in the Appendix section of this document.

Appendix A - Troubleshooting steps for students not receiving a GPA

Question:	Diagnosis:	Possible Solution:	Outcome:
1. Is Missing Marks Handling on the GPA set marked as Ignore Student?	If the student is missing any marks in the current or any prior reporting term the student will not get a GPA.	Change the Missing Marks Handling to Ignore Mark or Use Zero or fill-in the missing marks.	Refresh the GPA. If the student doesn't get a GPA continue onto the next question.
2. Are you running the GPA for a middle school or elementary that doesn't have credit amounts on the courses in course maintenance?	The Course Count and Mansfield GPA formulas are the only formulas that don't take the credit value of the course into account.	Edit the GPA Set and change the formula to Course Count or edit each course and enter a credit value on the course. Remember – as long as the middle school or elementary course isn't marked as Is High School Credit it won't be included in the student's high school GPA and won't count as high school credit earned.	Refresh the GPA. If the student doesn't get a GPA continue onto the next question.
3. On the General tab of the GPA Set are the proper grade levels selected?	Occasionally, a grade level will be unchecked by accident. If the grade level is not checked, the GPA will not calculate for that grade.	Edit the GPA Set and mark the appropriate grade levels.	Refresh the GPA. If the student doesn't get a GPA continue onto the next question.
4. Are marks entered for the reporting term selected on the GPA Set?	If the GPA Set is marked to include Quarter 3, but no grades have been entered yet, the students will not receive a GPA.	Enter marks in Quarter 3 or edit the GPA Set and choose another reporting term with marks.	Refresh the GPA. If the student doesn't get a GPA continue onto the next question.
5. Is the combination of reporting terms, mark types, and mark credit types valid according to the marking pattern rules set up?	If the GPA Set is marked to include P1 marks in Quarter 1, with a mark type of average, no student will get a GPA because quarter marks are typically a mark type of quarter mark not a mark type of average.	Edit the GPA Set and make the reporting terms, mark type, and mark credit types a valid combination according the marking patterns.	Refresh the GPA. If the student doesn't get a GPA continue onto the next question.
6. Are the courses marked as Include in GPA?	If a course should be in the GPA calculation the course needs to be marked as Include in GPA on the Marks tab of the course.	Edit each course and mark the course as Include in GPA.	Refresh the GPA. If the student doesn't get a GPA submit a Help Desk ticket.

7. Did student receive a mark that is marked as "Is disqualified mark" on the Marks Maintenance page?	If a student receives a grade that is marked as Is disqualified mark in the current year or prior year the student will not receive a GPA.	Edit the mark and uncheck Is Disqualified Mark.	Refresh the GPA. If the student doesn't get a GPA submit a Help Desk ticket.
---	--	---	---

Appendix B - Troubleshooting steps for students receiving the wrong GPA.

Question:	Diagnosis:	Possible Solution:	Outcome:
1. Is the Credit Multiplier of each mark set to 1 on the Marks Maintenance page?	All marks should have a credit multiplier of 1, even failing marks.	Edit the Marks Maintenance table and correct any Credit Multiplier that isn't 1.	Refresh the GPA. If the GPA is still incorrect continue onto the next question.
2. Is the correct GPA formula being used?	Marking the Use Prorated Credit checkbox on the 2 nd tab of the GPA Set will yield a different calculated GPA as opposed to not checking Use Prorated Credit.	Edit the GPA Set and uncheck or check Use Prorated Credit.	Refresh the GPA. If the GPA is still incorrect continue onto the next question.
3. Is the Precision set to the correct amount of tab 2 of the GPA Set?	If the Precision is set to zero each student will receive a GPA of 4.000,3.000, etc. If the Precision is set to one, every student will receive a GPA of 3.9,3.8, 3.7, etc.	Edit the GPA Set and correct the precision.	Refresh the GPA. If the GPA is still incorrect continue onto the next question.
4. Have you calculated the GPA by hand and compared your hand calculation to the SI calculation? Are the points or credit amounts used by the SI calculation different than your hand calculation?	Knowing exactly what numbers are divided helps determine where the differences lie between the SI calculation and your hand calculation.	After calculating the GPA by hand compare each courses to see which course or courses are different from the SI calculation.	Refresh the GPA. If the GPA is still incorrect continue onto the next question.
5. Is a Grade Level Credit Multiplier set up?	Schools should use the Grade Level Credit Multiplier with extreme caution. It will inflate each student's GPA for the grade level specified.	Navigate to StudentInformation » Management » School Administration » Marks Administration Menu » Grade Level Credit Multiplier and delete the Grade Level Credit Multiplier.	Refresh the GPA. If the student doesn't get a GPA submit a Help Desk ticket.

6. Is the student's State Equivilant Grade field set to the proper grade?	Students with a State Equivilant Grade of 9-12, 13 or 23 will have only courses marked as Is High School credit included in their GPA.	Verify the students State Equivilant Grade level field on the FD-Attributes tab is correct.	Refresh the GPA. If the student doesn't get a GPA submit a Help Desk ticket.
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Appendix C - How to set up a 7 Semester GPA

Issue: The high school needs a 7 Semester GPA that looks at this year's 1st semester averages and this year's earned credit and all prior year's earned credit.

1st Scenario: Setting up a 7 Semester GPA to simply calculate P2 and Earned won't work because we would get 1st Semester Averages for all year courses, which is what we want, but we would also get 1st Semester Averages (P2) and 1st Semester Finals (Earned) for 1st Semester Only classes and we want one or the other not both.

We also can't set up the GPA for just P2 because would get 1st Semester Averages for all year and 1st Semester Only course (P2's) but we wouldn't get any manual course history that only had an earned mark.

Solution:

1. Edit the all year marking pattern and change the progress level on the 1st Semester Average to be Progress 3.
2. Create GPA Set that will look at Progress 3 and Earned marks for the current year and earned marks for prior years. Since the 1st Semester Average on the all year marking pattern was changed to P3 the GPA will pull all year's 1st Semester Average, 1st Semester Only classes Final, and any manual course history with a Final.

Marking Pattern Rules - All Year Course								
From this screen, you can display, add, change and delete data pertaining to marking pattern rules.								
<input type="button" value="Add Pattern Rule"/> <input type="button" value="Cancel"/>								
	Name	Mark Type	Sequence Number	Reporting Term ^	Significance	Credit Percentage	Marks Start Date	Marks Cutoff Date
X	1st Qtr	Quarter Mark	2	Quarter 1	Progress 1	25		
X	1st Interim	Interim	1	1st Interim	Not Used	0		
X	2nd Qtr	Quarter Mark	4	Quarter 2	Progress 1	25		
X	2nd Interim	Interim	3	2nd Interim	Not Used	0		
X	1st Sem Exam	Exam	5	Exam1	Not Used	0		
X	1st Sem Avg	Average	6	Sem1 AVG	Progress 3	50		
X	3rd Qtr	Quarter Mark	8	Quarter 3	Progress 1	25		
X	3rd Interim	Interim	7	3rd Interim	Not Used	0		
X	2nd Sem Exam	Exam	11	Exam2	Not Used	0		
X	4th Qtr	Quarter Mark	10	Quarter 4	Progress 1	25		
X	4th Interim	Interim	9	4th Interim	Not Used	0		
X	2nd Sem Avg	Average	12	Sem2 AVG	Progress 2	50		
X	Final	Final	13	Final	Earned	100		

General **Calculations** **Rank**

GPA Set: Next >

Code: 7SEM Description: 7 Semester GPA

Name: 7 Semester GPA

Mark Credit Types:

☐ Not Used ☐ Progress 1 ☐ Progress 2 ☒ Progress 3 ☐ Progress 4 ☒ Earned

Previous Years:

☐ Not Used ☐ Progress 1 ☐ Progress 2 ☐ Progress 3 ☐ Progress 4 ☒ Earned

Grade Levels:

☒ 09 ☒ 10 ☒ 11 ☒ 12 ☐ 13 ☐ GR ☐ 23 ☐ 31 ☐ IN

Reporting Terms: **Mark Type:**

Exam2 Quarter 4 4th Interim Sem2 AVG Sem1 AVG Final Exam Interim Quarter Mark Quiz Final Average

Ad-Hoc Membership:

-- Select an Ad-Hoc Membership --

Public And Private ☐

2nd Scenario: The school is a home school and loads course history from the local JVS for 1st semester only courses that have a Semester Average and Final Mark. How would the school set up a 7 semester GPA to only look at the Final Mark for these 1st semester only courses?

Solution: Load/import the Semester Average as a P3 and the Final Mark as Earned. On the 7 semester GPA, set Mark Credit Types to P2 and Earned and Previous Years to Earned. This way the P2 will grab the all year courses Semester Average and any JVS manual course history that is 1st semester only course Final. Since the 1st semester only course Average was loaded as a P3, those marks won't be included – which is correct since we are pulling the Final for the JVS 1st semester only classes.

GPA Set Maintenance

From this screen, you can display, add, change and delete data pertaining to GPA sets.

General **Calculations** **Rank**

GPA Set: Next >

Code: 7SEM Description: 7 Semester GPA

Name: 7 Semester GPA

Mark Credit Types:

☐ Not Used ☐ Progress 1 ☒ Progress 2 ☐ Progress 3 ☐ Progress 4 ☒ Earned

Previous Years:

☐ Not Used ☐ Progress 1 ☐ Progress 2 ☐ Progress 3 ☐ Progress 4 ☒ Earned

Grade Levels:

☒ 09 ☒ 10 ☒ 11 ☒ 12 ☐ 13 ☐ GR ☐ 23 ☐ 31 ☐ IN

Reporting Terms: **Mark Type:**

Exam2 Quarter 4 4th Interim Sem2 AVG Sem1 AVG Final Exam Interim Quarter Mark Quiz Average Final

Ad-Hoc Membership:

-- Select an Ad-Hoc Membership --

Public And Private ☐

Appendix D - Non – Custom GPA Formulas

Appendix D-1. STDA Standard GPA Calculation (Alpha)

Appendix D-2. STDA – Standard GPA Calculation (Numeric)

Appendix D-3. GPA by Course Count

Appendix D-1. STDA – Standard GPA Calculation (Alpha)

1. Most commonly used GPA calculation
2. Can be used by any school which has credit values on courses in Course Maintenance.
3. STDA (Alpha) can be used by Alpha or Numeric schools and will yield GPAs of 3.69 or 4.00.

GPA Calculation in words:

Sum of the point value of each mark multiplied by the attempted credit amount of the course divided by the sum of the attempted credits for all courses in the GPA calculation.

How to calculate the GPA by hand:

Student GPA Supporting Details

From this screen, you can view data pertaining to the student's GPA details.

GPA Sub:

GPA Set	Formula	Reporting Term	Mark Credit Types	Add-On	Difficulty Points	Prev. Years
Std Qtr GPA	Standard GPA Calculation (Alpha)		Progress 1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Calculations:

Calculation	Date	Points	Credits	GPA
GPA based on current GPA configuration	05/15/2008 9:23 AM	17.33	5.50	3.151
Last time GPA was recalculated	03/15/2008 9:23 AM	17.33	5.50	3.151

Details:

Course				Mark				Calculation Values							
Year	Code	Abbr	Term	Include in Total Credits	Include in GPA	Include in Crd	Type	Mark	Crd Type	In Enroll	PI Val	Crd Att	Crd Earn	Crs Crd	
2007-2008	1187	AP Calc	YEAR	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Quarter Mark: C-	Progress 1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1.67	1.000	1.000	1.000	1.67
2007-2008	1224	Physics	YEAR	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Quarter Mark: B	Progress 1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	3.000	1.000	1.000	1.000	3.00
2007-2008	1340	D & F Jr	1st	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Quarter Mark: A+	Progress 1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	4.000	.800	.800	.800	3.20
2007-2008	220	AP ART	YEAR	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Quarter Mark: B+	Progress 1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	3.333	1.000	1.000	1.000	3.33
2007-2008	642	SPAN 2	YEAR	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Quarter Mark: B+	Progress 1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	3.333	1.000	1.000	1.000	3.33
2007-2008	860	AP ENG	YEAR	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Quarter Mark: A	Progress 1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	4.000	1.000	1.000	1.000	4.00
											b=5.5	17.33 = C			

$$\text{GPA} = \frac{\text{sum of column C}}{\text{sum of column 6}} = \frac{17.33}{5.5} = 3.151$$

Appendix D-2. STDA – Standard GPA Calculation (Numeric)

1. Can only be used by numeric schools that have a credit amount on courses in Course Maintenance.
2. Will yield GPAs of 99.60, 85.00, etc.

GPA Calculation in words:

Sum of the numeric value of each mark multiplied by the attempted credit amount of the course divided by the sum of the attempted credits for all courses in the GPA calculation.

Student GPA Supporting Details

From this screen, you can view data pertaining to the student's GPA details.

GPA Set:

GPA Set	Formula	Reporting Term	Mark Credit Types	Add-On	Difficulty Points	Prev. Years
Std Qtr GPA - Standard GPA Calculation (Numeric)		2Qtr	Progress 1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Calculations:

Calculation	Date	Points	Credits	GPA
GPA based on current GPA configuration	06/5/2008 11:02 AM	586.000	6.000	97.667
Last time GPA was recalculated	06/5/2008 10:37 AM	586.000	6.000	97.667

Details:

Course				Mark				Calculation Values				
Year	Code	Abbr	Name	Include in Total Credits	Include in GPA	In WLS Credit	Type	Mark	Crd Type	In Excluded in GPA	Crd Att	Crs Crd
2007-2008	0132	ENG 10CP	a-Y	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Quarter	97.000	Progress 1	<input checked="" type="checkbox"/>	1.000	1.000
2007-2008	0431	PHYS 101	a-Y	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Quarter	98.000	Progress 2	<input checked="" type="checkbox"/>	1.000	1.000
2007-2008	0532	ACG 11	a-Y	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Quarter	85.000	Progress 3	<input checked="" type="checkbox"/>	1.000	1.000
2007-2008	0631	ACV CHEM	a-Y	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Quarter	99.000	Progress 3	<input checked="" type="checkbox"/>	1.000	1.000
2007-2008	0632	ACV 800	a-Y	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Quarter	99.000	Progress 1	<input checked="" type="checkbox"/>	1.000	1.000
2007-2008	0731	AMS 200VT	a-Y	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Quarter	99.000	Progress 1	<input checked="" type="checkbox"/>	1.000	1.000

GPA = $\frac{\text{Sum of column C}}{\text{Sum of column b}} = \frac{586}{6} = 97.667$

Appendix D-3. GPA by Course Count

1. Simplest of all calculations.
2. Credit value of course isn't taken into account.
3. Ideal for middle schools and elementary schools who don't use credit amounts on their courses.

GPA Calculation in words:

Sum of points divided by number of marks.

Student GPA Supporting Details

From this screen, you can view data pertaining to the students GPA details.

GPA Set:

GPA Set	Formula	Reporting Terms	Mark Credit Types	Add-On	Difficulty Points	Prev. Years
Let Qtr GPA: GPA by Course Count		Progress 1				

Calculations:

Calculation	Date	Points	Course Count	GPA
GPA based on current GPA configuration	03/31/2008 11:18 AM	19.330	6	3.222
Last time GPA was recalculated	03/31/2008 11:18 AM	19.330	6	3.222

Details:

Course				Mark		Calculation Values							
Year	Code	Abbr	Term	Include in Total Credits	Include in GPA	Type	Mark	Crd Type	Is Excluded	Is GPA	Pt Val	Crd Earn	Crs Crd
2007-2008	1057	AP Calc	1EAA	✓	✓	Quarter Mark	C-	Progress 1	✓	✓	1.475	1.000	1.000
2007-2008	1224	PERIODS	1EAA	✓	✓	Quarter Mark	E	Progress 1	✓	✓	3.000	1.000	1.000
2007-2008	240	D & P IV	3A	✓	✓	Quarter Mark	A+	Progress 1	✓	✓	4.000	.800	.800
2007-2008	289	AP ART	1EAA	✓	✓	Quarter Mark	B+	Progress 1	✓	✓	3.335	1.000	1.000
2007-2008	542	SPARK IV	1EAA	✓	✓	Quarter Mark	B+	Progress 1	✓	✓	3.330	1.000	1.000
2007-2008	980	AP ENG	1EAA	✓	✓	Quarter Mark	A	Progress 1	✓	✓	4.000	1.000	1.000

$$GPA = \frac{\text{Sum of column a}}{\# \text{ of marks}} = \frac{19.33}{6} = 3.222$$

$$a = 19.33$$

Appendix E - Additional Options for Non-Custom GPAs

Appendix E-1. Use Difficulty Points

Appendix E-2. Use Add-on Points

Appendix E-3. Use Prorated Credit

The screenshot shows a software interface with three tabs: 'General', 'Calculations', and 'Rank'. The 'Calculations' tab is active. At the top right of the 'Calculations' section are '< Back' and 'Next >' buttons. Below these are several settings:

- Formula:** A dropdown menu set to 'STDA - Standard GPA Calculation (Alpha)' with a lightning bolt icon.
- Precision:** A text input field containing '4' with up/down arrow icons and a lightning bolt icon.
- Missing Marks Handling:** A dropdown menu set to 'Ignore Mark' with a lightning bolt icon.
- Use Difficulty Points:** A green highlighted label next to an unchecked checkbox.
- Include Other Schools:** A label next to an unchecked checkbox.
- Use Add-on Points:** A green highlighted label next to an unchecked checkbox.
- Use Prorated Credit:** A green highlighted label next to an unchecked checkbox.
- Ignore Dropped Course Sections:** A label next to an unchecked checkbox.

Appendix E-1. Use Difficulty Points

StudentInformation has the option to award courses with a higher or lower level of difficulty a different point value then what is denoted on the Marks Maintenance scale in StudentInformation.

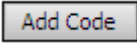


Example:




Sally is taking Advanced Placement Chemistry and receives an A+. According to the school Marks Maintenance a mark of A+ is worth 4 points. Since this is an Advanced Placement course the school wants to reward Sally for her hard work and wants a mark of A+ to be worth 5 points.

The school can set up a Level of Difficulty table in StudentInformation and link it to the course.

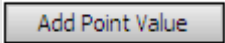
How to set up a Level of Difficulty table

1. To set up the difficulty points scale first navigate to **StudentInformation » Management » School Administration » Scheduling Administration » Course Maintenance » Course Difficulty** to create a Difficulty Level Code.

- a. Click  or click the  to edit an existing code.
- b. Enter up to 4 digits in the **Code:** field.
- c. Enter a name in the **Name:** field.
- d. Enter an optional description in the **Description:** field.
- e. **Is Active:** should be checked.
- f. Click .

		Code	Name ^	Description	Active
		AP	Advanced Placement		
<input checked="" type="checkbox"/> Show Active Only					

2. Next, navigate to **StudentInformation » Management » School Administration » Marks Administration Menu » Difficulty Point Scale** to set up the levels for the **Difficulty Level** code you defined in the previous steps.

- a. Click .
- b. Choose level of difficulty code in the **Level of Difficulty:** dropdown.
- c. Enter the new point value of the mark in the **Point Value:** field.
- d. Select the mark from the **Mark:** dropdown or select a mark group from the **Combined Mark Group:**.



e. The following message will display and the point value will be added.

Difficulty Point Scale Maintenance

From this screen, you can maintain the point values for each mark designated by the difficulty level.

The Point Value was saved successfully

Add Point Value

	Level of Difficulty	Mark ^	Combined Mark Group	Point Value
 	AP	A+		5.000000

3. Finally, link the **Difficulty Level** to the course in the current year by going to **Student Information » Management » School Administration » Scheduling Administration » Course Maintenance » Courses** and editing the course and choosing a Level of Difficulty code from the dropdown on the Marks tab of the course.
4. If you need to link level of difficulty scales to manually entered course history you will need to link the Level of Difficulty each individual course history record by editing each course history record. Simply editing the course record in prior years and marking the level of difficulty on the course record will not trickle down to the manual course history. Each course history record needs updated by hand or a mass update done the Database Administrator.



General	Marks	Miscellaneous	EMIS	Pre/Co-requisites	< Prev: PSO001	Next: PSO003 >
PSO002 - UF PHYS100 Astronomy						
Course Weight:	10.0000	In Graduation Count:	<input checked="" type="checkbox"/> Is Honors Course:	<input type="checkbox"/>		
Level of Difficulty:	AP - Advanced Placement	Include in Total Credits:	<input checked="" type="checkbox"/> Include on Permanent Record:	<input checked="" type="checkbox"/>		
GPA Add-on Level:		Include in GPA:	<input checked="" type="checkbox"/> Print on Report Card:	<input checked="" type="checkbox"/>		
Credit Units:	0.5000	In Honor Roll:	<input checked="" type="checkbox"/>			
Mark Bump:						
Rank Weight:						




Appendix E-2. Use Add-on Points

Add-on points were designed to reward students for courses taken with added difficulty. Unlike calculating a GPA using difficulty points, the GPA using Add-on is calculated based off the point values in Marks Maintenance and then the add-on points are added to the resulting GPA.



How to set up an Add-on table



1. Navigate to **StudentInformation** » **Management** » **School Administration** » **Marks Administration Menu** » **Add-On Level Codes** to create the Add-on Level code.

- a. Click .
- b. Enter up to 4 characters in the **Code:** field.
- c. Enter up to 30 characters in the **Name:** field.
- d. Leave the **Is Active:** box checked.
- e. Leave the **Use Credit Percentage:** checkbox unchecked. It is used for the Findlay custom GPA.
- f. Click .

		<u>Code</u> ^	<u>Name</u>	<u>Active</u>	<u>Use Credit Percentage</u>
		Hon	Honor Course		<input type="checkbox"/>
<input checked="" type="checkbox"/> Show Active Only					

2. Next, navigate to **StudentInformation** » **Management** » **School Administration** » **Marks Administration Menu** » **Add-On GPA** to set up the add-on levels for the add-on code you set up in the preceding step.

- a. Click .
- b. Select the **Add On Level:** from the dropdown.
- c. Next select a mark from the **Mark** dropdown or select a combined mark group from the **Combined Mark Group:** dropdown.
- d. If the add-on level applies to only a certain grade level select the grade level from the **Student Grade Level:** dropdown, otherwise leave the **Student Grade Level:** field blank.
- e. Enter the additional points added to the calculated GPA in the **Additional GPA Point Value:** field.
- f. Click .

		<u>Add On Level</u> ^	<u>Mark</u>	<u>Combined Mark Group</u>	<u>Student Grade Level</u>	<u>Additional GPA Point Value</u>
		Hon	A+			0.009000

- Finally, link the **Add-on Level** to the desired courses in the current year by going to **Student Information » Management » School Administration » Scheduling Administration » Course Maintenance » Courses** and editing the course and choosing an add-on level code from the dropdown on the Marks tab of the course.
- If you need to link add-on level scales to manually entered course history you will need to link the add-on level scale each course history record by editing each course history record. Simply editing the course record in prior years and marking the add-on level on the course record will not trickle down to the manual course history. Each student's course history record needs updated by hand or a mass update done by the Database Administrator.

Example 1: In the following example an Add-on has been linked to course 940 at the high school.

The 1st screen shot is the student's GPA without the add-on included.

Student GPA Supporting Details

From this screen, you can view data pertaining to the students GPA details.

GPA Set:

GPA Set	Formula	Reporting Terms	Mark Credit Types	Add-On	Difficulty Points	Prev. Years
Cumulative GPA	Standard GPA Calculation (Alpha)	FNL	Earned	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Calculations:

Calculation	Date	Points	Credits	GPA
GPA based on current GPA configuration	06/6/2008 10:53 AM	70.855	20.500	3.456
Last time GPA was recalculated	06/6/2008 10:53 AM	70.855	20.500	3.456

Details:

Course				Mark				Calculation Values						
Year	Code	Abbr	Term	Include in Total Credits	Include in GPA	Is HS Credit	Type	Mark	Crd Type	Is Earned In GPA	Pt Val	Crd Att	Crd Earn	Crs Crd
2003-2004	1015	ALG I		✓	✓	✓	Avg	C+	Earned	✓	2.330	1.000	1.000	1.000
2004-2005	1027	ACC GEOM	YEAR	✓	✓	✓	Final	B-	Earned	✓	2.670	1.000	1.000	1.000
2004-2005	1100	BAND	YEAR	✓	✓	✓	Final	A	Earned	✓	4.000	1.000	1.000	1.000
2004-2005	1218	PSI	YEAR	✓	✓	✓	Final	B	Earned	✓	3.000	1.000	1.000	1.000
2004-2005	1310	SS 9	YEAR	✓	✓	✓	Final	A	Earned	✓	4.000	1.000	1.000	1.000
2004-2005	300	KEYBDNG	2nd	✓	✓	✓	Final	S	Earned	✓	.000	.500	.500	.500
2004-2005	910	ENG 9	YEAR	✓	✓	✓	Final	A	Earned	✓	4.000	1.000	1.000	1.000
2004-2005	PE145	PE		✓	✓	✓	Final	S	Earned	✓	.000	.250	.250	.250
2005-2006	1037	ACCALG 2	YEAR	✓	✓	✓	Final	B-	Earned	✓	2.670	1.000	1.000	1.000
2005-2006	1100	BAND	YEAR	✓	✓	✓	Final	A+	Earned	✓	4.000	1.000	1.000	1.000
2005-2006	1221	ADV BIO	YEAR	✓	✓	✓	Final	D+	Earned	✓	1.330	1.000	1.000	1.000
2005-2006	1320	US SS 10	YEAR	✓	✓	✓	Final	A	Earned	✓	4.000	1.000	1.000	1.000
2005-2006	611	FREN I	YEAR	✓	✓	✓	Final	B-	Earned	✓	2.670	1.000	1.000	1.000
2005-2006	710	HEALTH		✓	✓	✓	Final	A-	Earned	✓	3.670	.500	.500	.500
2005-2006	920	ENG 10	YEAR	✓	✓	✓	Final	A-	Earned	✓	3.670	1.000	1.000	1.000
2006-2007	711	PE-B		✓	✓	✓	Average	S	Earned	✓	.000	.250	.250	.250
2006-2007	BIOCHE	BIOCHEM		✓	✓	✓	Final	A	Earned	✓	4.000	1.000	1.000	1.000
2006-2007	ENGIII	ENGIII		✓	✓	✓	Final	A+	Earned	✓	4.000	1.000	1.000	1.000
2006-2007	INST	INST		✓	✓	✓	Final	A-	Earned	✓	3.670	1.000	1.000	1.000
2006-2007	LDSTPL	LDSTPLB1		✓	✓	✓	Final	A-	Earned	✓	3.670	3.000	3.000	3.000
2006-2007	PSYCH3	PSYCH36		✓	✓	✓	Final	A	Earned	✓	4.000	1.000	1.000	1.000
2007-2008	940	ENG 12	YEAR	✓	✓	✓	Final	A+	Earned	✓	4.000	1.000	1.000	1.000

Example 2: The next screen shot is of the same student but with add-on used on the GPA.

General
Calculations
Rank

Calculations:
< Back
Next >

Formula:
STDA - Standard GPA Calculation (Alpha)

Precision:
4

Missing Marks Handling:
Ignore Mark

Use Difficulty Points:
☐

Include Other Schools:
☐

Use Add-on Points:
☒

Use Prorated Credit:
☒

Ignore Dropped Course Sections:
☐

Student GPA Supporting Details

From this screen, you can view data pertaining to the students GPA details.

GPA Set:

GPA Set	Formula	Reporting Terms	Mark Credit Types	Add-On	Difficulty Points	Prev. Years
Cumulative GPA	Standard GPA Calculation (Alpha)	FNL	Earned	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Calculations:

Calculation	Date	Points	Credits	GPA
GPA based on current GPA configuration	06/6/2008 10:45 AM	70.855	20.500	3.465
Last time GPA was recalculated	06/6/2008 10:45 AM	70.855	20.500	3.465

Details:

Course				Mark				Calculation Values								
Year	Code	Abbr	Term	In Cum Credit	In Cum GPA	Is HS Credit	Type	Mark	Crd Type	Is Earned	In GPA	Pt Val	Crd Att	Crd Earn	Crs Crd	Add On
2003-2004	1015	ALG 1		✓	✓	✓	Avg	C+	Earned	✓	✓	2.330	1.000	1.000	1.000	.000
2004-2005	1027	ACC GEOM	YEAR	✓	✓	✓	Final	B-	Earned	✓	✓	2.670	1.000	1.000	1.000	.000
2004-2005	1100	BAND	YEAR	✓	✓	✓	Final	A	Earned	✓	✓	4.000	1.000	1.000	1.000	.000
2004-2005	1218	PSI	YEAR	✓	✓	✓	Final	B	Earned	✓	✓	3.000	1.000	1.000	1.000	.000
2004-2005	1310	SS 9	YEAR	✓	✓	✓	Final	A	Earned	✓	✓	4.000	1.000	1.000	1.000	.000
2004-2005	300	KEYBDNG	2nd	✓	✓	✓	Final	S	Earned	✓	✓	.000	.500	.500	.500	.000
2004-2005	910	ENG 9	YEAR	✓	✓	✓	Final	A	Earned	✓	✓	4.000	1.000	1.000	1.000	.000
2004-2005	PE145	PE		✓	✓	✓	Final	S	Earned	✓	✓	.000	.250	.250	.250	.000
2005-2006	1037	ACCALG 2	YEAR	✓	✓	✓	Final	B-	Earned	✓	✓	2.670	1.000	1.000	1.000	.000
2005-2006	1100	BAND	YEAR	✓	✓	✓	Final	A+	Earned	✓	✓	4.000	1.000	1.000	1.000	.000
2005-2006	1221	ADV BIO	YEAR	✓	✓	✓	Final	D+	Earned	✓	✓	1.330	1.000	1.000	1.000	.000
2005-2006	1320	US SS 10	YEAR	✓	✓	✓	Final	A	Earned	✓	✓	4.000	1.000	1.000	1.000	.000
2005-2006	611	FREN I	YEAR	✓	✓	✓	Final	B-	Earned	✓	✓	2.670	1.000	1.000	1.000	.000
2005-2006	710	HEALTH		✓	✓	✓	Final	A-	Earned	✓	✓	3.670	.500	.500	.500	.000
2005-2006	920	ENG 10	YEAR	✓	✓	✓	Final	A-	Earned	✓	✓	3.670	1.000	1.000	1.000	.000
2006-2007	711	PE-B		✓	✓	✓	Average	S	Earned	✓	✓	.000	.250	.250	.250	.000
2006-2007	BIOCHE	BIOCHEM		✓	✓	✓	Final	A	Earned	✓	✓	4.000	1.000	1.000	1.000	.000
2006-2007	ENGIII	ENGIII		✓	✓	✓	Final	A+	Earned	✓	✓	4.000	1.000	1.000	1.000	.000
2006-2007	INSST	INSST		✓	✓	✓	Final	A-	Earned	✓	✓	3.670	1.000	1.000	1.000	.000
2006-2007	LDSTPL	LDSTPLB1		✓	✓	✓	Final	A-	Earned	✓	✓	3.670	3.000	3.000	3.000	.000
2006-2007	PSYCH3	PSYCH36		✓	✓	✓	Final	A	Earned	✓	✓	4.000	1.000	1.000	1.000	.000
2007-2008	940	ENG 12	YEAR	✓	✓	✓	Final	A+	Earned	✓	✓	4.000	1.000	1.000	1.000	.009

GPA without add-on points is 3.466. When Use Add-on points is marked on the GPA Set the students GPA is 3.465 or 3.466 + .009 add-on points.

Appendix E-3. Use Prorated Credit

This option applies credits based on the Credit Percentage configured for the associated Marking Pattern Rule. If using percentages on the marking pattern rules, the numeric mark value is multiplied by credit percentage for a resulting point value. If using ratio, the mark is divided by the ratio. For instance, if a trimester school had a ratio of 1:3, it would use one-third of the credit value, times value of the mark, for one-third of the mark to be included in the calculation. Total prorated credits would be used as the divisor in the calculation.

Prorated Credit should be used when granting credit prior to a Final mark, and is equivalent to the "Divided by Terms" qualifier from SIS.

Example:

If we calculate Sally's 1st Quarter GPA using the Standard Formula with Full Credit her GPA equals 3.151. (17.330 points divided by 5.5 credits)

Student GPA Supporting Details

From this screen, you can view data pertaining to the students GPA details.

GPA Set:

GPA Set	Formula	Reporting Terms	Mark Credit Types	Add-On	Difficulty Points	Prev. Years
1st Qtr GPA	Standard GPA Calculation (Alpha)	Qtr1	Progress 1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Calculations:

Calculation	Date	Points	Credits	GPA
GPA based on current GPA configuration	06/6/2008 1:09 PM	17.330	5.500	3.151
Last time GPA was recalculated	06/6/2008 1:08 PM	17.330	5.500	3.151

Details:

Course				Mark				Calculation Values							
Year	Code	Abbr	Term	Include in Total Credits	Include in GPA	Is HS Credit	Type	Mark	Crds Type	Is Earned	In GPA	Pt Val	Crds Att	Crds Earn	Crds Crd
2007-2008	1057	AP CAL	YEAR	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Quarter Mark	C-	Progress 1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1.670	1.000	1.000	1.000
2007-2008	1224	PHYSICS	YEAR	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Quarter Mark	B	Progress 1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	3.000	1.000	1.000	1.000
2007-2008	240	D & P IV	1st	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Quarter Mark	A+	Progress 1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	4.000	.500	.500	.500
2007-2008	250	AP ART	YEAR	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Quarter Mark	B+	Progress 1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	3.330	1.000	1.000	1.000
2007-2008	642	SPAN IV	YEAR	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Quarter Mark	B+	Progress 1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	3.330	1.000	1.000	1.000
2007-2008	950	AP ENG	YEAR	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Quarter Mark	A	Progress 1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	4.000	1.000	1.000	1.000

Full Credit

If we calculate Sally's 1st Quarter GPA using prorated credit her GPA equals 3.222. (4.833 points divided by 1.5 credits)

Student GPA Supporting Details

From this screen, you can view data pertaining to the students GPA details.

GPA Set:

GPA Set	Formula	Reporting Terms	Mark Credit Types	Add-On	Difficulty Points	Prev. Years
1st Qtr GPA	Standard GPA Calculation (Alpha)	Qtr1	Progress 1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Calculations:

Calculation	Date	Points	Credits	GPA
GPA based on current GPA configuration	06/6/2008 1:12 PM	4.833	1.500	3.222
Last time GPA was recalculated	06/6/2008 1:12 PM	4.833	1.500	3.222

Details:

Course				Mark				Calculation Values							
Year	Code	Abbr	Term	Include in Total Credits	Include in GPA	Is HS Credit	Type	Mark	Crd Type	Is Earned	In GPA	Pt Val	Crd Att	Crd Earn	Crs Crd
2007-2008	1057	AP CAL	YEAR	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Quarter Mark	C-	Progress 1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1.670	.250	.250	1.000
2007-2008	1224	PHYSICS	YEAR	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Quarter Mark	B	Progress 1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	3.000	.250	.250	1.000
2007-2008	240	D & P IV	1st	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Quarter Mark	A+	Progress 1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	4.000	.250	.250	.500
2007-2008	250	AP ART	YEAR	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Quarter Mark	B+	Progress 1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	3.330	.250	.250	1.000
2007-2008	642	SPAN IV	YEAR	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Quarter Mark	B+	Progress 1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	3.330	.250	.250	1.000
2007-2008	950	AP ENG	YEAR	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Quarter Mark	A	Progress 1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	4.000	.250	.250	1.000

Prorated formula is being used.

Appendix F - Custom GPAs

Appendix F-1. FNDLY – Findlay Method

Appendix F-2. HNRS – Honors GPA

Appendix F-3. JKSN – Jackson Method

Appendix F-4. MTV – Mt Vernon Method

Appendix F-5. Mansfield Custom GPA

Appendix F-1. Custom GPAs - FNDLY – Findlay Method

Created for Findlay HS, a member of NOACSC, but can be used by any school.

How the Custom Findlay GPA is calculated?

At Semester time:

First, the GPA is calculated using the Standard GPA Calculation (Alpha) using prorated credit. Next, if a student has taken a honors course (which is denoted if the “Is Honors” checkbox is marked on the course) the student will receive a specified add-on amount for each honors course if the grade they receive is O, A, or B. If the course is an all year course the student will receive $\frac{1}{2}$ of the add-on points since the course is still in progress. The add-on points are then added to the calculated GPA which results in Findlay’s Custom GPA.

At Year End:

First, the GPA is calculated using the Standard GPA Calculation (Alpha) using prorated credit. Next, if a student has taken a honors course (which is denoted if the “Is Honors” checkbox is marked on the course) the student will receive a specified add-on amount for each honors course if the grade they receive is O, A, or B. The add-on points are then added to the GPA. Finally the student can receive a 2nd bonus based on the number of credits earned (not GPA credits) that exceeds 20 divided by 40. The 2nd add-on bonus is only used at year end.

The Custom Findlay GPA requires the following to be set up:

1. Add-on levels. See Appendix E of this document for detailed instructions on how to set up Add-on level codes.

- a. When setting up add-on levels make sure the option to **Use Credit Percentage:** is checked on the Add-On Level Codes

Maintenance page. The **Use Credit Percentage:** option allows the Custom Findlay GPA to award partial bonus points at semester time for all year courses.

		<u>Code ^</u>	<u>Name</u>	<u>Active</u>	<u>Use Credit Percentage</u>
		Hon	Honors Course		<input checked="" type="checkbox"/>
		HSem	Honors 0.50 Credit		<input type="checkbox"/>
<input checked="" type="checkbox"/> Show Active Only					

- b. Findlay has set up two different add-on levels. One level is for all year courses and is marked to use **Use Credit Percentage:**. The other add-on level is for semester only courses and isn't marked to **Use Credit Percentage:**.

		<u>Add On Level ^</u>	<u>Mark</u>	<u>Combined Mark Group</u>	<u>Student Grade Level</u>	<u>Additional GPA Point Value</u>
		Hon	A			0.016600
		Hon	B			0.008300
		Hon	O			0.033300
		HSem	A			0.008300
		HSem	B			0.004150
		HSem	O			0.016650

2. Next, each course that receives the bonus points needs to be marked as **Is Honors Course:** and the **GPA Add-on Level:** field on the course record must be filled in.

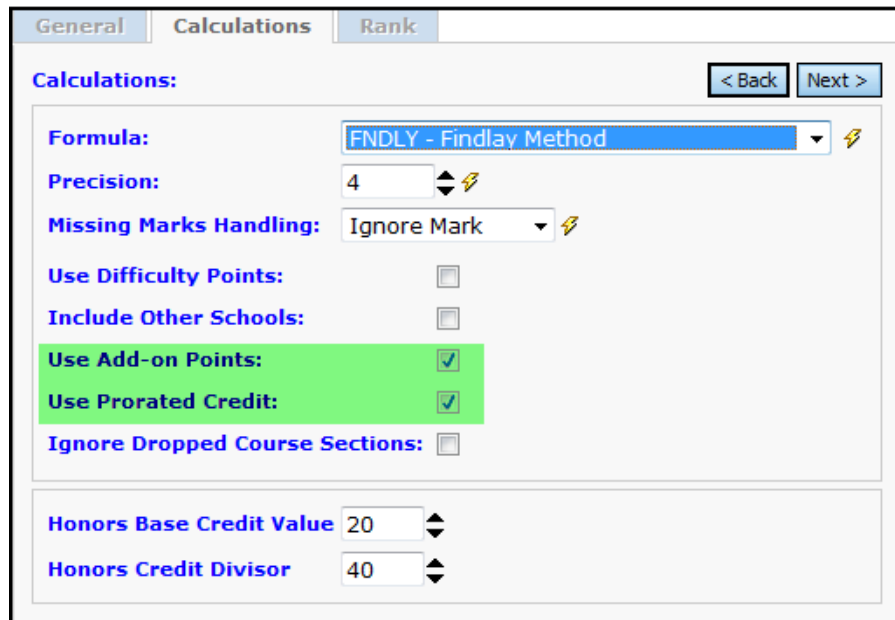
- a. If the course is manually entered ☒ **Is Honors** needs checked and the **Add On Category:** must be filled in.

3. Finally, set up the GPA Set. Navigate to [Student Information](#) » [Management](#) » [School Administration](#) » [Course History Administration](#) » [GPA Sets](#).

- a. Follow the instructions in Task #2 of this Step by Step but on the 2nd tab named **Calculations** make sure **FNDLY - Findlay Method** is chosen in the **Formula:** dropdown.
- b. Also, **Use Add-on Points:** and **Use Prorated Credit:** must also be marked.

- c. When you choose the Findlay Method in the dropdown the page refreshes and two new fields appear named **Honors Base Credit Value** and **Honors Credit Divisor**.
- d. If you are trying to get a Semester GPA put 100 in the **Honors Base Credit Value** and 40 in the **Honors Credit Divisor**.
- e. If you are calculating the GPA at year end time fill in the two fields as follows
- f. On the **Rank** tab the **Source:** **GPA** should be chosen.
- g. Click **Save**.

4. Now, recalc the GPA by clicking the  icon.



The screenshot shows the 'Rank' tab of a GPA calculation interface. It includes a 'Calculations:' section with a dropdown menu set to 'FNDLY - Findlay Method'. Below this are several checkboxes: 'Precision' (set to 4), 'Missing Marks Handling' (set to 'Ignore Mark'), 'Use Difficulty Points' (unchecked), 'Include Other Schools' (unchecked), 'Use Add-on Points' (checked), 'Use Prorated Credit' (checked), and 'Ignore Dropped Course Sections' (unchecked). At the bottom, there are two input fields: 'Honors Base Credit Value' (set to 20) and 'Honors Credit Divisor' (set to 40). Navigation buttons '< Back' and 'Next >' are located at the top right of the form.

Honors Base Credit Value – If a student has over 20 credits, in this case, and at least one of the courses is an honors course, regardless of the grade they received, the student qualifies for an extra add-on bonus at the end of the year.

Honors Credit Divisor – The Honors Credit Divisor is the number divided into the number of credits which exceeds the Honors Base Credit Value. Ex. A student earns 29 credits. One of the credits is a honors course. To figure the 2nd bonus add-on level at the end of year, take 29 minus 20 and divide that number by 40 to get the 2nd add-on bonus. $9/40 = .225$ add-on bonus.

Student GPA Supporting Details
From this screen, you can view data pertaining to the student's GPA details.

GPA Set:

GPA Set	Formula	Reporting Terms	Mark Credit Types	Add-On	Difficulty Points	Prev. Years
Honors GPA - Final Method	Final	Final	Final			

Calculations:

Calculation	Date	Points	Credits	GPA
GPA based on current GPA configuration	08/11/2018 11:40 AM	116.0000	29.0000	4.0000
Last time GPA was recalculated	08/11/2018 8:17 AM	116.0000	29.0000	4.0000

Details:

Year	Code	Abbr	Term	Include in Total Credits	Include in GPA	Is H.S. Credit	Type	Mark	Crd Type	Is Earned	In GPA	GPA Crd	Pr Val	Crd Amt	Crd Earn	Crs Crd	Add On	Tot Pt
2004-2005	022	COM I					Final	A	Earned			25.0000	4.0000	80000	80000	90000	00000	4.0000
2004-2005	041	ALG II H					Final	O	Earned			25.0000	4.0000	1.30000	1.30000	1.30000	03300	4.0000
2004-2005	142	BHYSI02					Final	A	Earned			25.0000	4.0000	25000	25000	25000	00000	4.0000
2004-2005	181	LATIN I					Final	A	Earned			25.0000	4.0000	1.30000	1.30000	1.30000	00000	4.0000
2004-2005	938	CH01R 9					Final	A	Earned			25.0000	4.0000	1.30000	1.30000	1.30000	00000	4.0000
2004-2005	308	AP AM HE					Final	O	Earned			25.0000	4.0000	1.30000	1.30000	1.30000	03300	4.0000
2004-2005	903	PHYSI01					Final	O	Earned			25.0000	4.0000	1.30000	1.30000	1.30000	03300	4.0000
2004-2005	991	HEN01					Final	A	Earned			25.0000	4.0000	1.30000	1.30000	1.30000	01400	4.0000
2005-2006	147	BHYSI01					Final	A	Earned			25.0000	4.0000	25000	25000	25000	00000	4.0000
2005-2006	211	HEN010					Final	O	Earned			25.0000	4.0000	1.30000	1.30000	1.30000	03300	4.0000
2005-2006	241	GEOM H					Final	O	Earned			25.0000	4.0000	1.30000	1.30000	1.30000	03300	4.0000
2005-2006	288	AP A HES					Final	O	Earned			25.0000	4.0000	1.30000	1.30000	1.30000	03300	4.0000
2005-2006	243	HEALTH					Final	A	Earned			25.0000	4.0000	80000	80000	90000	00000	4.0000
2005-2006	271	CH01R 10					Final	A	Earned			25.0000	4.0000	1.30000	1.30000	1.30000	00000	4.0000
2005-2006	281	LATIN II					Final	A	Earned			25.0000	4.0000	1.30000	1.30000	1.30000	00000	4.0000
2005-2006	308	BIO AP					Final	O	Earned			25.0000	4.0000	1.30000	1.30000	1.30000	03300	4.0000
2005-2006	008 II	COMB II					Final	A	Earned			25.0000	4.0000	80000	80000	90000	00000	4.0000
2006-2007	222	AP BU H	AY				Final Mark	O	Earned			25.0000	4.0000	1.30000	1.30000	1.30000	03300	4.0000
2006-2007	133	ANATOMY	AY				Final Mark	A	Earned			25.0000	4.0000	1.30000	1.30000	1.30000	00000	4.0000
2006-2007	311	ADVCOMP	AY				Final Mark	O	Earned			25.0000	4.0000	1.30000	1.30000	1.30000	03300	4.0000
2006-2007	331	CH01R 11	AY				Final Mark	O	Earned			25.0000	4.0000	1.30000	1.30000	1.30000	03300	4.0000
2006-2007	341	PE CA H	AY				Final Mark	O	Earned			25.0000	4.0000	1.30000	1.30000	1.30000	03300	4.0000
2006-2007	371	CH 11-12	AY				Final Mark	A	Earned			25.0000	4.0000	1.30000	1.30000	1.30000	00000	4.0000
2006-2007	781	LAT3-4AP	AY				Final Mark	O	Earned			25.0000	4.0000	1.30000	1.30000	1.30000	03300	4.0000
2007-2008	183	SPAN I	AY				Final Mark	A	Earned			25.0000	4.0000	1.30000	1.30000	1.30000	00000	4.0000
2007-2008	313	CH01R AP	AY				Final Mark	O	Earned			25.0000	4.0000	1.30000	1.30000	1.30000	03300	4.0000
2007-2008	371	CH 11-12	AY				Final Mark	A	Earned			25.0000	4.0000	1.30000	1.30000	1.30000	00000	4.0000
2007-2008	411	AP EN 12	AY				Final Mark	O	Earned			25.0000	4.0000	1.30000	1.30000	1.30000	03300	4.0000
2007-2008	422	GOY0 AP	AY				Final Mark	O	Earned			25.0000	4.0000	1.30000	1.30000	1.30000	03300	4.0000
2007-2008	421	PHYSICS	AY				Final Mark	A	Earned			25.0000	4.0000	1.30000	1.30000	1.30000	00000	4.0000
2007-2008	440	CALC-AP	AY				Final Mark	O	Earned			25.0000	4.0000	1.30000	1.30000	1.30000	03300	4.0000
2007-2008	781	LAT3-4AP	AY				Final Mark	A	Earned			25.0000	4.0000	1.30000	1.30000	1.30000	01400	4.0000

Year End

$$GPA = \left(\frac{\text{Sum of C}}{\text{Sum of W}} \right) + \left(\text{Sum of F} \right) + \frac{\text{Total Credits} - 20}{40}$$

$$\left(\frac{116}{29} \right) + 566 + \left(\frac{2950 - 20}{40} \right) = 4.8035$$

$a \times b$

f

$-C$

Appendix F-2. Custom GPAs - HNRS – Honors GPA

The Honors GPA awards students who are taking a heavier course load and was developed for LACA.

Example: Josh and Joel both had the same number of points (50.00) and same GPA (4.00) until Junior year. In their Junior year both students decided to take two honor courses and received the same grades in both classes but Josh decided to take on another non-honor courses. Both students have all A's. Josh now has 61.8 points and Joel has 59.8 points but Josh is receiving a lower GPA even though he took a heavier load and still got all A's. Had Josh not taken the extra non-honors course he would have had the same GPA as Joel. The following is an example of their GPA calculation using the Standard formula with difficulty points. As you can see Joel's GPA is 4.1241 and he is ranked #1 and Josh's GPA is 4.12 and he is ranked 2nd. So, Josh is being penalized for taking a heavier load than Joel.

Comparison screen shot of Joel and Joshua's GPAs using the Standard GPA Calculation. Notice Joshua is ranked 2nd even though he took a heavier load.

Student GPA & Rank List							
From this screen, you can view GPA rankings.							
GPA Set: Cumulative GPA Grade Level: 11 View							
	Student	Grade	Rank ^	GPA	Points	Earned Credits	Attm Credits
	Student60714, JOEL	11	1	4.124100	59.800000	14.500000	14.500000
	Student57978, JOSHUA	11	2	4.120000	61.800000	15.000000	15.000000

If the Custom Honors formula is used the students are on a level playing field and both ranked #1.

Student GPA & Rank List							
From this screen, you can view GPA rankings.							
GPA Set: Honors GPA Grade Level: 11 View							
	Student	Grade	Rank ^	GPA	Points	Earned Credits	Attm Credits
	Student57978, JOSHUA	11	1	4.120000	62.800000	15.250000	15.250000
	Student60714, JOEL	11	1	4.120000	59.800000	14.500000	14.500000

How to set up the Honor GPA:

GPA Set Maintenance
From this screen, you can display, add, change and delete data pertaining to GPA sets.

General Calculations Rank

GPA Set: Next >

Code: Hon ⚡ Description:

Name: Honors GPA ⚡

Mark Credit Types:

☐ Not Used ☐ Progress 1 ☐ Progress 2 ☐ Progress 3 ☐ Progress 4 ☒ Earned ⚡

Previous Years:

☐ Not Used ☐ Progress 1 ☐ Progress 2 ☐ Progress 3 ☐ Progress 4 ☒ Earned

Grade Levels:

☒ 09 ☒ 10 ☒ 11 ☒ 12 ☐ 13 ☐ GR ☐ 23 ☐ 31 ☐ IN ⚡

Reporting Terms: **Mark Type:**

Quarter 1 1st Interim Quarter 2 2nd Interim ↔ Final ⚡

Average Exam Interim Quarter Mark ↔ Final ⚡

Ad-Hoc Membership:

-- Select an Ad-Hoc Membership --

Public And Private ☐

General Calculations Rank

Calculations: < Back Next >

Formula: HNRS - Honors GPA ⚡

Precision: 4 ⚡

Missing Marks Handling: Ignore Mark ⚡

Use Difficulty Points: ☒ ←

Include Other Schools: ☐

Use Add-on Points: ☐

Use Prorated Credit: ☐

Ignore Dropped Course Sections: ☐

Configure Honor GPA Weighting Factor

Honor GPA Grade Level Weighting Factor

From this screen, you can add and delete Honor GPA grade level weighting factors.

Grade Level: Weight Factor:

	Grade Level ^	Weighting Factor
✗	09	4.00
✗	10	8.00
✗	11	13.00
✗	12	18.00

GPA Set Maintenance

From this screen, you can display, add, change and delete data pertaining to GPA sets.

General

Calculations

Rank

Ranking:

Source: ⚡

☐ Include inactive students

Ties: ⚡

☐ Include students with no marks

Required Set up items:

1. Difficulty point scales need set up in current year and prior years.
2. Difficulty point scales need linked to all course history. Simply creating a difficulty scale in a prior year and linking the difficulty scale to the course will not automatically link the scale to the course history. A mass update will need to be performed to link the new difficulty scale to the course history.
3. Configure Honor GPA Weighting Factor table. The Honor GPA Grade Level Weighting Factor can only be reached thru the GPA Set Calculation tab when the Honors formula is chosen. The Weighting Factor is the minimum number of credits a student should have. Example: A 12th grader should have at least 18 credits according the districts policy. Weighting Factors will differ from district to district.
4. Honors courses should have the **Is Honors Course:** box checked.

Honors Formula:

$$\frac{[(\text{Weighting Factor})(\text{STD GPA w/out honors courses included})] + [\text{Sum of (Each Honor Credit x Each Honor Point)}]}{\text{Weighting Factor} + \text{Total Number of Honors Credits}}$$


Appendix F-3. Custom GPAs - JKSN – Jackson Method.

Formerly know as Marks Bump.


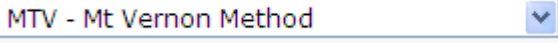






Appendix F-4. Custom GPAs - MTV – Mt Vernon Method

The Mt Vernon Method takes into account that students in each grade level should have a certain number of earned credits at semester time and end of year.

Required Set up items:

GPA Minimum Credit Table which is reachable only by choosing the MTV – Mt Vernon Method from **Formula:** dropdown on the **Calculations** tab of the GPA Set. Once the Mt Vernon Method formula is chosen the page will refresh and a new link named .

The GPA Minimum Credits table should be set up for the required number of credits a student should have at Semester time, then when end of year comes the table will need edited and the Minimum Credit amount adjusted to reflect how many credits a student needs at the end of the year.

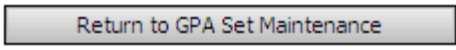
1. After configuring the first tab of the GPA Set named **General** click  to move to the second tab named **Calculations**.
2. In the **Formula:** dropdown select .
3. Enter the appropriate **Precision:**
4. Choose how you want Student Information to handle student missing marks in the **Missing Marks Handling:** dropdown.
5. If you would like to **Use Difficulty Points:**, **Use Add-on Points:**, **Use Prorated Credit:**, or **Ignore Dropped Course Sections:** place checkmarks in the corresponding boxes.
6. If you have any questions on what any of the options or fields do refer to Appendix E of this document.
7. The  link to set up the GPA Minimum Credits is grayed out until you save the GPA Set.
8. Click  to move to the configure the **Rank** tab.
9. Please refer to Task #2 of this checklist on the different option on the **Rank** tab.
10. Click .
11. Next, click the  to edit the GPA Set you created.
12. Click  to move to the **Calculations** tab.
13. Click on the  link. The GPA Minimum Credits screen is only reachable by clicking on the link inside the GPA Set.
14. In the **Grade Level:** dropdown select a grade level.



15. Enter a credit amount in the **Minimum Credit:** field.


16. Click .

17. Do these three steps for each grade level in the building.

	<u>Grade Level</u> ^	<u>MinimumCredits</u>
✗	09	2.50
✗	10	7.50
✗	11	12.50
✗	12	17.50

18. Click .

19. Click  to move to the **Rank** tab and click .

20. Finally click  to refresh the GPA and wait for the job to finish on your **Management** screen.

From this screen, you can view data pertaining to the student's LPA details.

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GPA Set	Formula	Reporting Term	Mark Credit Types	Add-On	Difficulty Points	Prev. Years
Cumulative	Wagner Method		Progress 1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Mt. Vernon Formula

(Total Points) ÷ 30 (Total Credits - Minimum Credits)

Conclusions

Calculation	Date	Points	Credits	GPA
GPA based on current GPA configuration	04/4/2018 7:52 AM	106.706	27.000	4.228
Last time GPA was recalculated	04/7/2018 12:04 AM	106.706	27.000	4.228

$$\frac{(\text{sum of column c}) + .5(\text{sum of column b} - \text{min credits})}{\text{sum of column b}}$$

Methods

Course				Mark				Calculation Values									
Year	Code	Abbr	Term	Includes In Total Credit	Includes In GPA	In HS Credit	Type	Mark	Crd Type	In Earned	In GPA	GPA Crd	PT Val	Crd Amt	Crd Earn	Crs Crd	Tot Pt
2003-2004	0002A	ALG 2		✓	✓	✓	Alg	A-	Progress 2	✓	✓	27.000	5.000	800	800	1.000	3.600
2003-2004	0002A	ALG 2		✓	✓	✓	Alg	B+	Progress 2	✓	✓	27.000	3.370	800	800	1.000	3.370
2003-2004	00045	00045		✓	✓	✓	Alg	B	Progress 2	✓	✓	27.000	4.000	200	200	200	4.000
2003-2004	004 1	004 1		✓	✓	✓	Alg	A	Progress 2	✓	✓	27.000	4.000	800	800	1.000	4.000
2003-2004	004 1	004 1		✓	✓	✓	Alg	A	Progress 2	✓	✓	27.000	4.000	800	800	1.000	4.000
2003-2004	005/70	005/70ALG2		✓	✓	✓	Alg	A	Progress 2	✓	✓	27.000	4.000	800	800	1.000	4.000
2004-2005	0303	0303		✓	✓	✓	Alg	A-	Progress 2	✓	✓	27.000	3.630	800	800	1.000	3.630
2004-2005	0303	0303		✓	✓	✓	Alg	A-	Progress 2	✓	✓	27.000	3.630	800	800	1.000	3.630
2004-2005	0406	0406		✓	✓	✓	Alg	A	Progress 1	✓	✓	27.000	4.000	800	800	1.000	4.000
2004-2005	0406	0406		✓	✓	✓	Alg	A	Progress 2	✓	✓	27.000	4.000	800	800	1.000	4.000
2004-2005	0606	0606		✓	✓	✓	Alg	B+	Progress 2	✓	✓	27.000	3.370	800	800	1.000	3.370
2004-2005	0606	0606		✓	✓	✓	Alg	A-	Progress 2	✓	✓	27.000	3.630	800	800	1.000	3.630
2004-2005	0801	0801		✓	✓	✓	Alg	A	Progress 1	✓	✓	27.000	4.000	800	800	1.000	4.000
2004-2005	0802	0802		✓	✓	✓	Alg	A	Progress 2	✓	✓	27.000	4.000	800	800	1.000	4.000
2004-2005	0808	0808		✓	✓	✓	Alg	A	Progress 2	✓	✓	27.000	4.000	800	800	1.000	4.000
2004-2005	0808	0808		✓	✓	✓	Alg	A-	Progress 2	✓	✓	27.000	3.630	800	800	1.000	3.630
2004-2005	0705	0705		✓	✓	✓	Alg	A	Progress 1	✓	✓	27.000	4.000	800	800	1.000	4.000
2004-2005	0705	0705		✓	✓	✓	Alg	A	Progress 1	✓	✓	27.000	4.000	800	800	1.000	4.000
2004-2005	0900	0900		✓	✓	✓	Alg	A	Progress 1	✓	✓	27.000	4.000	800	800	1.000	4.000
2004-2005	0900	0900		✓	✓	✓	Alg	A	Progress 2	✓	✓	27.000	4.000	800	800	1.000	4.000
2004-2005	00 70	00 70		✓	✓	✓	Alg	A	Progress 1	✓	✓	27.000	4.000	200	200	200	4.000
2004-2005	000000	000000		✓	✓	✓	Alg	A	Progress 1	✓	✓	27.000	4.000	1.000	1.000	1.000	4.000
2005-2006	0306	0306		✓	✓	✓	Alg	A	Progress 1	✓	✓	27.000	4.000	800	800	1.000	4.000
2005-2006	0306			✓	✓	✓	Alg	A	Progress 2	✓	✓	27.000	4.000	800	800	1.000	4.000
2005-2006	0306	0306		✓	✓	✓	Alg	A	Progress 2	✓	✓	27.000	4.000	800	800	1.000	4.000
2005-2006	0407	0407		✓	✓	✓	Alg	B	Progress 2	✓	✓	27.000	4.000	800	800	1.000	4.000
2005-2006	0407	0407		✓	✓	✓	Alg	A	Progress 2	✓	✓	27.000	4.000	800	800	1.000	4.000
2005-2006	0607A	0607A		✓	✓	✓	Alg	A	Progress 2	✓	✓	27.000	4.000	800	800	1.000	4.000
2005-2006	0607A	0607A		✓	✓	✓	Alg	B+	Progress 2	✓	✓	27.000	3.370	800	800	1.000	3.370
2005-2006	0649	0649		✓	✓	✓	Alg	A	Progress 2	✓	✓	27.000	4.000	800	800	1.000	4.000
2005-2006	0680	0680		✓	✓	✓	Alg	A	Progress 2	✓	✓	27.000	4.000	800	800	1.000	4.000
2005-2006	0680	0680		✓	✓	✓	Alg	A	Progress 1	✓	✓	27.000	4.000	800	800	1.000	4.000
2005-2006	0680	0680		✓	✓	✓	Alg	A	Progress 2	✓	✓	27.000	4.000	800	800	1.000	4.000
2005-2006	07208	07208		✓	✓	✓	Alg	A	Progress 1	✓	✓	27.000	4.000	1.000	1.000	1.000	4.000
2005-2006	07708	07708		✓	✓	✓	Alg	A-	Progress 1	✓	✓	27.000	3.630	1.000	1.000	1.000	3.630
2006-2007	0311	ENG 1A		✓	✓	✓	Alg	A	Progress 2	✓	✓	27.000	4.000	800	800	1.000	4.000
2006-2007	0311	ENG 1A		✓	✓	✓	Alg	A	Progress 2	✓	✓	27.000	4.000	800	800	1.000	4.000
2006-2007	0408	SPANISH		✓	✓	✓	Alg	A	Progress 1	✓	✓	27.000	4.000	800	800	1.000	4.000
2006-2007	0408	SPANISH		✓	✓	✓	Alg	A	Progress 2	✓	✓	27.000	4.000	800	800	1.000	4.000
2006-2007	0612A	P-CALC II		✓	✓	✓	Alg	B	Progress 1	✓	✓	27.000	3.300	800	800	1.000	3.300
2006-2007	0612A	P-CALC II		✓	✓	✓	Alg	A-	Progress 2	✓	✓	27.000	3.630	800	800	1.000	3.630
2006-2007	0646	(ON)RALE		✓	✓	✓	Alg	B	Progress 1	✓	✓	27.000	4.000	800	800	1.000	4.000
2006-2007	0650	(ON)RALE		✓	✓	✓	Alg	A	Progress 1	✓	✓	27.000	4.000	800	800	1.000	4.000
2006-2007	0655	DATA		✓	✓	✓	Alg	A	Progress 1	✓	✓	27.000	4.000	800	800	1.000	4.000
2006-2007	0740	FOR SCI		✓	✓	✓	Alg	A	Progress 1	✓	✓	27.000	4.000	800	800	1.000	4.000
2006-2007	0807	CAP AMM		✓	✓	✓	Alg	B	Progress 1	✓	✓	27.000	3.300	800	800	1.000	3.300
2006-2007	0807	CAP AMM		✓	✓	✓	Alg	A-	Progress 2	✓	✓	27.000	4.000	800	800	1.000	4.000
2007-2008	0312	CAP ENG	16AR	✓	✓	✓	Alg	A	Progress 1	✓	✓	27.000	5.000	800	800	1.000	5.000
2007-2008	0323	HYTHO	SEPH	✓	✓	✓	Alg	A	Progress 1	✓	✓	27.000	4.000	800	800	1.000	4.000
2007-2008	0409	AP SPAN	16AR	✓	✓	✓	Alg	A	Progress 2	✓	✓	27.000	5.000	800	800	1.000	5.000
2007-2008	0644	(ON)RALE	SEPH	✓	✓	✓	Alg	A	Progress 2	✓	✓	27.000	4.000	800	800	1.000	4.000
2007-2008	0760	SPANISH	16AR	✓	✓	✓	Alg	A	Progress 2	✓	✓	27.000	5.000	800	800	1.000	5.000
2007-2008	0804	BA SOC	16AR	✓	✓	✓	Alg	A	Progress 2	✓	✓	27.000	4.000	800	800	1.000	4.000

$$\frac{106705 + 5(27 - 17.50)}{27}$$

$$\frac{10675 + 475}{27}$$

GPA = 4.68

6. 27


C. 106705

Appendix F-5. Custom GPAs – Mansfield Custom GPA

Mansfield High School uses a custom formula to calculate Cum GPA. The Cum GPA is calculated based on all quarter marks and exam marks. Mansfield High School's quarter marks are Progress 1 and Exam are Progress 3. The Course Count formula is used but additional multipliers are set up so that each quarter grade counts as 1 and every exam grade counts as a half of a grade when figuring the GPA points and number of marks used in the divisor of the Course Count formula.

How to set up Mansfield's Custom GPA:

1. Navigate to **StudentInformation** » **Management** » **School Administration** » **Course History Administration** » **GPA Sets**.
2. On the first tab select ☒ Progress 1 and ☒ Progress 3 in the **Mark Credit Types:** section.
3. In the **Previous Years:** section mark ☒ Progress 1 and ☒ Progress 3 as well.
4. Select the appropriate grade levels in the **Grade Levels:** section.
5. In the **Reporting Terms:** filter select Qtr1, Qtr2, Qtr3, Qtr4, Exam1, and Exam 2.
6. In the **Mark Type:** filter select Mark and Exam.
7. Click **Next >**.
8. In the **Formula:** dropdown select **CRCT - GPA by Course Count**.
9. Enter the appropriate precision and choose how you want to handle missing marks.
10. In the **Mark Types** **Multipliers** enter the following

Mark	1
Exam	0.5
11. Note: The **Mark Types** **Multipliers** section is populated based on the mark types you selected on the **General** tab in the **Mark Type:** filter section.
12. Click **Next >**.
13. In the **Source:** dropdown select the **Mansfield Method**.
14. The **Mansfield Method** ranking method will be explained in further details in the Custom Rank section in this document.
15. Choose how you want StudentInformation to handle ties in the **Ties:** dropdown
16. Click **Save**.
17. Now click  to refresh the GPA.
18. Wait for the job on your **Management** to complete.

Student GPA Supporting Details
From this screen, you can view data pertaining to the student's GPA details.

GPA Set:

GPA Set	Formula	Reporting Term	Mark Credit Types	Add-On	Difficulty Points	Pres. Years
Cum GPA	GPA by Course Count	Q1-1,Q2-2,E1-1,Q3-3,Q4-4,E2-2	Progress 1, Progress 2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Calculations:

Calculation	Date	Points	Course Count	GPA
GPA based on current GPA configuration	06/13/2018 1:04 PM	136.000	35	3.886
Last time GPA was recalculated	06/13/2018 11:01 AM	136.000	35	3.886

Details:

Course				Mark				Calculation Values						
Year	Code	Abbr	Term	Include in Total Credits	Include in GPA	In GPA Credits	Type	Mark	Crd Type	In Earned	In GPA	Pt Val	Crd Earn	Crd Crd
2017-2018	1802	SPH41	Full	✓	✓	✓	Mark A	Progress 1	✓	✓	✓	4.000	1.000	1.000
2017-2018	1802	SPH41	Full	✓	✓	✓	Exam A	Progress 2	✓	✓	✓	5.000	1.000	1.000
2017-2018	1802	SPH41	Full	✓	✓	✓	Mark A	Progress 1	✓	✓	✓	4.000	1.000	1.000
2017-2018	1802	SPH41	Full	✓	✓	✓	Mark A+	Progress 2	✓	✓	✓	3.000	1.000	1.000
2017-2018	1802	SPH41	Full	✓	✓	✓	Mark A+	Progress 1	✓	✓	✓	4.000	1.000	1.000
2017-2018	1802	SPH41	Full	✓	✓	✓	Mark A	Progress 1	✓	✓	✓	4.000	1.000	1.000
2017-2018	2040	GS4L PE	Sem1	✓	✓	✓	Mark A	Progress 1	✓	✓	✓	3.700	.250	.250
2017-2018	2040	GS4L PE	Sem1	✓	✓	✓	Exam B	Progress 2	✓	✓	✓	1.900	.250	.250
2017-2018	2040	GS4L PE	Sem1	✓	✓	✓	Mark B	Progress 1	✓	✓	✓	2.700	.250	.250
2017-2018	2190	HEALTH	Sem2	✓	✓	✓	Mark A+	Progress 1	✓	✓	✓	4.000	.800	.800
2017-2018	2190	HEALTH	Sem2	✓	✓	✓	Mark A+	Progress 1	✓	✓	✓	4.000	.800	.800
2017-2018	2190	HEALTH	Sem2	✓	✓	✓	Exam A	Progress 2	✓	✓	✓	3.000	.800	.800
2017-2018	3180	H ENG 9	Full	✓	✓	✓	Exam A+	Progress 2	✓	✓	✓	2.000	1.000	1.000
2017-2018	3180	H ENG 9	Full	✓	✓	✓	Mark A+	Progress 1	✓	✓	✓	4.000	1.000	1.000
2017-2018	3180	H ENG 9	Full	✓	✓	✓	Exam A	Progress 2	✓	✓	✓	3.000	1.000	1.000
2017-2018	3180	H ENG 9	Full	✓	✓	✓	Mark A+	Progress 1	✓	✓	✓	4.000	1.000	1.000
2017-2018	3180	H ENG 9	Full	✓	✓	✓	Mark A+	Progress 1	✓	✓	✓	4.000	1.000	1.000
2017-2018	3180	H ENG 9	Full	✓	✓	✓	Mark A+	Progress 1	✓	✓	✓	4.000	1.000	1.000
2017-2018	4030	H HSTT A	Sem1	✓	✓	✓	Mark A+	Progress 1	✓	✓	✓	4.000	.800	.800
2017-2018	4030	H HSTT A	Sem1	✓	✓	✓	Mark A+	Progress 1	✓	✓	✓	4.000	.800	.800
2017-2018	4030	H HSTT A	Sem1	✓	✓	✓	Exam A+	Progress 2	✓	✓	✓	2.000	.800	.800
2017-2018	4040	H HSTT B	Sem2	✓	✓	✓	Mark A+	Progress 1	✓	✓	✓	4.000	.800	.800
2017-2018	4040	H HSTT B	Sem2	✓	✓	✓	Exam A+	Progress 2	✓	✓	✓	2.000	.800	.800
2017-2018	4040	H HSTT B	Sem2	✓	✓	✓	Mark A+	Progress 1	✓	✓	✓	4.000	.800	.800
2017-2018	5480	H GEOH	Full	✓	✓	✓	Exam A	Progress 2	✓	✓	✓	3.000	1.000	1.000
2017-2018	5480	H GEOH	Full	✓	✓	✓	Mark A	Progress 1	✓	✓	✓	4.000	1.000	1.000
2017-2018	5480	H GEOH	Full	✓	✓	✓	Mark A	Progress 1	✓	✓	✓	3.700	1.000	1.000
2017-2018	5480	H GEOH	Full	✓	✓	✓	Mark A	Progress 1	✓	✓	✓	4.000	1.000	1.000
2017-2018	5480	H GEOH	Full	✓	✓	✓	Exam A	Progress 2	✓	✓	✓	3.000	1.000	1.000
2017-2018	5480	H GEOH	Full	✓	✓	✓	Mark A	Progress 1	✓	✓	✓	4.000	1.000	1.000
2017-2018	6790	PNC HEAL	Full	✓	✓	✓	Mark A+	Progress 1	✓	✓	✓	4.000	1.000	1.000
2017-2018	6790	PNC HEAL	Full	✓	✓	✓	Mark A+	Progress 1	✓	✓	✓	4.000	1.000	1.000
2017-2018	6790	PNC HEAL	Full	✓	✓	✓	Exam A+	Progress 2	✓	✓	✓	2.000	1.000	1.000
2017-2018	6790	PNC HEAL	Full	✓	✓	✓	Exam A	Progress 2	✓	✓	✓	1.800	1.000	1.000
2017-2018	6790	PNC HEAL	Full	✓	✓	✓	Mark A	Progress 1	✓	✓	✓	4.000	1.000	1.000
2017-2018	6790	PNC HEAL	Full	✓	✓	✓	Mark B+	Progress 1	✓	✓	✓	3.300	1.000	1.000
2017-2018	7180	H-802L	Full	✓	✓	✓	Exam A+	Progress 2	✓	✓	✓	2.000	1.000	1.000
2017-2018	7180	H-802L	Full	✓	✓	✓	Mark A	Progress 1	✓	✓	✓	3.700	1.000	1.000
2017-2018	7180	H-802L	Full	✓	✓	✓	Mark B	Progress 1	✓	✓	✓	4.000	1.000	1.000
2017-2018	7180	H-802L	Full	✓	✓	✓	Mark B	Progress 1	✓	✓	✓	3.700	1.000	1.000
2017-2018	7180	H-802L	Full	✓	✓	✓	Mark A	Progress 1	✓	✓	✓	4.000	1.000	1.000
2017-2018	7180	H-802L	Full	✓	✓	✓	Exam A	Progress 2	✓	✓	✓	1.800	1.000	1.000

Handwritten Notes:

- GPA = $\frac{\text{Sum of column a}}{\text{\# of marks}}$
- $\frac{136}{35} = 3.886$
- mark
- Q= 136
- 35 marks (remember: Exams count as .5 a mark)

$C = 14$

Appendix G - Custom Ranks

Appendix G-1. Lake Method


Appendix G-2. Mansfield Method













Appendix G-3. Wapak Rank Method

Appendix G-1. Lake Method

The Lake Method multiplies the student's GPA using the Standard GPA formula by 25 and then adds the number of earned credits to achieve a number used to rank students. If the student has over 28 earned credits only 28 of those earned credits will be added to the GPA.

How to configure the Lake custom rank method:

1. After configuring the first tab of the GPA Set named **General** click **Next >** to move to the second tab named **Calculations**.
2. In the **Formula:** dropdown select **STDA - Standard GPA Calculation (Alpha)**.
3. Enter the appropriate **Precision:**
4. Choose how you want StudentInformation to handle student missing marks in the **Missing Marks Handling:** dropdown.
5. If you would like to **Use Difficulty Points:**, **Use Add-on Points:**, **Use Prorated Credit:**, or **Ignore Dropped Course Sections:** place checkmarks in the corresponding boxes.
6. If you have any questions on what any of the options or fields do refer to Appendix E of this document.
7. Click **Next >** to move to the third tab named **Rank**.
8. In the **Source:** dropdown choose **Lake Method**.
9. Select how you want to handle ties from the **Ties:** dropdown.
10. Enter 25 in the **Rank Multiplier** field.
11. Enter 28 in the **Maximum Credits** field.
12. Click **Save**.
13. Click  and wait for the job to finish on your **Management** screen.

Student GPA & Rank List								
From this screen, you can view GPA rankings.								
GPA Set: CUM Grade Level: 12 View								
	Student	Grade	Rank ^	GPA	Points	Earned Credits	Attm Credits	Rank Value
	Bo , Austin	12	1	4.000000	112.000000	28.000000	28.000000	128.000000
	Gala , Ber	12	1	4.000000	110.000000	27.500000	27.500000	128.000000
	Mokl , Laure	12	3	3.969400	107.175000	27.000000	27.000000	127.235000
	Orc , Kat	12	4	3.988000	109.670000	27.500000	27.500000	127.200000
	You , Al	12	5	3.927600	108.010000	27.500000	27.500000	126.190000
	Dy , An	12	6	3.954300	100.835000	25.500000	25.500000	125.857500
	Joes , Dan.	12	7	3.900900	104.350000	26.750000	26.750000	125.522500
	Hea. , Pat	12	8	3.974600	103.340000	26.000000	26.000000	125.365000
	Mesz , John	12	9	3.993500	100.835000	25.250000	25.250000	125.337500
	Gros , An.	12	10	3.926300	106.010000	27.000000	27.000000	125.157500
	Li- , Nat	12	11	3.869300	108.340000	28.000000	28.000000	124.732500
	Jur , Ashle	12	12	3.866000	110.180000	28.500000	28.500000	124.650000

From this screen, you can view data pertaining to the student's CPA details.

GPA Set	Formula	Reporting Term	Mark Credit Types	Add-On	Difficulty Points	Prev. Years
CJH	Standard GPA Calculation (Alpha)	F24	Earned	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Getting Started

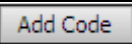

1000










$$(3.866 \times 25) + 28 = 124.65$$

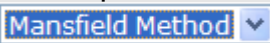


Appendix G-2. Mansfield Method

The Mansfield rank method is used in conjunction with the Mansfield Custom GPA detailed in Appendix F-4 of this document. The Mansfield Rank method requires the set up of the Course Rank Weight Maintenance table and linked the values to the courses and course history. The rank is calculated by taking the marks point value times the rank weight.

How to set up the Mansfield Custom GPA Rank Method?

1. Navigate to **StudentInformation** » **Management** » **School Administration** » **Scheduling Administration** » **Course Maintenance** » **Course Rank Weight**.
2. Click .
3. In the **Code:** field enter up to 4 characters.
4. Enter a name in the **Name:** field.
5. Enter an optional **Description:**.
6. Enter the rank multiplier in the **Multiplier:** field.
7. Ensure the **Is Active:** box is checked.
8. Click .

		Code	Name ^	Description	Multiplier	Active
		R	1	1	1	
		A	1.5	1.5	1.5	
		H	2	2	2	
<input checked="" type="checkbox"/> Show Active Only						

9. Next ensure the rank multiplier is linked to the courses in Course Maintenance and linked to manual course history.
10. The **Rank Weight:** is located on the **Marks** tab of the course or the **Course Details** of the manually entered course history record.
11. Now we are ready to calculate the GPA.
12. See Appendix F-4 on how to set up the GPA for Mansfield.
13. On the **Rank** tab choose  from the **Source:** dropdown.
14. Click .
15. Next click  recalculate the GPA.
16. Wait for the job on your **Management** screen to complete.

Student GPA Supporting Details

From this screen, you can view data pertaining to the student's GPA details.

GPA Set:

GPA Set	Formula	Reporting Term	Mark Credit Types	Add-On	Difficulty Points	Prev. Years
Cur GPA	GPA by Course Count	Qtr1,Qtr2,Sx1,Qtr3,Qtr4,End	Progress 1, Progress 2	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

RANK = Sum of column C

Calculations:

Calculation	Date	Points	Course Count	GPA
GPA based on current GPA configuration	06/15/2009 11:01 AM	126.000	6	3.896
Last time GPA was recalculated	06/13/2008 11:01 AM	126.000	6	3.896

Details:

Course				Mark				Calculation Values			
Year	Code	Abbr	Term	Include in Total Credits	Include in GPA	Is MS Credit	Type	Mark	Crd Type	Is Earned	In GPA
2007-2008	1901	SPAW I	Full	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Exam	A	Progress 1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
2007-2008	1902	SPAW I	Full	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Exam	A	Progress 1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
2007-2008	1902	SPAW I	Full	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Exam	A	Progress 1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
2007-2008	1902	SPAW I	Full	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Exam	A+	Progress 1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
2007-2008	1902	SPAW I	Full	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Exam	A	Progress 1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
2007-2008	1902	SPAW I	Full	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Exam	A	Progress 1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
2007-2008	2080	SSAL PE	Sem1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Exam	B	Progress 1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
2007-2008	2080	SSAL PE	Sem1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Exam	B	Progress 1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
2007-2008	2080	SSAL PE	Sem1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Exam	B	Progress 1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
2007-2008	2180	HEALTH	Sem2	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Exam	A+	Progress 1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
2007-2008	2180	HEALTH	Sem2	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Exam	A+	Progress 1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
2007-2008	2180	HEALTH	Sem2	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Exam	A	Progress 1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
2007-2008	2180	HEALTH	Sem2	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Exam	A	Progress 1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
2007-2008	2180	HEALTH	Sem2	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Exam	A	Progress 1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
2007-2008	2180	HEALTH	Sem2	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Exam	A	Progress 1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
2007-2008	2180	HEALTH	Sem2	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Exam	A	Progress 1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
2007-2008	2180	HEALTH	Sem2	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Exam	A	Progress 1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
2007-2008	2180	HEALTH	Sem2	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Exam	A	Progress 1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
2007-2008	2180	HEALTH	Sem2	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Exam	A	Progress 1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
2007-2008	2180	HEALTH	Sem2	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Exam	A	Progress 1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
2007-2008	2180	HEALTH	Sem2	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Exam	A	Progress 1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
2007-2008	2180	HEALTH	Sem2	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Exam	A	Progress 1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
2007-2008	2180	HEALTH	Sem2	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Exam	A	Progress 1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
2007-2008	2180	HEALTH	Sem2	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Exam	A	Progress 1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
2007-2008	2180	HEALTH	Sem2	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Exam	A	Progress 1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
2007-2008	2180	HEALTH	Sem2	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Exam	A	Progress 1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
2007-2008	2180	HEALTH	Sem2	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Exam	A	Progress 1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
2007-2008	2180	HEALTH	Sem2	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Exam	A	Progress 1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
2007-2008	2180	HEALTH	Sem2	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Exam	A	Progress 1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
2007-2008	2180	HEALTH	Sem2	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Exam	A	Progress 1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
2007-2008	2180	HEALTH	Sem2	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Exam	A	Progress 1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
2007-2008	2180	HEALTH	Sem2	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Exam	A	Progress 1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
2007-2008	2180	HEALTH	Sem2	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Exam	A	Progress 1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
2007-2008	2180	HEALTH	Sem2	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Exam	A	Progress 1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
2007-2008	2180	HEALTH	Sem2	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Exam	A	Progress 1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
2007-2008	2180	HEALTH	Sem2	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Exam	A	Progress 1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
2007-2008	2180	HEALTH	Sem2	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Exam	A	Progress 1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
2007-2008	2180	HEALTH	Sem2	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Exam	A	Progress 1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
2007-2008	2180	HEALTH	Sem2	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Exam	A	Progress 1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
2007-2008	2180	HEALTH	Sem2	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Exam	A	Progress 1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
2007-2008	2180	HEALTH	Sem2	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Exam	A	Progress 1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
2007-2008	2180	HEALTH	Sem2	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Exam	A	Progress 1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
2007-2008	2180	HEALTH	Sem2	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Exam	A	Progress 1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
2007-2008	2180	HEALTH	Sem2	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Exam	A	Progress 1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
2007-2008	2180	HEALTH	Sem2	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Exam	A	Progress 1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
2007-2008	2180	HEALTH	Sem2	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Exam	A	Progress 1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
2007-2008	2180	HEALTH	Sem2	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Exam	A	Progress 1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
2007-2008	2180	HEALTH	Sem2	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Exam	A	Progress 1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
2007-2008	2180	HEALTH	Sem2	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Exam	A	Progress 1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
2007-2008	2180	HEALTH	Sem2	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Exam	A	Progress 1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
2007-2008	2180	HEALTH	Sem2	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Exam	A	Progress 1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
2007-2008	2180	HEALTH	Sem2	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Exam	A	Progress 1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
2007-2008	2180	HEALTH	Sem2	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Exam	A	Progress 1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
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2007-2008	2180	HEALTH	Sem2	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Exam	A	Progress 1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
2007-2008	2180	HEALTH	Sem2	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Exam	A	Progress 1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
2007-2008	2180	HEALTH	Sem2	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Exam	A	Progress 1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
2007-2008	2180	HEALTH	Sem2	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Exam	A	Progress 1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
2007-2008	2180	HEALTH	Sem2	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Exam	A	Progress 1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
2007-2008	2180	HEALTH	Sem2	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Exam	A	Progress 1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
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2007-2008	2180	HEALTH	Sem2	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Exam	A	Progress 1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
2007-2008	2180	HEALTH	Sem2	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Exam	A	Progress 1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
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2007-2008	2180	HEALTH	Sem2	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Exam	A</			

Appendix G-3. Wapak Rank Method

The Wapak Custom Rank method takes into account the number of honor courses the student is taking, the student's max ACT or Plan Composite score and their total credits. Honors courses must have the **Is Honors Course:** box checked on the course record in order to be included in the rank calculation.

Wapak chooses the **STDA - Standard GPA Calculation (Alpha)** from the **Formula:** dropdown on the **Calculations** tab of the GPA Set and chooses **WAPAK Method** rank method in the **Source:** dropdown on the **Rank** tab.

Student GPA & Rank List
From this screen, you can view GPA rankings.

GPA Set: Custom Ranking Grade Level: 12 View

$$RANK = 10 \left[\left(\frac{.5}{4} \right) (GPA) + \frac{.25}{15} \left(\frac{\# \text{ of honors courses}}{\text{courses}} \right) + \frac{.15}{36} \left(\frac{\text{Max ACT or Plan}}{\text{Plan}} \right) + \frac{.1}{28} \left(\frac{\text{total earned credits}}{\text{credits}} \right) \right]$$

$$10 [.4165 + .2000 + .125 + .1263714] = 9.500714$$

Student	Grade	Rank ^	GPA	Points	Earned Credits	Attm Credits	Rank Value
BROW , ZAC	12	1	3.972000	141.000000	35.500000	35.500000	9.500714
KROC , KAIT	12	2	3.975000	107.330000	27.000000	27.000000	9.409226
MA , KYLE	12	3	4.000000	108.000000	27.000000	27.000000	9.357143
BUR , BRIAN	12	4	3.989000	115.670000	29.000000	29.000000	9.331488
MCCLIN , KYLE	12	5	4.000000	108.000000	27.000000	27.000000	9.315476
HER , DAVID	12	6	3.929000	110.010000	28.000000	28.000000	9.220774

Appendix H – Flag Settings

Scenario:	Is High School Credit:	Include in Total Credits:	Include in GPA:	Outcome:
High School course marked as:	Yes	Yes	Yes	Course will be included in total HS credits and will be included in the HS GPA.
High School course marked as:	Yes	Yes	No	Course will be included in total HS credits but not the HS GPA.
High School course marked as:	Yes	No	Yes	Course will be included in HS GPA but not total HS credits.
High School course marked as:	Yes	No	No	Course will not be included in either the HS GPA or total HS credits.
High School course marked as:	No	Yes	Yes	Course will not be included in either the HS GPA or total HS credits.
High School course marked as:	No	No	No	Course will not be included in either the HS GPA or total HS credits.

Scenario:	Is High School Credit:	Include in Total Credits:	Include in GPA:	Outcome:
Middle School course marked as:	Yes	Yes	Yes	Course will be included in the student's MS total credits and HS total credits, as well as the MS and HS GPA.
Middle School course marked as:	Yes	Yes	No	Course will be included in the student's MS and HS total credits, but not included in either the MS or HS GPA.
Middle School course marked as:	Yes	No	Yes	Course will not be included in the student's MS or HS total credit, but the course will be included in the MS and HS GPA.
Middle School course marked as:	No	Yes	Yes	Course will only be included in the student's MS total credits and MS GPA, not the student's HS GPA or credits.

Middle School course marked as:	No	No	Yes	Course will only be included in the student's MS GPA, not in the student's MS total credit, HS total credit, or HS GPA.
Middle School course marked as:	No	Yes	No	Course will only be included in the student's MS total credit, not in the student's MS GPA, HS GPA, or HS total credits.
Middle School course marked as:	No	No	No	Course will not be included in MS or HS credit nor in the MS or HS GPA.

Appendix I – Full Credit versus Prorated Credit Flags

Calculations: < Back Next >

Formula: FNDLY - Findlay Method

Precision: 5

Missing Marks Handling: Ignore Mark

Use Difficulty Points: ☐

Include Other Schools: ☐

Use Add-on Points: ☒

Use Prorated Credit: ☐

☒ Use Manual Course History Mark Credit Detail

☐ Use Manual Course History Course Credit

Ignore Dropped Course Sections: ☐

Honors Base Credit Value 20

Honors Credit Divisor 40

In the following example the course is worth 1.0 credit and the GPA is calculated by using 1st sem avg marks

Option used:	Courses on Student Marks page	Courses in Manual Course History
Use Manual Course History Mark Credit Detail	Full credit amount it used (1.00)	Attempted credit amount on tab2 of cohi is used (partial credit) (.50)
Use Manual Course History Course Credit	Full credit amount is used (1.00)	Attempted credit amount on tab1 is used (full credit) (1.00)
Use Prorated Credit	Partial credit amount is used – gpa looks at credit % (.50)	Attempted credit amount on tab2 of cohi is used (partial credit) (.50)

Graduation/Eligibility Procedural Checklist



Change Log

Date	Section Number/Name	Change Description
12/22/16	Entire document	General updates - screenshots
12/14/16	Entire document	Updated breadcrumb trails
11/13/14	Entire document	Update screenshots and breadcrumb trail
7/9/14	Task #12	14.4.3 Updates – Updated screenshot
11/25/13	Task #10 Task #17	Added example of exemption line items Added new task about entering exemptions on FN Grad tab
10/28/13	Task #5 Task #21	Added FYI Added
10/22/13	Task # 14	14.1.0 Updates – Updated screenshot
6/18/13	Task #7 – Create Rule Task # 10 – Total Credits Element and Total CORE Credits Element	13.4.0 Updates – Tab renamed so updated screenshots and description updated screenshots
2/11/13	Task # 10 – Total Credits Elements	Take out reference to Maximum Credit Groups (since this area is not functioning).
01/22/13	Task#8 Task#10	Added Added Total CORE Credit line items
6/6/12	Task #9 – Course Elements and Total Credit Elements	Add Note
3/23/12	Entire doc	New format 12.4 updates
9/29/11	Student Profile Bulk Update	12.0.0 Updates – updated screenshot

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Task #1: Verify Departments

If you plan to use Department requirements, verify that you have Department codes defined correctly in the current year **and** in any previous years being evaluated for graduation/eligibility. To have consistent eligibility requirements, your Department codes must match between all years being evaluated, and on all student course history. NOTE: The Department field is not available on manual course history records.

Navigation: StudentInformation – Management – School Administration – Scheduling Administration – Course Maintenance – Course Department

Course Department Maintenance

From this screen, you can display, add, change and delete Course Department codes.

Add Code

		Code	Name ▲	Description	Active
		ART	ART	ART	
		AIN	ART/IND. ARTS	ART/IND. ARTS	
		BUS	BUSINESS	BUSINESS	
		FLG	FORGN. LANGUAGE	FORGN. LANGUAGE	
		HME	HOME ECONOMICS	HOME ECONOMICS	

Task #2: Verify Subject Areas

If you plan to use Subject Area requirements, verify that you have Subject Area codes defined correctly in the current year **and** in any previous years being evaluated for graduation/eligibility. To have consistent eligibility requirements, your Subject Area codes must match between all years being evaluated, and on all student course history.

Navigation: StudentInformation – Management – School Administration – Scheduling Administration – Course Maintenance – Course Subject Area

Course Subject Area Maintenance

From this screen, you can display, add, change and delete Course Subject Area codes.













Add Code

		Code	Name ▲	Description	Active
		ALII	ALGEBRA II	ALGEBRA II OR EQUIVILANT	
		BUS	BUSINESS	BUSINESS	
		CTA	CAREER/TECHNICAL (VOCATIONAL)	VOCATIONAL CAREER/TECH UNITS	
		HEC	FAMILY & CONSUMER SCIENCES	FAMILY & CONSUMER SCIENCES	

Task #3: Verify Areas of Study

If you plan to use Area of Study requirements, verify that you have Area of Study codes defined correctly in the current year **and** in any previous years being evaluated for graduation/eligibility. To have consistent eligibility requirements, your Area of Study codes must match between all years being evaluated, and on all student course history.

Navigation: StudentInformation – Management – School Administration – Scheduling Administration – Course Maintenance – Course Area of Study

Course Area Of Study Maintenance					
From this screen, you can display, add, change and delete Course Area of Study codes.					
<div>Add Code</div>					
		Code	Name ▲	Description	Active
		ELE	ELECTIVES	ELECTIVES	
		ENG	ENGLISH	ENGLISH	
		HEA	HEALTH	HEALTH	
		MTH	MATH	MATH	

Task #4: Verify EMIS CORE Subject Area

Any course that is report to EMIS and marked as “Is High School Credit” is required to have a CORE Subject Area filled in.

Navigation: StudentInformation – Management – School Administration – Scheduling Administration – Course Maintenance – Courses

From this screen you can display or change information regarding courses

General Marks Miscellaneous **EMIS** Pre/Co-requisites

0005 - ENGLISH 9

EMIS Location IRN: (Only required if different from the current building, optional if same as current building)

EMIS Location Description: (Only required if EMIS Location IRN = '999999')

EMIS Staff Provider IRN: (*****)

EMIS Course Level: * - Not applicable

EMIS Subject Code: 050160 - Integrated English Language Arts I

EMIS Subject Area for Credit: ENG - English Credit

EMIS Language Used: E - English (Default)

CORE Subject Area: ENG - English Language Arts Units

End Of Course Assessment Area: ELA1 - English Language Arts 1

CTE College Credit: N

Manually Entered Course

From this screen, you can display, add, change and delete data pertaining to manually entered courses.

School Year of Manually Entered Course: 2016-2017

Course Details Student Marks

Select a course from the school year selected to auto populate the fields:

Course:

Code: Subject Area:

Abbreviation: Area of Study:

Short Name: Level of Difficulty:

Name: Add On Category:

Section: Hours of Instruction:

Transfer Code: Attempted Credits:

Date Completed: Mark Bump:

Ratio Denominator: 100 Rank Weight:

Grade Level: 10 - 10 This is the student's grade level from the student profile for the selected school year

Teacher Name:

Course Description:

Credit Flex: N - The course is not a Credit Flexibility Course

EMIS Subject Code:

EMIS Subject Area for Credit:

CORE Subject Area: (Only required when Is High School Credit is checked)

Task #5: Verify Courses

Verify that the Department, Area of Study, Subject Area, CORE Subject Area and Include in Graduation/Eligibility is correct on all courses.



Navigation: StudentInformation – Management – School Administration – Scheduling Administration – Course Maintenance – Courses

From this screen you can display or change information regarding courses

General Marks Miscellaneous EMIS Pre/Co-requisites

0005 - ENGLISH 9

Department: LGA - LANGUAGE ARTS Course Type: C - Class

Area Of Study: ENG - ENGLISH Language Code:

Subject Area: English In Graduation / Eligibility: ☒

From this screen you can display or change information regarding courses

General Marks Miscellaneous EMIS Pre/Co-requisites

0005 - ENGLISH 9

EMIS Location IRN: (Only required if different from the current building, optional if same as current building)

EMIS Location Description: (Only required if EMIS Location IRN = '999999')

EMIS Staff Provider IRN:

EMIS Course Level: * - Not applicable

EMIS Subject Code: 050160 - Integrated English Language Arts I

EMIS Subject Area for Credit: ENG - English Credit

EMIS Language Used: E - English (Default)

CORE Subject Area: ENG - English Language Arts Units

The **Course Curriculum (CRSE)** allows you to select up to ten customized fields which will help you verify which courses are marked as In Graduation / Eligibility.

Navigation: StudentInformation – SIS – Scheduling – Scheduling Reports – Course Curriculum (CRSE)

Task #6: Define Miscellaneous Items

You can define Miscellaneous Items as either Numeric (graduation requirements will ask for a minimum value) or True/False (you can define the graduation requirement for either true or false). You can define Miscellaneous Items at either the building level or at the district level for all buildings in the district to use (but not edit or delete).

Navigation: StudentInformation – Management – School Administration – Graduation / Eligibility – Miscellaneous Items

Graduation / Eligibility Miscellaneous Items
From this screen users can view / edit / and delete graduation / eligibility miscellaneous items.

Add Item

		Code ▲	Name	Description	Data Type	Active
		PORT	Senior Portfolio	Senior Portfolio	True/False	

☒ Show Active Only

Task #7: Create Rule(s)

You can create Graduation/Eligibility Rules at the district level or at the building level. If created at the district level, rules must be fully set up at the district level, and all buildings in the district using that Rule must have identical Area of Study and Subject Area codes, if those codes are used.

Navigation: StudentInformation – Management – School Administration – Graduation / Eligibility – Rule Maintenance

Graduation / Eligibility Rule Maintenance
The Graduation / Eligibility Rules screen allows users to view / edit / delete rules configured for their school, as well as view rules configured at their district or ITC.

Add Rule

			Code ▲	Name	Description	Is Active
				2013CORE	2013 Grad CORE Requirements	
				2014CORE	2014 & Beyond CORE Requirements	
				2014EO	Earned Only Credit	
				CRED	Credits	
				EMIS	ODE/EMIS CORE Credit Check	

☒ Show Active Only Setup Rule Copy Rule

The General tab contains the Rule's code, name, description, and the text that will appear on grade cards if the Rule is met or not met.

Graduation / Eligibility Rule Maintenance
The Graduation / Eligibility Rules screen allows users to view / edit / delete rules configured for their school, as well as view rules configured at their district or ITC.

General | Maximum Credit Groups | Total CORE Credits Line Item Options | < Prev: CRED

Code: EMIS
Name: ODE/EMIS CORE Credit Check
Description: ODE/EMIS CORE Credit Check
Meets requirements text: Student has met the requirements for graduation.
Does not meet requirements text: Student has not met the requirements for graduation.
IsActive: ☒
Save Cancel Go to setup

The Maximum Credit Groups tab is currently not functional.

The Total CORE Credits Line Item Options tab only works with line items that are Total CORE Credits.

Graduation / Eligibility Rule Maintenance
The Graduation / Eligibility Rules screen allows users to view / edit / delete rules configured for their school, as well as view rules configured at their district or ITC.

General | Maximum Credit Groups | Total CORE Credits Line Item Options | < Prev: CRED

Rule Selection
CORE Overflow Rule: ODE/EMIS CORE OVERFLOW RULE ⓘ Overflow rule to apply to credit selection. ⓘ This tab only works in conjunction with Total CORE Credits Line Items







Credit Selection
Include Current Courses: ☒ ⓘ Include credit for courses in progress.
Missing Marks Handling: Project Pass ⓘ How to handle missing marks in current courses.
Include Current Requests: ☐ ⓘ Include credit for requested courses.
High school credit only: ☒ ⓘ Include only courses that have been marked as Is High School Credit.
Save Cancel Go to setup

Task #8: Define CORE Overflow if using Total CORE Credit Line Items


Navigation: StudentInformation – Management – School Administration – Graduation / Eligibility – Core Overflow









CORE Overflow rules only work with Total CORE Credit line items.













Core Overflow
From this screen, you can manage school core overflow values and settings.

	Name
 	ODE/EMIS CORE OVERFLOW RULE
 	2013CORE OVERFLOW
 	2014CORE OVERFLOW

Add New Overflow

Overflow Name: * 

Core Subject Area	Core Required Value	Subject Area Overflow
BUS	<input type="text" value="0.00"/> *	*** 
CTA	<input type="text" value="0.00"/> *	*** 
ELE	<input type="text" value="5.00"/> *	*** 
ENG	<input type="text" value="4.00"/> *	*** 
FAR	<input type="text" value="0.00"/> *	*** 
FLR	<input type="text" value="0.00"/> *	*** 
HEC	<input type="text" value="0.00"/> *	*** 
HTH	<input type="text" value="0.50"/> *	*** 

JTC	<input type="text" value="0.00"/> *	*** 
MTA	<input type="text" value="1.00"/> *	*** 
MTO	<input type="text" value="3.00"/> *	*** 
PHE	<input type="text" value="0.50"/> *	*** 
SCA	<input type="text" value="1.00"/> *	*** 
SCL	<input type="text" value="1.00"/> *	*** 
SCO	<input type="text" value="0.00"/> *	*** 
SCP	<input type="text" value="1.00"/> *	*** 
SOG	<input type="text" value="0.50"/> *	*** 
SOH	<input type="text" value="0.50"/> *	*** 
SOO	<input type="text" value="2.00"/> *	*** 
TEC	<input type="text" value="0.00"/> *	*** 

20 Records Displayed [Back To Top](#)

Save

Task #9: Set Up Rule

For each Rule, either click the "Setup Rule" wrench icon, or click the "Go to setup" button while adding or editing the Rule.

Navigation: StudentInformation – Management – School Administration – Graduation / Eligibility – Rule Maintenance

Graduation / Eligibility Rule Maintenance

The Graduation / Eligibility Rules screen allows users to view / edit / delete rules configured for their school, as well as view rules configured at their district or ITC.

[Add Rule](#)

		Code ▲	Name	Description	Is Active
		2013CORE	2013 Grad CORE Requirements		
		2014CORE	2014 & Beyond CORE Requirements		
		2014EO	Earned Only Credit		
		CRED	Credits		
		EMIS	ODE/EMIS CORE Credit Check		

☒ Show Active Only Setup Rule Copy Rule

The left pane lists the Line Items included in this Rule. Add Line Items with the "Add Line Item" button, which will open the "Add Line Item" pane to the right.

Graduation / Eligibility Rule Setup - EMIS - ODE/EMIS CORE Credit Check

From this screen users can set up the criteria for a rule

	Line Item
	Math - Other
	OGT
	Phys Ed
	Science - Life
	Health
	Total Credits
	Econ & Fin Literacy
	Fine Arts
	English
	Electives
	Soc Studies - Other
	Math - Algebra II
	Science - Physical
	Science - Advanced
	Soc Studies - Amer History
	Soc Studies - Government

Setup Line Item

16 Records Displayed [Back To Top](#)

[Add Line Item](#) [Back to Rules](#)

Add Line Item

Description: *

Sort Order: * 2

[Save](#) [Cancel](#)

Task #10: Set Up Line Items – For each Line Item, either click the "Setup Line Item" wrench icon, or click the "Save and Details" button when adding or editing the Line Item. Line Item Elements are listed in the order they are created. You can arrange Line Item Elements in groups using the "And" and "Or" operators, the Indent/Outdent arrows or the)(Split Group operator. Line Item Elements connected with "And" require both Elements to pass for the student to pass the Line Item. Line Item Elements connected with "Or" will pass the Line Item for the student if either Element is passed. Indented Line Item Elements are considered part of the Element above the indentation for purposes of operators, and can have their own operators and indentation. By using the Split Group operator, you cause the group to be split into two groups.

Graduation / Eligibility Rule Setup - 2014CORE - 2014 & Beyond CORE Requirements

From this screen users can set up the criteria for a rule

Line Item		
		Math
		Phys Ed
		OGT
		Electives
		Soc Studies
		Total Credits
		Econ & Fin Literacy
		Fine Arts
		English
		Health
		Science
Setup Line Item		

Line Item: Math

Element				
				Total Core Credits >= 3 CoreStd[MTO] IC MM-Pass HS
				And Total Core Credits >= 1 CoreStd[MTA] IC MM-Pass HS

Move Up
 Move Down
 Outdent
 Indent
)(Split Group / Start New Group

Std: Areas of Study
IC: Include current courses
Sub: Subject Areas
IR: Include requests
Dept: Departments
HS: High School credit courses only

[Select type to add]
 Add Element
Close

Add Line Item
Back to Rules

Assessment Element: Select Assessment Type and Part if applicable, and enter a Minimum Score, if desired. If no Minimum Score is entered, the assessment part's default minimum score will be used to determine if the Element passes or not.

Line Item:OGT

					Element
					Assessment [OGT - MATH] Default minimum score
					And Assessment [OGT - READ] Default minimum score
					And Assessment [OGT - SSC] Default minimum score
					And Assessment [OGT - SCI] Default minimum score
					And Assessment [OGT - WRI] Default minimum score

Move Up
 Move Down
 Outdent
 Indent
) (Split Group / Start New Group
Std: Areas of Study **IC:** Include current courses
Sub: Subject Areas **IR:** Include requests
Dept: Departments **HS:** High School credit courses only

[Select type to add]
Add Element
Close

Community Service requirements refer to the SIS – Student – Community Service page, totaling all hours marked as "Include In Graduation / Eligibility"

Line Item:Community Service

					Element
					Community Service >= 10

Move Up
 Move Down
 Outdent
 Indent
) (Split Group / Start New Group
Std: Areas of Study **IC:** Include current courses
Sub: Subject Areas **IR:** Include requests
Dept: Departments **HS:** High School credit courses only

Community Service
Add Element
Close

Course Elements may be checked to include currently-assigned courses, and to include currently-requested courses.

Note: The Eligibility will include requests from future years as well as the current year, as long as 'Include Current Requests' is specified and the year (current or future) has no finalized schedule result.

Line Item:Health					
					Element
					Course [Health] required. IC IR
↑ Move Up ↓ Move Down ← Outdent → Indent) (Split Group / Start New Group Std: Areas of Study IC: Include current courses Sub: Subject Areas IR: Include requests Dept: Departments HS: High School credit courses only					
Course <input type="text"/>					<input type="button" value="Add Element"/> <input type="button" value="Close"/>

Exemption Elements reflect the 3 FN Exemptions on the FN Graduate tab of the profile. Exemption line items can be used in conjunction with Total CORE Credits line items.

Line Item:Fine Arts					
					Element
					Total Core Credits >= 1 CoreStd[FAR] IC MM-Pass HS
					Or [Exemption From Fine Arts] = True
↑ Move Up ↓ Move Down ← Outdent → Indent) (Split Group / Start New Group Std: Areas of Study IC: Include current courses Sub: Subject Areas IR: Include requests Dept: Departments HS: High School credit courses only					
Course <input type="text"/>					<input type="button" value="Add Element"/> <input type="button" value="Close"/>

GPA Elements must have a minimum GPA, and can be restricted to a specific GPA Set.

Line Item:GPA

						Element
						GPA [CUM] >= 3.0
↑ Move Up ↓ Move Down ← Outdent → Indent) (Split Group / Start New Group Std: Areas of Study IC: Include current courses Sub: Subject Areas IR: Include requests Dept: Departments HS: High School credit courses only						
GPA						<input type="button" value="Add Element"/> <input type="button" value="Close"/>

Miscellaneous (true/false) Elements must have True or False selected. If "True", the Line Item passes if the student has that Miscellaneous Item marked "True". If "False", the Line Item passes if the student has that Miscellaneous Item marked "False". Handle missing values option is also set for students that have no value for the miscellaneous item.

Miscellaneous (numeric) Elements must have a minimum value entered. The Line Item passes if the student has a value equal to or higher than the minimum value marked for that Miscellaneous Item. Handle missing values option is also entered for students that have no value for the miscellaneous item.

Line Item:MISC ITEM

						Element
			↓			Miscellaneous Item [MEET] required value 2
		↑				And Miscellaneous Item [PORT] required value True
↑ Move Up ↓ Move Down ← Outdent → Indent) (Split Group / Start New Group Std: Areas of Study IC: Include current courses Sub: Subject Areas IR: Include requests Dept: Departments HS: High School credit courses only						
Miscellaneous						<input type="button" value="Add Element"/> <input type="button" value="Close"/>

Total Credits Elements must have a minimum credit total entered, and may be checked to include currently-assigned courses, to include currently-requested courses, and/or to include High School credit only courses. If Areas of Study, Subject Areas, and Departments are left blank, the Element will count all courses. If Areas of Study, Subject Areas, or Departments are entered, the Element will only count courses in the entered Areas of Study, Subject Areas, or Departments. If specific Areas of Study, Subject Area, and Department requirements are intended, it is recommended that Areas of Study be included in one Line Item, and Subject Areas in a different Line Item, and Departments in a third Line Item.

Note: The Eligibility will include requests from future years as well as the current year, as long as 'Include Current Requests' is specified and the year (current or future) has no finalized schedule result.

Line Item: Total Credits					
					Element
					Total Credits >= 20 Sub [CCP,CTA,ELE,ENG,FAR,FLR,MTA,NCC,SCA,SCI,SS,TEC] IC MM-Pass HS
↑ Move Up ↓ Move Down ← Outdent → Indent) (Split Group / Start New Group Std: Areas of Study IC: Include current courses Sub: Subject Areas IR: Include requests Dept: Departments HS: High School credit courses only					
Total Credits ▼					<input type="button" value="Add Element"/> <input type="button" value="Close"/>

Total CORE Credit Elements must have a minimum credit total entered at least one CORE Subject Area selected. The Total CORE Credit line items only work in conjunction with the CORE Overflow tab.

Line Item:Math

						Element
						Total Core Credits >= 3 CoreStd[MTO] IC MM-Pass HS
						And Total Core Credits >= 1 CoreStd[MTA] IC MM-Pass HS
Move Up Move Down Outdent Indent) (Split Group / Start New Group Std: Areas of Study IC: Include current courses Sub: Subject Areas IR: Include requests Dept: Departments HS: High School credit courses only						
Total Credits						<div>Add Element</div> <div>Close</div>

Task #11: Eligibility Rule Assignments

The Eligibility Rule Assignments page can be used to search for students missing primary and/or secondary rules, or with a specified rule or grade level. Selected students can then be bulk assigned primary or secondary rules with a choice of overriding existing rules.

Navigation: StudentInformation – SIS – Graduation / Eligibility – Eligibility Rule Assignments

Eligibility Rule Assignments
From this screen, you can manage student eligibility rule assignments.

Ad-hoc Membership: ☐ ☐ Public and Private

Grade Level: Active Students Only: ☒

Primary Rule: Secondary Rule:

Fill out the search criteria and click **Search** to display students meeting that criteria.

Eligibility Rule Assignments
From this screen, you can manage student eligibility rule assignments.

Mass Update Options:

Primary Rule:

☐ Override current primary rule

Secondary Rule:

☐ Override current secondary rule

Search Results:

<input type="checkbox"/>	Number	Student	Grade Level ▲	Primary Rule	Secondary Rule
<input type="checkbox"/>	701007015	ADKINS, ASHLEY	10		
<input type="checkbox"/>	17127	BAIRD, HERMAN	10		
<input type="checkbox"/>	11394	BARKER, DEREK	10		
<input type="checkbox"/>	11027	BASS, SHELLY	10		
<input type="checkbox"/>	701016909	BECKER, KATHERINE	10		

Enter the Mass Update Options. Clicking the Override checkbox will override the specified rule with the new Mass Update Option rule that was selected.

Select the students to be updated by checking the checkbox beside their Student Number in the Search Results grid. All students can be selected/de-selected by checking the check box beside the Number column header.

Click **Update Selected** to update the selected (checked) students with the selected Mass Update Options. The screen will refresh and display the new Primary and Secondary Rule.

Task #12: Student Profile Bulk Update

Update the Primary Graduation Rule or Alternate Graduate Rule of selected students via the Student Profile Bulk Update.

Navigation: StudentInformation – Management – Ad-Hoc Updates – Student Profile Bulk Update

Student Profile Bulk Update
Make bulk updates to students' profiles
Number of Students in selected Ad Hoc: **5**
[Select Ad-Hoc](#) [Student record](#) [Annual record](#) [FS-Standing & FD-Attributes-Effective Date](#) [FN-Attributes-No Date](#) [FN-Graduate](#) [Review updates](#)

i Mark the check box next to field(s) you wish to edit.
If the value is left blank and the check box is checked any value in the field(s) will be cleared, unless otherwise noted as required.

< Back Next >

Citizenship:
☐

Country of Origin:
☐

Native Language:
☐

Home Language:
☐

Local Ethnic Category:
☐

Pri. Graduation Rule:
☐

Alt. Graduation Rule:
☐

Building Progression Track:
☐

Birthdate Verified With:
☐

Requires Paper Copy of Report Card:
☐

i Hispanic/Latino and Racial Group(s) can only be bulk updated as a group, not individually.

Task #13: Student Profile Update – Additional tab

Update the Primary Graduation Rule or Alternate Graduate Rule of a selected student via the Student Profile – Additional tab.

Navigation: StudentInformation – SIS – Student – Edit Profile

Edit Student Profile

From this screen, you can display and change information regarding a students profile.

[General](#) [Additional](#) [Custom](#) [Private](#) [FS-Standing](#) [FS-Affendance](#) [FD-Attributes](#) [FN-Attributes](#) [FN-Graduate](#) [Transportation](#)

[Save](#) [Cancel](#)

Last Modified: 08/25/2016 10:43 AM by User: batastrine

Primary Building: * Batavia High School ▼

Special Ed: 100 Country of Origin: ▼

Citizenship: ▼

Building Progression Track: Dist - District Progression ▼ Graduation Year

New School: Batavia High School ▼

Pri. Graduation Rule: ▼

Alt. Graduation Rule: ▼

Counselor: -- Select Counselor -- ▼

Scheduling Priority: 5 ▼

☒ Show grade appropriate counselors only

Locker Assignments: [Assign Primary Locker](#)

Team: ▼

Homeroom: [View / Assign Homeroom](#)

Include in Honor Roll: ☒

Flags: 1 2 3 4 5

Include in Ranking: ☒

Include in GPA: ☒

Requires Paper Copy of Report Card: ☐

Task #14: Review Building Grade Level defaults

Primary and Alternate Graduation Rules can be defaulted by grade level.

Navigation: StudentInformation – Management – School Administration – Grade Level Administration – Building Grade Levels

Building Grade Levels Maintenance

From this screen, you can display, add, change and delete data pertaining to building grade levels.

Grade Level: ^{*} 09 - 09 ▼

Grade Specific Registration Default Data

Counselor: -- Select Counselor -- ▼

Scheduling Priority: 1 ▼


Include in Honor Roll: Yes ▼

Include in Ranking: Yes ▼

Include in GPA: Yes ▼

Pri. Graduation Rule: ▼

Alt. Graduation Rule: ▼

Expected Graduation Date: 

Task #15: Set Student Miscellaneous Values

If you are using Miscellaneous Items for graduation requirements, you will need to set values for those Items for each student. Select from drop-down menus or enter numeric values, and click "Save" to save those values for that student. The "X" icon clears that Item's value for that student (though you still have to click "Save" to save the cleared value).

Navigation: StudentInformation – SIS – Student – Graduation / Eligibility – Miscellaneous Values

Graduation / Eligibility Miscellaneous Items

From this screen users can view / edit / and delete graduation / eligibility miscellaneous items.

Add Item

		Code ▲	Name	Description	Data Type	Active
		MEET	Meeting	Counselor Meeting	Numeric	
		PORT	Senior Portfolio	Senior Portfolio	True/False	

☒ Show Active Only

Task #16: Enter Student Community Service

If you are using Community Service for graduation requirements, you will need to enter community service. For Community Service hours to count towards graduation/eligibility rules, make sure to check the "Include in Graduation / Eligibility" checkbox.

Navigation: StudentInformation – SIS – Student – Community Service

Student Community Service Hours

From this screen, you can display, add, change and delete data pertaining to a student's community service hours.

Add Hours

		School Year	Date Served	Description	Is Grad. (Hours)	Hours
		2016 - 2017			(5.00)	5.00
		2016-2017	08/01/2016	volunteer	<input checked="" type="checkbox"/>	5.00

Task #17: Enter Exemptions on FN Graduate tab

If you are using Exemptions in Graduation Eligibility line items, you will need to ensure the FN Exemptions are filled out on the student's FN Graduate tab of their profile.

Navigation: StudentInformation – SIS – Student – Edit Profile

Edit Student Profile
From this screen, you can display and change information regarding a students profile.

GeneralAdditionalCustomPrivateFS-StandingFS-AttendanceFD-AttributesFN-AttributesFN-GraduateTransportation

SaveCancel

Last Modified: 05/24/2009 8:08 AM by User:

CORE Economics and Financial Literacy Requirement Met:

N - District has not determined this student met requirement

CORE Fine Arts Requirement Met:

N - District has not determined this student met requirement

CORE Graduation Requirement Exemption:

* - Student has not opted out of Ohio Core requirements (default)

CORE Graduation Requirement Exemption Date:

CORE Graduation Requirement Met:

Exempted from Physical Education Graduation Requirement:

N - District not adopted policy or student has not met all of policy re

Expected Graduation Date:

(Leave blank to use Grade Level default value: NOT SET)

Graduation Date:

Diploma Type:

* - Not Applicable

OGT Graduation Alternative:

0 - Not Used

Military Compact Graduation Alternative:

0 - Student is not using the military compact alternative

Task #18: Student Eligibility Details

This screen allows user to run Eligibility Rules “on the fly” and to view the details behind the eligibility rules for a selected student.

This screen displays details for Eligibility, Assessment, Course Section Assignments, Community Service, Course History, GPA History, Miscellaneous Eligibility, and Course Requests by clicking on the appropriate link.

Navigation: StudentInformation – SIS – Student – Graduation / Eligibility – Student Eligibility Details

Eligibility Rule - DONOVAN, PEDRO Jr.			
This screen allows you to review student eligibility details			
Std: Areas of Study Sub: Subject Areas Dept: Departments			
IR: Include requests IC: Include current courses HS: High School credit courses only			
Eligibility	Assessments	Assignments	Community
			Crs History
			GPA History
			Misc Elig
			Requests
Description	Student	Required	Result
Rule: 2014 & Beyond CORE Requirements			Not Met
Line Item: Phys Ed			-
Total Core Credits >= 0.5 CoreStd[PHE] IC MM-Pass HS	.25	.50	-
Or [Exemption From PE] = True	False	True	-
Line Item: Math			Met
Total Core Credits >= 3 CoreStd[MTO] IC MM-Pass HS	3.00	3.00	Met
And Total Core Credits >= 1 CoreStd[MTA] IC MM-Pass HS	1.00	1.00	Met
Line Item: OGT			Met
Assessment [OGT - MATH] Default minimum score	Pass	Pass	Met
And Assessment [OGT - READ] Default minimum score	Pass	Pass	Met
And Assessment [OGT - SSC] Default minimum score	Pass	Pass	Met
And Assessment [OGT - SCI] Default minimum score	Pass	Pass	Met
And Assessment [OGT - WRI] Default minimum score	Pass	Pass	Met

Assessments

Testing Date	Test	Part	Test Type	Raw Score	Scaled Score	Reported Score	Passing	Building IRN
03/2015	OGT	MATH	STR	460	552.00	552	✓	001701
03/2015	OGT	READ	STR	360	442.00	442	✓	001701
03/2015	OGT	SCI	STR	405	457.00	457	✓	001701
03/2015	OGT	SSC	STR	395	455.00	455	✓	001701
03/2015	OGT	WRI	STR	350	429.00	429	✓	001701

Course Section Assignments

Total Assigned Course Credits:6.00 Total Earned Course Credits:0.00 Total Credits Remaining To Be Earned:6.00													
Code	Course	Area Std	Subj Area	Dept	Crs Term	In Crs Hist	HS Cred	In Grad/Elig	Status	Start Date	End Date	Crs Credits	Earned Credits
0007	TRANS READ I	ELE		LGA	Semester 1	✓	✓	✓	Assigned	Aug 24, 2016		0.50	
INSTB	Inst Str	ELE			Semester 2	✓	✓	✓	Assigned	Jan 04, 2017		0.50	
0014	ENGLISH 12	ENG		LGA	All Year	✓	✓	✓	Assigned	Aug 17, 2016		1.00	
0109	WORLD GEOG/CULT	SOC		SST	Semester 2	✓	✓	✓	Assigned	Jan 04, 2017		0.50	
0189	FIT AWARENESS	ELE			Semester 1	✓	✓	✓	Assigned	Aug 24, 2016		0.50	

Community Service

Refresh Community Service				
School Year	Date Served	Description	In Grad.	Hours
2016 - 2017			(5.00)	5.00
2016-2017	08/01/2016	volunteer	✓	5.00

Course History

Total Credit Earned:19.50														
School	School Year	Code	Course	Area Std	Subj Area	Dept	Rpt Term	Mark Type	Mark	In Crs Hist	HS Cred	In Grad/Elig	Attempted	Earned
Batavia High School	2015-2016	0007	TRANS READ I	ELE		LGA	Fin	Final Mark	81.00	✓	✓	✓	0.50	0.50
Batavia High School	2015-2016	0007	TRANS READ I	ELE		LGA	Fin	Final Mark	78.15	✓	✓	✓	0.50	0.50
Batavia High School	2015-2016	0017	ENGLISH 11	ENG		LGA	Fin	Final Mark	70.16	✓	✓	✓	1.00	1.00
Batavia High School	2015-2016	0057	PHYSICS CONC A	SCI	SCP	SCI	Fin	Final Mark	67.93	✓	✓	✓	0.50	0.50
Batavia High School	2015-2016	0058	PHYSICS CONC B	SCI	SCP	SCI	Fin	Final Mark	93.89	✓	✓	✓	0.50	0.50
Batavia High School	2015-2016	0079	GEOMETRY	MTH		MTH	Fin	Final Mark	74.38	✓	✓	✓	1.00	1.00
Batavia High School	2015-2016	0117	GOVERNMENT	SOC	SOG	SST	Fin	Final Mark	47.70	✓	✓	✓	1.00	0.00
Batavia High School	2015-2016	0221	SPANISH I	ELE	FLA	FLG	Fin	Final Mark	62.98	✓	✓	✓	1.00	1.00

GPA History

GPA Set		Formula			Reporting Terms	Mark Credit Types	Add-On	Difficulty Points	Prev. Years
Weighted Cumulative GPA		Standard GPA Calculation (Alpha)			Fin	Earned	✓	✓	✓

Calculation					Date		Points	Credits	GPA
GPA based on current GPA configuration					12/19/2016 4:17 PM		36.500	17.250	2.116

Course							Mark				Calculation Values					
Year	Code	Abbr	Term	Include in Total Credits	Include in GPA	Is HS Credit	Type	Mark	Crd Type	Is Earned	In GPA	Pt Val	Crd Att	Crd Earn	Crs Crd	Add On
2011-2012	ART7	ART 7	Q4			✓	Final Mark	83.000	Earned	✓	✓	3.000	.250	.250	.250	.000
2012-2013	ART8	ART 8	Q2	✓		✓	Final Mark	83.000	Earned	✓	✓	3.000	.250	.250	.250	.000
2013-2014	0004	0004	All	✓	✓	✓	Final Mark	81.250	Earned	✓	✓	3.000	1.000	1.000	1.000	.000
2013-2014	0007	0007	S1	✓	✓	✓	Final Mark	90.910	Earned	✓	✓	4.000	.500	.500	.500	.000
2013-2014	0008	0008	S2	✓	✓	✓	Final Mark	78.260	Earned	✓	✓	2.000	.500	.500	.500	.000
2013-2014	0033	0033	S1	✓	✓	✓	Final Mark	74.070	Earned	✓	✓	2.000	.500	.500	.500	.000
2013-2014	0034	0034	S2	✓	✓	✓	Final Mark	73.940	Earned	✓	✓	2.000	.500	.500	.500	.000

Miscellaneous Eligibility

Refresh Miscellaneous Eligibility Data		
Code	Name	Value
MEET	Meeting	2
PORT	Senior Portfolio	True

Course Requests

Requested Credits:4.00												
SchoolYear	Code	Course	Priority	Request Status	Area Std	Subj Area	Dept	In Crs Hist	HS Cred	In Grad/Elig	Assigned Section	Course Credits
2016-2017	0014	ENGLISH 12	9	Approved	ENG		LGA	✓	✓	✓	23	1.00
2016-2017	0021	BEST SELLERS	6	Approved	ELE		LGA	✓	✓	✓	41	0.50
2016-2017	0054	FORENSICS	8	Approved	SCI	SCL	SCI	✓	✓	✓	31	0.50
2016-2017	0071	MATH TOPICS	9	Approved	MTH	ALII	MTH	✓	✓	✓	73	1.00
2016-2017	0116	POL TRENDS	8	Approved	SOC		SST	✓	✓	✓	61	0.50
2016-2017	0273	DIGITAL PHOTO	6	Approved	ELE	FAR	ART	✓	✓	✓	62	0.50

Task #19: Eligibility Report (R208)

The Eligibility Report lists all students meeting various filters and lists the student's Graduation/Eligibility status for each selected Rule (Primary and/or Secondary), and/or for the Rule selected in the "Choose Rule" drop-down menu. Check "Recalculate" to recalculate student graduation/eligibility status. Check "Show Details" to view each Line Item Element's status.

Navigation: StudentInformation – SIS – Graduation / Eligibility – Eligibility Report (R208)

Report: R208
Printed Mon, Dec 19, 2016, 4:21 PM

Batavia High School

Eligibility Report

Id	Student Name Program	Counselor Team	Sex	Status Home School IRN	Grad Year	Grade	GPA	Rank	Birth
20386	BRANDON ABBOTT		M	A		11			2/11/2000

Description	Student Value	Required Value	Result
2014CORE - 2014 & Beyond CORE Requirements			Unmet
English			Unmet
Total Core Credits >= 4 CoreStd[ENG] IC MM-Pass HS	1.00	4.00	--
Science			Unmet
Total Core Credits >= 1 CoreStd[SCL] IC MM-Pass HS	1.00	1.00	Met
And Total Core Credits >= 1 CoreStd[SCP] IC MM-Pass HS	1.00	1.00	Met
And Total Core Credits >= 1 CoreStd[SCA] IC MM-Pass HS	.00	1.00	--
Econ & Fin Literacy			Unmet
[Exemption From Econ/Financial Literacy] = True	False	True	--
Electives			Unmet
Total Core Credits >= 5 CoreStd[ELE] IC MM-Pass HS	1.50	5.00	--
Health			Met
Total Core Credits >= 0.5 CoreStd[HTH] IC MM-Pass HS	.50	.50	Met

Task #20: Eligibility Letters

Eligibility Letters will be printed for students who match the selected criteria. Letters can be printed for eligible, ineligible, or both students for a particular graduation/eligibility rule.

Navigation: StudentInformation – SIS – Graduation / Eligibility – Eligibility Letters

Batavia High School
1 Bulldog Place
Batavia OH, 45103
(513) 732-2341

BRANDON ABBOTT
6282 ABBOTT Road
Batavia, OH 45103-2719

Monday, December 19, 2016

Homeroom: A116
Counselor: None

BRANDON ABBOTT has been assessed to see if he or she meets the requirements to be eligible to graduate.

2014CORE - 2014 & Beyond Unmet
CORE Requirements

BRANDON ABBOTT is not eligible to graduate

Task #21: Grade Card Graduation/Eligibility Display

Eligibility information displays on certain grade card formats. Check the boxes to use student's Primary and/or Secondary Rules, and/or select a Rule from the "Choose Graduation Eligibility Rule" drop-down menu (please note that running an R700 with both Rules checked and a third Rule selected is likely to cause text to overlap on the R700 output). Check the "Recalculate Graduation Eligibility" box to recalculate students' status for the selected Rule(s). On the grade card, the Rule's "Passing Text" will display for each Rule if the student passes the Rule, and the Rule's "Failing Text" will display for each Rule if the student does not pass the Rule.

Navigation: StudentInformation – SIS – Marks – Marks Reports – Report Card Formatter (R700)

Student Graduation Eligibility Rule: <input type="checkbox"/> Primary	i Select to view the student(s) primary and secondary Graduation Eligibility rule(s) in the report.
<input type="checkbox"/> Secondary	
Choose Graduation Eligibility Rule: <input type="text"/>	i Choose a Graduation Eligibility rule from the list to include in the report.
Mark Type: * <input type="text"/>	i Choose the mark type to use in current year's total credits calculation. The mark type is only required if Primary, Secondary, or a specific Rule are chosen.
Recalculate Graduation Eligibility: <input type="checkbox"/>	i Check recalculate to refresh the student's Graduation Eligibility data (slower) or Uncheck recalculate to view the student's cached Graduation Eligibility data (faster).

R700 Formats that have been formatted to fit Graduation/Eligibility information (you may need to adjust further or try a different format, as most R700 formats dynamically adjust size depending on the quantity of course/mark information):

- Formats 1, 2, 3, 4, 20, 21, 30, 31, 40, and 41
- Format AllYear2

If you are using a unique Custom format, you can use the keywords 'RuleName' and 'RuleResult' to display a Graduation/Eligibility Rule's Name and its Passing or Failing Text, respectively. See the Report Formatters Design Specification for more information on using these Custom Format keywords in your own Custom formats.

Task #22: Print Grad Ver line items on Transcripts

Transcripts have the ability to print line items for a Grad Ver rule setup in the building and year in context. Transcripts will print the following types of line items:

Assessment
Community Service
Course
Exemption
GPA
Miscellaneous
Total Credit
Total Core Credits

Student Transcript							10/22/2013				
Kalida High School 301 N. 3RD STREET KALIDA, OH 45853 Kalida Local SD											
2009							Attendance				
GRADE	SCHOOL NAME	COURSE NAME	IN GPA	FNL	CRED ATTN	CRED EARN	SCHOOL YEAR	SCHOOL	DAYS PRESENT	DAYS ABSENT	TIMES TARDY
08	Kalida HS	HEALTH	Yes	A	0.500	0.500	2009	KAHS	168.50	5.50	1.00
2010											
GRADE	SCHOOL NAME	COURSE NAME	IN GPA	FNL	CRED ATTN	CRED EARN					
09	Kalida HS	ALGEBRA I	Yes	A	1.000	1.000					
09	Kalida HS	CHORALE	Yes	A+	1.000	1.000					
09	Kalida HS	ENGLISH 9	Yes	A	1.000	1.000					
09	Kalida HS	P.E.C.SCIENCE	Yes	A	1.000	1.000					
09	Kalida HS	PHYSICAL EDUCATION 9/10	No	P	0.500	0.500					
09	Kalida HS	PRINCIPLES BIOMEDICAL S	Yes	A	1.000	1.000					
09	Kalida HS	SPANISH I	Yes	A	1.000	1.000					
09	Kalida HS	WORLD STUDIES-1750 TO P	Yes	A	1.000	1.000					
2011							OGT				
GRADE	SCHOOL NAME	COURSE NAME	IN GPA	FNL	CRED ATTN	CRED EARN	GRD	TEST PART	DATE	SCORE	P/F
10	Kalida HS	ALGEBRA II	Yes	A	1.000	1.000	10	Math	3/1/2012	484	Passed
10	Kalida HS	AP U.S. HISTORY	Yes	A	1.000	1.000	10	Reading	3/1/2012	448	Passed
10	Kalida HS	APPLIED BIOLOGY I	Yes	A	1.000	1.000	10	Science	3/1/2012	459	Passed
10	Kalida HS	CHORALE	Yes	A	1.000	1.000	10	Social Studies / C	3/1/2012	480	Passed
10	Kalida HS	COMPUTER APPLICATIONS	Yes	A	0.830	0.830	10	Writing	3/1/2012	442	Passed
10	Kalida HS	ENGLISH 10	Yes	A	1.000	1.000					
10	Kalida HS	MONEY MATTERS	Yes	A	0.500	0.500					
10	Kalida HS	SPANISH II	Yes	A	1.000	1.000					
2012							Total Credits				
GRADE	SCHOOL NAME	COURSE NAME	IN GPA	FNL	CRED ATTN	CRED EARN	SCHOOL YEAR	SCHOOL NAME	CRED ATTN PRO	CRED EARN PRO	
11	Kalida HS	CHEMISTRY	Yes		0.000	0.000	2009	Kalida High School	0.500	0.500	
11	Kalida HS	CHORALE	Yes		0.000	0.000	2010	Kalida High School	7.500	7.500	
11	Kalida HS	EASTERN WORLD STUDIES	Yes		0.000	0.000	2011	Kalida High School	7.130	7.130	
11	Kalida HS	ENGLISH 11/WSU 101	Yes		0.000	0.000	2012	Kalida High School	0.500	0.500	
11	Kalida HS	FICTION ON FILM	Yes	A	0.500	0.500	2012	Kalida High School	0.000	0.000	
11	Kalida HS	GEOMETRY	Yes		0.000	0.000	Credits Total:			15.63	15.63
11	James A. Rhodes State C	PS PSYCH.	Yes		0.000	0.000					
11	Kalida HS	SPANISH III	Yes		0.000	0.000					
							Credit Summary				
		DESCRIPTION	REQUIRED	CURRENT							
		English	4.000	3.500							
		Health	0.500	0.500							
		Math	3.000	3.000							
		Phys Ed	0.500	0.000							
		Science	3.000	3.000							
		Soc Studies	3.000	2.500							
		Electives	5.000	1.130							
		OGT	Yes	Yes							
		Total Credits	20.000	21.760							
		Course 1005	Yes	No							
		Community Service	Yes	No							
		Total credit	1.000	1.130							
		GPA	Yes	Yes							
		Misc	Yes	No							

Graduation / Eligibility Step by Step Examples



Change Log

Date	Section Number/Name	Change Description
2/18/15	Example #1	Fix typo
11/13/14	Entire document	Update in general
1/31/11		Doc created

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Key to success using the Graduation / Eligibility Module



Each requirement within a line item should be separated using parentheses, if the requirement has multiple options.

Line Item: SCIENCE

		Element
		(Total Credits >= 2 Sub[BSC] IC HS
) And Total Credits >= 1 Sub[PSC] IC HS)
		Or (Total Credits >= 2 Sub[PSC] IC HS
) And Total Credits >= 1 Sub[BSC] IC HS)

↑ Move Up ↓ Move Down ← Outdent → Indent)(Split Group / Start New Group

Std:	Areas of Study	IC:	Include current courses
Sub:	Subject Areas	IR:	Include requests
Dept:	Departments	HS:	High School credit courses only

[Select type to add] ▼ Add Element Close

Example #1 – Student is required to take the following courses to fulfill Health/Physical Education Requirements:

- a) Health
- b) Freshman Girls PE or Freshman Boys PE
- c) Sophomore Girls PE or Sophomore Boys PE
- d) 1 credit in Area of studies of PE & HLTH

Line Item: Health/Physical Education Requirements

					Element
					Course [HEALTH] required. IC a
					And (Course [PHYS ED - BOYS] required. IC b
					Or Course [PHYS ED - GIRLS] required. IC)
					And (Course [PE II - BOYS] required. IC c
					Or Course [PE II - GIRLS] required. IC)
					And Total Credits >= 1 Std[pe,hlth] IC HS d

Move Up
 Move Down
 Outdent
 Indent
)(Split Group / Start New Group

Std:	Areas of Study	IC:	Include current courses
Sub:	Subject Areas	IR:	Include requests
Dept:	Departments	HS:	High School credit courses only

[Select type to add] ▼
 Add Element
 Close

INCORRECT SET UP

Line Item: Health/Physical Education Requirements

					Element
					Course [HEALTH] required. IC
					And Course [PHYS ED - BOYS] required. IC
					Or (Course [PHYS ED - GIRLS] required. IC)
					And Course [PE II - BOYS] required. IC
					Or (Course [PE II - GIRLS] required. IC)
					And Total Credits >= 1 Std[HPE] IC HS

Move Up
 Move Down
 Outdent
 Indent
)(Split Group / Start New Group

Std:	Areas of Study	IC:	Include current courses
Sub:	Subject Areas	IR:	Include requests
Dept:	Departments	HS:	High School credit courses only

[Select type to add] ▼
 Add Element
 Close

Example #2: Student is required to take the following courses to fulfill Science Requirements:

- a) Phys Science or Phys Sci Invest or Chemistry
- b) Biology I or Adv Biology
- c) 3 credits Area of Study = SCI

Line Item: Science Requirements

Element									
	X		↓	←	→				(Course [PHYS SCIENCE] required. IC
	X	↑	↓	←	→)			Or Course [PHYS SCI INVEST] required. IC
	X	↑	↓	←	→)			Or Course [CHEMISTRY I] required. IC)
	X	↑	↓	←	→				And (Course [BIOLOGY I] required. IC
	X	↑	↓	←	→)			Or Course [ADV BIOLOGY] required. IC)
	X	↑			→				And Total Credits >= 3 Std[SCI] IC HS

↑ Move Up ↓ Move Down ← Outdent → Indent)(Split Group / Start New Group

Std: Areas of Study **IC:** Include current courses
Sub: Subject Areas **IR:** Include requests
Dept: Departments **HS:** High School credit courses only

[Select type to add] ▼ Add Element Close

INCORRECT SET UP

Line Item: Science Requirements

Element									
	X		↓		→				Course [PHYS SCIENCE] required. IC
	X	↑	↓	←	→				Or (Course [PHYS SCI INVEST] required. IC
	X	↑	↓	←	→)			Or Course [CHEMISTRY I] required. IC)
	X	↑	↓		→				And Course [BIOLOGY I] required. IC
	X	↑	↓	←					Or (Course [ADV BIOLOGY] required. IC)
	X	↑			→				And Total Credits >= 3 Std[SCI] IC HS

↑ Move Up ↓ Move Down ← Outdent → Indent)(Split Group / Start New Group

Std: Areas of Study **IC:** Include current courses
Sub: Subject Areas **IR:** Include requests
Dept: Departments **HS:** High School credit courses only

[Select type to add] ▼ Add Element Close

Example #3: Student is required to take the following courses to fulfill English Requirements:

- a) English 9 or Adv English 9
- b) English 10 or Adv English 10
- c) English 11 or Adv English 11
- d) English 12 or AD Comp/Brit Li or AP English or Success
- e) 4 Credits of Area of Study = ENG

Line Item: English Requirements

Element					
					(Course [ENGLISH 9] required. IC
					Or Course [ADV ENGLISH 9] required. IC)
					And (Course [ENGLISH 10] required. IC
					Or Course [ADV ENGLISH 10] required. IC)
					And (Course [ENGLISH 11] required. IC
					Or Course [ADV ENGLISH 11] required. IC)
					And (Course [ENGLISH 12] required. IC
					Or Course [AD COMP/BRIT LI] required. IC
					Or Course [AP ENGLISH] required. IC
					Or Course [SUCCESS] required. IC)
					And Total Credits >= 4 Std[ENG] HS

Move Up
 Move Down
 Outdent
 Indent
)(Split Group / Start New Group

Std: Areas of Study **IC:** Include current courses
Sub: Subject Areas **IR:** Include requests
Dept: Departments **HS:** High School credit courses only

[Select type to add] Add Element Close

INCORRECT SET UP

Line Item: English Requirements

Element					
					Course [ENGLISH 9] required. IC
					Or (Course [ADV ENGLISH 9] required. IC)
					And Course [ENGLISH 10] required. IC
					Or (Course [ADV ENGLISH 10] required. IC)
					And Course [ENGLISH 11] required. IC
					Or (Course [ADV ENGLISH 11] required. IC)
					And Course [ENGLISH 12] required. IC
					Or (Course [AD COMP/BRIT LI] required. IC
					Or Course [AP ENGLISH] required. IC
					Or Course [SUCCESS] required. IC)
					And Total Credits >= 4 Std[ENG] HS

Move Up
 Move Down
 Outdent
 Indent
)(Split Group / Start New Group

Std: Areas of Study **IC:** Include current courses
Sub: Subject Areas **IR:** Include requests
Dept: Departments **HS:** High School credit courses only

[Select type to add] Add Element Close

Example #4: Student is required to take the following courses to fulfill an Elective Requirement:

a) .5 credits in any of these three Subject Areas = ART, MUS, or BUS

Line Item: 1/2 Foreign Lang/Fine Art/Bus Tech

						Element
			↓	←	→	(Total Credits >= .5 Sub[ART] IC HS
		↑	↓	←	→) (Or Total Credits >= .5 Sub[MUS] IC HS
		↑		←	→) (Or Total Credits >= .5 Sub[BUS] IC HS)

Move Up
 Move Down
 Outdent
 Indent
) (Split Group / Start New Group

Std: Areas of Study **IC:** Include current courses
Sub: Subject Areas **IR:** Include requests
Dept: Departments **HS:** High School credit courses only

[Select type to add] ▼ Add Element Close

INCORRECT SET UP

Line Item: 1/2 Foreign Lang/Fine Art/Bus Tech

						Element
			↓		→	Total Credits >= .5 Sub[ART] IC HS
		↑	↓	←	→	Or (Total Credits >= .5 Sub[MUS] IC HS
		↑		←	→) (Or Total Credits >= .5 Sub[BUS] IC HS)

Move Up
 Move Down
 Outdent
 Indent
) (Split Group / Start New Group

Std: Areas of Study **IC:** Include current courses
Sub: Subject Areas **IR:** Include requests
Dept: Departments **HS:** High School credit courses only

[Select type to add] ▼ Add Element Close

Example #5: Student is required to take the following courses to fulfill part of school's graduation requirements:

- a) Government
- b) Keyboarding
- c) HS Health
- d) HS American History or US History or American History DI

Line Item: Course Requirements

						Element
						Course [Government] required. IC a
						And Course [Keyboarding] required. IC b
						And Course [Hs Sch Health] required. IC c
						And (Course [H.S. Amer. Hist] required. IC
						Or Course [US History] required. IC d
						Or Course [Amer. HistoryDI] required. IC)

Move Up
 Move Down
 Outdent
 Indent
 Split Group / Start New Group

Std:	Areas of Study	IC:	Include current courses
Sub:	Subject Areas	IR:	Include requests
Dept:	Departments	HS:	High School credit courses only

[Select type to add] ▼
 Add Element
 Close

INCORRECT SET UP

Line Item: Course Requirements

						Element
						Course [Government] required. IC
						And Course [Keyboarding] required. IC
						And Course [Hs Sch Health] required. IC
						And Course [H.S. Amer. Hist] required. IC
						Or (Course [US History] required. IC
						Or Course [Amer. HistoryDI] required. IC)

Move Up
 Move Down
 Outdent
 Indent
 Split Group / Start New Group

Std:	Areas of Study	IC:	Include current courses
Sub:	Subject Areas	IR:	Include requests
Dept:	Departments	HS:	High School credit courses only

[Select type to add] ▼
 Add Element
 Close

Example #6: Student is required to take the following courses to fulfill Social Studies requirements:

- a) World History
- b) American History
- c) Gov't & Econ

Line Item: SOCIAL STUDIES CORE

					Element
					Course [WORLD HISTORY] required. IC IR a
					And Course [AMER HISTORY] required. IC IR b
					And Course [GOV'T & ECON] required. IC IR c

Move Up
 Move Down
 Outdent
 Indent
)(Split Group / Start New Group

Std:	Areas of Study	IC:	Include current courses
Sub:	Subject Areas	IR:	Include requests
Dept:	Departments	HS:	High School credit courses only

[Select type to add] ▼
 Add Element
 Close

Example #7: Student is required to take the following courses to fulfill Science requirements:

- a) Physical Science
- b) Biology I
- c) Biology II or Zoology or Anatomy or Chemistry or Physics or Geo/Astro

Line Item: SCIENCE CORE

						Element
	X		↓	→		Course [PHYSICAL SCI] required. IC IR a
	X	↑	↓	→		And Course [BIOLOGY I] required. IC IR b
	X	↑	↓	←	→	And (Course [BIOLOGY II] required. IC IR
	X	↑	↓	←	→	Or Course [ZOOLOGY] required. IC IR
	X	↑	↓	←	→	Or Course [ANATOMY] required. IC IR
	X	↑	↓	←	→	Or Course [CHEMISTRY] required. IC IR
	X	↑	↓	←	→	Or Course [PHYSICS] required. IC IR
	X	↑	↓	←	→	Or Course [GEO / ASTRO] required. IC IR)

↑ Move Up ↓ Move Down ← Outdent → Indent)(Split Group / Start New Group

Std:	Areas of Study	IC:	Include current courses
Sub:	Subject Areas	IR:	Include requests
Dept:	Departments	HS:	High School credit courses only

[Select type to add]

INCORRECT SET UP

Line Item: SCIENCE CORE

						Element
	X		↓	→		Course [PHYSICAL SCI] required. IC IR
	X	↑	↓	→		And Course [BIOLOGY I] required. IC IR
	X	↑	↓	→		And Course [BIOLOGY II] required. IC IR
	X	↑	↓	←	→	Or (Course [ZOOLOGY] required. IC IR
	X	↑	↓	←	→	Or Course [ANATOMY] required. IC IR
	X	↑	↓	←	→	Or Course [CHEMISTRY] required. IC IR
	X	↑	↓	←	→	Or Course [PHYSICS] required. IC IR
	X	↑	↓	←	→	Or Course [GEO / ASTRO] required. IC IR)

↑ Move Up ↓ Move Down ← Outdent → Indent)(Split Group / Start New Group

Std:	Areas of Study	IC:	Include current courses
Sub:	Subject Areas	IR:	Include requests
Dept:	Departments	HS:	High School credit courses only

[Select type to add]

Example #8: Student is required to take the following courses to fulfill English requirements:

- a) English 9
- b) English 10
- c) English 11C (college prep) or English 11
- d) English 12C or English 12 or English 12 AP

Line Item: ENGLISH CORE

						Element
	X		↓	→		Course [ENGLISH 9] required. IC IR a
	X	↑	↓	→		And Course [ENGLISH 10] required. IC IR b
	X	↑	↓	←	→	And (Course [ENGLISH 11C] required. IC IR c
	X	↑	↓	←	→) (Or Course [ENGLISH 11] required. IC IR)
	X	↑	↓	←	→	And (Course [ENGLISH 12C] required. IC IR d
	X	↑	↓	←	→) (Or Course [ENGLISH 12] required. IC IR
	X	↑		←	→) (Or Course [ENGLISH 12 AP] required. IC IR)

↑ Move Up ↓ Move Down ← Outdent → Indent) (Split Group / Start New Group

Std:	Areas of Study	IC:	Include current courses
Sub:	Subject Areas	IR:	Include requests
Dept:	Departments	HS:	High School credit courses only

[Select type to add] Add Element Close

INCORRECT SET UP

Line Item: ENGLISH CORE

						Element
	X		↓	→		Course [ENGLISH 9] required. IC IR
	X	↑	↓	→		And Course [ENGLISH 10] required. IC IR
	X	↑	↓	→		And Course [ENGLISH 11C] required. IC IR
	X	↑	↓	←		Or (Course [ENGLISH 11] required. IC IR)
	X	↑	↓	→		And Course [ENGLISH 12C] required. IC IR
	X	↑	↓	←	→	Or (Course [ENGLISH 12] required. IC IR
	X	↑		←	→) (Or Course [ENGLISH 12 AP] required. IC IR)

↑ Move Up ↓ Move Down ← Outdent → Indent) (Split Group / Start New Group

Std:	Areas of Study	IC:	Include current courses
Sub:	Subject Areas	IR:	Include requests
Dept:	Departments	HS:	High School credit courses only

[Select type to add] Add Element Close

Example #9: Student is required to take the following courses to fulfill Foreign Language requirements:

- a) Spanish 1 & Spanish 2 & Spanish 3
OR
- b) French 1 & French 2 & French 3
OR
- c) 4 Credits of Area of Study = FLR & LAN

Line Item: FOREIGN LANGUAGE

Element							
						(Course [SPANISH I] required. IC IR	
) (And Course [SPANISH II] required. IC IR
) (And Course [SPANISH III] required. IC IR)
							Or (Course [FRENCH I] required. IC IR
) (And Course [FRENCH II] required. IC IR
) (And Course [FRENCH III] required. IC IR)
							Or Total Credits >= 4 Std[FLR,LAN] IC IR HS

Move Up
 Move Down
 Outdent
 Indent
)(Split Group / Start New Group

Std:	Areas of Study	IC:	Include current courses
Sub:	Subject Areas	IR:	Include requests
Dept:	Departments	HS:	High School credit courses only

[Select type to add] ▼
 Add Element
 Close

INCORRECT SET UP

Line Item: FOREIGN LANGUAGE

Element							
							Course [SPANISH I] required. IC IR
							And (Course [SPANISH II] required. IC IR
) (And Course [SPANISH III] required. IC IR
) (Or Course [FRENCH I] required. IC IR
) (And Course [FRENCH II] required. IC IR
) (And Course [FRENCH III] required. IC IR)
							Or Total Credits >= 4 Std[FLR,LAN] IC IR HS

Move Up
 Move Down
 Outdent
 Indent
)(Split Group / Start New Group

Std:	Areas of Study	IC:	Include current courses
Sub:	Subject Areas	IR:	Include requests
Dept:	Departments	HS:	High School credit courses only

[Select type to add] ▼
 Add Element
 Close

Example #10: Student is required to take the following courses to fulfill Senior Social Studies requirements:

- a) AP Us Gov & Policy
OR
- b) US Government and American Politics
OR
- c) American Foreign Policy
OR
- d) Economics
OR
- e) Int'l Diplomacy

Line Item: Senior Social Studies

						Element
						Course [AP US GOV&POL] required. IC IR a
						Or (Course [US GOVERNMENT] required. IC IR b
						And Course [CON AM POLITICS] required. IC IR)
						Or Course [AMER FOR POLICY] required. IC IR c
						Or Course [ECONOMICS] required. IC IR d
						Or Course [INT'L DIPLOMACY] required. IC IR e

Move Up
 Move Down
 Outdent
 Indent
)(Split Group / Start New Group

Std:	Areas of Study	IC:	Include current courses
Sub:	Subject Areas	IR:	Include requests
Dept:	Departments	HS:	High School credit courses only

[Select type to add] ▼
 Add Element
 Close

INCORRECT SET UP

Line Item: Senior Social Studies

						Element
						Course [AP US GOV&POL] required. IC IR
						Or Course [US GOVERNMENT] required. IC IR
						And (Course [CON AM POLITICS] required. IC IR
						Or Course [AMER FOR POLICY] required. IC IR)(
						Or Course [ECONOMICS] required. IC IR)(
						Or Course [INT'L DIPLOMACY] required. IC IR)(

Move Up
 Move Down
 Outdent
 Indent
)(Split Group / Start New Group

Std:	Areas of Study	IC:	Include current courses
Sub:	Subject Areas	IR:	Include requests
Dept:	Departments	HS:	High School credit courses only

[Select type to add] ▼
 Add Element
 Close

Example #11: Student is required to take the following courses to fulfill Science requirements:

- a) 2 credits in Subject Area = BSC & 1 credit in Subject Area = PSC
OR
b) 1 credit in Subject Area = BSC & 2 credits in Subject Area = PSC

Line Item: SCIENCE

Element					
					(Total Credits >= 2 Sub[BSC] IC HS
) (And Total Credits >= 1 Sub[PSC] IC HS)
					Or (Total Credits >= 2 Sub[PSC] IC HS
) (And Total Credits >= 1 Sub[BSC] IC HS)

Move Up
 Move Down
 Outdent
 Indent
)(Split Group / Start New Group

Std: Areas of Study **IC:** Include current courses
Sub: Subject Areas **IR:** Include requests
Dept: Departments **HS:** High School credit courses only

[Select type to add] ▼ Add Element Close

INCORRECT SET UP

Line Item: SCIENCE

Element					
					Total Credits >= 2 Sub[BSC] IC HS
					And (Total Credits >= 1 Sub[PSC] IC HS)
					Or Total Credits >= 2 Sub[PSC] IC HS
					And (Total Credits >= 1 Sub[BSC] IC HS)

Move Up
 Move Down
 Outdent
 Indent
)(Split Group / Start New Group

Std: Areas of Study **IC:** Include current courses
Sub: Subject Areas **IR:** Include requests
Dept: Departments **HS:** High School credit courses only

[Select type to add] ▼ Add Element Close

Example #12: 9th Grade Students are required to take the following courses:

- a) English
- b) Algebra1
- c) Biology 1
- d) Biology 2
- e) Boys Health 9 or Girls Health 9
- f) Boys PE 9 or Girls PE 9
- g) Social Studies I

Line Item: 9th Grade

					Element
					Course [ENGLISH 9] required. a
					And Course [ALGEBRA 1] required. b
					And Course [BIOLOGY] required. c
					And Course [BIOLOGY 2] required. d
					And (Course [BOYS HTH 9] required. e
					Or Course [GIRLS HTH 9] required.)
					And (Course [BOYS PE 9] required. f
					Or Course [GIRLS PE 9] required.)
					And Course [SOC.STUDIES I] required. g

Move Up
 Move Down
 Outdent
 Indent
)(Split Group / Start New Group

Std: Areas of Study	IC: Include current courses
Sub: Subject Areas	IR: Include requests
Dept: Departments	HS: High School credit courses only

[Select type to add] ▼
 Add Element
 Close

INCORRECT SET UP

Line Item: 9th Grade

					Element
					Course [ENGLISH 9] required.
					And Course [ALGEBRA 1] required.
					And Course [BIOLOGY] required.
					And (Course [BIOLOGY 2] required.)
					And Course [BOYS HTH 9] required.
					Or (Course [GIRLS HTH 9] required.)
					And Course [BOYS PE 9] required.
					Or (Course [GIRLS PE 9] required.)
					And Course [SOC.STUDIES I] required.

Move Up
 Move Down
 Outdent
 Indent
)(Split Group / Start New Group

Std: Areas of Study	IC: Include current courses
Sub: Subject Areas	IR: Include requests
Dept: Departments	HS: High School credit courses only

[Select type to add] ▼
 Add Element
 Close



Graduation Points

Change Log

Date	Section Number/Name	Change Description
4/19/2017	Overall Document	Updates for new features

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Graduation Points 2018 and Beyond

The Graduation Points application provides a real-time view of where any student is in their graduation requirements path. The application was built based on the rules for Graduation that apply to the class of 2018 and beyond. The Graduation Points page is designed to provide information both in summary and detail form. The summary gives you a quick, overall status of the pathways a student has achieved or are in process. Each summary breaks into details showing the individual courses and/or assessments used in meeting the requirement. Additional pathways for College Admission testing and Career Technical Pathways provide the student's status in each of the available pathways to determine if a student is eligible for an alternate pathway.

Graduation Requirements 2018 & Beyond

All students graduating in 2018 and beyond must complete a combination of the following:

Credit Requirements

- Student must complete a total of 20 credits in the following subjects:
 - **4 Units – English Language Arts**
 - **½ Unit – Health**
 - **4 Units – Mathematics** - Mathematics units must include one unit of algebra II or the equivalent of algebra II. Exceptions: a) Algebra II is not a requirement for students following a career-technical pathway. However, students still must have four units in mathematics, and b) A family may decide that their child is not prepared to meet the graduation requirement for a higher-level math course. Or, their child may be planning a career that does not require higher level math. Algebra II may not be a requirement for this student.
 - **½ Unit – Physical Education** - School districts may adopt a policy that would exempt students who participate in interscholastic athletics, marching band or cheerleading for two full seasons or an approved Junior Reserve Officer Training Corps (JROTC) program for two years from the physical education requirement. Students must take another course, which cannot be a physical education course, of at least 60 contact hours.
 - **3 Units – Science** - Science units must include one unit of physical sciences, one unit of life sciences and one unit of advanced study in one or more of the following sciences: chemistry, physics or other physical science; advanced biology or other life science; astronomy, physical geology or other earth or space science. Exception: A family may decide that their student is not prepared to meet the graduation requirement for a higher-level science course. Or, their student may be planning a career that does not require higher level science. Higher level science may not be a requirement for this student.
 - **3 Units – Social Studies** - Social studies units must include ½ unit of American history and ½ unit of American government in three units required for the classes of 2018 and 2019. The class of 2021 will need ½

unit in world history and civilizations in their required three units as well as American history and American government.

- **5 Units – Electives** - Elective credits must include one or any combination of foreign language, fine arts, business, career-technical education, family and consumer sciences, technology, agricultural education or English language arts, mathematics, science or social studies courses not otherwise required
- **Economics and Financial Literacy Requirement Met** – all students must receive instruction in economics and financial literacy during grades 9-12
- **Fine Arts Requirement Met** - All students must complete at least two semesters of fine arts taken any time in grades 7-12. Students following a career-technical pathway are exempt from the fine arts requirement.

Graduation Pathways

Students must complete one of the following pathways: State Assessments (18 points), Industry Credential and Workforce Readiness, or College Admission Assessments (ACT or SAT). In addition, students must also complete the five required State Assessments.

State Test Requirements

- **18 Point requirement across the End-of-Course Exams**
- **Take 5 federal and state required tests (required for all students regardless of pathway)**
 - Algebra I and Integrated Math I **OR** Geometry and Integrated Math 2
 - English I and II
 - Biology
 - American History
 - American Government

Students studying (AP) Advanced Placement or International Baccalaureate (IB) courses in Biology, American History or American Government may take and substitute test scores for End-of-Course state exams to earn graduation points.

Students may also substitute grades from College Credit Plus courses in Science and Social Studies Courses for End-of-Course exams.

Industry Credential Pathway – Students earn 12 points through a State Board of Education-approved, industry-recognized credential or group of credentials in a single career field and achieve a workforce readiness score on the WorkKeys assessment. The state of Ohio will pay one time for those who take the WorkKeys assessment.

Industry Credential Career Fields are:

- Agriculture
- Arts and Communications
- Business and Finance
- Construction
- Education and Training
- Engineering
- Health
- Hospitality and Tourism
- Human Services
- Information Technology
- Law and Public Safety

- Manufacturing
- Transportation

For a complete list of all Industry Credentials and their point values, please visit <http://education.ohio.gov/Topics/Ohio-Graduation-Requirements/Graduation-Requirements-2018-and-Beyond/Industry-Recognized-Credentials-and-WorkKeys/Industry-Recognized-Credentials>

Workforce Readiness

- Students graduating in 2018 and 2019 must earn at least 13 points across all three WorkKeys assessment sections with a least 3 points in each section of the test.
- Students graduating in 2020 and forward must earn at least 14 points across all three Workkeys assessment sections with at least 3 points in each section of the test.

College Admission – Students must meet the remediation-free scores on either the ACT or SAT standardized tests.

Graduation Exemptions

An additional page on the Graduation Points menu allows exceptions to be granted to individual students. These exceptions are applied to the student's Graduation requirement calculation. Exemptions with the checkbox greyed out are applied based on values from the FN Graduate Tab of the Edit Student Profile Page.

Student Exemptions / Requirements

Update Exemptions

	Exemption	Description
<input type="checkbox"/>	Economics and Financial Literacy	Economics and Financial Literacy requirement met
<input type="checkbox"/>	Fine Arts	Fine Arts requirement met
<input type="checkbox"/>	Physical Education	Student is exempt from Physical Education requirement
<input type="checkbox"/>	Career-Technical Pathway	Student is following a career-technical pathway
<input type="checkbox"/>	Advanced Math	Student is exempt from higher level Math (Algebra II) requirement
<input type="checkbox"/>	Advanced Science	Student is exempt from higher level Science requirement
<input type="checkbox"/>	Electives	Elective requirement met

Graduation Points 2017

Graduation points now has a tab for FY17 Graduation requirements for students who are on track to graduate at the end of FY17.

2017 Requirements
2018+ Requirements

Graduation Pathways ⓘ
In Progress

Students must meet both testing requirements and curriculum requirements in order to earn a diploma. These Graduation Requirements apply to students who entered ninth grade before July 1, 2014. Graduation Points will calculate the student's progress using the following rules:

Credit Requirements

- Student must complete a total of 20 credits in the following subjects:
 - **4 Units – English Language Arts**
 - **½ Unit – Health**
 - **4 Units – Mathematics** - Mathematics units must include one unit of algebra II or the equivalent of algebra II.
 - **½ Unit – Physical Education** - School districts may adopt a policy that would exempt students who participate in interscholastic athletics, marching band or cheerleading for two full seasons or an approved Junior Reserve Officer Training Corps (JROTC) program for two years from the physical education requirement. Students must take another course of at least 60 contact hours in its place.
 - **3 Units – Science** - Science units must include one unit of physical sciences, and one unit of advanced study in one or more of the following sciences: chemistry, physics or other physical science; advanced biology or other life science; astronomy, physical geology or other earth or space science.
 - **3 Units – Social Studies** - Social studies units must include ½ unit of American history and ½ unit of American government
 - **5 Units – Electives** - Elective credits must include one or any combination of foreign language, fine arts, business, career-technical education, family and consumer sciences, technology, agricultural education or English language arts, mathematics, science or social studies courses not otherwise required
- **Economics and Financial Literacy Requirement Met** – all students must receive instruction in economics and financial literacy during grades 9-12
- **Fine Arts Requirement Met** - All students must complete at least two semesters of fine arts taken any time in grades 7-12. Students following a career-technical pathway are exempt from the fine arts requirement.

Graduation Test Requirements

Students are required to pass all parts of the OGT assessment. The five assessment parts are:

- Math
- Reading
- Science
- Social Studies/Citizenship
- Writing

If a student has completed an End-of-Course Assessment in one of the same subject areas as the OGT assessment areas, the End-of-Course result may be substituted for the unpassed OGT assessment.

Alternate Way to Meet the Testing Requirements (These requirements are not currently included in Grad Points)

A student may meet the testing requirements for passing all five Ohio Graduation Tests if he or she meets ALL of the following criteria:

- Passes four of the five tests and has missed passing the fifth test by no more than 10 points;

- Has a 97 percent Attendance Rate, excluding any excused absences, through all four years of high school;
- Has not been expelled from school in any of the last four school years;
- Has at least a grade point average of 2.5 out of 4.0 in the courses of the subject area not yet passed;
- Has completed the high school curriculum requirement;
- Has participated in any intervention programs offered by the school and must have had a 97 percent attendance rate in any programs offered outside the normal school day; and
- Has letters recommending graduation from the high school principal and from each high school teacher in the subject area not yet passed.

NOTE: As specified in the Ohio Revised Code (Section 3313.615), this alternative way to meet the testing requirement applies only to students graduating after Sept. 15, 2006.

Before Accessing Grad Points

Graduation Points is dependent on data from courses, course history, student profile and the Student Exemptions/Requirements page. In addition, assessment records for End-of-Course, ACT, SAT, International Baccalaureate and Advanced Placement Exams are used. It is important that these elements are correct before assessing a student's Graduation Points Summary. The following is a breakdown of the information used from each of these areas:

Course and Student Course History

The following fields from the course record and/or the student course history records are used in the verification process:

Is High School Credit	Only courses for High school credit are considered for graduation checking	
Dual Credit	This flag determines if a course is a College Prep Course	
Credit Units	Indicates the amount of credit a student will earn upon successful completion of the course	
EMIS Subject Code	Indicates the subject of the course (may be blank on the student course history record)	
EMIS Subject Area for Credit	Determines the subject area the course is to be counted for. All courses for high school credit in particular subject areas are counted towards the credit requirements regardless of the EMIS subject code assigned to the course.	
	Electives	BUS, CTA, ELE, FLR, HEC, JTC, TEC
	English	ENG
	Health	HTH
	Math	MTO, MTA
	Phys. Ed	PHE
	Science	SCA, SCL, SCO, SCP
	Social Studies- AM Govt	SOG
	SS – American History	SOH

	SS – Other than Hist or Govt	SOO
	Fine Arts	FAR
End-of-Course Assessment Area	Values were defaulted based on EMIS subject codes. Any courses regardless of school year that a district expects to count towards an End-of-Course exam needs to indicate the assessment associated with the course in this field. .	

Student Profile

The following fields from the student profile records are used by Grad Points:

State Equivalent Grade Level	Student's grade level determines if the student falls under the requirements for students graduating 2018 or beyond
Fiscal Year Began 9th	Used to determine if the student falls under the requirements for students graduating 2017 or 2018 or beyond. Additionally, some specific requirements apply only to students who entered 9 th grade prior to a specific date
CORE Economics and Financial Literacy Requirement Met	Used to determine whether students have met the CORE Economics and Financial Literacy Requirement. If checked, the student will be considered as meeting the requirement.
CORE Fine Arts Requirement	Used to determine if a student has met the Fine Arts Requirement. If checked, the student will be considered as meeting the requirement.
Exempt from Physical Education Graduation Requirements	Will be used by a script to set the flag on the Exemptions page if the student is exempt from the Physical Education Requirement

Assessment Records

The following assessment records are used to determine whether a student has met the requirements for End-of-Course Exams:

End-of-Course Exams	Any of the subject areas for End-of-Course exams are applied
	EOC for Students Transferring in from Out of State or from Home Schooling: Any EOC Assessment with Score Not Reported = 'Y' – Student Transferred in with course already completed. The required points for all assessments will be reduced depending on how many

	<p>assessment subjects were transferred in.</p> <p>Note: <i>Regardless of the tests remaining, at minimum, out-of-state and home-school transfer students must take the English II and either the integrated math II or geometry end-of-course tests and earn a minimum of five points across tests in order to graduate.</i></p> <p>EOC for students who took the course before an EOC test was available: Any student marks record for a course completed prior to when an End-of-Course exam was available will be used in place of the End-of-Course Exam Score. The following dates are when End-of-course exams were available for the first time: Fall 2014 – Algebra I, Geometry, ELA I, ELA II Spring 2015 – Physical Science, American History, American Government, Integrated Math I & II Fall 2015 - Biology</p>
AP Exams	May be substituted for Biology, American History or American Government End-of-Course. See the table below for the points awarded for each score for AP or IB
International Baccalaureate	
ACT	Used as an alternate pathway in the section College Admission. Students must meet the remediation-free score to fulfill the pathway requirements.
SAT	Used as an alternate pathway in the section College Admission. Students must meet the remediation-free score to fulfill the pathway requirements.
WorkKeys	<p>Students graduating in 2018 and 2019 must earn at least 13 points across all three WorkKeys Assessment areas with a minimum of 3 points in each section to meet the WorkKeys Pathway</p> <p>Students graduating in 2020 and forward must earn at least 14 points.</p>
Industry Credentials	Students must earn at least 12 points in at least one Industry Credential Assessment to meet the requirement.
OGT	Used on the FY17 tab to meet the OGT assessment requirements
Alternate Assessments	Used on the FY17 tab to meet the OGT assessment requirements

AP AND IB CROSSWALK TO GRADUATION POINTS		
ADVANCED PLACEMENT	INTERNATIONAL BACCALAUREATE	GRADUATION POINTS
4 or 5	6 or 7	5
3	4 or 5	4
2	2 or 3	3
Not applicable	Not applicable	2
1	1	1

Additional Substitutions

Students taking College Credit Plus courses in Biology, American History or American Government may substitute points for the grade they received in the course in place of an End-of-Course Exam.

Graduation Points for course grades prior to July 1, 2015

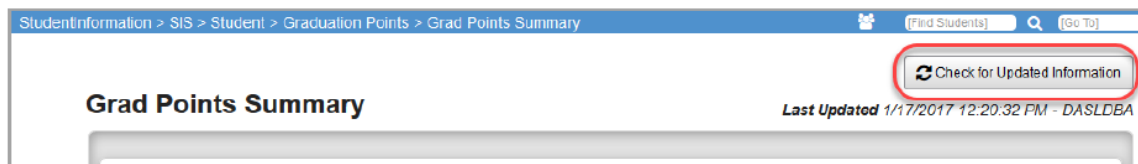
For students in the graduating class of 2018 and beyond (this is not applicable for students choosing the new OGT options):

- The student received credit on their transcript for a course taken prior to July 1, 2015
- The course didn't have a state End-of-Course test available at the time the student was enrolled in the course,
- The student will receive graduation points based on the course grade as follows:

HIGH SCHOOL GRADE	OHIO GRADUATION POINTS
A	5
B	4
C Earned Credit or Passed Course	3
D	2
Not applicable	1

New Feature to Check for Updates in Grad Points Summary

In v16.3.0 of StudentInformation, a process was added that calculates the Graduation Points information for each student and stores the results until they are updated either on the page or by the process again the next evening. ITC's control when this process runs. If any information on the student is changed during the day that needs to be reflected on the student's Grad Points Summary, a new button was added to the top of the page to provide the ability to recalculate Grad Points data for the student in context. Best practice recommends that you hit this button each time you display a student in Grad Points to ensure you are reviewing the most recent information.



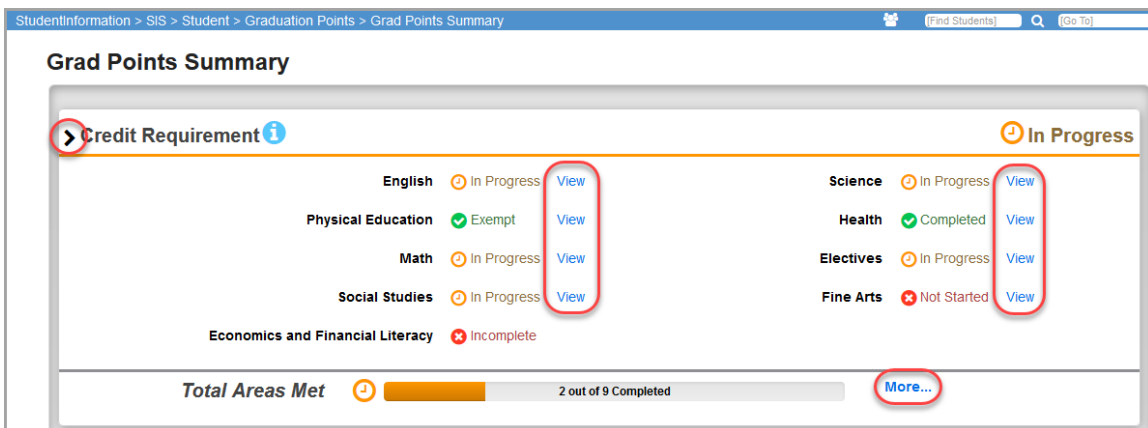
Grad Points Summary

With a student in context, you can view their Credit Requirements and Graduation Pathways.

Credit Requirements

Navigation: StudentInformation – SIS – Student – Graduation Points – Grad Points Summary


The **Credit Requirement** grid displays a student's credit progress towards graduation. Each student must take and earn a state minimum of 20 credits, receive instruction in economics and financial literacy, and complete at least two semesters of fine arts.



Each subject area has a status to indicate the student's progress in each area:

- **Completed** – Student has completed a particular credit requirement.
- **In Progress** – Student is in the process of completing a credit requirement.
- **Not Started** – Student has not started on completing a credit requirement.
- **Incomplete** – Indicates that the student has not received instruction in Economics and Financial Literacy.
- **Exempt** – Student is exempt from particular credit requirements.
- **Total Areas Met** – Indicates the number of the 9 credit requirement areas the student has met.




Note: There is no View link for Economic and Financial Literacy as the student only needs to have received instruction during grades 9-12. You can indicate the student has received instruction on the Student Exemptions/Requirements Screen.










To view more details about the student's overall credit requirement progress, click  or **More...** at the bottom of the grid.
The Subject Area and Credits grid displays:


Student Information > SIS > Student > Graduation Points > Grad Points Summary


Find Students (Go To)

Grad Points Summary

 Credit Requirement   In Progress

Subject Area		Credits
English	 In Progress View	2.00 earned / 4.00 required
Physical Education	 Exempt View	0.50 earned / 0.50 required
Math	 In Progress View	2.00 earned / 4.00 required
Social Studies	 In Progress View	2.00 earned / 3.00 required
Economics and Financial Literacy	 Incomplete	0.00 earned / 0.00 required
Science	 In Progress View	3.00 earned / 3.00 required
Health	 Completed View	0.50 earned / 0.50 required
Electives	 In Progress View	3.50 earned / 6.00 required
Fine Arts	 Not Started View	0.00 earned / 0.00 required

Total Areas Met  2 out of 9 Completed [...Less](#)

To minimize the details grid, click  or **Less...**

In the Credit Requirement display grid, you may click View next to a credit requirement area, such as English, to view the details of the student's progression for that particular credit requirement area.

The details of the student's progression for the particular credit area displays.

Student Information > SIS > Student > Graduation Points > Grad Points Summary

Return to Summary

English Credits

Student's current completed credit requirements

Finished English Courses - The total shows the current credit total of the student for English.

Course	Year Taken	Status	Credits Earned
ENGLISH 9 - Section: 30	2014-2015	Completed	1.00 out of 1.00
ENGLISH 10 - Section: 7	2015-2016	Completed	1.00 out of 1.00

English Credit Status In Progress **Current Total Credits Earned 2.00 earned / 4.00 required**

In Progress or Scheduled English Courses - The total shows the projected credits after completion.

Course	Year Scheduled	Status	Potential Credits
AMERICAN LIT - Section: 21	2016-2017	In Progress	0.50 out of 0.50
INTERMEDIATE COMPOSITION - Section: 22	2016-2017	Scheduled	0.50 out of 0.50

Potential English Credit Status In Progress **Upon Completion Total 3.00 earned / 4.00 required**

Student's projected completed credit requirements

The upper grid displays the student's completed courses and Current Total Credits Earned.

- When a student completes a course or the required **Current Total Credits Earned**, the **Graduation Points** screen **Credit Requirements** grid and **Total Areas Met** progress marker update to display the student's progress towards the 9 credit requirement areas.
- The bottom grid displays the student's **Upon Completion Total credits**, which considers courses the student is currently taking, or has scheduled to display a projected total for the student's credit requirements progress after the course(s) are completed.
 - In Progress** – Courses the student is currently taking according to his schedule where the student has not received a final mark with Earned Credit. Once the student earns final credit in the course, the course will move to the top grid and will be considered **Completed**.
 - Scheduled** – Courses the student has on their schedule that begin in a course term with a future course term start date will appear as **Scheduled**. Once the course term start date arrives, the course will moved to **In Progress** until it is completed.

Credit Requirements Details

Below are additional details for certain credit types students need to complete.

Mathematics

- Students must complete one unit of Algebra II or the equivalent of Algebra II.
- Exceptions:
- Algebra II is not required for students following a career-technical pathway. (When Career Technical is checked on the Graduation Exemptions page, Algebra II will indicate the student is **Exempt**.)
 - A parent may decide that their child is not prepared to meet the graduation

requirement for a higher-level math course. Or, their child may be planning a career that does not require higher level math. Algebra II may not be a requirement for this student.

- To indicate a student is following a career-technical pathway, see “*Student Exemptions / Requirements.*”

Physical Education

- Depending on district policies, students may be exempt from physical education requirements if the student has participated in interscholastic athletics, marching band, or cheerleading for two full seasons; or an approved Junior Reserve Officer Training Corps (JROTC) program for two years.

- To indicate a student is exempt from physical education, see “*Edit Student Profile – FN Graduate Tab*”

- Students in the above circumstances must take another course, which cannot be a physical education course, of at least 60 contact hours.

Science

Students must complete:

- One unit of physical science
- **Note:** *Physical science is only a requirement for students graduating in 2018 or earlier.*
- One unit of life sciences
- One unit of advanced study in one or more of the following:
 - Chemistry, Physics, or another physical science
 - Advanced Biology or another life science
 - Astronomy, Physical Geology, or another earth or space science

Exceptions:

- A family may decide that their student is not prepared to meet the graduation requirement for a higher-level science course. Or, their student may be planning a career that does not require higher level science. Higher level science may not be a requirement for this student.
- To indicate a student is exempt from higher level science, see “*Student Exemptions / Requirements.*”

Social Studies

Students graduating in 2018 and 2019

- Students must complete three units of social studies that include the following:
 - 1/2 unit of American History
 - 1/2 unit of American Government
- Students graduating in 2021
- Students must complete three units of social studies that include the following:
 - 1/2 unit of World History and Civilizations
 - 1/2 unit of American History
 - 1/2 unit of American Government

Elective Credits

Students must complete one or any combination of the following courses:

- Foreign Language

- Fine Arts
- Business
- Career-Technical Education
- Family and Consumer Sciences
- Technology
- Agricultural Education

Note: *Overflow credits from English Language Arts, Mathematics, Science, or Social Studies courses are not applied to Electives automatically. For students that have excess credits that count towards electives, Check the “Electives Requirement Met” option on the Student Exemptions/Requirements Page.*

The following **EMIS Subject Areas for Credit** are currently automatically included for **Elective Credits**: BUS, CTA, ELE, FLR, HEC, JTC, and TEC.

Economics and Financial Literacy

All students must receive instruction in economics and financial literacy during grades 9-12.

- To indicate a student has received instruction in economics and financial literacy, see “*Edit Student Profile – FN Graduate Tab*”

Fine Arts

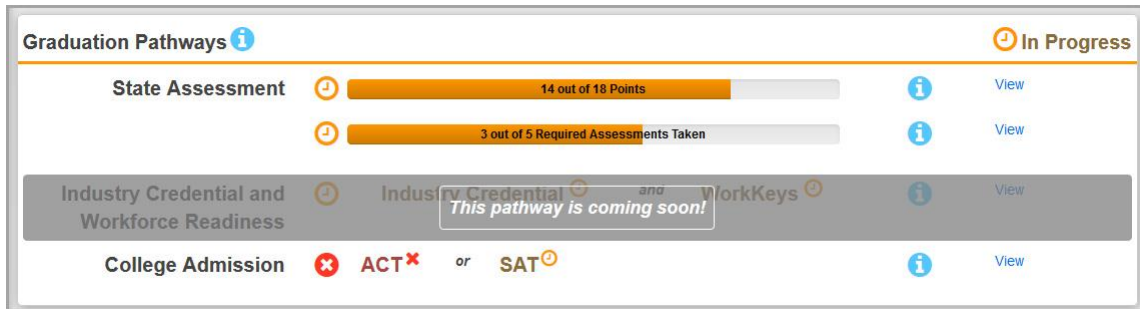
All students must complete at least two semesters of Fine Arts at any time in grades 7 - 12.

- Fine Arts is not a requirement for students following a career-technical pathway.
- To indicate a student is following a career-technical pathway, see “*Student Exemptions / Requirements.*”
- To indicate a student has completed comparable alternate Fine Arts courses that do not fall under the **EMIS Subject Area for Credit** "FAR - Fine Arts," see “*Edit Student Profile – FN Graduate Tab.*”

Graduation Pathways

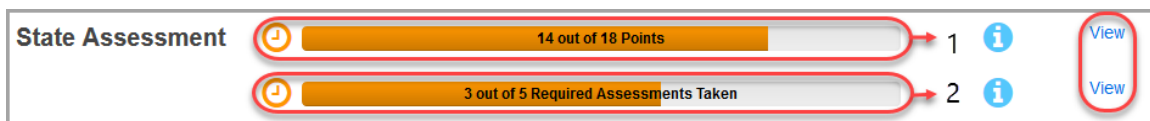
Navigation: StudentInformation – SIS – Student – Graduation Points – Grad Points Summary

The **Graduation Pathways** grid displays a student’s progress towards three types of graduation pathways. Students must earn a **Complete** in the **State Assessment**, **Industry Credential and Workforce Readiness**, or **College Admission** pathway. You can click **View** next to each pathway to see more details about the student’s progress.



State Assessment

The **Graduation Pathways** grid displays the student's progress towards both **State Assessment** pathways.



1. Indicates the number of the 18 End-of-Course Exam credit requirement areas the student has completed.
2. Indicates the number of the 5 federal and state required assessments the student has met. All high school students, regardless of their graduation pathway must complete the following required assessments:

- Geometry or Integrated Math 2
- English II
- Biology
- American History
- American Government

Click **View** next to each **State Assessment** bar to view details on the student's progression.

State Assessment Pathway screen – displays details of student's progress for each End-of-course Exam requirements.

StudentInformation > SIS > Student > Graduation Points > Grad Points Summary			
Return to Summary			
State Assessment Pathway			
English			✓ Completed
ELA1	End of Course - 04/01/2015	Points Earned	3 out of 5
ELA2	End of Course - 04/01/2016	Points Earned	1 out of 5
Total English Points Earned			4 earned / 4 required
Math			✓ Completed
ALG1	End of Course - 04/01/2015	Points Earned	3 out of 5
GEOM	End of Course - 04/01/2016	Points Earned	1 out of 5
MTH1	Student did not take a MTH1 Assessment	Points Earned	0 out of 5
MTH2	Student did not take a MTH2 Assessment	Points Earned	0 out of 5
Total Math Points Earned			4 earned / 4 required
Science/Social Studies			✓ Completed
HIST	End of Course - 04/01/2015	Points Earned	3 out of 5
GOVM	Student did not take a GOVM Assessment	Points Earned	0 out of 5
➤ PHYS/BIOL	PHYSICAL SCIENCE II - Section: 54	Points Earned	4 out of 5
Total Science/Social Studies Points Earned			7 earned / 6 required
Summary			🕒 In Progress
English	✓ Completed	Points Earned	4 out of 4
Math	✓ Completed	Points Earned	4 out of 4
Science/Social Studies	✓ Completed	Points Earned	7 out of 6
Areas Completed		3 earned / 3 required	
		Total Points Earned	
		15 earned / 18 required	

Prorated Points

If a student is prorated for an End-of-Course assessment, the **State Assessment Pathway** displays the earned credits in blue. At the bottom of the screen, you can hover your cursor over ⓘ to view the student's proration details and the automatically adjusted credit requirements.

- Students receive proration when they have transferred in from out of state and should receive transfer credit for certain End-of-Course assessments. A student must have an End-of-Course assessment record with a Score Not Reported reason of 'Y – Student Transferred in with course already complete'. Performance Level is not required. This is required for EMIS reporting.

StudentInformation > SIS > Student > Assessment > End of Course Exam							
End of Course Exam							Add Assessment Result
Success! The Assessment Result was Successfully Saved.							
Actions	Test Administration	Required Test Type	Assessment Area	Score Not Reported	Accommodations	Score	Performance Level
	Spring - 2015	STR	American / United States History	Y	**	***	3
	Spring - 2016	STR	American / United States Government	*	NO	740.00	5

This is how a transfer will appear on the Graduation Points page.

English		
ELA1	End of Course - 04/01/2015	Points Earned 3 out of 5
ELA2	End of Course - 04/01/2016	Points Earned 1 out of 5
Total English Points Earned 4 earned		
Math		
ALG1	End of Course - 04/01/2015	Points Earned 3 out of 5
GEOM	Prorated	Prorated
MTH1	Student did not take a MTH1 Assessment	Points Earned 0 out of 5
MTH2	Student did not take a MTH2 Assessment	Points Earned 0 out of 5
Total Math Points Earned 3 earned		
Science/Social Studies		
HIST	End of Course - 04/01/2015	Points Earned 3 out of 5
GOVM	Student did not take a GOVM Assessment	Points Earned 0 out of 5
PHYS/BIOL	PHYSICAL SCIENCE II - Section: 54	Points Earned 4 out of 5
Total Science/Social Studies Points Earned 7 earned		
Summary		In Progress
English		Points Earned 4
Math		Points Earned 3
Science/Social Studies		Points Earned 7
ELA 2 and GEOM/Math 2	In Progress	Points Earned 1 out of 5
Total Points Earned 14 earned / 15 required		

Notice the reduction in points required at the bottom of the page.

STUDENTS WHO TRANSFER INTO A DISTRICT FROM OUT-OF-STATE AND STUDENTS PREVIOUSLY HOME-SCHOOLED WITH NO PREVIOUS TEST SCORES WILL HAVE THEIR MINIMUM GRADUATION POINT REQUIREMENT PRORATED. THE TABLE BELOW SHOWS HOW THE POINTS CHANGE BASED ON THE NUMBER OF TESTS REMAINING.

GRADUATION POINT REQUIREMENT FOR TRANSFER STUDENTS			
Tests Remaining	Points Required	Tests Remaining	Points Required
7	18	4	10
6	15	3	8
5	13	2	5
<i>Note: Students must earn a minimum of five points across the English II and either the integrated mathematics II or geometry end-of-course tests.</i>			

Regardless of the tests remaining, at minimum, out-of-state and home-school transfer students must take the English II and either the Integrated Math II or Geometry End-of-course tests and earn a minimum of five points across the tests in order to graduate.

Students must also test in any course that they have not yet completed if the course has a corresponding end-of-course test. Therefore, if a student transfers in with only biology and American government left to take, the student would be required to take the biology, American government, English II and Geometry (or Integrated Math II) tests, and earn a total of 10 points, five of which must come from the English and mathematics tests.

If a student transfers in with only one test or no tests remaining, the student may take the college and career readiness tests. If the student meets the remediation-free scores on the ACT or SAT, they will have satisfied the assessment component of the graduation requirements. If the student does not earn a remediation-free score, then the student must take the English II and either the geometry or integrated math II end-of-course tests plus any tests associated with courses that they have not yet taken and earn the required prorated points to satisfy the graduation requirements.

This prorated graduation point option takes effect with the class of 2018. These are students who entered the ninth grade for the first time in the 2014-2015 school year.

IEP Exemptions for End-of-Course Subject Areas

If a student's latest IEP has a Special Education Grad Requirement record for an Assessment area (e.g. "End-of-Course – ALG1 – Algebra 1"), and the Exemption Flag element is set to "Y", the student receives three graduation points towards that particular End-of-course requirement. **The student must have at least one attempt of the End-of-Course subject area they are exempt from to be truly exempt.**

If a student has multiple IEP's and the exemptions have not been defined on the latest IEP event, the exemptions from the prior IEP event will not be used by Grad Points.

Exemptions must be on the IEP event with the more recent date.

Special Education

From this screen, you can display, add, change and delete Special Education records.

Events
Grad Requirement
Services

IEP Date: 11/02/2016
Date Type*: AIEP - Amended IEP
Assessment Area*: End of Course - ALG1 - Algebra 1
Exemption Flag*:

N - Not Exempt-student must achieve proficient lev to graduate.
Y - Exempt-IEP team determined does not need to achieve prof to gradua

Save
Cancel

Math
In Progress

ALG1	AIEP - 11/02/2016	Points Earned 3 out of 5
GEOM	Student did not take a GEOM Assessment	Points Earned 0 out of 5
MTH1	Student did not take a MTH1 Assessment	Points Earned 0 out of 5
MTH2	Student did not take a MTH2 Assessment	Points Earned 0 out of 5
Total Math Points Earned		3 earned / 4 required

Summary
In Progress

English	Not Started	Points Earned 0 out of 4
Math	In Progress	Points Earned 3 out of 4
Science/Social Studies	Not Started	Points Earned 0 out of 6
Areas Completed		0 earned / 3 required
Total Points Earned		3 earned / 18 required

All students, including students with disabilities, must participate in state assessments. The Individualized Education Program (IEP) team may exempt a student with disabilities from consequences of not being proficient on end-of-course tests. When the IEP team determines a student is exempt from being proficient on an end-of-course test, the student may receive three points (equivalent to proficient) for each exempted test required for graduation. In the example above, the student has Total Points Earned = 3 for the Alg1 assessment because of the AIEP event. There is no alternate assessment for end-of-course tests. Some students may be eligible to participate in an alternate assessment per the Alternate Assessments for Students with Significant Cognitive Disabilities participation guidelines. For these students, a proficient score in each of the content areas – English Language Arts, Mathematics, Science and Social Studies – may replace the graduation requirement of a minimum composite score on the seven end-of-course tests.

Required State Assessments

The Required State Assessments screen is another summary that gives you a quick glance at the student's progression for the required state assessments. This is for the five federal and state required assessments.

✓ **Completed** – Student has completed a particular assessment.

✗ **Incomplete** – Student has not completed a particular assessment.

Student Information > SIS > Student > Graduation Points > Grad Points Summary

Find Students [Go To]

[Return to Summary](#)

Required State Assessments

In Progress

GEOM or MTH2	✓
ELA2	✓
BIOL	✗
HIST	✓
GOVM	✗

Assessments Taken 3 out of 5

Industry Credential and Workforce Readiness

The Graduation Pathways grid displays the student's progress towards the Industry Credential and Workforce Readiness pathway. Students must complete at least 12 points in at least one Industry Recognized Credential, as well as at least 13 points on the WorkKeys assessment.

Industry Credential and Workforce Readiness

In Progress

Industry Credential ✓

and

WorkKeys ✗

Info

View

Click [View](#) to see the details of assessments.

StudentInformation > SIS > Student > Graduation Points > Grad Points Summary

[Return to Summary](#) [Check for Updated Information](#) **Last Updated 1/20/2017 11:55:03 AM**

Industry Credential

At least one of the section(s) below must have a minimum of 12 points to be marked as complete

1

Arts and Communications ✓ Completed

ProTools- Expert Music	✓ Completed	Points Earned 4
ProTools- Expert Post	✓ Completed	Points Earned 4
ProTools- ICON Mixer	✓ Completed	Points Earned 4
ProTools- Operator Music	✓ Completed	Points Earned 4
ProTools- Operator Post	✓ Completed	Points Earned 4
ProTools- User	✓ Completed	Points Earned 4
ProTools- VENUE Operator	✓ Completed	Points Earned 4
ProTools- Worksurface Operator	✓ Completed	Points Earned 4

Total Points Earned 32 earned / 12 required

Workforce Readiness

Minimum of 3 points per section and a sum greater than 13

2

WorkKeys ✗ Not Met

Locating Information	✓ Completed	Points Earned 7
Mathematics	✓ Completed	Points Earned 6
Reading	✗ Not Met	Points Earned 2

Total Points Earned 15 earned / 13 required

Two grids display on this screen: **Industry Credential** and **Workforce Readiness**.

- ✓ Completed – Student has completed a section of a credit requirement or a particular credit requirement.
- 🕒 In Progress – Student is in the process of completing a credit requirement.
- ✗ Not Met – Student has not met the credit requirement.

1. Industry Credential – Students must earn at least 12 points in at least one of the following Industry Credential areas:

- Agriculture
- Arts and Communications
- Business and Finance
- Construction

- Education and Training
- Engineering
- Health
- Hospitality and Tourism
- Human Services
- Information Technology
- Law and Public Safety
- Manufacturing
- Transportation

2. Workforce Readiness

- Students graduating in 2018 and 2019 must earn at least 13 points across all three WorkKeys Assessment sections with at least 3 points in each section of the test.
- Students graduating in 2020 and forward must earn at least 14 points across all three WorkKeys Assessment sections with at least 3 points in each section of the test.

College Admission

The Graduation Pathways grid displays the student's progress towards the College Admission pathway. Students must meet the remediation-free scores on the ACT or SAT to fulfill the pathway requirements.



Click **View** to view details on the student's progression. The College Admission screen displays.

College Admission

ACT

	Date test was taken	Student's score out of the remediation-free scores
Math ✓ Other Potential Scores	Mathematics Score - 04/06/2015	Highest Math Sub-Score 30 out of 22
	Mathematics Score - 06/13/2016	MATH Sub-Score 29 out of 22
	Reading Score - 06/13/2016	Highest Reading Sub-Score 17 out of 21
	Reading Score - 04/06/2015	READ Sub-Score 15 out of 21
English ✓	English Score - 06/13/2016	Highest English Sub-Score 22 out of 18
	English Score - 04/06/2015	ENG Sub-Score 20 out of 18

Areas Met 2 out of 3

SAT In Progress

This pathway will display when the 2016 SAT remediation-free scores are posted by the ODE.

Areas Met 0 out of 3

In the first column in the screenshot above,

- ✔ – Student has met the subject area requirements.
- ✘ – Student did not meet the subject area requirements.

The second column indicates the date the student took the test. If the student took the test multiple times, the attempt with the highest score will display.

The third column indicates the student's score out of the remediation free score required.

Note: When a student has completed multiple ACT or SAT tests, ➤ appears to the left of each subject requirement and you can click on it to expand the details of all tests taken. The highest score for each subject area, regardless of when the test was taken, is used to assess the student's **College Admission Pathway** completion.

Student Exemptions / Requirements

Navigation: StudentInformation – SIS – Student – Graduation Points – Student Exemptions/ Requirements

The **Student Exemptions / Requirements** screen lets you select any exemptions the student may need or requirements that they have met.

Note: Currently, the exemption and requirements met indicators on the **Edit Student Profile** screen **FN-Graduate** tab are now tied to the related indicators on the **Student Exemptions/Requirements** screen. If you set an exemption or requirement for a student on the **FN-Graduate** tab, the changes are reflected on the **Student Exemptions/Requirements** screen. Only those exemptions that do not appear on the **Edit Student Profile** must be changed on the **Student Exemptions / Requirements** screen.

Students may be EXEMPT from the following:

- **Physical Education** – (Depending on district policies) select this check box on Edit Student Profile – FN Graduate Tab if the student has participated in interscholastic athletics, marching band, or cheerleading for two full seasons; or an approved Junior Reserve Officer Training Corps (JROTC) program for two years.
- **Advanced Math** (Algebra II) – Select this check box on the Student Exemptions/Requirements screen if a family decides that their child is not prepared to meet the graduation requirement for a higher-level math course, or if their child is planning a career that does not require higher level math.
- **Advanced Science** – Select this check box on the Student Exemptions/Requirements screen if a family decides that their child is not prepared to meet the graduation requirement for a higher-level science course, or if their child is planning a career that does not require higher level science.

• **Career-Technical Pathway** - When the **Career-Technical Pathway** check box is selected on the Student Exemptions/Requirements screen, the student is exempt from the following:

- Advanced Math (Algebra II)
- Student must still complete four units in mathematics.
- Fine Arts

You can indicate the student has **MET** the following requirements:

- **Economics and Financial Literacy** – Update the field value on the Edit Student Profile – FN Graduate Tab to indicate the student has received instruction in Economics and Financial Literacy. Various courses across the district may provide content for this requirement.
- **Fine Arts** – Update the field value on the Edit Student Profile – FN Graduate Tab if the student has completed comparable alternate courses, such as high level woodworking, that do not fall under the **EMIS Subject Area for Credit "FAR - Fine Arts."**
- **Electives** – Select this check box on Student Exemptions/Requirements if the student has electives that should be included in graduation points but does not fall under the following core subject areas: BUS, CTA, ELE, FLR, HEC, JTC, and TEC.

After selecting the checkbox(es) that apply to the student, Click **Update Exemptions** to save your changes.

Student Exemptions / Requirements
Update Exemptions

	Exemption	Description
<input checked="" type="checkbox"/>	Economics and Financial Literacy	Economics and Financial Literacy requirement met
<input checked="" type="checkbox"/>	Fine Arts	Fine Arts requirement met
<input checked="" type="checkbox"/>	Physical Education	Student is exempt from Physical Education requirement
<input type="checkbox"/>	Career-Technical Pathway	Student is following a career-technical pathway
<input type="checkbox"/>	Advanced Math	Student is exempt from higher level Math (Algebra II) requirement
<input type="checkbox"/>	Advanced Science	Student is exempt from higher level Science requirement
<input type="checkbox"/>	Electives	Elective requirement met

A confirmation message displays.

[StudentInformation](#) > [SIS](#) > [Student](#) > [Graduation Points](#) > [Student Exemptions / Requirements](#)

Success! The exemptions were successfully saved.

When the Grad Points Summary page is displayed again, you must click the 'Check for Updated Information' button to see the updated exemptions and/or requirements are

reflected in the summary. They will remain until you change them. They are not school year specific.

StudentInformation > SIS > Student > Graduation Points > Grad Points Summary

Find Students (Go To)

Check for Updated Information

Last Updated 4/19/2017 12:24:10 PM - debbie.barbee

Grad Points Summary

Credit Requirement

In Progress

English	Not Started	View	Science	Not Started	View
Physical Education	Exempt	View	Health	Not Started	View
Math	In Progress	View	Electives	In Progress	View
Social Studies	Not Started	View	Fine Arts	Completed	View
Economics and Financial Literacy	Completed				

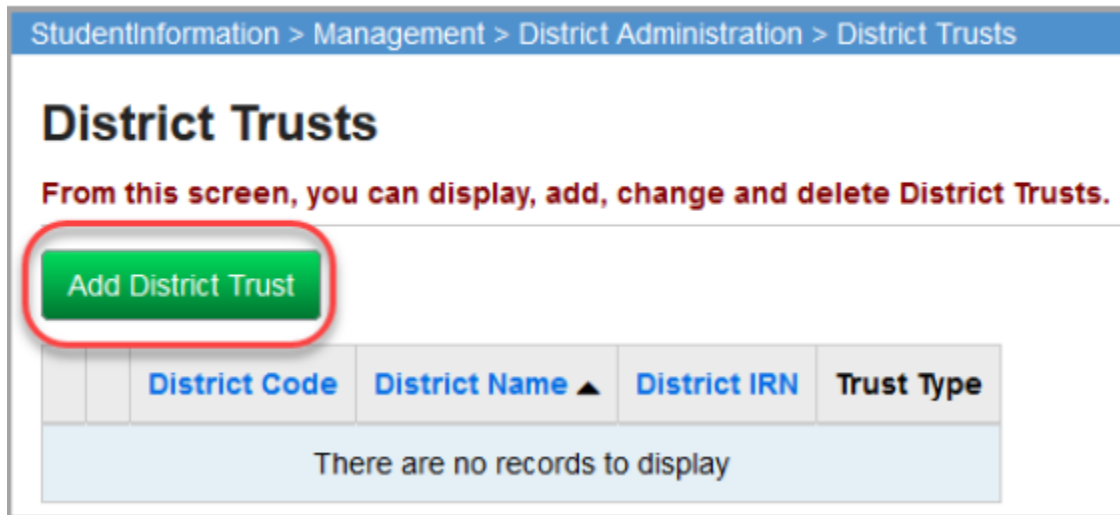
Total Areas Met 3 out of 9 Completed More...

Share Data with Joint-Vocational Schools


Navigation: StudentInformation – Management – District Administration – District Trusts

For students who attend Joint-Vocational Schools (JVS), in order to share Graduation Points data between a Home School and a JVS, a **District Trust** must be configured at the Home School for the JVS, and at the JVS for the Home School.

1. On the **District Trusts** screen, with a district in context, click **Add District Trust**.



Note: If your Home School or JVS already has a District Trust configured for the corresponding JVS or Home School, you can click next to the district on the grid to edit the existing District Trust to include **Grad Points** instead.

	District Code	District Name ▲	District IRN	Trust Type
		JVS District		EZ Query

2. In the Trusted District drop-down list, select the JVS or Home School with which you wish to share data.
3. Select the Grad Points Check Box.
4. Click Save.

The District Trusts screen displays with the new trusted or edited district, and Graduation Points data can now be shared if the selected district has also chosen to share with your district. If you don't have access to the District Trusts page, contact your ITC.



StudentInformation > Management > District Administration > District Trusts

District Trusts

From this screen, you can display, add, change and delete District Trusts.

The District Trust was saved successfully ✕

[Add District Trust](#)

	District Code	District Name ▲	District IRN	Trust Type
 		JVS District		Grad Points

Note: If you are not receiving JVS data at the Home School or are not receiving Home School data at the JVS, ensure that both JVS and Home School have enabled District Trusts for **Grad Points** with each other and that the below requirements have been configured.

5. (If not previously configured) In addition to setting up District Trusts, the following configurations must exist for a student who attends a JVS in order to share Graduation Points data:
 - a. In the Home School, on the student's **Edit Student Profile** screen **FS-Standing** tab **Sent to 1:** grid, **Reason:** should have "JV" selected and the **IRN** of the JVS district needs to be entered.
 - b. In the JVS, on the student's **Edit Student Profile** screen **FS-Standing** tab, the **District of Residence** field needs to have the Home School IRN entered.
 - c. For both Home School and JVS, the student's **Edit Student Profile** screen **FS-Standing** tab record must have a matching **State Student ID (SSID)**.

Viewing JVS and Home School Data

Navigation: StudentInformation – SIS – Student – Graduation Points – Grad Points Summary

Once both the Home School and JVS have set up District Trusts with each other and have the appropriate JVS configurations, you can now view both Home School and JVS Graduation Points data for a student on the **Grad Points Summary** screen.

A tab displays for the Home School Graduation Points data and for the JVS Graduation Points data.

StudentInformation > SIS > Student > Graduation Points > Grad Points Summary

Find Students (Go To)

Grad Points Summary

Check for Updated Information

Last Updated 1/17/2017 12:32:42 PM - DASLDBA

Home School JVS

> Credit Requirement i In Progress

English	In Progress	View	Science	In Progress	View
Physical Education	Completed	View	Health	Not Started	View
Math	In Progress	View	Electives	Not Started	View
Social Studies	In Progress	View	Fine Arts	In Progress	View
Economics and Financial Literacy	Incomplete				

Total Areas Met 1 out of 9 Completed [More...](#)

Click the **Home School** tab or **JVS** tab to view the corresponding Graduation Points data for the student at each school.

Note: The **Home School** and **JVS** tabs only display a student's progress at the Home School or JVS; it does not combine the student's progress at both schools.

Note: The **Check for Updated Information** button only updates a student's Graduation Points data for the school in context.

Note: When you view the **Student Exemptions / Requirements** screen, it only displays the settings according to the school in context.

Grad Points Search

Navigation: StudentInformation – SIS – Student – Graduation Points – Grad Points Search

The **Grad Points Search** screen allows you to filter for students by their **Grade**, **Counselor**, **AdHoc Group**, and/or **Membership**. The search results provide a quick overview of a group of students' progress toward completing their graduation requirements. You can also view more details about a student's progress or their exemptions from this screen.

Note: By default, when you first access the **Grad Points Search** screen, the **Grad Points Search** results grid displays all students of a district or school in context with 10 results per screen.

1. Select any of the following criteria to narrow your results.

- **Grade** – Select the corresponding check box for each grade(s) of students you wish to include in the drop-down list.

- **Counselor** – Select the corresponding check box for each counselor(s) whose students you wish to include in the drop-down list.
- **AdHoc Group** – Select the corresponding check box for each AdHoc Group(s) whose students you wish to include in the drop-down list.
- **Membership** – Select the corresponding check box for each Membership(s) whose students you wish to include in the drop-down list.
- **Show Incomplete Only** – Select this check box if you do not wish to see students who have met their graduation points requirements.
- Optional: You can click **Clear** next to each filter option to remove all previously selected search filters in a drop-down list.
- Optional: You can select to display 10, 25, 50, or 100 results per screen at the bottom of the screen.

StudentInformation > SIS > Student > Graduation Points > Grad Points Search

Find Students [Go To]

Grad Points Search

Search on the following filter criteria

Grade: Any Clear

AdHoc Group: Any Clear

Counselor: Any Clear

Membership: 115002 - Educational travel Clear

☐ Show Incomplete Only

Search

Student	Credit Requirements	Points	View
Grade: 09 Counselor: [redacted]	Not Started [0.00 / 20.00]	In Progress [6.00 / 18.00]	View
Grade: 11 Counselor: [redacted]	In Progress [13.50 / 20.00]	In Progress [14.00 / 15.00]	1 View

2. Click **Search**. The new results display.

StudentInformation > SIS > Student > Graduation Points > Grad Points Search

Find Students [Go To]

Grad Points Search

Search on the following filter criteria

Grade: 12 - 12 Clear AdHoc Group: Any Clear

Counselor: Any Clear Membership: Any Clear

☐ Show Incomplete Only

Search

Student	Credit Requirements	Graduation Pathways	Exemptions
<p>c</p> <p>Grade: 12</p> <p>Counselor:</p>	<p>a</p> <p>In Progress</p> <p>[22.00 / 20.00]</p>	<p>b</p> <p>In Progress</p> <p>[30.00 / 18.00]</p>	<p>d</p> <p>3 View</p>
<p>Grade: 12</p> <p>Counselor:</p>	<p>In Progress</p> <p>[15.00 / 20.00]</p>	<p>Completed</p> <p>[22.00 / 18.00]</p>	<p>0 View</p>
<p>Grade: 12</p> <p>Counselor:</p>	<p>In Progress</p> <p>[21.17 / 20.00]</p>	<p>Completed</p> <p>[31.00 / 18.00]</p>	<p>0 View</p>

- The **Credit Requirements** column displays each student's progress toward their state minimum of 20 credits across multiple subjects.
- The **Graduation Pathways** column displays each student's progress toward their 18-point requirement across their End-of-Course Exams.
- Optional: You can click on a student's name to view their **Grad Points Summary** screen.
 - If you navigate to the **Grad Points Summary** screen from the **Grad Points Search** results grid, a **Return to Search** link displays on the top left of the **Grad Points Summary** screen. You can click **Return to Search** to navigate back to your most recent search results on the **Grad Points Search** screen.

StudentInformation > SIS > Student > Graduation Points > Grad Points Summary

Find Students [Go To]

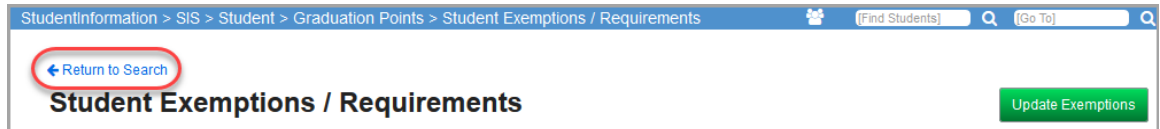
[Return to Search](#) Check for Updated Information

Grad Points Summary

Last Updated 1/17/2017 12:37:11 PM - DASLDBA

- The **Exemptions** column displays a number in a box and a **View** link. The number indicates the amount of selected check boxes the student has on the **Student Exemptions / Requirements** screen.
 - Optional: You can click **View** to navigate to the **Student Exemptions/ Requirements** screen.
 - If you navigate to the **Student Exemptions / Requirements** screen from the

Grad Points Search results grid, a **Return to Search** link displays on the top left of the **Student Exemptions / Requirements** screen. You can click **Return to Search** to navigate back to your most recent search results on the **Grad Points Search** screen.



Graduation Points Troubleshooting

1. A student took a course with a corresponding End-of-Course exam prior to the assessment being available, but the End-of-Course Assessment summary isn't showing the course points for the mark the student received in the course.

If the student took the course in a building in your district, check the course record in the school year and building the student completed the course. Make sure the End-of-Course Assessment field on the EMIS tab indicates the assessment that applies to the course. Courses for all years were mass updated based on the following EMIS subject codes, however, since some of the assessments share subject codes in Math, they were all assigned to the Algebra I assessment. It will be necessary for the building to update the assessment to the correct value. Here are the subject codes that were updated:

End Of Course Exam	EOC Abbreviation	EMIS Course Code	Course Title	
English Language Arts I	ELA1	050160	Integrated English Language Arts I	
English Language Arts II	ELA2	050170	Integrated English Language Arts II	
Algebra I	ALG1	110065	Advanced Mathematics 8	
	ALG1	110301	Algebra I	End of Course - ALG1 - Algebra 1
	ALG1	110480	Applied Algebra or Applied Mathematics	End of Course - BIOL - Biology
Geometry	GEOM	111200	Geometry	End of Course - ELA1 - English Language Arts 1
	GEOM	110490	Applied Geometry or Applied Mathematics II	End of Course - ELA2 - English Language Arts 2
Integrated Math I	MTH1	110010	Mathematics I (integrated math course)	End of Course - GEOM - Geometry
Integrated Math II	MTH2	110020	Mathematics II (integrated math course)	End of Course - GOVM - American / United States Government
Physical Science	PHYS	132220	Physical Science	End of Course - HIST - American / United States History
Biology	BIOL	132230	Biology	End of Course - MTH1 - Mathematics 1
	BIOL	132330	Advanced Biology	End of Course - MTH2 - Mathematics 2
American History	HIST	150810	History (American)	End of Course - PHYS - Physical Sciences
	HIST	152300	History (Integrated)	
American Government	GOVM	150300	Government (American)	
	GOVM	150308	Government/Economics (American)	
	GOVM	159950	Government & Politics (United States)	

If the student took the course in another district and has a Student Course History record for the course, the assessment page isn't looking at Course history for the assessment at this time. An update in January 2017 will correct this issue.

2. A student is exempt from taking the Algebra I exam because of a special ed exemption, however, the student isn't showing the exemption on the Grad Points Assessment details page.

Check to make sure all assessment exemptions are defined on a Graduation Only record for the student's most recent IEP date.

3. A student took Physics but it isn't appearing under the Science Credits Detail for Advanced Science.

Check the Subject Area for Credit field on the Course record to make sure it is showing the correct value for the Science Course. Advanced Science Courses would have a Subject Area of Credit of 'SCA'. If the value is different on the course, it would appear in a different Science category.

For IB, if they have an IB assessment record for the following assessments, it will count as a replacement test:

IB10 – Biology – Higher Level
IB50 – Biology – Standard Level

IB21- History – Higher Level
IB22 - History – Standard Level
IB26 – History 2: Americas – Higher Level

AP AND IB CROSSWALK TO GRADUATION POINTS		
ADVANCED PLACEMENT	INTERNATIONAL BACCALAUREATE	GRADUATION POINTS
4 or 5	6 or 7	5
3	4 or 5	4
2	2 or 3	3
Not applicable	Not applicable	2
1	1	1

Science/Social Studies		Completed
<div> <div> <div> <div> <div></div> <div>HIST</div> </div> <div> <div>GOVM</div> <div></div> </div> <div> <div>PHYS/BIOL</div> <div></div> </div> </div> </div> </div>	<div> <div>International Baccalaureate - 05/02/2016</div> <div>Student did not take a GOVM Assessment</div> <div>End of Course - 12/01/2015</div> </div>	<div> <div>Points Earned 4 out of 5</div> <div>Points Earned 0 out of 5</div> <div>Points Earned 3 out of 5</div> </div>
Total Science/Social Studies Points Earned		7 earned / 6 required

5. A student has a student course history record for Algebra I taken at another district, however, the course isn't appearing under the courses that count for Math credits. The course history record does have a Subject Area for Credit for Math, is for High school credit, and has an End-of-Course Assessment indicated. Why isn't it showing up?

Check the mark the student received in the course. The application makes every attempt to translate the mark, especially if it's numeric, to an alpha equivalent to determine the points to assign. If the student received a numeric mark, make

sure there is an alpha equivalent mark defined. If the student received a mark such as a P or an S that just indicates passing, the application will not be able to assign a point value to the unless there are points within the range for grad points assigned to the marks on the Marks table.

6. For the new Score Not Reported reason 2 for End-of-Course, assessment records with this reason are not appearing in Grad Points.

The 'Score Not Reported' reason = 2 has not been incorporated into Grad Points yet. It will be in a future release.

7. A student isn't meeting the Elective required total credits, however, I know the student has additional credits in Math and English/Language Arts. Why aren't the additional credits counted towards Electives?

Grad Points currently does not designate where overflow credits should be allotted in the manner that Graduation/Eligibility does.



Home School Export and Import of Marks Attendance Students Step by Step Checklist

Change Log

Date	Section Number/Name	Change Description
1/29/16	I/E of Course History – Task #1 I/E of Course History – Task #2	Add clarification Corrected field name from Vocational School IRN to Sending School IRN
11/7/14	Entire document	Update screenshots and breadcrumb trail
5/28/14	Mark File Layout	14.3.0 Updates – Updated Mark File Layout to add IsDualCredit and IsCollegePrep
11/14/12	Student Import	Updated file layout with County of Residence & added EMIS ID to strict matching FYI
08/24/12	Student Import	Added Admission Reason & Admitted from IRN & screenshot
2/27/12	Student Import	Added Caution FYI concerning reimporting file multiple times Edited FYI – as of 12.3.2 import now matches on SSID
11/8/11	Mark File Layout Student Import	12.1.1 Updates - Layout changed for 15 digit course codes Layout reflects changes made so only a few fields are required
10/18/11	FYI & ? page Cohi Import	Added FYI Added FYI
9/29/11	Student Import	Added FYI
9/29/11	Entire doc Student Import	12.0.0 changes to marks file layout Added
2/17/11	Export Task #2	Removed reference to Home School Term Layout
1/14/11	Export Task #2 – Home School Export of Attendance Attendance File Layout	Add clarification on fields/layout - updated layout Add clarification on fields/layout and add sample output

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What is the Home School Export?

The Home School Export is the process used to export marks and attendance data out of one school into in to another school. The Home School Export can be used by any type of school, including community schools, JVS, non-public, etc.



What is the Home School Import?

The Home School Import is the process used to import student's marks and attendance sent by another school. The Home School Import can be used by any type of school, including community schools, JVS, non-public, etc.



The Home School Import of Course History creates manual cohi records on the Student Course History screen. Any cohi created by the import will have the following in the Comments sections of the cohi record:

Comments: Loaded through the Home School Import screen



The Home School Export will only include courses that are a course type of Class, Post Secondary, or Vocational.



Effective FY09 Combined Year End EMIS Attendance for JVSD students is no longer reported. Home School can still import attendance for JVS students so the attendance prints on the student's transcript.



At year-end State Support recommends exporting 1st Sem Avg marks again along with 2nd Sem Avg and Final marks. By exporting 1st Sem Avg again any manual changes made to the 1st Sem Avg marks at the JVS will be updated at the home school.



As of version 12.0.0 any marks, including quarter marks, can successfully be imported using the Home School Import. Ratios and denominators are imported correctly.



Import/Export of Course History

Task #1 - Home School Export of Course History

The **Home school IRN:** field on the General tab of a student's profile determines which school districts show in the dropdown on the Home School Export page. The Home School IRN field allows you to enter an IRN for a district or building but only building IRNs will be recognized by the Home School Export.

Home District:

1. Change Context to the JVS building and the current school year.
2. Navigate to : **StudentInformation** » **Management** » **Import/Export** » **Home School Export**.
3. You will be on the first tab named **Course History**.
4. The dropdowns will be populated according to the marking pattern rules at of the school in context. Please consult the Home School to determine which marks they want sent over before continuing.

NOTE: Marking patterns with no rules selected will not export.

NOTE: An error message will display reminding users that at least one mark must be selected for some row (or they will get an empty file).

Please correct the following errors:
- At least one mark must be selected

- a. Example: Some Home Schools want the Semester Average, and 1st Semester Final marks sent over at the end of 1st Semester. Other Home Schools want only the 1st Semester Averages sent over.
- b. Since a separate export file is created for each Home School the JVS can tailor each file to the Home School's specific needs.
- c. In the screenshots following this step by step 1st semester has just ended and the JVS is going to export the 1st Semester Average for all year and 1st semester only classes and 1st Semester Final grades to the Home School.
- d. The **Marks** tab lists each of the JVS's marking patterns. The JVS in the screen shot has 2nd Semester only, 1st Semester only, and All Year courses.

For each marking pattern, select the marking pattern rules to use for the exported marks

Marking Pattern	Term 1 Mark	Term 2 Mark	Term 3 Mark	Term 4 Mark	Final Mark
2nd Semester Course	-- Blank --	-- Blank --	-- Blank --	-- Blank --	-- Blank --
1st Semester Course	-- Blank --	-- Blank --	-- Blank --	-- Blank --	-- Blank --
All Year Course	-- Blank --	-- Blank --	-- Blank --	-- Blank --	-- Blank --

- e. In this scenario the Home School wants 1st Semester Average and 1st Semester Final marks sent over.
- f. In the **Term 1 Mark** dropdown for 1st Semester Courses chose 1st **Semester Average**.
- g. Leave the **Term 2 Mark** dropdown for 1st Semester Courses blank.
- h. Leave the **Term 3 Mark** dropdown for 1st Semester Courses blank.
- i. Leave the **Term 4 Mark** dropdown for 1st Semester Courses blank.
- j. In the **Final Mark** dropdown for 1st Semester Courses choose **Final**.
- k. Since 2nd semester hasn't started and there are no grades to export leave all the 2nd semester marking pattern dropdowns blank.
- l. In the **Term 1 Mark** dropdown for All Year Courses choose 1st **Semester Average**.
- m. Leave the **Term 2 Mark** dropdown for All Year Courses blank.
- n. Leave the **Term 3 Mark** dropdown for All Year Courses blank.
- o. Leave the **Term 4 Mark** dropdown for All Year Courses blank.
- p. Leave the **Final Mark** dropdown for All Year Courses blank since the courses aren't completed yet and there no final grades to import.

Course History Attendance

For each marking pattern, select the marking pattern rules to use for the exported marks

Marking Pattern	Term 1 Mark	Term 2 Mark	Term 3 Mark	Term 4 Mark	Final Mark
All Year Course	1st Semester Average ▾	-- Blank -- ▾	-- Blank -- ▾	-- Blank -- ▾	-- Blank -- ▾
1st Semester	Sem 1 Avg ▾	-- Blank -- ▾	-- Blank -- ▾	-- Blank -- ▾	Final ▾
2nd Semester	-- Blank -- ▾	-- Blank -- ▾	-- Blank -- ▾	-- Blank -- ▾	-- Blank -- ▾

5. Next, choose to export by **State Student ID (SSID)** or **EMIS ID**.
 - a. Whenever possible choose to export by SSID versus EMIS ID. A student in multiple districts must have the same SSID but can have varying EMIS IDs at each district.
 - b. If you choose SSID and a student doesn't have an SSID the export will use the EMIS ID. If a student doesn't have an EMIS ID or SSID that export field will be blank.
 - c. If the school is a non-public and doesn't use SSIDs the JVS would want to do the export by EMIS ID. If they chose SSID for the export file then nothing would be imported to the non-public school since they don't use SSIDs.
6. In the **Home District** dropdown choose the Home School District you are exporting the grades for.
7. Remember: The dropdown is populated based on what is appears in the **Home school IRN:** field on the student's **General** tab.
8. Click **Export**.
 - a. A file is created.
 - b. Save the file to your desktop.
 - c. The file will be named **StudentMarks045xxx**. The last six numbers of the file represent the Home School's district IRN.
 - d. Email the file to the Home School if necessary.



The file layout can be found at the end of this section.

Task #2 – Verify and Import the course history file received from the JVS into the Home School



Helpful Hint:

Before beginning the import make sure you have a clear understanding of which marks are in the file. Open the file from the JVS using Notepad and compare the file's content to the file layout so you know which marks are in the file before import the marks. For example: The JVS sent over 1st Sem Avg as Mark 1 and Final as Mark 5. Mark 2,3, and 4 are blank.




If a district has several high school buildings, the export file sent by the JVS will need to be separated into a separate file for each building. The file sent by the JVS is already sub-divided by building so all you need to do is cut and paste each section of the original file into a separate file for each building.

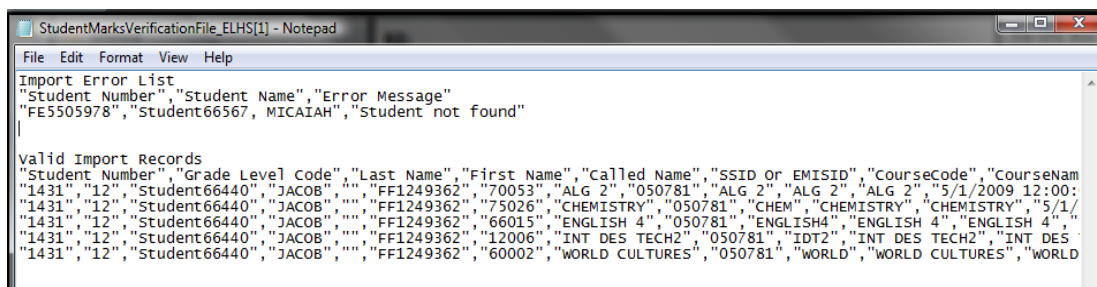
Note: The Home School Import matches on course code and abbreviation when determining whether an incoming record matches an existing record.

1. Change your context to the Home School and the current year.
2. Navigate to : **StudentInformation** » **Management** » **Import/Export** » **Home School Import** .
3. Now you are on the first tab named **Course History**.
 - a. Map the marks in the file to the appropriate **Term, Mark Type**, and **Credit Type**.
 - b. In this scenario we will load the marks as 1st Sem Averages and Finals.
 - c. After reviewing the marks file in Task #1 we determined that the JVS exported a 1st sem average mark in the Mark 1 slot and a Final mark in the Mark 5 slot. Mark slots 2,3,and 4 are empty.
 - d. The following screenshot shows how the home school will load the grades.

Mark	Term	Mark Type	Credit Type
Term 1 Mark	Sem1 AVG	Avg - Average	Progress 2
Term 2 Mark	-- Not Imported --	-- Not Imported --	-- Not Imported --
Term 3 Mark	-- Not Imported --	-- Not Imported --	-- Not Imported --
Term 4 Mark	-- Not Imported --	-- Not Imported --	-- Not Imported --
Term 5 Mark	Final	F - Final	Earned

- e. Every grade in the mark 1 slot in the file will be loaded as Sem1 AVG, mark type – average, and credit type – progress2.
- f. All grades in the mark 5 slot of the file will be loaded as final marks, mark type – final, and earned credit.

4. Next the **Import Mode:** section.
 - a. First we want to check the file for errors.
 - b. Choose ☐ **Create Verification File Only, Do Not Perform Import**
5. The next section is named **Primary Student Identifier for Import:**
 - a. Choose either **State Student ID (SSID)** or **EMIS ID**. Your selection will be determined by which ID the JVS used in the export file. If the JVS exported by SSID then you will need to do the import by SSID.
6. The next section is named **Marks Import Options:**
 - a. State Support recommends leaving the checkboxes in the **Ignore Area Of Study If No Match To Existing Values** and **Ignore Subject Area If No Match To Existing Values** options.
 - b. If the school doesn't want the pluses and minuses from the JVS (A-, C+, etc) then make sure to mark the box next to the **Remove Pluses And Minuses From Imported Alpha Marks** option.
7. The next section is named **Sending School IRN:**
 - a. Enter the building or district IRN or use the  to search ODE's website.
 - b. If you choose the district IRN the manual course history page for the student will show the courses were taken at the district. If you use a building IRN the course history will show with the building IRN and name. It is up to the home school to decide if they want to use the district or building IRN.
8. The last section is named **Import File:**
 - a. Click and locate the file from the JVS.
9. Click .
10. Choose to open the file.
11. Error messages will appear at the top of the report and records that will be imported will display in the 2nd section.



```

StudentMarksVerificationFile_ELHS[1] - Notepad
File Edit Format View Help
Import Error List
"Student Number","Student Name","Error Message"
"FE5505978","Student66567, MICAIAH","student not found"

Valid Import Records
"Student Number","Grade Level Code","Last Name","First Name","Called Name","SSID Or EMISID","Coursecode","CourseName"
"1431","12","Student66440","JACOB","","FF1249362","70053","ALG 2","050781","ALG 2","ALG 2","5/1/2009 12:00:
"1431","12","Student66440","JACOB","","FF1249362","75026","CHEMISTRY","050781","CHEM","CHEMISTRY","CHEMISTRY","5/1/
"1431","12","Student66440","JACOB","","FF1249362","66015","ENGLISH 4","050781","ENGLISH4","ENGLISH 4","ENGLISH 4","
"1431","12","Student66440","JACOB","","FF1249362","12006","INT DES TECH2","050781","IDT2","INT DES TECH2","INT DES
"1431","12","Student66440","JACOB","","FF1249362","60002","WORLD CULTURES","050781","WORLD","WORLD CULTURES","WORLD
  
```

12. Review the correct the errors. In the screenshot above Student66567 wasn't found. This is because StudentInformation couldn't find a student with the same SSID at the home school.
13. Now we are ready to import the marks.

14. Repeat the steps above but this time choose ☐ **Perform Import and Create Verification File** in the **Import Mode:** section.
15. The last section is named **Import File:**.
- a. Click and locate the file from the JVS.
16. Click .
- a. Open the file or save it to your computer.
- b. If the file contains any errors that weren't corrected in the task above they will be listed at the top of the file.
- c. The most common error message is **"XX3638769","KESS, DAVID","Student not found"**.
- d. StudentInformation was unable to locate the student in the file. Either the student doesn't exist at the Home School or the SSID doesn't match.
- e. Nothing will be imported for students who aren't found.
17. Next, verify the marks were actually imported in course history.
- a. Pick several students at random from the import file.
- b. Navigate to **StudentInformation » SIS » Student » Course History » Student Course History** and make sure the marks were imported.
- c. Hint: Make sure you have **All** selected in the **Credit Type** filter on the course history page so you can see the quarter and average marks that were imported and not just the earned credit.
- d. If you notice the marks weren't imported as the right term or mark type the DBA will need to delete the marks in the database so you can start over. Please create a Help Desk ticket.
- e. If you notice the marks weren't imported as the correct progress level you can redo the import and the marks will be overridden with the new progress level as long as the term and mark type are the same.
18. If you imported the marks with plus and minuses and realize you should have stripped the plus and minuses you can perform the import again with the option marked to ***Remove Pluses and Minuses From Imported Alpha Marks*** or vice versa. The marks will be overridden and won't create double entries as long as you chose the same term and mark type as you did when you originally imported the file.



Congratulations! You have just imported the marks from the JVS to the Home School.



If the grades imported from the JVS are numeric marks, the export file from the JVS will contain the numeric mark and alpha equivalent according the Marks Maintenance scale setup at the JVS. So, if a student receives a numeric grade of 90.00 at the JVS and a 90.00 is equivalent to a mark of A at the JVS, but a mark of B+ at the Home School, the 90.00 will be imported into the Home School equivalent to an A. **In other words the Home School Marks Maintenance scale is ignored for numeric marks.**



Marks given at the JVS must also be on the Home School's Mark Maintenance page. However, the marks don't need to be the same point value. Example: JVS gives a mark of P worth Four points. The Home School doesn't give a mark of P, but still needs to enter the mark on their Mark Maintenance page. The Home School can enter the P mark and give it a point value of zero.



Difficulty points given at the JVS must also be on the Home School's Difficulty Point Scale and Course Difficulty Maintenance pages.

Marks File Layout:

StudentNumber	1-9	
GradeLevelCode	10-11	
LastName	12-29	
FirstName	30-43	
CalledName	44-51	
SSIDOrEMISID	52-60	
HomeSchoolCode	61-64	
SchoolYear	65-68	
Abbreviation	69-76	
SectionNumber	77-78	
CourseShortName	79-93	
CompletionDate	94-99	[Date, formatted yyyyMM]
SchoolCode	100-103	
-- BLANK --	104-109	[Filler Field for School Abbreviation]
CourseGradeLevelCode	110-111	
-- BLANK --	112	[Filler Field for Course Grade Level Count]
InCumGPA	113	[Boolean, Y or N]
InCumCredit	114	[Boolean, Y or N]
-- BLANK --	115	[Filler Field for Language Code]
-- BLANK --	116-118	[Filler Field for Hours of Instructions]
-- BLANK --	119	[Filler Field for Level of Difficulty]
AreaOfStudy	120-122	
SubjectArea	123-125	
TransferCode	126	
MarkAlpha1	127-129	
MarkNumeric1	130-135	
AttemptedCredit1	136-146	[Decimal, formatted ###0.000000, right justified]
EarnedCredit1	147-157	[Decimal, formatted ###0.000000, right justified]
MarkAlpha2	158-160	
MarkNumeric2	161-166	
AttemptedCredit2	167-177	[Decimal, formatted ###0.000000, right justified]
EarnedCredit2	178-188	[Decimal, formatted ###0.000000, right justified]
MarkAlpha3	189-191	
MarkNumeric3	192-197	
AttemptedCredit3	198-208	[Decimal, formatted ###0.000000, right justified]
EarnedCredit3	209-219	[Decimal, formatted ###0.000000, right justified]
MarkAlpha4	220-222	

MarkNumeric4	223-228	
AttemptedCredit4	229-239	[Decimal, formatted ###0.000000, right justified]
EarnedCredit4	240-250	[Decimal, formatted ###0.000000, right justified]
-- BLANK --	251-253	[Filler Field for Cumulative Mark]
-- BLANK --	254-256	[Filler Field for Exam Mark]
-- BLANK --	257-259	[Filler Field for Average Mark]
MarkAlpha5	260-262	
MarkNumeric5	263-268	
AttemptedCredit5	269-279	[Decimal, 0.000000, right justified]
EarnedCredit5	280-290	[Decimal, 0.000000, right justified]
LevelOfDifficulty	291-298	
CourseCode	299-314	
EMISSubject	315-320	
-- BLANK --	321-322	filler
EMISSubjectAreaCredit	323-325	
-- BLANK --	326-330	filler
CORESubjectArea	331-333	
-- BLANK --	334-341	filler
CourseCredit	342-349	[Decimal, formatted 0.000000, right justified]
-- BLANK --	350-357	filler
CreditRatio Denominator	358-360	[Integer, formatted ###0, right justified]
CreditFlex	361	
IsDualCredit	362	"Y" = 1 "N" = 0 "*" = null (blank)
IsCollegePrep	363	"Y" = 1 "N" = 0 "*" = null (blank)

Import/Export of Attendance

Task #1 - Home School Export of Attendance

The JVS typically exports attendance at mid-year and at year-end. When the JVS attendance is imported into the Home School an entry is created on the student's External Absences page in StudentInformation, which will print on the student's transcript.

1. Change your context to the JVS and the current year.
2. Navigate to : **StudentInformation** » **Management** » **Import/Export** » **Home School Export**.
3. Go to the second tab named **Attendance**.
4. Choose the **Primary Student ID for Export**.
 - a. Just like the Marks Export you will want to choose State Student ID (SSID) whenever possible since a student in multiple districts must have the same SSID but can have differing EMIS IDs.
5. In the **Home District** field choose the Home School you are exporting the attendance for.
6. In the **Student Status** dual select choose the statuses you'd like to export or else leave the filter blank.
7. If you would like to perform the export for an ad-hoc select the membership from the **Ad-hoc** dropdown.
8. Click **Export**.
 - a. A file is created.
 - b. The file will be named **StudentAttendance045xxx**. The last six numbers of the file represent the home school's district IRN.
 - c. Save the file to your desktop and email it to the home school if necessary.

The screenshot shows a web application window titled "Export Data to Provide to Students' Home Schools". Below the title is a subtitle: "This screen will create export files for students' home schools". The interface has two tabs: "Course History" and "Attendance", with "Attendance" being the active tab. A message states: "No information is needed to export attendance data". The form includes several fields: "Primary Student Id for Export:" with radio buttons for "State Student ID (SSID)" (selected) and "EMIS ID"; "Home District:" with a dropdown menu showing "-- Select School --"; "Student Status" with a dual-select list containing "A - ACTIVE RES", "ACDD - MARIMOR", "AJVS - RES ATTENDS APOLLO FT", and "ALT - ALTERNATIVE SCHOOL"; and "Ad-hoc:" with a dropdown menu showing "-- Select an Ad-Hoc Membership --" and a checkbox for "Public And Private". At the bottom left is an "Export" button. A note at the bottom right explains: "If the selected Home District contains multiple high schools, then the Export file will contain a separate section for each high school in the district. The district Export file must be manually separated in order to create an Export file for each high school."



Helpful Hint:

Edit the file created in Notepad and create a ruler to ensure the values are in the correct slot according to the file layout.

NOTE: The Attended, Absence Excused, Absence Unexcused and Tardy values are right justified.

0000000001111111112222222222333333333344444444445555555555666666666677777777778888
12345678901234567890123456789012345678901234567890123456789012345678901234567890123
2889471810.007.000.501.002010FIXX, J
CR85493040.008.500.001.002010BRIDGES, A
CS10471420.002.500.000.002010SWARTZ, D
CS25203170.002.502.000.002010HUNTER, A
CS32651330.003.000.000.002010LONG, S
CS51752910.002.002.000.002010SMOCK, T



The file layout can be found at the end of this section.

Task #2 – Verify and Import the Attendance file received from the JVS into the Home School

1. Change your context to the Home School and the current year.
2. Navigate to : **StudentInformation** » **Management** » **Import/Export** » **Import**.
3. Go to the second tab named **Attendance**.
4. The first section is named **Import Mode**.
 - a. State Supports suggests you first do option 2 first, which is **Create Verification File Only, Do Not Perform Import**.
 - b. Please Note: There is no reason to perform the third option named **Perform Student Identifier Check Only, Do Not Perform Or Create Verification File** because when you choose the second option because it also performs the Student Identifier Check.
 - c. The **Create Verification File Only, Do Not Perform Import** option allows you see if there are any errors on the file and correct the errors before performing the actual import.
5. The next section is named **Primary Student Identifier for Export**.
 - a. Choose either **State Student ID (SSID)** or **EMIS ID**. Your selection will be determined by which ID the JVS used in the export file. If the JVS exported by SSID then you will need to do the import by SSID.
6. In the **Vocational School IRN** field, enter the IRN of the JVS who sent you the file or use the magnifying glass to search for the IRN on ODE's web site. You can enter a building or district IRN.
7. Click **Import**.
 - a. A file is created.
 - b. Open the file or save it to you computer.
 - c. If the file contains any errors they will be listed at the top of the file.
The most common error message is "**XX3638769**", "**KESS**", "**DAVID**", "**Student not found**".
 - d. StudentInformation was unable to locate the student in the file. Either the student doesn't exist at the Home School or the SSID doesn't match.
 - e. You can edit the file and delete the student from the file if he doesn't belong to the Home School, or edit the file and correct the SSID, or ignore the error and continue on with the import. Note: If the error is ignored the student's attendance will not be imported.
8. Now that we have verified the file we are ready to perform the actual import.

9. Repeat the steps above but this time choose the

☒ Perform Import and Create Verification File option.

10. Click **Import**.

11. Open the file or save it to your computer.

- If the file contains any errors they will be listed at the top of the file.
 - The most common error message is **"XX3638769", "KESS, DAVID", "Student not found"**.
 - StudentInformation was unable to locate the student in the file. Either the student doesn't exist at the Home School or the SSID doesn't match.
 - Nothing will be imported for students who aren't found.
12. Next, verify the attendance was actually imported into the student's External Absences page.
- Edit the import file and choose several students at random.
 - With one of the students in context navigate to **StudentInformation » SIS » Student » Attendance » External Absences** and verify an external absence entry was created for the JVS and this school year.
 - When you import attendance again at the end of the year the absences will be added to the entry already created. StudentInformation will not create a double entry.



Congratulations! You just imported Attendance to the Home School.

Attendance File Layout (10.3.0.16150 and after)

NOTE: The Attended, Absence Excused, Absence Unexcused and Tardy values are right justified.

Field	Start Position/End Position	Length	Comments
SSID / EMIS Id	1/9	9	State Student Id or EMIS Id. When user chooses to export SSID, the process will use the SSID if the SSID is present or the EMIS Id if the SSID is not present. When user chooses to export EMIS Id, the process will use the EMIS Id if the EMIS Id is present or the SSID if the EMIS Id is not present
Attended	10/19 right justified	10	The sum of the days attended as indicated on the student's calendar day actual days minus the absence level of any absences on the calendar day. Examples: 1. Student's calendar day indicates 1 actual day of attendance, student does not have an absence record on calendar day, then the student will be given 1 actual day of attendance. 2. Student's calendar day indicates 0.5 actual days, and student does not have an absence record, student will be given 0.5 days attendance for the calendar day. 3. Student's calendar indicates 1 actual day of attendance, student has an absence record indicating 0.5 days absence then the student will be given 1 – 0.5 days attendance (or 0.5 days attendance) on the calendar day.
Absence Excused	20/29 right justified	10	Sum of the absence levels on all student absences marked as excused.
Absence Unexcused	30/39 right justified	10	Sum of the absence levels on all student absences marked as unexcused.
Tardy	40/49 right justified	10	The number of absence records marked tardy.
School Year	54/57	4	School year of absence data. This is not the fiscal year of the absence data.
Student Name	62	32	Student name. Last name, first name

v2.0						
AY0681475	0.00	0.00	0.00	0.00	2010	WILLIAMS, E
AY8238783	0.00	0.00	0.00	0.00	2010	THOME, C
CY1342864	0.00	0.00	0.00	0.00	2010	FLORANCE, T
EP2413189	0.00	0.00	0.00	0.00	2010	Student81789, SAWYER
EP2477848	0.00	0.00	0.00	0.00	2010	Student81788, KIANA
EP2514748	0.00	0.00	0.00	0.00	2010	Student81787, PAUL
EP2541247	0.00	0.00	0.00	0.00	2010	Student81786, GARRETT
EP2545114	0.00	0.00	0.00	0.00	2010	Student81785, HALEY
EP2772454	0.00	0.00	0.00	0.00	2010	Student81781, JANICE
EP3015302	0.00	0.00	0.00	0.00	2010	Student81774, SCOTT

Attendance File Layout (Prior to 10.3.0.16150)

- State Student ID (SSID) or EMIS ID – depending on ‘Primary Student Id for Export’ option selected (1, 9)
- School Year (10, 4)
- Report Term Code or Report Term Export Code – depending on ‘Home School Term Format’ option selected (14, 3)
- Absence Type (17, 1)
- Full Day Absences (18, 3)
- Half Day Absences (21, 3)
- Tardies (24, 3)
- Filler (27,12)
- Student Name (39, 30)

NOTE: The Home School Import of attendance will accept either file layout (pre-10.3 or 10.3-after).



Student Import



Can be used to bulk register the following examples:

- Students from a non-StudentInformation district
- Students from another StudentInformation ITC
- Sixty preschool kids starting in the fall



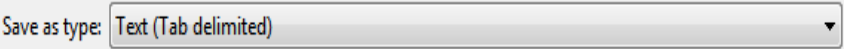

All students are registered on the Default Calendar and a Primary Contact is created if one is entered in the file.



The student import will find a strict match if the student's social security #, EMIS ID, or SSID match.




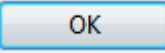
If a file is reimported duplicate students will be created, without warning, if the student's Social Security #, EMIS ID or SSID isn't used in the file. The Student Import wasn't designed to find possible matches.

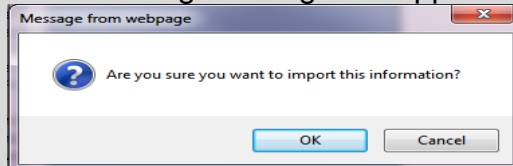
1. Open the **Excel file for Student Import** found on the documentation site under Prodecural and Step by Step Checklists.
2. Starting with line 2 of the Excel file enter the information of the students that need registered.
 - a. Pay close attention to required fields, data lengths, and capitalization.
3. Rename the file (example: importaуг12) and save it to your preferred location as .
4. With the building in context navigate to **StudentInformation » Management » Import/Export » Home School Import.**
5. Choose the **Students** tab.
6. In the **Import Mode:** section choose .
7. Enter an **Admission Date:**, **Admission Reason:**, and **Student Status:**.
8. NOTE: The **Admitted From IRN:** field is enabled and required for students newly enrolled after July 1 with an admission reason 3, 6 or 7. Joint Vocational School Districts (JVSDs) and Education Service Centers (ESCs) are required to report ***** in this field. This field is defaulted to ***** and disabled when re-registering a student into a building in the same district as the building from which the student was withdrawn. This field is disabled and given a value of ***** when the school or district in

context is a joint vocational school district (JVSD) or educational service center (ESC)

9. The **EMIS Situation:** and remainder of the fields are pulled from the Registration Defaults page, choose a different **EMIS Situation:** if desired.

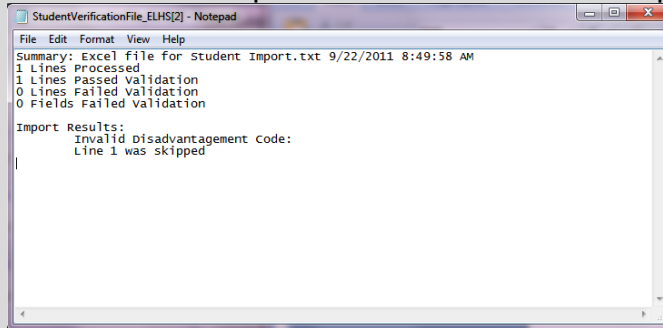
10. Browse for the file and click .

11. The following message will appear – click .

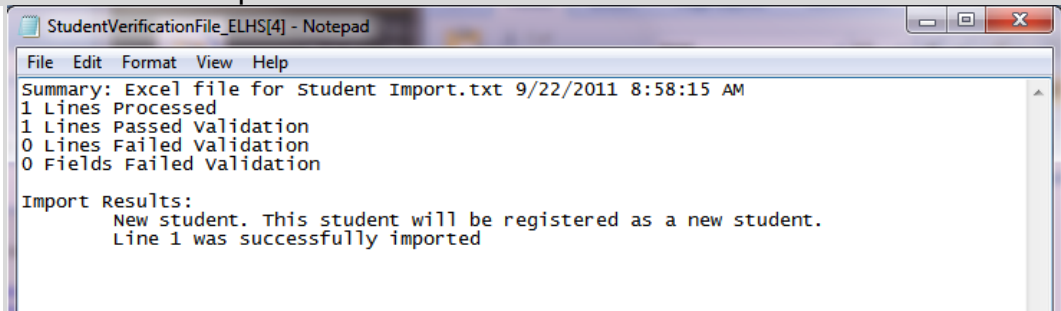


12. On the file download pop-up click  to view the verification file.

13. If needed clean up the errors and redo the import.



14. A successful import looks as follows



15. Verify the students were imported by searching for several of them.

Import Data from Students' Vocational Schools

This screen will import files from students' vocational schools

Course History Attendance **Students**

No additional information is needed to import Student data

Import Mode:

☒ Perform Import and Create Verification File
☐ Create Verification File Only, Do Not Perform Import

Admission Date: 7/1/2012

Admission Reason:

Student Status:

EMIS Situation: 5 - Resident attending Full Time

Admitted From IRN: ***** -

District Relationship: 1 - Stud. rcvg instr. in whole/part from rep. dist

How Received: * - Not Applicable

Percent of Time: 100 - Percent of Time must be greater than 0 and less than or equal to 100

Attending Building IRN: 018184 - Jefferson High School

County of Residence: 02 - Allen

District of Residence: 043885 - Delphos City SD

How Received IRN: ***** -

Tuition Type: N - Non-tuition student (default)

Assigned Building IRN: *****

Sent To 1:

Reason: NA - Not sent to another district

IRN: ***** -

Percent of Time: 0

Sent To 2:

Reason: NA - Not sent to another district (default)

IRN: ***** -

Percent of Time: 0

Import File:

Student File Layout:

Column	Column Title	Valid options:
A	1. SS#	(99999999)
B	2. Filler	
C	3. Last Name – REQUIRED	(1-40 alpha-numeric)
D	4. First Name – REQUIRED	(1-40 alpha-numeric)
E	5. Filler	
F	6. Filler	
G	7. Sex – REQUIRED	M or F
H	8. Birth Date – REQUIRED	(00/00/0000)
I	9. Local Ethnicity	(1-40 alpha-numeric NOTE: must match Ethnicity name of receiving school)
J	10. Grade – REQUIRED	(99)
K	11. Filler	
L	12. Filler	
M	13. Street Address – REQUIRED	(1-40 alpha-numeric)
N	14. City – REQUIRED	(1-40 alpha-numeric)
O	15. State – REQUIRED	(XX)
P	16. Zip – REQUIRED	(5 or 9 numeric)
Q	17. Phone	(5555555555) or (555)555-5555
R	18. Filler	
S	19. Contact Type	(1-40 must match Contact Type Name of receiving school)
T	20. Filler	
U	21. Contact's Name	(1-40 NOTE: will load into Last name field only)
V	22. Contact's Title	(valid options are: Mr. Mrs. Ms. Dr.)
W	23. Filler	
X	24. Filler	
Y	25. Filler	
Z	26. Contact's Address	(1-40 alpha-numeric)
AA	27. Contact's City	(1-40 alpha-numeric)
AB	28. Contact's State	(XX – must be capital letters)
AC	29. Contact's Zip Code	(5 or 9 numeric)
AD	30. SSID	(XX99999999 – must be capital letters)
AE	31. Filler	
AF	32. Filler	
AG	33. Filler	

AH	34. Native Language	(XXX- must be capital letters)
AI	35. Disadvantage	(**,1,2,3) Will default to ** if nothing filled out in file
AJ	36. Filler	
AK	37. Filler	
AL	38. Filler	
AM	39. Filler	
AN	40. Filler	
AO	41. Filler	
AP	42. Filler	
AQ	43. Disability Code	(valid options are: **,01,02,03,04,05,06,08,09,10,12,13,14,15,16) Will default to ** if nothing filled out in file
AR	44. EMIS ID	(X00000000 or 000000000)
AS	45. Home Language	(XXX – must be capital letter)
AT	46. Hispanic/Latino	(Y or N – case sensitive)
AU	47. Race White	(TRUE or FALSE - case sensitive)
AV	48. Race Black	(TRUE or FALSE - case sensitive)
AW	49. Race Asian	(TRUE or FALSE - case sensitive)
AX	50. Race American Indian	(TRUE or FALSE - case sensitive)
AY	51. Race Pacific Islander	(TRUE or FALSE - case sensitive)
AZ	52. Summative Race – REQUIRED	(A, B, I,P, W, M, H - case sensitive)
BA	53. County of Residence	(00 – use two digit numeric county code

Homeroom Assignment Step by Step Checklist



Change Log

Date	Section Number/Name	Change Description
5/2/17	Entire document	Update screenshots
11/7/14	Entire document	Update screenshots and breadcrumb trail
5/3/12	Task #1	Fix typo
1/20/12	Task 7, 8, 9	12.3.0 Updates – updated screenshot
9/29/11	Task 4,5,6	12.0.0 updates

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Task #1 – Ensure Homeroom Terms are configured correctly.



In order for homerooms to be assigned, schedule terms need to be linked to the homeroom terms. If the schedule terms are not linked to the homeroom terms, any homerooms that have already been assigned need to be deleted and the homerooms assigned again from scratch.

1. Change the context to the building level and the current year.
2. Navigate to : **StudentInformation** » **Management** » **School Administration** » **Scheduling Administration** » **Initialization** » **Homeroom Terms**.
3. Edit each homeroom term by clicking on the **Edit Pencil** icon.
 - a. In the **Schedule Terms** section ensure the proper schedule terms are checked.
 - b. Example: If the homeroom term is for 1st semester only, make sure all the schedule terms that coincide with 1st semester are marked.
 - c. Click **Save**.
 - d. To add a new homeroom term click **Add Homeroom Term**.
 - e. Enter up to 4 characters in the **Code** field.
 - f. Enter a name in the **Name** field.
 - g. Enter an optional description in the **Description** field.
 - h. Place checkmarks in the boxes next to the corresponding schedule terms in the **Schedule Terms** section.

	Name	Start Date	End Date	Include
Schedule Terms:	08/16/2017	Aug 16, 2017	Oct 13, 2017	<input checked="" type="checkbox"/>
	10/17/2017	Oct 17, 2017	Dec 20, 2017	<input checked="" type="checkbox"/>
	01/03/2018	Jan 03, 2018	Mar 09, 2018	<input checked="" type="checkbox"/>
	03/12/2018	Mar 12, 2018	May 23, 2018	<input checked="" type="checkbox"/>

- i. Click **Save**.
 - j. Once you are finished making changes on the page click **Save Changes**.

Task #2 – Ensure Homerooms are configured correctly.

1. Navigate to **StudentInformation** » **Management** » **School Administration** » **School Building Administration** » **Homerooms**.
2. Click the **Edit Pencil** icon to edit an existing homeroom.
3. Click **Add Homeroom** to add a homeroom.
 - a. In the **Homeroom Term** dropdown select the correct term.
 - b. Enter up to 4 characters in the **Code** field.
 - c. Enter a name in the **Name** field.
 - d. In the **Location** dropdown select the location the homeroom will meet in.
 - e. Please Note: In order for the location to show in the dropdown the **Is Homeroom** box must be checked on the room on the Room/Location Maintenance page. (**StudentInformation** » **Management** » **School Administration** » **School Building Administration** » **Rooms/Locations**)
 - f. In the **Teacher** dropdown, select the appropriate teacher. In order for a teacher to show in the dropdown, the staff member must be assigned the teacher job function in **StudentInformation** » **Management** » **Security** » **View Staff Members**.
 - g. Enter the number of students permitted in the homeroom in the **Capacity** field.
 - h. In the **Counselor** dropdown, select the appropriate counselor, if applicable.
 - i. In the **Grade Levels** filter, pull the appropriate grade levels to the right. If the homeroom is for any grade level leave the filter empty.
 - j. Click **Save**.

Task #3 - Assigning Homerooms to students one at a time using the Additional tab of the profile.


1. Change the context to the building level and the current year.
2. Navigate to **StudentInformation** » **SIS** » **Student** » **Edit Profile** **Additional** tab.
3. If the school is using complex homerooms, which means they have more than one homeroom term the following will display **Homeroom: View/Assign Homeroom**.
4. Click the **View/Assign Homeroom** button.
5. You will be brought to the Student Homeroom Assignments page.

Term	Homeroom
Full Year Term	- None - ▾
Semester 1	- None - ▾
Semester 2	- None - ▾







☒ Display grade appropriate homerooms only

6. After determining which homeroom you want to assign choose a homeroom from the dropdown.
7. Click **Save**.
8. The following message will display **The Student Homeroom Assignment was saved successfully**.
9. If the school only has a single homeroom term the following will display on the **Additional** of the student's profile

Homeroom: ▾ OR

 Choose from drop down or click Auto-Assign which will randomly assign an available grade-level appropriate homeroom to the student.

10. Choose a homeroom from the dropdown or click **Auto-Assign**.
11. Click **Save**.
12. The homeroom will now show in the context area.

 SMITH, JOSHUA 16435 / 01 / A ▾		    
Homeroom: 2105 Counselor:	Calendar: 1-5 Program:	

13. A student's homeroom assignment can also be edited by going to the following page **StudentInformation** » **SIS** » **Student** » **Homeroom Assignment**.

Task #4 – Single Homeroom Bulk Assignment by Search Criteria.

1. Navigate to **StudentInformation** » **Management** » **Ad-Hoc Updates** » **Homeroom Bulk Assignment**.
2. The page defaults to the **Single Homeroom** tab.
 - a. In the **Homeroom Term** dropdown select the appropriate homeroom term.
 - b. In the **Homeroom** dropdown select the homeroom you'd like to assign.
 - c. The homerooms appearing in the **Homeroom** dropdown are based off of the homeroom term selected.
 - d. If you'd like to enforce the grade level(s) selected when the homeroom was set up, check the box next to **Enforce Homeroom Grade Level**.
 - e. NOTE: If no grade levels were pulled over to the right when you set up the homeroom you will need to uncheck **Enforce Homeroom Grade Level**, otherwise zero students will show when you search for students.
3. The next section shows which students are currently assigned to the homeroom you chose in the dropdown.
 - a. If no students are currently assigned to the homeroom the following will display

[Hide Existing Students]				
Student Number	Student Name	Grade	Status	
There are no records to display				
 - b. You can hide this section by clicking the **Hide Existing Students** link.
4. In the final section select how you want to search for the students you want to assign to the homeroom.
 - a. To search by students based on criteria choose **Select Students By: Search Criteria**.
 - b. Choose the appropriate filters.
 - c. If you want the students to be marked by default, put a check in the box next to **Students Selected by Default**.
 - d. If the **Students Selected by Default** box is unchecked, students will need to be selected one by one.
 - e. Click **Preview Students** button.

- f. The students matching your search criteria are listed.

		Student Name	Student Number	Grade	Status	Current Homeroom
1	<input type="checkbox"/>	ACEVEDO, ALVIN	000016124	03	A	1408
2	<input type="checkbox"/>	ALBERT, PHILLIP	000014198	03	A	1408
3	<input type="checkbox"/>	ALEXANDER, GLEN	000014192	03	A	1408
4	<input type="checkbox"/>	ALEXANDER, ROBERTO	000017473	03	A	1408
5	<input type="checkbox"/>	ALFORD, LEO	000015102	03	A	
6	<input type="checkbox"/>	ALLEN, BETTY	000015175	03	A	

- g. Students who you want to assign to the homeroom should have a check in the box next to their name. Students you don't want to assign to the homeroom should be unchecked.
- h. If a checkmark is placed next to a student who already has a homeroom listed in the Current Homeroom column their current homeroom assignment will be overridden.
- i. Click **Assign Students** button.
- j. If the number of student chosen to be assigned to the homeroom exceeds the homeroom's capacity the following message will display

Homeroom Bulk Assignment

Here you can assign a bulk group of students to homerooms

This will cause the selected homeroom to be overfilled

You have selected to overfill the selected homeroom. The homeroom's remaining capacity is 20, but you have selected to assign 24 students.

Click 'OK' to continue with the homeroom assignments, overfilling the homeroom
Click 'Cancel' to return and adjust your selections

OK

Cancel

- k. Click **OK** to continue or **Cancel** to change the number of students selected.
- l. You will be brought to the **Results** tab if there are conflicts.
- m. The following message will display: **All selected students were successfully assigned to the homeroom.**

Task #5 – Single Homeroom Bulk Assignment by Student ID.

1. Navigate to **StudentInformation » Management » Ad-Hoc Updates » Homeroom Bulk Assignment**.
2. The page defaults to the **Single Homeroom** tab.
 - a. In the **Homeroom Term** dropdown select the appropriate homeroom term.
 - b. In the **Homeroom** dropdown select the homeroom you'd like to assign.
 - c. If you'd like to enforce the grade level(s) selected when the homeroom was set up check the box next to **Enforce Homeroom Grade Level**.
 - d. NOTE: If no grade levels were pulled over to the right when you set up the homeroom you will need to uncheck **Enforce Homeroom Grade Level**, otherwise zero students will show when you search for students.
3. The next section shows which students are currently assigned to the homeroom you chose in the dropdown.
 - a. If no students are currently assigned to the homeroom the following will display
[\[Hide Existing Students \]](#)

Student Number	Student Name	Grade	Status
There are no records to display			
 - b. You can hide this section by clicking the **Hide Existing Students** link.
4. In the final section select how you want to search for the students you want to assign to the homeroom to.
 - a. To search by students based on their student number choose **Select Students By: Student IDs**.
 - b. Type in student IDs separated by commas in the box.
 - c. If you want the students to be marked to assign to the homeroom by default check the box next to **Students Selected by Default**.
 - d. If the box is unchecked, students who you want to assign to the homeroom will need to be selected one by one.
 - e. Click **Preview Students** button.

f. The students matching your search criteria are listed.

		Student Name	Student Number	Grade	Status	Current Homeroom
1	<input checked="" type="checkbox"/>	ALBERT, CLARENCE	000017163	01	A	
2	<input checked="" type="checkbox"/>	ACEVEDO, MARJORIE	000016125	02	A	
3	<input checked="" type="checkbox"/>	ACOSTA, RICARDO	000013485	02	ESMH	
4	<input checked="" type="checkbox"/>	ADKINS, PATSY	000016055	02	A	
5	<input checked="" type="checkbox"/>	ALBERT, PHILLIP	000014198	03	A	1408
6	<input checked="" type="checkbox"/>	ALBERT, TODD	000015458	KG	HELP	1104

g. Students who you want to assign to the homeroom should have a check in the box next to their name. Students you don't want to assign to the homeroom should be unchecked.

h. If a checkmark is placed next to a student who already has a homeroom listed in the Current Homeroom column their current homeroom assignment will be overridden.

i. Click **Assign Students** button.

j. If the number of student chosen to be assigned to the homeroom exceeds the homeroom's capacity the following message will display
Homeroom Bulk Assignment

Here you can assign a bulk group of students to homerooms

This will cause the selected homeroom to be overfilled

You have selected to overfill the selected homeroom. The homeroom's remaining capacity is 20, but you have selected to assign 24 students.

Click 'OK' to continue with the homeroom assignments, overfilling the homeroom

Click 'Cancel' to return and adjust your selections

OK

Cancel

k. Click **OK** to continue or **Cancel** to change the number of students selected.

l. You will be brought to the **Results** tab if there are conflicts.

m. The following message will display: **All selected students were successfully assigned to the homeroom.**

5. Run the R201 to verify homeroom assignments.

Task #6 – Single Homeroom Bulk Assignment by Homeroom.

1. Navigate to [StudentInformation](#) » [Management](#) » [Ad-Hoc Updates](#) » [Homeroom Bulk Assignment](#).
2. The page defaults to the **Single Homeroom** tab.
 - a. In the **Homeroom Term** dropdown select the appropriate homeroom term.
 - b. In the **Homeroom** dropdown select the homeroom you'd like to assign students into.
 - c. If you'd like to enforce the grade level(s) selected when the homeroom was set up check the box next to **Enforce Homeroom Grade Level**.
 - d. NOTE: If no grade levels were pulled over to the right when you set up the homeroom you will need to uncheck **Enforce Homeroom Grade Level**, otherwise zero students will show when you search for students.
3. The next section shows which students are currently assigned to the homeroom you chose in the dropdown.
 - a. If no students are currently assigned to the homeroom the following will display
[\[Hide Existing Students \]](#)

Student Number	Student Name	Grade	Status
There are no records to display			
 - b. You can hide this section by clicking the **Hide Existing Students** link.
4. In the final section select how you want to search for the students you want to assign to the homeroom to.
 - a. To search by students based on their homeroom assignment choose **Select Students By: Homeroom**.
 - b. This assignment method allows you to override the student's current homeroom assignment and place them in another homeroom.
 - c. If the school has multiple homeroom terms you can move students from a 1st semester homeroom into an all year homeroom using this assignment method.
 - d. In the **Homeroom Assignment** dropdown select the homeroom you'd like to move students out of.
 - e. If you want the students to be marked to assign to the homeroom by default check the box next to **Students Selected by Default**.
 - f. If the box is unchecked, students who you want to assign to the homeroom will need to be selected one by one.
 - g. Click **Preview Students** button.

h. The students matching your search criteria are listed.

		Student Name	Student Number	Grade	Status	Current Homeroom
1	<input type="checkbox"/>	ACEVEDO, ALVIN	000016124	03	A	1408
2	<input type="checkbox"/>	ALBERT, PHILLIP	000014198	03	A	1408
3	<input type="checkbox"/>	ALEXANDER, GLEN	000014192	03	A	1408
4	<input type="checkbox"/>	ALEXANDER, ROBERTO	000017473	03	A	1408
5	<input type="checkbox"/>	ALFORD, LEO	000015102	03	A	
6	<input type="checkbox"/>	ALLEN, BETTY	000015175	03	A	

- i. Students who you want to assign to the homeroom should have a check in the box next to their name. Students you don't want to assign to the homeroom should be unchecked.
- j. If a checkmark is placed next to a student who already has a homeroom listed in the Current Homeroom column their current homeroom assignment will be overridden.
- k. Click **Assign Students** button.
- l. If the number of student chosen to be assigned to the homeroom exceeds the homeroom's capacity the following message will display **Homeroom Bulk Assignment**

Here you can assign a bulk group of students to homerooms

This will cause the selected homeroom to be overfilled

You have selected to overfill the selected homeroom. The homeroom's remaining capacity is 20, but you have selected to assign 24 students.

Click 'OK' to continue with the homeroom assignments, overfilling the homeroom
Click 'Cancel' to return and adjust your selections

OK

Cancel

- m. Click **OK** to continue or **Cancel** to change the number of students selected.
 - n. You will be brought to the **Results** tab if there are conflicts.
 - o. The following message will display: **All selected students were successfully assigned to the homeroom.**
6. Run the R201 to verify homeroom assignments.

Task #7 – Multiple Homerooms Bulk Assignment by Search Criteria.

1. Navigate to **Student Information » Management » Ad-Hoc Updates » Homeroom Bulk Assignment**.
2. Click on the **Multiple Homerooms** tab.
 - a. In the **Homeroom Term** dropdown select the appropriate homeroom term.
 - b. The homeroom term chosen in the **Homeroom Term** dropdown determines which homerooms show in the next box named **Available Homerooms**.
 - c. Example: If you chose 1sem – 1st semester then only 1st semester homerooms would show in the **Available Homerooms** filter.
 - d. In the **Available Homerooms** section pull over the desired homerooms you want to schedule to the right.
 - e. You can choose one homeroom or any combination homerooms.
3. In the next section select how you want to search for the students you are going to assign homerooms to.
4. To search by students based on criteria choose **Select Students by Search Criteria**.
5. Choose the appropriate filters.
6. Click the **Assign Students** button.
7. You will be brought to the **Results** tab if there are conflicts.

Homeroom Bulk Assignment

Here you can assign a bulk group of students to homerooms

231 students matched your search criteria; 170 students were assigned to homerooms, but 61 students were not assigned to a homeroom because there was no availability in the selected homerooms or there was a data conflict with the assignment

Single Homeroom Multiple Homerooms Results

Student Name	Student Number	Prior Homeroom	New Homeroom	Assigned
LEON, LEO	000016463		1408	<input checked="" type="checkbox"/>
MCMAHON, RANDALL	000016185		1408	<input checked="" type="checkbox"/>
DEJESUS, BERNICE	000016573		1408	<input checked="" type="checkbox"/>
FLYNN, MAXINE	000015287		1408	<input checked="" type="checkbox"/>
WADE, ROY	000014093		1408	<input checked="" type="checkbox"/>

8. The page displays each student and the homeroom they were assigned to. If the student wasn't assigned to a homeroom their name still appears but the Prior Homeroom and New Homeroom columns are blank for the student and the box in the Assigned column is unchecked for the student.
9. Two main reasons students didn't receive a homeroom assignment is because the homeroom was at a capacity or they already have a homeroom assignment.
10. Run the R201 to verify homeroom assignments.

Task #8 – Multiple Homerooms Bulk Assignment by Students IDs.

1. Navigate to **Student Information » Management » Ad-Hoc Updates » Homeroom Bulk Assignment** .
 - a. Click on the **Multiple Homerooms** tab.
 - b. In the **Homeroom Term** dropdown select the appropriate homeroom term.
 - c. The homeroom term chosen in the **Homeroom Term** dropdown determines which homerooms show in the next section named **Available Homerooms**.
 - d. Example: If you chose **1sem – 1st semester** then 1st semester only homerooms would show in the **Available Homerooms** filter.
 - e. In the **Available Homerooms** section pull over the desired homerooms you want to schedule to the right.
 - f. You can choose one homeroom or any combination of multiple homerooms.
2. In the next section select how you want to search for the students you are assigning the homerooms to.
 - a. To assign multiple homerooms by typing in student IDs choose **Select Students By: Student IDs**.
 - b. Type in student IDs, separated by commas, in the box.
 - c. Click the **Assign Students** button.
3. You will be brought to the **Results** tab if there are conflicts.
4. The page displays each student and the homeroom they were assigned to. If the student wasn't assigned to a homeroom their name still appears but the Prior Homeroom and New Homeroom columns are blank for the student and the box in the Assigned column is unchecked for the student.
5. Two main reasons students didn't receive a homeroom assignment is because the homeroom was at a capacity or they already have a homeroom assignment.
6. Run the R201 to verify homeroom assignments.

Homeroom Bulk Assignment

Here you can assign a bulk group of students to homerooms

231 students matched your search criteria. 170 students were assigned to homerooms, but 61 students were not assigned to a homeroom because there was no availability in the selected homerooms or there was a data conflict with the assignment

Single Homeroom Multiple Homerooms Results

Student Name	Student Number	Prior Homeroom	New Homeroom	Assigned
LEON, LEO	000016463		1408	<input checked="" type="checkbox"/>
MCMAHON, RANDALL	000016185		1408	<input checked="" type="checkbox"/>
DEJESUS, BERNICE	000016573		1408	<input checked="" type="checkbox"/>
FLYNN, MAXINE	000015287		1408	<input checked="" type="checkbox"/>
WADE, ROY	000014093		1408	<input checked="" type="checkbox"/>

Task #9 – Multiple Homerooms Bulk Assignment by Class Period.



The most important thing to remember when assigning homerooms by class period is that the homeroom and the course section need to have the same location. Example: If you want students taking Spanish1 1st period to assigned to Homeroom 101, Spanish1 and Homeroom 101 must both meet in the same location.



The schedule must be finalized in order to assign homerooms by class period.

1. Navigate to **StudentInformation** » **Management** » **Ad-Hoc Updates** » **Homeroom Bulk Assignment** .
 - a. Click on the **Multiple Homerooms** tab.
 - b. In the **Homeroom Term** dropdown select the appropriate homeroom term.
 - c. The homeroom term chosen the **Homeroom Term** dropdown determines which homerooms show in the next section named **Available Homerooms**.
 - d. Example: If you chose **1sem – 1st semester** then 1st semester only homeroom would show in the **Available Homerooms** filter.
 - e. In the **Available Homerooms** section pull over the desired homerooms you want to schedule to the right.
 - f. You can choose one homeroom or any combination of multiple homerooms.
2. In the next section select how you want to search for the students you are assigning the homerooms to.
 - a. To assign multiple homerooms based on class period, choose **Select Students By: Class Period**.
 - b. Now choose the corresponding course term of the course sections.
 - c. If you are assigning homerooms for the 1st semester only homeroom term, select the 1st semester only course term in the **Course Term** dropdown.
 - d. Next in the **Rotation Day** dropdown select the day of week you would like to base the homeroom assignments on. 99% of schools will choose Monday.
 - e. In the **Period** dropdown select the period of the day you are basing the homeroom assignments on. Typically schools will choose 1st period.
 - f. Click the **Assign Students** button.
3. You will be brought to the **Results** tab if there are conflicts.
4. The page displays each student and the homeroom they were assigned to. If the student wasn't assigned to a homeroom their name still appears but

Appendix A – Clearing all from a homeroom term



Performing the steps below will delete all students from the selected homeroom term. Please proceed with caution.

1. Navigate to : **StudentInformation** » **Management** » **School Administration** » **Scheduling Administration** » **Initialization** » **Homeroom Terms**.

2. Click on the **Person with x** icon of the homeroom term you want to clear.
 - a. The following message will display

Homeroom Terms Maintenance

From this screen, you can display and change data pertaining to homeroom terms.

Are you sure you want to remove all student homeroom assignments for the following homeroom term:

FullYear - Full Year Term

OK

Cancel

- b. Click **OK** to confirm the delete.
 - c. The following confirmation message is displayed **All students were removed from all homerooms for the selected Homeroom Term.**

Appendix B – Clearing one homeroom at a time

1. Navigate to [StudentInformation](#) » [Management](#) » [School Administration](#) » [School Building Administration](#) » [Homerooms](#).
2. Choose the homeroom you'd like to clear all students from.
3. Click the **Person with x** icon.

a. The following message will display

Homeroom Maintenance

From this screen, you can Edit, Delete or Add a Homeroom.

Are you sure you want to remove all students from the following Homeroom:

107A - 107A

OK

Cancel

Click **OK** to confirm the delete.

- b. The following message is displayed **All students were successfully removed from the homeroom.**

Appendix C – Troubleshooting Homeroom Assignments

Issue	Cause	Solution
Student homeroom assignments don't show in context area.	Homeroom terms weren't properly linked to schedule terms at the time the homerooms were assigned.	Clear all homeroom assignments for the homeroom term by using the steps in Appendix A of this document. Edit the homeroom term and link the schedule terms to the homeroom term and then reassign homerooms.
When adding a new homeroom the room doesn't show in the Location dropdown so I can choose it.	When the room was created the Is Homeroom box wasn't checked.	Edit the location on the Room/Location Maintenance page and mark the Is Homeroom checkbox.
I'm attempting to assign homerooms by class period but it's not working. No one is being assigned a homeroom.	The location of the course and the location of the homeroom must match.	Edit either the course section or homeroom and change the location.



Honor Roll Step by Step Checklist

Change Log

Date	Section Number/Name	Change Description
11/7/14	Entire document	Update screenshot and breadcrumb trail
6/12/13	Recalculate the GPA associated with the honor roll then run R303	Add clarification for the Homeroom Date on the R303
6/28/11	Appendix A	Added troubleshooting step concerning homeroom date on R303 Clarified troubleshooting step #1

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Task #3 – Set up Numeric Honor Roll Exclusions.....	7
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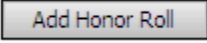
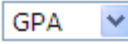
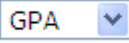
Alpha School:


GPA Formula	Alpha Exclusions Work	Numeric Exclusions Work
Standard Alpha	Yes	n/a
GPA by Course Count	Yes	n/a

Numeric School:

GPA Formula	Alpha Exclusions Work	Numeric Exclusions Work
Standard Alpha	Yes	No
GPA by Course Count	No	Yes
Standard Numeric	No	Yes
Raw Numeric GPA	No	Yes

Task #1 – Configure honor roll

1. Change the context to the building level and the current year.
2. Navigate to : **StudentInformation** » **Management** » **School Administration** » **Marks Administration Menu** » **Honor Rolls**.
3. Click .
4. Enter up to 4 characters in the **Code:** field.
5. Enter up to 30 characters in the **Name:** field.
6. The **Type:** dropdown defaults to . You will receive the same honor roll results regardless of what you choose in the dropdown. State Support recommends leaving  in the dropdown.
7. Enter an optional **Description:**.
8. If a student is required to have a minimum number of courses, enter that number in the **Min Number of Courses:** field.
9. If a student is required to have a minimum number of marks in order to qualify for the honor roll, enter that amount in the **Min Number of Marks:** field.
10. If a student is required to achieve a minimum GPA to qualify for the honor roll, enter the GPA in the **Minimum GPA:** field.
11. In the **GPA Set:** dropdown select the GPA that will be used to calculate the honor roll.
12. NOTE: Honor rolls are based off of GPAs. You can't get an honor roll without first having a GPA.
13. The **Precedence:** field signifies how restrictive the honor roll is.
14. Precedence of 1 is the most restrictive.
15. Example: A school has three honor rolls. All A, AB, and ABC honor roll. Students who qualify for the All A honor roll also qualify for the AB and ABC honor rolls. The All A honor roll is the most restrictive honor roll and should be **Precedence:** = 1, the AB honor roll is the 2nd most restrictive and should be **Precedence:** = 2, the ABC honor roll is the least restrictive and should be **Precedence:** = 3.
16. If a student makes the All A honor roll they also qualify for the AB, and ABC honor roll and will their name will print on all three honor roll lists if **Ignore Precedence:** is checked. If you only want the student's name to appear on the most restrictive honor roll, the All A for example, then leave the **Ignore Precedence:** unchecked.
17. If students missing over a certain number of marks are excluded from the honor roll, enter the number in the **Max Number of Missing Marks:** field.
18. Example: If a student is missing two marks from 4th quarter they wouldn't be eligible for the 4th quarter honor roll if the **Max Number of Missing Marks:** field was set to 1.

19. If students are required to earn a certain number of credits in order to qualify for the honor roll enter the number in the **Min Number of Credits:** field.
20. If the **Include Primary Building Students Only:** box is checked then only students with the school building filled in on their **Additional** tab **Primary Building:** field dropdown will be included on the honor roll listing.
21. NOTE: Currently when seniors are power withdrawn at the end of the school year their **Primary Building:** field on their **Additional** is being set to the district level. Power withdrawn seniors will not be on the honor roll listing unless **Include Primary Building Students Only:** is unchecked.
22. If you would like an honor roll message to print on the report card if the student qualifies for the selected honor roll, type in the message in the **Honor Message:** field.
23. Click .

Task #2 – Configure Alpha Exclusion Marks

F.Y.I.

Exclusion marks are optional.

F.Y.I.

Selecting to include zero C's is the same as saying exclude zero C's.


F.Y.I.

Alpha Exclusion marks only work with honor rolls tied to alpha GPA formulas. Please see chart at the beginning of the document for more information.

1. Click on the [Exclusion Marks](#) link of the honor roll you created in Task 1.
2. The page refreshes and automatically defaults to the **Alpha Honor Roll Rules** tab.
3. In the following example we will set up exclusions for an All A honor roll.
4. To qualify for the All A honor roll the student can only have marks of A and S.
5. Choose a mark from the **Mark:** dropdown.
6. Next enter the number of marks allowed.
7. Next click either ☐ **Include** or ☐ **Exclude**.
8. Finally click **Add Mark**.
9. If we were setting up a rule to exclude B marks the screen look as follows



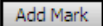

Mark	Combined Mark Group	Number Allowed	Rule Type
There are no records to display			

10. An exclusion needs to be set up for the B+ and B- also, if the school uses pluses and minuses.
11. As stated above, choosing zero include or zero exclude does the same thing. It makes more sense to use include zero B's then to say exclude zero B's.
12. If you make a mistake click on the next to the mark. When you delete an exclusion it is permanently deleted.
13. If your school has combined mark groups set up you could set up exclusions based on combined mark groups versus setting up an exclusion for each individual mark.

14. Example: Set up a Combined Mark group for all B marks. Then on the honor roll exclusions page set up an exclusion for the B mark group. This saves a little time because you don't have to set up a separate exclusion for each B mark if you use the Combined Mark Group.
15. Now set up exclusions for the AB and ABC honor roll.
16. Once you have finished setting up exclusion click  to return honor roll page.

Example of All A honor roll exclusions:

Alpha Honor Roll Rules
Numeric Honor Roll Rules

Mark: Mark Group: Number Allowed:   ☐ Include ☒ Exclude  

	Mark ^	Combined Mark Group	Number Allowed	Rule Type
✗	B		0	Include
✗	B-		0	Include
✗	B+		0	Include
✗	BLK		0	Include
✗	C		0	Include
✗	C-		0	Include
✗	C+		0	Include
✗	D		0	Include
✗	D-		0	Include
✗	D+		0	Include
✗	F		0	Include
✗	F+		0	Include
✗	I		0	Include
✗	NC		0	Include
✗	S-		0	Include
✗	U		0	Include
✗	U-		0	Include
✗	U+		0	Include
✗	W		0	Include
✗	WF		0	Include

20 Records Displayed
[Back To Top](#)

Task #3 – Set up Numeric Honor Roll Exclusions – optional.



Numeric Exclusion marks only work with honor rolls tied to numeric GPA formulas. Please see chart at the beginning of the document for more information.


1. Click on the [Exclusion Marks](#) link of the honor roll you created in Task 1.
2. The page refreshes and automatically defaults to the **Numeric Honor Roll Rules** tab.
3. In the following example we are going to set up numeric honor roll exclusion so that any student with a mark lower than 92.50 doesn't get included in the highest honor roll.
4. In the **Numeric Mark:** field enter the value of the numeric mark. In this example I'm entering 92.49.
5. In the **Number Allowed:** field enter the zero because we don't want to include anything lower than a 92.50.
6. Next mark ☒ **Include**.
7. Note: Saying to Include zero or Exclude zero means the same thing.

The screenshot shows the 'Numeric Honor Roll Rules' tab. At the top, there are two tabs: 'Alpha Honor Roll Rules' and 'Numeric Honor Roll Rules'. Below the tabs, there are two input fields: 'Numeric Mark:' with a value of 92.49 and 'Number Allowed:' with a value of 0. To the right of these fields are two radio buttons: 'Include' (selected) and 'Exclude'. Further right are two buttons: 'Add Mark' and 'Cancel'. Below these fields is a table with three columns: 'Numeric Mark ^', 'Number Allowed', and 'Rule Type'. The table has one row with a red 'X' in the first column, the value '92.490000' in the second column, and the value '0' in the third column. The 'Rule Type' column has the value 'Include'.


	Numeric Mark ^	Number Allowed	Rule Type
X	92.490000	0	Include

8. Click **Add Mark**.
9. Once you have finished setting up exclusion click **Cancel** to return honor roll page.

Task #4 – Recalculate the GPA associated with the honor roll then run the R303.

1. Navigate to **StudentInformation** » **Management** » **School Administration** » **Course History Administration** » **GPA Sets**.
2. Click the  of the GPA linked to the honor roll you are trying to print.
3. Wait for the GPA recalculation job to finish on your **Management** screen.
4. Next, navigate to. **StudentInformation** » **SIS** » **Marks** » **Marks Reports** » **Honor Roll (R303)**
5. On the R303 submission screen in the **GPA Sets** filter, select the GPA associated with the honor roll you are printing.
6. Enter a day that school is in session in the **Homeroom Date:** filter. This is especially important for seniors that were withdrawn prior to end of the school year.
7. In the **Sorting Options** filter, pull

Grade (DESC)
GPA (DESC)

 over to the right.
8. Put a check in the box next to **Page Break on First Sort Item:**.
9. Running the R303 in this manner will print each grade level on a separate sheet.
10. Click .
11. Wait the job to finish on your **Management** screen.

Appendix A - Troubleshooting steps for R303

Question:	Diagnosis:	Possible Solution:	Outcome:
1. Are you using a Homeroom Date on the R303 submission screen that isn't a day of school?	The R303 will return zero results if the Homeroom Date used is a day after school is out.	Change the Homeroom Date field to a valid school day.	Rerun the R303. If R303 still doesn't list the desired students, continue onto the next question.
2. Have you verified students are getting GPAs? You can't get an honor roll listing if the students aren't getting GPAs, since the honor roll is based off the GPA.	Go to the Student Information » SIS » Course History » Student GPA/Rank page. Choose the GPA linked to the honor roll in question and then choose a grade level. Verify students are actually getting GPAs.	Honor rolls and GPAs are directly connected. If students aren't receiving GPAs then they can't get on the honor roll. Consult the GPA Step by Step document Appendix A and B for GPA troubleshooting steps.	If R303 still doesn't list the desired students, continue onto the next question.
3. Is the Min Number of Courses field on the honor roll set too high?	If the Min Number of Courses is set to 7 and most students only take 6 courses, the student(s) will not be on the R303.	Edit the honor roll and change the Min Number of Courses field to a more attainable number.	Refresh the GPA then rerun the R303. If R303 still doesn't list the desired students, continue onto the next question.
4. Is the Min Number of Marks field on the honor roll set too high?	If the Min Number of Marks is set to 10 and students only have 8 marks, the student(s) will not be on the R303.	Edit the honor roll and change the Min Number of Marks field to a more attainable number.	Refresh the GPA then rerun the R303. If R303 still doesn't list the desired students, continue onto the next question.
5. Is the Max Number of Missing Marks on the honor roll set too low?	If the Max Number of Missing Marks is set to 1 and students have 2 grades missing, the student(s) will not be on the R303.	Edit the honor roll and change the Max Number of Missing Marks field to a more attainable number.	Refresh the GPA then rerun the R303. If R303 still doesn't list the desired students, continue onto the next question.

6. Is the Min Number of Credits field on the honor roll set too high?	If the Min Number of Credits is set to 9 and no one attempts over 6 credits, the student(s) will not be on the R303.	Edit the honor roll and change the Min Number of Credits field to a more attainable number.	Refresh the GPA then rerun the R303. If R303 still doesn't list the desired students, continue onto the next question.
7. Is Include Primary Building Students Only checked?	If the Include Primary Building Students Only is checked, seniors who have been power withdrawn at the end of the school year or anyone else whose Primary Building field say the school district won't be listed on the R303.	Edit the honor roll and uncheck Include Primary Building Students Only checkbox.	Refresh the GPA then rerun the R303. If R303 still doesn't list the desired students, continue onto the next question.
8. Is the Include in Honor Roll box unchecked on the Additional tab of the student's profile?	In order for a student to appear on the R303 they must have the Include in Honor Roll box checked on their profile.	Edit the student's profile and check the Include in Honor Roll checkbox.	Refresh the GPA then rerun the R303. If R303 still doesn't list the desired students, continue onto the next question.
9. Are the correct type of exclusions being used?-	If the school is using an alpha GPA formula then alpha exclusion marks must be used. Numeric exclusions will not work with alpha GPA formulas. If the school is using a numeric GPA formula then numeric exclusions must be used.	Edit the exclusions and make the needed corrections.	Refresh the GPA then rerun the R303. If R303 still doesn't list the desired students, continue onto the next question.

10. Are the exclusions set up correctly on the honor roll?	If you have an exclusion set up for a S mark and a student has an S mark they will not get on the honor roll. Exclusions must be set up for each individual mark that excludes the students from the honor roll. For example: B, B+, and B- must all have an exclusion if you are trying to calculate the All A honor roll.	Edit the exclusions and make the needed corrections.	Refresh the GPA then rerun the R303. If R303 still doesn't list the desired students, continue onto the next question.
11. Is the Precedence field correct?	The most restrictive honor roll should be Precedence = 1, the 2 nd most restrictive honor roll should be Precedence =2.	Edit the honor roll and correct the Precedence.	Refresh the GPA then rerun the R303. If R303 still doesn't list the desired students, continue onto the next question.
12. Is the honor roll set to ignore precedence?	If Ignore Precedence is marked on the honor roll and a student qualifies for the All A honor roll they also qualify for the AB honor roll and will list on both honor rolls unless Ignore Precedence is unchecked.	Edit the GPA Set and correct the precision.	Refresh the GPA then rerun the R303. If R303 still doesn't list the desired students, continue onto the next question.
13. Is the Minimum GPA field set too high or too low on the honor roll?	If the Minimum GPA field is set to 3.0 for the All A honor roll and no exclusions are set up, students who got 5 A's and 1 B and got a GPA of 3.2 will still qualify for the All A honor roll.	Either increase or decrease the Minimum GPA value or set up exclusions.	Refresh the GPA then rerun the R303. If R303 still doesn't list the desired students, continue onto the next question.

14. Are you using the wrong homeroom date?	The R303 is one of the few reports in StudentInformation that honors the homeroom date on the submission screen. Ensure the homeroom date is a day school is in session. If attempting to generate an Honor Roll for Seniors that have already been power withdrawn make sure you use their withdrawal date as the homeroom date on the R303 submission screen.	Change the Homeroom Date on the R303 submission screen.	Rerun the R303
15. Did you make changes to the honor roll and not refresh the GPA?	Any change made to the honor roll, no matter how minor, must be followed by refreshing the GPA before you rerun the R303.	Refresh the GPA.	Refresh the GPA then rerun the R303. If R303 still doesn't list the desired students, send a Help Desk ticket.



Infohio Export Checklist

Infohio Export

The Infohio Export is usually performed on a nightly basis to send demographic data from StudentInformation to Infohio for use in the Patron files in the library software. Most ITC's set up the exports to run automatically at night for each of their buildings. Three separate options are available in DASL Options for the homeroom assignment to include in the record for each building. While this checklist provides instruction on how to create the file, here are some additional tips you should know about this process.



NOTE: If the nightly extracts fail to complete, the file created from StudentInformation doesn't get loaded into the Library system. When no record comes over from StudentInformation for a student, regardless of the reason, the student, the student automatically gets changed to "Expired" in Infohio. If a new record is loaded for a student to correct the issue, the student's status will be updated automatically.



NOTE: ITC Staff should check the logs daily to ensure that the extracts and loads completed successfully. If logs are checked first thing in the morning and it is discovered that a load failed, once the issue is identified, and the resolution found, extracts can be reprocessed and the files reloaded to quickly resolve the issue. Log files for the StudentInformation extractions reside in the DASL _Log directory on the alpha.



NOTE: StudentInformation Support staff should notify Infohio support when a StudentInformation update is applied in case something changes that has an affect on the data extracted nightly. This would be an especially important time to check those nightly logs to make sure there are no problems as a result of the update.



Note: For any of the homeroom options used, it is possible that the value of a student's homeroom may change at the end of the semester or quarter. Make sure the files are checked at that time to ensure all necessary homeroom information is there. If a student is missing homeroom information in the record, the student's homeroom will be changed to "unknown" in the Library software. The INFOhio Export will only use the finalized schedule.



Note: In order for a student to be included in the file, the student must have an annual record in the current school year as well as a LIVE EMIS time period record. EMIS time period records are created for all students regardless of whether a district reports to EMIS or not. If a student is not included in the file and it is not because of the student's status code, then the user should check the student's admission history detail records to make sure that the student has a record for the current school year. Navigate to **StudentInformation >> SIS >> Student >> Admission History >> Edit History Details** and check for a record in the current school year.



Note: Student status codes play a big part in which students get included in the file. On the Student Status Code Maintenance page, any status code defined with an internal status of "Inactive" or "Deleted" will not be included in the file. This may include students who are residents attending elsewhere if they use a separate status code for these students and make them "inactive" internally. Navigate to **StudentInformation >> Management >> School Administration >> Student Codes Administration >> Student Status Codes** to check to see how status codes are configured. Here is a sample from StudentInformation:

		Code	Name ^	Overall Student Status	Description	Active
X		A	ACTIVE RES	Active	ACTIVE RES	
X		D	DELETED	Deleted	DELETED	
X		I	INACTIVE	Inactive	INACTIVE	
X		N	NON-RES	Active	NON-RES	
X		O	OTH NONRES	Inactive	OTH NONRES	
X		U	OTH RE A/E	Active	OTH RE A/E	
X		Q	OTH RESIDE	Inactive	OTH RESIDE	
X		R	RES A/ELSE	Inactive	RES A/ELSE	
X		J	RES A/JVS	Inactive	RES Attending JVS	

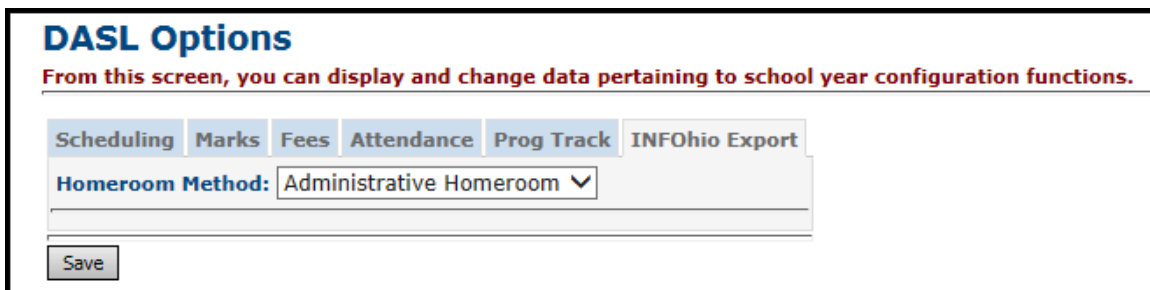
☒ Show Active Only

☐ Task #1 - Update DASL Options – Infohio Tab

The DASL Options - Infohio tab allows the district to choose which homeroom they wish to use in the export file.

Homeroom Method – Select from the drop down box a default method for exporting Homeroom in the INFOhio Export. Valid choices are Administrative Homeroom, Period Homeroom and Department Homeroom. The Default choice is Administrative Homeroom.

Administrative Homeroom

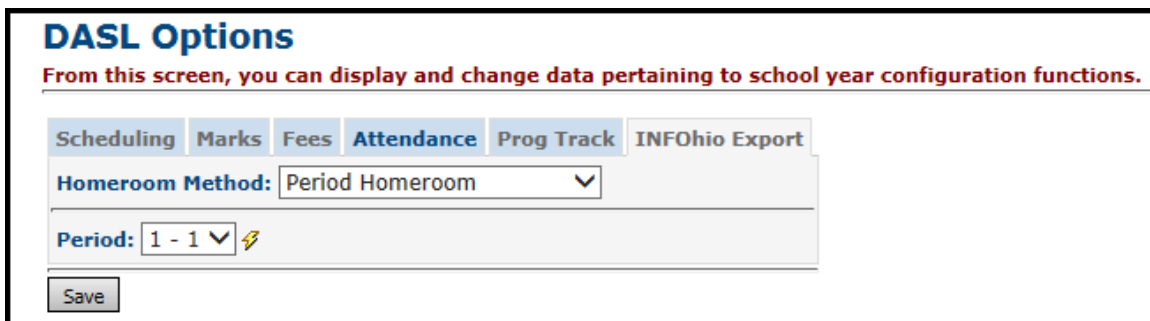


The screenshot shows the 'DASL Options' interface. At the top, it says 'From this screen, you can display and change data pertaining to school year configuration functions.' Below this is a row of tabs: 'Scheduling', 'Marks', 'Fees', 'Attendance', 'Prog Track', and 'INFOhio Export'. The 'INFOhio Export' tab is selected. Under this tab, there is a label 'Homeroom Method:' followed by a dropdown menu showing 'Administrative Homeroom'. Below the dropdown is a 'Save' button.

If the Administrative homeroom is chosen, the student's administrative homeroom as assigned on the student profile edit page will be used. If a student has no administrative homeroom, the homeroom information will be empty on the student's record in the export file.

Period Homeroom

If you select "Period Homeroom", you must also select the period course sections meet that you wish to use as the homeroom period.



The screenshot shows the 'DASL Options' interface. At the top, it says 'From this screen, you can display and change data pertaining to school year configuration functions.' Below this is a row of tabs: 'Scheduling', 'Marks', 'Fees', 'Attendance', 'Prog Track', and 'INFOhio Export'. The 'INFOhio Export' tab is selected. Under this tab, there is a label 'Homeroom Method:' followed by a dropdown menu showing 'Period Homeroom'. Below this is a label 'Period:' followed by a dropdown menu showing '1 - 1' and a lightning bolt icon. Below the dropdown is a 'Save' button.

Any course section the student is assigned to that meets the selected period will be used as the homeroom. The teacher and location from the course section will be used as homeroom teacher and room in the export record.

Department Homeroom

If you select “Department Homeroom”, you must also select the department code of the courses you wish to use homeroom period.

DASL Options
From this screen, you can display and change data pertaining to school year configuration functions.

Scheduling

Marks

Fees

Attendance

Prog Track

INFOhio Export

Homeroom Method:

Department Homeroom

▼

Department:

ENG - ENGLISH DEPT

▼

⚡

Save

Any course section the student is assigned to that meets has the selected department assigned to the course will be used as the homeroom. The teacher and location from the course matching the selected department will be used as homeroom teacher and room in the export record.



For the department and period methods, if a student has no course section assignments which meet the criteria for department and period, the student will have no homeroom information in the records in the export file.

☐ Task #2 - Run the Infohio Export

These instructions only apply when running the export manually.



Check with your Librarians to determine which fields they wish to have included in the export file.

1. Change Context to the building level.
2. Navigate to : **StudentInformation** » **Management** » **Import/Export** » **INFOHIO Export**
3. The Export page will present the user with a list of fields with a checkbox preceeding each field. Click on each checkbox to include the corresponding data element in the record.
4. Click the ***Export button.***
5. A window will open on the page and the user will be prompted to Open, Save or Cancel. This allows you to save the file to a designated location, open the file on your screen or cancel the export.
6. Select "Save" and save the file to your hard drive.
7. Send the file to the Infohio support person for further processing.

Any course section the student is assigned to that meets has the selected department assigned to the course will be used as the homeroom. The teacher and location from the course matching the selected department will be used as homeroom teacher and room in the export record.



Generating Labels with StudentInformation Procedural Checklist

Generating labels thru StudentInformation

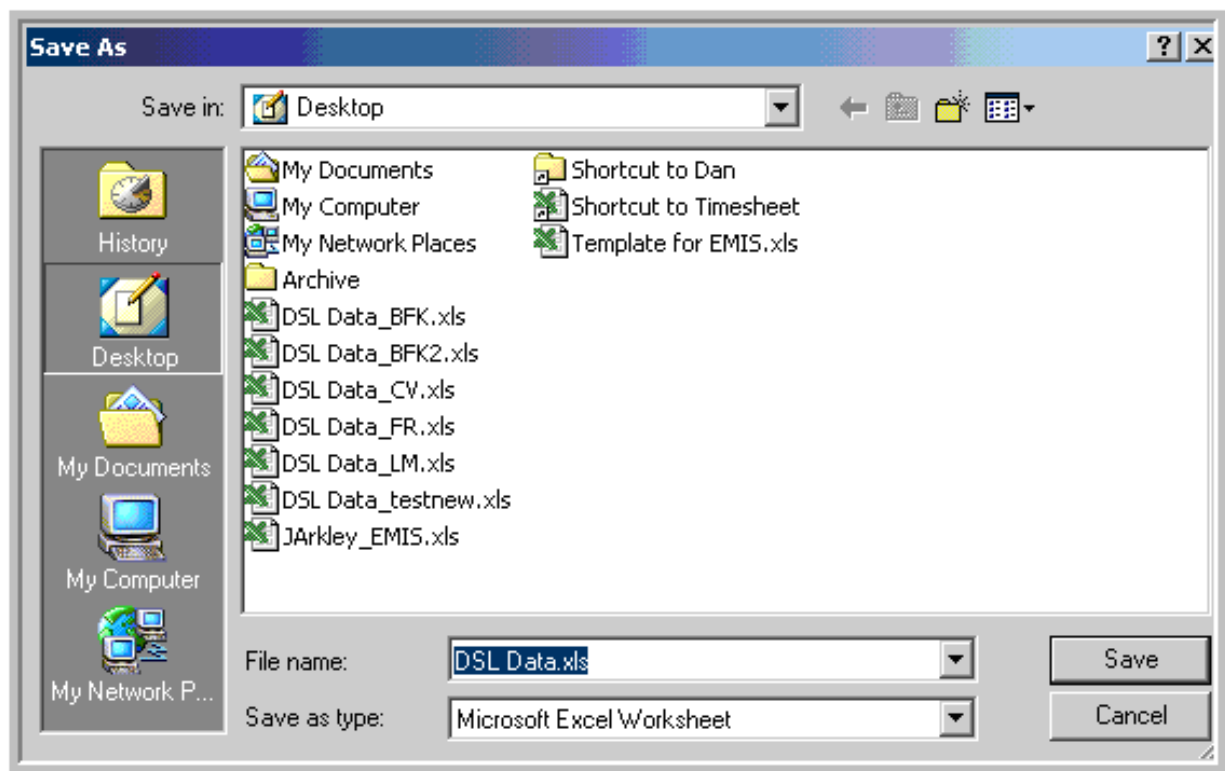
You can use the StudentInformation program to generate a listing of students to save to your computer and print labels to a laser printer.

Please refer to the EZQuery End User Guide for the steps on how to create a download file that can be used to generate labels or mail merge documents.

Getting Started

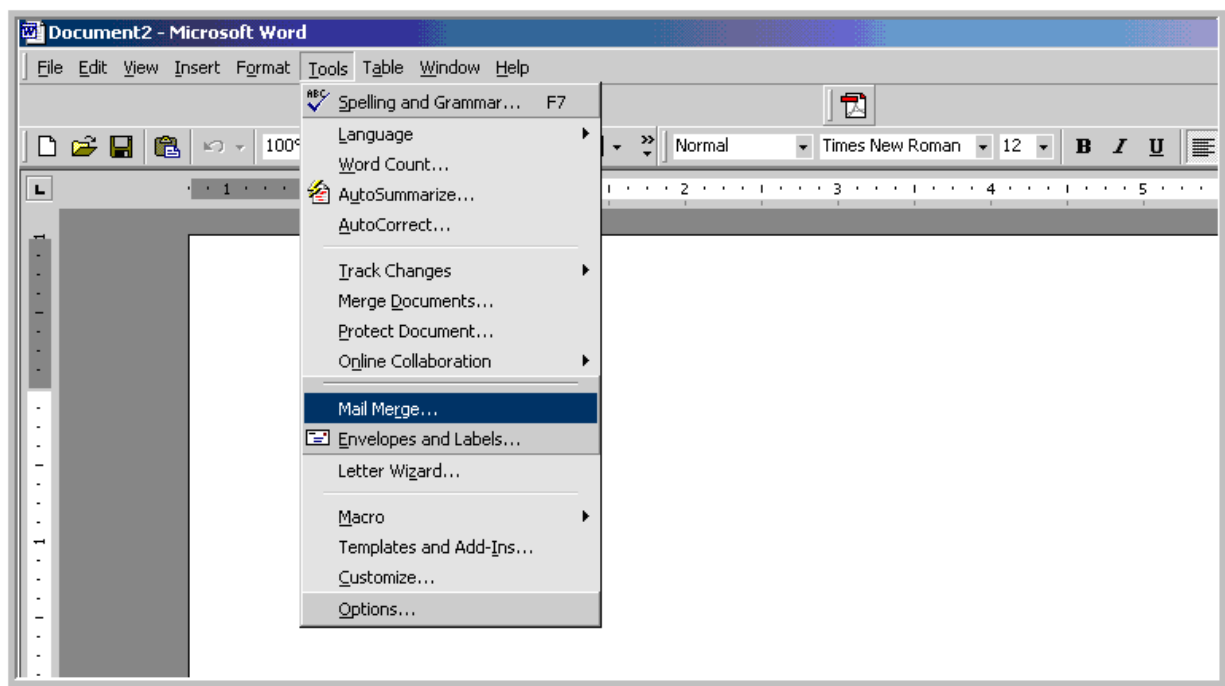
1. Log into **StudentInformation** with your username and password.
2. Click on **EZ Query**.
3. Click on **Reports**.
4. Click on **SIS Student Search**
 - Using the SIS Student Search, select the students and output fields for your spreadsheet and eventual labels. Please see the EZ Query End User Guide for detailed information on the SIS Student Search.
 - Choose to download a file in the Summary tab of the SIS Student Search. Indicate the desired folder location and the desired File Name. The download File option will always default the name to DASL_Data.xls.

- You will want to keep the file type as a Microsoft Excel Worksheet with an .XLS file suffix.
5. Click the **SAVE** button when complete. You have now just copied the contents of that SIS Student Search report in a file, which is located in the Desktop area.

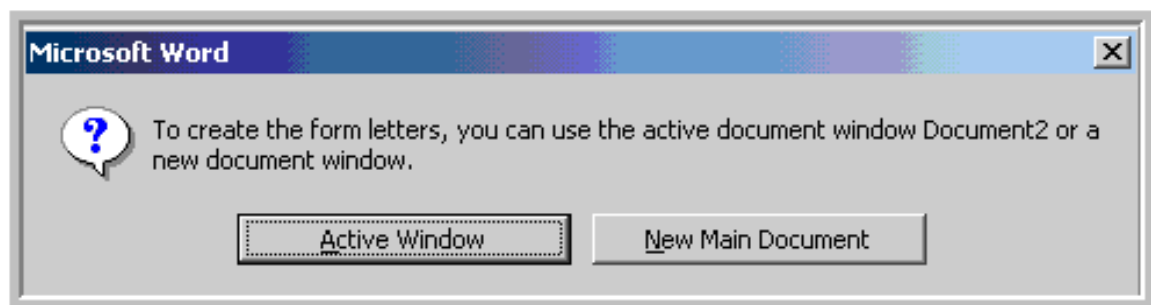
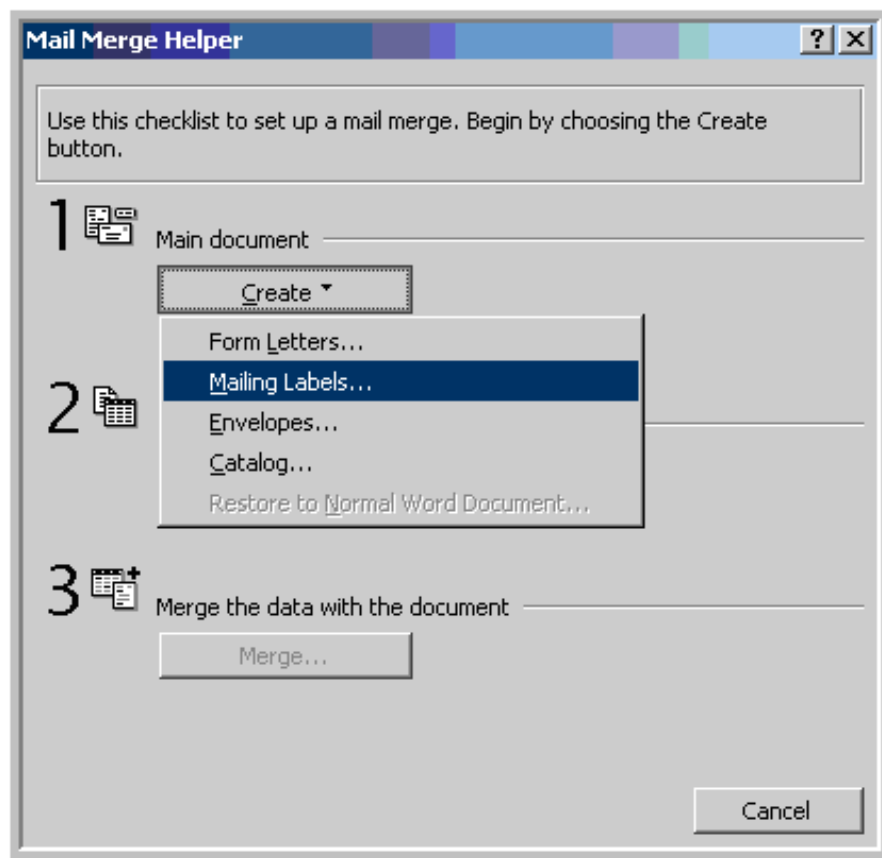


Creating Labels with Microsoft Word

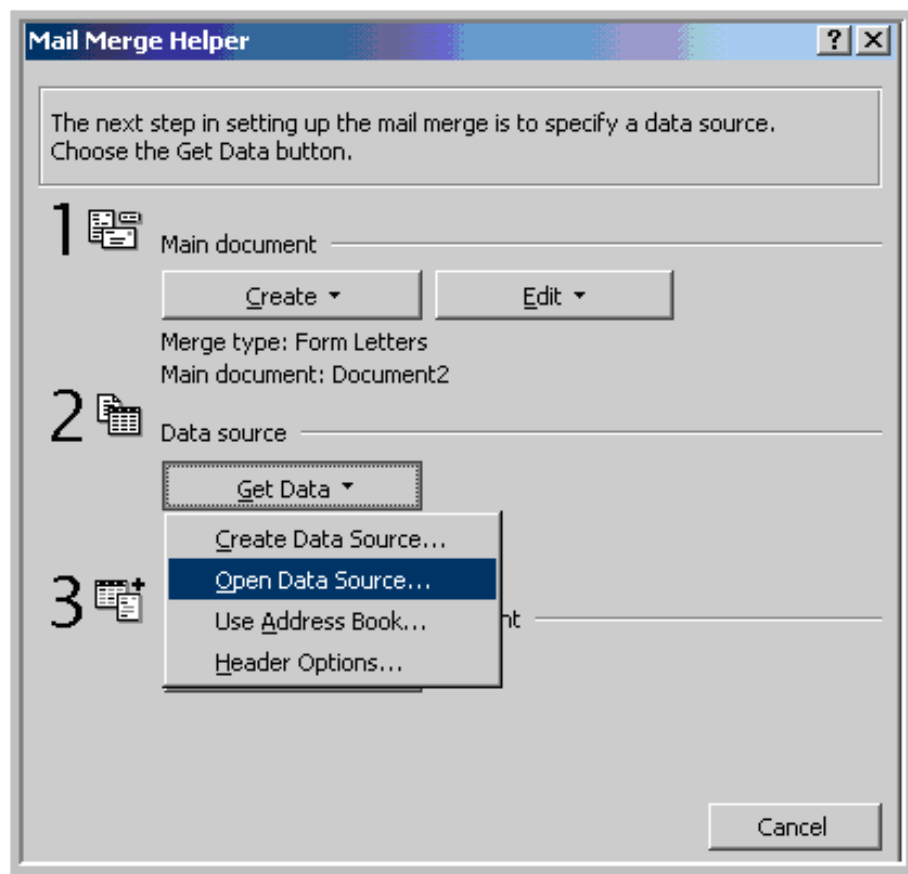
1. Open up **Microsoft Word**.
2. Open a **blank document** if one is not already open.
3. Select the **Tools** menu.
4. Click on **Mail Merge** which will open the Mail Merge Helper Screen.

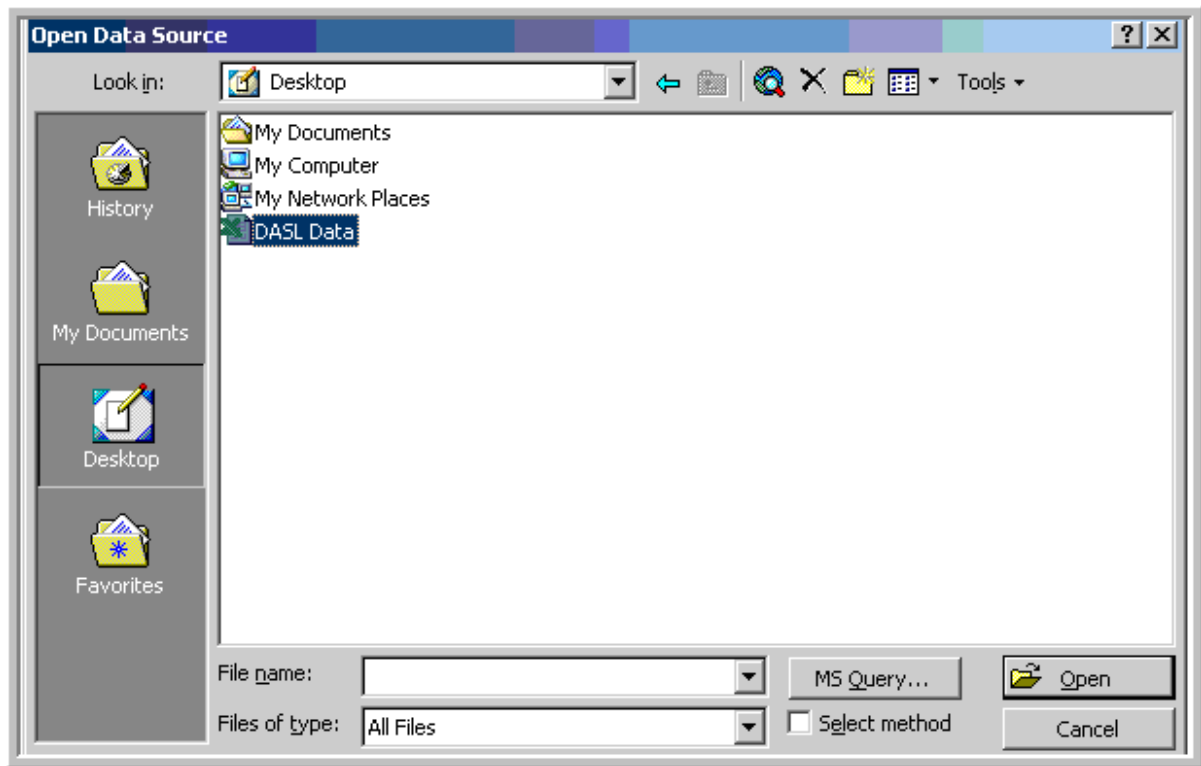


5. In **Step 1**, click on the **Create** button.
6. Select **Mailing Labels**.
7. Select **Active Window** in the prompt that appears.

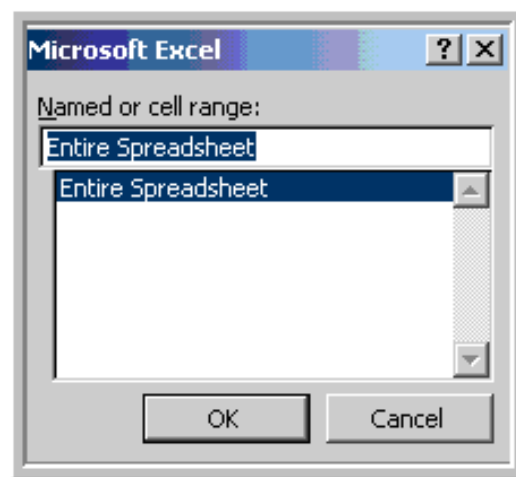


8. In **Step 2**, select your data source by clicking on **Get Data**.
9. Select **Open Data Source**.
10. In the Open Data Source dialog box, change the Files of Type to “**All Files**” from the drop down list.
11. Select the file location of the downloaded **DASL_Data.xls** file in the **Look In: box**.
12. Highlight your **DASL_Data.xls** file and click the **Open** button.

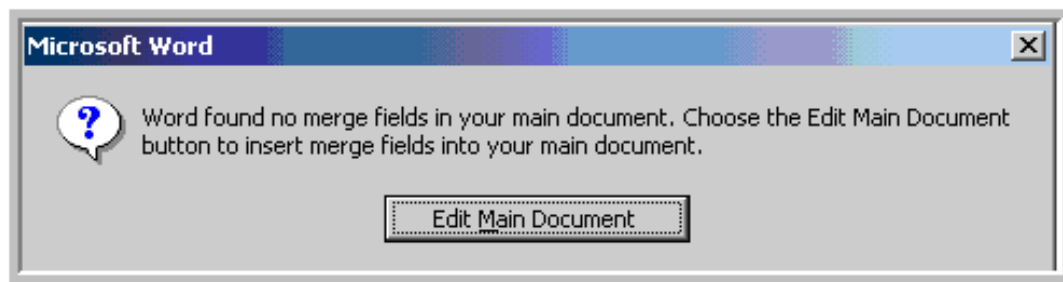




13. In the dialog box that appears, select “**Entire Spreadsheet**”.

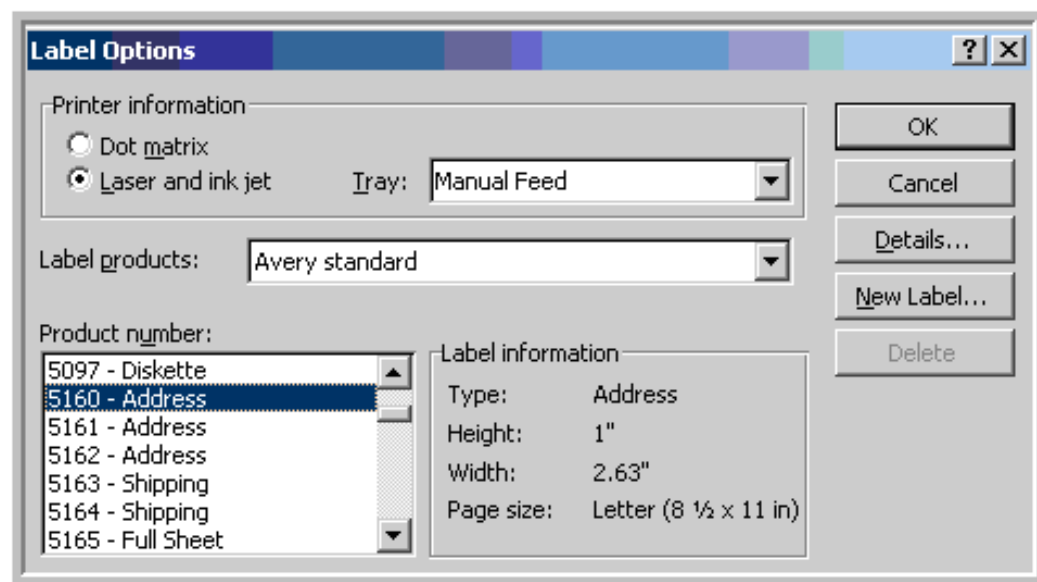


14. Click the **Edit Main Document** button.



The Label Options dialog box appears and lists the standard Avery label options.

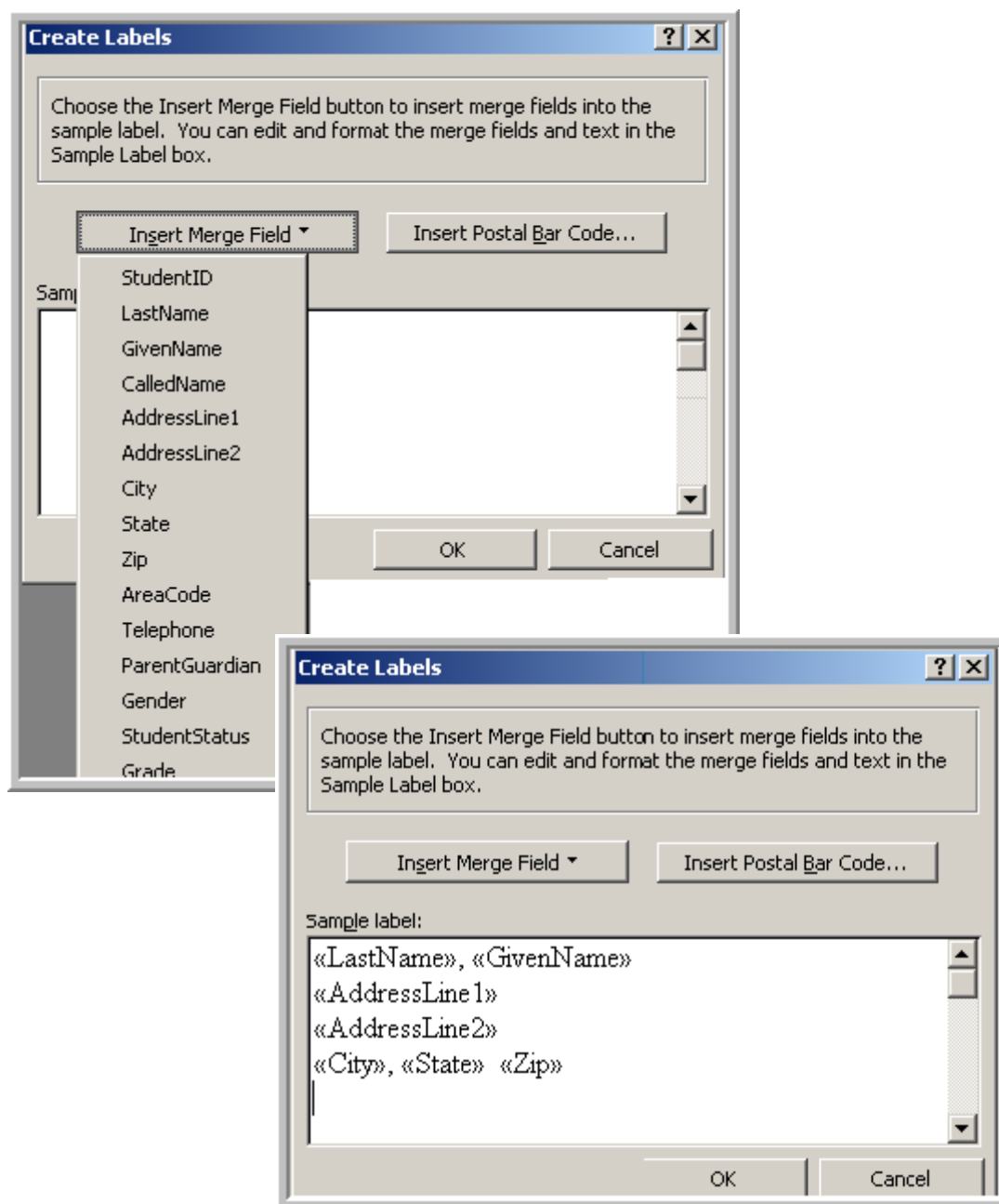
15. Select the correct **Avery Label number** and click the **OK** button.



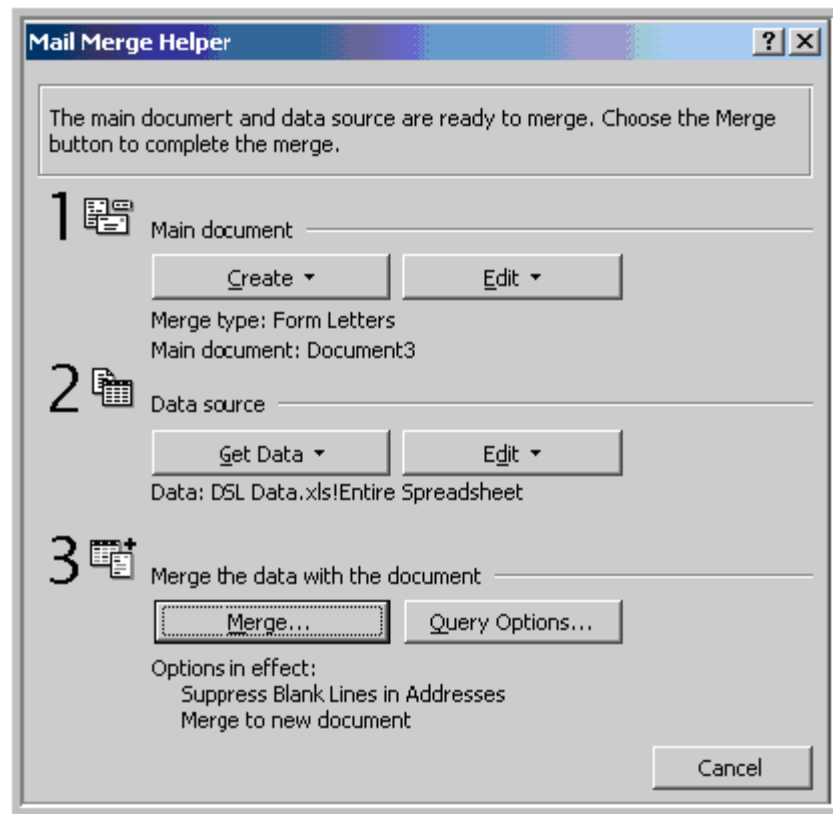
The Create Labels dialog box appears.

16. Click on the **Insert Merge Field** button to view a list of the data fields to be included in your merge.

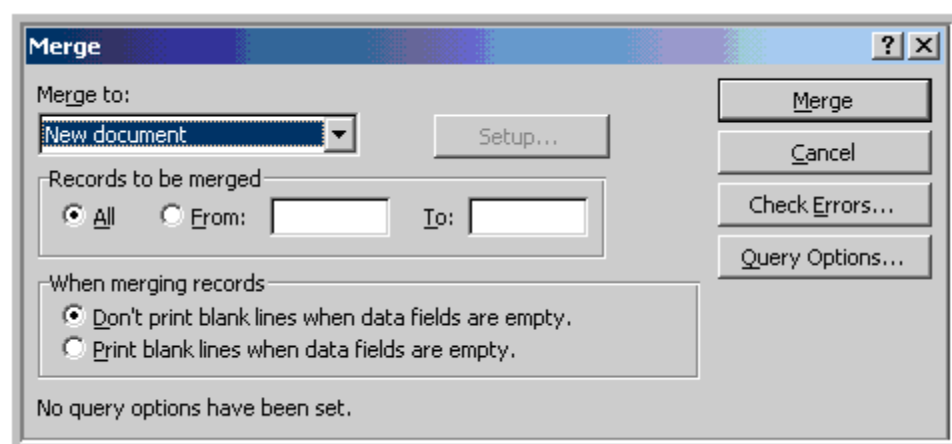
17. If necessary, place your cursor in the Sample Label box, click on the Insert Merge Field button, and select any **additional fields** that need to be included in the merge.

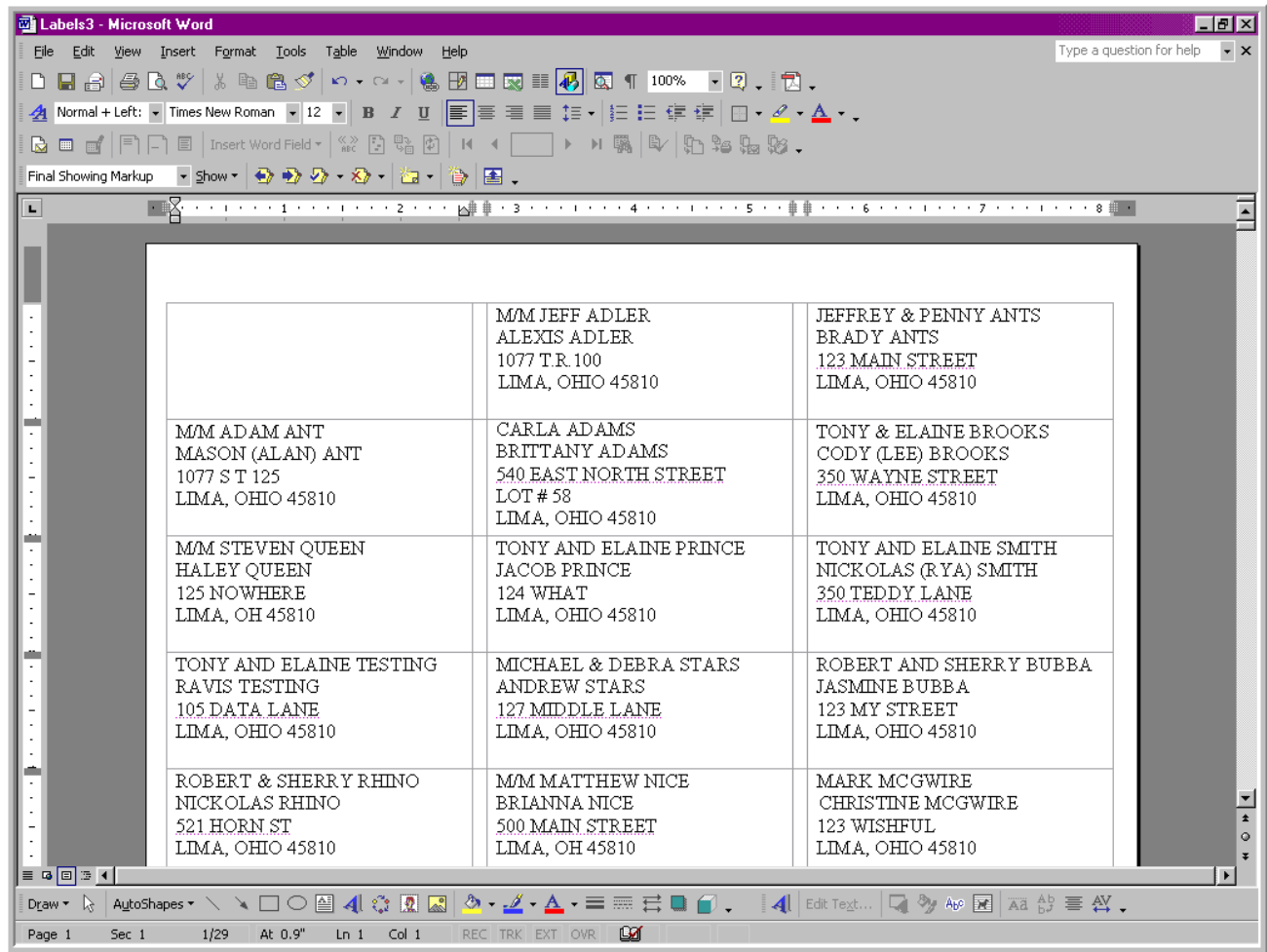


18. In Step 3, click on the **Tools** menu and select **Mail Merge**.
19. Click on the **Merge...** button.



20. Select the **New Document** option from the drop down box.
21. Click on the **Merge** button to process your merge request.





Here is an example of mail merged labels

LifeTouch Picture Export Procedural Checklist

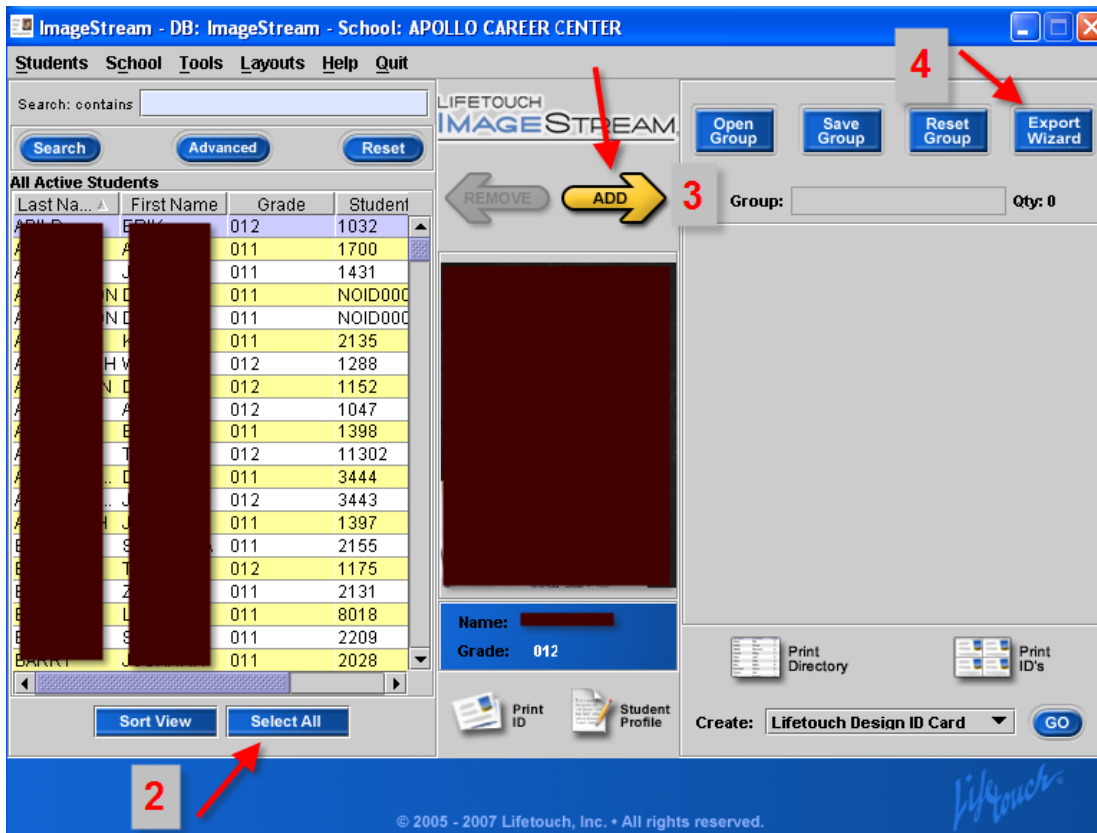


LifeTouch Picture Export Instructions for use in StudentInformation and GradeBook :

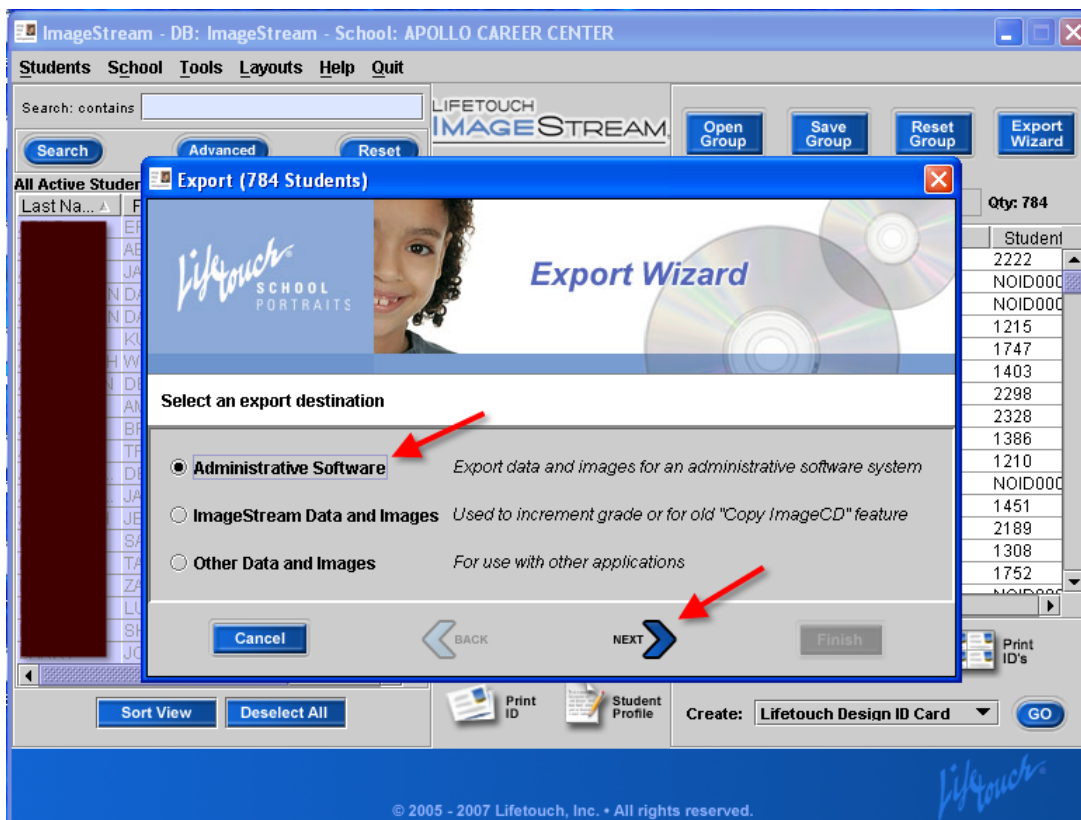
1. Open up the Lifetouch ImageStream application.

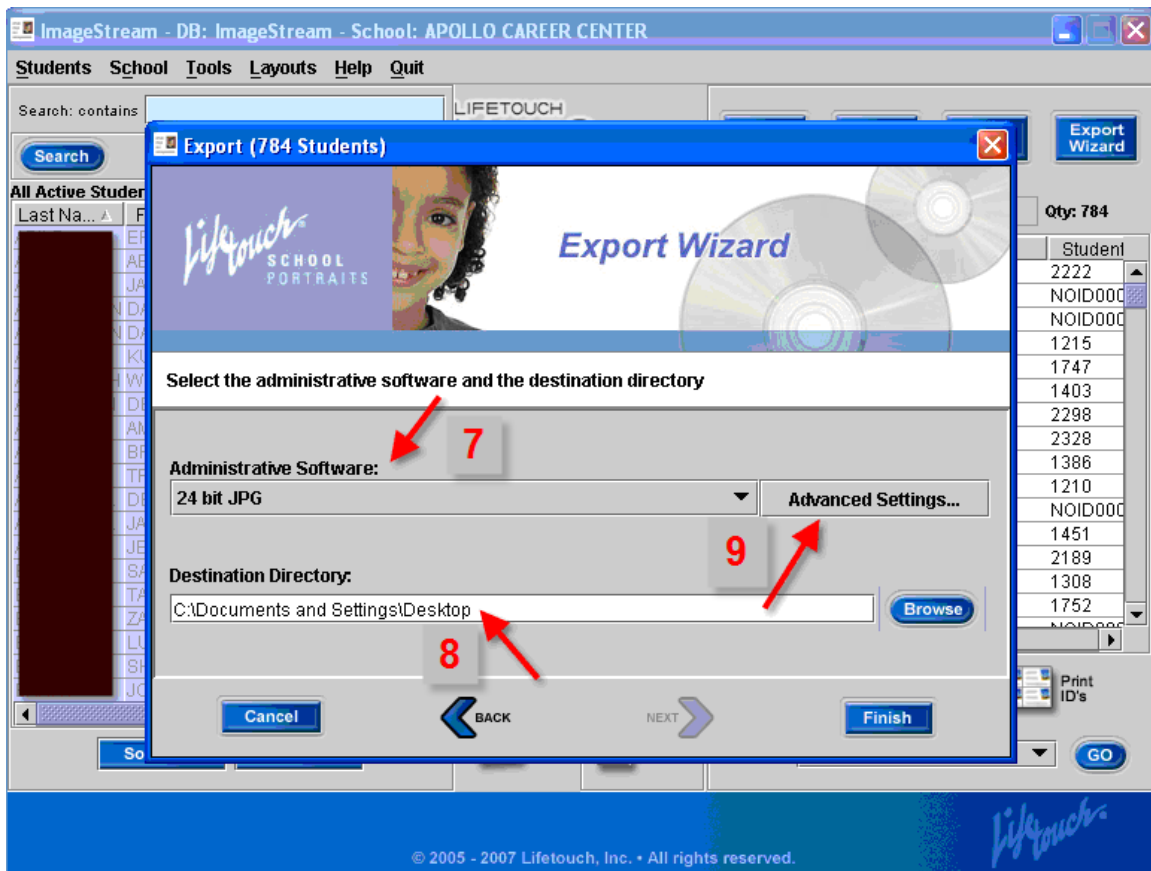


2. Click the Select All button and click the OK button.
3. Click the Add arrow to move the student(s) to the selection area of the screen.
4. Click the Export Wizard button.

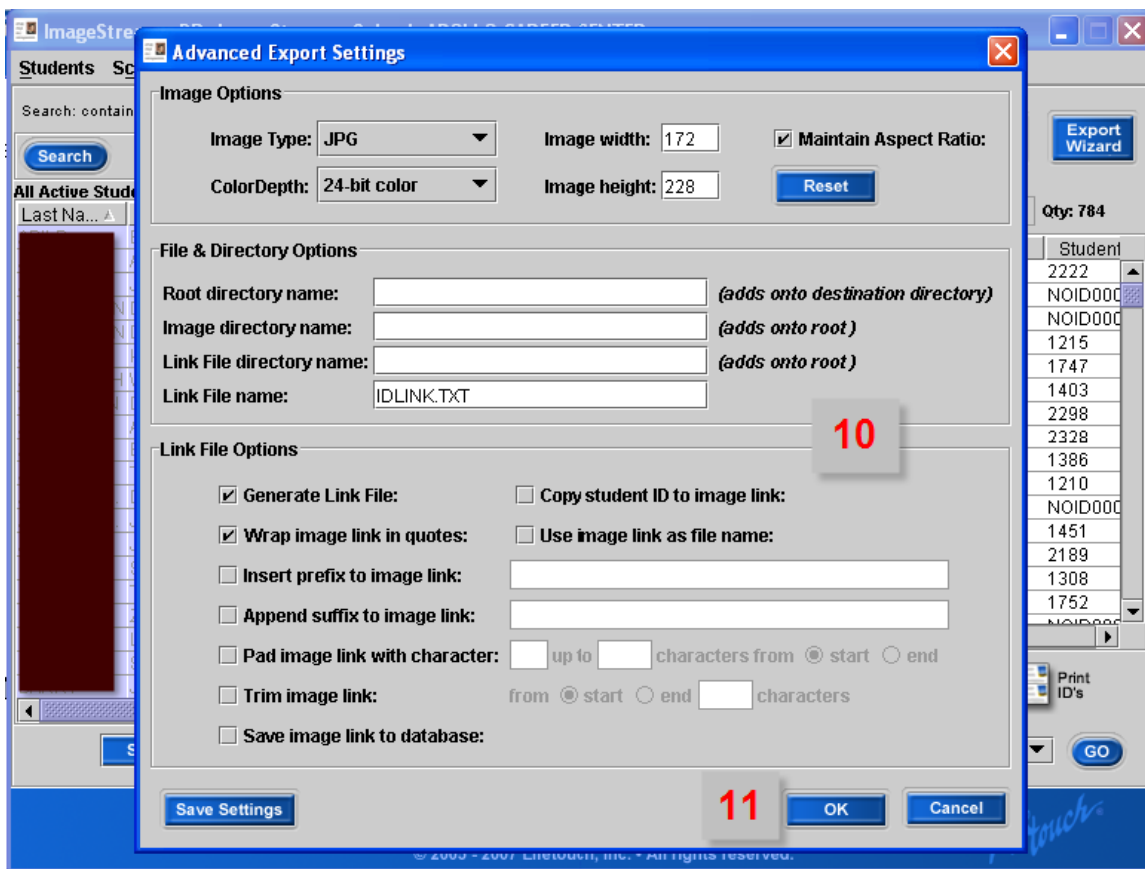


5. Select the Administrative Software option.
6. Click the Next Arrow to continue.

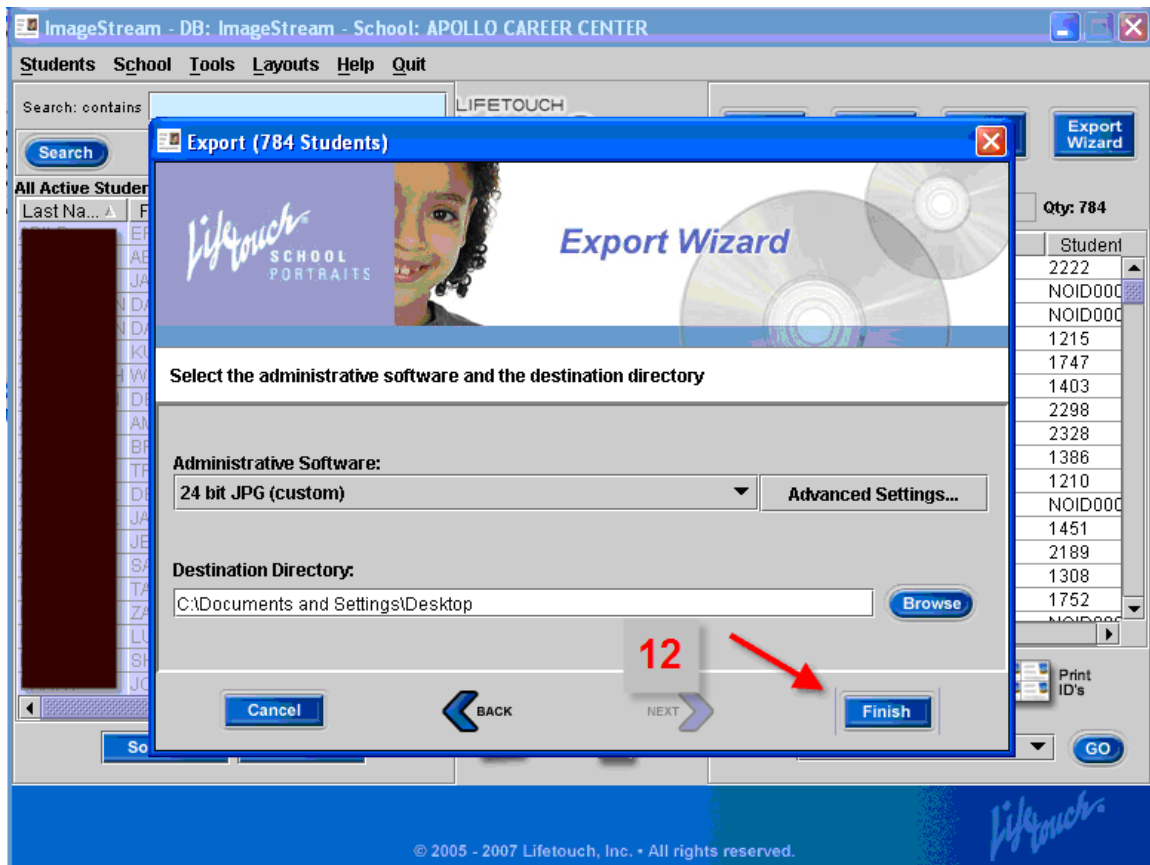




7. Select 24 bit JPG from the Administrative Software dropdown.
8. Select your Destination Directory folder.
9. Click the Advanced Settings button.



10. Verify that your Advanced Export Settings match the settings pictured above.
11. Click the OK button.



12. Click the Finish button.
13. When finished, zip (using WinZip or another Zip utility) the folder containing the student pictures into one ZIP file.
14. Email your ZIP file to your ITC as instructed.



Permanent Record Labels

The following steps must be completed in order to print Permanent Record Labels. Labels should be printed after grade card processing is complete for the school year.

Report Card Formatter (R700)

From this screen, you can select parameters to generate a report.

Selection Criteria

Selection Summary

Load Settings

Formatter Version: ☐ Custom ☒ Permanent Record Labels

Print Permanent Record Labels from Report Card Formatter R700 – Use your choice of formats to print permanent record labels. The marks information will be pulled from current marks to print on labels for permanent record folders. Formats available are as follows:

Format 22 – 2"x4" or 3-1/3"x4"

Format 23 – 3-1/3"x4"

Format 24 – 3-1/3"x4"

Format 32 – 2"x4" or 3-1/3"x4"; includes previous year credits earned and prints a cumulative credit

Format 33 – 3-1/3"x4"; includes previous year credits earned and prints a cumulative credit

Format 34 – 3-1/3"x4"; includes previous year credits earned and prints a cumulative credit

Format 42 – 2"x4" or 3-1/3"x4"; prints marks on right side and does not print student GPA or student ranking

Format 43 – 3-1/3"x4"; prints marks below student header; prints student GPA but no student ranking

Format 44 – 3-1/3"x4"; prints marks below student header; does not print student GPA or student ranking

Format 62 – same as Format 42 with the addition of the Home School Name field (if Home School IRN field is filled out on the Student Profile – General tab)

Format 63 – same as Format 43 with the addition of the Home School Name field (if Home School IRN field is filled out on the Student Profile – General tab)

Format 64 – same as Format 44 with the addition of the Home School Name field (if Home School IRN field is filled out on the Student Profile – General tab)

Format 82 – 2"x4" or 3-1/3"x4"; includes previous year credits earned and prints a cumulative credit; uses Numeric Marks

Format 83 – 3-1/3"x4"; prints marks below student header; prints student GPA but no student ranking; uses Numeric Marks

Format 84 – 3-1/3"x4" ; uses Numeric Marks

Additional formats may be listed, but they are not active at this time.

All permanent record label formats will show external absences for a student in the attendance subreport section of the permanent record labels. If a student has both daily and external attendance in the selected school year, then two rows will be shown in the attendance subreport. A School Code column will show on all permanent record label formats except 54, due to space limitations, and that column will allow the user to more easily distinguish between the daily and external attendance rows. If the student has more than one record in the attendance subreport on the permanent record label, the Attendance subreport will sort by School Code ascending.

Suggested Settings	Label Font Size	Label Height	Top Margin	Left Margin
For most 2"x4" labels (Avery Label 8163)	5	2	1	.25

Please Note: The bottom right hand label will be blank (the next student prints correctly on the next page) with some margins.

For most 3-1/3"x4" labels (Avery Label 8164)	5	3.33	1	.4
Format 24 - 3-1/3"x4" labels (Avery Label 8164)	5	3.33	.65	.3
Format 44 - 3-1/3"x4" labels (Avery Label 8164)	5	3.33	.8	.4

Please use the following page settings for Adobe 9 and prior versions when printing the labels to ensure that the labels print correctly on the page. These Adobe page settings are most likely the default settings.

- Page Scaling = "None"
- Auto Rotate and Center = unchecked

On some formats, Page Scaling = "Shrink to Printable Area" may need to be set.

Please use the following page settings for Adobe 10 and later versions when printing labels to ensure that the labels print correctly on the page.

- Size Options = "Actual Size"
- Orientation = "Portrait"

Please Note – TO HOME SCHOOLS PRINTING PERMAMENT RECORD LABELS FOR THEIR VOCATIONAL STUDENTS: Since the calendar in each building is for the home school, and the vocational students follow the vocational school calendar, days present would not print correctly on your labels. Days absent and times tardy will print correctly.

See Marks End User Guide documentation for details

Permanent Record Labels
Procedural Checklist

Format 22

NAME	FONT, ELLA JANE	COURSE NAME	TEAC	GP 4	CRED	NAME	PERRY, MICHAEL JAY	COURSE NAME	TEAC	GP 4	CRED
ID	4002	YEAR	2004-2005			ID	5002	YEAR	2004-2005		
GRD	12	GEND	F			GRD	11	GEND	M		
PRESENT	ABSENT	TARDY				PRESENT	ABSENT	TARDY			
175	3	1				175	0	0			
CREDITS EARNED:	4					CREDITS EARNED:	6.5				
GPA SET	GPA	RANK	TTL RNK			GPA SET	GPA	RANK	TTL RNK		
Cum	2.875	2	5			Cum	2.308	1	5		
Qtr4	4.000	1	5			Qtr4	4.000	1	5		

Format 23

NAME	EYE, MAGNUM P.	ID	4001	YEAR	2004-2005	NAME	CONTRARY, MARY M.	ID	5001	YEAR	2004-2005
		GRD	12	GEND	M			GRD	11	GEND	F
PRESENT	ABSENT	TARDY	CRED	4.5		PRESENT	ABSENT	TARDY	CRED	6.5	
175	3	1				174	4	0			
GPA SET	GPA	RANK	TTL RNK			GPA SET	GPA	RANK	TTL RNK		
Cum	2.444	5	5			Cum	2.308	1	5		
Qtr4	4.000	1	5								
COURSE NAME	TEAC	GP 4	CRED			COURSE NAME	TEAC	GP 4	CRED		
AN GEOM	LAYM	A	0.000			ALGEBRA II	LAYM	A	0.000		
BAS ENGLISH 12	COUS	A	0.000			BAS ENGLISH 11	COUS	A	0.000		
GERMAN IV	LAYM	A	0.000			CHEM I	WEBB	A	0.000		
LATIN IV	COUS	A	0.000			DRAWING	HAND	A	0.000		
PAINTING	HAND	A	0.000			FRENCH III	BERR	A	0.000		
PHYSICS	BERR	A	0.000			LATIN III	COUS	A	0.000		
WLD HIS GEN	CLAR	A	0.000			SPANISH III	HAND	A	0.000		

Format 24

NAME	EYE, MAGNUM P.	ID	4001	YEAR	2004-2005	NAME	POTTS, JORDAN DANIEL	ID	4004	YEAR	2004-2005
		GRD	12	GEND	M			GRD	12	GEND	M
PRESENT	ABSENT	TARDY				PRESENT	ABSENT	TARDY			
175	3	1				175	0	0			
CREDITS EARNED:	4.5					CREDITS EARNED:	4				
GPA SET	GPA	RANK	TOTAL RANKED			GPA SET	GPA	RANK	TOTAL RANKED		
Cum	2.444	5	5			Cum	2.875	2	5		
Qtr4	4.000	1	5			Qtr4	4.000	1	5		
COURSE NAME	TEAC	GP 4	CRED			COURSE NAME	TEAC	GP 4	CRED		
AN GEOM	LAYM	A	0.000			AN GEOM	LAYM	A	0.000		
BAS ENGLISH 12	COUS	A	0.000			BAS ENGLISH 12	COUS	A	0.000		
GERMAN IV	LAYM	A	0.000			GERMAN IV	LAYM	A	0.000		
LATIN IV	COUS	A	0.000			LATIN IV	COUS	A	0.000		
PAINTING	HAND	A	0.000			PAINTING	HAND	A	0.000		
PHYSICS	BERR	A	0.000			PHYSICS	BERR	A	0.000		
WLD HIS GEN	CLAR	A	0.000			WLD HIS GEN	CLAR	A	0.000		

Format 32

NAME	EYE, MAGNUM P.	COURSE NAME	TEAC	GP 4	CRED	NAME	CONTRARY, MARY M.	COURSE NAME	TEAC	GP 4	CRED
ID	4001	YEAR	2004-2005			ID	5001	YEAR	2004-2005		
GRD	12	GEND	M			GRD	11	GEND	F		
PRESENT	ABSENT	TARDY				PRESENT	ABSENT	TARDY			
175	3	1				174	4	0			
CURRENT CREDITS:	4.5					CURRENT CREDITS:	6.5				
TOTAL CREDITS:	21					TOTAL CREDITS:	19.5				
GPA SET	GPA	RANK	TTL RNK			GPA SET	GPA	RANK	TTL RNK		
Cum	2.444	5	5			Cum	2.308	1	5		
Qtr4	4.000	1	5			Qtr4	4.000	1	5		

Permanent Record Labels
Procedural Checklist

Format 33

NAME EYE, MAGNUM P.			ID 4001	YEAR 2004-2005	NAME CONTRARY, MARY M.			ID 5001	YEAR 2004-2005			
			GRD 12	GEND M				GRD 11	GEND F			
PRESENT	ABSENT	TARDY	GPA SET		GPA	RANK	TTL RNK	GPA SET		GPA	RANK	TTL RNK
175	3	1	Cum		2.444	5	5	Cum		2.308	1	5
CURRENT CREDITS: 4.5			TOTAL CREDITS:		24			CURRENT CREDITS: 6.5			TOTAL CREDITS: 46.5	
COURSE NAME	TEAC	GP 4	CRED		COURSE NAME		TEAC	GP 4	CRED			
AN GEOM	LAYM	A	0.000		ALGEBRA II		LAYM	A	0.000			
BAS ENGLISH 12	COUS	A	0.000		BAS ENGLISH 11		COUS	A	0.000			
GERMAN IV	LAYM	A	0.000		CHEM I		WEBB	A	0.000			
LATIN IV	COUS	A	0.000		DRAWING		HAND	A	0.000			
PAINTING	HAND	A	0.000		FRENCH III		BERR	A	0.000			
PHYSICS	BERR	A	0.000		LATIN III		COUS	A	0.000			
WLD HIS GEN	CLAR	A	0.000		SPANISH III		HAND	A	0.000			

Format 34

NAME EYE, MAGNUM P.			ID 4001	YEAR 2004-2005	NAME POTTS, JORDAN DANIEL			ID 4004	YEAR 2004-2005			
			GRD 12	GEND M				GRD 12	GEND M			
PRESENT	ABSENT	TARDY	GPA SET		GPA	RANK	TOTAL RANKED	GPA SET		GPA	RANK	TOTAL RANKED
175	3	1	Cum		2.444	5	5	Cum		2.875	2	5
CURRENT CREDITS: 4.5			TOTAL CREDITS:		21			CURRENT CREDITS: 4			TOTAL CREDITS: 23	
COURSE NAME	TEAC	GP 4	CRED		COURSE NAME		TEAC	GP 4	CRED			
AN GEOM	LAYM	A	0.000		AN GEOM		LAYM	A	0.000			
BAS ENGLISH 12	COUS	A	0.000		BAS ENGLISH 12		COUS	A	0.000			
GERMAN IV	LAYM	A	0.000		GERMAN IV		LAYM	A	0.000			
LATIN IV	COUS	A	0.000		LATIN IV		COUS	A	0.000			
PAINTING	HAND	A	0.000		PAINTING		HAND	A	0.000			
PHYSICS	BERR	A	0.000		PHYSICS		BERR	A	0.000			
WLD HIS GEN	CLAR	A	0.000		WLD HIS GEN		CLAR	A	0.000			

Format 42

NAME CONTRARY, JASON WILLIAM			COURSE NAME	TEAC	GP 2	CRED
ID 7001	YEAR 2004-2005		BIOLOGY I	WEBB	B	0.000
GRD 09	GEND M		FRENCH I	CLAR	A	0.000
PRESENT	ABSENT	TARDY	GERMAN I	LAYM	B	0.000
172	5	0	LANGUAGE ARTS	AUST	D	0.000
CURRENT CREDITS: 8			LATIN I	COUS	A	0.000
TOTAL CREDITS: 8			MATH 9	LAYM	C	0.000
			SOC STUD 9	AUST	D	0.000
			SPANISH I	BERR	A	0.000

Format 43

NAME CONTRARY, JASON WILLIAM			ID 7001	YEAR 2004-2005
			GRD 09	GEND M
PRESENT	ABSENT	TARDY	GPA SET	
172	5	0	Avg1 3.250	
CURRENT CREDITS: 8			TOTAL CREDITS: 8	
COURSE NAME	TEAC	GP 2	CRED	
BIOLOGY I	WEBB	B	0.000	
FRENCH I	CLAR	A	0.000	
GERMAN I	LAYM	B	0.000	
LANGUAGE ARTS	AUST	D	0.000	
LATIN I	COUS	A	0.000	
MATH 9	LAYM	C	0.000	
SOC STUD 9	AUST	D	0.000	
SPANISH I	BERR	A	0.000	
NAME RING, NICOLE SUZANNE			ID 7003	YEAR 2004-2005
			GRD 09	GEND F

Format 44

NAME		CONTRARY, JASON WILLIAM		ID	7001	YEAR	2004-2005
		GRD	09	GEND	M		
PRESENT	ABSENT	TARDY					
172	8	0					
CURRENT CREDITS:		8					
TOTAL CREDITS:		8					
COURSE NAME	TEAC	GP 2		CRED			
		Qtr					
BIOLOGY I	WEBB	B		0.000			
FRENCH I	CLAR	A		0.000			
GERMAN I	LAYM	B		0.000			
LANGUAGE ARTS	AUST	D		0.000			
LATIN I	COUS	A		0.000			
MATH 9	LAYM	C		0.000			
SOC STUD 9	AUST	D		0.000			
SPANISH I	BERR	A		0.000			

Format 62

NAME		Student11176, DEBRA		COURSE NAME	TEAC	Sem1	CRED
ID	8667	YEAR	2007-2008			Avg	
GR	12	GEND	F	INT ENG IV		C+	0.000
HOME	Findlay City SD			INT MATH III		C+	0.000
PRESENT	ABSENT	TARDY		MET 2 LAB		B	0.000
0	0	0		OGT/EMPLOY		B-	0.000
CURRENT CREDITS:		0		PHYSICS		I	0.000
TOTAL CREDITS:		0					

Format 63

NAME		Student11176, DEBRA		HM	Findlay City SD	ID	8667	YEAR	2007-2008
		SC		GR	12	GEND	F		
PRESENT	ABSENT	TARDY							
0	0	0							
CURRENT CREDITS:		0		TOTAL CREDITS:		0			
COURSE NAME	TEAC	Sem1		CRED					
		Avg							
INT ENG IV		C+		0.000					
INT MATH III		C+		0.000					
MET 2 LAB		B		0.000					
OGT/EMPLOY		B-		0.000					
PHYSICS		I		0.000					

Format 64

NAME Student11176, DEBRA		ID 8667	YEAR 2007-2008
		GRD 12	GEND F
		HOME Findlay City SD	

PRESENT	ABSENT	TARDY
0	0	0

CURRENT CREDITS:	0
TOTAL CREDITS:	0

COURSE NAME	TEAC	Sem1 Avg	CRED
INT ENG IV		C+	0.000
INT MATH III		C+	0.000
MET 2 LAB		B	0.000
OGT/EMPLOY		B-	0.000
PHYSICS		I	0.000

Report Card Formatter (R700)

From this screen, you can select parameters to generate a report.

Selection Criteria
Selection Summary
Load Settings

Formatter Version:
☐ Custom
☒ Permanent Record Labels
☐ Non-Custom
(Warning: the Non-Custom formats can be used, but state support will no longer be provided.)

Report Layout: Report Card Format 22

Reporting Term
Quarter 1
1st Quarter Interim
Quarter 2
2nd Quarter Interim

Mark Type
Avg
Exam
Final Mark
Interim Mark

Period
0
1
2
3

Membership
15 - Extended Learning Time (Each Week)
15 - Guided Reading (Small Group Instruc
15 - Increase Reading Time
15 - Interactive Writing

Special Education Services
215001 - Adapted Physical Education Serv
215002 - Aide Services
215003 - Attendant Services
215004 - Audiological Services

Membership Group
10 - 10
11 - Intervention
12 - Post-secondary Enrollment Options P
13 - 13

Ad-Hoc Membership: -- Select an Ad-Hoc Membership --
Public And Private

Student Status
A - ACTIVE RES
C - ACTIVE RES - ESC UNIT
F - NON-RES - FOSTER PLACED
I - INACTIVE

Home School
007104 - High School (S
007278 - Local High School (S
142315 - Local Middle Schoo
018606 - High School (Sch)

GPA Sets
1st Qtr
1st Sem
2nd Qtr
2nd Sem

Honor Roll GPA Sets
1st Qtr
1st Sem
2nd Qtr
2nd Sem

Refresh GPA Set and Honor Roll Results:
☐ Yes
☒ No

Student ID(s):

Homeroom Date: 10/31/2014

Absence Date:

Common Text For Report Cards:

Print Blank Report Card For Student With Unpaid Fees:
☐ Yes
☒ No

Suppress Withdrawals:
☒ Yes
☐ No

Student Graduation Eligibility Rule:
☐ Primary
☐ Secondary

Choose Graduation Eligibility Rule:

Mark Type:

Recalculate Graduation Eligibility:
☐

Select to view the student(s) primary and/or secondary Graduation Eligibility rule (s) in the report.
Choose a Graduation Eligibility rule from the list to include in the report.
Choose the mark type to use in current year's total credits calculation. The mark type is only required if Primary, Secondary, or a specific Rule are chosen.
Check recalculate to refresh the student's Graduation Eligibility data (slower) or Uncheck recalculate to view the student's cached Graduation Eligibility data (faster).

Permanent Record Labels Procedural Checklist

Omit Unlisted Phone Numbers: ☐

Print Report In Permanent Record Label Format: ☐ Yes ☒ No

Permanent Record Label Font Size:

Permanent Record Label Height:

Top Margin:

Bottom Margin:

Left Margin:

Right Margin:

Gutter:

School Year(s) for Credits

2014-2015
2013-2014
2012-2013
2011-2012

Require 'Update History' Flag to be True for Course to be on Report Card: ☐ Yes ☒ No

Require 'Is High School Credit' Flag to be True for Course to be on Report Card: ☐ Yes ☒ No

Improve Performance by Separating Report Processing by Grade: ☒

Choose this option for shorter execution time and lower memory usage when running the report for multiple grade levels. A separate interim report will be generated for each selected grade, and then the interim reports for all selected grades will be combined into one final report. When choosing this option, 'Grade' will be the first sort order for the final report, in order of the grades selected in the 'Grade' dual select below.

Grade

07 - 07
08 - 08
09 - 09
10 - 10

The 'Grade' dual select is only Required if the 'Improve Performance by Separating Report Processing by Grade' option is chosen above.

Sorting Options

Grade (ASC)
Student Number (ASC)
Student Number (DESC)
Student Name (DESC)

Grade (DESC)
Student Name (ASC)

If the 'Improve Performance by Separating Report Processing by Grade' option is chosen above, then the sort order of grades is determined by the order of the grades in the 'Grade' dual select above. In that case the 'Grade' option does not have to be selected in the Sorting Options dual select, since the grade will automatically be the first sort criteria.

Output: ☒ Report ☐ Labels ☐ Both Report and Labels

Label Type: Avery Label 5160 - 1" X 2 5/8" 3-columns

Address: ☒ Use Student Address ☐ Use Parent Address

☐ Use custom address text

Include Copied On Correspondence: ☐ Yes ☒ No

Print Teacher Code / Last Name on Label: ☒ Show Teacher Code ☐ Show Teacher Last Name

Delivery Method: Pickup

Email Address: amy@noacsc.org

Description:



Assigning Non-Public Student SSIDs

Change Log

Date	Section Number/Name	Change Description
1/26/16	New document	

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Non-Public SSID Assignment

Beginning in FY16, non-public schools are testing students using the OCBA. Since non-public school districts do not participate in the public SSID student assignments, ODE has provided a way for non-public students to have a unique identifier similar to the SSID. Each non-public district has been given a unique four character prefix to use when assigning students an SSID. The remaining 5 values must be numeric.

Ex: XXOO99999

StudentInformation provides the ability to assign all students in the district a unique ID using the district's state assigned prefix. The following pages provide instructions on how to assign the IDs to be used for the pre-Identification file for assessments.

Because non-public schools do not report to EMIS, their SSID will NOT be stored in the FS record SSID field. A new field has been added to the Additional Tab of the Edit Student Profile page. This field is only visible if the entity is a non-public school district.

Once IDs have been assigned, use the OCBA pre-Identification options under **StudentInformation > Management > Import/Export > Pre-Identification Export** to create your Pre-Identification files. Only students with an SSID assignment will be included in the pre-ID file.



Non-Public SSID Management

The non-Public SSID Management page is used to assign IDs to all students in one transaction. With the district level in context, navigate to:

StudentInformation > Management > Ad-Hoc Updates > Non-Public SSID Management

At the top of the page, enter the Non-Public SSID Prefix assigned to you by ODE. This prefix must be all letters. Once entered in the box, click the Update Non-Public SSID Prefix button. If a student has already been assigned a non-public SSID manually, this will not override the student's assignment. This step needs to be completed regardless of whether you're using the Non-Public SSID Management page to assign IDs or assigning them manually on the Edit Student Profile page.

Non-Public SSID Management

Enter the Non-Public SSID Prefix Update Non-Public SSID Prefix ?

The next step is to begin ID assignments for all students. Below the prefix assignment will be a list of all students in the non-public district. Choose the students you wish to assign IDs to by checking the box beside their name. If you wish to assign IDs to all students, check the box in the header line and all students will be selected.

<input checked="" type="checkbox"/>	Last Name	First Name	MI	Grade Level	Gender	Student Number	Non-Public SSID
<input checked="" type="checkbox"/>	Archer	Cameron		02	M	12012016	
<input type="checkbox"/>	Beckstead	Millie		01	M	12012017	
<input checked="" type="checkbox"/>	Bieber	Justin		07	M	12012049	
<input checked="" type="checkbox"/>	Bradshaw	Terry		01	M	12012019	

Once students have been selected, click

Assign Non-Public SSID to Selected Students

Numbering begins with zero. All students selected will receive an SSID assignment. Once the update is complete, you should receive a success message at the top of the page.

Non-Public SSID Management

Non-Public SSID Prefix has been successfully updated!

Once ID assignments have been made, the students who were not assigned an ID will remain in the listing on the page. If you wish to also include students *with* SSID assignments in the display, check the box at the top right side of the listing to show students that have been assigned a Non-Public SSID.

☐ **Show students that have been assigned a Non-Public SSID**

Then your display will include students that have an ID assigned.

Non-Public SSID Management

The selected students have been assigned a Non-Public SSID successfully!

XXOO

☒ Show students that have been assigned a Non-Public SSID

	Last Name	First Name	MI	Grade Level	Gender	Student Number	Non-Public SSID
<input type="checkbox"/>	Archer	Cameron		02	M	12012016	XXOO00000
<input type="checkbox"/>	Beckstead	Mille		01	M	12012017	XXOO00001
<input type="checkbox"/>	Bieber	Justin		07	M	12012049	XXOO00002
<input type="checkbox"/>	Bradshaw	Terry		01	M	12012019	XXOO00003
<input type="checkbox"/>	Campbell	Cole		02	M	12012021	XXOO00004
<input type="checkbox"/>	Clark	Isabella		04	F	12012024	XXOO00005

Reassigning IDs if the wrong prefix was used

If the prefix was entered incorrectly and all students were assigned the incorrect prefix, use this page to correct the IDs.

1. Enter the correct prefix at the top of the page and click the “Update Non-Public SSID Prefix” button.
2. Next, check the “Show students that have been assigned a Non-Public SSID” checkbox to display all students.
3. Check the box in the header row to select all students.
4. Click the “Assign NonPublic SSID to Selected Students” button. This will reassign IDs to all students using the new prefix.

Viewing Non-Public SSIDs on the Student Profile

Non-public SSIDs are stored on the Edit Student Profile – Additional Tab.

The screenshot shows the 'Edit Student Profile' page in the ProgressBook system, specifically the 'Additional' tab. The page is for student Bradshaw, Terry, born 2/9/2008, at St James School. The 'Additional' tab is selected, showing fields for Primary Building (St James School), Special Ed (0), Citizenship, Country of Origin, Building Progression Track (DIST - District Progression), New School, Graduation Year, Pri. Graduation Rule, Counselor, ALT Graduation Rule, Scheduling Priority, Locker Assignments, Team, Homeroom, and Flags. At the bottom, there is a section for Non-Public SSID with a prefix 'XX00' and a value 'XX0000003'. The page footer indicates copyright 1997-2016 Software Answers, Inc.

IDs may also be assigned by editing the student profile and manually entering an ID number in the Non-public SSID box. Before IDs may be entered manually, you must go to the Non-Public SSID Management page and enter your State Assigned Prefix in the box. This prefix will show on the Edit student Profile page as **District's Non-Public SSID Prefix: XX00**



Pre-identification Export for ACT

Change Log

Date	Section Number/Name	Change Description

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Updates required to your file prior to submission	4
JVSD's & ESC's	5
Create the Pre-ID file for ACT using Ad Hoc Reports	5

Traditional Districts & Community Schools

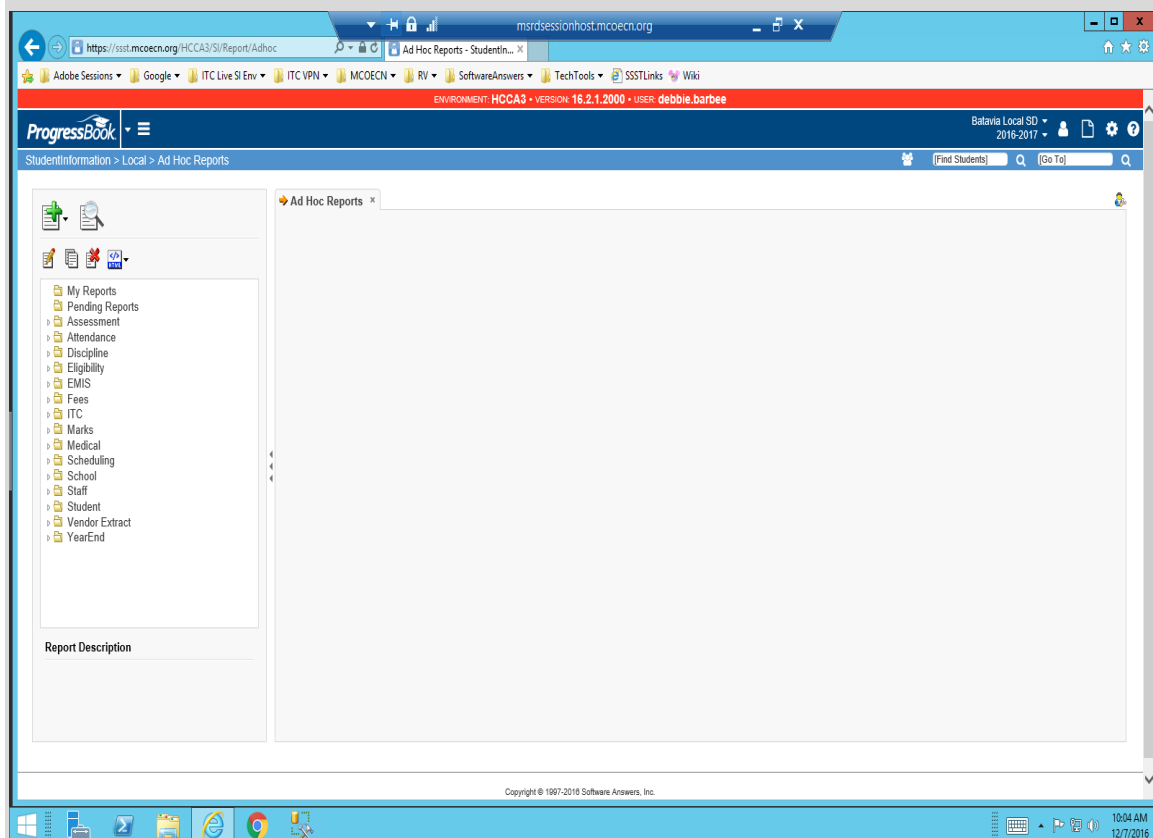
Creating the Pre-ID file for ACT using Ad Hoc Reports

Beginning in FY17, 11th grade students are required to take the ACT assessment. An Ad Hoc report was created to produce the Pre-ID file in CSV Format. Unlike other pre-ID files, this file will require additional information to be updated to the file prior to uploading it to the ACT assessment company. There are elements required that are not contained in StudentInformation. Because the format of the file is CSV, you may open it in Excel, update any necessary fields for optional and required information and submit the file. This report may be run at the district or building level. If your district only has one building containing 11th grade students, you can run it at the building level.

To create the report:

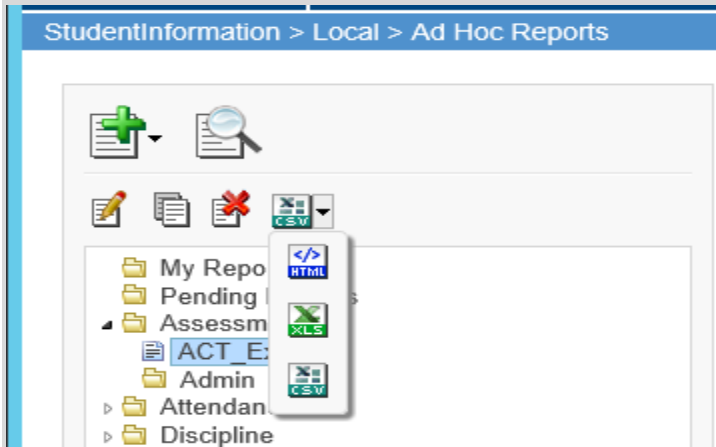
1. At the District or Building level, navigate to:
StudentInformation » Local » Ad Hoc Reports.

The following page will be displayed:




2. Expand the Assessment Folder (you must be on version 16.2 or higher of StudentInformation to see the Assessment folder). The ACT_Export will be

listed under this folder. Highlight the ACT_Export and then select the CSV option from the report format dropdown. It's the third option in the list.



3. Once selected, the report Filters will appear in the larger tabbed section to the right of the folders list. A response must be provided for each filter in order for data to be returned. The filter School year has already been defaulted. To select a value for each filter, click on the blue down arrow to the right of each filter name and make your selection. Multiple selections may be made if necessary. Complete the filters as follows:
- a. **School year** – 2016-2017 preselected, no action needed
 - b. **SchoolName** – select the building where 11th grade students are enrolled in your district. If you have multiple buildings containing 11th grade students, select both buildings
 - c. **StatusName** – select the student status codes that would be used for students who are actively enrolled 11th graders who will be tested by your district
 - d. **GradeLevel** - Select 11th Grade only

Once you've selected your filters, click  **OK**. Your report will be generated and you have the options to open the report or save it.

Updates required to your file prior to submission

Before uploading your file to the ACT vendor, you will need to edit your file in Excel and make the following updates. All fields listed in this table are required:

Column	Column Header	Description	Update Needed
B	Organization Code	ACT High school code where the student is enrolled to take the test	*see the link below this table to access the ACT High school code lookup.
O	Test Code	Indicates the test the students are taking	Values are: mc – The ACT mw – The ACT with Writing w – The ACT writing only wk - WorkKeys Value is set to 'mc' by default. If you are giving a different test, please update the value for all students.
P	Delivery Format	Indicates if the student will be paper tested or tested online	Values are: p – paper o – online You must use lowercase values; field is case sensitive

*To Access the ACT High school code lookup, go to

<http://www.act.org/content/act/en/products-and-services/the-act/taking-the-test/high-school-codes-lookup.html>

Do not alter or remove any other columns.

Once you have finished with your updates, save the file as a CSV file to your hard drive and prepare for uploading to the SAT vendor.

Follow the instructions from ACT to upload your SDU file.

JVSD's & ESC's

Creating the Pre-ID file for ACT using Ad Hoc Reports

If you're a JVS or an ESC and you have students in StudentInformation to include in the file, follow the directions for Traditional districts through step 3 to create your report.

Once the file has been created, edit the file and make the following updates:

Updates required to your file prior to submission

Before uploading your file to the ACT vendor, you will need to edit your file in Excel and make the following updates. All fields listed in this table are required:

Column	Column Header	Description	Update Needed
B	Organization Code	Enter you're the ACT School code for your JVS or ESC	*see the link below this table to access the ACT High school code lookup.
O	Test Code	Indicates the test the students are taking	Values are: mc – The ACT mw – The ACT with Writing w – The ACT writing only wk - WorkKeys Value is set to 'mc' by default. If you are giving a different test, please update the value for all students.
P	Delivery Format	Indicates if the student will be paper tested or tested online	Values are: p – paper o – online You must use lowercase values; field is case sensitive
AK	Reporting High School School Code	The ACT Code representing the school the results are to be returned to (student's home school)	The file includes the student's home school IRN from the General tab of the student profile. You will need to find the corresponding ACT HS code for each home school and do a find and replace changing the IRN to the ACT HS School code. DO NOT UPLOAD THE FILE WITHOUT CHANGING THESE VALUES.

*To Access the ACT High school code lookup, go to

<http://www.act.org/content/act/en/products-and-services/the-act/taking-the-test/high-school-codes-lookup.html>

Do not alter or remove any other columns.

Once you have finished with your updates, save the file as a CSV file to your hard drive and prepare for uploading to the SAT vendor.

Follow the instructions from ACT to upload your SDU file.



Creating Preident Files for KRA Assessments

Change Log

Date	Section Number/Name	Change Description
8/4/2016	Task 6	Added task to update the token in the enrollment file
10/7/15	Task 5	Updated screenshot

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Task 5. Run the Pre-ident Export.....	6
Task 6. Edit the Enrollment file and update each row with the KRA token.....	6
Task 7. Transfer/upload the file to the appropriate vendor per their instructions	7

The KRA Pre-identification export process for Ready for Kindergarten Online is performed whenever there is a need to create Pre-identification labels to submit to the testing company prior to a test administration.

Before beginning the process of creating the files, KG students must be scheduled into classes. There must also be a finalized Schedule Result set designated on DASL Options.

The KRA Pre-Ident will include the following students in the file:

- Any student in Kindergarten who is actively enrolled and is attending the district AND
- Student is enrolled in at least one class with one of the following EMIS Subject Codes:
 - o 050102 – Reading K-3
 - o 050152 – Integrated Language Arts K-3

A student's admission history records are checked to determine whether he is actively enrolled in the district or not.

Teacher information identifying the student's teacher for reading/language arts is included. Because of this request, it is necessary to add the Staff Credential IDs and the teacher email addresses into the StudentInformation Staff records for inclusion on the records. It is important that schools make sure that student schedules are up to date when they create the file so the results will be returned to the correct teacher once the vendor sends the test results back to the districts.

For the Teacher export and Enrollment Export, the EMIS Subject Code for the courses a student is enrolled in are based on the value in the EMIS Subject Code field on the Course Section – EMIS Override tab, if defined; otherwise, the records are based on the value in the EMIS Subject Code field on the Course – EMIS tab.

The following checklist will provide you with instructions on how to complete the process of creating the Pre-Identification file for the KRA test.

- ☐ **Task 1. Run the report 'Students With no SSID' to verify that all students have an SSID.**

StudentInformation > SIS > School > Student Reports > Student With No SSID (SSID)

All students to be included on the Preident file must have an SSID. Students without an SSID will display in a list at the bottom of the Pre-Identification Export page and give the user the option to continue (excluded the students in this list from the export) or cancel. The user can also click on the student name link and have a window pop-up with the Student Profile Edit screen to update the SSID.

- ☐ **Task 2. Verify all kindergarten teachers have an email address and a Credential ID (State Staff ID) on their staff record**

StudentInformation > Management > Security > View Staff Members > Add/Edit Staff Member [Find Students] Q

Security - Staff Member: Susan Mong

Staff Members Staff Member Schools

Staff Code: JSJS x ⚡

Social Security Number: 222-22-2222

First Name: John ⚡

Last Name: Smith ⚡

Address: 645 S. Main St. ?

City: Lima

Zip: 45801

Telephone: 419-224-4444

Start Date: [Calendar Icon]

Primary School Id: Alden R. Brown Elementary v

State Staff ID: CC1111222

Name Prefix: v

Middle Name:

Last Name Suffix:

Address 2:

State: OH v

Email Address: john.smith@dasl.org

Telephone Is Unlisted: ☐

Stop Date: [Calendar Icon]

Is Active: ☒

Comments: [Text Area]

Save ☐ Bypass Address Standardization

Return To View Staff Members Page

The **Teacher** and **Enrollment** exports include the following fields from the Teacher Staff Record:

- Teacher First Name
- Teacher Last Name
- Teacher Email Address (Teacher export only)
- Credential ID (State Staff ID)

- ☐ **Task 3. Sync Teacher History Records**

The Teacher History Maintenance page allows you to mass update the Teacher History tab for all course sections.

Wipe and New – Deletes all Teacher History tab records and recreates the Teacher History tab information based on the selections in the Meeting Times tab of the course section.

- Run the Wipe and New before running the pre-ident. The pre-ident process is dependent upon the Teacher History records.
- Should be run once the schedule is finalized for all buildings either with the district or building in context
- Can be run multiple times, but manual updates will be overwritten

StudentInformation > EMIS > Maintenance > Teacher History Maintenance

WARNING: You are v

Teacher History Maintenance

From this screen, you can adjust teacher history records.

[Start and Stop Dates](#) [Wipe And New](#) [Add Missing](#)

<input type="checkbox"/>	Building Name	Finalized Schedule	Last Updated Date	Last User
<input checked="" type="checkbox"/>	001693 - Batavia Elementary	●	8/4/2016 2:45:00 PM	debbie.barbee
<input checked="" type="checkbox"/>	001701 - Batavia High School	●	8/4/2016 2:45:00 PM	debbie.barbee
<input checked="" type="checkbox"/>	124859 - Batavia Middle School	●	8/4/2016 2:45:00 PM	debbie.barbee

Building has a finalized schedule = ●

[Wipe And New](#)

☐ **Task 4. Verify the EMIS Subject Code for the Kindergarten Reading and Language Arts courses.**

Run the Course Curriculum (CRSE) report to verify that the kindergarten reading and language arts courses have the correct EMIS subject codes assigned.

StudentInformation > SIS > Scheduling > Scheduling Reports > Course Curriculum (CRSE)

REPORT: SASL - REPO CRSE			COURSE CURRICULUM		
SCHOOLYEAR: 2014-2015			PAGE 1 OF 1		
			RUN AT 2:55 PM 8/21/2014		
COURSE CODE	COURSE NAME	GR	EMIS Subject	Active	Rept To EMIS
Abndng	Attendance KG	KG		Y	N
GGrndg	Grading Kindergarten	KG		Y	N
HBLA	Homesound LA	KG	050152	Y	Y
KLAR	Kg Lang. Arts Resource Room	KG	050152	Y	Y
KMath	Kg Math	KG	110003	Y	Y
KMR	Kg Math Resource Room	KG	110003	Y	Y
KLAR	Kg Reading/Language Arts	KG	050102	Y	Y
KRR	Kg Reading Resource Room	KG	050102	Y	Y
KWR	Kg Writing Resource Room	KG	050152	Y	Y
KWg	Kg Writing	KG	050152	Y	Y
LfLgK	Lifelong Learning Skills Kg	KG		Y	N
SEDSSK	SED Social Skills	KG	151209	Y	Y

The Teacher export will include teachers with students assigned to one of the courses with the following EMIS subject code:

- Reading K-3, EMIS Subject Code 050102
- Integrated English Language Arts K-3, EMIS Subject Code 050152

The Enrollment export will include students assigned to one of the courses with the following EMIS subject code:

- Reading K-3, EMIS Subject Code 050102
- Integrated English Language Arts K-3, EMIS Subject Code 050152

Task 5. Run the Pre-ident Export

Please note that you must have the district in context.

Students without an SSID will display in a list at the bottom of the Pre-Identification Export page and give the user the option to continue (excluded the students in this list from the export) or cancel. The user can also click on the student name link and have a window pop-up with the Student Profile Edit screen to update the SSID.

Available Schools in District (required) – Select the school(s) that are to be included in the export file. One export file will be created that will contain data for all selected schools.

Export Format (required) – Select the Preident For KRA

Choose KRA Pre-ID Type to Export (required) – Select Student, Teacher or Enrollment

Click on Export to create the file. Save the file to your harddrive named as it is named by the export.

Task 6. Edit the Enrollment file and update each row with the KRA token.

Every record in the file must have the correct token in the first column of the row. If you are opening the Enrollment file in excel, it may be necessary to format the IRN columns to ensure the leading zeroes remain in the IRN columns.

Replace the value of the token in column A with the current year token. For FY17, the token value is '08kra16'. Save the file.

	A	B	C	D	E	F	G	H	I	J	K
1	data_collection_token	district_id	district_student_id	state_student_id	school_id	student_first_name	student_last_name	dob	teacher_id	teacher_first_name	teacher_last_name
2	08kra16	044444	11859	VO1234567	111111	Calvin	Smith	2/4/2009	OH3050625	Shelly	Teacher
3	08kra16	044444	11894	WF2345678	111111	Gabrielle	Smith	8/4/2009	KY1004350	Lisa	Teacher
4	08kra16	044444	12168	WF3456789	111111	Donovan	Smith	10/8/2009	KY1005542	Jeanne	Teacher
5	08kra16	044444	13485	YF45678912	111111	Clayton	Smith	2/6/2010	KY1004350	Lisa	Teacher

☐ **Task 7. Transfer/upload the file to the appropriate vendor per their instructions**

For additional information, please visit <http://dataguidelines.kready.org/383950> for an FAQ and Step by Step instructions.



Pre-identification export for Next Generation and End of Course Exams

Change Log

Date	Section Number/Name	Change Description
1/5/17	Various	Updated screenshots as needed
1/5/17	Create an Ad-Hoc membership group for Students Retaking the EOC who are not currently enrolled in a tested course	Added instructions to create an ad-hoc membership for students retaking the EOC
1/5/17	Running the Pre-ident for EOC Assessment Export	Run Date option
1/5/17	Running the Pre-ident for NGA Assessment Export	Run Date option
1/5/17	What's New!	16.2.1 updates
1/5/17	Running the Pre-Ident for End of Course Exams Export	Added information pertaining to students who are retaking the exam, but not currently in a tested course
10/3/16	Running the Pre-Ident for End of Course Exams Export	Updated paragraph #8
9/2/2016	Overall document	Updated for the change in 16.1.2
1/29/16	Running the Pre-Ident for AASCD and OCBA 3-8 Export Running the Pre-Ident for AASCD and OCBA HS Export	15.2.6 Updates – Add note about Non-Public schools and the Non-Public SSID
1/15/16	Add an Acceleration Record for any student that will be taking an Accelerated Test Part for any grade level higher than their current grade	Fix typos
1/11/16	Added a Section for Adding	Added Information pertaining to

	Acceleration Records	students who are taking an accelerated assessment
9/30/2015	Entire Document	Revised entire document for changes to the Pre-ID process for FY16

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Create an Ad-Hoc membership group for Students Retaking the EOC who are not currently enrolled in a tested course	10
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What's New!

Additional updates in the 16.2.0 and 16.2.1 versions include:

- Ability to use an Ad-Hoc Membership for students retaking the EOC exam who are not currently enrolled in a tested course
- The Courses that display in the Selection Window for each End of Course subject are now based on the selected End of Course Assessment Value on the Courses screen EMIS tab. The courses in the table below are included by default because of a script that was processed to update the new field value to tie a course to an end of course exam. Districts only need to update those courses that are outside of those subject codes.
- Ability to select an End Date (for both EOC and NGA) to include students enrolled through a specific date

The Pre-Identification Options have undergone some major changes starting in version 16.1.2.

- The Preidentification options have been renamed. In the menu, you'll see new options that better describe the assessments they represent
 - Pre-Ident for Next Generation Export
 - Pre-Ident for End of Course Exam Export
- All references to AASWD have been changed to AASCD
- The output for each export has been changed to a CSV format. This means the file may be manually updated prior to uploading to TIDE.
- A new Blank option for Test Eligibility & Mode. When the field value contains a blank, no information will be uploaded for that test subject. This will prevent you from overlaying information you've already uploaded for a particular subject.
- The option to choose Paper or Online for the test mode is now available by subject so you may choose a different mode for each subject.
- For the Next Generation Assessments, the Course selection pop-ups have been enhanced to only include those courses where the subject codes for the course is in the table below.
- The Course term popup is now easier to use and contains instructional text at the top of the box.

Pre-id Export Criteria

Students will be included in the Pre-ID file based on their enrollment in course sections matching the following criteria:

Tested Subject Area	EMIS Subject Code	IS HS Credit
End of Course Exams		
HS Physical Science	132220	Y
HS American History	150810, 152300	Y
HS American Government	150300, 0159950, 150308	Y
HS Biology	132230, 132330	Y
HS ELA1	050160	Y
HS ELA2	050170	
Algebra I	110065, 110301, 110480	Y
Geometry	111200, 110490	Y
Integrated Math I	110065, 110010	Y
Integrated Math II	110020, 110490	Y
Next Generation Assessments		
K-3 ELA	050152	N
3-4 ELA	050153, 050154	N
5-6 ELA	050154	N

7-8 ELA	050156	N
K-3 Math	110003	N
4-6 Math	110150	N
7-8 Math	110175	N
7 Advanced Math	110060	N
8 Advanced Math	110065	N
K-3 Social Studies	151209	N
4-6 Social Studies	151210	N
7-8 Social Studies	151201	N
K-3 Science	132110	N
4-6 Science	132120	N
7-8 Science	132130	N

Students must also have a percent of time greater than zero or a percent of time equal to zero and Sent to Reason 1 = ES, JV, MR, PS, OS, PI, CI, NI.

If a student is in more than one course section for the subject selected, only one record will be submitted for the student.

The Pre-ID also includes the ability to specify an ad-hoc membership for students taking an alternate assessment. When included, there is an additional option to create one file or separate files for OCBA and AASCD assessments. When both files are created at the same time, students in the AASCD file will be excluded from the OCBA file.

Add an Acceleration Record for any student that will be taking an Accelerated Test Part for any grade level higher than their current grade

StudentInformation > SIS > Student > Assessment > Accelerated Student

Accelerated Records may be entered for any student taking a Next Generation Assessment test part in a higher grade level than their current grade. To add a record for a student, first search for the student you wish to add a record for. A record will need to be added for each test part the student is accelerated in.

Accelerated Student
From this screen, you can display, add, change and delete data pertaining to Accelerated Student.

Test: *
Grade 07 English Language Arts for AASWD and OCBA ▾

Part: *
English Language Arts ▾

The achievement level for an accelerated student must be greater than the student's current grade.

Some Test Parts are only available for a specific achievement level.

Save

Save and New

Cancel

Test – The dropdown will contain any available tests which are for grade levels higher than the student's current grade level. An accelerated test record may only be entered for a grade level test greater than the student's current grade level.

Part – The dropdown will contain those parts which are available for a student to take for the selected test.

Note - It is possible that a student will be reported to EMIS for an accelerated test part for a test that doesn't exist (i.e. 9th grade Math). Since no test materials will be ordered for this student, these records do not need to be on the Pre-Ident file. These types of records should be added directly to the Next Generation Assessment records page for the appropriate grade level test and part.

Create an Ad-Hoc membership group for Alternate Assessment students (optional, only needed when creating the AASCD file)

Students taking an alternate assessment may be submitted in the same file as students taking standard assessments or a separate file may be created. Before running the export, you'll need to create an ad-hoc membership group containing a list of students taking the alternate assessment you wish to include in the Pre-ID file.

1. At the district level, navigate to: **StudentInformation » My Account » Ad Hoc Memberships.**

2. Click on **Add New Ad-Hoc Membership**.
3. Add a Membership name that identifies the groups you're building.
4. Use the appropriate Search Mode.

Search Mode: ☒ Search Criteria ☐ Student IDs ☐ Use Existing Memberships

General Info	Additional Info	Miscellaneous Info	Course Section Info	Assessment Info	
Last Name:	<input type="text"/>	<input type="checkbox"/>	Middle Name:	<input type="text"/>	<input type="checkbox"/>
First Name:	<input type="text"/>	<input type="checkbox"/>	Called Name:	<input type="text"/>	<input type="checkbox"/>
Social Security:	<input type="text"/>		Birthdate:	<input type="text"/>	
Ethnicity:	<input type="text"/>	<input type="checkbox"/>	Gender:	<input type="text"/>	<input type="checkbox"/>
Street:	<input type="text"/>	<input type="checkbox"/>	City:	<input type="text"/>	<input type="checkbox"/>
State:	<input type="text"/>	<input type="checkbox"/>	Zip Code:	<input type="text"/>	<input type="checkbox"/>

☐ Students Selected by Default **Search**

5. From the list of students generated by the search criteria, check the box beside each student you wish to include in the Ad-Hoc Membership group.
6. At the bottom of the list, click the **Add Selected Students** button to add them to the membership group.
7. Repeat steps 4-6 for each additional group of students you wish to add to the list.
8. Click **Save** to save the ad-hoc membership group.

Running the Pre-Ident for Next Generation Assessment Export

The name in the Dropdown for the Pre-Identification Export has been changed to the Pre-Ident for Next Generation. The Pre-Ident option must be processed at the district level. Navigate to:

StudentInformation > Management > Import/Export > Pre-Identification Export

From the dropdown, select the Pre-Ident for Next Generation Assessment Export.

The screenshot shows the 'Pre-Ident For Next Generation Assessment Export' form. At the top right is a blue button that says 'Please Select a Pre-Identification Export'. Below the title is a dropdown menu currently showing 'Batavia Local SD'. Under this dropdown are three checkboxes for schools: 'Batavia High School' (unchecked), 'Batavia Middle School' (checked), and 'Batavia Elementary' (checked). The next section is titled 'Include the Following Assessments' and contains a list of grades from 3rd to 8th. Each grade has a header checkbox and a row of subject checkboxes: English Language Arts, Mathematics, and Science (or Social Studies for 4th and 6th). All grade headers are unchecked. Below the assessments section are two more options: 'Select an Ad-Hoc Membership for AASCD' with a dropdown set to '-- No AASCD Membership Selected --' and a 'Private and Public' checkbox (unchecked); and 'Only these students:' with a text box for 'Comma separated Student Numbers'. At the bottom, there are 'File Options' for 'Download' (selected) and 'Email' (unchecked), a checkbox for 'Create Separate File for AASCD' (unchecked), and a date field showing '05/12/2017' with 'Export' and 'Reset' buttons.

1. Select the schools you wish to include students from. Selecting the checkbox by the district name will select all schools. If you wish to include only certain schools, check the box by the school name.

This is a close-up of the school selection section of the form. It shows the 'Batavia Local SD' dropdown menu. Below it, the checkboxes for 'Batavia High School', 'Batavia Middle School', and 'Batavia Elementary' are visible. 'Batavia Middle School' and 'Batavia Elementary' are checked, while 'Batavia High School' is unchecked.

2. In the next section, select the grade level subjects you wish to include in the file. The option to choose Paper or Online is now available for each grade level/testing area combination. If a subject is not chosen for a grade level, the test eligibility indicator in the pre-ID file for that subject will be blank. This will prevent any subsequent file uploads from wiping out options already in the TIDE system for a student. For example, for 3rd grade, if you chose to create a file for the English Language Arts Assessment but not Mathematics, the indicator for Mathematics would be blank. Then if you ran a second file for Mathematics and didn't select English Language Arts, the indicator for English Language Arts. To TIDE, a blank means no update for that subject.

Pre-Ident For Next Generation Assessment Export Please Select a Pre-Identification Export ▾

Batavia Local SD * ☐

☐ Batavia High School ☒ Batavia Middle School ☒ Batavia Elementary

Include the Following Assessments

☒ **3rd Grade**

☒ English Language Arts ☐ Paper ☒ Online Select Paper or Online for each subject ☒ Mathematics ☐ Paper ☒ Online

☐ **4th Grade**

☐ English Language Arts ☐ Mathematics ☐ Social Studies

Select an Ad-Hoc Membership for AASCD

☐ **Private and Public**

☐ **Only these students:**

Comma separated Student Ids

File Options: * ☐ Download ☐ Email

3. For students who are taking an alternate assessment, use an ad-hoc membership group to indicate the students who should be flagged in the file for AASCD. All other subject indicators will be set to N.

4. If you wish to run a file only containing specific students rather than all students in a grade level, use the 'Only these students' option to enter a comma separated list of students you wish to include in the file.

5. Select the File Option you wish to use, download will create a file you can save and upload. The Email option will mail the completed file as an attachment to you.

6. Separate File for AASCD: Check if you wish to create separate files for the Next Generation file and AASCD.

☐ Create Separate File for AASCD

7. There is a Run Date field at the bottom of the page next to the Export option. If you wish to include students that enrolled after the selected date, this field can be updated to a later date to include those students.

A screenshot of a web interface. At the top, a dark grey tooltip box contains the text: "Students who are not enrolled as of the run date will be excluded from the Pre-Id file." Below the tooltip is a date input field containing "05/26/2017". To the right of the date field is a calendar icon and a red asterisk. Further right are two buttons: a blue "Export" button and a grey "Reset" button.

8. Click Export. You will be presented with the option to open the file or save it. If you choose open, the file will open in Excel by default.
9. Save the file.

If you choose to open the file in Excel, formatting changes may occur on fields such as the leading zeroes for IRNs and Grade Levels and the YYYY-MM-DD format for birthdates. Make sure before saving those fields, the columns are formatted as Text and the values have leading zeroes, and that the birthdate is in the correct format. If the file isn't opened and only saved, the leading zero values and the birthdate formatting will remain intact.

Note: The file will exclude students who do not have an SSID or a Non-Public SSID. If a non-public district is in context, and some students have not been assigned a Non-Public SSID, a message displays to click on the Student Name to go to the Edit Student Profile screen to add/edit the Non-Public SSID field on the Additional tab.

Create an Ad-Hoc membership group for students retaking the EOC who are not currently enrolled in a tested course (optional, only needed when including students to be retested)

Students retaking an EOC exam should be submitted in the same file as students taking standard assessments. Before running the export, you'll need to create an ad-hoc membership group for each subject area that students are retaking the EOC that you wish to include in the Pre-ID file.

1. At the district level, navigate to: **StudentInformation » My Account » Ad Hoc Memberships.**

2. Click on **Add New Ad-Hoc Membership**.
3. Add a Membership name that identifies the groups you're building.
4. Using the Assessment Info tab, you can identify students to be retested by the Performance Levels in a specific Assessment Area.

The screenshot shows the 'Add New Ad-Hoc Membership' form with the 'Assessment Info' tab selected. At the top, there are three radio buttons for 'Search Mode': 'Search Criteria' (selected), 'Student IDs', and 'Use Existing Memberships'. Below this are five tabs: 'General Info', 'Additional Info', 'Miscellaneous Info', 'Course Section Info', and 'Assessment Info'. A blue information icon with the text 'Use this tab to search for students by assessment result.' is present. The form includes three main search criteria: 'Assessments in the following Date Range:' with a date range from '07/01/2013' to '01/05/2017'; 'Assessment Area:' set to 'End of Course - ELA1 - English Language Arts 1'; and 'Performance Level:' set to '3, 2, 1'. At the bottom left, there is a checkbox for 'Students Selected by Default' and a blue 'Search' button.

5. When using the Assessment Info tab, you can enter a date range to search for students who have specific Performance Level(s) on a particular assessment area as displayed in the screenshot above. Using the date range you can search for the current year only, or you can enter the earliest possible date students may have tested through the current date to select students that may have tested in previous years as well as the current year. You can select one Performance Level or multiple Performance Levels.
6. From the list of students generated by the search criteria, check the box beside each student you wish to include in the ad-hoc membership group.
7. At the bottom of the list, click the **Add Selected Students** button to add them to the membership group.
8. Click **Save** to save the ad-hoc membership group.
9. Repeat steps 2-7 for each assessment area ad-hoc membership you wish to create for students retaking the EOC.

Running the Pre-Ident for End of Course Exams Export

The End of Course Exam Export creates the Pre-Ident files for students taking the End of Course Exams. For this option, you will have the opportunity to choose the subjects you wish to test for each building. Within each subject selected, you will select course sections by course term to include in the export. Course Sections are included based on the selected End of Course Assessment Value on the Courses screen EMIS tab.

The Pre-Ident option must be processed at the district level. Navigate to:

[StudentInformation > Management > Import/Export > Pre-Identification Export](#)

From the dropdown, select the Pre-Ident for End of Course Exam Export.

If separate files are created for each subject at different times of the year, the test eligibility mode for subjects not selected will be set to blank in the file to prevent overlaying previous data uploaded to TIDE.

Pre-Ident For End of Course Exam Export

Please Select a Pre-Identification Export ▼

Select Schools and Course Sections to Include in the Export

☒ Batavia High School

English Language Arts 1

Mathematics 1

Algebra 1

American History

Physical Science

English Language Arts 2

Mathematics 2

Geometry 1

American Government

Biology

☐ Batavia Middle School

English Language Arts 1

Mathematics 1

Algebra 1

American History

Physical Science

English Language Arts 2

Mathematics 2

Geometry 1

American Government

Biology

☐ Batavia Elementary

English Language Arts 1

Mathematics 1

Algebra 1

American History

Physical Science

English Language Arts 2

Mathematics 2

Geometry 1

American Government

Biology

Include the Following Types of Students

☐ Contract Vocational - In

☐ Contract Vocational - Out

☐ JVS

☐ Include CVI home school information

☐ Include JVS home school information

Select an Ad-Hoc Membership for AASCD

Only these students:

-- No AASCD Membership Selected --

Comma separated Student Numbers

☐ Private and Public

File Options: * ☐ Download ☐ Email

☐ Create Separate File for AASCD

Overall Test Taken: ☐ Paper ☒ Online

05/12/2017

Export

Reset

To create a file:

1. With the district in context, select the schools you wish to include students from. Selecting the checkbox by the district name will select all schools. If you wish to include only certain schools, check the box by each school name.
2. Once a school has been selected, this enables the subject areas within the school to be selected. Click on the subject area you wish to begin making selections.

Pre-Ident For End of Course Exam Export Please Select a Pre-Identification Export ▾

Select Schools and Course Sections to Include in the Export

☒ Batavia High School

English Language Arts 1 Online	Mathematics 1	Algebra 1	American History	Physical Science
English Language Arts 2	Mathematics 2	Geometry 1	American Government	Biology

Batavia Middle School

English Language Arts 1	Mathematics 1	Algebra 1	American History	Physical Science
English Language Arts 2	Mathematics 2	Geometry 1	American Government	Biology

Click the Plus symbol to open up the choices for this subject

3. Once selected, an option to include an ad-hoc membership of students retaking the EOC but not currently in the course can be selected to include in the export, and a list of course terms and course sections for the subject area within the term will display in a pop-up. If you wish to include all course sections within the term, check the box beside the course term.

Select Schools and Course Sections to Include in the Export

Batavia High School

This page provides the option to Pre-Identify students for this subject exam. You may include students enrolled in the course sections below and/or by Ad-Hoc Membership.

Include Students in the following Ad-Hoc Membership

EOC Retake ELA 1 ☐ Private and Public

Include Students in the following Course Sections

▼ All Year ☐

<input type="checkbox"/> 0005 - 23 - ENGLISH 9	<input type="checkbox"/> 0005 - 53 - ENGLISH 9	<input type="checkbox"/> 0005 - 93 - ENGLISH 9
<input type="checkbox"/> 0010 - 33 - CP ENGLISH 9	<input type="checkbox"/> 0010 - 53 - CP ENGLISH 9	<input type="checkbox"/> 0010 - 73 - CP ENGLISH 9

Test Taken: ☐ Paper ☒ Online Add Cancel

4. Once your selections have been made, click the Add Button to save your selections.

5. If you wish to only select specific courses within a term, leave the course term box unchecked and then check the box beside each course section to include:

Batavia High School
✕

This page provides the option to Pre-Identify students for this subject exam. You may include students enrolled in the course sections below and/or by Ad-Hoc Membership.

Include Students in the following Ad-Hoc Membership i

No Membership Selected

☒

☐ Private and Public

Include Students in the following Course Sections i

▼ All Year ☒

<input checked="" type="checkbox"/> 0117 - 13 - GOVERNMENT	<input checked="" type="checkbox"/> 0117 - 93 - GOVERNMENT	<input checked="" type="checkbox"/> 0120 - 23 - CP GOVERN...
<input checked="" type="checkbox"/> 0120 - 43 - CP GOVERN...	<input checked="" type="checkbox"/> 0120 - 53 - CP GOVERN...	<input checked="" type="checkbox"/> 0120 - 73 - CP GOVERN...
<input checked="" type="checkbox"/> CRGOV - 93 - Credit Reco...	<input checked="" type="checkbox"/> DDSS12 - 1 - Social Studie...	<input checked="" type="checkbox"/> DDSS12 - 2 - Social Studie...

▼ Semester 1 ☐

<input checked="" type="checkbox"/> 0109 - 11 - WORLD GEOG...	<input checked="" type="checkbox"/> 0116 - 61 - POLITICAL TR...	<input type="checkbox"/> 0116 - 71 - POLITICAL TR...
<input type="checkbox"/> 0116 - 99 - POLITICAL TR...	<input type="checkbox"/> ChGOVT - 31 - CCPC Am...	<input type="checkbox"/> I/AMPOL - 1 - CCP Intro A...

▼ Semester 2 ☐

<input type="checkbox"/> 0109 - 32 - WORLD GEOG...	<input type="checkbox"/> 0116 - 12 - POLITICAL TR...	<input type="checkbox"/> 0116 - 52 - POLITICAL TR...
--	--	--

i **Test Taken:** ☐ Paper ☒ Online

Add

Cancel

6. Once your selections have been added, choose another subject area to add or proceed to the next section. You can tell which areas were selected by the color change and the Test Mode displayed below the subject name.

☒ Batavia High School

English Language Arts 1 <small>Online</small>	Mathematics 1 +	Algebra 1 +	American History +	Physical Science +
English Language Arts 2 +	Mathematics 2 +	Geometry 1 +	American Government +	Biology +

7. The next section provides the ability to include certain types of students in your file that may be attending from another district or are your residents attending elsewhere but you wish to include them in your file. Check those

options that apply to include students attending elsewhere as Contract Vocational - In, Contract Vocational – Out, JVS or ESC Students in your file:

Include the Following Types of Students

- | | | |
|--|--|------------------------------|
| <input type="checkbox"/> Contract Vocational - In | <input type="checkbox"/> Contract Vocational - Out | <input type="checkbox"/> JVS |
| <input type="checkbox"/> Include CVI home school information | <input type="checkbox"/> Include JVS home school information | |

Contract Vocational Students - IN – Students who are non-residents of your district attending as a contract vocational student.

Contract Vocational Students – OUT – Students who are residents of your district attending another district as a contract vocational student.

If the district is testing these students and wishes to have the results returned to their district, then include these students in your file.

If the district that is creating the file is a JVS, make sure to check the 'Include home school information' checkbox so that all home school IRNs and names will be included in the records.

Include CVI home school Information (optional)

Hint for non-home schools: If you're not the resident district and you want the information sent back to the home school AND you've checked to include 'Contract Vocational – In' students, you will need to check the 'Include CVI Home School Information' checkbox.

Hint for Home Schools: If you are the Home School, do not check the 'Include CVI Home School Information'.

Include JVS Home School Information (optional)

Hint for non-home schools: If you're not the resident district and you want the information sent back to the home school AND you've checked to include 'JVS' students, you will need to check 'Include JVS Home School Information'.

Hint for Home Schools: If you are the home school, do not check the 'Include JVS Home School information'

- For students who are taking an alternate assessment, use an ad-hoc membership group of the students you wish to include. If you're using the ad-hoc membership option, select the ad-hoc membership group you created in the first section.

Select an Ad-Hoc Membership for AASCD

– No AASCD Membership Selected – ▼

☐ Private and Public

9. If you wish to run a file only containing specific students rather than all students in a grade level, use the 'Only these students' option to enter a comma separated list of students you wish to include in the file.

Only these students:

Comma separated Student Ids

10. Select the File Option you wish to use, download will create a file you can save and upload. The Email option will mail the completed file as an attachment to you.

File Options: ☐ Download ☐ Email

11. Create Separate File for AASCD: Check only if you wish to create a separate file for the AASCD and the OCBA file.

☐ Create Separate File for AASCD

12. If you've selected to include JVS students attending the JVS full time, the Overall Test Taken Options will be used for those students to indicate whether they are taking a paper or Online Assessment. The Test mode chosen for individual subjects doesn't apply to these students. If you're not including JVS students in your file, then you don't need to worry about this option.

Overall Test Taken: ☐ Paper ☒ Online 

13. There is a Run Date field at the bottom of the page next to the Export option. If you wish to include students that enrolled after the selected date, this field can be updated to a later date to include those students.

Students who are not enrolled as of the run date will be excluded from the Pre-Id file.

 05/26/2017   **Export** **Reset**

14. Click Export. You will be presented with the option to open the file or save it. If you choose open, the file will open in Excel by default.

15. Save the file.

If you choose to open the file in Excel, formatting changes may occur on fields such as the leading zeroes for IRNs and Grade Levels and the YYYY-MM-DD format for birthdates. Make sure before saving those fields, the columns are formatted as Text and the values have leading zeroes, and that the birthdate is in

the correct format. If the file isn't opened and only saved, the leading zero values and the birthdate formatting will remain intact.

Note: The file will exclude students who do not have an SSID or a Non-Public SSID. If a non-public district is in context, and some students have not been assigned a Non-Public SSID, a message displays to click on the Student Name to go to the Edit Student Profile screen to add/edit the Non-Public SSID field on the Additional tab.

Upload files to the Testing Company

Follow the instructions provided by the vendor to upload your completed file.



Creating Preident Files for Ohio Graduation Test

Change Log

Date	Section Number/Name	Change Description
1/4/17	Entire document	Update screenshots
10/30/14	Entire document	Update screenshots and breadcrumb trail
8/3/12	Overview	13.0.0 Updates – Added to the Course Section information since the Course Section – EMIS Override tab was added
9/29/11	Overview	Added clarification as to which students are included
6/14/11	Task #3	11.4.4 Updates – Added notes about course codes being truncated to 10 characters for this export file.

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The OGT Pre-identification export process is performed whenever there is a need to create Pre-identification labels to submit to the testing company prior to a test administration.

The OGT Pre-Ident will include the following students in the file:

- Any 10th grade student who is actively enrolled and has not yet taken the OGT test
- Any student in grades 10, 11, 12, and 13 who have taken the test but have not passed all parts of the test
- JVS, Contract Vocational and ESC students with zero percent of time who are attending elsewhere but need to take the test (should the district choose the options to include these students).

As of 10.3.0.16150, JVS students are determined by saying that only students who had JVS as their Sent To or Alt Sent To reason AND had 0 for their attendance percentage were considered JVS for purposes of this selection. The same kind of logic was used for Contract Vocational Out students (with CT as the Sent To or Alt Sent To reason).

A student's admission history records are checked to determine whether he is actively enrolled in the district or not.

Course Section information for the courses a student is enrolled in which are related to the test subject areas are also included in the record. As of 13.0.0, the records are based on the value in the EMIS Subject Code field on the Course Section – EMIS Override tab, if defined; otherwise, the records are based on the value in the EMIS Subject Code field on the Course – EMIS tab.

The following checklist will provide you with instructions on how to complete the process of creating the Pre-Identification file for the OGT test .

The Pre-id will include the following students:

1. Percent of time greater than zero
2. Percent of time equal to zero and Sent to Reason 1 = ES, JV, MR, PS, OS, PI, CI, NI)

Task #1 - Run the report 'Students With no SSID' to verify that all students have an SSID

- Navigation: StudentInformation – SIS – School – Student Reports – Students with no SSID (SSID)

All students to be included on the Preident file must have an SSID.

As of 10.3.0.16150, students without SSIDs will display in a list at the bottom of the Pre-Identification Export page and give the user the option to continue (excluded the students in this list from the export) or cancel. The user can also click on the student information and have a window pop-up with the Student Profile Edit screen.

Task #2 - Make sure Home school field is filled in for students at the JVS or for Contract Vocational students coming into your district.

- Navigation: StudentInformation – SIS – Student – Edit Student Profile – General tab

For students attending the JVS or non-resident students attending another district as contract vocational school, make sure the home school field is filled on the General tab of the student profile. This value will be used to populate the home school IRN and school name for the student's home district and home school field values on the Pre-identification record for vocational students only. Please note that this is the building IRN and not the district IRN. In some cases (i.e. community schools), the district and building IRN are the same.

Home school IRN:	<input type="text"/>	Q
Home School:	<input type="text"/>	

Task #3 - Run the Pre-ident Export

- Navigation: StudentInformation – Management – Import/Export – Pre-Identification Export

Please note that you must have a district in context.

As of 10.3.0.16150, students without SSIDs will display in a list at the bottom of the Pre-Identification Export page and give the user the option to continue (excluded the students in this list from the export) or cancel. The user can also click on the student information and have a window pop-up with the Student Profile Edit screen.

Pre-Ident For Pearson Educational Measurement Export

Please Select a Pre-Identification Export ▾

Batavia Local SD * ☐

☐ Batavia High School

☐ Batavia Middle School

☐ Batavia Elementary

Include the following grades ☐

☐ 10th Grade

☐ 11th Grade

☐ 12th Grade

☐ 13th Grade

Include the following types of students

☐ Contract Vocational - In

☐ Contract Vocational - Out

☐ JVS

☐ Include CVI home school information

☐ Include JVS home school information

☐ Include only required students

Return only these students

Comma seperated Student Ids

File Options: *

☐ Download

☐ Email

Export

Reset

Available Schools in District (required) – Select the district or school(s) that are to be included in the export file. One export file will be created that will contain data for all selected schools.

Include the following grades – Select which grade levels should be included in the Pre-ID file.

Include the following types of students – Check those options that apply, indicates whether you wish to include students attending elsewhere as Contract Vocational - In, Contract Vocational – Out, JVS, CVI home school or JVS home school students in your file.

Contract Vocational students – In are students that are non-residents of your district attending as a contract vocational student.

Contract Vocational students – Out are students that are residents of your district attending another district as a contract vocational student.

If the district is testing these students and wishes to have the results returned to their district, then include these students in your file.

Include CVI home school information - Hint for non-Home Schools: If you are not the resident district and you want the information sent back to the home school AND you have checked to include “Contract Vocational – In” students, then you will need to check “Include CVI home school Information”.

Hint for Home Schools: If you are the Home School, do not check the “Include CVI home school Information”. If you do, any Contract Vocational – In students in your file will generate an error and you will not be able to upload the file.

If the district that is creating the file is a JVS, make sure to check the “Include JVS home school information” checkbox so that all home school IRN’s and names will be included in the records.

Include JVS home school information - Hint for non-Home Schools: If you are not the resident district and you want the information sent back to the home school AND you have checked to include “JVS” students, then you will need to check “Include JVS home School information”.

Hint for Home Schools: If you are the Home School, do not check the “Include JVS home school Information”. If you do, any JVS students in your file will generate an error and you will not be able to upload the file.

Include only Required students: when this checkbox is checked, this will include only those students in the file that still need to take the test or have yet to pass all parts of the OGT.

Return only these students: Use this box to enter the student ID's in a comma separated list in the text box for any student taking a summer test administration or Alternate Assessment. You must also check the checkbox for the corresponding grade level or appropriate JVS or Contract Vocational checkboxes for any student that you are including in the file using this method.

File Options (required): Select the appropriate file option; Download or Email.

Click on **Export** to create the file. Save the file to your harddrive named as it is named by the export.

Note: If any students are encountered without SSID's, a grid will display below the Export button listing the students with errors. If the students listed do not need to be included in the file you are creating, then click the **Continue** button to create the file.

Please Note: In this export file, course codes longer than 10 characters are truncated to 10 characters by removing the necessary number of characters from the right side of the course code.

Click on **Reset** to clear selected options.

Task #4 - Transfer/upload the file to the appropriate vendor per their instructions



Pre-identification Export for SAT

Change Log

Date	Section Number/Name	Change Description

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Creating the Pre-ID file for SAT using Ad Hoc Reports.....	2
Updates required to your file prior to submission.....	4

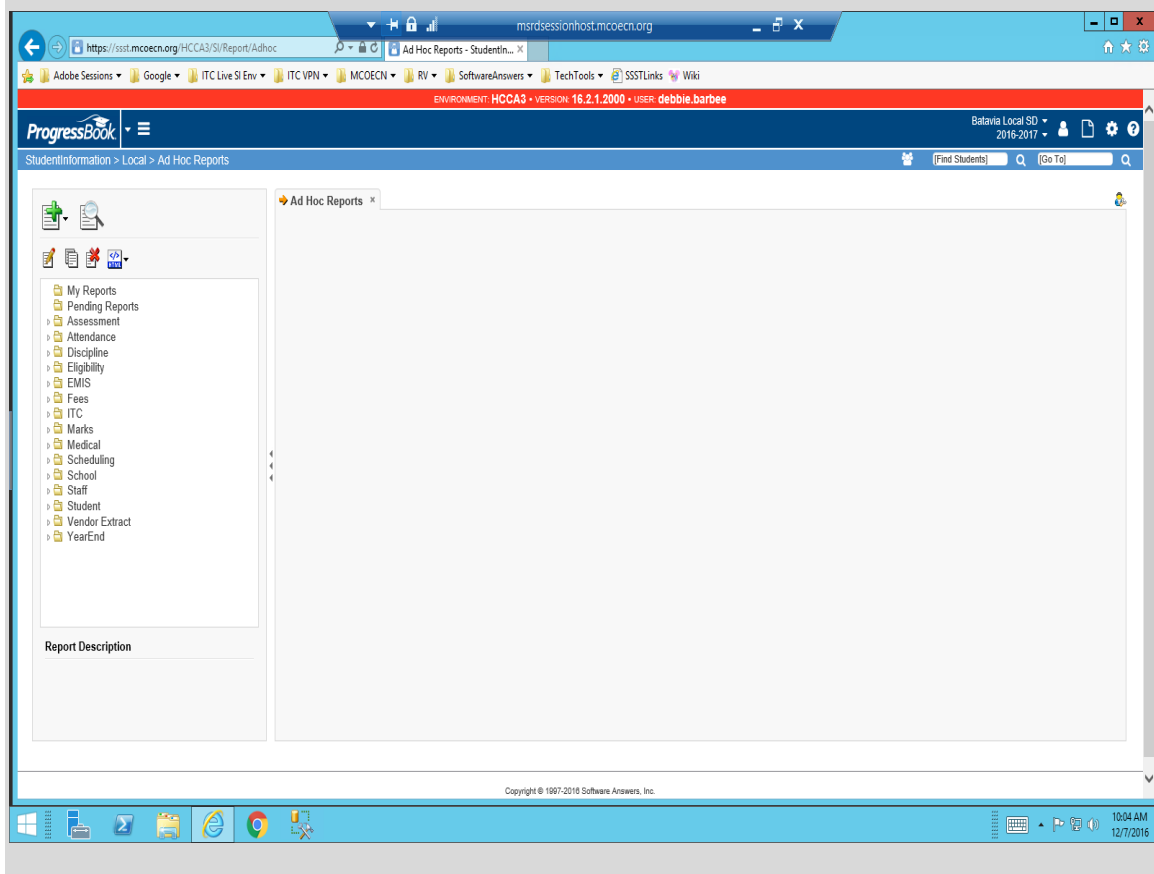
Creating the Pre-ID file for SAT using Ad Hoc Reports

Beginning in FY17, 11th grade students are required to take either the ACT or the SAT assessment. Ad Hoc Reports were created to produce the Pre-ID file for both assessments in CSV Format. This document provides the instructions for creating the SAT Pre-ID file. Unlike other pre-ID files, this file will require additional information to be updated to the file prior to uploading it to the SAT assessment company. There are elements required that are not contained in StudentInformation. Because the format of the file is CSV, you may open it in Excel, update any necessary fields for optional and required information and submit the file. This report may be run at the district or building level. If your district only has one building containing 11th grade students, you can run it at the building level.

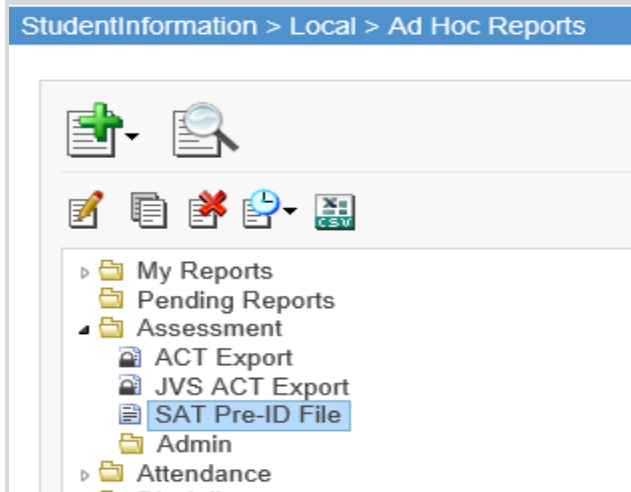
To create the report:

1. At the District or Building level, click on the  icon at the top of the page or navigate to **StudentInformation » Local » Ad Hoc Reports.**

The following page will be displayed:




2. Expand the Assessment Folder (you must be on version 16.2 or higher of StudentInformation to see the Assessment folder). **The SAT Export File** will be listed under this folder. Highlight the SAT Export File report. The report is set up to run only in the CSV format option.



3. Once selected, the report Filters will appear in the larger tabbed section to the right of the folders list. A response must be provided for each filter in order for data to be returned. The filter School year has already been defaulted. To select a value for each filter, click on the blue down arrow to the right of each filter name and make your selection. Multiple selections may be made if necessary. Complete the filters as follows:

- a. **School Year** – 2016-2017 preselected
- b. **SchoolName** – select the building where 11th grade students are enrolled in your district. If you have multiple buildings containing 11th grade students, select both buildings
- c. **GradeLevel** - Select 11th Grade only (Grade Level 11 is preselected)
- d. **StatusName** – select the student status code(s) that would be used for students who are actively enrolled 11th graders who will be tested by your district

Once you've selected your filters, click  **OK**. Your report will be generated and you have the options to open the report or save it.

Updates required to your file prior to submission

Before uploading your file to the SAT vendor, you will need to edit your file in Excel and make the following updates. All fields listed in this table are required:

Column	Column Header	Description	Update Needed
A	AI CODE	Attending Institution Codes which will be printed on Pre-ID labels. If your school code contains zeroes, include zeroes in the number	*For SAT, go to the link listed below this table to get your attending Institution code using the code search
AH	SAT TEST CENTER	Only required for some students. This field should only be used by schools sending students to test at sites other than their own school. If student is to be tested in another school, enter the Attending Institution Code for the entity where they will be tested	*go to the link listed below this table to get the attending Institution code for the entity that will be testing the student. If student is being tested in your district, leave the value blank

Note: Opening this file in Excel may drop the leading zeroes from the birthdate field. Before saving your changes, update the format on the birthdate column to be MMDDYYYY.

*To Access the SAT High school code lookup, go to

<https://collegereadiness.collegeboard.org/k-12-school-code-search>

Do not alter or remove any other columns or column headings. ALL column headings must be included when you upload the file regardless of whether or not they contain data.

Once you have finished with your updates, save the file as a CSV file to your hard drive and prepare for uploading to the SAT vendor.

Follow the instructions from SAT to upload your file.

A complete file layout explaining all columns for the SAT Pre-ID file can be viewed at

<https://collegereadiness.collegeboard.org/pdf/bulk-registration-file-specifications.pdf>



Public Course Requests Step by Step Checklist

The Public Course Requests (PCR) Module in StudentInformation allows students and or parents to enter course requests on the internet for the 17/18 school year. Requests entered on the public module show immediately in StudentInformation.

The PCR Module is optional.



SYI and Student Promotion/Bulk Enrollment must be completed before any requests can be entered.

Change Log

Date	Section Number/Name	Change Description
12/9/16	Entire document	Updated screenshots
1/29/16	Task #1	Add Note about selected Grade Levels
12/22/15	Entire document	Updated doc for 2016/2017 school year
12/15/14	Entire document	Update screenshots
12/10/14	Entire document	Updated doc for 2015/2016 school year
11/6/14	Entire document	Update screenshots and breadcrumb trail
1/10/14	Task #2	For Enforce Prerequisites and Corequisites, update description for Automatic option
12/18/13	Task #1	14.2.0 Updates – Updated screenshot of Courses – General tab
11/18/13	Entire document	Updated doc for 2014/2015 school yr
12/6/12	Task #2	Corrected lettering on #4
11/30/12	Entire document	Updated doc for 2013/2014 school yr

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Task #5 - Verify each student who has entered requests on the PCR Module has approved their requests.	14

Task #1 - Verify Courses and Course Groups are setup correctly to use in the PCR Module.

1. Change the context to the building level in 17/18.
2. Navigate to **StudentInformation** » **Management** » **School Administration** » **Scheduling Administration** » **Course Maintenance** » **Courses**.
3. Edit a course.
 - a. The **Display on Public Module** checkbox on the **General** tab determines if the course appears on the PCR Module for students to request.
 - b. If you would like students to be able to request a course on the PCR Module then check **Display on Public Module**.
 - c. The **Display on Public Module** checkbox is only used for the PCR Module and does not prevent office staff from assigning a request for course that is not marked as **Display on Public Module**.
4. Next, on the **Marks** tab, verify the **Credit Units** value of the course is correct.
 - a. Since the PCR Module requires a minimum and maximum number of credits be entered when setting up the module, it is important to verify the credit amount on the course.
5. The PCR Module looks at the **Grade Levels Selected** filter on the **Miscellaneous** tab of the course. If the grade level selected in the filter matches the student's grade level, the course will display in the PCR Module for the student to select.

Note: The selected Grade Levels on the Course load into GradeBook and are used for setting up Standard Based Report Cards.
6. Finally, on the **Pre/Co-requisites** tab, verify the Pre and Co-requisites are setup.
7. Navigate to **StudentInformation** » **Management** » **School Administration** » **Scheduling Administration** » **Course Maintenance** » **Course Groups**.
8. Edit a course group.
 - a. The **Display on Public Module** checkbox on the **Groups** tab determines if the course group appears on the PCR Module for students to request.
 - b. If you would like students to be able to request a course group on the PCR Module then check **Display on Public Module**.
 - c. The **Display on Public Module** checkbox is only used for the PCR Module and does not prevent office staff from assigning a request for course group that is not marked as **Display on Public Module**.
 - d. The **Display Courses Individually** checkbox on the **Groups** tab determines whether courses that are members of this course group may be searched for and requested by students in the PCR Module. If courses that are in this course group should not show individually in

the PCR Module, then the ***Display Courses Individually*** checkbox should be unchecked. This overrides the ***Display on Public Module*** checkbox on the ***Courses – General*** tab for the courses within this course group.

Task #2 - Setup the Application Configuration

The Application Configuration specifies how the PCR Module will function.

1. At the building level in 17/18, navigate to : **StudentInformation**
» **Management** » **School Administration** » **Public Administration**
» **Application Configuration**.
2. In the **Context Options** section, ensure the **School Year** dropdown is set to 2017-2018.
3. The first section is called **Security Options**. In the **Student Validation Method** dropdown, choose **None**. The **Student Validation Method** is not functional at this time so if you chose **Student Social Security Number** or **Student Number**, it would not change how the PCR Module functions.
4. Next, the **Guardian Access** dropdown allows you to tell StudentInformation if student contacts marked as Legal Guardian should have access to the PCR Module.
 - a. A majority of schools gather students in a lab during school and the students enter their course requests. The guardians do not have access to the PCR Module since the students enter the requests at school.
 - b. If guardians will not be using the PCR Module, choose **None**.
 - c. The 2nd option in the dropdown is **View Only**.
 - d. Choosing **View Only** allows you the ability to generate logins for guardians and once the guardian is logged into the PCR Module they can only review requests. Guardians cannot make any changes to requests if **View Only** is selected.
 - e. The 3rd choice in the dropdown is **Modify Requests**.
 - f. Choosing **Modify Requests** allows guardians to log into the PCR Module and add and delete requests for the student, but the student may always go back and undo the changes the guardian made.
 - g. The 4th option is **Modify and lock requests**.
 - h. Choosing **Modify and lock requests** allows guardians to add or delete course requests and lock the requests so the student cannot change them.
 - i. Of course, the office staff still has the ability to override any request the student or guardian puts in the PCR Module.
5. The **Dates of Application Availability** dropdown allows you to tell StudentInformation what date range the PCR Module will be available to students and guardians.
6. The next section named **Contact Profile Editing Options** has the options currently set to **None (read only)** since the Contacts rewrite and cannot be changed. Once this functionality is returned, information will be provided on how these options work.
7. The next section named **Course Request Options** allows you to configure which course types students can request on the PCR Module.
8. You can type in a URL in the **External course catalog** address field.

- a. If entering a URL, you must also check **Use external course catalog** box.
 - b. If a URL is entered and a student clicks on a course while in the PCR Module to find out more about the course, they will be directed to the URL listed under **External course catalog address**.
 - c. If you wish to use the course information in StudentInformation, leave the URL field blank.
9. The next option is **Guardian approval required**.
 - a. State Support strongly recommends choosing **None** in this dropdown.
 - b. Choosing **None** will mark all requests as approved after the student submits his requests and does not require any further intervention from the office staff. The requests submitted by the students are immediately ready to be scheduled by the Batch Scheduler.
 - c. Choosing **Electronic** or **Signature** requires the office staff to go to each student and approve their requests one by one. Since the Batch Scheduler only schedules approved requests, the student would not receive a schedule until his or her requests were updated to **Approved** status and then the Batch Scheduler run again.
10. The next option is **Request may specify Alternate Course**.
 - a. This option allows students to choose an alternate course request if the original request is unavailable.
 - b. Note: The Batch Scheduler allows you the option to schedule alternate course requests or not. So, just because a student enters an alternate course does not mean they will be scheduled into the alternate course if their first choice is not available. It depends on how the Batch Scheduler is configured.
11. Next, you specify the **Minimum credits required** and the **Maximum credit required** a student can request on the PCR Module.
 - a. If a student attempts to submit requests that are lower than or exceed the min or max setup in the Application Configuration, the student will receive a warning message and will be required to add or drop requests until the number of course requests falls into the correct range.
 - b. If you wish to use the PCR Module and your school does not use credit values on the courses, you can configure the application with a minimum of zero credit and a maximum of 10 credits. The min and max credits are required fields.
 - c. At this time, there is no way to control the number of courses a student can request. You can only control the number of credits.
12. If **Enforce Prerequisites and Corequisites** is checked and a student attempts to add a request that they have not met the corequisites or prerequisites, which are setup on the Pre/Co-requisites tab of the course which is found by navigating to: **StudentInformation » Management » School Administration » Scheduling Administration » Course Maintenance » Courses**, the student will be warned that they do not meet the pre or co-reqs and will be allowed to continue or prevented from

- adding the requests depending on what you chose in the **Requisite Action** dropdown.
- a. Choosing **Warn** in the **Requisite Action** dropdown allows the student to add the request even though they have not met the pre or co-reqs. The student does receive an information warning, but they are allowed to continue.
 - b. If **Prevent** is chosen and a student attempts to request a course they do not meet the pre or co-reqs for, an error will display and StudentInformation will not allow the student to add the request.
 - c. If **Automatic** is chosen (used with co-requisites only) and a student attempts to request a course they have not met the co-reqs, the application prompts the user. If the user decides to continue, the application adds or removes the additional requests. If the user decides to cancel, no requests will be added or removed.
 - d. An example of when you would want to choose **Warn** instead of **Prevent** is a student who is requesting to take Spanish1 and Spanish2 in the 17/18 school year. If Spanish2 has a prerequisite of Spanish1 and the **Application Configuration** is set to Prevent, the student will not be allowed to choose Spanish2 since they have not completed the course. This is a good reason to choose **Warn**.
13. The next option is **Permit Completed Courses**.
- a. State Support recommends clicking this box because if the box was unchecked, a student who took Band their 9th grade year would not be allowed to request Band their 10th, 11th, or 12th grade year since Band was completed their 9th grade year.
14. The next option is **Course Types**.
- a. Choose the type of courses students will be able to choose in the PCR Module by placing a checkmark next to the course type.
 - b. Typically, schools allow students to choose course types of **Class**, **Course Group**, and **Post secondary course**.
 - c. If you have a course or course group which is included in the course type you have selected but you do not want students to be able to request it, you can either unmark **Display on Public Module** on the course or course group record or type in the course or course group codes separated by commas in the field next to **Excluded Courses**.
15. Finally, the **Request Cut-off Date** field determines the last day students can enter requests.
- a. In the screenshot example following this task, the **Dates of Application Availability** are set to 12/1/16 to 5/1/17 and the **Request Cut-off Date** is 3/1/17. This means the public module is available until 5/1/17, but student can only enter their requests up to and on 3/1/17. If they login on 3/2/17, the student will only be able to view the requests. The student will no longer be allowed to make changes.
16. Click **Save**.

Student Course Request Application Configuration

From this screen, you can edit the configuration settings for the Student Course Request Application.

Context Options

School Year: 2017-2018

Security Options

Student Validation Method: ^{*} None

Guardian Access: ^{*} None

Dates of Application Availability: ^{*} 12/01/2016 - 05/01/2017

Contact Profile Editing Options

Name: ^{*} None (read only)

Mailing Address: ^{*} None (read only)

Phone Number: ^{*} None (read only)

Email Address: ^{*} None (read only)

Course Request Options

External course catalog address: ☐ Use external course catalog

Guardian approval required: ^{*} None

i Guardian approval required:

Request may specify: ☒ Alternate Course

None = All requests will be marked as approved status after the student submits the requests.

Minimum credits required: ^{*} 1.0

Maximum credits allowed: ^{*} 10.0

Electronic or Signature = The requests will be assigned a pending status. Parents or office staff will have to approve each request one by one.

Enforce Prerequisites and Corequisites: ☒

Requisite Action: ^{*} Warn

THE BATCH SCHEDULER WILL ONLY SCHEDULE APPROVED REQUESTS.

Permit Completed Courses: ☒

Course Types:

<input checked="" type="checkbox"/> C - Class	<input checked="" type="checkbox"/> SAT - Satellite course
<input type="checkbox"/> L - Lunch	<input type="checkbox"/> PSEO - Post secondary course
<input type="checkbox"/> Z - Study hall	<input type="checkbox"/> Blank - blank - legacy
<input type="checkbox"/> ESC - ESC course	<input type="checkbox"/> VOC - Vocational
<input checked="" type="checkbox"/> G - Course Group	<input type="checkbox"/> CaseMgt - Case Management
<input type="checkbox"/> S - Spare	

Excluded Courses:

Request Cut-off Date: ^{*} 03/01/2017

Save

Cancel

Task #3 - Generate and Print student and or guardian accounts and print username and password letters.

Step 1: Generate accounts

1. At the building level in 17/18, navigate to : **StudentInformation** » **Management** » **School Administration** » **Public Administration** » **Account Generation**.
2. The first section is named **Account Generation Details**.
3. The **Account Type** dropdown allows you to tell StudentInformation whose accounts you want to generate usernames and passwords for.
 - a. If you only want to generate usernames and passwords for students, choose **Student Only**.
 - b. If you only want to generate usernames and passwords for guardians only, choose **Guardian Only**.
 - c. If you want to generate usernames and passwords for both students and guardians, choose **Student and Guardian**.
4. The next dropdown is **Account Lifespan**.
 - a. State Support recommends choosing **Date Limited** which means the username and password generated by StudentInformation will be good for the date range selected.
 - b. If you choose **Permanent**, it means the student will have the same username and password for every year unless you reset the accounts in later years. The likelihood of a student remembering his username and password from year to year is very slim. For that reason, we recommend you use **Date Limited**.
5. In the **Date Range** filters, use the same dates you used for the **Dates of Application Availability** you setup in the previous task.
 - a. In the example screenshot following this task, the Date Range is 12/1/16 – 5/1/17.
6. In the Existing Accounts dropdown, choose **Reset**.
7. Use the **Student Selection** section to choose which students to generate accounts for.
 - a. Click **Preview Students**.
 - b. The students appear on the screen based on your selection criteria.
 - c. Uncheck the students you do not want to generate accounts for and click **Create Accounts**.
8. Now, we are ready to print username and passwords.

Step 2: Print account letters.

9. Navigate to: **StudentInformation** » **Management** » **School Administration** » **Public Administration** » **Account Information Letter**.
 - a. Using the **Selection Criteria** filters, choose which students you want to print username and password letters for.

- b. Usernames and passwords are case-sensitive, and the last four characters of the username and the entire password contain only the numbers 0-9 and the letters A-F.
- c. The last four characters of the username and the entire password does not contain the letter O, only the number 0.
- d. You can enter up to 600 characters as verbiage to appear on all Account Information Letters.
- e. State Support recommends you type in the preceding two hints and your Public Module URL in the **Letter Verbiage** section of the **Account Information Letter** submission screen.
- f. Click Submit.
- g. A job named **Account Information Letter** has been sent to your Management screen.
- h. Wait for the job to finish and print out the username and password letters.

Account Generation

Account Generation Details

Account Type: Student Only

Account Lifespan: Date Limited

Date Range: 12/01/2016 to 05/01/2017

Existing Accounts: Ignore

Student Selection

Search Mode: ☒ Student Search ☐ Specify Username ☐ Specify Student Number

Last Name: ☐ Perform wildcard search

First Name: ☒ Perform wildcard search

Gender: ☒ Male ☒ Female ☒ Unspecified

Homeroom Date: 12/9/2016

Student Status

A - BLSD active resident student

AOU - Agreement of Understanding

AUT - Autism Scholarship Participant

BDD - BDD Unit

☐ Exclude students with selected status(es)

Administrative Homeroom

107A - HENDERSON (Full Year Term)

14NGR (Full Year Term)

15NG (Full Year Term)

16NG (Full Year Term)

☐ Exclude students in selected homeroom(s)

Grade

09 - 09

10 - 10

11 - 11

12 - 12

☐ Exclude students in selected grade level(s)

Membership Group

21 - Placement Options

11 - Intervention

12 - Post-secondary Enrollment Options Program

15 - 15

☐ Exclude students in selected group(s)

Membership

15 - Extended Learning Time (Each Week)

15 - Guided Reading (Small Group Instruction)

15 - Increase Reading Time

15 - Interactive Writing

☐ Exclude students in selected membership(s)

Program

01 - Multiple Disabilities (other than Deaf-Blind)

02 - Deaf/Blindness

03 - Deafness (Hearing Impairments)

04 - Visual Impairments

☐ Exclude students in selected program(s)

[Preview Students](#)

Account Information Letter

From this screen, you can select parameters to generate a report.

Selection Criteria

[Selection Summary](#)

[Load Settings](#)

Search Mode: ☒ Student Search ☐ Specify User Name ☐ Specify Student Number

Last Name: ☒ Perform wildcard search

First Name: ☒ Perform wildcard search

Gender: ☒ Male ☒ Female ☒ Unspecified

Administrative Homeroom

107A - HENDERSON (Full Year Term)
14NGR (Full Year Term)
15NG (Full Year Term)
16NG (Full Year Term)



☐ Exclude students in selected homeroom(s)

Grade

09 - 09
10 - 10
11 - 11
12 - 12



☐ Exclude students in selected grade level(s)

Membership Group

21 - Placement Options
11 - Intervention
12 - Post-secondary Enrollment Options Program
15 - 15



☐ Exclude students in selected group(s)

Membership

15 - Extended Learning Time (Each Week)
15 - Guided Reading (Small Group Instruction)
15 - Increase Reading Time
15 - Interactive Writing



☐ Exclude students in selected membership(s)

Program

01 - Multiple Disabilities (other than Deaf-Blind)
02 - Deaf/Blindness
03 - Deafness (Hearing Impairments)
04 - Visual Impairments



☐ Exclude students in selected program(s)

Homeroom Date:

Letter Types To Generate:

Letter Verbiage:

Sorting Options

Grade (ASC)
Student Number (ASC)
Student Number (DESC)
Student Last Name (DESC)

Grade (DESC)
Student Last Name (ASC)



Delivery Method:

Email Address:

Report Format:

Description:


Task #4 - Students and or Guardians enter requests on the PCR Module.

1. With their username and password letter in hand have the students login to your Public Module URL.
 - a. As mentioned above, it is helpful to have the Public Module URL printed on the student's username and password letters.
2. They will be prompted for their **Username** and **Password**.
3. Click **Log In**.
4. Any request already entered in StudentInformation by the office staff will display at the top with locks and students will not be allowed to edit the request.
5. Students can use the **Course Search** or **Specify Course Code** to enter requests. Requests can be entered for courses and course groups.
 - a. You can add a request by clicking on the plus sign next to the course code or checking the box next to the plus sign.
 - b. If the student decides to use the checkbox, the requests are not added until the student clicks **Request Selected Courses**.
 - c. If you use the plus button, the request will be added immediately.
 - d. Remember only those courses marked as **Display on Public Module**, are the correct **Course Type**, and match the students **Grade Level** will show when the student searches for courses in the PCR Module.
 - e. Notice a request added by a student has a Status of **Student Pending**.
 - f. Again, any request entered in StudentInformation by the office staff will be locked and have a **Status of Approved**.
6. Once a student has entered their requests they need to click **Review Requests**.
7. If the student's requests do not meet **Minimum credit required** or **Maximum credits** allowed that was setup on **Application Configuration**, the student will not be allowed to submit his requests. The student will receive an error message letting them know they have not met the min or max credit requirements.
 - a. They will need to click **Cancel** and enter more requests or delete requests.
8. If the student has met the min and max credit requirements, a **Submit Requests** button will appear on the screen.
 - a. The **Submit Requests** button is very important. Until the student clicks **Submit Requests**, their requests entered on the PCR Module are **Pending Status** and will not be scheduled by the Batch Scheduler in StudentInformation. Once a student clicks Submit Requests, they will receive the following message: **The requests were submitted**.
 - b. Once a student has clicked **Submit Requests**, they can no longer add or edit requests. They can only login and view their selections.

- c. A student also has the option of clicking on My Account where they can see their demographic information. If any changes to their demographic information is needed, they can go to the school office and notify them.

Task #5 - Verify each student who has entered requests on the PCR Module has approved their requests.

1. Requests entered on the PCR Module have a status of Pending until the student clicks **Submit Request**. The Batch Scheduler in StudentInformation will not schedule pending requests. This is why it is very important for students to approve their requests by clicking **Submit Requests** before exiting the PCR Module.
2. To find out which students have zero requests, go to the following page: **StudentInformation » Management » School Administration » Public Administration » Uncommitted Requests**.
 - a. Click the **Show Students without Requests** radio button which is located near the bottom of the screen and click Search.
 - b. Each student who has zero requests will display.
 - c. You can click on the blue link and you will be brought to their **Requests** page.
 - d. Another option on the **Uncommitted Requests** page is to see which students have Unapproved requests by Parent/Guardian. You would only need to use this option if you chose **Guardian Approval = Electronic** or **Signature** when you setup the **Application Configuration**.
 - e. The final option on the **Uncommitted Requests** page is **Uncommitted by Student**.
 - f. This option allows you to find students who entered requests on the PCR Module, but have not clicked **Submit Requests** yet.
3. Another way to find students who have entered requests on the PCR Module, but have not clicked **Submit Requests** yet is to run the R701 with the following parameters chosen:

Suppress Requests That Have No Matching Assignment:	<input checked="" type="radio"/> Yes <input type="radio"/> No
Position For Requests That Have No Matching Assignment:	Before ▼
Suppress Results That Have No Assignment:	<input type="radio"/> Yes <input checked="" type="radio"/> No
Position Of Results That Have No Assignment:	Before ▼
Print Only Schedules With Results That Have No Assignment:	<input type="radio"/> Yes <input checked="" type="radio"/> No
Print Schedules Changed After Date:	<input type="text"/> 

4. If you find students who have forgotten to click **Submit Requests**, the student can log back in and click **Submit Requests** or the office staff can login and click **Submit Request** for the student or the office staff can edit each request in StudentInformation and check the **Approved** box and **Save**.

5. The Profile Changes page found by navigating to: **StudentInformation**
» **Management** » **School Administration** » **Public Administration**
» **Profile Changes** currently is not functioning.
6. The Account Usage page found by navigating to: **StudentInformation**
» **Management** » **School Administration** » **Public Administration**
» **Account Usage** displays the usage statistics for a selected group of Public Course Request application users, or it will display usage statistics for all users associated with the student in context.



Report Card Processing Procedural Checklist

Change Log

Date	Section Number/Name	Change Description
1/22/16	Run Report Cards (R700) – Publish report cards to ParentAccess	Add a Note regarding the I want to – View Latest Report Card option
1/13/16	Run Report Cards (R700)	15.1.0 Updates – updated screenshots showing Run Ready Jobs option on Load Settings tab
11/10/15	Verify DASL Options	Remove Trainer Tip, no longer valid
7/14/15	Define Reporting Terms Run Report Cards (R700)	15.0.0 Updates – updated screenshot Updated screenshot Add information about publishing report cards to ParentAccess
11/21/14	Entire document	Update screenshot and breadcrumb trail
5/27/14	Run Class List Formatter (R703)	14.3.0 Updates – updated screenshot Remove reference to non-custom report cards
12/18/13	Verify Courses – General Tab	14.2.0 Updates – Updated screenshot
10/15/12	Run Student Composite (R112) Run Students with Specified Marks by Student (R302A) Run Students with Specified Marks by Teacher (R302B)	13.1.0 Updates – Updated screenshots – added Special Education Services filter
9/26/12	Run Class List Formatter (R703) Run Report Cards (R700)	13.1.0 Updates – Updated screenshots – added Special Education Services filter
6/12/12	Verify Courses – General tab	12.6.0 Updates – updated screenshot

11/28/11	Perform LOAGRADE Import	Updated screenshot
9/24/10	Verify Student Profile Student with Specific Marks by Teacher (R302B)	Updated screenshot Add section and screenshot

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Setting Up Report Card Processing



Important: Follow these steps before running report cards or interims the first time and/or to update as necessary. Unless otherwise noted, see Marks End User Documentation for details.

- ☐ **Verify DASL Options** – Verify DASL Options and adjust Marks tab as necessary. Select the type of mark your district will use. Alpha marks are the most commonly reported marks. Numeric marks must be associated with valid standard alpha marks for the purpose of determining GPA calculations. The marks configuration screen helps the district determine the specific method of expressing student performance for the district.

Navigation: StudentInformation – Management – School Administration – DASL Options – Marks tab – Alpha Marks

DASL Options

From this screen, you can display and change data pertaining to school year configuration functions.

Scheduling

Marks

Fees

Attendance

Prog Track

INFOhio Export

Mark Type Used: Alpha Marks

Save

OR

Navigation: StudentInformation – Management – School Administration – DASL Options – Marks tab – Numeric Marks

DASL Options

From this screen, you can display and change data pertaining to school year configuration functions.

Scheduling

Marks

Fees

Attendance

Prog Track

INFOhio Export

Mark Type Used: Numeric Marks

Numeric Marks Min Value: 0

Numeric Marks Max Value: 999.99

Save

- ☐ **Verify Courses** – Verify several items for each course. First, navigate to the Course's Edit page, by selecting the Edit icon for an individual Course.

Navigation: StudentInformation – Management – School Administration – Scheduling Administration – Course Maintenance – Courses (select Search Tab) – Click on edit icon for individual courses - Marks tab

See Scheduling End User Documentation for detail

From this screen you can display or change information regarding courses

Course: Grade Level: Department:

Area of Study: Course Subject Area: Type:

EMIS Subject Code:

		Code ^	Name	Area of Study	Subject Area	EMIS Subject Code	Is Active
<input type="checkbox"/>	<input type="checkbox"/>	011	ART I	ART - ART COURSES		020012	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	012	PAINTING	ART - ART COURSES		020250	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	013	DRAWING	ART - ART COURSES		020250	<input type="checkbox"/>

- ☐ **Verify Courses – General Tab**

Is High School Credit - determines whether a course can be included in a student's high school GPA and whether a course will count in Graduation Verification.

Is In Update History - determines whether a course will display in Course History and print on the Transcript

From this screen you can display or change information regarding courses

General Marks Miscellaneous EMIS Pre/Co-requisites

While the Code can be up to 15 characters, 10 characters or less is recommended.

Code: Abbreviation:

Name: Short Name:

Description:

Hours of Instruction: Scheduling Priority:

Display on Public Module: ☒ Is Active: ☒

Is High School Credit: ☒ Is In Update History: ☒

Roll course to next year: ☒ Core Course: ☒

College Prep: ☐ Dual Credit: ☐

☐ Verify Courses – Marks Tab

From this screen you can display or change information regarding courses

General	Marks	Miscellaneous	EMIS	Pre/Co-requisites	
011 - ART I					
Course Weight:	10.0000	In Graduation Count:	<input checked="" type="checkbox"/>	Is Honors Course:	<input type="checkbox"/>
Level of Difficulty:		Include in Total Credits:	<input checked="" type="checkbox"/>	Include on Permanent Record:	<input checked="" type="checkbox"/>
GPA Add-on Level:		Include in GPA:	<input checked="" type="checkbox"/>	Print on Report Card:	<input checked="" type="checkbox"/>
Credit Units:	1.0000	In Honor Roll:	<input checked="" type="checkbox"/>		
Mark Bump:					
Rank Weight:					
<input type="button" value="Save"/> <input type="button" value="Cancel"/>					

Course Weight – this field is used by the Batch Scheduler only, and does not represent credit weight.

Level of Difficulty – determines whether the course uses a different marks point scale.

GPA Add-on Level – determines whether the course has a specific point value added on to the calculated GPA.

Credit Units – determines the amount of credit a course is worth.

Mark Bump – specialized feature used by a custom GPA and is explained in the Marks End User Guide.

Rank Weight – used in custom GPA calculations.

In Graduation Count – This field is not functional. Please see “In Graduation / Eligibility” on the Course – Miscellaneous tab.

Include in Total Credits – determines if a course counts as cumulative credit.

Include in GPA – used to determine if course is included in any GPA calculation (not just cum).

In Honor Roll – used to determine if student qualifies for the honor roll. Note: In cum GPA field must also be checked as well.

Is Honors Course – flags a course as an honors course. Note: used by several custom GPA's.

Include on Permanent Record – determines whether a course prints on the R700 Permanent Record formats.

Print on Report Card – determines whether a course prints on R700 Report Card.

☐ Verify Student Profile

Navigation: StudentInformation – SIS – Student – Edit Profile – Additional tab

See Student and Registration End User Documentation for detail

Edit Student Profile
From this screen, you can display and change information regarding a student's profile.

General Additional Custom Private PS-Standing PS-Attendance PD-Attributes PE-Attributes PE-Graduate Transportation

Save Cancel

Last Modified: 06/27/2012 4:00 PM by User: An

Primary Building: OTTAWA-GLANDORF HIGH SCHOOL

Special Ed: 100 Country of Origin:

Citizenship:

Building Progression Track: GE to HS - Glandorf Elementary to High School Graduation Year:

New School:

Pst. Graduation Rule: Alt. Graduation Rule:

Counselor: -- Select Counselor -- Scheduling Priority: 5

☒ Show grade appropriate counselors only Locker Assignments: Assign Primary Locker

Team: Homeroom: IN12 OR Auto-Assign

Choose from drop down or click Auto-Assign which will randomly assign an available grade-level appropriate homeroom to the student.

Include in Honor Roll: ☒
Include in Ranking: ☒
Include in GPA: ☒

Flags: 1 2 3 4 5

Include in Honor Roll – this field must be checked to include students who are eligible for the Honor Roll, Honor Roll messages on Report Cards, and inclusion in the R303 Honor Roll Report.

Include in Ranking – this field must be checked to include the student in the class ranking calculations.

Include in GPA – this field must be checked to include the student in the GPA calculations.

- ☐ **Verify Mark Types** – Define Mark Types if needed, and make sure all needed Mark Types are displayed. You **must** define a Mark Type if you wish to give that type of Mark during the year. Mark Types also specify a default weight for the Mark Type for mark averaging and GPA calculations.

Navigation: StudentInformation – Management – School Administration – Marks Administration Menu – Mark Types

Mark Types Maintenance

From this screen, you can display, add, change and delete Mark Types.

Add Mark Type

		Code	Name ^	Description	Default Weight	Active
		Avg	Avg	Avg	1	
		Exam	Exam	Exam	0	
		Fin	Final Mark		1	
		Int	Interim Mark		0	
		Qtr	Quarter Mark		1	

☒ Show Active Only



Trainer Tip: Default Weight should always be “1”.

- ☐ **Define Reporting Terms** – Define Reporting Terms as needed. Two types of reporting terms exist: standard and virtual. Standard reporting terms represent a collection of days on which information concerning students will be reported. Standard reporting terms are made up of scheduling terms. Virtual reporting terms are used to create a placeholder for marks (Interims, Exam, Averages, etc), and are not associated with any dates (like 0-day reporting terms from SIS). Marks Cutoff Date allows Teachers to define Marks up to and including that date (Virtual Reporting Terms may have their own separate Marks Cutoff Date).

Navigation: StudentInformation – Management – School Administration – Scheduling Administration – Initialization – Reporting Terms Maintenance

See Scheduling End User Documentation for detail

Reporting Terms Maintenance

From this screen, you can display and change data pertaining to reporting terms.

Add Virtual TermSave ChangesCancel Changes

			Code	Exp Code	Name	Start Date	End Date	Planned Days	Actual Days	Sort Order	Marks Start Date	Marks Cutoff Date	Archive Date	Active
			GP1		GP1	Aug 20, 2014	Oct 24, 2014	44.00	44.00	1			Oct 27, 2014	
			MT1		MidTerm 1			0.00	0.00	2				
			GP2		GP2	Oct 27, 2014	Jan 16, 2015	47.00	47.00	3			Jan 16, 2015	
			EX1		EX1			0.00	0.00	4				
			AV1		AV1			0.00	0.00	5				
			GP3		GP3	Jan 20, 2015	Mar 20, 2015	42.00	42.00	6			Mar 20, 2015	
			MT2		MidTerm2			0.00	0.00	7				
			GP4		GP4	Mar 23, 2015	May 29, 2015	43.00	43.00	8			May 29, 2015	
			EX2		EX2			0.00	0.00	9				
			AV2		AV2			0.00	0.00	10				
			FIN		FIN			0.00	0.00	11				

☒ Show Active Only

- ☐ **Define Marks** – Define Marks as needed. Marks are also commonly referred to as grades and may be defined by alpha or numeric values. A school can either be Alpha or Numeric. Alpha schools can only record “alpha” grades. Numeric schools can record alpha and numeric grades. The Average Point Threshold is only used for schools using automatic marks. There should be no gaps between Min Numeric Mark of one Mark and Max Numeric Mark of the next Mark down. You may have to clean up past years’ Marks Maintenance screens.

Navigation: StudentInformation – Management – School Administration – Marks Administration Menu – Marks

Marks Maintenance													
From this screen, you can display, add, change and delete data pertaining to marks for the current school year.													
Add Mark													
	Mark ^	Mark Name	Description	Point Value	Average Point Threshold	Min Numeric Mark	Max Numeric Mark	Credit Multiplier	Is Alt Mark	Is Credit Earned	Is Included in GPA	Is Dq Mark	Active
<input checked="" type="checkbox"/>	A	A		4.000000	3.990000	1.00	1.00	1.000000	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	A-	A-		4.000000	3.500000	2.00	2.00	1.000000	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	A+	A+		4.000000	4.000000	3.00	3.00	1.000000	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	AUD	AUD	AUDIT	0.000000				0.000000	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	B	B		3.000000	2.990000	4.00	4.00	1.000000	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	B-	B-		3.000000	2.500000	5.00	5.00	1.000000	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	B+	B+		3.000000	3.000000	6.00	6.00	1.000000	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	C	C		2.000000	1.990000	7.00	7.00	1.000000	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	C-	C-		2.000000	1.500000	8.00	8.00	1.000000	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	C+	C+		2.000000	2.000000	9.00	9.00	1.000000	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	D	D		1.000000	0.990000	10.00	10.00	1.000000	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	D-	D-		1.000000	0.980000	11.00	11.00	1.000000	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	D+	D+		1.000000	1.000000	12.00	12.00	1.000000	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	F	F		0.000000		13.00	13.00	1.000000	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	I	I	INCOMPLETE	0.000000				1.000000	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	P	P	PASS	0.000001				1.000000	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	S	S	SATISFACTORY	0.000000				0.000000	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	W	W	WITHDRAW	0.000000				0.000000	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	WF	WF	WITHDRAW/FAIL	0.000000				0.000000	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input checked="" type="checkbox"/> Show Active Only													
19 Records Displayed													
Back To Top													



Example of Alpha School not using automatic marks

Trainer Tips:

- The Credit Multiplier is always set to 1 even for failing grades
- Marks can have the same point value since automatic marks are not used by the example above
- Average Point Threshold does not need to be filled in since automatic marks are not used
- In the case of Alpha Schools, the Min and Max Numeric Marks do not need to be completed

Marks Maintenance
From this screen, you can display, add, change and delete data pertaining to marks for the current school year.

Mark	Mark Name	Description	Point Value	Average Point Threshold	Min. Numeric Mark	Max. Numeric Mark	Credit Multiplier	Is Alt Mark	Is Credit Earned	Is Included in GPA	Is De Mark	Action
	A	A	4.000000	3.850000	92.50	100.00	1.000000	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
	A-	A-	3.750000	3.500000	89.50	92.49	1.000000	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
	B	B	3.000000	2.850000	81.50	87.49	1.000000	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
	B-	B-	2.750000	2.500000	79.50	81.49	1.000000	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
	B+	B+	3.300000	3.150000	87.50	89.49	1.000000	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
	C	C	2.000000	1.850000	71.50	77.49	1.000000	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
	C-	C-	1.750000	1.500000	69.50	71.49	1.000000	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
	C+	C+	2.300000	2.150000	77.50	79.49	1.000000	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
	D	D	1.000000	0.850000	61.50	67.49	1.000000	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
	D-	D-	0.750000	0.550000	59.50	61.49	1.000000	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
	D+	D+	1.300000	1.150000	67.50	69.49	1.000000	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
	F	F	0	0	0	59.49	1.000000	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
	I	I	0				1.000000	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
	S	S	0				1.000000	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	S-	S-	0				1.000000	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	U	U	0				1.000000	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	W	W	0				1.000000	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	WF	WF	0				1.000000	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

13 Records Displayed

Example of Numeric School using automatic marks



Note: The I, S, S-, U, W, WF fields have a point value of zero (0), but are marked as alternate marks.

- All point values must be different for regular marks (except for those marks checked as alternate marks)
- Min and Max numeric columns should be completed (make sure there are no gaps between the numeric values or overlapping of values, see example below)

Helpful Example: If Min & Max Numeric Marks were set to the following and a student received a 92.50:

- A = 93 - 100
 - B = 88 - 92

A = 92.50 - 100.00
B = 87.50 - 92.49

SI will not know what the Alpha equivalent is because there are gaps!
MAKE SURE YOUR GRADING REFLECTS THE CURRENT MARKS SETUP

Marks Maintenance

From this screen, you can display, add, change and delete data pertaining to marks for the current school year.

Mark:

Name:

Description:

Point Value:

0

Is Alternate Mark:

☐

Average Point Threshold:

Is Credit Earned:

☐

Min Numeric Mark:

0

Is Included in GPA:

☐

Max Numeric Mark:

100

Is Disqualified Mark:

☐

Credit Multiplier:

1

Is Active:

☒

Save

Save and New

Cancel

Mark – type in the desired mark

Name – type in a name for the mark

Description – type in a description for the mark

Point Value – if using automatic marks each point value must be unique unless the mark is marked as an alternate mark (i.e. F=point value zero (0), S- = point value zero (0), but is marked as an alternate grade).

Average Point Threshold – only needs to be completed if using automatic marks

Min Numeric Mark – only complete if your school is using numeric marks

Max Numeric Mark – be sure that there are no gaps between grades in scale

Credit Multiplier – will always be “1” even on failing grades

Is Alternate Mark – used by numeric schools to give Alpha grades such as S-, S, U, etc. Also used by automatic marks schools to allow schools to create 2 marks with the same point value.



Important: Automatic Marks only calculate on regular marks.

Is Credit Earned – used to represent which marks result in credit for a course

Is Included in GPA – indicates whether the mark is included in GPA calculation

Is Disqualified Mark – indicates that this mark disqualifies the student from the GPA calculation

Is Active – indicates whether this mark is active (unchecked equals “inactive” status)

- **Define Mark Groups** (optional) – Define Mark Groups as needed. Combined Mark Groups are used to group like grades together for honor roll purposes or to define difficulty point scales or add-on point scales. Marks entered in the group can then be totaled together in reports. Use the View icon (🔍) to define Combined Mark Group Members once a Combined Mark Group is defined.

Navigation: StudentInformation – Management – School Administration – Marks Administration Menu – Combined Mark Groups

Combined Mark Group Maintenance
From this screen, you can display, add, change and delete data pertaining to combined mark groups.

Add Combined Mark Group

	Code ^	Name	Description	Point Value	Active
✕ 🔍	A's	A+ A A-	All A Marks	4.000000	💡
✕ 🔍	B's	B+ B B-	All B Mark	3.000000	💡
✕ 🔍	C's	C+ C C-	All C Marks	2.000000	💡
✕ 🔍	D's	D+ D D-	All D Marks	1.000000	💡

☒ Show Active Only

Combined Mark Group Maintenance
From this screen, you can display, add, change and delete data pertaining to combined mark groups.

Code: 🔍

Name: 🔍

Description:

Point Value: 🔍

Is Active: ☒

Combined Marks Maintenance - A+ A A-
From this screen, you can add and delete data pertaining to combined marks.

Mark: 🔍

	Mark ^	Mark Name
✕	A	A
✕	A-	A-
✕	A+	A+

- ☐ **Define Difficulty Level** (optional) – Define Difficulty Levels as needed. Course Difficulty levels are used to specify courses of elevated or possibly remedial stature. A school may elect to award alternate points for marks earned in specific courses based on the level of difficulty assigned for the course.

Navigation: StudentInformation – Management – School Administration – Scheduling Administration – Course Maintenance – Course Difficulty

Course Difficulty Maintenance

From this screen, you can display, add, change and delete Course Difficulty codes.

Add Code

		Code	Name ^	Description	Active
		POST	Post Secondary Course	Post Secondary Course	

☒ Show Active Only

- ☐ **Define Difficulty Point Scale** (optional) – Define Difficulty Point Scale as needed. Only one Difficulty Level may be assigned to a Course Section.

Navigation: StudentInformation – Management – School Administration – Marks Administration Menu – Difficulty Point Scale

Difficulty Point Scale Maintenance

From this screen, you can maintain the point values for each mark designated by the difficulty level.

Add Point Value

		Level of Difficulty	Mark ^	Combined Mark Group	Point Value
		POST	A		5.000000
		POST	A-		5.000000
		POST	A+		5.000000

- ☐ **Define Add-On Level Codes** (optional) – Define Add-On Level Codes as needed.




Add-On Level along with GPA Add-On Points will determine if a student may be awarded additional points to his/her final GPA for a specific course based on the mark received for the course. This option was not available in SIS. “Use Partial Credit Percentage” is used in the Mark Substitution feature.

Navigation: StudentInformation – Management – School Administration – Marks Administration Menu – Add-On Level Codes

Add-On Level Codes Maintenance


From this screen, you can display, add, change and delete data pertaining to add on level codes.


Add

		Code ^	Name	Active	Use Credit Percentage
		AP	Advanced Placement Course Add-On		<input type="checkbox"/>
<input checked="" type="checkbox"/> Show Active Only					

Add-On Level Codes Maintenance

From this screen, you can display, add, change and delete data pertaining to add on level codes.

Code: 

Name: 

Is Active: ☒

Use Credit Percentage: ☐

Save

Cancel

- ☐ **Define Add-On GPA** (optional) – Define Add-On GPA as needed for specific add-on level codes. GPA add on points are awarded only for specified marks and optionally may be awarded based on a student's grade level as well. GPA Add-On Points may be assigned to individual marks or to a combined mark group. GPA Add-on Points are added to the resulting GPA. Add-On GPAs must be assigned in the Course Maintenance screen, and a Course may only have one.

Navigation: StudentInformation – Management – School Administration – Marks Administration Menu – Add-On GPA

Add-On GPA Maintenance

From this screen, you can maintain the point values which are added to the GPA based on Add On Levels and Marks.

Add

		Add On Level ^	Mark	Combined Mark Group	Student Grade Level	Additional GPA Point Value
		AP		A's		0.500000
		AP	B+	B's		0.300000
		AP	B-	B's		0.300000
		AP	B	B's		0.300000

Add-On GPA Maintenance

From this screen, you can maintain the point values which are added to the GPA based on Add On Levels and Marks.

Add On Level: AP - Advanced Placement Course Add-On

Mark

Combined Mark Group: A's - A's

Student Grade Level:

Additional GPA Point Value: 0.500000

Save



Cancel

- ☐ **Define Student Exception Credit** (optional) – Define Exceptions as needed for specific Course Sections or for specific Students. You can view, add and edit all exception credits from the Marks Administration Menu; you can add or edit the exception credit value for an individual course from the Teacher Menu – Teacher Course List screen (from the “Go To...” pull-down menu); and you can view, add and edit exception credits for an individual student from the SIS – Student – Marks Menu.

Navigation: StudentInformation – Management – School Administration – Marks Administration Menu – Course Section Exception

Course Section Exception Credit Maintenance
From this screen, you can display, add, change and delete data pertaining to a school's configured exception credits.

Add Exception Credit

	<u>Course Code</u> ^	<u>Course Name</u>	<u>Section</u>	<u>Teacher</u>	<u>Course Credit</u>	<u>Exception Credit</u>
 	140	ALGEBRA I	41	WILLIAMS, THOMAS	1.000000	1.300000

Course Section Exception Credit Maintenance
From this screen, you can display, add, change and delete data pertaining to a school's configured exception credits.

Course Section: 140 ⚡ 41 ⚡ ...

Course Credit: 1.000000

Teacher: THOMAS

Exception Credit: 1.300000 ⚡

Save Cancel



Trainer Tip: The student must have an earned mark in order for the exception credit to affect the amount of credit earned for the course.

Navigation: StudentInformation – Teacher Menu – Teacher Course List – select “Course Section Exception Credit” from the “Go to...” pull-down menu

Course Section Exception Credits

From this screen, you can display and edit student and course exception credits.

Course Code	Course Name	Course Section	Teacher	Course Credit
140	ALGEBRA I	41	, THOMAS	1.000000



Apply Exception Credit: ☒

Student Number	Student	Apply Exception Credit	Exception Credit	Applied Credit
18501	CARLY	<input checked="" type="checkbox"/>	<input type="text"/>	1.300000
18142	EVAN	<input type="checkbox"/>	<input type="text"/>	1.300000

Navigation: StudentInformation – SIS – Student – Marks – Student Exception Credit



Student Exception Credit

From this screen, you can display, add, change and delete data pertaining to a student's configured exception credits.

	Course Code ^	Course Name	Section	Teacher	Course Credit	Exception Credit
 	140	ALGEBRA I	41	, THOMAS	1.000000	1.300000


Student Exception Credit

From this screen, you can display, add, change and delete data pertaining to a student's configured exception credits.

Course Section:  

Course Credit:

Teacher:

Exception Credit: 

- ☐ **Define Grade Level Credit Multiplier** (optional) – Define Grade Level Credit Multiplier as needed for specific grade levels. The Grade Level Credit Multiplier allows credits to be applied to a student by a ratio based on the student's grade level. All course credits for specified grade level and credits in GPA would be affected.



Use only if needed, as this affects ALL students in the specified Grade Level!

Navigation: StudentInformation – Management – School Administration – Marks Administration Menu– Grade Level Credit Multiplier

Grade Level Credit Multiplier Maintenance

From this screen, you can display, add, change and delete credit multipliers based on the grade level.

Add Multiplier

		Code	Name ^	Description	Grade Level	Multiplier
X		12	Grade 12 Credit Multiplier		12	1.200000

Grade Level Credit Multiplier Maintenance

From this screen, you can display, add, change and delete credit multipliers based on the grade level.

Code: 12 ⚡

Name: Grade 12 Credit Multiplier ⚡

Description:

Grade Level: 12 - 12 ⚡

Multiplier: 1.200000 ⚡

Save































Cancel

- ☐ **Define GPA Sets** – Defines GPA Sets as needed for specific reporting term(s). See GPA & HR Procedural Checklist for step-by-step instructions.

- ☐ **Define Honor Rolls** – Create Honor Rolls and Honor Roll Exclusion Rules. See the GPA Calculation Procedural Checklist for step-by-step instructions on Honor Rolls.

- ☐ **Define Standard Comment Maintenance** (optional) – Define Standard Comment Maintenance as needed for comments to print on Report cards. A variety of comments often suggested by teachers are added to further explain the marks awarded to students.

Navigation: StudentInformation – Management – School Administration – Marks Administration Menu– Standard Comment Maintenance

Standard Comment Maintenance					
From this screen, you can display, add, change and delete data pertaining to standard comments.					
Add Comment					
		Code ^	Type	Text	Active
		001	General Mark	Excellent work.	
		002	General Mark	Very cooperative.	
		003	General Mark	Fine student.	
		004	General Mark	Very dependable.	
		005	General Mark	Good attitude.	
		006	General Mark	Works well with others.	
		007	General Mark	Asset to the class.	
		008	General Mark	Active participation.	
		009	General Mark	Shows creativity.	
		010	General Mark	Improvement is evident.	

Running Report Cards or Interims

Follow these steps to run Report cards at the end of each grading period or interims during the grading period. Unless otherwise noted, see Marks End User Documentation for details.

- ☐ **Perform Gradebook Export** to export class lists from StudentInformation to the electronic gradebook package. Complete this task at the beginning of each reporting period. At the end of the grading period, grades will be loaded into StudentInformation using LOADGRADE Import for each building. The Report Cards and other reports can be processed once the transfer has occurred.

Navigation: StudentInformation – Management – Import/Export - Gradebook Export

See Import/Export End User Documentation for detail

Gradebook Export

From this screen, you can export data for a specific file format.

Extended Format

Building: HIGH SCHOOL

Term: All Year

Reporting Period: Qtr1 - Quarter 1

Teachers Excluded

Teachers Included

BRIAN
MR. T.
KIMBERLY
MS. M.A.

Export Fields

<input checked="" type="checkbox"/> FormCode	<input checked="" type="checkbox"/> Gender	<input checked="" type="checkbox"/> Counselor	<input checked="" type="checkbox"/> FirstName
<input checked="" type="checkbox"/> StudentNumber	<input checked="" type="checkbox"/> Phone	<input checked="" type="checkbox"/> SSN	<input checked="" type="checkbox"/> LastName
<input checked="" type="checkbox"/> StudentName	<input checked="" type="checkbox"/> Birthdate	<input checked="" type="checkbox"/> Address	<input checked="" type="checkbox"/> CreditUnits
<input checked="" type="checkbox"/> CourseCode	<input checked="" type="checkbox"/> GradeLevel	<input checked="" type="checkbox"/> City	<input checked="" type="checkbox"/> Period
<input checked="" type="checkbox"/> SectionNumber	<input checked="" type="checkbox"/> HomeroomCode	<input checked="" type="checkbox"/> State	<input checked="" type="checkbox"/> CourseName
<input checked="" type="checkbox"/> StaffCode	<input checked="" type="checkbox"/> ParentName	<input checked="" type="checkbox"/> Zip	

Export

- ☐ **Perform LOAGRADE Import** (optional) – Perform LOAGRADE Import to import marks from electronic gradebook to StudentInformation for each building. Select the latest non-virtual Reporting Term for which you are importing Marks.

Navigation: StudentInformation – Management – Import/Export – LOAGRADE Import

See Import/Export End User Documentation for detail

The screenshot shows the 'LOAGRADE Import' interface with four steps: Step One, Step Two (active), Step Three, and Step Four. In Step Two, the 'Reporting Term' is set to 'Qtr1' with a lightning bolt icon. The 'File name' field is empty, with a 'Browse...' button and a lightning bolt icon to its right. The 'Ignore Load Errors' checkbox is checked. A 'Next >' button is at the bottom right.



Trainer Tip: Checking “Ignore Load Errors” will allow the marks to be imported even if errors exist in the file.

The screenshot shows the 'LOAGRADE Import' interface with four steps: Step One, Step Two, Step Three (active), and Step Four. In Step Three, a 'List Of Errors On Import' table is displayed. The table has three columns: 'Type', 'Value', and 'Line Number'. It lists four errors, all of the type 'No Student Number Found' with the value '000001353' and line numbers 1830, 1915, 2031, and 2113. At the bottom, there are 'Start Over' and 'Next >' buttons.

Type	Value	Line Number
No Student Number Found	000001353	1830
No Student Number Found	000001353	1915
No Student Number Found	000001353	2031
No Student Number Found	000001353	2113

LOAGRADE Import

Step One Step Two Step Three Step Four


Marking Pattern	Course Section Count	Mark One	Mark Two	Mark Three	Mark Four
AY - All Year Course 1		1st Quarter Interim	1st Quarter Mark	-- Not Imported --	-- Not Imported --

☒ Import marks for dropped assignments

Reporting Term for Comments: Qtr1

Mark Type for Comments:

Start Over Next >

 **Trainer Tip:** Make sure you choose the correct reporting term to import comments into. For example, if you are attempting to upload comment for interim 1 – choose reporting term = interim 1.

LOAGRADE Import

Step One Step Two Step Three Step Four

Your LOAGRADE file is being imported... This may take a few moments...

Records Imported: 0 of 1

Start Over

LOAGRADE Import

Step One Step Two Step Three Step Four

Blank Values In Import File

Course Code	Course Section Number	Student Number	Status	Mark
x01			Blank Value For Course/Course Section	
x01			Blank Value For Student	

Values Replaced From Import File

Course Code	Course Section Number	Student Number	Status	Old Mark	New Mark
There are no records to display					

Start Over

 **Important:** Verify your marks and comments loaded by going to Student Marks or Course Section Mark Entry.

- ☐ **Use Teacher Menu** – Teachers use Course Section Mark Entry to enter marks and comments. Teachers can access the page directly by going to:

Navigation: StudentInformation – Teacher Menu – Course Section Mark Entry

OR

Navigation: StudentInformation – Teacher Menu – Teacher Course List – Go To... Course Section Mark Entry

See Teacher Menu End User Documentation for detail

The first time you navigate to the page you will see the Display Options Window once you have selected a teacher and course set. In this window you can choose which marks to display on the page. You can also specify if you want to see every student in the course or a specific student. You also have the ability to display comments.

Course Section Mark Entry
This screen is used to perform mark entry for a course section

Teacher: THOMAS Section: 140 (ALG I) - 41 ☒ Only sections in progress

Display Options - Marking Pattern: All Year

Marks

<input checked="" type="checkbox"/> 1st Quarter Mark	<input checked="" type="checkbox"/> 1st Semester Average	<input checked="" type="checkbox"/> 4th Quarter Interim
<input checked="" type="checkbox"/> 1st Quarter Interim	<input checked="" type="checkbox"/> 3rd Quarter Mark	<input checked="" type="checkbox"/> 2nd Semester Exam
<input checked="" type="checkbox"/> 2nd Quarter Mark	<input checked="" type="checkbox"/> 3rd Quarter Interim	<input checked="" type="checkbox"/> 2nd Semester Average
<input checked="" type="checkbox"/> 2nd Quarter Interim	<input checked="" type="checkbox"/> 4th Quarter Mark	<input checked="" type="checkbox"/> Final Mark
<input checked="" type="checkbox"/> 1st Semester Exam		
<input checked="" type="checkbox"/> All		

Mark Comments

<input checked="" type="checkbox"/> General Mark
<input checked="" type="checkbox"/> Work Habit
<input checked="" type="checkbox"/> All

☒ View All Students ☐ View Single Student

Display Options – Marking Pattern: Year – choose the item checkboxes that will determine which marks will display on the page **OR** you can check the All checkbox.

Display Options - Marking Pattern: Year

Marks

<input checked="" type="checkbox"/> 1st Quarter	<input type="checkbox"/> 1st Sem Avg	<input type="checkbox"/> 4th Interim
<input checked="" type="checkbox"/> 1st Interim	<input type="checkbox"/> 3rd Quarter	<input type="checkbox"/> 2nd Sem Exam
<input type="checkbox"/> 2nd Quarter	<input type="checkbox"/> 3rd Interim	<input type="checkbox"/> 2nd Sem Avg
<input type="checkbox"/> 2nd Interim	<input type="checkbox"/> 4th Quarter	<input type="checkbox"/> Final
<input type="checkbox"/> 1st Sem Exam		
<input checked="" type="checkbox"/> All		

Mark Comments – choose the comment type checkboxes that will determine which comments you want to display on the page **OR** you can check the All checkbox.

Mark Comments

☒ General Mark

☒ Effort

☒ Work Habit

☒ All

Views – choose whether you wish to display all students or a single student.

☒ View All Students

☐ View Single Student

Choose

Apply and View Marks

 to view your choices.

Course Section Mark Entry

This screen is used to perform mark entry for a course section

Teacher:

THOMAS

Section:

140 (ALG I) - 41

☒ Only sections in progress

Show Marks List

Close Display Options

Show Bulk Update

Show Comments List

View Single Student

Display Options - Marking Pattern: All Year

Marks

☒ 1st Quarter Mark

☐ 1st Semester Average

☐ 4th Quarter Interim

☒ 1st Quarter Interim

☐ 3rd Quarter Mark

☐ 2nd Semester Exam

☐ 2nd Quarter Mark

☐ 3rd Quarter Interim

☐ 2nd Semester Average

☐ 2nd Quarter Interim

☐ 4th Quarter Mark

☐ Final Mark

☐ 1st Semester Exam

☐ All

Mark Comments

☒ General Mark

☒ Work Habit

☒ All

☒ View All Students

☐ View Single Student

Apply and View Marks

Cancel

140 - ALGEBRA I: Section 41

Save Changes

Student Name	Number	Grade	Mark	Value	General	Work Habit
CARLY	18501	09	1st Quarter Mark	A		
			1st Quarter Interim	A-		
EVAN	18142	09	1st Quarter Mark	B		
			1st Quarter Interim	B		

Example: View All Students for 1st Quarter and 1st Interim



Note: Comment columns will only display if they are previously selected in the Display Options Window.



When using the Course Mark Entry screen:

- **Marks and Comments** are validated as they are entered:
 - **Green border** = mark is valid
 - **Red border** = mark is not valid



Important: Alpha Schools can not use numeric marks. They will appear invalid as a result.

140 - ALGEBRA I: Section 41								Save Changes	
Student Name	Number	Grade	Mark	Value	General		Work Habit		
CARLY	18501	09	1st Quarter Mark	A-					
			1st Quarter Interim	A-					
EVAN	18142	09	1st Quarter Mark	97					
			1st Quarter Interim	B					

Example: Student2 has a red invalid mark because it is numeric (“97”) and the school is Alpha. Student1 has a valid green mark because a letter mark (“A-”) was entered.

If your school does not use comments, uncheck them from the Display Options for the view below:

140 - ALGEBRA I: Section 41					Save Changes	
Student Name	Number	Grade	Mark	Value		
CARLY	18501	09	1st Quarter Mark	A		
			1st Quarter Interim	A-		
EVAN	18142	09	1st Quarter Mark	B		
			1st Quarter Interim	B		

Course Section Mark Entry Display Control


Choose the following options to control how your screen is displayed:

Show Marks List	Close Display Options
Show Bulk Update	View Single Student
Show Comments List	

Show/Close Marks List

- Click the **Show** option to display the valid marks currently available.
- Click the **Close** Option to hide the valid marks list.

Note: This list can also be expanded into its own Internet browser window by clicking **Open in New Window**.

Open in new window 	
Mark	Description
A	EXCELLENT
A-	EXCELLENT
B	VERY GOOD
B+	VERY GOOD
B-	VERY GOOD
C	AVERAGE
C+	AVERAGE
C-	AVERAGE
D	BELOW AVERAGE
D+	BELOW AVERAGE
D-	BELOW AVERAGE
F	FAIL
I	INCOMPLETE
NG	NO GRADE
P	PASS
S	SATISFACT PROG
W	WITHDRAWN
WF	WITHDRAW FAIL
WP	WITHDRAW PASS

Show/Close Display Options

- Click the **Show** option to present the Display Options
- Click the **Close** option to hide the Display Options



Important: The Display Options are loaded from memory per single login regardless of the course you are working with. Be sure to change your display options to reflect your current preferences when working with multiple courses or schools.

Display Options - Marking Pattern: Year

Marks

☒ 1st Quarter ☐ 1st Sem Avg ☐ 4th Interim

☒ 1st Interim ☐ 3rd Quarter ☐ 2nd Sem Exam

☐ 2nd Quarter ☐ 3rd Interim ☐ 2nd Sem Avg

☐ 2nd Interim ☐ 4th Quarter ☐ Final

☐ 1st Sem Exam

☒ All

Mark Comments

☐ General Mark

☐ Effort

☐ Work Habit

☐ All

☒ View All Students ☐ View Single Student

Show/Hide Bulk Update

Bulk Update allows you to mass update Grades and/or Comments for all students or specific students. To select **All** students, check the checkbox next to **Student Name** as circled below. To select specific students, check the checkbox next to the student name. Click **Save Changes** to run your bulk update.

- Click **Show** to display bulk update fields
- Click **Hide** to hide bulk update fields

Course Section Mark Entry

This screen is used to perform mark entry for a course section

[Show Marks List](#) [Show Display Options](#)
[Hide Bulk Update](#) [Show Comments List](#) [View Single Student](#)

Teacher: Mr. R. Smith **Section:** 3010 (DH SOC. ST.) - 1 ☒ Only sections in progress

Mark: -- All Marks -- **Value:** **General:** **Work Habit:** **Effort:**

3010 - DEV. HDGP. SOCIAL STUDIES: Section 1

<input checked="" type="checkbox"/> Student Name	Number	Grade	Mark	Value	General	Work Habit	Effort
<input type="checkbox"/> Student1, Sally	6633323	09	1st Quarter	B			
			1st Interim	B			
<input type="checkbox"/> Student2, Sarah	6633346	09	1st Quarter	A			
			1st Interim	A			



Note: This bulk update can also be used to mass update blank entries for all marks and comments for a particular course section.



Trainer Tip: This feature is especially helpful when a majority of the students in a course section receive the same grade. Instead of having to update each student one by one with a grade of a “A” for example. All students will receive an “A” with a couple clicks of the mouse. Simply uncheck those students you wish to exclude from this update.

Show/Close Comments List

- Click the **Show** option to display the valid comment codes currently available.
- Click the **Close** Option to hide the valid comment code list.

Note: These comment lists can also be expanded into their own Internet browser window by clicking **Open in New Window**.

Open in new window	
Code	Work Habit
A	Works well as a team.
Open in new window	
Code	Effort
Exce	Shows excellent effort

Open in new window	
Code	General
001	INDIFFERENT
002	IDLE IN STUDY PERIODS
003	WORK CARELESSLY DONE
004	DOESN'T DO OWN WORK
005	GIVES UP TOO EASILY
006	WORK INCOMPLETE OR LATE
007	ABSENT TOO MUCH
008	INATTENTIVE IN CLASS
009	UNCOOPERATIVE
010	POOR TEST GRADES
011	NEEDS FREQUENT DISCIPLINING
012	DOESN'T BRING MATERIALS TO CLASS
013	CONFERENCE REQUESTED
014	GOOD CLASS PARTICIPATION
015	COMPLETES WORK ON TIME
016	POSITIVE ATTITUDE
017	CONGRATULATIONS ON YOUR IMPROVEMENT
018	WORKING UP TO POTENTIAL
019	URNS IN HOMEWORK REGULARLY
020	TRIES HARD
021	HAS SIGNIFICANT IMPROVEMENT

View Single Student

Use this view to change grades for one student at a time with navigation arrows to take you to **previous** < and **next** > students in the course.

- Click **View All Students** to use this feature
- Click **View All Students again** to hide this feature

Course Section Mark Entry
This screen is used to perform mark entry for a course section

Teacher: Section: ☒ Only sections in progress

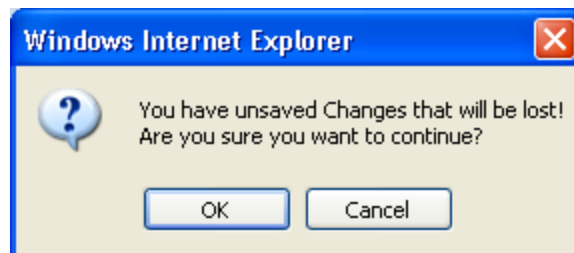
☐ >

3010 - DEV. HDPC. SOCIAL STUDIES: Section 1

Student Name	Number	Grade	Mark	Value	General	Work Habit	Effort
Student1, Sally	6633323	09	1st Quarter	<input type="text" value="B"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
			1st Interim	<input type="text" value="B"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>



Special Note: You must hit **Save** to save your changes when switching to another course. Click **Cancel** on the warning message to save when accidentally selecting another course prior to saving your current work. **There is NO WARNING if you switch pages in the browser window and your changes will be lost.**



- ☐ **Use Student Marks** – Office staff use Course Section Mark Entry to enter Marks and Comments for the student selected in context. Click any of the blue links for the Course Section to see the appropriate Student Mark Entry Page. Like the Course Section Mark Entry Page under the Teacher Menu, the Display Options Window opens when you first visit the page. The Display Options Window allows you to tell StudentInformation which course section and which marks and comments you want to display for the student in context.

Navigation: StudentInformation – SIS – Student – Marks – Student Marks

Student Marks

From this screen, you can view a student's marks for each completed or present course.

☐ Show Completed Courses Only

Dropped **Withdrawn**

Marking Pattern: All Year Course

Course Section	1Int Int	Qtr1 Qtr	2Int Int	Qtr2 Qtr	Ex1 Exam	Sem1 Avg	3Int Int	Qtr3 Qtr	4Int Int	Qtr4 Qtr	Ex2 Exam	Sem2 Avg	FNL F
1010 - INTEGRATED MATH I Section 1	C	C-	D	D	F+	D	F+	F	C+	C	F	F+	D
1220 - BIOLOGY I Section 5	C	D+	C	C	F+	D+	C	C+	D+	C	F	C-	D+
1320 - U.S. SOCIAL STUDIES 10 Section 9	B-	B	A	A	F+	B-	A	B-	C-	C+	F+	C	C+
612 - SPANISH I Section 8	B	B-	B-	C	D	C	D+	C+	C	D	F+	D+	C-
920 - ENGLISH 10 Section 2	B	C+	D+	F+	D+	D+	C+	B-	B-	C+	F+	C	C-

Marking Pattern: 1st Semester

Course Section	1Int Int	Qtr1 Qtr	2Int Int	Qtr2 Qtr	Ex1 Exam	Sem1 Avg	FNL F
722 - PHYS. ED. II Section 1	A+	A+	A+	A+	A+		A+

Marking Pattern: 2nd Semester

Course Section	3Int Int	Qtr3 Qtr	4Int Int	Qtr4 Qtr	Ex2 Exam	Sem2 Avg	FNL F
524 - CHILD DEVELOPMENT & PARENTING Section 2	C+	B	A+	A+	A+	A	A
710 - HEALTH Section 6	D	D	B	B+	B-	C	C

Display Options – Marks – choose the item checkboxes that will determine which marks will display on the page **OR** you can check the All checkbox.

Display Options

Marks

☒ 3rd Interim (Sem2)

☒ 2nd Qtr (AY)

☒ Final (Sem1)

☒ 1st Interim (Sem1)

☒ 2nd Qtr (Sem1)

☒ 3rd Interim (AY)

☒ 1st Interim (AY)

☒ 4th Qtr (Sem2)

☒ Final (Sem2)

☒ 1st Qtr (Sem1)

☒ Exam (Sem1)

☒ 3rd Qtr (AY)

☒ 1st Qtr (AY)

☒ Exam (Sem2)

☒ 4th Interim (AY)

☒ 3rd Qtr (Sem2)

☒ 1st Sem Exam (AY)

☒ 4th Qtr (AY)

☒ 4th Interim (Sem2)

☒ Sem 1 Avg (Sem1)

☒ 2nd Sem Exam (AY)

☒ 2nd Interim (AY)

☒ Sem2 Avg (Sem2)

☒ 2nd Sem Avg (AY)

☒ 2nd Interim (Sem1)

☒ 1st Sem Avg (AY)

☒ Final (AY)

☒ All


Display Options - Mark Comments

Please see the Use Teacher Menu section for details.

Display Options - Views

Please see the Use Teacher Menu section for details.

Choose to view your choices.

 **Note:** Once you select “Apply and View Marks” the current window will close to display the selected marks. To return to the previous screen click on Student Mark Entry in the breadcrumb trail. [StudentInformation > SIS > Student > Marks > Student Mark Entry](#)

Student Mark Entry - Student52589, Show Marks List Show Display Options
This screen is used to perform mark entry for a student Show Comments List View All Sections

016 - ART II: Section 6

Course Section	Mark	Value	General	Work Habit
016 - ART II: Section 6	1st Quarter Mark	A+	003	
	1st Quarter Interim	A+		

Save Changes

Example: View All Students for 1st Quarter and 1st Interim



Note: Comment columns will only display if they are previously selected in the Display Options Window.

When using the Student Mark Entry screen:

- **Marks** and **Comments** are validated as they are entered:
 - **Green border** = mark is valid
 - **Red border** = mark is not valid



Important: Alpha Schools can not use numeric marks. They will appear invalid as a result.

722 - PHYS ED II: Section 1

Course Section	Mark	Value	General
722 - PHYS ED II: Section 1	GREEN → 1st Qtr	A+	
	RED → 1st Interim	97	

Save Changes

Example: Because this school is Alpha this student has a valid green mark because a letter mark (“A+”) was entered and a red invalid mark because of a numeric (“97”) entry in the is course section.

If your school does not use comments, uncheck them from the Display Options for the view below:

722 - PHYS ED II: Section 1 ▼

Save Changes

Course Section	Mark	Value
722 - PHYS ED II: Section 1	1st Qtr	A+
	1st Interim	A+

Save Changes

Course Section Mark Entry Display Control

Please see the Use Teacher Menu section for details.

Show/Close Marks List

Please see the Use Teacher Menu section for details.

Show/Close Display Options

Please see the Use Teacher Menu section for details.

Show/Close Comments List

Please see the Use Teacher Menu section for details.

View Single Student

Use this view to add/edit grades for one course at a time with navigation arrows to take you to the **previous** < and **next** > course sections for the student in context.

722 - PHYS ED II: Section 1 ▼
>

Save Changes

Course Section	Mark	Value
722 - PHYS ED II: Section 1	1st Qtr	A+
	1st Interim	A+

Save Changes

View All Sections

Use this view to add/edit grades for all course sections at one time for the student in context.

Student Mark Entry - Student52589, [Show Marks List](#) [Show Display Options](#)
This screen is used to perform mark entry for a student [Show Comments List](#) [View Single Section](#)

Display Options loaded from memory

[Save Changes](#)

Course Section	Mark	Value	General	Work Habit
016 - ART II: Section 6	1st Quarter Mark	A+	D03	
	1st Quarter Interim	A+		
125 - ENGLISH IV (COLLEGE): Section 4	1st Quarter Mark	A		
	1st Quarter Interim	A		
150 - COLLEGE PREP ALGEBRA: Section 9	1st Quarter Mark	B		
	1st Quarter Interim	B		
186 - PHYSICS: Section 23	1st Quarter Mark	A		
	1st Quarter Interim	A		
212 - AMERICAN GOVERNMENT: Section 1	1st Quarter Mark	A-		
	1st Quarter Interim	A		

[Save Changes](#)



Special Note: You must hit **Save Changes** to save your changes before leaving the page. You can move between course sections for the student in context and the marks you have entered are temporarily saved. They are not permanently saved to the database until you click *Save Changes*. **There is NO WARNING if you switch pages in the browser window and as a result your changes will be lost.**

Student Mark Entry -
This screen is used to perform mark entry for a student

[Show Marks List](#) [Show Display Options](#)
[Show Comments List](#) [View All Sections](#)

101 - 1ST GRADE SOCIAL STUDIES: Section 2
>

Course Section	Mark	Value
101 - 1ST GRADE SOCIAL STUDIES: Section 2	1st Quarter Interim	<input type="text"/>
	1st Quarter Mark	<input type="text"/>
	2nd Quarter Interim	<input type="text"/>
	2nd Quarter Mark	<input type="text"/>
	3rd Quarter Interim	<input type="text"/>
	3rd Quarter Mark	<input type="text"/>
	4th Quarter Interim	<input type="text"/>
	4th Quarter Mark	<input type="text"/>
	Final Average	<input type="text"/>



Note: The Student Mark Entry page with a student in context allows you to enter all marks and comments for a student's course section on one screen, something previously not possible in StudentInformation.

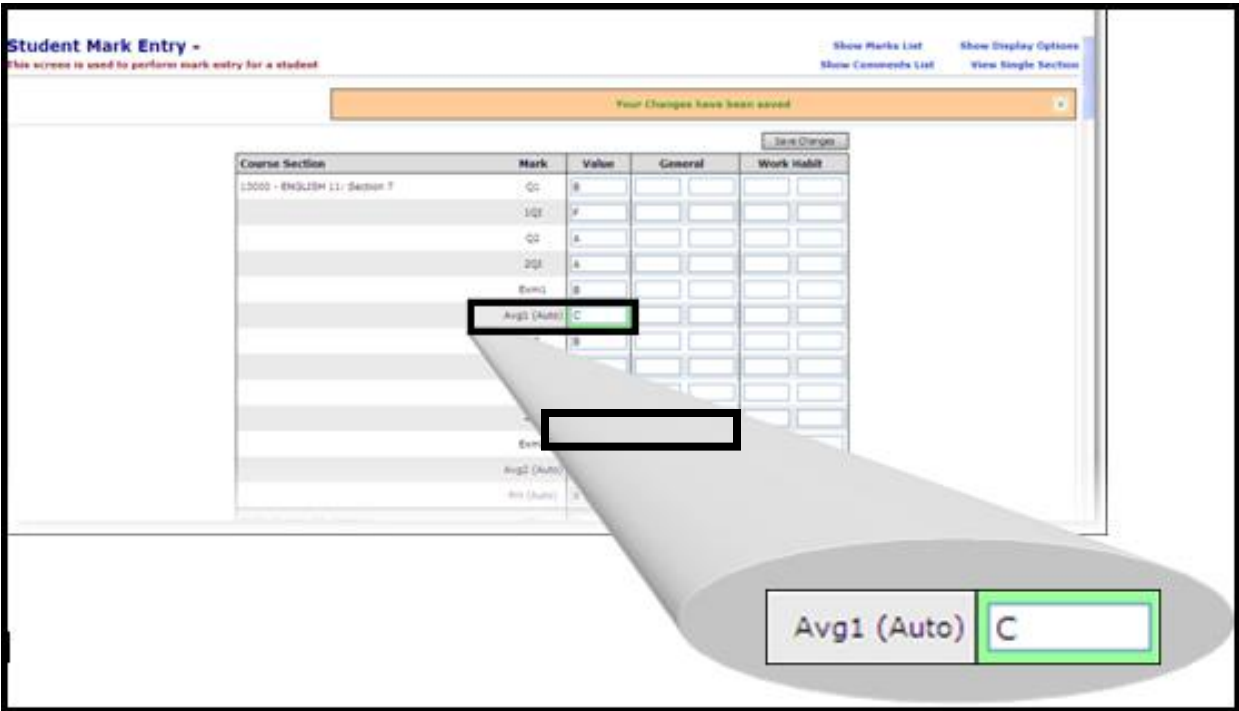
Define Automatic Mark Maintenance (optional) – Define Automatic Mark Maintenance as needed. Automatic Marks are most commonly used to calculate 1st semester averages, 2nd semester averages, and finals. Automatic marks can also be used to calculate a variety of other marks. The three previously mentioned marks are examples. Automatic Marks use point values and average point thresholds defined on the Marks Maintenance page to calculate the specified marks. It is possible to override the value of a calculated automatic mark if needed.

You will be able to distinguish which marks were manually entered and which marks were created by automatic marks. If the mark was calculated by automatic mark, the word (Auto) will display in the mark entry window.

1st Sem Avg (Auto)	<input type="text" value="(Auto)"/>
--------------------	-------------------------------------

Please see Automatic Mark Procedural Checklist for more information.

In the following screenshot you can distinguish the marks which have an automatic mark rules but were manually entered. The word (Auto) still appears after the marking pattern rule but the word (Auto) is no longer displaying in the marks entry box. This is because a manual mark was entered.



- ☐ **Run Class List Formatter (R703)** (optional) – Run Verification Sheets R703 to verify marks for each course/section. Format 1 and 4 offer the option of grade verification. Once schedule results are finalized, you will not have to select Schedule Result; it will automatically select the finalized result. This Class List will have a list of students in a teacher's course and their grades, and can be used for verification purposes.

Navigation: StudentInformation – SIS – Marks – Marks Reports – Class List Formatter (R703)



Trainer Tips:

- If you would like Quarter 1 comments to print, please make sure Quarter 1 is pulled over to the right in the reporting term filter.
- If you select Qtr 1, Qtr 2, Exam, Semester 1, Qtr 3 in the reporting term filters, the comments associated with Qtr 3 will print since it is the latest reporting term.

Class List Formatter (R703)

From this screen, you can select parameters to generate a report.

Selection Criteria Selection Summary Load Settings

Schedule: Default Schedule ▼

Schedule Result: Schedule Result ▼ ⚡

Report Layout: Class List Format 1 ▼

Course Term

1st Semester
All Year
2nd Semester



Reporting Term

1st Quarter Interim
Quarter 2
2nd Quarter Interim
1st Semester Exam



Mark Type

Avg
Exam
Final Mark
Interim Mark



Staff

BRIAN
MR. T.
KIMBERLY
MS. M.A.



Course

011 - ART I
012 - PAINTING
013 - DRAWING
014-2 - ART HISTORY OL



Course Section

011 - ART I (Section: 1)
011 - ART I (Section: 6)
011 - ART I (Section: 9)
012 - PAINTING (Section: 81)



Period

0
1
2
3



Course Types

C - Class
L - Lunch
Z - Study hall
ESC - ESC course



Special Education Services

215001 - Adapted Physical Education Services
215002 - Aide Services
215003 - Attendant Services
215004 - Audiological Services

**Program**

AOC - ALTERNATIVE OPPORTUNITY CENTER
ESC 1 - JILL
ESC 2 - TERESA
ESC 3 - MICHELLE



**Homeroom**

HR AOC - (Full Year Term)
HR AUT - (Full Year Term)
HR50 - (Full Year Term)
HR51 - (Full Year Term)

**Home School**

007104 - Columbus Grove High School (Sch)
007278 - Continental Local High School (Sch)
142315 - Continental Local Middle School (Sch)
018606 - Kalida High School (Sch)



Homeroom Date: 11/20/2014  

Suppress Withdrawals: ☒ Yes ☐ No

Suppress Drops: ☒ Yes ☐ No

Suppress Disability Condition: ☒ Yes ☐ No

Suppress Program: ☐ Yes ☒ No

Print Student with future assignment for Course from a Current Course Term: ☒ Yes ☐ No

Common Text For Class List:

Student Sorting Options

Student Number (DESC)
Student Name (DESC)
Grade (ASC)
Grade (DESC)



Student Name (ASC)

**Sorting Options**


Staff Code (DESC)
Teacher Name (ASC)
Teacher Name (DESC)
Course Code (ASC)



Staff Code (ASC)




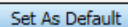
Output: ☒ Report ☐ Labels ☐ Both Report and Labels

Label Type: Avery Label 5160 - 1" X 2 5/8" 3-columns 

Address: ☒ Use Student Address ☐ Use Parent Address

☐ Use custom address text

Include Copied On Correspondence: ☐ Yes ☒ No

Delivery Method: Pickup  

Email Address: amy@noacsc.org

Description:



- ☐ **Run Students with Specified Marks by Student (R302A)** (optional) – Run Students with Specified Marks By Student R302A to view students with specific or missing marks. You can use this report to verify that all marks have been entered before running report cards.

Navigation: StudentInformation – SIS – Marks – Marks Reports – Specified Marks By Student (R302A)

Students with Specified Marks By Student(R302A)

From this screen, you can select parameters to generate a report.

Selection Criteria

Selection Summary

Load Settings

Marks to show:

☒ Only Completed Marks

☐ Completed Marks And Missing Marks

☐ Only Missing Marks

Marks or Mark Groups:

☒ Marks

☐ Mark Groups

Reporting Term

Qtr1 - Quarter 1

1Int - 1st Quarter Interim

Qtr2 - Quarter 2

2Int - 2nd Quarter Interim

Mark Type

Avg

Exam

Final Mark

Interim Mark

Marks

A - A

A+ - A+

A- - A-

AUD - AUD

Course Term

All Year

1st Semester

2nd Semester

Membership Group

10 - 10

11 - Intervention

12 - Post-secondary Enrollment Options Program

13 - 13

Membership

15 - Extended Learning Time (Each Week)

15 - Guided Reading (Small Group Instruction)

15 - Increase Reading Time

15 - Interactive Writing

Special Education Services

215001 - Adapted Physical Education Services

215002 - Aide Services

215003 - Attendant Services

215004 - Audiological Services

Team

Student Status

A - ACTIVE RES
C - ACTIVE RES - ESC UNIT
F - NON-RES - FOSTER PLACED
I - INACTIVE

Teacher

BRIAN
MR. T.
KIMBERLY
MS. M.A.

Home School

007104 - High School (Sch)
007278 - Local High School (Sch)
142315 - Local Middle School (Sch)
018606 - High School (Sch)

Only include courses marked 'Include in GPA': ☒

Include Dropped Courses: ☒

Homeroom Date:

11/20/2014

Improve Performance by Separating Report Processing by Grade: ☒

Grade

07 - 07
08 - 08
10 - 10
11 - 11

09 - 09

Student Sorting Options

Grade (ASC)
Grade (DESC)
Gender (ASC)
Gender (DESC)

Student Name (ASC)

Marks Sorting Options

Course Code (ASC)
Course Code (DESC)
Teacher Name (ASC)
Teacher Name (DESC)

Choose this option for shorter execution time and lower memory usage when running the report for multiple grade levels. A separate interim report will be generated for each selected grade, and then the interim reports for all selected grades will be combined into one final report. When choosing this option, 'Grade' will be the primary student sort order for the final report, in order of the grades selected in the 'Grade' dual select below.
Note: This option only be implemented if 'Adobe PDF' is chosen for the 'Report Format' option below.

The 'Grade' dual select is only Required if the 'Improve Performance by Separating Report Processing by Grade' option is chosen above.

If the 'Improve Performance by Separating Report Processing by Grade' option is chosen above, then the sort order of grades is determined by the order of the grades in the 'Grade' dual select above. In that case the 'Grade' option does not have to be selected in the 'Student Sorting Options' dual select, since the grade will automatically be the first sort criteria.

Output:

☒ Report ☐ Labels ☐ Both Report and Labels

Label Type:

Avery Label 5160 - 1" X 2 5/8" 3-columns

Address:

☒ Use Student Address ☐ Use Parent Address

☐ Use custom address text

Include Copied On Correspondence: ☐ Yes ☒ No

Delivery Method:

Pickup

Set As Default

Email Address:

amy@noacsc.org

Report Format:

Adobe PDF

Description:

Submit

- ☐ **Run Students with Specified Marks by Teacher (R302B)** (optional) – Run Students with Specified Marks By Teacher R302B to view students with specific or missing marks. You can use this report to verify that all marks have been entered before running report cards. The report will group by teacher, then course, then student.

Navigation: HtudentInformation – SIS – Marks – Marks Reports – Specified Marks By Teacher (R302B)

Students with Specified Marks By Teacher(R302B)		
From this screen, you can select parameters to generate a report.		
Selection Criteria Selection Summary Load Settings		
Marks to show: <input checked="" type="radio"/> Only Completed Marks <input type="radio"/> Completed Marks And Missing Marks <input type="radio"/> Only Missing Marks		
Marks or Mark Groups: <input checked="" type="radio"/> Marks <input type="radio"/> Mark Groups		
Reporting Term		
Qtr1 - Quarter 1 1Int - 1st Quarter Interim Qtr2 - Quarter 2 2Int - 2nd Quarter Interim	⬅ ➡ ⬅ ➡ ⬅ ➡ ⬅ ➡	
Mark Type		
Avg Exam Final Mark Interim Mark	⬅ ➡ ⬅ ➡ ⬅ ➡ ⬅ ➡	
Marks		
A - A A+ - A+ A- - A- AUD - AUD	⬅ ➡ ⬅ ➡ ⬅ ➡ ⬅ ➡	
Course Term		
All Year 1st Semester 2nd Semester	⬅ ➡ ⬅ ➡ ⬅ ➡	
Membership Group		
10 - 10 11 - Intervention 12 - Post-secondary Enrollment Options Program 13 - 13	⬅ ➡ ⬅ ➡ ⬅ ➡ ⬅ ➡	
Membership		
15 - Extended Learning Time (Each Week) 15 - Guided Reading (Small Group Instruction) 15 - Increase Reading Time 15 - Interactive Writing	⬅ ➡ ⬅ ➡ ⬅ ➡ ⬅ ➡	
Special Education Services		
215001 - Adapted Physical Education Services 215002 - Aide Services 215003 - Attendant Services 215004 - Audiological Services	⬅ ➡ ⬅ ➡ ⬅ ➡ ⬅ ➡	
Team		
	⬅ ➡ ⬅ ➡	

Student Status

A - ACTIVE RES
C - ACTIVE RES - ESC UNIT
F - NON-RES - FOSTER PLACED
I - INACTIVE

Teacher

BRIAN
MR. T.
KIMBERLY
MS. M.A.

Home School

007104 - High School (Sch)
007278 - Local High School (Sch)
142315 - Local Middle School (Sch)
018606 - High School (Sch)

Only include courses marked 'Include in GPA': ☒

Include Dropped Courses: ☐

Homeroom Date:

11/20/2014

**Grade**

07 - 07
08 - 08
09 - 09
10 - 10

Teacher Sorting Options

Course Code (ASC)
Course Code (DESC)
Student Name (ASC)
Student Name (DESC)

Marks Sorting Options

Reporting Term (ASC)
Reporting Term (DESC)
Mark (ASC)
Mark (DESC)

Output:

☒ Report ☐ Labels ☐ Both Report and Labels

Label Type:

Avery Label 5160 - 1" X 2 5/8" 3-columns

Address:

☒ Use Student Address ☐ Use Parent Address

☐ Use custom address text

Include Copied On Correspondence: ☐ Yes ☒ No

Delivery Method:

Pickup

Set As Default

Email Address:

amy@noacsc.org

Report Format:

Adobe PDF

Description:

Submit

- ☐ **Make Final Mark Corrections** – Return to Teacher Menu – Course Section Marks **OR** Student Mark Entry, and make any necessary changes to student Marks and Comments.

Navigation: StudentInformation – Teacher Menu – Course Section Marks (or Student Mark Entry)

See Teacher Menu End User Documentation for detail

- ☐ **Verify Honor Rolls** – Make sure Honor Rolls are set up correctly. See the GPA Calculation Procedural Checklist for step-by-step instructions on Honor Rolls.
- ☐ **Refresh GPA Sets** – Refresh GPA Sets for the appropriate term(s). Refreshing will calculate a new GPA that includes the most recent marks entered. Honor Roll Sets are recalculated when GPA Sets are.

Navigation: StudentInformation – Management – School Administration – Course History Administration – GPA Sets – Refresh icon

See Course History/Class Rank/Transcript End User Documentation for detail

GPA Set Maintenance					
From this screen, you can display, add, change and delete data pertaining to GPA sets.					
Add GPA Set					
			Name ^	Modified	Last Calculated
			1st Qtr	1/21/2014 9:20:00 AM	11/7/2014 10:39:00 AM
			1st Sem	1/21/2014 9:20:00 AM	
			2nd Qtr	1/21/2014 9:20:00 AM	
			2nd Sem	1/21/2014 9:20:00 AM	
			3rd Qtr	1/21/2014 9:20:00 AM	
			4th Qtr	1/21/2014 9:20:00 AM	
			Cumulative GPA	1/21/2014 9:20:00 AM	10/29/2014 10:16:00 AM
			CUR YR	1/21/2014 9:20:00 AM	
			MID YEAR CUM GPA	1/21/2014 9:20:00 AM	

- ☐ **View GPA Results** – See Class Ranking and GPAs. Clicking on a student's name will take you to that student's Student GPA Details screen.

Navigation: StudentInformation – SIS – Course History – Student GPA/Rank

View GPA Details

Student GPA Supporting Details

From this screen, you can view data pertaining to the students GPA details.

GPA Set: [< Back](#)

GPA Set	Formula	Reporting Terms	Mark Credit Types	Add-On	Difficulty Points	Prev. Years
1st Qtr	Standard GPA Calculation (Alpha)	Qtr1	Progress 1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Calculations:

Calculation	Date	Points	Credits	GPA
GPA based on current GPA configuration	11/20/2014 3:00 PM	23.0000	7.0000	3.2857
Last time GPA was recalculated	11/7/2014 10:39 AM	23.0000	7.0000	3.2857

Details:

Course							Mark					Calculation Values			
Year	Code	Abbr	Term	Include in Total Credits	Include in GPA	Is HS Credit	Type	Mark	Crd Type	Is Earned	In GPA	Pt Val	Crd Att	Crd Earn	Crs Crd
2014-2015	069	SPAN II	Year	✓	✓	✓	Quarter Mark	A	Progress 1	✓	✓	4.0000	1.0000	1.0000	1.0000
2014-2015	121	ENG II	Year	✓	✓	✓	Quarter Mark	B	Progress 1	✓	✓	3.0000	1.0000	1.0000	1.0000
2014-2015	140	ALG I	Year	✓	✓	✓	Quarter Mark	B-	Progress 1	✓	✓	3.0000	1.0000	1.0000	1.0000
2014-2015	166	M CHORUS	Year	✓	✓	✓	Quarter Mark	A	Progress 1	✓	✓	4.0000	1.0000	1.0000	1.0000
2014-2015	185	BIOLOGY	Year	✓	✓	✓	Quarter Mark	B	Progress 1	✓	✓	3.0000	1.0000	1.0000	1.0000
2014-2015	206	AM HIST	Year	✓	✓	✓	Quarter Mark	B	Progress 1	✓	✓	3.0000	1.0000	1.0000	1.0000
2014-2015	925	BIO-PLTW	Year	✓	✓	✓	Quarter Mark	B	Progress 1	✓	✓	3.0000	1.0000	1.0000	1.0000

Navigation: StudentInformation – SIS – Course History – Student GPA Details

See Course History/Class Rank/Transcript End User Documentation for detail

- ☐ **Run Student Absence Search Detail (R309-A)** – This report will generate a list of selected students and show the total of their absences for the date range selected.

Navigation: StudentInformation – SIS – Attendance – Attendance Reports – Student Absence Search Detail (R309-A)

Student Absence Search Detail (R309-A)

From this screen, you can select parameters to generate a report.

Selection Criteria

Selection Summary

Load Settings

Selecting an Ad-Hoc Membership Group will limit the report the students associated with that membership group. All other criteria will be ignored.

Ad-Hoc Membership:

-- Select an Ad-Hoc Membership --

Public And Private

If not limiting to an Ad-Hoc Membership Group, you may select as many other criteria as desired. Each selection will limit your results further.

Date Range:

08/20/2014

to

11/20/2014

Homeroom Date:

11/20/2014

'Students with Absence Type' filters for students that have at least one of the absence type(s) chosen. Leave 'Students with Absence Type' blank to return both students with and without absence records. Select all absence types to return every student with at least one absence.

Students with Absence Type

ABSENT

EXCUSED

OTHER

TARDY

Show all student absences types in the report

Show only selected student absence types in the report

Absence Reason

(No Absence Reason)

A - FARMING

B - SICK

C - COLLEGE

Grade

07 - 07

08 - 08

09 - 09

10 - 10

Program

AOC - ALTERNATIVE OPPORTUNITY CENTER

ESC 1 - JILL

ESC 2 - TERESA

ESC 3 - MICHELLE

Student Status

A - ACTIVE RES

C - ACTIVE RES - ESC UNIT

F - NON-RES - FOSTER PLACED

I - INACTIVE

Disability Code

** - Not Applicable

01 - Multiple Disabilities (other than Deaf-Blind)

02 - Deaf-Blindness

03 - Deafness (Hearing Impairments)

Homeroom Code

HR AOC - (Full Year Term)
HR AUT - (Full Year Term)
HR50 - (Full Year Term)
HR51 - (Full Year Term)

**Home School**

007104 - High School (Sch)
007278 - Local High School (Sch)
142315 - Local Middle School (Sch)
018606 - High School (Sch)



In order to include students with zero days absent or zero partial absences, you must not have any 'students with absence types' selected above.

Number Of Days Absent: to

☒ And ☐ Or

Number Of Partial Absences: to

In order to use the Filter by Number of Absence Types, at least one 'students with absence type' must be selected above.

☒ And ☐ Or

Number Of Filtered Absence Types: to

Printing Options:

☐ Print no more than one student per page

☐ Avoid splitting students across pages unless unavoidable

☒ Fit as much data per page as possible



Print Comments: ☐

Hide disability code: ☐

Sorting Options

Gender (ASC)
Gender (DESC)
Grade Level (DESC)
Disability Condition (ASC)



Grade Level (ASC)
Student Name (ASC)

**Output:**

☒ Report ☐ Labels ☐ Both Report and Labels

Label Type:

Avery Label 5160 - 1" X 2 5/8" 3-columns

Address:

☒ Use Student Address ☐ Use Parent Address

☐ Use custom address text

Include Copied On Correspondence: ☐ Yes ☒ No

Delivery Method:

Pickup

Set As Default

Email Address:

amy@noacsc.org

Report Format:

Adobe PDF

Description:

Submit

- ☐ **Run Student Absence Search Summary (R309-B)** – This report will generate a list of selected students and show the detail of their absences for the date range selected.

Navigation: StudentInformation – SIS – Attendance – Attendance Reports – Student Absence Search Summary (R309-B)

Student Absence Search Summary (R309-B)

From this screen, you can select parameters to generate a report.

Selection Criteria

Selection Summary

Load Settings

Selecting an Ad-Hoc Membership Group will limit the report the students associated with that membership group. All other criteria will be ignored.

Ad-Hoc Membership:

-- Select an Ad-Hoc Membership --

Public And Private

If not limiting to an Ad-Hoc Membership Group, you may select as many other criteria as desired. Each selection will limit your results further.

Date Range:

8/20/2014

to

11/20/2014

Homeroom Date:

11/20/2014

'Students with Absence Type' filters for students that have at least one of the absence type(s) chosen. Leave 'Students with Absence Type' blank to return both students with and without absence records. Select all absence types to return every student with at least one absence.

Absence Type

ABSENT

EXCUSED

OTHER

TARDY

Absence Reason

(No Absence Reason)

A - FARMING

B - SICK

C - COLLEGE

Grade

07 - 07

08 - 08

09 - 09

10 - 10

Program

AOC - ALTERNATIVE OPPORTUNITY CENTER

ESC 1 - JILL

ESC 2 - TERESA

ESC 3 - MICHELLE

Student Status

A - ACTIVE RES

C - ACTIVE RES - ESC UNIT

F - NON-RES - FOSTER PLACED

I - INACTIVE

Disability Code

** - Not Applicable

01 - Multiple Disabilities (other than Deaf-Blind)

02 - Deaf-Blindness

03 - Deafness (Hearing Impairments)

Homeroom Code

HR AOC - (Full Year Term)
HR AUT - (Full Year Term)
HR50 - (Full Year Term)
HR51 - (Full Year Term)

**Home School**

007104 - High School (Sch)
007278 - Local High School (Sch)
142315 - Local Middle School (Sch)
018606 - High School (Sch)



In order to include students with zero days absent or zero partial absences, you must not have any 'students with absence types' selected above.

Number Of Days Absent: to

☒ And ☐ Or

Number Of Partial Absences: to

☒ And ☐ Or

In order to use the Filter by Number of Absence Types, at least one 'students with absence type' must be selected above.

Number Of Filtered Absence Types: to **Hide disability code:**☐**Group report by:****Sorting Options**

Gender (ASC)
Gender (DESC)
Grade Level (ASC)
Grade Level (DESC)

**Delivery Method:****Email Address:****Report Format:****Description:**

- ☐ **Run Report Cards (R700)** – Run Report Cards (R700) to review and print Report cards or interims. Be sure to verify Marks, GPAs, Honor Roll messages, along with other details on the Report cards.

Report Layout (required) – Select the appropriate format from the dropdown menu. Active report card formats are as follows:

- **Format 1** – Term Report Cards (Alpha Marks)
- **Format 2** – Term Report Cards (Numeric Marks)
- **Format 3** – Term Report Cards (Numeric and Alpha Marks)
- **Format 4** – Term Report Cards (Numeric and Alpha Marks) for a large number of marks
- **Format 11** – Interim Report Cards (Alpha Marks)
- **Format 12** – Interim Report Cards (Numeric & Alpha Marks)
- **Format 20** – SWOCA Carlisle Report Cards
- **Format 21** – SWOCA Carlisle Report Cards
- **Format 30** – Term Report Cards
- **Format 31** – NOACSC Apollo Report Cards
- **Format 40** – Term Report Cards with “Tardy” instead of “Late”, no Superintendent Label, Parent Name in Footer, school phone number
- **Format 50** – SWOCA Carlisle Report Cards

If you use Custom Report Card Formats, they will have different format options, including formatting options (margins, assessment and marks subreport inclusions, and so on) on the Report Card Formatter itself.

Navigation: StudentInformation – SIS – Marks – Marks Reports – Report Card Formatter (R700) (Custom)

Report Card Formatter (R700)

From this screen, you can select parameters to generate a report.

Selection Criteria **Selection Summary** Load Settings

Formatter Version: ☒ Custom ☐ Permanent Record Labels ☐ Non-Custom (Warning: the Non-Custom formats can be used, but state support will no longer be provided.)

Report Layout: AllYear2

Watermark Image: None **Watermark Alignment:** Top Left

Footer Location: ☐ Directly Beneath the Detail Section ☒ At The Bottom of the Last Report Page

Report Orientation: ☐ Portrait ☒ Landscape

Paper Kind: Letter

Paper Width: 8.5 **Paper Height:** 11

Left Margin: 0.5 **Top Margin:** 0.5 **Right Margin:** 0.5 **Bottom Margin:** 0.5 **Gutter:** 0.0

School Years For Credits

2013-2014
2012-2013
2012 Summer
2011-2012

2014-2015

Interim Report Card: ☐ Yes ☒ No

Reporting Term For Which To Show Comments

GP1
MidTerm 1
GP2
EX1

Latest Physical Term Is Used For The Current Reporting Term

FIN

Mark Type For Which To Show Comments

Average
Exam
Grading Period
Interim

Final

Reporting Term For Which To Show Marks

MidTerm 1
EX1
AV1
MidTerm2

GP1
GP2
GP3
GP4

Mark Type For Which To Show Marks

Average
Exam
Interim

Grading Period
Final

Course Types

C - Class
L - Lunch
Z - Study hall
ESC - ESC course

Mark Credit Type: All

Show Required Marks Only: ☒ Yes ☐ No

Print Report Card If Student Has No Marks Or Comments: ☒ Yes ☐ No

Print Regular Course From Prior Course Term That Has No Marks Or Comments: ☐ Yes ☒ No

Print Regular Course From Current Course Term That Has No Marks Or Comments: ☐ Yes ☒ No

Print Regular Course From Future Course Term That Has No Marks Or Comments: ☐ Yes ☒ No

Print Course History That Has No Marks: ☐ Yes ☒ No

Include Dropped Courses In Past Or Current Course Terms In Current Year: ☐ Yes ☒ No

Include Dropped Courses In Future Course Terms In Current Year: ☐ Yes ☒ No

Include Dropped Courses in Prior Years (for Credits totals): ☐ Yes ☒ No

Show Separate Marks Subreports For Each Marking Pattern: ☐ Yes ☒ No

Show Separate Rows in Credits Subreport for Credits from Different Schools in the Same Year: ☒ Yes ☐ No

Require 'Update History' Flag to be True for Course to be on Report Card: ☐ Yes ☒ No

Require 'Is High School Credit' Flag to be True for Course to be on Report Card: ☐ Yes ☒ No

Marks Alignment in Marks Subreports: ☒ Align Equivalent Marks Columns in Marks Subreports for All Marking Patterns ☐ Stretch Marks Columns to Fill Width of Marks Shape Within the Marks Subreport for Each Marking Pattern

GPA Sets

1st 9 weeks
2nd 9 weeks
3rd 9 weeks
4th 9 weeks

CUMULATIVE 4.0 GPA

Honor Roll GPA Sets

1st 9 weeks
2nd 9 weeks
3rd 9 weeks
4th 9 weeks

CUMULATIVE 4.0 GPA

Refresh GPA Set and Honor Roll Results: ☒ Yes ☐ No

Reporting Term For Which To Show Attendance

GP1
GP2
GP3
GP4

Absence Type A - EXCUSED app - Appointment D - WCCC/TARDY H - HOME DUTY		
Show Days Present and Days Absent Totals based on Total Days or Occurrences: <input checked="" type="radio"/> Total Days <input type="radio"/> Occurrences		
Absence Cutoff Date: 6/19/2015		
Use Period Attendance: <input type="radio"/> Yes <input checked="" type="radio"/> No		
Period 1 2 3 4		
Student Status A - ACTIVE RES CC - CAREER CENTER RES CCNR - CAREER CENTER NON-RESIDENT CCPN - CAREER CENTER/PSEOP NON-RES		
Administrative Homeroom C111 - (Full Year Term) C113 - (Full Year Term) C114 - (Full Year Term) C115 - (Full Year Term)		
Program ** - NOT APPLICABLE 01 - Multiple Disabilities 02 - Deaf-Blindness 03 - Hearing Impairments		
Home School 042 - High School (Sch)		
Counselor		
Membership 15 - Extended Learning Time (Each Week) 15 - Guided Reading (Small Group Instruction) 15 - Increase Reading Time 15 - Interactive Writing		
Special Education Services 215001 - Adapted Physical Education Services 215002 - Aide Services 215003 - Attendant Services 215004 - Audiological Services		
Membership Group 11 - Intervention 12 - Post-secondary Enrollment Options Program 15 - 15 16 - 16		
Ad-Hoc Membership: -- Select an Ad-Hoc Membership -- Public And Private <input type="checkbox"/>		
Student ID(s):		
Homeroom Date: 7/14/2015		
Common Text For Report Cards:		
Grading Scale:		
Print Blank Report Card For Student With Unpaid Fees: <input type="radio"/> Yes <input checked="" type="radio"/> No		
Print for Students Requesting Hard Copies: <input type="checkbox"/>		
Omit Unlisted Phone Numbers: <input type="checkbox"/>		
Student Graduation Eligibility Rule: <input type="checkbox"/> Primary <input type="checkbox"/> Secondary		Select to view the student(s) primary and secondary Graduation Eligibility rule(s) in the report.
Choose Graduation Eligibility Rule:		Choose a Graduation Eligibility rule from the list to include in the report.
Mark Type:		Choose the mark type to use in current year's total credits calculation. The mark type is only required if Primary, Secondary, or a specific Rule are chosen.
Recalculate Graduation Eligibility: <input type="checkbox"/>		Check recalculate to refresh the student's Graduation Eligibility data (slower) or Uncheck recalculate to view the student's cached Graduation Eligibility data (faster).

Improve Performance by Separating Report Processing by Grade: ☐

Choose this option for shorter execution time and lower memory usage when running the report for multiple grade levels. A separate interim report will be generated for each selected grade, and then the interim reports for all selected grades will be combined into one final report. When choosing this option, 'Grade' will be the first sort order for the final report, in order of the grades selected in the 'Grade' dual select below.

Grade

08 - 08
09 - 09
10 - 10
11 - 11

The 'Grade' dual select is only Required if the 'Improve Performance by Separating Report Processing by Grade' option is chosen above.

Sorting Options

Grade (ASC)
Student Number (ASC)
Student Number (DESC)
Student Name (DESC)

Grade (DESC)
Student Name (ASC)

If the 'Improve Performance by Separating Report Processing by Grade' option is chosen above, then the sort order of grades is determined by the order of the grades in the 'Grade' dual select above. In that case the 'Grade' option does not have to be selected in the Sorting Options dual select, since the grade will automatically be the first sort criteria.

Output: ☒ Report ☐ Labels ☐ Both Report and Labels

Label Type: Avery Label 5160 - 1" X 2 5/8" 3-columns

Address: ☒ Use Student Address ☐ Use Parent Address

☐ Use custom address text

Include Copied On Correspondence: ☐ Yes ☒ No

Delivery Method: Pickup [Set As Default](#)

Email Address: GORDON@Software-Answers.com

Description:

[Submit](#)

Publish Report Cards to ParentAccess

Navigation: StudentInformation – SIS – Marks – Marks Reports – Report Card Formatter (R700) – Load Settings Tab

When you finalize report cards, you can schedule an electronic copy to be saved in the system and published to ParentAccess for parents and students to view.

Note: Publication of report cards to ParentAccess depends on a JAMS job scheduled by your technology center. If you encounter any issues with report card publication, please contact the technology center to troubleshoot the issue.

Note: When a student is in context, and you click on the arrow to see the I want to dropdown list, there is an option View Latest Report Card which will show you the electronic copy of the report card that was published to ParentAccess. No electronic copy of the report cards will display until the report card has been published to ParentAccess. A message will display stating "No report cards available for this student."

1. Optional: If you do not want report cards to display in ParentAccess for students with unpaid fees, on the **District Options** screen, ensure the **Disable Report Cards on ParentAccess Portal for Students with Unpaid Fees** option is selected.

StudentInformation > Management > District Administration > District Options

District Options

From this screen, you can display and change District Options.

Select a method to assign a Family Courier

☒ No Family Courier assignment
☐ Assign Family Courier to youngest family member
☐ Assign Family Courier to oldest family member

Select grade levels that will be excluded from being a family group courier

Grade

AG - AG
 IN - Infant/Toddler (Ages 0-2)
 PS - PS
 K - K

Select a method to edit Family Group Contacts

☐ Allow edits per school
☒ Allow edits per district

Disable Report Cards on ParentAccess Portal for Students with Unpaid Fees: ☒


Save

- On the **Report Card Formatter (R700)** screen **Load Settings** tab, in the row of the report card you want to schedule for publishing, click on the pencil.

Report Card Formatter (R700)

From this screen, you can select parameters to generate a report.

Selection Criteria Selection Summary Load Settings

	Name	Term	Archive Date	Private	Creator	Date Created	Status
	Final Grade Cards 2015			<input type="checkbox"/>	Recker, Amy (Amy)	Jan 12, 2016	

Default Settings On Startup: Load Last Parameters ▼

Current Settings

Name:

Private: ☒

Save

- On the add/edit version of the screen, ensure the **Name** field displays the name of the report card as you want it to display in ParentAccess. (For example, you may not want a name like "2nd run," "3rd run," etc.)
- Select the **Schedule Report Card** check box.

Report Card Formatter (R700)

From this screen, you can select parameters to generate a report.

Selection Criteria

Selection Summary

Load Settings

Creator	Date Created	Scheduled By	Date Scheduled	Status
Recker, Amy (Amy)	Jan 12, 2016			

Name:

Final Grade Cards 2015

x

Private:

☐

Schedule Report Card:

☐

Save

Cancel

Run Ready Jobs

5. Select the **Term** for which you want to publish the report card.
6. Optional: If the date that defaults in the **Archive Date** field is not the date you want the report card to be viewable by parents and students, enter or select a different date on which to publish the report card to ParentAccess.
7. Click **Save**.

Report Card Formatter (R700)

From this screen, you can select parameters to generate a report.

Selection Criteria

Selection Summary

Load Settings

Creator	Date Created	Scheduled By	Date Scheduled	Status
Recker, Amy (Amy)	Jan 12, 2016			

Name:

Final Grade Cards 2015

Private:

☐

Schedule Report Card:

☒

Term:

Qtr4

Archive Date:

05/28/2015

Save

Cancel

Run Ready Jobs

The report card now shows a status of "Pending."



Report Card Formatter (R700)

From this screen, you can select parameters to generate a report.

Selection Criteria

Selection Summary

Load Settings

	Name	Term	Archive Date	Private	Creator	Date Created	Status
 	Final Grade Cards 2015	Qtr4	May 28, 2015	<input type="checkbox"/>	Recker, Amy (Amy)	Jan 12, 2016	Pending

Default Settings On Startup: Load Last Parameters ▼

Current Settings

Name:

Private: ☒

The first time the scheduled JAMS job runs on or after the selected **Archive Date**, parents and students can view the report cards in ParentAccess, and the status changes to “Complete.”

If you do not want to wait for the next scheduled JAMS job to process pending report card jobs, you can click the Run Ready Jobs button to immediately run any pending report card jobs.

StudentInformation > SIS > Marks > Marks Reports > Report Card Formatter (R700)





Report Card Formatter (R700)

From this screen, you can select parameters to generate a report.

Selection Criteria

Selection Summary

Load Settings

	Name	Term	Archive Date	Private	Creator	Date Created	Status
 	Final Grade Cards 2015	GP4	May 28, 2015	<input type="checkbox"/>		May 20, 2015	Complete
 	Interim			<input type="checkbox"/>		Apr 29, 2015	

Default Settings On Startup: Load Last Parameters ▼

Current Settings

Name:

Private: ☒

The job also displays a description of “Report Cards Published to ParentAccess” on the **Batch/Report Management** window.

DASL

Batch/Report Management

6/19/2015 9:24:22 AM

Display: All ▼ Refresh Display

	Job Type	Job Name	Job Description	Job Status	School Name	Date Added ▼
<input type="checkbox"/>	Report	Report Card Formatter (R700)	Report Cards Published to ParentAccess	Complete	ASHLAND HIGH SCHOOL	5/20/2015 3:19:04 PM

- ☐ **Run Mark Analysis (R301) (optional)** – Run Mark Analysis R301 to view the mark distribution by teacher and/or course section.

Navigation: StudentInformation – SIS – Marks – Marks Reports – Mark Analysis (R301)

Mark Analysis (R301)

From this screen, you can select parameters to generate a report.

Selection Criteria

Selection Summary

Load Settings

Marks or Mark Groups:

☒ Marks

☐ Mark Groups

Reporting Term

Qtr1 - Quarter 1

1Int - 1st Quarter Interim

Qtr2 - Quarter 2

2Int - 2nd Quarter Interim

Mark Type

Avg

Exam

Final Mark

Interim Mark

Teacher

BRIAN

MR. T.

KIMBERLY

MS. M.A.

Department

AOC - ALT OPPORT CENT

ART - ART DEPARTMENT

ATH - ATHLETICS

AUT - COUNTY AUTISM UNIT

Course

053 - DIGITAL MEDIA

064 - GERMAN I

065 - GERMAN II

066 - GERMAN III

Marks

AUD - AUD

P - P

W - W

WF - WF

Student Grade Level

07 - 07

08 - 08

09 - 09

10 - 10

Display Mark Counts:

☐

Display Mark Percentages:

☐

Print Totals Only:

☒

Suppress Mark Point Values In Heading:

☒

Display Numeric Mark Ranges In Heading:

☐

Group By:

Course

'Course': the report will be grouped and sorted by Course Code, and the sections within each course will be sorted by the Section Number.

'Teacher': the report will be grouped and sorted by Teacher, and the courses for each teacher will be sorted by the Course Code then Section Number.

Sorting Options

Course Code (ASC)

Course Code (DESC)

Course Name (ASC)

Course Name (DESC)

Delivery Method:

Pickup

Set As Default

Email Address:

amy@noacsc.org

Report Format:

Adobe PDF

Description:

Submit

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- ☐ **Run Student Composite (R112)** (optional) – Run Student Composite R112 to generate a condensed composite Report card printout for student(s). This report will provide GPA Results, which standard Report Cards may not.

Navigation: StudentInformation – SIS – Marks – Marks Reports – Student Composite (R112)

Student Composite (R112)

From this screen, you can select parameters to generate a report.

Selection Criteria

Selection Summary

Load Settings

Homeroom Date: 11/21/2014

Include Term	Reporting Term	Reporting Term	GPA Set
<input type="checkbox"/>	Qtr1 - Quarter 1	Quarter 1	
<input type="checkbox"/>	1Int - 1st Quarter Interim	1st Quarter Interim	
<input type="checkbox"/>	Qtr2 - Quarter 2	Quarter 2	
<input type="checkbox"/>	2Int - 2nd Quarter Interim	2nd Quarter Interim	
<input type="checkbox"/>	1Ex - 1st Semester Exam	1st Semester Exam	
<input type="checkbox"/>	1Avg - 1st Semester Average	1st Semester Average	
<input type="checkbox"/>	Qtr3 - Quarter 3	Quarter 3	
<input type="checkbox"/>	3Int - 3rd Quarter Interim	3rd Quarter Interim	
<input type="checkbox"/>	Qtr4 - Quarter 4	Quarter 4	
<input type="checkbox"/>	4Int - 4th Quarter Interim	4th Quarter Interim	
<input type="checkbox"/>	2Ex - 2nd Semester Exam	2nd Semester Exam	
<input type="checkbox"/>	2Avg - 2nd Semester Average	2nd Semester Average	
<input type="checkbox"/>	Fin - Final Grade	Final Grade	

Refresh GPA Set Results: ☐ Yes ☒ No
Print GPA's: ☒ Yes ☐ No

Mark Type

Avg
Exam
Final Mark
Interim Mark

Grade

07 - 07
08 - 08
09 - 09
11 - 11

Student Status

C - ACTIVE RES - ESC UNIT
F - NON-RES - FOSTER PLACED
I - INACTIVE
O - NON-RES - ESC UNIT

Membership

15 - Extended Learning Time (Each Week)
15 - Guided Reading (Small Group Instruction)
15 - Increase Reading Time
15 - Interactive Writing

Special Education Services

215001 - Adapted Physical Education Services
215002 - Aide Services
215003 - Attendant Services
215004 - Audiological Services

**Membership Group**

10 - 10
11 - Intervention
12 - Post-secondary Enrollment Options Program
13 - 13

**Homeroom**

HR AOC - (Full Year Term)
HR AUT - (Full Year Term)
HR50 - (Full Year Term)
HR51 - (Full Year Term)

**Program**

AOC - ALTERNATIVE OPPORTUNITY CENTER
ESC 1 - JILL
ESC 2 - TERESA
ESC 3 - MICHELLE

**Home School**

007104 - High School (Sch)
007278 - Local High School (Sch)
142315 - Local Middle Schoo (Sch)
018606 - High School (Sch)



Print Days Absent: ☒ Yes ☐ No

Absence Types For Full Days Absent

A - ABSENT
E - EXCUSED
O - OTHER
T - TARDY



Print Times Late: ☒ Yes ☐ No

Absence Types For Lates\Tardies

A - ABSENT
E - EXCUSED
O - OTHER
T - TARDY



Omit Unlisted Phone Numbers: ☐

Sorting Options

Student Number (ASC)
Student Number (DESC)
Student Name (DESC)
Home School (ASC)



Student Name (ASC)
Grade (ASC)



Delivery Method:

Pickup



Set As Default

Email Address:

amy@noacsc.org

Report Format:

Adobe PDF



Description:

Submit

- ☐ **Run Student Absence Statistics Report (R311)** – This report will show student absence statistics by Type/Reason and by Type for a given date range

Navigation: StudentInformation – SIS – Attendance – Attendance Reports – Student Absence Statistics Report (R311)



Student Absence Statistics Report (R311)

From this screen, you can select parameters to generate a report.

Selection Criteria







Selection Summary

Load Settings

Date Range: 8/20/2014  ⚡ to 11/21/2014  ⚡







Absence Type

ABSENT
EXCUSED
OTHER
TARDY









Absence Reason

A - FARMING
B - SICK
C - COLLEGE
D - DOC/DENT







Grade



07 - 07
08 - 08
09 - 09
10 - 10




Sorting Options

Absence Reason (ASC)
Absence Reason (DESC)





Delivery Method:


Pickup 

Set As Default

Email Address:

amy@noacsc.org

Report Format:

Adobe PDF 

Description:

Submit

- ☐ **Run ADM & ADA Report for ABSE Detail (R322-A)** – This report is used to analyze student absence data (totals by grade) by pulling data stored in ABSE – Student Absence.

Navigation: StudentInformation – SIS – Attendance – Attendance Reports – ADM & ADA Report for ABSE Detail (R322-A)

Student ADM & ADA Report for ABSE Detail(R322-A)

From this screen, you can select parameters to generate a report.

[Selection Criteria](#) [Selection Summary](#) [Load Settings](#)

Selecting an Ad-Hoc Membership Group will limit the report the students associated with that membership group. All other criteria will be ignored.

Ad-Hoc Membership:
Public And Private ☐

If not limiting to an Ad-Hoc Membership Group, you may select as many other criteria as desired. Each selection will limit your results further.

Absence Date Range: to
Homeroom Date:

Grade

07 - 07	
08 - 08	
09 - 09	
10 - 10	

Student Status

A - ACTIVE RES	
C - ACTIVE RES - ESC UNIT	
F - NON-RES - FOSTER PLACED	
I - INACTIVE	

Administrative Homeroom

HR AOC - (Full Year Term)	
HR AUT - (Full Year Term)	
HR50 - (Full Year Term)	
HR51 - (Full Year Term)	

Program

AOC - ALTERNATIVE OPPORTUNITY CENTER	
ESC 1 - JILL	
ESC 2 - TERESA	
ESC 3 - MICHELLE	

Home School

007104 - High School (Sch)	
007278 - Local High School (Sch)	
142315 - Local Middle School (Sch)	
018606 - High School (Sch)	

Absence Type

A - ABSENT	
E - EXCUSED	
O - OTHER	
T - TARDY	

Gender

M	
F	

Number Of Absences: to
☒ And ☐ Or

Number of Lates: to

Group Totals By:
If you select a group by option, make sure it is also the top sort by option.

Sorting Options

Student Name (DESC)	Student Name (ASC)
Homeroom (ASC)	
Homeroom (DESC)	
Gender (ASC)	

Delivery Method: [Set As Default](#)

Email Address:

Report Format:

Description:

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- ☐ **Run Student ADM & ADA Report for ABSE Summary (R322-B)** – This report is used to analyze student absence data (totals by grade) by pulling data stored in ABSE – Student Absence

Navigation: StudentInformation – SIS – Attendance – Attendance Reports – Student ADM & ADA Report for ABSE Summary (R322-B)

Student ADM & ADA Report for ABSE Summary (R322-B)
From this screen, you can select parameters to generate a report.

Selection Criteria | Selection Summary | Load Settings

Selecting an Ad-Hoc Membership Group will limit the report the students associated with that membership group. All other criteria will be ignored.
Ad-Hoc Membership: -- Select an Ad-Hoc Membership --
Public And Private ☐

If not limiting to an Ad-Hoc Membership Group, you may select as many other criteria as desired. Each selection will limit your results further.
Absence Date Range: 08/20/2014 to 11/21/2014
Homeroom Date: 11/21/2014

Grade
07 - 07
08 - 08
09 - 09
10 - 10

Student Status
A - ACTIVE RES
C - ACTIVE RES - ESC UNIT
F - NON-RES - FOSTER PLACED
I - INACTIVE

Administrative Homeroom
HR AOC - (Full Year Term)
HR AUT - (Full Year Term)
HR50 - (Full Year Term)
HR51 - (Full Year Term)

Program
AOC - ALTERNATIVE OPPORTUNITY CENTER
ESC 1 - JILL
ESC 2 - TERESA
ESC 3 - MICHELLE

Home School
007104 - High School (Sch)
007278 - Local High School (Sch)
142315 - Local Middle School (Sch)
018606 - High School (Sch)

Absence Type
A - ABSENT
E - EXCUSED
O - OTHER
T - TARDY

Gender
M
F

Number Of Absences: to
☒ And ☐ Or
Number of Lates: to
Delivery Method: Pickup
Email Address: amy@noacsc.org
Report Format: Adobe PDF
Description:

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- ☐ **Run Principals Report of Enrollment (R305)** (optional) – Run Principals Report of Enrollment R305 to view enrollment statistics based on a specific date and school year.

Navigation: StudentInformation – SIS – School – Year End Reports – Principals Report of Enrollment (R305)

See Student Registration End User Documentation for detail

Principals Report of Enrollment (R305)

From this screen, you can select parameters to generate a report.

Selection Criteria

Selection Summary

Load Settings

Date for Age Calculation: 11/21/2014

StudentStatus
A - ACTIVE RES
C - ACTIVE RES - ESC UNIT
F - NON-RES - FOSTER PLACED
I - INACTIVE

Grade
07 - 07
08 - 08
09 - 09
10 - 10

Gender
M
F

Ethnicity
A - ASIAN
B - BLACK, NON-HISP
H - HISPANIC
I - INDIAN/ALASKAN

Sorting Options
Age (ASC)
Age (DESC)
Grade (DESC)

Delivery Method: Pickup

Set As Default

Email Address: amy@noacsc.org

Report Format: Adobe PDF

Description:

Submit



Schedule Changes Step by Step

Change Log

Date	Section Number/Name	Change Description
10/24/16	Scenarios 2, 7, 9, 10, 11	16.0.0 Updates – Updated screenshots
2/10/16	Scenario 8	Delete Note as it is no longer applicable. NOTE: If CLISEMIS/CTRMEMIS has been run in update mode for Period K and the class is a vocational course (denoted by a curriculum value starting with a letter V on the EMIS tab of the course) the remove function will be disabled. Removes can't be performed on Vocational courses after CLISEMIS/CTRMEMIS is run in update mode.
7/31/15	Scenario 6	Fix breadcrumb trail
11/21/14	Entire document	Update screenshot and breadcrumb trail
06/26/13	Scenario 3 & 4	Added
06/21/13		Doc created

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If you are working in a future school year and the schedule is not finalized, you will be required to select a schedule and schedule result when performing the following Scenarios.

The remove function will be the only option enabled when dropping a course if school has not started. Once the first day of school arrives, the drop, remove, and transfer functions will all be enabled for course sections that are in progress. If the course term has not started yet, the transfer function will be disabled on the course section.

F.Y.I.

Scenario 1: Add a class to a student's schedule using the Course Section Assignments page

1. Navigate to **StudentInformation** » **SIS** » **Scheduling** » **Course Section Assignments** in the current school year.
2. Put a student in context.
3. Click **Add Course Assignment**.
4. The page refreshes.
5. In the **Course/Section** fields enter the course and section number.
6. If you don't know the course and or section number use the  icon.
7. If you clicked on the  icon a new window pops up that shows each section of the course and the capacity and filling count.
8. Click on the blue link for the section number 2 and the section number will be automatically filled in for you.

From this screen, you can search for a course and select the appropriate one.

ELMWOOD HIGH SCHOOL: 2011-2012

Non-Groups or Groups: ☒ Non-Groups ☐ Groups

Course Code: Name: Course Type:

Department: EMIS Subject Code:

Area of Study: Course Subject Area:

Teacher: ☐ Honors Only

Rotation Day: ☐ M ☐ T ☐ W ☐ R ☐ F ☐ S Period of the Day:




Course Code - Name	Department	Section	Term	Teacher(s)	Meeting Time	Capacity	Filling
1344 - SOCIOLOGY	SOCIAL STUD	1	1st	DAVID Teacher2054	03 (300)	21	0
		2	2nd	DAVID Teacher2054	03 (300)	21	0


9. The **Assignment Start Date** field defaults to the first day of the course term if the course term hasn't started. If the term is already in session the date will default to today's date.
10. In the following screenshot the **Assignment Start Date** defaulted to 08/19/2013, which is the first day of school. 323-2 is actually a 2nd Semester only course. When the assignment is saved StudentInformation automatically corrects the start date to be the 1st day of 2nd Semester which is 01/21/2014.


Course Section Assignments

From this screen, you can display, add, change and delete data pertaining to Course Section Assignments.

Schedule Result Set: Default Schedule Result Student: COOPER, JEFFREY

Course/Section:   

Assignment Start Date: 

Assignment Stop Date: 

11. Leave the **Assignment Stop Date** field empty.
12. Click **Save**.
13. The page refreshes and the following message is displayed.

The Course Section Assignment was marked to be saved. Click the save changes button to commit to the database.

14. Click **Save Changes** again to commit the changes to the database.
15. If click **Save Changes** isn't clicked the course section will not be assigned.
16. The page refreshes.

Course Section Assignments
 From this screen, you can display, add, change and delete data pertaining to Course Section Assignments.

Schedule: Default Schedule ▾
 Course:
 Date: ▾

Schedule Result: Default Schedule Result ▾
 Course Term: ▾
 Teacher: ▾

Status: ☒ Assigned ☐ Dropped
☐ Removed

	Course	Course Name	Section	Meeting	Teacher	Term	Type	Status	Start Date	End Date
✕	323	GENERAL MUSIC 7	2	3 (6)	KATHY RASMUSSEN	2nd Semester	Manual	Assigned	Jan 21, 2014	
✕	075	MATH 7	1	4 (105)	TED BENJAMIN	All Year	Manual	Assigned	Aug 19, 2013	

17. Notice the **Start Date** says the correct date of **Jan 21, 2014** even though today's date or the first day of school was used.
18. Another item to note is the **Type** says **Manual**. This means the course section assignment was added by hand by the office staff versus being scheduled by the Batch Scheduler. (Assignments made by the Batch Scheduler have a **Type** of **Batch**.)
19. The manual assignment will not show on the **Requests** page (see screen shot below) because the assignment didn't originate from a request. The **Requests** page only shows requests.

Scenario 2: Add a class to a student's schedule using the Request Assignments page

1. Navigate to [StudentInformation](#) » [SIS](#) » [Student](#) » [Student Schedule](#) » [Request Assignments](#).
2. Click **Add Assignment**.
3. The right side of the screen refreshes.
4. In the **Choose Course/Group (required) and Section (optional)** field, enter the course section number or use the **ellipse** icon to select the course section.

StudentInformation > SIS > Student > Student Schedule > Request Assignments

Student Requests & Assignments - DANIELS, EDUARDO
From this screen you can manage a student's requests and course section assignments

View Display Options | Close Assignments | View Schedule Graph

Request		Assignment					
Primary	Alt.		Course	Sec	Start	Drop	
	8004			8004	1	8/23/2016	
	8005			8005	1	1/17/2017	
	MHMath			MHMath	1	8/24/2016	
	MHEnglish			MHEnglish	1	8/24/2016	
	9009			9009	3	8/23/2016	
	9010			9010	3	1/17/2017	
	5001			5001	2	8/23/2016	
	11005			11005	1	8/23/2016	
	11006			11006	1	1/17/2017	
				2011	7	8/26/2016	
				2007	4	1/17/2017	
	MHLife Skills						

Course Group Group Section ☒ Show Active Only

Click assigned course for details

Run Scheduler Schedule Study Halls **Add Request** **Add Assignment**

Add Assignment

Choose Course/Group (required) and section (optional)

Next > **Cancel**

5. Click **Next** or hit the **Tab** key on the keyboard.
6. All sections of the course will appear.
7. Click the **Assign** button of the section you would like to assign to the student.

StudentInformation > SIS > Student > Student Schedule > Request Assignments

Student Requests & Assignments - DANIELS, EDUARDO
From this screen you can manage a student's requests and course section assignments

View Display Options | Close Assignments | View Schedule Graph

Request		Assignment					
Primary	Alt.		Course	Sec	Start	Drop	
	8004			8004	1	8/23/2016	
	8005			8005	1	1/17/2017	
	MHMath			MHMath	1	8/24/2016	
	MHEnglish			MHEnglish	1	8/24/2016	
	9009			9009	3	8/23/2016	
	9010			9010	3	1/17/2017	
	5001			5001	2	8/23/2016	
	11005			11005	1	8/23/2016	
	11006			11006	1	1/17/2017	
				2011	7	8/26/2016	
				2007	4	1/17/2017	
	MHLife Skills						

Course Group Group Section ☒ Show Active Only

Click assigned course for details

Run Scheduler Schedule Study Halls **Add Request** **Add Assignment**

Add Assignment

Choose Course/Group (required) and section (optional)

6010

Action	Course/Group	Sec	Meeting Times	Term	Filling			
Assign	6010	1	05 (209)	Semester 1 Course	23.00 / 25			
Assign	6010	2	03 (209)	Semester 1 Course	26.00 / 25			
Assign	6010	3	06 (207)	Semester 1 Course	20.00 / 30			

Edit Assignment Course Section Details Scheduling Conflict Filled

Next > **Cancel**

8. The right side of the screen refreshes again.

9. The **Course/Section** fields are grayed out – which is correct since we selected which section we wanted by clicking Assign in the previous step.
10. If you selected the wrong course section click **Cancel**.
11. The **Assignment Start Date** field always defaults to the first day of the course term.
12. Click **Save Assignment**.

StudentInformation > SIS > Student > Student Schedule > Request Assignments

Student Requests & Assignments - DANIELS, EDUARDO

From this screen you can manage a student's requests and course section assignments

Request			Assignment				
Primary	Alt.			Course	Sec	Start	Drop
8004				8004	1	8/23/2016	
8005				8005	1	1/17/2017	
MHMath				MHMath	1	8/24/2016	
MHEnglish				MHEnglish	1	8/24/2016	
9009				9009	3	8/23/2016	
9010				9010	3	1/17/2017	
5001				5001	2	8/23/2016	
				6010	1	10/21/2016	
11005				11005	1	8/23/2016	
11006				11006	1	1/17/2017	
				2011	7	8/26/2016	
				2007	4	1/17/2017	
MHLife Skills							

Course Group
 Group Section
 ☒ Show Active Only

Click assigned course for details

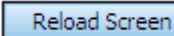
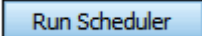
Run Scheduler Schedule Study Halls Add Request Add Assignment

13. Notice there is no corresponding request on the same line for this course section assignment. This means the course was entered manually and didn't originate from a request.

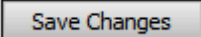


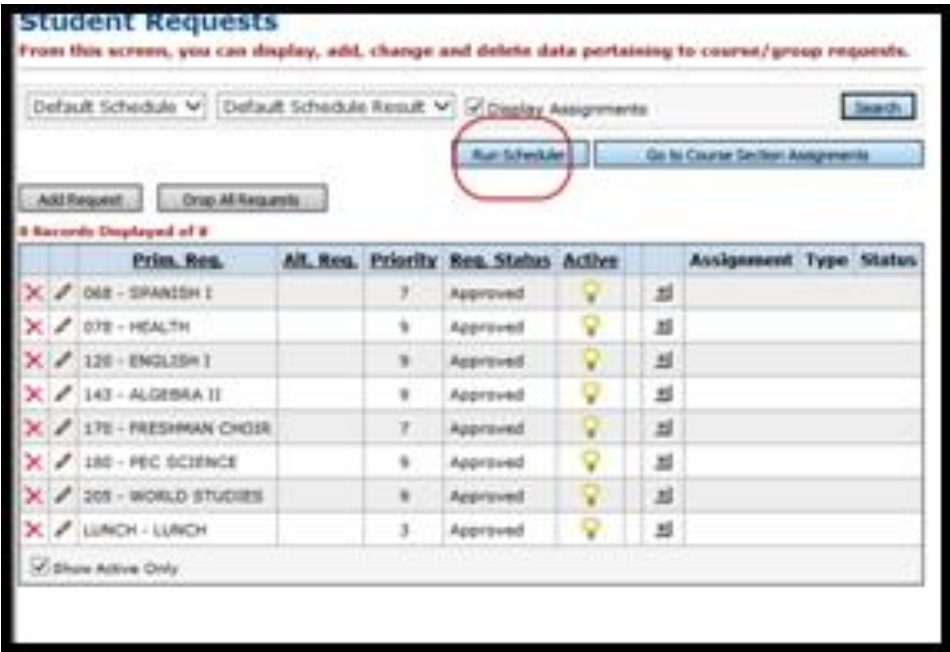
Scenario 3: Run the Single Student Scheduler for a student

Running the Single Student Scheduler (SSS) requires a Job Parameter be set up. Please see the Batch Scheduler Step by Step for instructions on setting up the SSS.

1. Change your context to the building level and the school year you are working with.
2. Navigate to **StudentInformation** » **SIS** » **Scheduling** » **Requests**.
 - a. Select a **Working Schedule:** and **Result:** from the dropdowns if the schedule hasn't been finalized. Click .
3. Next, click .
4. Depending on the parameters defined on the SSS Job Parameter, previously scheduled course section assignments, that originated from a request will be undone and rescheduled, sometimes into a different section or no section at all. Please see the Batch Scheduler Step by Step for detailed explanations of the SSS's features.
5. The following message will display.

The Single Student scheduler has completed successfully.

6. Click .



Scenario 4: Run the Single Student Study Hall Wizard for a student

Running the Study Hall Wizard for a single student requires the Study Hall Wizard parameter page be filled out. Regardless, if you are running the Study Hall Wizard for a single student or for the entire school, the Wizard uses the same parameters. Please see the Batch Scheduler Step by Step for instructions on setting up the Study Hall Wizard.

The Study Hall Wizard will only schedule students into study halls if they have an Overall Student Status of Active and they must have at least one course request.

Student must have at least one course request or course section assignment to be scheduled into study halls by the Study Hall Wizard.

1. Put a student in context at the building level and the school year you are working with.
2. Navigate to **StudentInformation** » **SIS** » **Scheduling** » **Course Section Assignments**.
 - a. Select a **Working Schedule:** and **Result:** from the dropdowns if the schedule hasn't been finalized. Click **Reload Screen**.
3. Next, click **Schedule Study Halls**.
4. The Study Hall Wizard will fill in the student's schedule with available study halls.
5. The following message will display.

The single student scheduler for Study Halls has completed successfully.

6. Click **Save Changes**.

Course Section Assignments
From this screen, you can display, add, change and delete data pertaining to Course Section Assignments.

The single student scheduler for Study Halls has completed successfully.

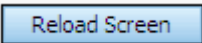
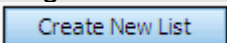


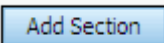


Schedule: **Default Schedule** Schedule Result: **Default Schedule Result** Status: ☒ Assigned ☐ Dropped ☐ Removed

Course: Course Term: Teacher: Search

Date: Add Course Assignment Drop All Assignments **Schedule Study Halls** Save Changes Cancel Changes

	Course	Course Name	Section	Meeting	Teacher	Term	Type	Status	Start Date	End Date
X	180	PEC SCIENCE	1	1 (212)	DENISE WATKINS	All Year	Online	Assigned	Aug 21, 2013	
X	SH 2	STUDY SECOND	1	2 (CAF)	TERRANCE WALLS	All Year	Online	Assigned	Aug 21, 2013	
X	143	ALGEBRA II	3	3 (203)	EDGAR AYSLA	All Year	Online	Assigned	Aug 21, 2013	
X	SH 4	STUDY FOURTH	2	4 (CAF)	PATSY HUDSON	1st Semester	Online	Assigned	Aug 21, 2013	
X	078	HEALTH	42	4 (204)	BOB WIARD	2nd Semester	Online	Assigned	Jan 13, 2014	
X	205	WORLD STUDIES	5	5 (205)	KYLE SIMPSON	All Year	Online	Assigned	Aug 21, 2013	
X	LUNCH	LUNCH	6	6 (CAF)	KATHRYN LANE	All Year	Online	Assigned	Aug 21, 2013	
X	170	FRESHMAN CHOIR	7	7 (129)	SETH LAMBERT	All Year	Online	Assigned	Aug 21, 2013	
X	068	SPANISH I	8	8 (111)	DAN TRUJILLO	All Year	Online	Assigned	Aug 21, 2013	
X	120	ENGLISH I	9	9 (211)	MAXINE FISCHER	All Year	Online	Assigned	Aug 21, 2013	

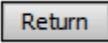
Scenario 5: Bulk add a class to 20 students

1. Change your context to the building level and the school year you are working with.
2. Navigate to **StudentInformation** » **SIS** » **Scheduling** » **Bulk Assign**.
3. Select a **Working Schedule:** and **Result:** from the dropdowns if the schedule hasn't been finalized.
 - a. Click .
 - b. In the **Create a list of students.** section filter on which students you'd like to bulk assign the course section to.
 - c. Click .
 - d. Click  to advance to the 2nd tab.
 - e. Enter the course section or course group section or use the  to select the course group or section. Click .
 - f. Note: You can add more than one course section or group section.
 - g. Click  to move to the third tab.
 - h. The **Assignment date:** field will default to today's date if the course term has already started and the first day of the term if it hasn't started yet.
 - i. Click .
 - j. The page will refresh and if any conflicts exist they will display in the grid.

Bulk Course Section Assignment

Use the bulk course section assignment wizard to schedule a list of students into a list of course sections

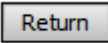
<p>The following conflicts were found.</p> <p>You may choose to allow a conflict to be saved if desired by clicking the box next to the student.</p>					
<input type="checkbox"/>	Number	Student	Course Code	Course Name	Section
1043 - SENIOR MATH - CP 1					
<input type="checkbox"/>	142	ACKL , SEQU	1010	ALGEBRA I	1
<input type="checkbox"/>	1300	BAKE SAWY	336	INTRODUCTION TO MARKETING	1
<input type="checkbox"/>	120	BARB , STEP	210	DRAWING & PAINTING	1
<input type="checkbox"/>	130C	BORC , SHAN	1043	SENIOR MATH - CP	1
<input type="checkbox"/>	1508	BRITT, STEVE	1311	ADV WORLD STUDIES 9	1
<input type="checkbox"/>	1440	BROWN, STEPH	1320	U.S. SOCIAL STUDIES 10	1
1217 - PHYSICAL SCIENCE 2					
<input type="checkbox"/>	142	ACKL , SEQU	920	ENGLISH 10	2
<input type="checkbox"/>	1300	BAKER, SAWYER	1035	ALGEBRA 2 - CP	1
<input type="checkbox"/>	120	BARE , STEP	1030	ALGEBRA II	2
<input type="checkbox"/>	1300	BORO , SHAN	332	PER FINANCES/ECONOMICS	1
<input type="checkbox"/>	1508	BRIT , STEVE	1218	PHYSICAL SCIENCE INVESTIGATION	1
<input type="checkbox"/>	14403	BROWN, STEPHONE	920	ENGLISH 10	2

k. Put a check in the box next to the students you wish to create a scheduling conflict for or click  to go back to the Assignment Start Date tab.




l. Click 

m. The following message will appear



Assignments were successfully saved.

n. If you don't have the Extra Systems Security to create conflicts for students you will only have the  option and you will be forced to remove the students from your list of students or pick different classes that don't conflict with the student(s).

Scenario 6: Drop a class from a student's schedule using the Course Section Assignments page

1. With a student in context, navigate to [StudentInformation](#) » [SIS](#) » [Scheduling](#) » [Course Section Assignments](#).
2. Click on the  next to the assignment needing removed.
3. Choose the  option.
4. Enter the last day that the student attended the class.
5. Click .
6. The following message will display

Assignment Saved

7. NOTE: If performing the drop using the Course Section Assignments (CSA) page don't forget to click  twice.
8. The course should display on the CSA page when  is marked.
9. The marks associated with the course should display on the Student Marks page with a yellow background.

635 - LATIN IV Section 1 QUINN WHIT	97.50	94.27	90.60										
950 - AP ENGLISH Section 1 Katherine Gle	97.69	98.26	108.75										

10. Any period attendance entered for the course section will remain.

Scenario 7: Drop a class from a student's schedule using the Request Assignments page

1. Navigate to **StudentInformation** » **SIS** » **Student** » **Student Schedule** » **Request Assignments**.
2. Click on the **Trash Can** icon of the section.
3. The right side of the screen refreshes.
4. Enter the student's last day in the course section in the **Stop:** field.

StudentInformation > SIS > Student > Student Schedule > Request Assignments

Student Requests & Assignments - DANIELS, EDUARDO

From this screen you can manage a student's requests and course section assignments

View Display Options | Close Assignments | View Schedule Graph

Request		Assignment					Drop
Primary	Alt.		Course	Sec	Start		
8004			8004	1	8/23/2016		
8005			8005	1	1/17/2017		
MHMath			MHMath	1	8/24/2016		
MHEnglish			MHEnglish	1	8/24/2016		
9009			9009	3	8/23/2016		
9010			9010	3	1/17/2017		
5001			5001	2	8/23/2016		
			6010	1	10/21/2016		
11005			11005	1	8/23/2016		
11006			11006	1	1/17/2017		
			2011	7	8/26/2016		
			2007	4	1/17/2017		
MHLife Skills							

Course Group Group Section ☒ Show Active Only

Click assigned course for details

Run Scheduler Schedule Study Halls Add Request Add Assignment

Course Info

Course: 6010 Sec: 1
Course Name: CP Algebra I-A
Start Date: 10/21/2016

Term Info

Term: Semester 1 Course
Start Date: 8/18/2016
Stop Date: 1/13/2017

☒ Drop

Student will appear on class lists for this assignment until the stop date has passed.
Stop Date: 10/21/2016




☐ Remove / Delete

☐ Transfer





Save Cancel

5. The **Drop** function is selected by default.
6. Click **Save**.
7. The following message is displayed: Assignment Saved.
8. Uncheck **Show Active Only** checkbox.
9. The dropped course now displays.

Scenario 8: Remove a class from a student's schedule using the Course Section Assignments page

1. With a student in context navigate to **StudentInformation** » **SIS** » **Scheduling** » **Course Section Assignments**.
2. Click on the  next to the assignment needing removed.
3. Choose the  **Remove / Delete** option.
4. Click .
5. The following message will display

Assignment Saved

6. NOTE: If performing the remove using the Course Section Assignments page don't forget to click  twice.
7. The course should display with two   on the CSA page when  **Removed** is marked.
8. Any marks or period attendance associated with removed class have been hard deleted.

Course Section Assignments
From this screen, you can display, add, change and delete data pertaining to Course Section Assignments.

Student: **BA0000, TV0000**



Course Info:		Term Info:	
Course:	145 Sec: 1	Term:	All Year
Course Name:	YOUNGBOOK	Start Date:	8/22/2012
Start Date:	8/22/2012	Stop Date:	5/26/2013

☐ Drop

☒ **Remove / Delete**

Remove (Schedule Finalized). Delete (Schedule not Finalized).
Student will no longer appear on class lists for this assignment.
Delete marks, exception credits, mark comments and report card absences.
Removing a previously dropped assignment will set status to removed.

☐ Transfer

Scenario 9: Remove a class from a student's schedule using the Request Assignments page

1. Navigate to [StudentInformation](#) » [SIS](#) » [Student](#) » [Student Schedule](#) » [Request Assignments](#).
2. Click on the **Trash Can** icon of the section.
3. The right side of the screen refreshes.
4. Select the **Remove / Delete** option.
5. Click **Save**.
6. The following message appears: **Assignment Saved**
7. NOTE: Removed courses are not visible on the Request Assignments page.

StudentInformation > SIS > Student > Student Schedule > Request Assignments

Student Requests & Assignments - DANIELS, EDUARDO

From this screen you can manage a student's requests and course section assignments

View Display Options | Close Assignments | View Schedule Graph

Request		Assignment					
Primary	Alt.		Course	Sec	Start	Drop	
8004			8004	1	8/23/2016		
8005			8005	1	1/17/2017		
MHMath			MHMath	1	8/24/2016		
MHEnglish			MHEnglish	1	8/24/2016		
9009			9009	3	8/23/2016		
9010			9010	3	1/17/2017		
5001			5001	2	8/23/2016		
			6010	1	10/21/2016	10/21/2016	
11005			11005	1	8/23/2016		
11006			11006	1	1/17/2017		
			2011	7	8/26/2016		
			2007	4	1/17/2017		
MHLife Skills							

Course Group Group Section ☐ Show Active Only

Click assigned course for details

Run Scheduler Schedule Study Halls Add Request Add Assignment

Course Info

Course: 2011 Sec: 7
Course Name: Google 101
Start Date: 8/26/2016

Term Info

Term: Semester 1 Course
Start Date: 8/18/2016
Stop Date: 1/13/2017

☐ Drop

☒ Remove / Delete

Remove (Schedule Finalized), Delete (Schedule not Finalized).
Student will no longer appear on class lists for this assignment.

Delete marks, exception credits, mark comments and report card absences.
Removing a previously dropped assignment will set status to removed.

☐ Transfer

Save Cancel

Scenario 10: Transfer a student from one class to another using Transfer – Drop option on the Course Section Assignments page or Request Assignments page

1. With a student in context navigate to **StudentInformation** » **SIS** » **Student** » **Student Schedule** » **Request Assignments** or **StudentInformation** » **SIS** » **Scheduling** » **Course Section Assignments**.
2. Click on the **Trash Can** icon next to the assignment the student will transfer out of.
3. Choose the **Transfer** option and enter the course section the student will transfer into.
4. The new section must be the same course term and course type as the course section the student is transferring out of.
5. Next, select the **Drop** option.
6. The **Stop** date field is enabled, enter the last day the student was physically in the class.
7. The new section the student is moving to will have a start date of the next school day.
8. Click **Save**.
9. NOTE: If performing the remove using the Course Section Assignments (CSA) page, don't forget to click **Save** twice.
10. The new class will display on the CSA or Request Assignments (RA) page and the class the student transferred out of will display as a drop.
11. Any marks or period attendance associated with the original course have been transferred to the new class.

StudentInformation » SIS » Student » Student Schedule » Request Assignments

Student Requests & Assignments - DANIELS, EDUARDO

From this screen you can manage a student's requests and course section assignments

[View Display Options](#) | [Close Assignments](#) | [View Schedule Graph](#)

Request		Assignment				
Primary	Alt.	Course	Sec	Start	Drop	
		6004	1	8/23/2016		
		6005	1	1/17/2017		
		MRMath	1	8/24/2016		
		MRHEnglish	1	8/24/2016		
		6010	2	10/17/2016		
		9009	3	8/23/2016		
		9010	3	1/17/2017		
		5001	2	8/23/2016		
		6010	1	10/21/2016	10/21/2016	
		11005	1	8/23/2016		
		11006	1	1/17/2017		
		2007	4	1/17/2017		
		MRLife Skills				

Course Group Group Section ☐ Show Active Only

[Click assigned course for details](#)

[Run Scheduler](#) [Schedule Study Halls](#) [Add Request](#) [Add Assignment](#)

Course Info

Course: 6010 Sec: 2
Course Name: CP Algebra I-A
Start Date: 10/17/2016

Term Info

Term: Semester 1 Course
Start Date: 8/19/2016
Stop Date: 1/13/2017

☐ Drop

☐ Remove / Delete

☒ **Transfer**

Transfer marks to the new assignment when both have the same course term and course type. New assignment will retain the assignment start date of the removed assignment.

6010

☒ Drop ☐ Remove

The original assigned course will be marked as dropped with the stop date entered. The new assignment will begin with a start date of the next attending day.

Stop Date: 10/19/2016

[Save](#) [Cancel](#)

Scenario 11: Transfer a student from one class to another using Transfer – Remove option on the Course Section Assignments page or Request Assignments page

1. With a student in context navigate to **StudentInformation** » **SIS** » **Student** » **Student Schedule** » **Request Assignments** or **StudentInformation** » **SIS** » **Scheduling** » **Course Section Assignments**.
2. Click on the **Trash Can** icon next to the assignment the student will transfer out of.
3. Choose the **Transfer** option and enter the course section the student will transfer into.
4. The new section must be the same course term and course type as the course section the student is transferring out of.
5. Next, select the **Remove** option.
6. The new section the student is moving to will have a start date equivalent to the start date of the section the student transferred out of.
7. Click **Save**.
8. NOTE: If performing the remove using the Course Section Assignments (CSA) page, don't forget to click **Save** twice.
9. The new class will display on the CSA or Request Assignments (RA) page and the class the student transferred out of will display as a remove with locks.
10. Any marks or period attendance associated with the original course have been transferred to the new class.

StudentInformation » SIS » Student » Student Schedule » Request Assignments

Student Requests & Assignments - DANIELS, TERRENCE

From this screen you can manage a student's requests and course section assignments

Request	Primary	Alt.	Assignment	Course	Sec	Start	Drop
				0002	11	8/18/2016	
				0002	14	1/17/2017	
				0002	12	5/23/2016	
				7903	2	1/17/2017	
				00005	1	8/18/2016	
				00006	1	1/17/2017	
				3063	3	8/23/2016	
				3064	3	1/17/2017	
				2011	6	8/18/2016	
				2007	3	1/17/2017	
				8037	4	8/18/2016	
				9002	4	1/17/2017	

Course Group Group Section Show Active Only

Click assigned course for details

Run Scheduler Schedule Study Halls

Add Request Add Assignment

Course Info

Course: 2011 Sec: 6
Course Name: Google 101
Start Date: 8/18/2016

Term Info

Term: Semester 1 Course
Start Date: 8/18/2016
Stop Date: 1/13/2017

☐ Drop

☐ Remove / Delete

☒ **Transfer**

Transfer marks to the new assignment when both have the same course term and course type. New assignment will retain the assignment start date of the removed assignment.

9002 1

☐ Drop ☒ Remove

The original assigned course will be removed with a stop date equal to the start date. The new assignment will begin with a start date equal to the first day of the corresponding term.

Save Cancel

Scenario 12: Bulk drop 10 students from the same class

1. Navigate to **StudentInformation** » **SIS** » **Scheduling** » **Bulk Course Section Management**.

2. On the **Choose Section** tab, enter the course section and click **View**.

3. Click the **X** next to any student whom shouldn't be removed from the course section.

4. Click **Next >** to move to the 2nd tab named **Choose Action**.

5. Select **Drop** and enter a **Stop:** date, which would be the last day the students attended the class.

6. Click **Next >**.

7. Now, finish the transaction by clicking **Submit**.

8. The following message will display

Drop was successful.

9. The course should display on the CSA page when **Status:** ☒ Assigned ☒ Dropped is marked.

10. The marks associated with the course should display on the Student Marks page with a yellow background.

635 - LATIN IV Section 1 QUINN WHIT	97.50	94.27	90.60											
950 - AP ENGLISH Section 1 Katherine Gle	97.69	98.26	108.75											

11. Any period attendance entered for the course section will remain.

Bulk Course Section Management

The course section transfer screen allows users to transfer students from one course section to another course section.

Choose Section
Choose Action
View conflicts
Summary

Back
Next >

Drop

Student will appear on class lists for this assignment until the stop date has passed.

Stop Date: 4/23/2013

☐ Remove / Delete


☐ Transfer

Back
Next >

Scenario 13: Bulk remove 5 students from the same class

1. Navigate to **StudentInformation** » **SIS** » **Scheduling** » **Bulk Course Section Management**.

2. On the **Choose Section** tab, enter the course section and click **View**.

3. Click the  next to any student whom shouldn't be removed from the course section.

4. Click **Next >** to move to the 2nd tab named **Choose Action**.



5. Choose the **☒ Remove / Delete** option.

6. Click **Next >**.

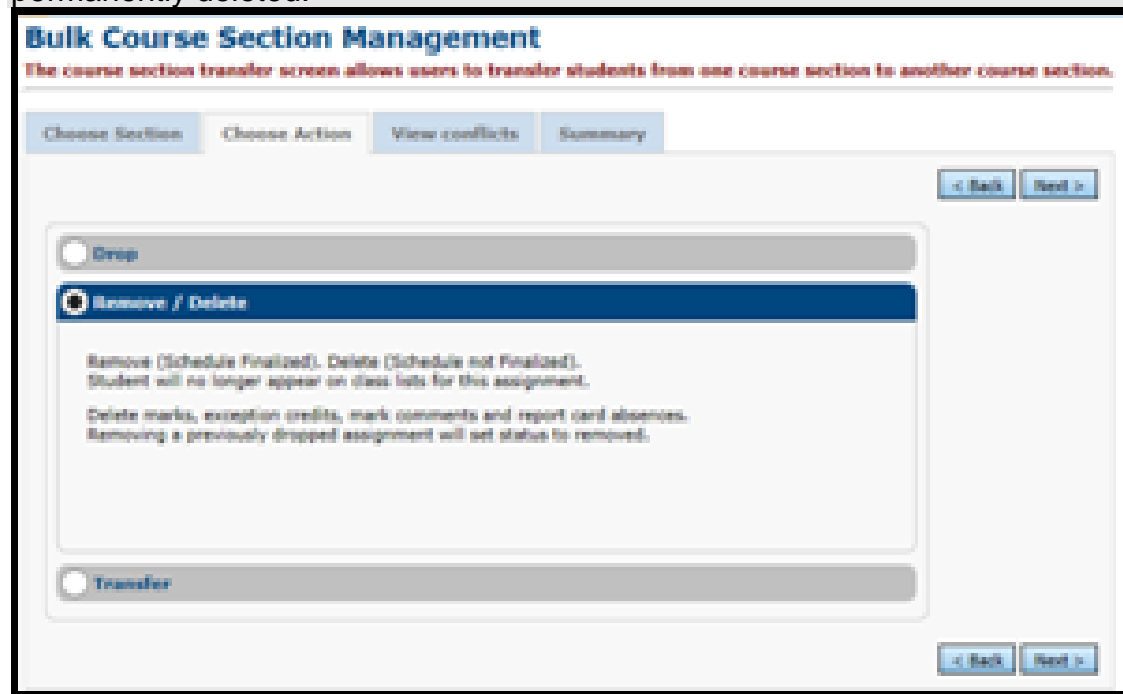
7. Now, finish the transaction by clicking **Submit**.

8. The following message will display

Remove was successful.

9. The course should display with two   on the CSA page when **☒ Removed** is marked.


10. Any marks or period attendance associated with removed class have been permanently deleted.



Scenario 14: Bulk transfer 9 students from one class to another using the Transfer – Drop option

1. Navigate to **StudentInformation** » **SIS** » **Scheduling** » **Bulk Course Section Management**.

2. On the **Choose Section** tab, enter the course section and click **View**.

3. Click the  next to any student whom shouldn't be transferred from the course section.

4. Click **Next >** to move to the 2nd tab named **Choose Action**.

5. Choose the **Transfer** option.

6. The new section must be the same course term & course type as the course section the student is transferring out of.


7. Next, select the ☒ **Drop** ☐ **Remove**

8. The **Stop:** date field is enabled, enter the last day the students were physically in the class.

9. The new section the students are moving to will have a start date of the next school day.

10. Click **Next >** to move to the 3rd tab named **View conflicts**.

11. Students who will have a scheduling conflict as a result of being transferred into the new course will display in the grid.

12. Click the  next to any student whom shouldn't be transferred into the new course section.

13. Click **Next >** to move to the final tab named **Summary**.

14. Now finish the transaction by clicking **Submit**.

15. The following message will display

Transfer was successful.

16. The course the students transferred out of will display with a pencil on the CSA or RA page.

17. Any marks or period attendance associated with old class have been transferred to the new course.

Bulk Course Section Management

The course section transfer screen allows users to transfer students from one course section to another course section.

Choose Section

Choose Action

View conflicts

Summary

< Back

Next >

☐ Drop

☐ Remove / Delete

☒ Transfer

Transfer marks to the new assignment when both have the same course term and course type. New assignment will retain the assignment start date of the removed assignment.

1047

1



☒ Drop ☐ Remove

The original assigned course will be marked as dropped with the stop date entered. The new assignment will begin with a start date of the next attending day.

Stop Date: 4/23/2013




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Scenario 15: Bulk transfer 9 students from one class to another using the Transfer – Remove option

1. Navigate to **StudentInformation** » **SIS** » **Scheduling** » **Bulk Course Section Management**.


2. On the **Choose Section** tab, enter the course section and click **View**.

3. Click the  next to any student whom shouldn't be transferred from the course section.

4. Click **Next >** to move to the 2nd tab named **Choose Action**.

5. Choose the **Transfer** option.


6. The new section must be the same course term & course type as the course section the student is transferring out of.

7. Next, select the  **Drop**  **Remove** option.

8. The new section the student is moving to will have a start date equivalent to the start date of the section the student transferred out of.

9. Click **Next >** to move to the 3rd tab named **View conflicts**.

10. Students who will have a scheduling conflict as a result of being transferred into the new course will display in the grid.




11. Click the  next to any student whom shouldn't be transferred into the new course section.

12. Click **Next >** to move to the final tab named **Summary**.

13. Now finish the transaction by clicking **Submit**.

14. The following message will display

Transfer was successful.

15. The course the students transferred out of will display with two   on the CSA page when  **Removed** is marked. The transferred out of course will not display on the RA page.

16. Any marks or period attendance associated with old class have been transferred to the new course.

Bulk Course Section Management

The course section transfer screen allows users to transfer students from one course section to another course section.

Choose Section

Choose Action

View conflicts

Summary

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Next >

☐ Drop

☐ Remove / Delete

☒ Transfer

Transfer marks to the new assignment when both have the same course term and course type. New assignment will retain the assignment start date of the removed assignment.

1047

1



☐ Drop ☒ Remove

The original assigned course will be removed with a stop date equal to the start date. The new assignment will begin with a start date equal to the first day of the corresponding term.

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Student Profile Bulk Update Procedural Checklist



Change Log

Date	Section Number/Name	Change Description
7/15/15	Student Record Tab	15.0.0 Updates – Updated screenshot showing the Requires Paper Copy of Report Card option
12/22/14	Annual Record tab	14.6.7 Updates – Updated screenshot for Annual record tab showing Distance student was transported from residence to school building option
11/21/14	Entire document	Fix alignment
9/26/14	Entire document	14.5.0 and 14.6.0 Updates - Update screenshots, new fields
7/10/14	All tabs but the Review Updates tab	14.4.3 Updates – update screenshots to display updated layout of fields on tabs and addition of the Attending District IRN Last October field
5/27/14	FN-Attributes-No Date tab FN-Graduate tab	14.3.0 Updates – update screenshot that includes Admission to Current High School Date 14.3.0 Updates – update screenshot that includes CORE Graduation Requirement Exemption Date, CORE Graduation Requirement Met, and Expected Graduation Date
6/18/13	FN-Attributes-No Date tab	13.5.0 Updates – updated screenshot that includes Attending Building IRN Next Year and Third Grade Reading Guarantee fields
11/1/12	FS-Standing & FD-Attributes-Effective Date tab	13.1.1 Updates - updated screenshot that includes County of Residence
4/27/12	FS-Standing & FD-Attributes Effective Date tab	12.5.0 Updates – updated screenshot showing new

		Withdraw to IRN field
9/29/11	FN-Graduate tab	12.0.0 Updates – new screenshot fields added, Military Compact Graduation Alternative and CORE Graduation Requirement Exemption
10/6/10	FN-Attributes-No Date tab	11.0.0 Updates – new screenshot – added CTE fields and Tech Prep Completer field

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FN-Attributes-No Date tab	10
FN-Graduate tab	12
Review Updates Tab	14




Before an update can be performed, navigate to the StudentInformation » My Account » Ad Hoc Memberships page to create an ad-hoc membership group of students you wish to update.

If this option is not displayed on your Ad-hoc updates menu, please contact you ITC support staff. Access may be restricted to this module. The update process takes you through a series of tabs for selecting the data elements to be updated.

Please see the Student and Registration End User Guide for detailed explanations on each student profile element.

Select Ad-Hoc tab

Navigation: StudentInformation » Management » Ad-Hoc Updates » Student Profile Bulk Update

1. Select the Ad Hoc group for which you plan to make bulk updates.
2. Click on the 'Public and Private' checkbox to expand the ad-hoc membership groups available for updating to include both public and private ad-hoc membership groups.
3. Click the Next button  to continue.



Student Profile Bulk Update
Make bulk updates to students' profiles

Number of Students in selected Ad Hoc:

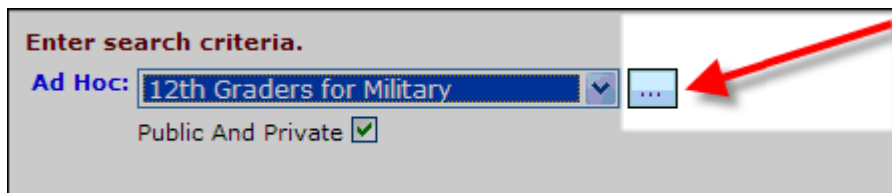
Select Ad-Hoc: Student record Annual record FS-Standing & FD-Attributes-Effective Date FN-Attributes-No Date FN-Graduate Review updates Next >

Ad Hoc:
-- Select an Ad-Hoc Membership -- ...

Public And Private ☐



If you have not created an ad-hoc group to use for your update, click on the ellipses to navigate to ad-hoc memberships to select students for updating.




Enter search criteria.

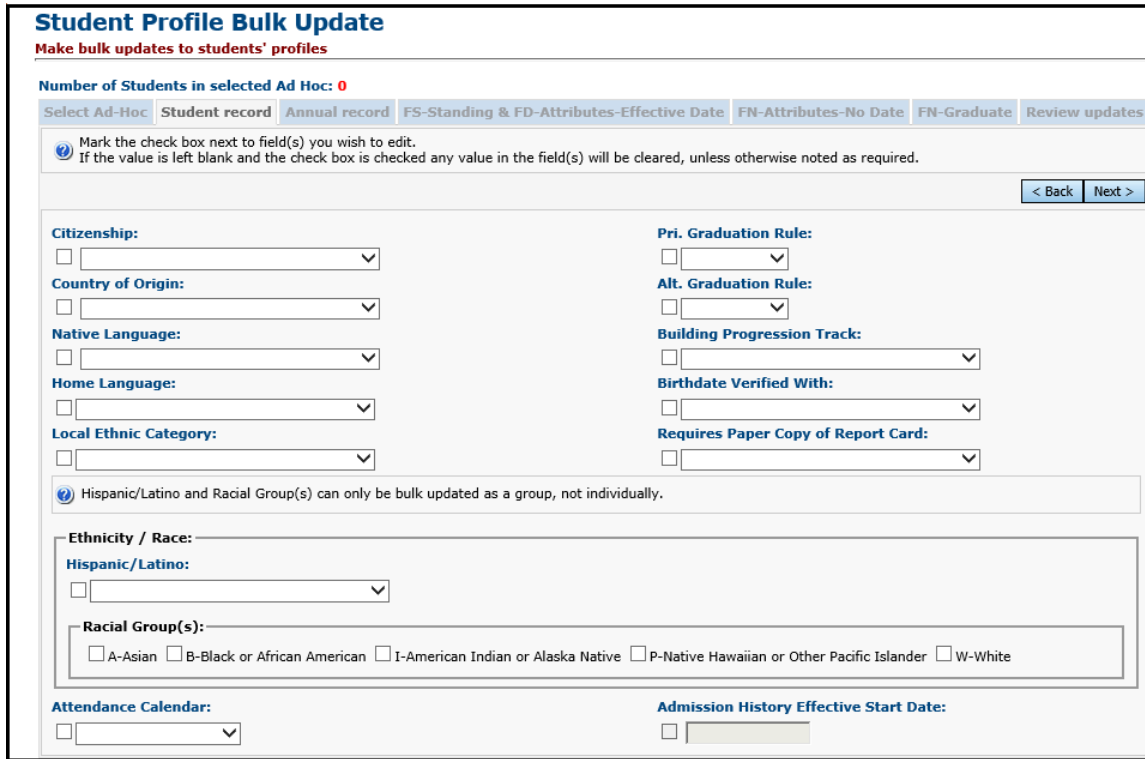
Ad Hoc: 12th Graders for Military ...

Public And Private ☒



Student Record tab

1. Make necessary changes to the Student Record fields.
2. Click the Next button  to continue.



Student Profile Bulk Update
Make bulk updates to students' profiles

Number of Students in selected Ad Hoc: 0

Select Ad-Hoc | **Student record** | Annual record | FS-Standing & FD-Attributes-Effective Date | FN-Attributes-No Date | FN-Graduate | Review updates

Mark the check box next to field(s) you wish to edit.
If the value is left blank and the check box is checked any value in the field(s) will be cleared, unless otherwise noted as required.

< Back | Next >

Citizenship: <input type="checkbox"/> <input type="text"/>	Pri. Graduation Rule: <input type="checkbox"/> <input type="text"/>
Country of Origin: <input type="checkbox"/> <input type="text"/>	Alt. Graduation Rule: <input type="checkbox"/> <input type="text"/>
Native Language: <input type="checkbox"/> <input type="text"/>	Building Progression Track: <input type="checkbox"/> <input type="text"/>
Home Language: <input type="checkbox"/> <input type="text"/>	Birthdate Verified With: <input type="checkbox"/> <input type="text"/>
Local Ethnic Category: <input type="checkbox"/> <input type="text"/>	Requires Paper Copy of Report Card: <input type="checkbox"/> <input type="text"/>

Hispanic/Latino and Racial Group(s) can only be bulk updated as a group, not individually.

Ethnicity / Race:

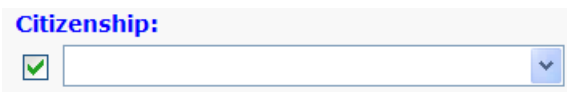
Hispanic/Latino:
☐

Racial Group(s):
☐ A-Asian ☐ B-Black or African American ☐ I-American Indian or Alaska Native ☐ P-Native Hawaiian or Other Pacific Islander ☐ W-White

Attendance Calendar:
☐


Admission History Effective Start Date:
☐

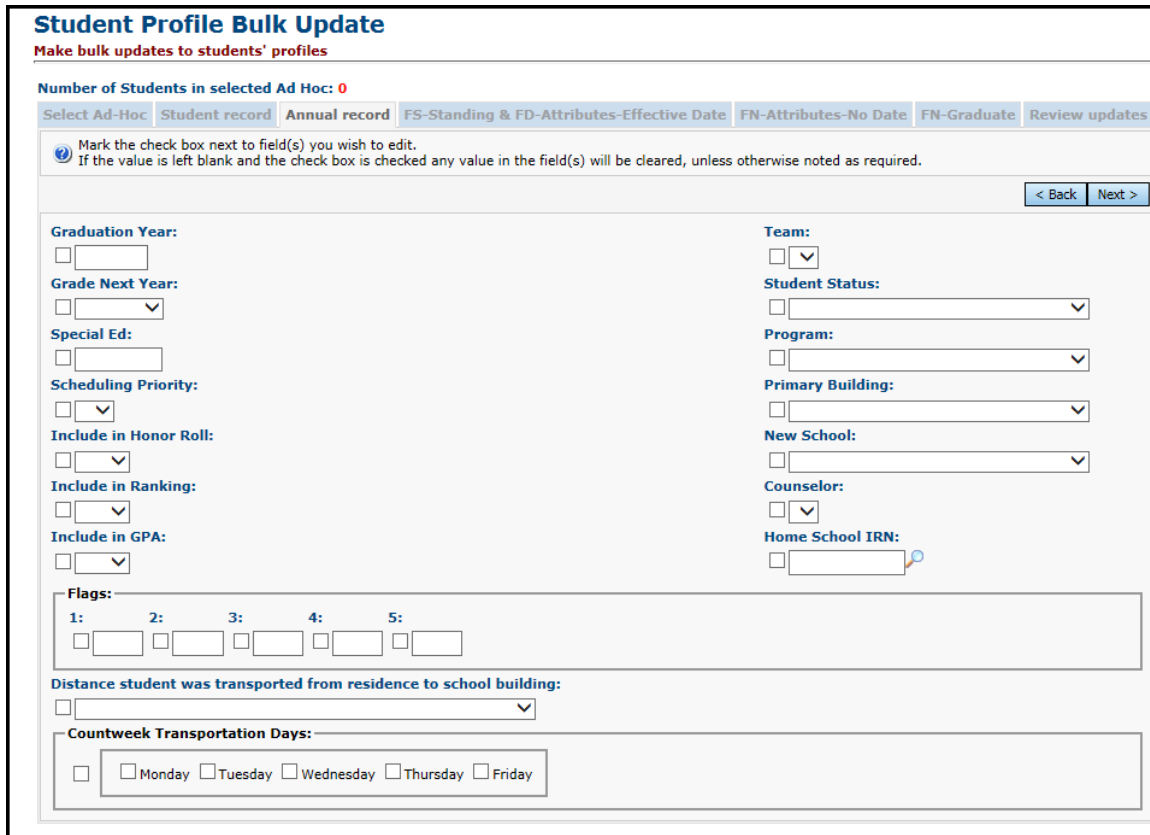
Clearing Fields - If you wish to clear any field(s) for the selected ad-hoc membership group, you will need to check the checkbox next to that field(s). A checkbox with no values in the dropdown will clear values for that field for the selected students.

For example:  will clear out the Citizenship field for the selected ad-hoc membership group.



Annual Record tab

1. Make necessary changes to Annual Record fields.
2. Click the Next button  to continue.



Student Profile Bulk Update
Make bulk updates to students' profiles

Number of Students in selected Ad Hoc: 0

Select Ad-Hoc | **Student record** | **Annual record** | FS-Standing & FD-Attributes-Effective Date | FN-Attributes-No Date | FN-Graduate | Review updates

☐ Mark the check box next to field(s) you wish to edit.
If the value is left blank and the check box is checked any value in the field(s) will be cleared, unless otherwise noted as required.

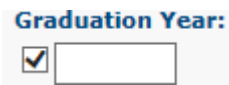
Graduation Year: <input type="checkbox"/> <input type="text"/>	Team: <input type="checkbox"/> <input type="text"/>
Grade Next Year: <input type="checkbox"/> <input type="text"/>	Student Status: <input type="checkbox"/> <input type="text"/>
Special Ed: <input type="checkbox"/> <input type="text"/>	Program: <input type="checkbox"/> <input type="text"/>
Scheduling Priority: <input type="checkbox"/> <input type="text"/>	Primary Building: <input type="checkbox"/> <input type="text"/>
Include in Honor Roll: <input type="checkbox"/> <input type="text"/>	New School: <input type="checkbox"/> <input type="text"/>
Include in Ranking: <input type="checkbox"/> <input type="text"/>	Counselor: <input type="checkbox"/> <input type="text"/>
Include in GPA: <input type="checkbox"/> <input type="text"/>	Home School IRN: <input type="checkbox"/> <input type="text"/>

Flags:
1: ☐ 2: ☐ 3: ☐ 4: ☐ 5: ☐

Distance student was transported from residence to school building:
☐

Countweek Transportation Days:
☐ ☐ Monday ☐ Tuesday ☐ Wednesday ☐ Thursday ☐ Friday

Clearing Fields - If you wish to clear any field(s) for the selected ad-hoc membership group, you will need to check the checkbox next to that field(s). A checkbox with no values in the dropdown will clear values for that field for the selected students.

For example:  will clear out the Graduation Year field for the selected ad-hoc membership group.



FS-Standing & FD-Attributes-Effective Date tab

1. Make necessary changes to FS-Standing and FD-Attributes-Effective Date fields.



These fields are only available during the current school term and only to those administrators with access.

2. Click the Next button  to continue.

Student Profile Bulk Update

Make bulk updates to students' profiles

Number of Students in selected Ad Hoc: 1

Select Ad-Hoc Student record Annual record FS-Standing & FD-Attributes-Effective Date FN-Attributes-No Date FN-Graduate Review updates



Mark the check box next to field(s) you wish to edit.

If the value is left blank and the check box is checked any value in the field(s) will be cleared, unless otherwise noted as required.

< Back Next >

Effective Start Date: 9/25/2014

FS - Student Standing

Admission Reason:

☐

Admitted From IRN:

☐ -

EMIS Situation:

☐

Withdrawn To IRN:

☐ -

District Relationship:

☐

How Received:

☐

Percent of Time:

☐

Attending Building IRN:

☐

County of Residence:

☐

District of Residence:

☐ -

How Received IRN:

☐ -

Tuition Type:

☐

Assigned Building IRN:

☐

Sent To 1

Reason:

☐

IRN:

☐ -

Percent of Time:

☐

Sent To 2

Reason:

☐

IRN:

☐ -

Percent of Time:

☐

FD - Attributes - Effective Date

EMIS Grade Level

☐

State Equivalent Grade

☐

Disability Condition:

☐

Section 504 Plan:

☐

Disadvantage:

☐

Free/Reduced Lunch Status:

☐

Reporting Calendar:

☐

Attendance Pattern:

☐

Preschool Poverty Level:

☐

Clearing Fields - If you wish to clear any field(s) for the selected ad-hoc membership group, you will need to check the checkbox next to that field(s). A checkbox with no values in the dropdown will clear values for that field for the selected students.

Admission Reason:

<input checked="checked" type="checkbox"/>	
--	--

For example: will clear out the Admission Reason field for the selected ad-hoc membership group.

☐ FN-Attributes-No Date tab

1. Make necessary changes to FN-Attributes-No Date fields.



These fields are only available during the current school term and only to those administrators with access.

2. Click the Next button  to continue.

Student Profile Bulk Update

Make bulk updates to students' profiles

Number of Students in selected Ad Hoc: 1

Select Ad-Hoc: **Student record** Annual record FS-Standing & FD-Attributes-Effective Date **FN-Attributes-No Date** FN-Graduate Review updates

☒ Mark the check box next to field(s) you wish to edit.
If the value is left blank and the check box is checked any value in the field(s) will be cleared, unless otherwise noted as required.

[< Back](#) [Next >](#)

Grade Next Year:

☐

Fiscal Year Began 9th:

☐

CTE Program

CTE Program Area: ☐

CTE Program of Concentration: ☐ ** - Student is not a concentrator in any CTE Program

Tech Prep Completer:

☐

Accountability IRN:

☐

Admission to Current High School Date:

☐

Attending Building IRN Next Year:

☐

Attending District IRN Last October:

☐ -

Third Grade Reading Guarantee

Math Diagnostic Result Code:

☐

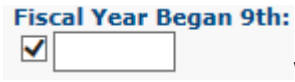
Reading Diagnostic Result Code:

☐

Writing Diagnostic Result Code:

☐

Clearing Fields - If you wish to clear any field(s) for the selected ad-hoc membership group, you will need to check the checkbox next to that field(s). A checkbox with no values in the dropdown will clear values for that field for the selected students.

For example:  will clear out the Fiscal Year Began 9th field for the selected ad-hoc membership group.



FN-Graduate tab

1. Make necessary changes to FN-Graduate fields.



These fields are only available during the current school term and only to those administrators with access.

2. Click the Next button  to continue.

Student Profile Bulk Update

Make bulk updates to students' profiles

Number of Students in selected Ad Hoc: 1

Select Ad-Hoc Student record Annual record FS-Standing & FD-Attributes-Effective Date FN-Attributes-No Date **FN-Graduate** Review updates

☒ Mark the check box next to field(s) you wish to edit.
If the value is left blank and the check box is checked any value in the field(s) will be cleared, unless otherwise noted as required.

< Back Next >

☐ CORE Economics and Financial Literacy Requirement Met:

☐ CORE Fine Arts Requirement Met:

☐ CORE Graduation Requirement Exemption:

☐ CORE Graduation Requirement Exemption Date:

☐ CORE Graduation Requirement Met:

☐ - ☐ (Check the box to update and indicate that the CORE Graduation Requirement has been met)

☐ Exempted from Physical Education Graduation Requirement:

☐ Expected Graduation Date:

☐ Graduation Date:


☐ Diploma Type:

☐ OGT Graduation Alternative:

☐ Military Compact Graduation Alternative:

Clearing Fields - If you wish to clear any field(s) for the selected ad-hoc membership group, you will need to check the checkbox next to that field(s). A checkbox with no values in the dropdown will clear values for that field for the selected students.

Expected Graduation Date:



<input checked="checked" type="checkbox"/>		
--	--	---

For example: will clear out the Expected Graduation Date field for the selected ad-hoc membership group.



Review Updates Tab

1. Review the updates screen and do one of the following:

- Save the changes via the Submit button .
- Edit your selections by selecting the Back button  to return to any of the previous tab screens.

Student Profile Bulk Update

Make bulk updates to students' profiles

Number of Students in selected Ad Hoc: 1

Select Ad-Hoc Student record Annual record FS-Standing & FD-Attributes-Effective Date FN-Attributes-No Date FN-Graduate Review updates

< Back

Please review all of the profile selections before finalizing.

Profile Item	New Values
Fiscal Year Began 9th:	Clear Values
Reporting Period:	N
Expected Graduation Date:	Clear Values

Submit

Once the profile changes are saved successfully, you will receive the following message.

Student Profile Bulk Update was completed successfully.



Student Registration Procedural Checklist

Change Log

Date	Section Number/Name	Change Description
11/21/16	Student Registration Wizard Student Profile – Transportation tab	16.1.3 Updates – Add Non-Attending Graduate information 16.1.0 Updates – Updates screenshot showing new fields
6/15/16	Set Registration Defaults – Set District Defaults Set Registration Defaults – Set Building Defaults Student Registration Wizard – Family Group tab	15.3.0 Updates – Add note that Family Group defaults are only set at the District level Add new screenshot Updated screenshot
3/15/16	Student Profile – FN-Attributes tab	15.2.8 Updates – updated screenshot showing the Latest Third Grade Reading Promotion Status value
1/29/16	Student Profile – Additional tab	15.2.6 Updates – Added note about new fields District's Non-Public SSID Prefix and Non-Public SSID for Non-Public schools
10/20/15	Enter or Update Family Groups	15.1.0 Updates – updated screenshots
7/15/15	Student Profile – Additional tab	15.0.0 Updates – updated screenshot showing new Requires Paper Copy of Report Card option
7/8/15	Enter or Update Family Groups Set District Options	Updated screenshots in both sections
5/22/15	Run Reports for Verification	14.9.0 Updates – Update link to Civil Rights reports
2/20/15	Enter or Update Family Groups	14.7.0 Updates – Updated screenshot showing

	Set District Options	Number of Family Groups per Page option Updated screenshot and details showing addition of Grade multiselect to exclude grades from being the courier
12/22/14	Student Profile – FS-Attendance tab Student Profile – Transportation tab	14.6.7 Updates – Updated screenshot to show changes to accommodate ODE change from days to hours reporting for attendance Updated screenshot to show Distance student was transported from residence to school building option

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Before Registering Students

Verify that all necessary codes and parameters are defined properly before registering a new student. If you are confident that these steps have been properly completed previously, then you may continue to the second checklist, “Registering Students.” See *Student and Registration End User Documentation* for details.

- ☐ **Define Grade Level Codes** – With the district in context, verify that appropriate Grade Level Codes have been defined and mapped to applicable EMIS code. You do not have to use identical Grade Level Codes and EMIS Codes; you can map any Grade Level Code to any EMIS Code, or even multiple Grade Level Codes to a single EMIS Code.

Navigation: StudentInformation – Management – School Administration – Grade Level Administration – Grade Level Codes

Grade level Codes Maintenance

From this screen, you can display, add, change and delete data pertaining to grade level codes.

[Add Grade Level Code](#)

		Code	Name	EMIS Code	Description	Sort Order ^	Active
		01	01	01	01	1	
		02	02	02	02	2	
		03	03	03	03	3	
		04	04	04	04	4	
		05	05	05	05	5	
		06	06	06	06	6	
		07	07	07	07	7	
		08	08	08	08	8	
		09	09	09	09	9	
		10	10	10	10	10	
		11	11	11	11	11	
		12	12	12	12	12	
		KG	KG	KG	KG	13	
		PS	PS	PS	PS	14	
		KD	KD	KG	ALL DAY KINDERGARTEN STUDENT	15	
		13	13	13	13	16	
		PK	PK	PS	Pre Kindergarten	17	
		23	23	23	23	23	
		GR	GR	GR	GR	24	
		**	**	**		25	
		DR	DR	DR		26	

☒ Show Active Only

21 Records Displayed

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- **Define Building Grade Levels** – With the building in context, verify that appropriate Building Grade Level Codes have been defined and mapped to the appropriate district Grade Level Codes. When editing Building Grade Levels, you can also set default Registration information for each Building Grade Level (Counselor, Included in Honor Roll, Included in Ranking, Included in GPA) for use with the Registration Wizard (see below).

Navigation: StudentInformation – Management – School Administration – Grade Level Administration – Building Grade Levels

StudentInformation > Management > School Administration > Grade Level Administration > Building Grade Levels

Building Grade Levels Maintenance

From this screen, you can display, add, change and delete data pertaining to building grade levels.

		Code	Name	EMIS	Description	Sort Order ^	Active
		08	08	08	08	8	
		09	09	09	09	9	
		10	10	10	10	10	
		11	11	11	11	11	
		12	12	12	12	12	
		13	13	13	13	16	
		23	23	23	23	23	
		GR	GR	GR	GR	24	

☒ Show Active Only

- ☐ **Define Student Status Codes** – Verify that appropriate Status Codes have been defined.

Navigation: StudentInformation – Management – School Administration – Student Codes Administration – Student Status Codes

StudentInformation > Management > School Administration > Student Codes Administration > Student Status Codes						
Student Status Codes Maintenance						
From this screen, you can display, add, change and delete data pertaining to student status codes.						
Add Status Code						
		Code	Name ^	Overall Student Status	Description	Active
		J	100% JVS	Active	100% JVS	
		A	Active	Active	Active	
		DCB	Daytime CBIP	Active	Daytime CBIP program	
		ER	Early Release	Active	Released for second semester, requirements met	
		I	INACTIVE	Inactive	INACTIVE	
		LG	Late Graduate	Inactive	Student graduated after official grad. date.	
		NCB	Night CBIP	Active	Evening CBIP program	
		O	NON-RES IN	Inactive	NON-RES IN	
		N	NON-RESIDENT ATTENDING	Active	NON-RESIDENT ATTENDING	
		OE	OPEN ENROLLMENT	Active	ENROLLED AT EDGEWOOD THROUGH OPEN ENROLLMENT	
		U	RES ACTIVE	Active	RES ACTIVE	
		Q	RES INACTIVE	Inactive	RES INACTI	
		R	RESIDENT OUT	Inactive	RESIDENT ATTENDS ELSEWHERE	
<input checked="" type="checkbox"/> Show Active Only						

- ☐ **Define Admission Codes** (optional) – Verify that appropriate Admission Codes have been defined.

Navigation: StudentInformation – Management – School Administration – Student Codes Administration – Admission Codes

StudentInformation > Management > School Administration > Student Codes Administration > Admission Codes

Admission Codes Maintenance

From this screen, you can display, add, change and delete data pertaining to admission codes.

[Add Admission Code](#)

		Code	Name ^	Description	Active
		01	1ST DIST ATTENDED	1ST DIST ATTENDED	
		06	ANOTHER COUNTRY	ANOTHER COUNTRY	
		11	COURT REFERRAL	COURT REFERRAL	
		14	FRM HEAD START	FRM HEAD START	
		15	FRM JVS PRE-SCHOOL	FRM JVS PRE-SCHOOL	
		13	FRM KINDERGARTEN	FRM KINDERGARTEN	
		09	FRM MR/DD	FRM MR/DD	
		08	FROM INSTITUTION	FROM INSTITUTION	
		07	HOME SCHOOLING	HOME SCHOOLING	
		12	LIC PRE-SCHOOL	LIC PRE-SCHOOL	
		02	NON-PUB SCHOOL	NON-PUB SCHOOL	
		10	PREV DROPOUT	PREV DROPOUT	
		04	PUB IN OHIO	PUB IN OHIO	
		05	PUB OUT-OF-STATE	PUB OUT-OF-STATE	
		03	PUB-SAME COUNTY	PUB-SAME COUNTY	

☒ Show Active Only

- ☐ **Define Withdraw Codes** (optional) – Verify that appropriate Withdraw Codes have been defined.

Navigation: StudentInformation – Management – School Administration – Student Codes Administration – Withdraw Codes

StudentInformation > Management > School Administration > Student Codes Administration > Withdraw Codes					
Withdraw Codes Maintenance					
From this screen, you can display, add, change and delete data pertaining to withdraw codes.					
Add Withdraw Code					
	Code	EMIS Code	Name ^	Description	Active
	99	99	Completed HS Grad require./course requir. & passed	COMPLETED GRADUATION REQUIREMENTS	
	52	52	Death	DEATH	
	48	48	Expelled	EXPELLED	
	74	74	Moved: not known to be continuing	MOVED, NOT KNOWN TO BE CONTINUING	
	79	79	No longer eligible to be enrolled in district	No longer eligible to be enrolled in district	
	76	76	Non-attendance according to 105 hour rule (communi	Non-attendance according to 105 hour rule (community schools only)	
	39	39	Non-enrolled student no longer receiving services	Non-enrolled student no longer receiving services	
	**	**	Not Applicable, Did not withdraw/was not truant	INTRA-DIST XFER	
	73	73	Over 18 years of age	OVER 18 YEARS OF AGE	
	75	75	Student compl. course require./did NOT pass requ.	COMPLETED COURSE REQ / DID NOT PASS ASSESSMENTS	
	38	38	Student promoted beyond max grade/entity	Student promoted beyond max grade/entity	
	81	81	Student reported in error - never should have been	Student reported in error - never should have been reported	
	45	45	Tr. by Court Order/Adj./if court ordered other pub	XFR BY COURT ORDER/ADJUDICATION	
	41	41	Tr. to another Ohio SD, local/exem vill/city, tr.	XFR TO ANOTHER OHIO SCHOOL DISTRICT	
	42	42	Tr. to prive school, transcript req on file, Ed Ch	XFR TO A PRIVATE SCHOOL	
	46	46	Transferred out of the United States	XFR OUT OF THE UNITED STATES	
	40	40	Transferred to another School District outside of	XFR TO ANOTHER S.D. OUTSIDE OF OHIO	
	43	43	Transferred to home schooling, superint. approval	XFR TO HOME SCHOOLING	
	51	51	Verified Medical Reasons - Dr. authorization on fi	VERIFIED MEDICAL REASONS	
	77	77	Withdrew due to 3314.26(non-tested 2 yr e-School (Withdrew due to 3314.26(non-tested 2 yr e-School (Comm. Sch only)	
	71	71	Withdrew due to truancy/non-attendance	WITHDREW DUE TO TRUANCY/NONATTENDANCE	
	37	37	Withdrew from Kindergarten	KG Student has withdrawn because it has been deemed to be in the best interest of the student if he/she waits one more year until starting his/her KG experience	
	36	36	Withdrew from Preschool/PS student WD from PS prog	PS student has completed the preschool program requirements and will not be enrolled in the same district next year for preschool or KG programs	
	47	47	Withdrew pursuant to Yoder vs. Wisconsin	WITHDREW PURSUANT TO YODER VS WISCONSIN	
<input checked="" type="checkbox"/> Show Active Only					
24 Records Displayed					
Back To Top					

- ☐ **Define Ethnicity Codes** (optional) – Verify that appropriate Ethnicity Codes have been defined. Please note that as of school year 10/11 (functionality in v10.3), StudentInformation Ethnicity Codes and EMIS Race/Ethnicity Code are no longer linked.

Navigation: StudentInformation – Management – School Administration – Student Codes Administration – Ethnicity Codes

StudentInformation > Management > School Administration > Student Codes Administration > Ethnicity Codes

Ethnicity Codes Maintenance

From this screen, you can display, add, change and delete data pertaining to ethnicity codes.

		Code ^	Name	Description	Active
		A	ASIAN/PAC ISLAN	ASIAN/PAC ISLAN	
		B	BLACK	BLACK	
		H	HISPANIC	HISPANIC	
		I	AM INDIAN/ALASK	AM INDIAN/ALASK	
		M	MULTI-RACIAL	MULTI-RACIAL	
		W	WHITE	WHITE	

☒ Show Active Only







- ☐ **Define Birthdate Verification Codes** (optional) – Verify that appropriate Birthdate Verification Codes have been defined.

Navigation: StudentInformation – Management – School Administration – Student Codes Administration – Birthdate Verification Codes

StudentInformation > Management > School Administration > Student Codes Administration > Birthdate Verification Codes

Birthdate Verification Codes Maintenance

From this screen, you can display, add, change and delete data pertaining to birthdate verification codes.

		Code	Name ^	Description	Active
		B	BIRTH CERT.	BIRTH CERT.	
		P	PASSPORT	PASSPORT	

☒ Show Active Only











































- ☐ **Define Program Codes** (optional) – Verify that appropriate Program Codes have been defined, if desired.

Navigation: StudentInformation – Management – School Administration – Student Codes Administration – Program Codes

StudentInformation > Management > School Administration > Student Codes Administration > Program Codes

Program Code Maintenance

From this screen, you can display, add, change and delete data pertaining to program codes.

		Code ^	Name	Description	Weight	Active
		01	01	MULTIPLE DISABILITIES	.0	
		02	02	DEAF-BLIND	.0	
		03	03	DEAF/HEARING IMPAIRMENT	.0	
		04	04	VISUAL IMPAIRMENT	.0	
		05	05	SPEECH/LANGUAGE IMPAIRMENT	.0	
		06	06	ORTHOPEDIC IMPAIRMENT	.0	
		08	08	EMOTIONAL DISTURBANCE	.0	
		09	09	COGNATIVE DISABILITY	.0	
		10	10	SPECIFIC LEARNING DISABILITY	.0	
		12	12	AUTISM	.0	
		13	13	TRAUMATIC BRAIN INJURY	.0	
		14	14	OTHER HEALTH IMPAIRED - MAJOR	.0	
		15	15	OTHER HEALTH IMPAIRED - MINOR	.0	
		16	16	DEVELOPMENTAL DELAY		

☒ Show Active Only

- **Define Counselors** (optional) – Verify that appropriate Counselor has been defined, if desired. Security clearance is required to assign groups and roles to staff. On the staff member's View/Edit Staff Member Schools tab, if you need to add a counselor role, click “Add”.

Navigation: StudentInformation – Management – Security – View Staff Members – Search – select staff member – View/Edit Staff Member Schools tab

StudentInformation > Management > Security > View Staff Members > Add/Edit Staff Member

Security - Staff Member: Teresa

Staff Members | **Staff Member Schools**

		School	School Year	Job Functions	Active
		... HIGH SCHOOL	2009-2010	Counselor	
		... HIGH SCHOOL	2011-2012	Teacher	
		... HIGH SCHOOL	2012-2013	Teacher	
		... HIGH SCHOOL	2014-2015	Counselor	
		... HIGH SCHOOL	2010-2011	Counselor	
		... HIGH SCHOOL	2013-2014	Counselor	

Once a staff member is defined as being a counselor, navigate to the Counselor administration page, and set the grade levels for that Counselor.

Navigation: StudentInformation – Management – School Administration – School Building Administration – Counselors

StudentInformation > Management > School Administration > School Building Administration > Counselors

Counselor Maintenance

From this screen, you can display and change data pertaining to school guidance counselors.

	First Name	Last Name ^	Grade	Active
	Teresa			

☒ Show Active Only

- ☐ **Define Team Codes** (optional) – Verify that appropriate Team Code has been defined, if desired. These will be used in the Course Request Mass Update Groups process.

Navigation: StudentInformation – Management – School Administration – Student Codes Administration – Team Codes

StudentInformation > Management > School Administration > Student Codes Administration > Team Codes

Team Codes Maintenance

From this screen, you can display, add, change and delete Team codes.

Add Team Code

	Code	Name ^	Description	Active
	BLUE	Blue Team	Blue Team	
	GOLD	Gold Team	Gold Team	

☒ Show Active Only













- ☐ **Define Custody Type Codes** (optional) – Verify that appropriate Custody Type Codes have been defined, if desired. These will be used on the Student Contacts page.

Navigation: StudentInformation – Management – School Administration – Student Codes Administration – Custody Type Codes

StudentInformation > Management > School Administration > Student Codes Administration > Custody Type Codes

Custody Type Code Maintenance

From this screen, you can display, add, change and delete data pertaining to custody type codes.

		Code	Name ^	Description	Custody	Active
		NM	BIO PARENTS NEVER MARRIED	BIO PARENTS NEVER MARRIED	<input checked="" type="checkbox"/>	
		LG	LEGAL GUARDIAN	LEGAL GUARDIAN	<input checked="" type="checkbox"/>	
		NR	NON-RESIDENTIAL PARENT	NON-RESIDENTIAL PARENT	<input type="checkbox"/>	
		R	RESIDENTIAL PARENT	RESIDENTIAL PARENT	<input checked="" type="checkbox"/>	

☒ Show Active Only

- ☐ **Define Contact Type Codes** (optional) – Verify that appropriate Contact Type Codes have been defined, if desired. These will be used on the Student Contact Summary page.

Navigation: StudentInformation – Management – School Administration – Student Codes Administration – Contact Type Codes

StudentInformation > Management > School Administration > Student Codes Administration > Contact Type Codes

Contact Type Codes Maintenance

From this screen, you can display, add, change and delete contact type codes.

		Code	Name ^	Description	Count	District Codes	Professional Contact	Active
		C1	1ST CELL CONT	1ST CELL CONT	1542	-- Select a District Code --		
		AA	1ST EMERGENCY	1ST EMERGENCY	1811	-- Select a District Code --		
		C2	2ND CELL CONT	2ND CELL CONT	491	-- Select a District Code --		
		EM	EMAIL	EMAIL	354	-- Select a District Code --		
		EC	EMERGENCY CONT.	EMERGENCY CONT.	826	-- Select a District Code --		
		F	FATHER	FATHER	1359	-- Select a District Code --		
		FW	FATHER WORK	FATHER WORK	1867	-- Select a District Code --		
		A	GRANDPARENT	GRANDPARENT	319	-- Select a District Code --		
		GP	GRANDPARENT	GRANDPARENT	754	-- Select a District Code --		
		G	GUARDIAN	GUARDIAN	381	-- Select a District Code --		
		M	MOTHER	MOTHER	2261	-- Select a District Code --		
		MW	MOTHER WORK	MOTHER WORK	924	-- Select a District Code --		
		NC	NON-CUST PARENT	NON-CUSTODIAL PARENT	18	-- Select a District Code --		
		O	OTHER	OTHER	953	-- Select a District Code --		
		P	PARENTS	PARENTS	2194	-- Select a District Code --		
		R	RELATIVE	RELATIVE	514	-- Select a District Code --		
		RE	RELATIVE	RELATIVE	1423	-- Select a District Code --		
		CR	RELATIVE CELL	RELATIVE CELL	193	-- Select a District Code --		
		RW	RELATIVE WORK	RELATIVE WORK	283	-- Select a District Code --		
		SP	STEP-PARENT	STEP-PARENT	330	-- Select a District Code --		
		WK	WORK PHONE	WORK PHONE	194	-- Select a District Code --		

☒ Show Active Only

21 Records Displayed [Back To Top](#)

- ☐ **Define Membership Group Codes** (optional) – Verify that appropriate Membership Group Codes have been defined, if desired.

Navigation: StudentInformation – Management – School Administration – Membership Groups

StudentInformation > Management > School Administration > Membership Groups					
Membership Group Maintenance					
From this screen, you can display, add, change and delete data pertaining to membership groups.					
Add Membership Group					
		Code ^	Name	Description	Active
		11	Intervention	Intervention	
		12	Post-secondary Enrollment Options Program	Post-secondary Enrollment Options Program	
		15	15	15	
		16	16	16	
		20	Specialized Instructions	Specialized Instructions	
		21	Placement Options	Placement Options	
		22	Disadvantaged Pupil Programs (DPPF)	Disadvantaged Pupil Programs (DPPF)	
		23	Title I	Title I	
		24	Emergency Immigrant Education Program	Emergency Immigrant Education Program	
		30	Vocational Programs	Vocational Programs	
		40	Extracurricular/Intracurricular Programs and Servi	Extracurricular/Intracurricular Programs and Services	
		41	Academic Intracurricular Descriptions (Vocational	Academic Intracurricular Descriptions (Vocational Student Organizat	
		42	Interscholastic Athletics	Interscholastic Athletics	
		49	Other	Other	
		50	50	50	
		60	60	60	
		LEP	Limited English Proficient	Listing to enable admin to obtain grades for students in grades 5-8	
		MINA	Minority Group AA		
		MINF	MINORITY GROUP F		
		MINH	MINORITY GROUP H		
<input checked="" type="checkbox"/> Show Active Only					
20 Records Displayed					
Back To Top					

- ☐ **Add Membership Group Codes** (optional) – Add Membership Group Codes, if desired.

Navigation: StudentInformation – Management – School Administration – Membership Groups – Add Memberships button

StudentInformation > Management > School Administration > Membership Groups

Membership Group Maintenance

From this screen, you can display, add, change and delete data pertaining to membership groups.

Code: ⚡

Name: ⚡

Description:

Is Active: ☒

- ❑ **Miscellaneous Data Groups Maintenance** – To select miscellaneous groups for the Custom Tab, click on the **View Definitions** for the desired group and check the “**On Student Profile**” box by editing the code and field title.

Navigation: StudentInformation – Management – School Administration – Miscellaneous Data Groups – View Definitions

StudentInformation > Management > School Administration > Miscellaneous Data Groups

Miscellaneous Data Groups Maintenance

From this screen, you can display, add, change and delete data pertaining to miscellaneous data groups.

[Add Miscellaneous Group](#)

		Code	Name ^	Description	# Fields	Data Definitions	Active	Read Only
		70	ADD-ON GPA SCREEN	ADD-ON GPA SCREEN	3	View Definitions		
		93	AGE 3	AGE 3	9	View Definitions		
		94	AGE 4	AGE 4	8	View Definitions		
		95	AGE 5	AGE 5	8	View Definitions		

☒ Show Active Only

Navigation: StudentInformation – Management – School Administration – Miscellaneous Data Groups – View Definitions – Edit icon

StudentInformation > Management > School Administration > Miscellaneous Data Groups > Miscellaneous Data Definitions

Miscellaneous Data Definitions Maintenance - 70 - ADD-ON GPA SCREEN

From this screen, you can display, add, change and delete data pertaining to miscellaneous data field definitions.

[Add Data Definition](#)

		Field Title	Field Type	Data Type	Used By	Field Length	Sort Order ^	Searchable	On Profile	Active	Read Only
		ADD ON FACTOR	Textbox	Alpha Numeric	0	7	1	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
		ADD ON GPA	Textbox	Alpha Numeric	0	7	2	<input type="checkbox"/>	<input type="checkbox"/>		
		ADD ON RANK	Textbox	Alpha Numeric	0	5	3	<input type="checkbox"/>	<input type="checkbox"/>		

☒ Show Active Only





[Back to Groups](#)

Navigation: StudentInformation – Management – School Administration – Miscellaneous Data Groups – View Definitions – Edit icon – On Student Profile check box

StudentInformation > Management > School Administration > Miscellaneous Data Groups > Miscellaneous Data Definitions

Miscellaneous Data Definitions Maintenance - 70 - ADD-ON GPA SCREEN

From this screen, you can display, add, change and delete data pertaining to miscellaneous data field definitions.

Field Title:	ADD ON FACTOR	
Field Type:	<input checked="" type="radio"/> Textbox <input type="radio"/> Pre-Defined List <input type="radio"/> Checkbox	
Data Type:	Alpha Numeric	
Field Length:	7	
Regular Expression:		
Sort Order:	1	
On Student Profile:	<input checked="" type="checkbox"/>	
Is Searchable:	<input type="checkbox"/>	
Is Active:	<input checked="" type="checkbox"/>	
Is Read-Only:	<input type="checkbox"/>	

Set Registration Defaults

When registering students, you can set default information for many registration fields. There are three “levels” of registration defaults: District Defaults, Building Defaults, and Grade Level Defaults. Building Defaults override District Defaults for their building. Grade Level Defaults are building-specific, but are different fields than the Building Defaults. All values inserted by the registration defaults settings can be changed for a student before registering that student.

- ☐ **Set District Defaults** – First, set the District as the school in context. Navigate to this screen, and enter any information you want defaulted for every building in the district. (Any building defaults set later can override these values, so you can set district defaults for most schools in a district, and set different default values for the school or schools which don’t match these defaults.)

Note: The Family Group registration defaults can only be set at the district level.

Navigation: StudentInformation – Management – School Administration – School Building Administration – Registration Defaults (District in context)

StudentInformation > Management > School Administration > School Building Administration > Registration Defaults (Find Student)

Registration Defaults

From this screen, you can set default values for the Student Registration Screen.

Registration Information

Hispanic/Latino: Local Ethnic Category:

Racial Group(s):
☐ A-Asian ☐ B-Black or African American ☐ I-American Indian or Alaska Native ☐ P-Native Hawaiian or Other Pacific Islander ☐ W-White

Citizenship: Admission Code:

Native Language: Home Language:

Student Status: Free/Reduced Lunch:

Building Prog Track: Grade:

City: State:

Zip: Flags:

Country of Origin:

EMIS Situation:

Admission Reason:

District Relationship: District of Residence: -

How Received: How Received IRN: -

Percent of Time: Tuition Type:

Attending Building IRN: Assigned Building IRN:

County of Residence:

Sent To 1:

Reason: Sent To 2:

IRN: - IRN: -

Percent of Time: Percent of Time:

Family Group Defaults:

Matching Criteria:

☐ Address ☒ City ☒ State

☒ Zip Code ☒ Student Last Name ☒ Phone Number

- ☐ **Set Building Defaults** – Set the school building for which you want to set defaults in context, navigate to this screen, and enter any information you want defaulted for this building. Any District Defaults display to the right of the screen, and you can copy those to the building by clicking the “Use District Defaults” button.

Navigation: StudentInformation – Management – School Administration – School Building Administration – Registration Defaults (Building in context)

Registration Defaults	
From this screen, you can set default values for the Student Registration Screen.	
Registration Information Hispanic/Latino: <input type="checkbox"/> N - No, the student is not Hispanic/Latino <input checked="" type="checkbox"/> Local Ethnic Category: <input type="checkbox"/> W - WHITE/NONHISPAN <input type="checkbox"/>	
Racial Group(s): <input type="checkbox"/> A-Asian <input type="checkbox"/> B-Black or African American <input type="checkbox"/> I-American Indian or Alaska Native <input type="checkbox"/> P-Native Hawaiian or Other Pacific Islander <input checked="" type="checkbox"/> W-White	
Citizenship: <input type="text" value="04 - United States citizen"/> Native Language: <input type="text" value="ENG"/> Student Status: <input type="text" value="A - BLSO active resident stuc"/> Building Prog Track: <input type="text" value="Dist - District Progre"/>	Admission Code: <input type="text" value="03 - FROM ANOTHER PUBLIC"/> Home Language: <input type="text" value="***"/> Free/Reduced Lunch: <input type="text" value="None"/> Grade: <input type="text"/>
City: <input type="text" value="Batavia"/> Zip: <input type="text" value="45103"/> Country of Origin: <input type="text" value="US - United States Of America"/>	State: <input type="text" value="OH"/> Flags: <input type="text" value="1"/> <input type="text" value="2"/> <input type="text" value="3"/> <input type="text" value="4"/> <input type="text" value="5"/>
EMIS Situation: <input type="text" value="5 - Resident attending Full Time"/> Admission Reason: <input type="text" value="6 - Transferred from other Ohio public district/community school"/>	
District Relationship: <input type="text" value="1 - Stud. rcvg instr. in whole/part fro"/> How Received: <input type="text" value="* - Not Applicable"/> Percent of Time: <input type="text" value="100"/> Attending Building IRN: <input type="text" value="001693 - Batavia Elementary School"/> County of Residence: <input type="text" value="13 - Clermont"/>	District of Residence: <input type="text" value="046300 - Batavia Local SD"/> How Received IRN: <input type="text" value="*****"/> Tuition Type: <input type="text" value="N - Non-tuition student (default)"/> Assigned Building IRN: <input type="text" value="*****"/>
Sent To 1: Reason: <input type="text" value="NA - Not sent to another district"/> IRN: <input type="text" value="*****"/> Percent of Time: <input type="text" value="0"/>	Sent To 2: Reason: <input type="text" value="NA - Not sent to another district (default)"/> IRN: <input type="text" value="*****"/> Percent of Time: <input type="text" value="0"/>
<div> <input type="button" value="Save"/> <input type="button" value="Cancel"/> <input type="button" value="Use District Defaults"/> </div>	
District Defaults Admission Reason : 6 African American : No Asian : No Building Progression Track : Dist Citizenship : 04 City : Batavia Country Of Origin : US Country of Residence : 13 - Clermont District Of Residence IRN : 046300 District Relationship : 1 Ethnicity : W FG Address : Yes FG City : No FG Phone Number : No FG State : No FG Student Last Name : Yes FG Zip Code : No Hispanic Latino : N Home Language : ENG How Received : * How Received IRN : ***** IRN 1 : ***** IRN 2 : ***** Native American : No Native Language : ENG Pacific Islander : No Percent Of Time : 100 Percent Of Time 1 : 0 Percent Of Time 2 : 0 Reason 1 : NA Reason 2 : NA Reduced Lunch Status : 1 State : OH Tuition Type : N White : Yes Zip Code : 45103	

























- ☐ **Set Grade Level Defaults** – On this screen, click the edit icon for the Grade Level for which you want to set defaults.

Navigation: StudentInformation – Management – School Administration – Grade Level Administration – Building Grade Levels

StudentInformation > Management > School Administration > Grade Level Administration > Building Grade Levels

Building Grade Levels Maintenance

From this screen, you can display, add, change and delete data pertaining to building grade levels.

		Code	Name	EMIS	Description	Sort Order ^	Active
		08	08	08	08	8	
		09	09	09	09	9	
		10	10	10	10	10	
		11	11	11	11	11	
		12	12	12	12	12	
		13	13	13	13	16	
		23	23	23	23	23	
		GR	GR	GR	GR	24	


☒ Show Active Only

Navigation: StudentInformation – Management – School Administration – Grade Level Administration – Building Grade Levels – Edit icon


StudentInformation > Management > School Administration > Grade Level Administration > Building Grade Levels


Building Grade Levels Maintenance


From this screen, you can display, add, change and delete data pertaining to building grade levels.


Grade Level: 12 - 12 


Grade Specific Registration Default Data


Counselor: -- Select Counselor -- 


Scheduling Priority: 5 


Include in Honor Roll: Yes 

Include in Ranking: Yes 

Include in GPA: 

Pri. Graduation Rule: 

Alt. Graduation Rule: 

Expected Graduation Date: 

Set the defaults for this grade level, and click “Save”.

Registering or Re-enrolling Students – Registration Wizard

Follow these steps to create a new student record or enroll a new or previously attending student to the school. **See Student and Registration End User Documentation for details.**

- ☐ **Student Registration Wizard – Registration Pre-requisites tab** – Fill out all required fields, and any additional fields desired, and click “Next”. This will check to see if a record already exists for this student after entering only the minimum required information for that verification process. If no student record exists that is a possible match, the Wizard will proceed to the “Complete Registration” tab, and you can skip the next several steps in this checklist.

There is also an option “Student is a Non-Attending Graduate”. This allows you to indicate that the student is a non-attending graduate (Grad-Only). Upon checking this option and clicking **Next**, the Registration Wizard enters the Grad-Only Registration Mode (Non-Attending Graduate Registration).

Navigation: StudentInformation – SIS – Registration Wizard

The screenshot shows the 'Student Registration Wizard' interface. At the top, it says 'From this screen users can register students'. Below this are five tabs: 'Registration Pre-requisites' (selected), 'Possible Matches', 'Complete Registration', 'Family Group', and 'EMIS'. The form contains several input fields: 'First Name:*', 'Middle Name:', 'Last Name:*', 'Called Name:', 'Social Security:', 'EMIS ID:', 'Student Number:', 'Birthdate:*' (with a calendar icon), 'Age:' (with a calendar icon), 'Gender:*' (a dropdown menu), and 'Grade:*' (a dropdown menu). At the bottom left, there is a checkbox labeled 'Student is a Non-Attending Graduate'. A 'Next >' button is located at the bottom right.

- ☐ **Student Registration Wizard – Possible Matches tab** – If a student's required information on the Registration Pre-requisites tab matches any existing student's, this tab will display. There are two types of Possible Match, each of which will be described below. You can have more than one type of Possible Match on this tab.

Student Information will find a Strict Match if the Social Security Number or EMIS ID match an existing student in the district or the school building.

Student Information will find a Non-Strict Match if the first initial of the student's First Name, as well as the student's Last Name, Birthdate and Gender all match an existing student in the district or the school building.

Depending on the Possible Match category, follow the steps below to continue to the Complete Registration tab of the Student Registration Wizard.

Navigation: Student Information – SIS – Registration Wizard – Possible Matches tab

Strict Match – If the social security number or EMIS ID number for a student being registered matches an existing student in the school, StudentInformation will not permit registration of a new student. This is an effort to prevent duplication of students. Select a matching student and click “Next” to edit that student’s profile instead of registering a new student. Click “Back” to return to the Registration Pre-requisites tab to edit the entered information.

Please Note: StudentInformation does not automatically update the student’s Progression Track when a Strict Match is found and used for Student Registration. The student’s Progression Track will need to be manually updated.

The screenshot displays the 'Student Registration Wizard' interface. At the top, a blue header bar contains the breadcrumb 'StudentInformation > SIS > Registration Wizard'. Below this, the title 'Student Registration Wizard' is shown in blue, followed by the instruction 'From this screen users can register students' in red. A horizontal tab bar includes 'Registration Pre-requisites', 'Possible Matches' (which is active), 'Complete Registration', 'Family Group', and 'EMIS'. A message box states: 'DASL has found a **possible** match for the student you are registering. Please review the students listed below for possible duplicate records.' Below this, a yellow box highlights a student entry for 'Smith, Adam' with address '645 S Main St, Lima, OH 45804', 'Student ID: 123456', 'Gender: M', and 'Birthdate: Dec 01, 1998'. To the right of this entry, a warning box says: 'This student is already enrolled in the building you are working with. **STRICT MATCH** ⚠ Please go back to the Prerequisites tab and change some information to add a new student or select this student to edit.' At the bottom, there are '< Back' and 'Next >' buttons.

Non-Strict Match – If the first initial of the First Name for a student being registered, as well as that student's Last Name, Gender and Birthdate all match an existing student, StudentInformation will warn you of a Non-Strict possible match. You may either continue registering the new student as a brand new student (not using any information from any matching student's record), edit a matching student's profile (if a student is found in the current building and year) or enroll a matching student to the current building and year (if a student is found, but not in the current building and year). A Non-Strict match may contain multiple students, from the same or different schools. Select a matching student and click "Next" to edit that student's profile instead of registering a new student. Select the "Register New Student" option and click "Next" to register the new student (not using any information from the matching record or records. Select a matching student and click "Next" to register this matching student by continuing onto the Complete Registration tab. Click "Back" to return to the Registration Pre-requisites tab and edit the entered information.

StudentInformation > SIS > Registration Wizard

Student Registration Wizard

From this screen users can register students

Registration Pre-requisites | **Possible Matches** | Complete Registration | Family Group | EMIS

DASL has found a **possible** match for the student you are registering. Please review the students listed below for possible duplicate records.

☐ **Smith, Adam**
645 S Main St
Lima , OH 45804

Student ID: 123456
Gender: M
Birthdate: Dec 01, 1998

This student is already enrolled in the building you are working with.

NON-STRICT MATCH You may select this student to make edits.

☐ **Register New Student** (Registering will possibly be creating a duplicate entry.)

< Back Next >

If a strict or non-strict match is found for the student in another building, the user will be asked to indicate whether this is or is not a change of the student's primary building/EMIS attending building. If Yes is chosen, the primary/EMIS attending building will be changed to the new building. If No is chosen, the primary/EMIS attending building will remain as it is and will not change.

The screenshot shows a web application window titled "StudentRegistration > SIS > Registration Wizard". Below the title bar, the main heading is "Student Registration Wizard" in a large, bold, blue font. Underneath the heading, a red text line states "From this screen users can register students". The interface features a horizontal tabbed menu with five tabs: "Registration Pre-requisites", "Possible Matches", "Complete Registration", "Family Group", and "EMIS". The "Possible Matches" tab is currently selected. Below the tabs, the question "Change primary / EMIS attending building?" is displayed. There are two radio button options: "Yes" (which is selected) and "No". At the bottom right of the form area, there is a button labeled "Next >".

- **Student Registration Wizard – Complete Registration tab** – Fill out all required fields and any optional fields you may desire on the Registration page. A student must have a master record before any additional elements can be defined for the student.

Navigation: StudentInformation – SIS – Registration Wizard – Complete Registration tab

StudentInformation > SIS > Registration Wizard [Find Students]

Student Registration Wizard

From this screen users can register students

Registration Pre-requisites Possible Matches Complete Registration Family Group EMIS

Hispanic/Latino: [Select Hispanic/Latino] Local Ethnic Category: W - WHITE

Racial Group(s): ☐ A-Asian ☐ B-Black or African American ☐ I-American Indian or Alaska Native ☐ P-Native Hawaiian or Other Pacific Islander ☐ W-White

Summative Race: [Select]

Citizenship: 04 - United States ci Native Language: ENG Birthplace City: []

Birthdate Verified: [] Admission Date: [] Home Language: ENG

Student Status: A - Active Building Prog Track: [] Admission Code: []

Attendance Calendar: Default (Default) Mother's Maiden Name: [] Program: []

Locker Assignment: Assign Primary Locker Free/Reduced Lunch Status: None Last Name Suffix: []

Homeroom: [] ☒ Include In Ranking ☒ Include In Honor Roll Counselor: []

Scheduling Priority: 5 ☒ Include In GPA Secondary Grad. Rule: [] Home School IRN: []

Primary Grad. Rule: [] Grade: 10 Flags: 1 2 3 4 5

Country Of Origin: US - United States Of America Graduation Year: []

Address of Residence (For Address Verification) Mailing Address ☒ Use Address of Residence

Street: [] Street: []

City, State, Zip: [OH] City, State, Zip: [OH]

☐ Bypass Address Standardization/Verification ☐ Bypass Address Standardization

Phone Number: [] ☐ Unlisted Email: []

Admission Reason: 6 - Transferred from other Ohio public district/community school

Admitted From IRN: [] - []

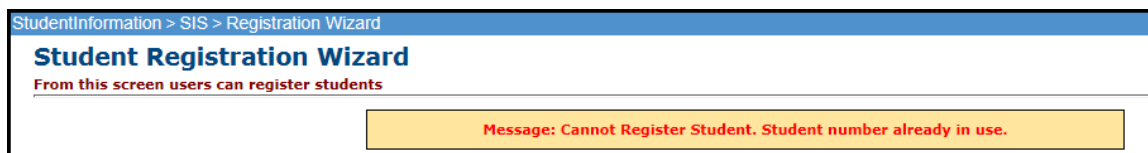
County of Residence: [Select County of Residence]

From this point you may either click the **Next** button to continue onto the Family Group tab for this student (see next step), or press the **Edit Profile** button to continue adding information for this particular student (see the “**Student Profile**” section below) or click **Back** to return to the Registration Pre-requisites tab.

Address Standardization – Address fields in StudentInformation will standardize an entered address to fit USPS standards (removing punctuation, checking to see if the address is within the valid range of house numbers for the street, and changing zip code to the correct zip+4 code). In addition to the mailing benefits, this behavior provides more consistent and correctly-spelled address entries, allowing easier searching by address. Please see the **StudentInformation Getting Started** End User Guide for more information on Address Standardization. Any screen which uses Address Standardization has a checkbox at the bottom of the screen titled “Bypass Address Standardization”. Checking this box will prevent the standardization process for this screen only.

Address Verification – StudentInformation can also verify that the student’s address is within the district where the student is enrolled. This feature must be enabled at both the District and Building levels. More information about Address Verification can be found in the **Address Verification** Procedural Checklist and in the **StudentInformation Getting Started** End User Guide.

If you are attempting to register a student with the same Student Number as another student, the screen will display the following error message.



The screenshot shows a web application interface for the 'Student Registration Wizard'. At the top, a blue header bar contains the breadcrumb 'StudentInformation > SIS > Registration Wizard'. Below this, the title 'Student Registration Wizard' is displayed in a large, bold, blue font. Underneath the title, a smaller line of text reads 'From this screen users can register students'. The main content area is mostly blank, but a yellow rectangular box with a black border is positioned in the lower right, containing the red text: 'Message: Cannot Register Student. Student number already in use.'

- ☐ **Student Registration Wizard – Family Group tab** (optional) – Fill out all required fields and any optional fields you may desire on the Registration page. A student must have a master record before any additional elements can be defined for the student.

Navigation: StudentInformation – SIS – Registration Wizard – Family Group tab

Student Registration Wizard

From this screen users can register students

Registration Pre-requisites

Possible Matches

Complete Registration

Family Group

EMIS

Family Group Search:

☐ Search By Family Group Name


☒ Search By Family Group Criteria

Family Group Name:

Matching Criteria:

☒ Address ☒ City ☒ State

☒ Zip Code ☒ Student Last Name ☐ Phone Number

	Family Group	Description	Student Address	Students In Group	Active
<input type="checkbox"/>	Dalton	Dalton Family Group	PO Box 100	Dalton, Jay N	

☐ Show Active Only

< Back

Next >

Finish

- ☐ **Student Registration Wizard – EMIS tab** (optional) – Fill out all required fields and any optional fields you may desire on the Registration page. A student must have a master record before any additional elements can be defined for the student.

Navigation: StudentInformation – SIS – Registration Wizard – EMIS tab

The screenshot displays the 'Student Registration Wizard' interface, specifically the 'EMIS' tab. The breadcrumb navigation at the top reads 'StudentInformation > SIS > Registration Wizard'. Below the title, a subtitle states 'From this screen users can register students'. The interface features a series of tabs: 'Registration Pre-requisites', 'Possible Matches', 'Complete Registration', 'Family Group', and 'EMIS'. The 'EMIS' tab is currently selected, showing a form for student registration. The form includes several sections: 'EMIS Situation' (set to '5 - Resident attending Full Time'), 'District Relationship' (set to '1 - Stud. rcvg instr. in whole/part fro'), 'District of Residence' (with a search icon), 'How Received' (set to '* - Not Applicable'), 'How Received IRN' (with a search icon), 'Percent of Time' (set to '100'), 'Tuition Type' (set to 'N - Non-tuition student (default)'), 'Attending Building IRN', and 'Assigned Building IRN'. Below these, there are two sections for 'Sent To' (1 and 2), each with 'Reason' (set to 'NA - Not sent to another district'), 'IRN' (with a search icon), and 'Percent of Time' (set to '0'). A section titled 'Legal Names are only needed if different from Demographics Names' contains fields for 'Legal First Name', 'Legal Middle Name', 'Legal Last Name', 'State Student ID (SSID)', and 'Disability Condition' (set to '** - Not Applicable'). At the bottom, there are buttons for 'Edit Profile', '< Back', and 'Finish'.

☐ **Student Registration Wizard – Non-Attending Graduate Registration -**

Fill out all required fields and any optional fields you may desire on the Non-Attending Graduate Registration page.

Notes:

1. Non-Attending Graduates (Grad-Only) students can only be registered at community schools and traditional schools.
2. Transfer students cannot be registered as Non-Attending Graduates.
3. If a previously withdrawn student is registered as a Non-Attending Graduate student, their Diploma Type, Graduation Date, Expected Graduation Date, Courses Completed IRN, and Courses Completed Date must be updated according to set Grad-Only parameters.
4. For Non-Attending Graduate students only, the FN-Graduate tab includes the Courses Completed IRN and Courses Completed Date fields.
5. For Non-Attending Graduate students only, the General tab and FN-Graduate tabs display the notification, "This student is a Non-Attending Graduate."
6. On the FS-Standing tab, the EMIS Situation dropdown list now includes EMIS Situations 600 – Grad Only Student, Not Enrolled for traditional districts, 601 – Grad Only Student, Not Enrolled for community schools.

Navigation: StudentInformation – SIS – Registration Wizard – Non-Attending Graduate Registration tab

Student Registration Wizard

From this screen users can register students

Registration Pre-requisites
Possible Matches
Non-Attending Graduate Registration

Hispanic/Latino:*
N - No, the student is not Hispanic/Latino
Local Ethnic Category:*
W - WHITE/NONHISPAN
Racial Group(s):*
A-Asian
B-Black or African American
I-American Indian or Alaska Native
P-Native Hawaiian or Other Pacific Islander
W-White
Summative Race:
State Student ID (SSID):*
The Graduation Date will be used as the Admission Date, Withdrawal Date, and Graduation Date for this student.
Graduation Date:*
Student Status:*
A - BLSd active resi
Attendance Calendar:*
Grade:*
12
Address of Residence (For Address Verification)
Mailing Address
Use Address of Residence
Street:*
City, State, Zip:*
OH
Phone Number:
Unlisted
Email:
County of Residence:*
13 - Clermont
Diploma Type:
* - Not Applicable
Courses Completed IRN:
Courses Completed Date:
Back
Finish

Student Profile, Additional Information and Verification

- ☐ **Student Profile – General tab** (optional) – Verify that the registration information you entered is correct, and enter other pertinent information.

NOTE: The student profile changed dramatically in the 08-09 school year. For an explanation of the student profile in previous school years, please see the Student & Registration End User Guide, Appendix A.

The Edit Student Profile screen will warn the user if they make changes on a tab, but then they select another tab without saving the changes on the previous tab. If the changes on the previous tab are valid, the user will be given the option to Save the changes and proceed to the chosen tab, or Cancel changes and proceed to the chosen tab. If the changes on the previous tab are not valid, the user will be given the option to Return to the previous tab to re-enter the changes or Cancel changes and proceed to the chosen tab.

Navigation: StudentInformation – SIS – Student – Edit Profile – General tab

StudentInformation > SIS > Student > Edit Profile

Edit Student Profile

From this screen, you can display and change information regarding a students profile.

General Additional Custom Private FS-Standing FS-Attendance FD-Attributes FN-Attributes FN-Graduate Transportation

Save Cancel

Last Modified: 08/6/2014 2:56 PM by User: Amy

Student Number: 123456 ☐ Auto-Assign Student Status: A - ACTIVE RES

First Name: ADAM Middle Name:

Last Name: SMITH Called Name:

Last Name Suffix:

Gender: M Birthdate: 12/1/1999 Age: 14

Local Ethnic Category: W - WHITE Verified With: B - BIRTH CERT

Hispanic/Latino: * - Not Re-Collected Birthplace City:

Racial Group(s): ☐ A-Asian ☐ B-Black or African American ☐ I-American Indian or Alaska Native ☐ P-Native Hawaiian or Other Pacific Islander ☐ W-White

Summative Race: W - White, Non-Hispanic

Native Language: ENG - English (Default) Home Language: *** - Neither LEP no

Address of Residence (For Address Verification) Mailing Address ☒ Use Address of Residence

Street: PO Box 100 Street: PO Box 100

City, State, Zip: Ottawa OH 45875-0100 City, State, Zip: Ottawa OH 45875-0100

☐ Bypass Address Standardization ☐ Bypass Address Standardization

Phone Number: (555) 555-5555 ☐ Unlisted Email: asmith@yahoo.com

Building Grade: 09 - 09 Grade Next Year: 10 - 10

EMIS Grade: 09 EMIS Grade Next Year: 10

☒ Changing the Building Grade does not change the State Equivalent Grade. The FD tab can be used to change the State Equivalent Grade. ☒ Changing the Grade Next Year does not change the EMIS Grade Next Year. The FN tab can be used to change the EMIS Grade Next Year.

Program: Home school IRN:

Home School:

Attendance Calendar: Default (Default) Report to EMIS: ☒

If you change the Attendance Calendar on this screen, a confirmation screen will be displayed, where you need to enter the date this calendar change becomes effective.

StudentInformation > SIS > Student > Edit Profile

Edit Student Profile

From this screen, you can display and change information regarding a students profile.

If you are sure that you want to change the student's Calendar, enter an effective date for the change.

Previous Calendar: Default (Default)

New Calendar: AM Half-day Calendar

Calendar Change Effective Date: 8/6/2014

Ok Cancel

- ☐ **Student Profile – Additional tab** (optional) – Verify information on this tab, and enter any additional information.

Navigation: StudentInformation – SIS – Student – Edit Profile – Additional tab

Edit Student Profile
From this screen, you can display and change information regarding a students profile.

General Additional Custom Private FS-Standing FS-Absence FD-Attributes FN-Attributes FN-Graduate Transportation

Save Cancel

Last Modified: 10/7/2014 10:17 AM by User: betareynolds

Primary Building: MIDDLE SCHOOL

Special Ed:

Citizenship: 04 - United States citizen

Country of Origin: US - United States Of America

Building Progression Track: Dist - District Progression

Graduation Year:

New School:

Pr. Graduation Rule:

Counselor: -- Select Counselor --

Alt. Graduation Rule:

Scheduling Priority: 1

☒ Show grade appropriate counselors only

Locker Assignments: [Assign Primary Locker](#)

Team:

Homeroom: OR [Auto-Assign](#)

Include in Honor Roll: ☒

Include in Ranking: ☒

Include in GPA: ☒

Requires Paper Copy of Report Card: ☐

Flags:

Note: For Non-Public schools with a student in context, you can also add or edit a Non-Public SSID. The district SSID prefix displays in the District's Non-Public SSID Prefix field.

Include in Honor Roll: ☒

Include in Ranking: ☒

Include in GPA: ☒

Requires Paper Copy of Report Card: ☐

Flags:

District's Non-Public SSID Prefix: **Non-Public SSID:**

- **Student Profile – Custom tab** (optional) – Click the Custom tab on the Edit Profile page. Fill out the requested information, if desired. The Custom tab will list all of the miscellaneous data definitions that have been specified to be included on the student profile. These fields will be separated by Data Group, then sorted by sort order of the Data Definition within each group. Only active data definitions will be included on the screen.

Users must have proper security access in order to view and/or update the data on the Custom profile tab. A new security node has been added under the “Extra System Permissions” area, specifically for “Custom Profile Data”. If the user does not have access to this node, the Custom tab will be disabled. If the user has read access to this node, the Custom tab will be enabled, but if the user does not have update access to this node, all fields will be disabled.

Navigation: StudentInformation – SIS – Student – Edit Profile – Custom tab

StudentInformation > SIS > Student > Edit Profile

Edit Student Profile

From this screen, you can display and change information regarding a students profile.

General Additional Custom Private FS-Standing FS-Attendance FD-Attributes FN-Attributes FN-Graduate Transportation

Save Cancel

Miscellaneous Information

Miscellaneous Student Information:

- ☐ **Student Profile – Private tab** – Verify information on this tab, and enter any additional information. It is only necessary to list names if they are different from names listed on General tab. Not all staff will have security clearance to view this information.

Navigation: StudentInformation – SIS – Student – Edit Profile – Private tab

StudentInformation > SIS > Student > Edit Profile

Edit Student Profile

From this screen, you can display and change information regarding a students profile.

General Additional Custom Private FS-Standing FS-Attendance FD-Attributes FN-Attributes FN-Graduate Transportation

Save Cancel

Last Modified: 08/6/2014 2:56 PM by User: Amy

Legal Names are only needed if different from Demographics Names

Legal First Name: ADAM

Legal Middle Name:

Legal Last Name: SMITH

Mother's Maiden Name:

Social Security:

- ☐ **Student Profile – FS-Standing tab** (optional) – Verify information on this tab, and edit existing FS-Standing records or add new FS-Standing records.

NOTE: StudentInformation does not require each field in the FS-Standing tab to be filled in, however, many of these fields may still be required for EMIS reporting purposes.

NOTE: When enrolling a Match, the Report to EMIS checkbox should be reviewed to make sure it is correctly checked or unchecked.

Navigation: StudentInformation – SIS – Student – Edit Profile – FS-Standing tab

StudentInformation > SIS > Student > Edit Profile [Find Students]

Edit Student Profile

From this screen, you can display and change information regarding a students profile.

General Additional Custom Private FS-Standing FS-Attendance FD-Attributes FN-Attributes FN-Graduate Transportation

	Start Date	Withdraw Date	Withdraw Reason	EMIS Situation	District Relationship	District Of Residence	How Received	How Received IRN	Percent Of Time	Attending Building IRN	Sent To Reason 1	Sent To IRN 1	Sent To % Of Time 1
	7/1/2014		**	5	1	049379	*	*****	100	028910	NA	*****	0

☒ Show Current Year Only

Save Cancel New Student Standing ☐ Ignore EMIS Situation Errors

Last Modified: 08/6/2014 2:56 PM by User: Amy

EMIS ID: X11112222 State Student ID (SSID): XX9999999

Effective Start Date: 7/1/2014

District Admission Date: 8/28/2005 Admission Reason: 7 - Not newly enrolled in this school district

District Withdraw Date: Withdraw Admitted From IRN: *****

Withdraw Reason: ** - Not Applicable, Did not withdraw/was not truant

Withdrawn To IRN: *****

EMIS Situation: 5 - Resident attending Full Time

District Relationship: 1 - Stud. rcvg instr. in whole/part from rep. dist

How Received: * - Not Applicable

Percent of Time: 100

Attending Building IRN:

County of Residence: 73 - Scioto

District of Residence: 049379

How Received IRN: *****

Tuition Type: N - Non-tuition student (default)

Assigned Building IRN: *****

Sent To 1: Reason: NA - Not sent to another district

IRN: *****

Percent of Time: 0

Sent To 2: Reason: NA - Not sent to another district (default)

IRN: *****

Percent of Time: 0

☐ Exclude FS Records from Fall Initialization Updates

To create a new FS record:

- Click on **New Student Standing** button
- The detail area will be filled with the values from the most recent record with the exception of Effective Start Date
- Enter an Effective Start Date and modify the fields as necessary
- Click **Save**

Delete and edit FS records by clicking on the icons in the history list.

As of 12.6.0, users can insert a record with an Effective Start Date that falls between the Effective Start Dates of two existing records if the information in the record meets the following criteria:

- At least one value in the inserted record is different than the values in the existing records.
- The inserted record does not have the same Effective Start Date as another record.
- The Effective Start Date in the inserted record is greater than the earliest Effective Start Date for this school year.
- If the record is an FS record, the District Admission Date is greater than or equal to the current District Admission Date.

- **Student Profile – FS-Attendance tab** (optional) – Verify information on this tab, and edit existing FS-Attendance records or add new FS-Attendance records. NOTE: StudentInformation does not require each field in the FS-Attendance tab to be filled in, however, many of these fields may still be required for EMIS reporting purposes.

Navigation: StudentInformation – SIS – Student – Edit Profile – FS-Attendance tab

Edit Student Profile

From this screen, you can display and change information regarding a students profile.

General
Additional
Custom
Private
FS-Standing
FS-Attendance
FD-Attributes
FN-Attributes
FN-Graduate
Transportation

	Start Date	Withdraw Date	Withdraw Reason	School Year Attendance Hours	School Year Excused Absence Hours	School Year Unexcused Absence Hours	Other SY Attendance Hours	Other SY Excused Absence Hours	Other SY Unexcused Absence Hours
	8/26/2014		**	0.00	0.00	0.00	0.00	0.00	0.00
	7/1/2014		**	0.00	0.00	0.00	0.00	0.00	0.00

☒ Show Current Year Only

Save
Cancel

Last Modified: 11/20/2014 2:40 PM by User: youngs

Effective Start Date: 8/26/2014

District Withdraw Date:

The relation between Days and Hours may not be equal due to the accuracy of the calculations and values entered on the calendars. Days are for reference only, hours will be reported.

	Current Entity		Other Entity	
	Days	Hours	Days	Hours
Attendance	0.00		0.00	0.00
Excused Absence	0.00		0.00	0.00
Unexcused Absence	0.00		0.00	0.00

Edit FS-Attendance records by clicking on the icons in the history list.

- **Student Profile – FD-Attributes tab** – Verify information on this tab, and edit existing or add new FD-Attributes records.

NOTE: StudentInformation does not require each field in the FD-Attributes tab to be filled in, however, many of these fields may still be required for EMIS reporting purposes.

Navigation: StudentInformation – SIS – Student – Edit Profile – FD-Attributes tab

StudentInformation > SIS > Student > Edit Profile [Find Student]

Edit Student Profile

From this screen, you can display and change information regarding a students profile.

General Additional Custom Private FS-Standing FS-Attendance **FD-Attributes** FN-Attributes FN-Graduate Transportation

	Start Date	Withdraw Date	Withdraw Reason	St. Eq. Gr. Lvl.	Disability	504 Plan	Disadvantage	Free/Reduced Lunch	LEP	Migrant Status	Immigrant Status	Preschool Poverty
	7/1/2014		**	09	**	N	*	None	N	N	N	N

☒ Show Current Year Only

Last Modified: 08/6/2014 2:56 PM by User: Amy

Effective Start Date:

District Withdraw Date:

Withdraw Reason:

State Equivalent Grade:

Changing the State Equivalent Grade does not change the Building Grade. The General tab can be used to change the Building Grade.

Disability Condition: **Section 504 Plan:**

Disadvantage: **Free/Reduced Lunch Status:**

Limited English Proficiency: **LEP Reclass Date:**

Homeless Status: **Homeless Unaccompanied Youth:**

Migrant Status: **Immigrant Status:**

Foreign Exchange Graduation Plan:

Attendance Pattern: **Preschool Poverty Level:**

Reporting Calendar:

☐ Exclude FD Records from Fall Initialization Updates

To create a new FD record:

- Click on **New Student Attributes** button
- The detail are will be filled with the values from the most record record with the exception of Effective Start Date
- Enter an Effective Start Date and modify the fields as necessary
- Click **Save**

Delete and edit FD records by clicking on the icons in the history list.

As of 12.6.0, users can insert a record with an Effective Start Date that falls between the Effective Start Dates of two existing records if the information in the record meets the following criteria:

- At least one value in the inserted record is different than the values in the existing records.
- The inserted record does not have the same Effective Start Date as another record.
- The Effective Start Date in the inserted record is greater than the earliest Effective Start Date for this school year.
- If the record is an FS record, the District Admission Date is greater than or equal to the current District Admission Date.

- ☐ **Student Profile – FN-Attributes tab** – Verify information on this tab, and enter any additional information. **NOTE:** StudentInformation does not require each field in the FN-Attributes tab to be filled in, however, many of these fields may still be required for EMIS reporting purposes.

Navigation: StudentInformation – SIS – Student – Edit Profile – FN-Attributes tab

Edit Student Profile

From this screen, you can display and change information regarding a students profile.

General

Additional

Custom

Private

FS-Standing

FS-Attendance

FD-Attributes

FN-Attributes

FN-Graduate

Transportation

Save

Cancel

Last Modified: 03/15/2016 11:13 AM by User: Amy

EMIS Grade Next Year:

10 - Tenth Grade

Changing the EMIS Grade Next Year does not change the District Grade Next Year. The General tab can be used to change the District Grade Next Year.

Retained Status:

* - Student was not retained at the end of the previous school year

Oct Childcount IEP Outcome:

**** - No Change from latest IEP reported to ODE

CTE Program Area:

Fiscal Year Began 9th: 2016

CTE Program of Concentration:

** - Student is not a concentrator in any CTE Program

Tech Prep Completer: N

Majority Of Attendance IRN:

Accountability IRN:

Attending Building IRN Next Year:

- . High School

Admission to Current High School Date:

8/19/2015

Attending District IRN Last October:

***** -

Third Grade Reading Guarantee

Math Diagnostic Result Code:

** - Not Required

Reading Diagnostic Result Code:

** - Not Required

Writing Diagnostic Result Code:

** - Not Required

Latest Third Grade Reading Promotion Status:

This student has not taken the 3rd Grade Reading Promotion Assessment

Report To EMIS:

☒

☐ Exclude FN Records from Fall Initialization Updates

- ☐ **Student Profile – FN-Graduate tab** – Enter FN-Graduate record information that is reported in EMIS Reporting Period G.

Navigation: StudentInformation – SIS – Student – Edit Profile – FN-Graduate tab

StudentInformation > SIS > Student > Edit Profile

Edit Student Profile

From this screen, you can display and change information regarding a students profile.

General Additional Custom Private FS-Standing FS-Arrival FD-Attributes FN-Attributes FN-Graduate Transportation

Save Cancel

Last Modified: 04/23/2009 3:49 PM by User:

CORE Economics and Financial Literacy Requirement Met:	N - District has not determined this student met requirement
CORE Fine Arts Requirement Met:	N - District has not determined this student met requirement
CORE Graduation Requirement Exemption:	* - Student has not opted out of Ohio Core requirements (default)
CORE Graduation Requirement Exemption Date:	
CORE Graduation Requirement Met:	<input type="checkbox"/>
Exempted from Physical Education Graduation Requirement:	N - District not adopted policy or student has not met all of policy re
Expected Graduation Date:	
Graduation Date:	
Diploma Type:	* - Not Applicable
OGT Graduation Alternative:	0 - Not Used
Military Compact Graduation Alternative:	0 - Student is not using the military compact alternative

- ☐ **Student Profile – Transportation tab** – Enter any additional transportation information.

Navigation: StudentInformation – SIS – Student – Edit Profile – Transportation tab

Edit Student Profile
From this screen, you can display and change information regarding a students profile.

GeneralAdditionalCustomPrivateFS-StandingFS-AttendanceFD-AttributesFN-AttributesFN-GraduateTransportation

SaveCancel

Last Modified: by User:

Parking Permit:

Assigned Space:

Vehicle Description:

License Plate:

Vehicle 2 Description:

License Plate 2:

Vehicle 3 Description:

License Plate 3:

Driver's License Number:

State:

OH

Primary Bus:

Number:

Pick-up Time:

Drop-off Time:

Stop Location:

Bus Route:

Alternate Bus:

Number:

Pick-up Time:

Drop-off Time:

Stop Location:

Bus Route:

Comments:

Distance To School:

Transportation:

☐ Student Drives

☐ Student is Bussed

☐ Student Walks

Distance student was transported from residence to school building:

** - Student not transported

Countweek Transportation Days

☐ Monday

☐ Tuesday

☐ Wednesday

☐ Thursday

☐ Friday

- ☐ **Add, Edit, Delete Student Memberships** – Add, edit, or delete memberships for the student in context

Navigation: StudentInformation – SIS – Student – Edit Memberships

StudentInformation > SIS > Student > Student Memberships

Student Memberships

From this screen, you can view the memberships associated with a student.

Special Education Services (215xxx) for FY13 and beyond now report to EMIS from the Special Education Services page.

Membership Code	Membership Name	School Year ^	Start Date	Stop Date	EMIS Program Code
420005	Track and Field	2011	Aug 24, 2011		420005
420012	Volleyball	2011	Aug 24, 2011		420012
420012	Volleyball	2012	Aug 22, 2012		420012

☐ Current Assignments Only ☐ All Assignments This Year ☒ All Assignments All Years

[Back to Student Profile](#)

- ☐ **Membership Members** – Memberships can be added through the School Membership Members page

Navigation: StudentInformation – SIS – School – Membership Members

StudentInformation > SIS > School > Membership Members

Membership Members

From this screen, you can maintain the students associated with the selected membership.

Membership Group: -- Select a Membership Group -- Membership: -- Select a Membership --

☒ Show Active Members ☐ Show Members From: 8/14/2014 To: 8/14/2014 [Go](#)

- ☐ **Enter Student Notes** (optional) – Student Notes screen will be used to add, modify or delete notes pertaining to an individual student.

Navigation: StudentInformation – SIS – Student – Notes – Add Student Notes button

StudentInformation > SIS > Student > Notes

Student Notes Maintenance

From this screen, you can display, add, change and delete student notes.

Add Student Note

		Date ▾	Author	Note	Private
✕	✎	08/14/2014 09:34 AM	Recker, Amy	testing student notes	<input type="checkbox"/>

- ☐ **Enter Student Miscellaneous Data** – Select a Miscellaneous Group from dropdown menu, to add student Miscellaneous Data. Select a miscellaneous item from the dropdown list to open the screen for data entry.

Navigation: StudentInformation – SIS – Student – Misc. Data

StudentInformation > SIS > Student > Misc. Data

Student Miscellaneous Data

From this screen, you can display and change miscellaneous data for a students.

Filter By Groups: 2 - EMERGENCY INFORMATION

	Definition	Last Modified
Item:	EMERGENCY CONTACT	
Value:	<input type="text"/>	
Item:	EMERGENCY RELATSHP	
Value:	<input type="text"/>	
Item:	EMERGENCY ADDRESS	
Value:	<input type="text"/>	
Item:	EMERGENCY CITY	
Value:	<input type="text"/>	
Item:	EMERGENCY PHONE	
Value:	<input type="text"/>	
Item:	HOSPITAL PREFERRED	
Value:	<input type="text"/>	
Item:	PHYSICIANS NAME	
Value:	<input type="text"/>	
Item:	PHYSICIANS PHONE	
Value:	<input type="text"/>	
Item:	AUTHORIZE OTHR DOC	
Value:	<input type="checkbox"/>	
Item:	FINANCIAL RESP	
Value:	<input type="checkbox"/>	
Item:	DAY CARE	
Value:	<input type="text"/>	
Item:	DAY CARE PHONE	
Value:	<input type="text"/>	

Save

Cancel

- ☐ **Enter Student Community Service Hours** (optional) – Community Service Hours may be entered for individual students as needed. This functionality can be used in conjunction with Graduation Eligibility.

Navigation: StudentInformation – SIS – Student – Community Service

StudentInformation > SIS > Student > Community Service

Student Community Service Hours

From this screen, you can display, add, change and delete data pertaining to a student's community service hours.

Add Hours

		School Year	Date Served	Description	Is Grad. (Hours)	Hours
		2014 - 2015			(7.00)	7.00
X		2014-2015	03/01/2014	help clean up city park	✓	4.00
X		2014-2015	04/05/2014	volunteer at nursing home	✓	3.00

Clicking on the red X icon will delete the Community Service record, and clicking on the pencil will edit the Community Service record.

- **Enter Student Contact Info** – Each contact record displays the data entered for Student Contact. The primary contact can be selected by clicking on a gray 🌟. A gold 🌟 indicates the primary contact. The primary contact's name will appear on reports.
- Those contacts marked as **Copied on Correspondence** will prompt the creation of an additional copy of report cards for the designated contact. It will include the name and address of the designated contact.
 - Those contacts marked as **Legal Guardian** will display on the Student's Home Page (View Profile). Multiple contacts can be checked as Legal Guardian and all will display.

Navigation: StudentInformation – SIS – Student – Contacts Summary

The screenshot shows the 'Student Contacts Summary' page. At the top, there is a breadcrumb trail: 'StudentInformation > SIS > Student > Contacts Summary'. Below this is a title bar 'Student Contacts Summary' and a sub-header 'From this screen, you can display, add, change and delete student contact information.' On the left, there is an 'Add Contact' button. On the right, there is a search bar labeled 'Search Professional Contacts' with an 'Add' button. The main content area displays two contact records. The first record is for 'ONE PARENT' (CONNIE SMITH) with a home address and phone number. It is marked as 'Legal Guardian', 'Emergency Contact', and 'Same as Student Address'. The second record is for 'ONE PARENT' (GEORGE SMITH). Each record has a red 'X' icon for deletion and a pencil icon for editing.

Clicking on the red X icon will delete that contact, and clicking on the pencil will edit that contact's details.

Contacts marked as Medical Contacts can also be viewed (but not edited) on the Medical Contacts page.

Navigation: StudentInformation – SIS – Student – Medical – Medical Contacts

The screenshot shows the 'Medical Contacts' page. At the top, there is a breadcrumb trail: 'StudentInformation > SIS > Student > Medical > Medical Contacts'. Below this is a title bar 'Medical Contacts' and a sub-header 'From this screen, you can view student contact information.' The main content area displays a single contact record for 'ONE PARENT' (CONNIE SMITH) with a home address and phone number. The record is highlighted in yellow.





- ☐ **Enter Custody Alert** (optional) – Enter custody alert information, as needed.

Navigation: StudentInformation – SIS – Student – Custody Alert

StudentInformation > SIS > Student > Custody Alert

Custody Alert

From this screen, you can display, add, change and delete custody alerts for a student.

	Date	Alert Description	Priority	Starting Date	Ending Date	Author	Critical	Active
 	Sep 09, 2014	MARY SMITH IS NOT ALLOWED TO PICK UP FROM SCHOOL AS PER DAD.	10	Dec 10, 2009				

☒ Show Active Only




- ☐ **Enter Disability Alert** (optional) – Enter disability alert information, as needed.

Navigation: StudentInformation – SIS – Student – Disability Alert

StudentInformation > SIS > Student > Disability Alert

Disability Alert

From this screen, you can display, add, change and delete Disability alerts for a student.

	Date	Alert Description	Priority	Starting Date	Ending Date	Author	Active
 	Sep 09, 2014	10/SLD	1	Aug 21, 2007			

☒ Show Active Only

- ☐ **Enter Medical Alert** (optional) – Enter any medical alert information, as needed.

Navigation: StudentInformation – SIS – Student – Medical – Medical Alert

StudentInformation > SIS > Student > Medical > Medical Alerts

Medical Alerts

From this screen, you can display, add, change and delete data pertaining to the medical alerts of students.

		Date	Alert Description	Priority	Starting Date	Ending Date	Author	Life Threatening	Active
		Sep 09, 2014	Allergic to RED DYES	1	Nov 08, 2010	Jun 01, 2018			

☒ Show Active Only

See StudentInformation Student Medical documentation for details on setting up a medical alert.

- ☐ **Enter Miscellaneous Alert** (optional) – Enter miscellaneous alert information, as needed.

Navigation: StudentInformation – SIS – Student – Miscellaneous Alerts

StudentInformation > SIS > Student > Miscellaneous Alerts

Miscellaneous Alerts

From this screen, you can display, add, change and delete data pertaining to the miscellaneous alerts of students.

		Date Created	Alert Description	Priority	Starting Date	Ending Date	Author	Active
		Sep 18, 2012	Student uses the last name "SMITH" but name legally not changed.	1	Sep 17, 2012			

☒ Show Active Only

- ☐ **Enter or Update Family Groups** (optional) – Enter or update a Family Group, as needed.

Navigation: StudentInformation – Management – District Administration – Family Groups

Family Groups

From this screen you can display or change information regarding family groups

Family Group Name:

☒ Student is courier for family group

Number of Family Groups Per Page: 10 ▼

2 FamilyGroups Found

		Family Group ^	Description	Student Address	Students In Group
<input checked="" type="checkbox"/>	<input type="text"/>	SMITH	SMITH Family Group	72	SMITH,
<input checked="" type="checkbox"/>	<input type="text"/>	SMITH	SMITH Family Group	95	SMITH,

Family Groups

From this screen you can display or change information regarding family groups

Group:

Family Group
Name: SMITH

	Is Courier	Student	Grade	School	Student Number	Phone Number	Address	Gender
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	SMITH,	10	HIGH SCHOOL	18590	(419)	72	M

Student Name: Phone Number:

Street Address:

From this screen you can display or change information regarding family groups

From this screen you can display or change information regarding family groups

Next Group: SMITH >



Search Professional Contacts

Tip: Search Last Name

Add To Group

Grade: 10
HS

HOFFMAN

☒  

SMITH

☒ ☐ ☐

Back

- ☐ **Create or Update Family Groups Wizard** (optional) – The Family Groups Wizard has been added to step users through the process of creating all of the family groups for a school or district at once. You can create family groups by matching on address, city, state, zip code, contact last name, contact first name and/or phone number.

Note: In order for the Family Groups Wizard to recognize new students, the default school year must be the year in which the new students will start. (For example, if you are registering new Kindergarten students with an admission date of 8/1/14, the default school year must be 2014-2015 when you run the Family Groups Wizard.)

Navigation: StudentInformation – Management – District Administration – Family Groups Wizard

The screenshot shows a web application interface for the 'Family Groups Wizard'. At the top, a blue navigation bar contains the text 'StudentInformation > Management > District Administration > Family Groups Wizard'. Below this, the main heading is 'Family Groups Wizard' in bold blue text. A red instruction line reads: 'From this screen, you can run a Wizard to assist in the creation of Family Groups for your district.' Below the instruction are three tabs: 'General' (selected), 'Selection Summary', and 'Display Groups'. Under the 'General' tab, there is a section titled 'Matching Criteria' with four radio button options: 'Build groups with single and multiple students', 'Build only groups with multiple students', 'Add Students to existing groups', and 'Reassign Courier based on Family Courier District Policy' (which is selected). A 'Next >' button is located at the bottom right of the form area.

- ☐ **Set District Options** (optional) – The District Options screen allows you to set the courier policy at the district level. The Student Registration Wizard uses this policy to assign family couriers. If you withdraw a student who is assigned to be a family courier, StudentInformation assigns a new courier to the family group based on the district policy. There is also an option to exclude students in certain grade levels (for example, preschool) from being selected as the courier. The District Options screen also allows you to control page level security on the Family Groups Contacts tab.

Navigation: StudentInformation – Management – District Administration – District Options

StudentInformation > Management > District Administration > District Options

District Options

From this screen, you can display and change District Options.

Select a method to assign a Family Courier

☐ No Family Courier assignment

☒ Assign Family Courier to youngest family member

☐ Assign Family Courier to oldest family member

Select grade levels that will be excluded from being a family group courier

Grade

KG - KG	←	PS - PS	↑
01 - 01	→	GR - GR	↓
02 - 02	↔	UG - UG	↑
03 - 03	↔	23 - 23	↓

Select a method to edit Family Group Contacts

☐ Allow edits per school

☒ Allow edits per district

Disable Report Cards on ParentAccess Portal for Students with Unpaid Fees: ☐

Save

☐ **Run Reports for Verification** (optional) – Run any or all of the following reports, as needed. More information on each of these reports can be found in the **StudentInformation Student & Registration** End User documentation.

- Student Lunch Free/Reduced (LUNCH)
- Student Alerts (STD_ALERT)
- Student with No SSID (SSID)
- Student with No SSN (SSNO)
- Student Contact List (CONT)
- Student Status/Attendance Code (STAT)
- Ethnicity Summary Report
- Student Roster Detail (R101-A)
- Student Roster Summary (R101-B)
- Student Roster Summary by Home School
- Student Roster Summary by Homeroom
- Student Roster Summary by Program
- Student Roster by Membership (R102)
- Admission/Withdrawals (AWEX)
- Withdrawal List (WITH)
- Administrative Homeroom Detail (R201-A)
- Administrative Homeroom Summary (R201-B)
- Student Locker Allocation (LOCK)

Navigation: StudentInformation – SIS – School – Student Reports

- Civil Rights Reports

Navigation: StudentInformation – SIS – School – Civil Rights Reporting

Transportation Import Template Guide



The Transportation Import uses an Excel Spreadsheet Template to import Transportation data into the Transportation tab of the Student Profile Page. The Import may be used to add transportation records or update existing records. The column headings on the template correspond to the following elements on the Transportation Tab.

Edit Student Profile
From this screen, you can display and change information regarding a students profile.

GeneralAdditionalCustomPrivateFS-StandingFS-AttendanceFD-AttributesFN-AttributesFN-GraduateTransportation

SaveCancel

Last Modified: 01/5/2017 2:40 PM by User: amy.recker

Parking Permit:

Assigned Space:

Vehicle Description:

License Plate:

Vehicle 2 Description:

License Plate 2:

Vehicle 3 Description:

License Plate 3:

Driver's License Number:

State:

Primary Bus:

Number:

Pick-up Time:

Drop-off Time:

Stop Location:

Bus Route:

Alternate Bus:

Number:

Pick-up Time:

Drop-off Time:

Stop Location:

Bus Route:

Comments:

Distance To School:

Transportation:

☐ Student Drives ☐ Student is Bussed ☐ Student Walks

Distance student was transported from residence to school building:

** - Student not transported

Countweek Transportation Days

☐ Monday ☐ Tuesday ☐ Wednesday ☐ Thursday ☐ Friday

General Update Rules

When completing the spreadsheet in preparation for an update, the following rules apply:

1. The Excel spreadsheet file needs to be saved in the .xlsx format.
2. The Transportation is only available at the building level. When completing your spreadsheet, it needs to be specific to the building you're working in.
3. When updating, if a column in the spreadsheet is empty, that field on the transportation record will not be updated. This way, you can update only those fields you wish to update such as bus numbers without effecting the rest of the fields on the record.
4. When inserting records, if a field is left blank on the spreadsheet, the field will either be left blank on the record or defaulted to the standard default value for the field.
5. Student number is required for each row on the spreadsheet. The school and school year will be determined from the building in context. Records are imported at the building level.

Template Columns

Transportation Element	Template Column	Description	Acceptable Values
Student Number	StudentNumber	Student's ID number	9 characters exclusive of leading zeroes
Parking Permit	ParkingPermit	Student's parking permit number	Up to 4 characters
Assigned Space	AssignedSpaces	Assigned Space number	Up to 32 characters, values can be comma separated for multiple spaces
Vehicle Description	VehicleDescription	Description of student's vehicle	200+ characters
License Plate	LicensePlate	License Plate number of vehicle	Up to 12 characters
Vehicle Description 2	VehicleDescription2	Description of second student's vehicle	200+ characters
License Plate 2	LicensePlate2	License Plate number of second vehicle	Up to 12 characters
Vehicle Description 3	VehicleDescription3	Description of third student's vehicle	200+ characters
License Plate 3	LicensePlate3	License Plate number of third vehicle	Up to 12 characters
Driver's License Number	DriversLicenseNumber	Student's driver's license number	Up to 35 characters
Comments	Comments	General Comments	200+ characters
Student Drives	IsStudentDriver	Indicates if the student drives to school	True, false, yes, no, Y,N,1,0
Student is Bussed	IsStudentBussed	Indicates if the student is bussed to school	True, false, yes, no, Y,N,1,0
Student Walks	IsStudentWalker	Indicates if the student walks to school	True, false, yes, no, Y,N,1,0
Distance to School	DistanceToSchool	Text describing the student's distance to school	Up to 50 characters
Bus Number 1	BusNumber	1 st Bus number	Up to 4 characters
CountWeek Transportation Days – Indicates whether the student was transported on each day during count week			
Monday	TranCntWkM	Transported on Monday	True, false, yes, no, Y,N,1,0
Tuesday	TranCntWkT	Transported on	True, false, yes, no,

Transportation Element	Template Column	Description	Acceptable Values
		Tuesday	Y,N,1,0
Wednesday	TranCntWkW	Transported on Wednesday	True, false, yes, no, Y,N,1,0
Thursday	TranCntWkR	Transported on Thursday	True, false, yes, no, Y,N,1,0
Friday	TranCntWkF	Transported on Friday	True, false, yes, no, Y,N,1,0
Distance student was transported from residence to School building	DistanceTransported	Used for EMIS reporting by Community Schools. Indicates the distance student is transported to the School	** - Student was not transported L1 – Less than one mile M1 – More than one mile but less than one and a half miles L2 – Between one and a half miles and two miles, Inclusive M2 – More than two miles
Bus Number 2	SecondBusNumber	2 nd Bus number	Up to 4 characters
Primary Stop Location	PrimaryStopLocation	Description of the Primary Stop Location	200+ characters
Alternate Stop Location	AltStopLocation	Description of the Alternate Stop Location	200+ characters
Primary Bus Route	PrimaryBusRoute	Description of the Primary Bus Route	200+ characters
Alternate Bus Route	AltBusRoute	Description of the Alternate Bus Route	200+ characters
Primary Pickup Time	PrimaryPickupTime	Primary Pickup Time	8 characters in smalldatetime format 06:15 AM
Alternate Pickup Time	AltPickupTime	Alternate Pickup Time	8 characters in smalldatetime format 06:30 AM
Primary DropOff Time	PrimaryDropOffTime	Primary DropOff Time	8 characters in smalldatetime format 02:15 PM
Alternate DropOff Time	AltDropOffTime	Alternate DropOff Time	8 characters in smalldatetime format 02:30 PM

Running the Transportation Import

With a completed spreadsheet available (.xlsx format), put the building in context and navigate to

StudentInformation > Management > Import/Export > Transportation Import

ProgressBook

StudentInformation > Management > Import/Export > Transportation Import

Student Transportation Import

Browse...

Upload

Click the Browse button to search for your upload file. Once selected, click Upload to import your transportation records. If the import encounters any errors on any row in the import file, a grid will be displayed on the page to indicate the row number, column, value and the error message associated with the row. You may correct the errors in your spreadsheet and import the file again. If errors occur, the errors may look something like this:

Student Transportation Import

Invalid Data found, please review spreadsheet.			
Error	Column	Value	Row Number
StudentNumber was not found	StudentNumber	701012217	2
String was not recognized as a valid Boolean.	IsStudentDriver	Maybe	2
String was not recognized as a valid Boolean.	IsStudentBussed	Maybe	2
String was not recognized as a valid Boolean.	IsStudentWalker	MAYBE	2
StudentNumber was not found	StudentNumber	10513	3
StudentNumber was not found	StudentNumber	701009633	4



Student Transcripts Procedural Checklist

Change Log

Date	Section Number/Name	Change Description
8/4/16	Run Transcripts (R702)	16.0.0 Updates – add Note about new options on the Load Settings tab
1/12/16	Run Transcripts (R702)	15.1.0 Updates – updates screenshot – Sorting Options available again
11/21/14	Entire document	Update screenshot and breadcrumb trail
10/22/13	Run Transcripts (R702)	14.1.0 Updates – Updated screenshot – replace GPA Sets with Prior Years GPA Sets and Current Year GPA Sets
6/14/13	Verify Student Demographic Information Run Transcripts (R702)	13.5.0 and 13.6.0 Updates – updated screenshot Note about GPA Sets and updated screenshot
1/3/13	Run Transcripts (R702)	13.3.1 Updates – Updated screenshots – add Show Assessment Test Parts that are Failed and have Required for Graduation = Yes
9/26/12	Run Transcripts (R702)	13.1.0 Updates – Updated screenshots – added Special Education Services filter and Graduation Eligibility section
9/24/12	Run Transcripts (R702)	Fix typo – format 21 Print SSN # change to Yes
3/23/12	Run Transcripts (R702)	12.4.0 Updates – Update format specifications and update Note about SSID now on all formats
12/20/11	Run Transcripts (R702)	Update format specifications
12/9/11	Run Transcripts (R702)	12.2.0 Updates – 3 formats added: FixedN3_alphaequivalent, Format01_Numeric,

		Format12AssessFromAATNoLimit
10/3/11	Verify Student Proficiency Scores	Remove – no longer needed
9/29/11	Run Transcripts (R702) Verify Student Demographic Information Verify Student “Include in Ranking”	12.0.0 Updates - Add Note that SSID was added to several formats 12.0.0 Updates – updated screenshots
5/17/11	Run Transcript (R702)	Added table of standard formats

Table of Contents

Verify Student Demographic Information	3
Verify Student “Include in Ranking”	4
Verify Student Attendance Information	5
Verify Student Course Information.....	6
Verify Student Course Summary Information	7
Run Transcripts (R702)	8

Running Student Transcripts

Student Transcripts contain information from many different modules of StudentInformation. Please use this checklist to verify that all information is entered correctly before running Student Transcripts. *Unless otherwise noted, see Course History/Class Rank/Transcripts End User Documentation for detail.*

- ☐ **Verify Student Demographic Information** – The top of the transcript includes school and student demographic information. Please verify that this information is correct.

Navigation: StudentInformation – SIS – Student – Edit Profile

Navigation: StudentInformation – SIS – Student – Contacts Summary

See Student and Registration End User Documentation for detail

Edit Student Profile
From this screen, you can display and change information regarding a students profile.

GeneralAdditionalCustomPrivateFS-StandingFS-ArrivanceFD-AttributesFN-AttributesFN-GraduateTransportation

SaveCancel

Last Modified: 11/21/2014 11:23 AM by User: Amy

Student Number:18801☐ Auto-Assign

Student Status:A - ACTIVE RES

First Name:JOHN

Middle Name:THOMAS

Last Name:DIXON

Called Name:

Last Name Suffix:

Gender:M

Birthdate:10/29/1998

Age:16

Local Ethnic Category:W - WHITE

Verified With:B - BIRTH CERT

Hispanic/Latino:N - No, the student is not Hispanic/Latino

Birthplace City:TOLEDO

Racial Group(s):☐ A-Asian ☐ B-Black or African American ☐ I-American Indian or Alaska Native ☐ P-Native Hawaiian or Other Pacific Islander ☒ W-White

Summative Race:W - White, Non-Hispanic

Native Language:ENG - English (Default)

Home Language:*** - Neither LEP no

Address of Residence (For Address Verification)

Street:645 S Main St

City, State, Zip:LimaOH45804-1241

☐ Bypass Address Standardization

Mailing Address

☒ Use Address of Residence

Street:645 S Main St

City, State, Zip:LimaOH45804-1241

☐ Bypass Address Standardization

Phone Number:(555) 555-5555☐ Unlisted

Email:

Building Grade:09 - 09

Grade Next Year:10 - 10

EMIS Grade:09

EMIS Grade Next Year:10

☒ Changing the Building Grade does not change the State Equivalent Grade. The FD tab can be used to change the State Equivalent Grade.

☒ Changing the Grade Next Year does not change the EMIS Grade Next Year. The FN tab can be used to change the EMIS Grade Next Year.

Program:

Home school IRN:

Home School:

Attendance Calendar:Default (Default)

Report to EMIS:☒

SI copyright

Student Transcripts 3 of 13

Rev.8/4/2016 v16.0.0

Student Contacts Summary
 From this screen, you can display, add, change and delete student contact information.

Add Contact Search Professional Contacts Add

TWO PARENTS ✖ ✎

Bill/Sue Dixon	Home: (111) 111-1111	<ul style="list-style-type: none"> • Legal Guardian • Emergency Contact • Living with Student 	<ul style="list-style-type: none"> • Same as Student Address • Medical Contact
Home address 645 S Main St Lima, OH 45804-1241	Primary email: BSDIXON@YAHOO.COM		

Relationship Comments: G'MOTHER DOROTHY DIXON CELL 222-222-2222

- ☐ **Verify Student “Include in Ranking”** – The transcript will print the student’s class rank. Verify that each student’s “Include in Ranking” checkbox is set correctly.

Navigation: StudentInformation – SIS – Student – Edit Profile – Additional tab

See Student and Registration End User Documentation for detail

Edit Student Profile
 From this screen, you can display and change information regarding a students profile.

General Additional Custom Private FS-Standing FS-Attendance FD-Attributes FN-Attributes FN-Graduate Transportation

Save Cancel Last Modified: 11/21/2014 11:28 AM by User: Amy

Primary Building: ⚡

Special Ed: **Country of Origin:**

Citizenship:

Building Progression Track: **Graduation Year**

New School:


Pri. Graduation Rule: **Alt. Graduation Rule:**

Counselor: **Scheduling Priority:**

☒ Show grade appropriate counselors only **Locker Assignments:** [Assign Primary Locker](#)

Team: **Homeroom:** [View / Assign Homeroom](#)

Include in Honor Roll: ☒ **Flags:**

Include in Ranking: ☒ 



Include in GPA: ☒




- ☐ **Verify Student Attendance Information** – The transcript formatter pulls days absent and times tardy from the attendance records. Please verify that this information is correct. See Attendance and Calendar End User Documentation for detail.

Navigation: StudentInformation – SIS – Student – Attendance – Student's School Absences

Student's School Absences


From this screen, you can display, add, change and delete data pertaining to student absences.



Start Date: 8/20/2014  

End Date: 5/22/2015   

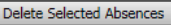
[\[Hide Full Year Attendance Statistics\]](#)

Absence Event	Count	Absence Type	Count
Full	0	EXCUSED	1
AM	1	OTHER	1
PM	0		
Period To Half	0		
Non-Absence	1		
Total	2		



	Date ^	Calendar	Absence Level	Absence Type	Reason	Note	Time In	Time Out	Comment
<input type="checkbox"/> 	Oct 22, 2014	DFLT - Default	AM Absence	E - EXCUSED	L - PER/LIC	P - PRNT CALL	10:00 AM		
<input type="checkbox"/> 	Sep 10, 2014	DFLT - Default	Non-Absence	O - OTHER	D - DOC/DENT	N - NOTE		02:00 PM	

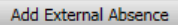
☐ Include Absences Outside of Admission Dates







Navigation: StudentInformation – SIS – Student – Attendance – External Absences

Student's External Absences

From this screen, you can display, add, change and delete data pertaining to student external absences.



	School Year	School ^	Days Attended	Absent Excused	Absent Unexcused	Days Tardy
 	2013-2014	Educ Serv Cntr	148.00	23.00	0.00	0.00
 	2012-2013	Educ Serv Cntr	159.00	15.00	0.00	0.00

- ☐ **Verify Student Course Information** – Course information on the transcript is made up of two different sections – course history and current courses. Please verify that this information is correct.

Navigation: StudentInformation – SIS – Student – Course History – Student Course History
Navigation: StudentInformation – SIS – Student – Student Schedule

See Scheduling End User Documentation for detail

Student Course History Summary										
From this screen, you can view student course history.										
[Show Filters]										
Add Manually Entered Course										
Total Attempted Credits: 13.5 Total Earned Credits: 13.5										
	School	School Year	Term Code	Course Code	Course Short Name	Section	Mark Type	Mark	Attempted Credits	Earned Credits
	HIGH SCHOOL	2013-2014	Fin	044	COMP APPL	22	Final Mark	A	0.50000	0.50000
	HIGH SCHOOL	2013-2014	Fin	069	SPAN II	6	Final Mark	A	1.00000	1.00000
	HIGH SCHOOL	2013-2014	Fin	074	SPORTS/GAMES	21	Final Mark	P	0.25000	0.25000
	HIGH SCHOOL	2013-2014	Fin	121	ENG II	9	Final Mark	B	1.00000	1.00000
	HIGH SCHOOL	2013-2014	Fin	143	ALG II	3	Final Mark	C	1.00000	1.00000
	HIGH SCHOOL	2013-2014	Fin	166	MIXED CHORUS	4	Final Mark	A	1.00000	1.00000
	HIGH SCHOOL	2013-2014	Fin	182	BIOLOGY	1	Final Mark	B	1.00000	1.00000
	HIGH SCHOOL	2013-2014	Fin	206	AMER HISTORY	8	Final Mark	B	1.00000	1.00000
	HIGH SCHOOL	2012-2013	Fin	068	SPAN I	1	Final Mark	A	1.00000	1.00000
	HIGH SCHOOL	2012-2013	Fin	074	SPORTS/GAMES	21	Final Mark	P	0.25000	0.25000
	HIGH SCHOOL	2012-2013	Fin	078	HEALTH	42	Final Mark	A	0.50000	0.50000
	HIGH SCHOOL	2012-2013	Fin	120	ENG I	8	Final Mark	B	1.00000	1.00000
	HIGH SCHOOL	2012-2013	Fin	140	ALG I	9	Final Mark	B	1.00000	1.00000
	HIGH SCHOOL	2012-2013	Fin	170	FR CHOIR	7	Final Mark	A	1.00000	1.00000
	HIGH SCHOOL	2012-2013	Fin	180	PEC SC	5	Final Mark	B	1.00000	1.00000
	HIGH SCHOOL	2012-2013	Fin	205	WORLD STUDIES	3	Final Mark	A	1.00000	1.00000
16 Records Displayed										
Back To Top										

View Schedule							
From this screen, you can view a student's schedule for a particular day of the week.							
Date: 11/21/2014 Go							
Period	Course Code	Course Name	Section	Teacher	Location	Rotation Days	Term
1	202	STREET LAW	1	TROY	202 - MR.	M, T, W, R, F	All Year
2	183	ANATOMY/PHYSIOLOGY	2	HOLLY	227 - MRS.	M, T, W, R, F	All Year
3	168	CHORALE	3	MR. T.	129 - MR.	M, T, W, R, F	All Year
4	144	GEOMETRY	4	ANN	209 - MS.	M, T, W, R, F	All Year
5	123	ENGLISH III	5	VIRGINIA	213 - MRS.	M, T, W, R, F	All Year
6	184	COLLEGE PREP CHEMISTRY	6	ELAINE	221 - MRS.	M, T, W, R, F	All Year
7	LUNCH	LUNCH	7	CAFETERIA	CAF - CAFETERIA	M, T, W, R, F	All Year
7	S READ	SUSTAINED READING	75	VIRGINIA	213 - MRS.	M, T, W, R, F	All Year
8	070	SPANISH III	8	PAULA	106 - MRS.	M, T, W, R, F	All Year
9	035	PERSONAL MONEY MATTERS	91	MATTHEW	204 - MR.	M, T, W, R, F	1st Semester
View Student Profile							

- ☐ **Verify Student Course Summary Information** – Course summary information on the bottom of the transcript will include cumulative GPA, student rank in class, credits attempted and earned, and possibly points. Please verify that this information is correct.

Navigation: StudentInformation – SIS – Student – Course History – GPA History

Student GPA History <small>From this screen, you can view student GPA history.</small>									
Year v	School	GPA Set	Rank	GPA	Points	Credits	GPA Credits	Course Count	Last Calculated
2014	HIGH SCHOOL	1	38	3.600000	27.000000	7.500000	7.500000	8	11/7/2014 10:39:00 AM
2014	HIGH SCHOOL	CUM	50	3.384600	44.000000	13.500000	13.000000	14	10/29/2014 10:16:00 AM
2013	HIGH SCHOOL	1	65	3.166700	19.000000	6.250000	6.000000	6	1/22/2014 9:10:00 AM
2013	HIGH SCHOOL	2	86	2.833300	17.000000	6.250000	6.000000	6	1/22/2014 9:10:00 AM
2013	HIGH SCHOOL	3	38	3.538500	23.000000	6.500000	6.500000	7	4/9/2014 8:38:00 AM
2013	HIGH SCHOOL	4	56	3.230800	21.000000	6.500000	6.500000	7	6/3/2014 2:56:00 PM

- ☐ **Run Transcripts (R702)** – Run to print Student Transcripts with various selection criteria and formatting. Verify all details listed on the transcript for accuracy. The district determines what information is relevant and establishes the format to be used. The transcript is a summary of the school experience for students and is a critical document that can influence the future of the graduates. It is imperative that all details be as accurate as possible.



Non-Custom Transcripts no longer operable

As of DASL V10.1.0, non-custom transcripts are no longer operable; only the custom transcripts should be used.

State Support and/or the ITC's have the option of disabling the non-custom transcripts within the DASL.config file. See the DASL Administration Guide for more information. Available formats for the Custom Version of the Transcript Formatter are highly likely to vary at your ITC. Ask your ITC support specialists which custom format to use.

The following formats come preloaded.

Format	Alpha or Numeric	Prints Total Credits	Prints Detailed Credits for each year	Prints GPA	Prints Attend.	Prints OGT	Prints SAT	Prints ACT	Prints PSAT	Prints PLAN	Prints Actual AssessS cores	Prints MISC	Prints SS#	Prints Total Ranked	Prints COHI school name	Prints SSID	Other
Format01	Alpha	Yes	No	Yes	Yes	Yes	No	No	No	No	Yes	No	Yes	Yes	No	Yes	
Format01_N umeric	Alpha or Numeric but the Alpha Equiv	Yes	No	Yes	Yes	Yes	Yes	Yes	Yes	No	Yes	No	Yes	Yes	No	Yes	
Format02	Alpha	Yes	Yes	Yes	Yes	Yes	No	No	No	No	No	No	Yes	No	No	Yes	
Format11	Alpha	Yes	No	Yes	Yes	Yes	No	No	No	No	Yes	No	Yes	Yes	No	Yes	
Format12	Alpha	Yes	Yes	Yes	Yes	Yes	No	No	No	No	Yes	No	Yes	Yes	Yes	Yes	
Format12_N umeric	Alpha or Numeric but the Alpha Equiv	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	Yes	No	Yes	Yes	Yes	Yes	
Format12As sessFromAA TNoLimit	Alpha or Numeric but not the Alpha Equiv	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	Yes	Yes	Yes	Yes	
Format20	Alpha	Yes	No	Yes	Yes	Yes	No	No	No	No	No	No	Yes	No	Yes	Yes	
Format21	Alpha	Yes	No	Yes	Yes	Yes	No	No	No	No	Yes	No	Yes	Yes	Yes	Yes	Prints Homeroom Text – “Official Student Transcript” prints at the top Hard-coded grading scales appear at bottom
Format22	Alpha	Yes	Yes	Yes	Yes	Yes	No	No	No	No	Yes	No	Yes	Yes	Yes	Yes	
Format32	Alpha	Yes	Yes	Yes	Yes	Yes	No	No	No	No	Yes	No	Yes	Yes	Yes	Yes	
FixedN1	Alpha	Yes	No	Yes	Yes	Yes	No	Yes	No	No	Yes	Yes	Yes	Yes	Yes	Yes	
FixedN2	Alpha	Yes	Yes	Yes	Yes	Yes	No	Yes	No	Yes	Yes	No	Yes	Yes	Yes	Yes	Prints Home School IRN & Name
FixedN3_alp haequivalent	Alpha or Alpha Equiv of Numeric Marks	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	Yes	Yes	Yes	Yes	

Note: As of DASL release 12.4.0, the State Student ID (SSID) now displays below the student number on all report layout formats.

Navigation: StudentInformation – SIS – Marks – Marks Reports – Transcript Formatter (R702)

When running a Transcript, make sure to select School Years for Marks and for Attendance, Mark Credit Types, and GPA Set(s) if GPA is being included.



NOTE: If you are running the R702 for students by Student ID, make sure to un-check the "Improve Performance by Separating Report Processing by Grade" option to prevent multiple transcripts from being printed. More information on all of the options on the R702 can be found in the StudentInformation Course History, Class Ranking and Transcripts End User Guide.

NOTE: As of DASL release 12.2.0, the following three formats were added:

- FixedN3_alphaequivalent
- Format01_Numeric
- Format12AssessFromAATNoLimit

NOTE: As of StudentInformation 13.6.0, the GPA Sets from current and previous years are available and both display on the transcript. The school year that displays with the GPA sets is the starting year of the school year. For example, to get the final GPAs for the 2012-2013 school year, select Final GPA 2012.

NOTE: As of StudentInformation 16.0.0, the Load Settings tab has the option to select **Private** to make the report unavailable on the I Want To ... menu or select **Available In "I Want To" Menu** to list the report on the the I Want To ... menu. This setting cannot be changed. The report must be deleted and re-created to change the privacy setting.

Transcript Formatter (R702)

From this screen, you can select parameters to generate a report.

Selection Criteria Selection Summary Load Settings

Name	Private	Available In "I Want To" Menu	Creator	Date Created
format 22	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Recker, Amy (amy recker)	Aug 04, 2016

Default Settings On Startup: Load Last Parameters ▼

Current Settings

Name:

Private: ☒

Available In "I Want To" Menu: ☒

Transcript Formatter (R702)

From this screen, you can select parameters to generate a report.

Selection Criteria		Selection Summary		Load Settings	
--------------------	--	-------------------	--	---------------	--

Report Layout:		FixedN1			
Watermark Image:		None		Watermark Alignment: Top Left	
Footer Location:		<input type="radio"/> Directly Beneath the Detail Section <input checked="" type="radio"/> At The Bottom of the Last Report Page			
Report Orientation:		<input type="radio"/> Portrait <input checked="" type="radio"/> Landscape			
Paper Kind:		Letter			
Paper Width:		8.5		Paper Height: 11	
Left Margin:		0.5		Top Margin: 0.5	
Right Margin:		0.5		Bottom Margin: 0.5 Gutter: 0.0	

School Year(s) For Marks	
2016-2017 2015-2016 2014-2015 2013-2014	<div>⬅️ ➡️</div>

Mark Credit Type for Current Year	
Not Used Progress 1 Progress 2 Progress 3	<div>⬅️ ➡️</div>

Mark Credit Type for Prior Years	
Not Used Progress 1 Progress 2 Progress 3	<div>⬅️ ➡️</div>

Course Types	
C - Class L - Lunch Z - Study hall ESC - ESC course	<div>⬅️ ➡️</div>

Show Separate Marks Subreports for Each School Year:	<input checked="" type="radio"/> Yes <input type="radio"/> No
Show Separate Marks Subreports for Each School:	<input type="radio"/> Yes <input checked="" type="radio"/> No
Show Separate Rows in Credits Subreport for Credits from Different Schools in the Same Year:	<input type="radio"/> Yes <input checked="" type="radio"/> No
Print Transcript If Student Has No Marks:	<input type="radio"/> Yes <input checked="" type="radio"/> No
Print Regular Course That Has No Marks:	<input type="radio"/> Yes <input checked="" type="radio"/> No
Print Course History That Has No Marks:	<input type="radio"/> Yes <input checked="" type="radio"/> No
Include Dropped Courses In Past Or Current Course Terms In Current Year:	<input type="radio"/> Yes <input checked="" type="radio"/> No
Include Dropped Courses In Future Course Terms In Current Year:	<input type="radio"/> Yes <input checked="" type="radio"/> No
Include Dropped Courses in Prior Years:	<input type="radio"/> Yes <input checked="" type="radio"/> No
Require 'Update History' Flag to be True for Course to be on Transcript:	<input checked="" type="radio"/> Yes <input type="radio"/> No
Require 'Is High School Credit' Flag to be True for Course to be on Transcript:	<input checked="" type="radio"/> Yes <input type="radio"/> No

Prior Years GPA Sets	
1st Qtr 2014 1st Sem 2014 2nd Qtr 2014 2nd Sem 2014	<div>⬅️ ➡️</div>

Current Year GPA Sets	
1st Qtr 2015 1st Sem 2015 2nd Qtr 2015 2nd Sem 2015	<div>⬅️ ➡️</div>

Refresh GPA Set Results:	<input type="radio"/> Yes <input checked="" type="radio"/> No
--------------------------	---

GPA's will ONLY print for the school in context

School Year(s) For Attendance	
2016-2017 2015-2016 2014-2015 2013-2014	<div>⬅️ ➡️</div>

Show External Absence In Attendance Subreport Even If Days Attended Is Zero:	<input type="radio"/> Yes <input checked="" type="radio"/> No
--	---

Absence Cutoff Date:	<div>📅</div>
----------------------	--------------

Show Separate Subreport for Selected '4th Prof', '6th Prof', '9th Prof', and 'OGT' Tests:	<input checked="" type="radio"/> Yes <input type="radio"/> No
Show ACT, SAT, PSAT, PLAN, SAT2, and AP Assessment Data From AAT or MISC:	<input checked="" type="radio"/> AAT <input type="radio"/> MISC

Assessment Test Types																																																									
<div style="border: 1px solid black; padding: 2px;"> 4th Prof 6th Prof 9th Prof OGT </div>																																																									
Show Assessment Test Parts that are Failed and have 'Required for Graduation' = 'No': <input checked="" type="radio"/> Yes <input type="radio"/> No <input type="checkbox"/> Use custom Pass/Fail description																																																									
Show Assessment Test Parts that are Failed and have 'Required for Graduation' = 'Yes': <input checked="" type="radio"/> Yes <input type="radio"/> No <input type="checkbox"/> Use custom Pass/Fail description																																																									
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%;">Misc Groups</td> <td style="width: 30%;"> <div style="border: 1px solid black; padding: 2px;"> 48 - 12th Grade Proficiency T 34 - ACT 1st 35 - ACT 2nd 36 - ACT 3rd </div> </td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 20%;">Misc Data Definitions</td> <td style="width: 10%;"></td> </tr> <tr> <td>Misc Group 1:</td> <td></td> <td></td> <td></td> <td><input type="button" value="Go"/></td> <td></td> <td></td> </tr> <tr> <td>Misc Groups</td> <td> <div style="border: 1px solid black; padding: 2px;"> 48 - 12th Grade Proficiency T 34 - ACT 1st 35 - ACT 2nd 36 - ACT 3rd </div> </td> <td></td> <td></td> <td><input type="button" value="Go"/></td> <td></td> <td></td> </tr> <tr> <td>Misc Group 2:</td> <td></td> <td></td> <td></td> <td><input type="button" value="Go"/></td> <td></td> <td></td> </tr> <tr> <td>Misc Groups</td> <td> <div style="border: 1px solid black; padding: 2px;"> 48 - 12th Grade Proficiency T 34 - ACT 1st 35 - ACT 2nd 36 - ACT 3rd </div> </td> <td></td> <td></td> <td><input type="button" value="Go"/></td> <td></td> <td></td> </tr> <tr> <td>Misc Group 3:</td> <td></td> <td></td> <td></td> <td><input type="button" value="Go"/></td> <td></td> <td></td> </tr> <tr> <td>Misc Groups</td> <td> <div style="border: 1px solid black; padding: 2px;"> 48 - 12th Grade Proficiency T 34 - ACT 1st 35 - ACT 2nd 36 - ACT 3rd </div> </td> <td></td> <td></td> <td><input type="button" value="Go"/></td> <td></td> <td></td> </tr> <tr> <td>Misc Group 4:</td> <td></td> <td></td> <td></td> <td><input type="button" value="Go"/></td> <td></td> <td></td> </tr> </table>		Misc Groups	<div style="border: 1px solid black; padding: 2px;"> 48 - 12th Grade Proficiency T 34 - ACT 1st 35 - ACT 2nd 36 - ACT 3rd </div>				Misc Data Definitions		Misc Group 1:				<input type="button" value="Go"/>			Misc Groups	<div style="border: 1px solid black; padding: 2px;"> 48 - 12th Grade Proficiency T 34 - ACT 1st 35 - ACT 2nd 36 - ACT 3rd </div>			<input type="button" value="Go"/>			Misc Group 2:				<input type="button" value="Go"/>			Misc Groups	<div style="border: 1px solid black; padding: 2px;"> 48 - 12th Grade Proficiency T 34 - ACT 1st 35 - ACT 2nd 36 - ACT 3rd </div>			<input type="button" value="Go"/>			Misc Group 3:				<input type="button" value="Go"/>			Misc Groups	<div style="border: 1px solid black; padding: 2px;"> 48 - 12th Grade Proficiency T 34 - ACT 1st 35 - ACT 2nd 36 - ACT 3rd </div>			<input type="button" value="Go"/>			Misc Group 4:				<input type="button" value="Go"/>		
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Choose Graduation Eligibility Rule: <input type="button" value="v"/> <small> Choose a Graduation Eligibility rule from the list to be used by Credit Summary subreport.</small>																																																									
Mark Type: <input type="button" value="⚡"/> <small> Choose the mark type to use for Credit Summary subreport calculations. The mark type is only required if Primary, Secondary, or a specific Rule are chosen.</small>																																																									
Recalculate Graduation Eligibility: <input type="checkbox"/> <small> Check recalculate to refresh the student's Graduation Eligibility data (slower) or Uncheck recalculate to use the student's cached Graduation Eligibility data (faster) for Credit Summary subreport.</small>																																																									
Student Status																																																									
<div style="border: 1px solid black; padding: 2px;"> A - ACTIVE RES C - ACTIVE RES - ESC UNIT D - RES - FOSTER PLACED OUT F - NON-RES - FOSTER PLACED </div>																																																									
Administrative Homeroom																																																									
<div style="border: 1px solid black; padding: 2px;"> HR AOC - COOK (Full Year Term) HR AUT - MARTIN (Full Year Term) HR50 - MURRAY (Full Year Term) HR51 - MARTINEZ (Full Year Term) </div>																																																									
Program																																																									
<div style="border: 1px solid black; padding: 2px;"> AOC - ALTERNATIVE OPPORTUNITY CENTER AOMS - ALTERNATIVE OPPORTUNITY CENTER & MILLS ESC 1 - JILL ESC 2 - TERESA </div>																																																									
Home School																																																									
<div style="border: 1px solid black; padding: 2px;"> 007104 - High School (Sch) 007278 - Local High School (Sch) 142315 - Local Middle School (Sch) 012625 - High School (Sch) </div>																																																									
Counselor																																																									
<div style="border: 1px solid black; padding: 2px;"> , MATTHEW </div>																																																									
Membership																																																									
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Special Education Services																																																									
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Membership Group																																																									
<div style="border: 1px solid black; padding: 2px;"> 10 - 10 11 - Intervention 12 - Post-secondary Enrollment Options Program 13 - 13 </div>																																																									

Ad-Hoc Membership: <div> -- Select an Ad-Hoc Membership -- </div>	
Public And Private <input type="checkbox"/>	
Student ID(s): <div> </div>	
Homeroom Date: <div> 1/12/2016 <div> <div></div> <div></div> </div> </div>	
Omit Unlisted Phone Numbers: <input type="checkbox"/>	
Show Building or District Admission Date: <div> <input checked="" type="radio"/> Building <input type="radio"/> District </div>	
Show Earliest or Latest Admission Date: <div> <input checked="" type="radio"/> Earliest <input type="radio"/> Latest </div>	
Show Building or District Withdrawal Date: <div> <input checked="" type="radio"/> Building <input type="radio"/> District </div>	
Common Text For Transcripts: <div> </div>	
Grading Scale: <div> </div>	

Improve Performance by Separating Report Processing by Grade:
☒

Choose this option for shorter execution time and lower memory usage when running the report for multiple grade levels. A separate interim report will be generated for each selected grade, and then the interim reports for all selected grades will be combined into one final report. When choosing this option, 'Grade' will be the first sort order for the final report, in order of the grades selected in the 'Grade' dual select below.

Grade <div> 07 - 07 08 - 08 09 - 09 10 - 10 </div>	<div> </div>	<div> The 'Grade' dual select is only Required if the 'Improve Performance by Separating Report Processing by Grade' option is chosen above. </div>
---	--------------	---

Sorting Options <div> Grade (ASC) Grade (DESC) Student Number (ASC) Student Number (DESC) </div>	<div> Student Name (ASC) </div>	<div> If the 'Improve Performance by Separating Report Processing by Grade' option is chosen above, then the sort order of grades is determined by the order of the grades in the 'Grade' dual select above. In that case the 'Grade' option does not have to be selected in the Sorting Options dual select, since the grade will automatically be the first sort criteria. </div>
---	---------------------------------	---

Output: <div> <input checked="" type="radio"/> Report <input type="radio"/> Labels <input type="radio"/> Both Report and Labels </div>	
Label Type: <div> Avery Label 5160 - 1" X 2 5/8" 3-columns </div>	
Address: <div> <input checked="" type="radio"/> Use Student Address <input type="radio"/> Use Parent Address <input type="checkbox"/> Use custom address text <div> </div> </div>	
Include Copied On Correspondence: <div> <input type="radio"/> Yes <input checked="" type="radio"/> No </div>	
Delivery Method: <div> Pickup <div> Set As Default </div> </div>	
Email Address: <div> amy@noacsc.org </div>	
Description: <div> </div>	
<div> Submit </div>	



Student Transfer Step by Step



If the application finds a match when registering students, a prompt asking if the Primary Attending Building should be changed – always say YES unless you are trying to dual enroll a student in two buildings with the same district in the same year.



If course history or attendance are selected to transfer, then an annual record/partial record will be created in the corresponding year. The annual/partial record is needed for the prior year course history or attendance to display correctly.



The annual/partial records in prior year will show with no student status and the student's calendar will show as "Withdrawn" – this is as designed. If you need to change the student's grade level on the manually course history that was entered or imported, you can edit the student's profile and change their grade level. Please note that you will have to select a student status in order to save successfully.

Change Log

Date	Section Number/Name	Change Description
12/17/14	Appendix A	Add Discipline to the FYI note that it will not transfer to new building
10/20/14	Entire document	Update screenshots and breadcrumb trail
10/01/14	Page 1 –intro	Added Caution bullet
05/22/14	1 st page	Added FYI's about partial records
11/2/12	Appendix B & C	Removed EMIS ID from list & added Note
08/23/12	Each Task	Added fyi about whacking a student and deleting the transfer record
08/20/12	Appendix D	Removed 1st FYI

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Sending District - Transfer a single student



The student transfer process does not withdrawal the student from the sending school. If the student needs withdrawn from the sending school, use the Withdrawal Student page.

If you whack a student after you transferred them, but before the new school enrolls them, the transfer will be deleted at the new school. A whack removes all records of the student, including the transfer records.

1. With a student in context at the building level navigate to **StudentInformation » SIS » Student » Student Transfer.**
2. In the **Make students available in:** dropdown select the year you'd like to transfer the student to.
3. In the **District:** field being typing the district name. Select the district from the results.
 - a. You can transfer the student to your own district.
4. Select an optional building within the district from the **Building:** dropdown. If left blank the student you are transferring will be available to enroll into any building in the district.
5. Click **Transfer**.
6. The transfer will be added to the grid and show with a Pending status.

Student Transfer

From this screen, you can transfer the selected student to a building or a district and view the

To Building	To District	JVS	Transfer Date	Status
There are no records to display				

Make students available in: 2014-2015

Search For District: ott

Building:


- 047548 - Conotton Valley-Union Local Schools
- 049379 - Ottawa-Glandorf Local SD
- 049387 - Ottoville Local SD

Transfer **Cancel**

Sending District – Bulk Transfer Multiple Students

The student transfer process does not withdrawal the student from the sending school. If the student needs withdrawn from the sending school use the Withdrawal Student page

If you whack a student after you transferred them but before the new school enrolls them, the transfer will be deleted at the new school. A whack removes all records of the student, including the transfer records.

1. With the building in context navigate to **Student Information » Management » School Administration » Student Transfer » Bulk Student Transfer.**
2. Select an Ad-hoc from the **Ad-Hoc Membership:** dropdown or click the  to create one.
3. In the **Make students available in:** dropdown select the year you'd like to transfer the student to.
4. In the **District:** dropdown select the district within your ITC you'd like to transfer the student to.
 - a. You can transfer the student to your own district.
5. Select an optional building within the district from the **Building:** dropdown. If left blank the student you are transferring will be available to enroll into any building in the district.
6. Click **Bulk Transfer**.
7. The following message will display.

69 students were transferred successfully and now have pending status.

Each student in the ad-hoc membership will have a record added to their Student Transfer page denoting the transfer.

Student Transfer

From this screen, you can transfer the selected student to a building or a district and view the

To Building	To District	JVS	Transfer Date	Status
HIGH SCHOOL	Local SD	no	10/20/2014 11:08 AM	Pending
HIGH SCHOOL	Local SD	no		



Each student transferred in or out of the building will be listed on either the Transfer In History page or Transfer Out History page.

Transfer In History							
From this screen, you can view students that have recently transferred to your building from another building or district.							
Transfer Date Range: <input type="text"/> to <input type="text"/> <input type="button" value="Search"/> <input type="checkbox"/> This School Year Only							
	Student	Grade	From District	From School	Transfer Date	User Id	From Year
Detail		09	SD	HIGH SCHOOL	10/03/2014 02:53 PM	ANN	2014-2015
Detail		09	SD	HIGH SCHOOL	10/03/2014 02:53 PM	ANN	2014-2015
Detail		12	SD	HIGH SCHOOL	09/12/2014 03:37 PM	ANN	2014-2015

Transfer Out History							
From this screen, you can view students that have been previously transferred from your building to another building or district.							
Transfer Date Range: <input type="text"/> to <input type="text"/> <input type="button" value="Search"/>							
	Student	Grade	To School	To District	To Year	Job ID	Transfer Date
Detail		11	HIGH SCHOOL	Local SD	2014-2015	34670	10/20/2014 11:08 AM
Detail		11	CENTER	JVSD	2014-2015	34665	10/10/2014 01:49 PM
Detail		12	CENTER	JVSD	2014-2015	34663	10/10/2014 01:48 PM

Receiving District – View pending transfers and/or delete unwanted students

F.Y.I.

Use the filters to narrow down your search, if needed, and click [Search](#).

F.Y.I.

The page is divided into two sections:

Students transferring within the district in context

Students transferring from another StudentInformation district within your ITC.

F.Y.I.

If you whack a student after you transferred them but before the new school enrolls them, the transfer will be deleted at the new school. A whack removes all records of the student, including the transfer records.

NEW

To delete any unwanted transfers put in check in the box next to their name and click [Delete Selected Transfers](#).

View Pending Students
From this screen, you can view students that have been transferred from other schools and are pending registration in your school.

Transfer Job ID: Transfer Date Range: to
Transferred From: Search For Sending School [Search](#)

[Hide Building List]

[Bulk Enroll Building Transfers](#) [Delete Selected Transfers](#) [Building Transfers](#)

	Student	From District	From Building	From Grade	To School	To District	Job ID	Transfer Date
<input type="checkbox"/> Detail	Student54482, Brent	City SD	HIGH SCHOOL	09	HIGH SCHOOL	City SD	18482	02/18/2011 02:38 PM
<input type="checkbox"/> Detail	Student55357, Avene	City SD	HIGH SCHOOL	10	HIGH SCHOOL	City SD	18457	02/16/2011 09:39 AM
<input type="checkbox"/> Detail	Student56182, Bryanna	City SD	HIGH SCHOOL	10	HIGH SCHOOL	City SD	18457	02/16/2011 09:39 AM
<input type="checkbox"/> Detail	Student57244, August	City SD	HIGH SCHOOL	11	HIGH SCHOOL	City SD	18457	02/16/2011 09:39 AM
<input type="checkbox"/> Detail	Student58124, Donovan	City SD	HIGH SCHOOL	12	HIGH SCHOOL	City SD	18457	02/16/2011 09:39 AM
<input type="checkbox"/> Detail	Student58148, Anthony	City SD	HIGH SCHOOL	12	HIGH SCHOOL	City SD	18457	02/16/2011 09:39 AM
<input type="checkbox"/> Detail	Student59175, Thomas	City SD	HIGH SCHOOL	12	HIGH SCHOOL	City SD	18457	02/16/2011 09:39 AM
<input type="checkbox"/> Detail	Student60189, Allen Michael	City SD	HIGH SCHOOL	12	HIGH SCHOOL	City SD	18457	02/16/2011 09:39 AM

[Hide District List]

[Bulk Enroll District Transfers](#) [Delete Selected Transfers](#) [District Transfers](#)

	Status	Student	From District	From Building	From Grade	To School	To District	Job ID	Transfer Date
<input type="checkbox"/> Detail		Alai, Isa	Buren Local SD	BUREN ELEMENTARY SCHOOL	KG		City SD	21794	10/12/2011 10:11 AM
<input type="checkbox"/> Detail		Donal, Cass	Buren Local SD	BUREN ELEMENTARY SCHOOL	01		City SD	21756	10/03/2011 12:03 PM
<input type="checkbox"/> Detail		GALLAGHER, BERT	Van Buren Local SD	BUREN HIGH SCHOOL	11	HIGH SCHOOL	City SD	22779	02/03/2012 02:47 PM
<input type="checkbox"/> Detail		SETTLE, KAED	Buren Local SD	BUREN ELEMENTARY SCHOOL	KG		City SD	22770	02/01/2012 01:17 PM

Receiving District – Bulk enroll building to building transfers

F.Y.I.

If you whack a student after you transferred them but before the new school enrolls them, the transfer will be deleted at the new school. A whack removes all records of the student, including the transfer records.

1. On the **Student Information » Management » School Administration » Student Transfer » Pending Students** with a building in context click the **Bulk Enroll Building Transfers** option in the Building Transfers section.
2. The Bulk Enroll Pending Students page now displays.
3. Most fields on the page are pulled from the Registration Defaults page, change the values if needed and fill in any other required fields.
4. The students will be listed in the grid below. Deselect any student who shouldn't be bulk enrolled into the building and year in context.
5. The **To Grade** column will be populated with a corresponding grade level in the receiving building.
 - a. If the student is being transferred from the previous year, the student transfer will look at the receiving schools Grade Level Progressions table to determine what the student's new grade level should be.
 - b. If the receiving school doesn't have a corresponding grade level on the Building Grade Levels table the **To Grade** dropdown for the student will be blank and you will need to select a grade level from the dropdown before the student can be bulk enrolled.

<input checked="" type="checkbox"/>	Student	From District	From Building	From Grade ▾	To Grade	Job ID	Transfer Date
<input checked="" type="checkbox"/>	Student101320, BRADLEY	Eli Local SD	ELI HIGH SCHOOL	23	23 ▾	21057	09/22/2011 01:21 PM
<input checked="" type="checkbox"/>	Student108781, BETHANY	Eli Local SD	ELI HIGH SCHOOL	13	▾	21057	09/22/2011 01:21 PM
<input checked="" type="checkbox"/>	Student107952, BRANDON	Eli Local SD	ELI HIGH SCHOOL	12	12 ▾	21057	09/22/2011 01:21 PM

6. Click **Building Register Selected Students**.
7. A summary of the values will display. Click **Continue with Registration**.
8. Since the students are already active in the district they will display as matches. Uncheck any students who shouldn't be registered into the building in context.
9. Click **Register Selected Students**.
10. The following message is displayed.

The students were successfully enrolled.

Receiving District – Bulk Enroll Transfers from another district

F.Y.I.

Intra-district transfers and outside your district transfers need to be bulk enrolled separately.

F.Y.I.

If you whack a student after you transferred them but before the new school enrolls them, the transfer will be deleted at the new school. A whack removes all records of the student, including the transfer records.

1. On the **Student Information » Management » School Administration » Student Transfer » Pending Students** with a building in context click the **Bulk Enroll District Transfers** option in the District Transfers section.
2. The Bulk Enroll Pending Students page now displays.
3. Most fields on the page are pulled from the Registration Defaults page, change the values if needed and fill in any other required fields.
4. The students will be listed in the grid below. Deselect any student who shouldn't be bulk enrolled into the building and year in context.
5. The **To Grade** column will be populated with a corresponding grade level in the receiving building.
 - a. If the student is being transferred from the previous year, the student transfer will look at the receiving schools Grade Level Progressions table to determine what the student's new grade level should be.
 - b. If the receiving school doesn't have a corresponding grade level on the Building Grade Levels table the **To Grade** dropdown for the student will be blank and you will need to select a grade level from the dropdown before the student can be bulk enrolled.

<input checked="" type="checkbox"/>	Student	From District	From Building	From Grade ▾	To Grade	Job ID	Transfer Date
<input checked="" type="checkbox"/>	Student101320, BRADLEY	Eli Local SD	ELI HIGH SCHOOL	23	23 ▾	21057	09/22/2011 01:21 PM
<input checked="" type="checkbox"/>	Student108781, BETHANY	Eli Local SD	ELI HIGH SCHOOL	13	▾	21057	09/22/2011 01:21 PM
<input checked="" type="checkbox"/>	Student107952, BRANDON	Eli Local SD	ELI HIGH SCHOOL	12	12 ▾	21057	09/22/2011 01:21 PM


6. Select the which information from the sending school you would like to import for the group of selected students.

Transfer Attendance: ☐

Transfer Assessments: ☐

Transfer Course History: ☐ (Currently not available for ITC to ITC transfer)
7. Any years of attendance at the Sending school will be summarized and brought over in the transfer if Transfer Attendance is selected.
8. If Transfer Assessments is selected the transfer will bring overall attempts of the following five assessment tests: OGT, SAT, ACT, PLAN, PSAT

9. If Transfer Course History is selecte the transfer will over course history marked as Is High School credit from the sending school according to the Default Marks Mappings previously set up.

10. Select Click .

11. A summary of the values will display. Click .

12. The following message is displayed.

The students were successfully enrolled.


Receiving District – Enroll a Single Student transferred from another building within your district

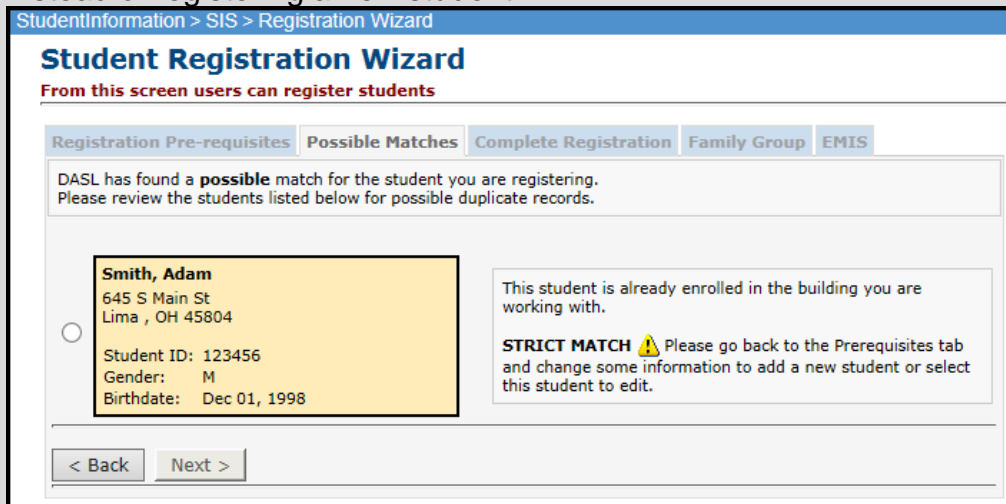


The student transfer process does not withdrawal the student from the sending school. If the student needs withdrawn from the sending school use the Withdrawal Student page



If you whack a student after you transferred them but before the new school enrolls them, the transfer will be deleted at the new school. A whack removes all records of the student, including the transfer records.

1. On the **StudentInformation » Management » School Administration » Student Transfer » Pending Students** with a building in context click the **Detail** button next to a student in the **Building Transfers** section near the top of the page.
2. The Pending Student Detail page is displayed.
3. Click the  icon to register the student.
4. The page refreshes and the Registration Wizard page is displayed.
5. The **Registration Pre-requisites** tab is populated with values from the transfer. Click **Next >**.
6. On the **Possible Matches** tab, the student will show as a Strict Match since she was transferred from another building in the district.
7. Select a matching student and click “Next” to edit that student’s profile instead of registering a new student.



StudentInformation > SIS > Registration Wizard

Student Registration Wizard

From this screen users can register students

Registration Pre-requisites Possible Matches Complete Registration Family Group EMIS

DASL has found a **possible** match for the student you are registering. Please review the students listed below for possible duplicate records.

Smith, Adam
645 S Main St
Lima , OH 45804

Student ID: 123456
Gender: M
Birthdate: Dec 01, 1998

This student is already enrolled in the building you are working with.

STRICT MATCH ⚠ Please go back to the Prerequisites tab and change some information to add a new student or select this student to edit.

< Back Next >

8. On the **Complete Registration** tab a majority of the values are populated off the student’s record at the other building in district.
9. Fill in any required fields and **Next >** to move to the EMIS tab or **Finish** to complete registration.

10. An entry will be added to the Student Transfer page to show the student was registered via the student transfer process.

Student Transfer

From this screen, you can transfer the selected student to a building or a district and view the

To Building	To District	JVS	Transfer Date	Status
	JVSD	yes	09/09/2014 07:10 AM	Accepted
	JVSD	yes	09/17/2013 02:27 PM	Accepted
HIGH SCHOOL	Local SD	no		

Make students available in: 2014-2015 ⚡

Search For District:

Building:



Receiving District – Enroll a Single Student transferred from another district without importing course history, assessment, or attendance



The student transfer process does not withdrawal the student from the sending school. If the student needs withdrawn from the sending school use the Withdrawal Student page.



If you whack a student after you transferred them but before the new school enrolls them, the transfer will be deleted at the new school. A whack removes all records of the student, including the transfer records.

1. On the **Student Information » Management » School Administration » Student Transfer » Pending Students** with a building in context click the **Detail** button next to a student in the **District Transfers**.
 2. The Pending Student Detail page is displayed.
 3. Click the  icon to register the student.
 4. The page refreshes and the Registration Wizard page is displayed.
 5. The **Registration Pre-requisites** tab is populated with values from the transfer.
 6. Choose a grade level from the **Grade:** dropdown.
 11. On the **Complete Registration** tab a majority of the values are populated off the student's record at the sending school and the registration defaults at the receiving school.
 7. Fill in the required fields.
 8. In the **Transfer Options:**  section select ☒ I don't want to transfer course history and attendance records.
 9. Click **Finish**.
 10. The following message will display at the top of the screen. Click **Ok**.
- Are you sure you want to complete registration for this student?**
11. The following message will display.

The Student was successfully saved

Student Transfer

From this screen, you can transfer the selected student to a building or a district and view the


To Building	To District	JVS	Transfer Date	Status
	JVSD	yes	09/09/2014 07:10 AM	Accepted
	JVSD	yes	09/17/2013 02:27 PM	Accepted
HIGH SCHOOL	Local SD	no		

Make students available in: 2014-2015 

Search For District:

Search For District to Transfer Student

Building:

-- Select a Building (optional) -- 

Transfer

Cancel

Receiving District – Enroll a Single Student transferred from another district and import course history and/or attendance and/or assessments.

The student transfer process does not withdrawal the student from the sending school. If the student needs withdrawn from the sending school use the Withdrawal Student page.


Course History: For students transferred from within your ITC, only courses marked as Is High School credit taken within the last six years will transfer. Currently course history doesn't transfer with students sent from Sending Schools outside your ITC.



Attendance: Attendance from the School Absences page for the prior six years will transfer.

Assessment: High School Assessment information (ACT, PSAT, SAT, PLAN, and OGT) will transfer.

If you whack a student after you transferred them but before the new school enrolls them, the transfer will be deleted at the new school. A whack removes all records of the student, including the transfer records.

1. On the **Student Information » Management » School Administration » Student Transfer » Pending Students** with a building in context click the **Detail** button next to a student in the **District Transfers**.
2. The Pending Student Detail page is displayed.

Bulk Enroll District Transfers		Delete Selected Transfers		District Transfers					
	Status	Student ^	From District	From Building	From Grade	To School	To District	Job ID	Transfer Date
<input type="checkbox"/> Detail		WARTH, JOE	Elida Local SD	ELIDA HIGH SCHOOL	12	North Baltimore High School	North Baltimore Local SD	21004	01/24/2012 10:28 AM

3. The  icon in the Status column next to the student indicates the sending district doesn't have default marks mapping saved.
4. If a  icon is displayed instead, then the mapping is already configured. Click the **Detail** button and skip down to step #14 below.
5. Click **Detail** and the following message displays

Warning: The Marking Patterns of the schools and school years need to be mapped in order to transfer course history. [Click Here](#) to map the marking patterns.

6. Use the [Click Here](#) link to take you to the Marking Pattern Mapping page where you can set up default marking pattern mappings.

Marking Pattern Mapping
From this screen, you can display, add, change and delete data pertaining to marking pattern mapping.

Search Options

Sending District:


Sending School:

Receiving School:

School Year:

Show Active Only: ☒

	Sending District ^	Sending School	Receiving District	Receiving School	School Year	Last Update By	Active
There are no records to display							

7. Now click on the  for one of the years.
8. The page refreshes and you are brought to the Marking Pattern Mapping Detail page.
9. Select the marks you'd like to map and hit .
10. Continue this process until all the years are mapped.
11. Once search criteria is entered, the marking pattern mappings will display that match the search criteria..

Marking Pattern Mapping
From this screen, you can display, add, change and delete data pertaining to marking pattern mapping.

Search Options




Sending District:



Sending School:


Receiving School:

School Year:

Show Active Only: ☒

	Sending District ^	Sending School	Receiving District	Receiving School	School Year	Last Update By	Active	
		Elida Local SD	ELIDA HIGH SCHOOL	Allen East Local SD	ALLEN EAST HIGH SCHOOL	2014-2015	Amy	

12. Click the button to return to the Pending Student Detail page.
13. Notice the red error message is gone.
14. Click the  icon.
15. The page refreshes and you are brought to the Registration Wizard page.
16. The **Registration Pre-requisites** tab is populated with values from the transfer.
17. Choose a grade level from the **Grade:** dropdown.
12. On the **Complete Registration** tab a majority of the values are populated off the student's record at the sending school and the registration defaults at the receiving school.
18. Fill in the required fields.
19. In the **Transfer Options:**  section select

Transfer Options: 

☐ I don't want to transfer course history, attendance records and assessments.

☒ I want to ..

☒ Transfer Course History (Currently not available for ITC to ITC transfer)

☒ Transfer Attendance

☒ Transfer Assessment

20. Click **Next >**.

21. The **EMIS** tab will display. Make any needed changes and click **Next >**.

22. The **Course History** tab will display

23. Select the school years you'd like to transfer marks for

Registration Pre-requisites	Possible Matches	Complete Registration	EMIS	Course History	Attendance	Assessment
Marks Available to Transfer:						
<input checked="" type="checkbox"/>	Sending School	Marks available to transfer from School Year	Mapping Status			
<input checked="" type="checkbox"/>	ELIDA HIGH SCHOOL	2008-2009	Default Mapping			
<input checked="" type="checkbox"/>	ELIDA HIGH SCHOOL	2009-2010	Default Mapping			
<input checked="" type="checkbox"/>	ELIDA HIGH SCHOOL	2010-2011	Default Mapping			
<input checked="" type="checkbox"/>	ELIDA HIGH SCHOOL	2011-2012	Default Mapping			
<div style="text-align: right;">< Back Next ></div>						

24. Click **Next >** to advance to the **Attendance** tab.

25. A grid will display showing the Sending School and School Year. Click to select the desired school years in which to transfer the student's attendance information.

<input type="checkbox"/>	Sending School	School Year
<input type="checkbox"/>	Elida Middle School	2006-2007
<input type="checkbox"/>	Elida Middle School	2007-2008
<input checked="" type="checkbox"/>	ELIDA HIGH SCHOOL	2008-2009
<input checked="" type="checkbox"/>	ELIDA HIGH SCHOOL	2009-2010
<input checked="" type="checkbox"/>	ELIDA HIGH SCHOOL	2010-2011
<input checked="" type="checkbox"/>	ELIDA HIGH SCHOOL	2011-2012

26. Click **Next >** to move to the **Assessment** tab.

27. A grid will display showing the Assessments. Click to select the desired assessment records to transfer.

Home » SIS » Registration Wizard	Advanc
Student Registration Wizard From this screen users can register students	
<div>Registration Pre-requisitesPossible MatchesComplete RegistrationEMISCourse HistoryAttendanceAssessment</div>	
<input checked="" type="checkbox"/>	Assessment Name
<input checked="" type="checkbox"/>	OGT
<input checked="" type="checkbox"/>	ACT
<input checked="" type="checkbox"/>	PLAN
<input checked="" type="checkbox"/>	SAT Reasoning
<input checked="" type="checkbox"/>	PSAT
<div style="text-align: right;">< Back Finish</div>	

28. Click **Finish**.

29. If not all the course history and attendance was mapped the following message will display.

There is more Course History and Attendance data available to transfer -- select OK to finish registration anyway

NOTE: If you do not transfer all course history or attendance the only way to retransfer the information is to whack the student and have the sending school resend the transfer.

Click continue or to finish mapping attendance or course history.

30. A message stating the student was successfully registered appears along with any import errors concerning Subject Areas and Area of Study.

The Student was successfully saved		
Transfer Log:		
Student Number	Student Name	Warning/Error Message
BC2424743	Student107948,WILLIAM	Warning: AreaOfStudy 'AGR' in the Course '120 AGRISCIENCE II' was not found in the receiving school
BC2424743	Student107948,WILLIAM	Warning: AreaOfStudy 'SST' in the Course '1320 U.S. SOCIAL STUDIES 10' was not found in the receiving school
BC2424743	Student107948,WILLIAM	Warning: AreaOfStudy 'FA' in the Course '200 ART FUNDAMENTALS' was not found in the receiving school
BC2424743	Student107948,WILLIAM	Warning: SubjectArea 'FA' in the Course '200 ART FUNDAMENTALS' was not found in the receiving school
BC2424743	Student107948,WILLIAM	Warning: SubjectArea 'HPE' in the Course '710 HEALTH' was not found in the receiving school
BC2424743	Student107948,WILLIAM	Warning: AreaOfStudy 'SST' in the Course 'AM STUDY AMERICAN STUDY' was not found in the receiving school

Appendix A: Fields transferred when a student moves within the district

- **Profile:**
 - General tab: All fields but Program & Home School IRN
 - Additional tab: Special Ed, County of Origin, Citizenship
 - Custom tab:
 - Private tab: All fields
 - FS Standing tab: All fields
 - FS Attendance tab: All fields
 - FD Attributes tab: All fields
 - FN Attributes tab: All fields
 - FN Graduate tab: All fields
 - Transportation tab: Vehicle Description, License Plate, Driver's License Number, State
- **All Course History**
- **All Contacts**
- **All Alerts**
- **All Assessments**
- **Community Service Hours**
- **All Medical Information**
- **Special Education Records**
- **Fees**



Memberships, Schedules, Attendance, and Discipline will not transfer to the new building.

Appendix B: Fields transferred in a district to district transfer within your ITC

- First Name
- Middle Name
- Last Name
- Called Name
- Social Security
- Gender
- Hispanic/Latino
- Local Ethnic Category
- Racial Group(s)
- Summative Race
- Citizenship
- Native Language
- Birthplace City
- Birthdate
- Home Language
- Mother's Maiden Name
- Country of Origin
- Graduation Year (Additional tab)
- Address of Residence
- Mailing Address
- Phone Number
- Email
- State Student ID (SSID)
- Legal First Name
- Legal Middle Name
- Legal Last Name
- Disability Condition
- Course History (optional)
- Attendance (optional)
- Assessments (optional)

Currently the following items aren't included in a district to district transfer: Contacts, Free & Reduced Lunch Status, Alerts, Memberships, Medical, Discipline, Special Education, Community Service, Misc Data, Zero fields on FS, FD, FN records except Disability Condition

Note: Since EMIS ID's isn't a unique identified they are not transferred with the student to another district.

Appendix C: Fields transferred in a district to district transfer from outside your ITC

- First Name
- Middle Name
- Last Name
- Called Name
- Social Security
- Gender
- Hispanic/Latino
- Local Ethnic Category
- Racial Group(s)
- Summative Race
- Citizenship
- Native Language
- Birthplace City
- Birthdate
- Home Language
- Mother's Maiden Name
- Country of Origin
- Graduation Year (Additional tab)
- Address of Residence
- Mailing Address
- Phone Number
- Email
- State Student ID (SSID)
- Legal First Name
- Legal Middle Name
- Legal Last Name
- Disability Condition
- Attendance (optional)

Currently the following items aren't included in a district to district transfer: Contacts, Assessments, Free & Reduced Lunch Status, Alerts, Memberships, Medical, Discipline, Special Education, Community Service, Misc Data, Zero fields on FS, FD, FN records except Disability Condition

Note: Since EMIS ID's isn't a unique identified they are not transferred with the student to another district.

Appendix D: Setting up cohi mapping defaults at the district level

State Support recommends districts begin configuring Marking Pattern Mappings now. Once the Student Transfer page is linked to the Marking Pattern Mapping pages, districts will be able to begin using the saved mappings immediately.

Marking Pattern Mapping is currently only available for districts within your ITC.

Helpful Hint: The Student Transfer process will only transfer course history that is marked as Is High School credit. Marking Pattern Mapping only needs to set up for buildings with high school credit courses.

Searching for existing mappings:

1. With the district in context navigate to **Student Information** » **Management** » **School Administration** » **Marks Administration Menu** » **Marking Pattern Mapping**.
2. To search for existing mappings select the desired filters and click

Search

Marking Pattern Mapping
From this screen, you can display, add, change and delete data pertaining to marking pattern mapping.

Search Options

Sending District: 045773 - Elida Local SD

Sending School: -- Select a Building (optional) --

Receiving School: -- Select a Building (optional) --

School Year: -- Select a School Year (optional) --


Show Active Only: ☒

Search







Add Marking Pattern Mapping

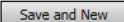


	Sending District ^	Sending School	Receiving District	Receiving School	School Year	Last Update By	Active
✕	Elida Local SD	ELIDA HIGH SCHOOL	Allen East Local SD	ALLEN EAST HIGH SCHOOL	2014-2015	Amy	💡

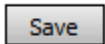
Creating new mappings:

1. With the district in context navigate to **StudentInformation** » **Management** » **School Administration** » **Marks Administration Menu** » **Marking Pattern Mapping** .
2. Click .
3. In the **Sending District:** field begin typing another district within your ITC.
4. Select the desired district.







Marking Pattern Mapping Detail
From this screen, you can display, add, change and delete data pertaining to marking pattern mapping detail.

Sending District:	<input type="text" value="-- Search for District --"/>
Sending School:	<input type="text" value=""/>  
Receiving School:	<input type="text" value=""/>  
Marks Available to Transfer From School Year:	<input type="text" value=""/>  
Active:	<input checked="" type="checkbox"/>

5. In the **Sending School:** dropdown select the appropriate building that awards courses for high school credit.
6. Next in the **Receiving School:** dropdown select the building in your district that awards high school credit, a high school or example. If your district has multiple high schools the mapping will need done for each building.
7. Select the appropriate year from the **Marks Available to Transfer From School Year:** dropdown.
8. The page will refresh and the cohi mapping and marks mapping will display.
9. Choose the marking pattern rules/marks from the sending school that you would like to map into your building.
10. Next, verify the marks/grades mapping.
11. Click .

Marking Pattern Mapping Detail
From this screen, you can display, add, change and delete data pertaining to marking pattern mapping detail.

Sending District:	04 - Local SD
Sending School:	- HIGH SCHOOL  
Receiving School:	- HIGH SCHOOL  
Marks Available to Transfer From School Year:	2013-2014  
Active:	<input checked="" type="checkbox"/>

Sending Marking Pattern	Sending Marking Pattern Rule	Receiving Marking Pattern	Receiving Reporting Term	Receiving Mark Type	Receiving Significance Level
AY	1st Semester Average	-- Not Loaded --	-- Not Loaded --	-- Not Loaded --	-- Not Loaded --
AY	3rd Qtr	-- Not Loaded --	-- Not Loaded --	-- Not Loaded --	-- Not Loaded --
AY	1st Qtr	-- Not Loaded --	-- Not Loaded --	-- Not Loaded --	-- Not Loaded --
AY	4th Qtr	-- Not Loaded --	-- Not Loaded --	-- Not Loaded --	-- Not Loaded --
AY	2nd Qtr	-- Not Loaded --	-- Not Loaded --	-- Not Loaded --	-- Not Loaded --
AY	Final	AY	F	Final Mark	Earned
AY	2nd Semester Average	-- Not Loaded --	-- Not Loaded --	-- Not Loaded --	-- Not Loaded --
Sem1	Sem 1 Avg	-- Not Loaded --	-- Not Loaded --	-- Not Loaded --	-- Not Loaded --
Sem1	1st Qtr	-- Not Loaded --	-- Not Loaded --	-- Not Loaded --	-- Not Loaded --
Sem1	2nd Qtr	-- Not Loaded --	-- Not Loaded --	-- Not Loaded --	-- Not Loaded --
Sem1	Final	1Sem	F	Final Mark	Earned
Sem2	Sem2 Avg	-- Not Loaded --	-- Not Loaded --	-- Not Loaded --	-- Not Loaded --
Sem2	Final	2Sem	F	Final Mark	Earned
Sem2	4th Qtr	-- Not Loaded --	-- Not Loaded --	-- Not Loaded --	-- Not Loaded --
Sem2	3rd Qtr	-- Not Loaded --	-- Not Loaded --	-- Not Loaded --	-- Not Loaded --

☒ Use Alpha Marks
☐ Use Numeric Marks (Both Sending and Receiving School must be Numeric Marks)

Sending School Alpha Marks	Sending School Numeric Marks	Receiving School Alpha Marks	Receiving School Numeric Marks
A+	96.50 - 200.00	A+	
A	92.50 - 96.49	A	
A-	89.50 - 92.49	A-	
B+	86.50 - 89.49	B+	
B	82.50 - 86.49	B	
B-	79.50 - 82.49	B-	
BLK		BLK	
C+	76.50 - 79.49	C+	
C	72.50 - 76.49	C	
C-	69.50 - 72.49	C-	
D+	66.50 - 69.49	D+	
D	62.50 - 66.49	D	
F+	49.50 - 62.49	F+	0.00 - 100.00
F	0.00 - 49.49	F	
I		I	
NC		-- Not Loaded --	
S+		S	
S		S	
S-		S	
U+		U	
U		U	
U-		U	
W		W	
WF		WF	0.00 - 100.00

24 Records Displayed [Back To Top](#)

Appendix E: Webservices

F.Y.I.





A green checkmark designates the ITC is connected to the webservice and can send and receive student transfers.

F.Y.I.

A red X denotes the ITC's webservice is down and can't perform or accept any student transfers. Please try again later.

WebService Administration

From this screen, you can manage school WebService Administration settings.

Site Name	Status	Refresh All
NOACSC		
TCCSA ITC		

Appendix F: Transfer Out History

Lists each student transferred out the building in context. Click on the [Detail](#) link next to the student's name to view more details about the student.

Transfer Out History
From this screen, you can view students that have been previously transferred from your building to another building or district.

Transfer Date Range: to

	Student	Grade	To School	To District	To Year	Job ID	Transfer Date
Detail		11	HIGH SCHOOL	Local SD	2014-2015	34670	10/20/2014 11:08 AM
Detail		11	CENTER	JVSD	2014-2015	34665	10/10/2014 01:49 PM
Detail		12	CENTER	JVSD	2014-2015	34663	10/10/2014 01:48 PM

Student Transfer
From this screen, you can transfer the selected student to a building or a district and view the

To Building	To District	JVS	Transfer Date	Status
HIGH SCHOOL	Local SD	no	10/20/2014 11:08 AM	Pending
HIGH SCHOOL	Local SD	no		

Make students available in: 2014-2015

Search For District:

Building: -- Select a Building (optional) --

Appendix G: Transfer In History

A list of students transferred into the building in context. Click on the [Detail](#) link next to the student to view what attendance, course history, and assessments were imported by the user.

Transfer In History
From this screen, you can view students that have recently transferred to your building from another building or district.

Transfer Date Range: to

☐ This School Year Only

	Student	Grade	From District	From School	Transfer Date	User Id	From Year
Detail		09	SD	HIGH SCHOOL	10/03/2014 02:53 PM	ANN	2014-2015
Detail		09	SD	HIGH SCHOOL	10/03/2014 02:53 PM	ANN	2014-2015
Detail		12	SD	HIGH SCHOOL	09/12/2014 03:37 PM	ANN	2014-2015

Transfer In History Detail
From this screen, you can view the detail of the data that was transferred in with this student.

Accepted Attendance:

Year	Attendance
2009	<input checked="" type="checkbox"/>
2010	<input checked="" type="checkbox"/>
2011	<input checked="" type="checkbox"/>
2012	<input checked="" type="checkbox"/>
2013	<input checked="" type="checkbox"/>
2014	<input checked="" type="checkbox"/>

Accepted Course History:

Year	Sending Marking Pattern	Pattern Rule
There are no records to display		

Accepted Assessments:

Test Type	Date Taken	Sending School IRN
There are no records to display		



Withdrawing Students Procedural Checklist

Change Log

Date	Section Number/Name	Change Description
10/21/16	Re-enroll Accidentally Withdrawn Students	16.0.0 Updates – update section
10/20/14	Entire document	Updated screenshots and breadcrumb trail
10/12/12	AWEX Report	13.1.0 Updates – Updated screenshot
8/28/12	Entire document	13.0.0 Updates – Remove reference to the old Registration page
4/30/12	Enter Withdraw Student Info	12.5.0 Updates – updated screenshot for building withdraw
12/9/11	AWEX Report	12.2.0 Updates – updated screenshot
9/29/11	Re-Enroll Accidentally Withdrawn Students Enter Withdraw Student Info Re-enroll Accidentally Withdrawn Students	12.0.0 Updates – updated screenshot 12.0.0 Updates – updated screenshots showing new District and Building tabs 12.0.0 Updates – updated screenshot
2/26/10	Re-Enroll Accidentally Withdrawn Students	Corrected “NOTE ON EXPELLING STUDENTS”

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Withdrawing a Student: Follow these steps to withdraw a student from a building or district. Withdrawal Codes are used to describe the reason a student is leaving school such as moving, dropout, etc. Withdrawal codes are also reported to EMIS so EMIS Codes are required when adding or editing a Withdrawal Code. Unless otherwise noted, see **Student and Registration End User Documentation** for details.

- ☐ **Define Withdraw Codes** – Before withdrawing a student, verify that appropriate Withdraw Codes have been defined. You can view inactive codes by un-checking the “Show Active Only” checkbox.

Navigation: StudentInformation – Management – School Administration – Student Codes Administration – Withdraw Codes

Withdraw Codes Maintenance					
From this screen, you can display, add, change and delete data pertaining to withdraw codes.					
Add Withdraw Code					
	Code	EMIS Code	Name <	Description	Active
	99	99	Completed HS Grad require./course requir. & passed	Completed Grad Requirements (course and grad tests)	
	52	52	Death	Death	
	48	48	Expelled	Expelled	
	74	74	Moved: not known to be continuing	Moved; not known to be continuing	
	79	79	No longer eligible to be enrolled in district	No longer eligible to be enrolled in district	
	76	76	Non-attendance according to 105 hour rule (communi	Non-attendance according to 105 hour rule (community schools only)	
	39	39	Non-enrolled student no longer receiving services	Non-enrolled student no longer receiving services	
	**	**	Not Applicable, Did not withdraw/was not truant	Not applicable (did not withdraw/was not truant)	
	73	73	Over 18 years of age	Over 18 years of age	
	72	72	Pursued employment/work permit - Supt. approval on	Pursued employ./work permit (Supt. approv. on file)	
	75	75	Student compl. course require./did NOT pass requ.	Completed Course Requirements/Not pass grad tests	
	38	38	Student promoted beyond max grade/entity	Student promoted beyond max grade/entity	
	81	81	Student reported in error - never should have been	Student reported in error - never should have been reported	
	45	45	Tr. by Court Order/Adj/If court ordered other pub	Trans. by Court Order/Adjudication	
	41	41	Tr. to another Ohio SD, local/exem vill/city, tr.	Trans. to Ohio Local, ex. village or city school	
	42	42	Tr. to prive school, transcript req on file, Ed Ch	Trans. to a private (transcript request on file)	
	46	46	Transferred out of the United States	Trans. out of the United States	
	40	40	Transferred to another School District outside of	Transferred to another school outside of Ohio	
	43	43	Transferred to home schooling, superint. approval	Trans. to a home schooling (Supt. approval on file)	
	51	51	Verified Medical Reasons - Dr. authorization on fi	Verified Medical Reasons (Doctor's auth. on file)	
	77	77	Withdraw due to 3314.26(non-tested 2 yr e-School (Withdraw due to 3314.26(non-tested 2 yr e-School (Comm. Sch only)	
	71	71	Withdraw due to truancy/non-attendance	W/D due to truancy/nonattendance	
	37	37	Withdraw from Kindergarten	KG Student has withdrawn because it has been deemed to be in the best interest of the student if he/she waits one more year until starting his/her KG experience	
	36	36	Withdraw from Preschool/PS student WD from PS prog	PS student has completed the preschool program requirements and will not be enrolled in the same district next year for preschool or KG programs	
	47	47	Withdraw pursuant to Yoder vs. Wisconsin	W/D pursuant to Yoder vs Wisconsin	
<input checked="" type="checkbox"/> Show Active Only					
23 Records Displayed					
Back To Top					

- ☐ **Enter Final Mark** (optional) – Navigate to the Student Marks page for the final attending reporting period.

Navigation: Student Information – SIS – Student – Marks – Student Marks

Student Marks													
From this screen, you can view a student's marks for each completed or present course.													
<input type="checkbox"/> Show Completed Courses Only Dropped Withdrawn													
Marking Pattern: All Year													
Course Section	1Int Int	Qtr1 Qtr	2Int Int	Qtr2 Qtr	1Ex Exam	1Avg Avg	3Int Int	Qtr3 Qtr	4Int Int	Qtr4 Qtr	2Ex Exam	2Avg Avg	Fin Fin
069 - SPANISH II Section 2	B												
121 - ENGLISH II Section 9	C												
140 - ALGEBRA I Section 7	B												
166 - MIXED CHORUS Section 4	A												
182 - COLLEGE PREP BIOLOGY Section 8													
185 - BIOLOGY Section 8	B												
206 - AMERICAN HISTORY Section 1	B												
925 - PRIN BIOMEDICAL SCIENCES-PLTW Section 5	B												

See Marks End User Documentation for details

- Click the **course section** to add marks for
- Click the **Edit icon** for the appropriate reporting term
- Add the **student marks** as needed.

Student Mark Entry -

This screen is used to perform mark entry for a student

Save Changes

Course Section	Mark	Value	General		Work Habit	
069 - SPANISH II: Section 2	1st Quarter Mark					
	1st Quarter Interim	B				
	2nd Quarter Mark					
	2nd Quarter Interim					
	1st Semester Exam					
	1st Semester Average					
121 - ENGLISH II: Section 9	1st Quarter Mark					
	1st Quarter Interim	C				
	2nd Quarter Mark					
	2nd Quarter Interim					
	1st Semester Exam					
	1st Semester Average					

- Click on the **individual mark** you wish to edit. You will be redirected to the student marks entry page for the course section.

Student Mark Entry -

This screen is used to perform mark entry for a student

<

069 - SPANISH II: Section 2

Save Changes

Course Section	Mark	Value	General		Work Habit	
069 - SPANISH II: Section 2	1st Quarter Mark					
	1st Quarter Interim	B				
	2nd Quarter Mark					
	2nd Quarter Interim					
	1st Semester Exam					
	1st Semester Average					

Save Changes

- ☐ **Enter Withdraw Student Info** – Determine whether this is a building or district withdrawal and fill out other required withdrawal information. Be sure to set the student's new Student Status to "Inactive" (or another appropriate withdrawn Student Status code), and check the boxes to clear the student's Locker and Homeroom Assignments, if desired.

Navigation: StudentInformation – SIS – Student – Withdraw Student

District Withdraw

Withdraw Student

From this screen, you can withdraw a student from the working school.

In order to withdraw a student from the working school for the current school year, please enter a withdraw date and select a valid withdraw code. If you are **sure** you want to withdraw the student, please select the submit button from below.

Building

District

Admission Date:

8/20/2014

Withdraw Date:

10/20/2014

Withdraw Reason:

-- Select a Withdraw Reason --

Withdraw to District IRN:

-

Withdraw to District Comments:

Student Status:

Remove Locker Assignment:

☒

Remove Homeroom Assignment:

☒

Submit

Cancel

Building Withdraw

Withdraw Student

From this screen, you can withdraw a student from the working school.

In order to withdraw a student from the working school for the current school year, please enter a withdraw date and select a valid withdraw code. If you are **sure** you want to withdraw the student, please select the submit button from below.



Building District

Admission Date:

8/20/2014



Withdraw Date:

10/20/2014


 

Withdraw Reason:

-- Select a Withdraw Reason --



 

Withdraw to School IRN:



Withdraw to School Comments:

Student Status:

Remove Locker Assignment:

☒

Remove Homeroom Assignment:

☒

Submit

Cancel



- ☐ **Verify Admission History Page** (optional) – View the Admission History Summary page to ensure that student withdrawal information has been properly updated.

Navigation: StudentInformation – SIS – Student – Admission History – View Admission History

Admission History Summary	
This page displays admission and withdrawal history for the selected student	
<hr/>	
Local SD	
<hr/>	
<ul style="list-style-type: none">•	HIGH SCHOOL
8/21/2013 - 5/29/2014	
8/20/2014 - 5/22/2015	




- ☐ **Edit Admission History Details** (optional) – You can edit Admission History details, to change admission dates, admission codes and student calendars, if needed.

Navigation: StudentInformation – SIS – Student – Admission History – Edit History Details

Admission/Calendar History Details						
Click on the edit and delete icons to manage the student's admission events.						
School Year Type: Regular ▼						
	Year	Date	Event	School	Calendar	Code
	2004 - 2005	Aug 18, 2004	District Admission	Local SD		
	2004 - 2005	Aug 18, 2004	Building Admission	ELEMENTARY SCHOOL	HDCP	Only school district attended
	2005 - 2006		Intrabuilding Progression	ELEMENTARY SCHOOL	HDCP	
	2005 - 2006	Aug 23, 2005	Building Withdraw	ELEMENTARY SCHOOL	HDCP	Trans. to Ohio Local, ex. village or city school
	2005 - 2006	Aug 23, 2005	District Withdraw	Local SD		
	2013 - 2014	Aug 27, 2013	District Admission	Local SD		
	2013 - 2014	Aug 27, 2013	Building Admission	ELEMENTARY SCHOOL	DFLT	From another public school district - same county
 	2014 - 2015	Jul 01, 2014	Building Admission	HIGH SCHOOL	DFLT	

Admission/Calendar History Details

Click on the edit and delete icons to manage the student's admission events.


















School Year: 2014 - 2015
Event: Building Admission
School: HIGH SCHOOL
Admission Date:  
Admission Code: ▼
Calendar: ▼ 

- ☐ **Remove Next Year Admission** (optional) – If this student has been enrolled into the next school year already, this withdrawal will not have affected that admission. Click the red “X” button on the 2007-2008 admission record on the student’s Edit History Details page to remove that admission as well.

Navigation: StudentInformation – SIS – Student – Admission History – Edit History Details

Admission/Calendar History Details
Click on the edit and delete icons to manage the student's admission events.

School Year Type: Regular

Year	Date	Event	School	Calendar	Code
1992 - 1993	Aug 01, 1992	District Admission	DASL Local SD		
  1992 - 1993	Aug 01, 1992	Building Admission	DASL HIGH SCHOOL	1	Only school district attended
 1993 - 1994		Intrabuilding Progression	DASL HIGH SCHOOL	1	
 1994 - 1995		Intrabuilding Progression	DASL HIGH SCHOOL	1	
 1995 - 1996		Intrabuilding Progression	DASL HIGH SCHOOL	1	
 1996 - 1997		Intrabuilding Progression	DASL HIGH SCHOOL	1	
 1997 - 1998		Intrabuilding Progression	DASL HIGH SCHOOL	1	
 1998 - 1999		Intrabuilding Progression	DASL HIGH SCHOOL	1	
 1999 - 2000		Intrabuilding Progression	DASL HIGH SCHOOL	1	
 2000 - 2001		Intrabuilding Progression	DASL HIGH SCHOOL	1	
 2001 - 2002		Intrabuilding Progression	DASL HIGH SCHOOL	1	
 2002 - 2003		Intrabuilding Progression	DASL HIGH SCHOOL	1	
 2003 - 2004		Intrabuilding Progression	DASL HIGH SCHOOL	1	
 2004 - 2005		Intrabuilding Progression	DASL HIGH SCHOOL	1	
 2005 - 2006		Intrabuilding Progression	DASL HIGH SCHOOL	1	
 2006 - 2007		Intrabuilding Progression	DASL HIGH SCHOOL	1	
 2007 - 2008		Intrabuilding Progression	DASL HIGH SCHOOL	1	

Admission/Calendar History Details
Click on the edit and delete icons to manage the student's admission events.

Deleting this admission record will completely remove the student for the selected school year. This includes all records associated with the student, course history, fees, grades, etc.

Are you sure you want to delete the following admission event?
Intrabuilding Progression on 8/25/2007

- Student Profile
 - Student Annual: 1
 - Student Admission: 1

Ok Cancel

- ☐ **Re-Enroll Accidentally Withdrawn Students** (optional) – If you accidentally withdraw a student you did not intend to withdraw, you can re-enroll the student from the Edit History Details page. Simply delete the withdrawal event using the Delete icon. Note: This only applies during the school year. If you accidentally withdraw a student with a Summer Withdrawal, you will have to re-enroll them completely.

Navigation: StudentInformation – SIS – Student – Admission History – Edit History Details

Admission/Calendar History Details
Click on the edit and delete icons to manage the student's admission events.

School Year Type: Regular

	Year	Date	Event	School	Calendar	Code
	2006 - 2007	Oct 20, 2006	District Admission	Bath Local SD		
	2006 - 2007	Oct 20, 2006	Building Admission	BATH HIGH SCHOOL	DFLT	
X	2006 - 2007	May 01, 2007	Building Withdraw	BATH HIGH SCHOOL	DFLT	Trans. to Ohio Local, ex. village or city school
	2006 - 2007	May 01, 2007	District Withdraw	Bath Local SD		

Admission/Calendar History Details
Click on the edit and delete icons to manage the student's admission events.

Are you sure you want to delete the following admission event?
Building Withdraw on 5/1/2007

Ok Cancel

Admission/Calendar History Details
Click on the edit and delete icons to manage the student's admission events.

The admission event was successfully deleted

School Year Type: Regular

	Year	Date	Event	School	Calendar	Code
	2006 - 2007	Oct 20, 2006	District Admission	Bath Local SD		
X	2006 - 2007	Oct 20, 2006	Building Admission	BATH HIGH SCHOOL	DFLT	

You will need to go to the student's profile, and change the student's Status to the correct enrolled status (for example, from Inactive to Active or Non-Resident), and change the student's Grade Next Year to the appropriate date.

Navigation: StudentInformation – SIS – Student – Edit Profile – General Tab

Edit Student Profile
From this screen, you can display and change information regarding a students profile.

General Additional Custom Private FS-Standing FS-Attendance FD-Attributes FN-Attributes FN-Graduate Transportation

Save Cancel

Last Modified: 09/7/2011 11:17 AM by User: Amy

Student Number: 136704 ☐ Auto-Assign Student Status: I - INACTIVE

First Name: John Middle Name:
Last Name: Doe Called Name:
Last Name Suffix:

Gender: M Birthdate: 1/1/1995 Age: 16
Local Ethnic Category: W - WHITE Verified With:
Hispanic/Latino: N - No, the student is not Hispanic/Latino Birthplace City:
Racial Group(s): ☐ A-Asian ☐ B-Black or African American ☐ I-American Indian or Alaska Native ☐ P-Native Hawaiian or Other Pacific Islander ☒ W-White
Summative Race: W - White, Non-Hispanic
Native Language: ENG - English (Default) Home Language:

Address of Residence (For Address Verification) Mailing Address ☒ Use Address of Residence
Street: PO BOX 100 Street: PO BOX 100
City, State, Zip: Ottawa OH 45875-0100 City, State, Zip: Ottawa OH 45875-0100
☐ Bypass Address Standardization/Verification ☐ Bypass Address Standardization

Phone Number: ☐ Unlisted Email:

Building Grade: 11 - 11 Grade Next Year: ** - **
EMIS Grade: 11 EMIS Grade Next Year: **

☒ Changing the Building Grade does not change the State Equivalent Grade. The FD tab can be used to change the State Equivalent Grade.
☒ Changing the Grade Next Year does not change the EMIS Grade Next Year. The FN tab can be used to change the EMIS Grade Next Year.

Program: Home school IRN:
Home School:

Attendance Calendar: - Withdrawn - Report to EMIS: ☒

You will also need to go to the **FS-Standing** tab on the student's profile, and correct the **District Withdraw Date:** and **Withdraw Reason:** , if the accidental withdrawal was a district withdrawal. Edit the **FN-Attributes** tab and correct the **EMIS Grade Next Year:** dropdown to say the appropriate grade level next year.

Also, check the "Report to EMIS" checkbox if it has been unchecked and the student should be reported to EMIS.

Review the student's schedule. Make sure to un-check "Show Active Only". For each course section assignment with a stop date in the past (or on the current date), add a new assignment for the same course section starting the day after the stop date. For course section assignments with a stop date in the future (and the same as the start date), instead Remove those course section assignments (with the delete icon and the "Remove/Delete" option) and re-assign the student to those course sections (linked to the student's request, if any) with the original start date.

Navigation: StudentInformation – SIS – Student – Student Schedule – Request Assignments

You can also re-enter the student's schedule on the Course Section Assignments page. Make sure to check "Dropped" and click "Go" to view Dropped course section assignments.



Note that on this page, you will be unable to see the dropped assignments while adding each new assignment (assignments will no longer be linked to requests). Don't forget to click "Save Changes" when you are finished on this screen.

Navigation: StudentInformation – SIS – Scheduling – Course Section Assignments

Course Section Assignments
From this screen, you can display, add, change and delete data pertaining to Course Section Assignments.

Schedule: Default Schedule | Schedule Result: Schedule Result | Status: ☒ Assigned ☐ Dropped ☐ Removed

Course: | Course Term: | Date: | Teacher: | Search

Add Course Assignment | Drop All Assignments | Schedule Study Halls | Save Changes | Cancel Changes

	Course	Course Name	Section	Meeting	Teacher	Term	Type	Status	Start Date	End Date
	183	ANATOMY/PHYSIOLOGY	1	1 (227)		All Year	Batch	Assigned	Aug 20, 2014	
	SH 2	STUDY SECOND	1	2 (CAF)		All Year	Batch	Assigned	Aug 20, 2014	
	035	PERSONAL MONEY MATTERS	31	3 (204)		1st Semester	Batch	Assigned	Aug 20, 2014	
	936	RSC-COMPUTER APPLICATIONS	32	3 (125)		2nd Semester	Manual	Assigned	Jan 20, 2015	
	108	ADVANCED WOODWORKING	41	4 (322)		1st Semester	Batch	Assigned	Aug 20, 2014	
	935	RSC INTRO TO STATISTICS	42	4 (201)		2nd Semester	Batch	Assigned	Jan 20, 2015	
	123	ENGLISH III	5	5 (213)		All Year	Manual	Assigned	Aug 20, 2014	
	LUNCH	LUNCH	6	6 (CAF)	CAFETERIA CAFETERIA	All Year	Manual	Assigned	Aug 20, 2014	
	S READ	SUSTAINED READING	66	6B (227)		All Year	Manual	Assigned	Aug 20, 2014	
	930	RSC CALCULUS	7	7 (201)		All Year	Manual	Assigned	Aug 20, 2014	
	937	RSC-DIGITAL MEDIA	81	8 (125)		1st Semester	Batch	Assigned	Aug 20, 2014	
	116	SPEECH	82	8 (213)		2nd Semester	Manual	Assigned	Jan 20, 2015	
	SH 9	STUDY NINTH	1	9 (CAF)		All Year	Manual	Assigned	Aug 20, 2014	

When Removing assignments with the same start date and stop date in the future from the Course Section Assignments page, you should re-assign those courses on either the Student Requests & Assignments page as above (linked to the request), or on the Student Requests page.

Navigation: StudentInformation – SIS – Scheduling – Requests

Student Requests
From this screen, you can display, add, change and delete data pertaining to course/group requests.

Default Schedule | Schedule Result | ☒ Display Assignments | Search

Run Scheduler | Go to Course Section Assignments

Add Request | Drop All Requests

10 Records Displayed of 10

	Prim. Req.	Alt. Req.	Priority	Req. Status	Active	Assignment	Type	Status
	035 - PERSONAL MONEY MATTERS		9	Approved		035 - PERSONAL MONEY MATTERS Section: 31	Batch	Assigned
	106 - COMPUTER AIDED DESIGN		6	Approved				
	108 - ADVANCED WOODWORKING		6	Approved		108 - ADVANCED WOODWORKING Section: 41	Batch	Assigned
	123 - ENGLISH III		9	Approved		123 - ENGLISH III Section: 5	Manual	Assigned
	183 - ANATOMY/PHYSIOLOGY		9	Approved		183 - ANATOMY/PHYSIOLOGY Section: 1	Batch	Assigned
	930 - RSC CALCULUS		9	Approved		930 - RSC CALCULUS Section: 7	Manual	Assigned
	935 - RSC INTRO TO STATISTICS		7	Approved		935 - RSC INTRO TO STATISTICS Section: 42	Batch	Assigned
	936 - RSC-COMPUTER APPLICATIONS		7	Approved		936 - RSC-COMPUTER APPLICATIONS Section: 32	Manual	Assigned
	937 - RSC-DIGITAL MEDIA		7	Approved		937 - RSC-DIGITAL MEDIA Section: 81	Batch	Assigned
	LUNCH - LUNCH		3	Approved		LUNCH - LUNCH Section: 6	Manual	Assigned

☒ Show Active Only

Also, if you selected to clear locker or homeroom assignments when withdrawing the student, you will need to re-assign the student's locker and homeroom. See the Assigning Lockers to Students Procedural Checklist and the Assigning Homerooms to Students Procedural Checklist for more details.

If the student actually withdrew, and then came back at a later date, you would need to re-register the student, but only fill out the required fields on the Registration Pre-requisites tab of the Registration Wizard. When DASL informed you of a Strict Match on the Possible Matches tab, you could re-activate that student's information.

Navigation: StudentInformation – SIS – Registration Wizard – Registration Pre-requisites tab

The screenshot shows the 'Student Registration Wizard' interface. At the top, a breadcrumb trail reads 'StudentInformation > SIS > Registration Wizard'. Below this is the title 'Student Registration Wizard' and a subtitle 'From this screen users can register students'. The interface features five tabs: 'Registration Pre-requisites' (selected), 'Possible Matches', 'Complete Registration', 'Family Group', and 'EMIS'. The 'Registration Pre-requisites' tab contains several input fields: 'First Name:', 'Middle Name:', 'Last Name:', 'Called Name:', 'Social Security:', 'EMIS ID:', 'Student Number:', 'Birthdate:', 'Age:', 'Gender:', and 'Grade:'. Each field is accompanied by a lightning bolt icon, indicating a required field. The 'Birthdate' field includes a calendar icon. The 'Gender' and 'Grade' fields are dropdown menus. A 'Next >' button is located at the bottom right of the form.

Navigation: StudentInformation – SIS – Registration Wizard – Possible Matches tab

StudentInformation > SIS > Registration Wizard

Student Registration Wizard

From this screen users can register students

Registration Pre-requisites Possible Matches Complete Registration Family Group EMIS

DASL has found a **possible** match for the student you are registering.
Please review the students listed below for possible duplicate records.

☐ **Smith, Adam**
645 S Main St
Lima , OH 45804

Student ID: 123456
Gender: M
Birthdate: Dec 01, 1998

This student is already enrolled in the building you are working with.

STRICT MATCH ⚠ Please go back to the Prerequisites tab and change some information to add a new student or select this student to edit.

< Back Next >



NOTE ON EXPELLING STUDENTS: If a student is expelled and is not receiving instructional services, then the student should be withdrawn with code '48'. If the student returns, re-admit the student through the Student Registration Wizard screen. If the student does not return after the expulsion period is over, then the withdrawal reason would stay as code '48'. If a student is expelled, but is receiving instructional services, do not withdraw the student, simply report the discipline.

- ☐ **Withdrawing Students Between School Years** (optional) – If you withdraw a student as a summer withdrawal (after the end of one school year, and before the start of the next school year), you should change context to the new school year, then withdraw using a date before the start of the school year, but after the student's enrollment date (such as 8/1/14). You will see a warning message that requires you to confirm the summer withdrawal.

Navigation: StudentInformation – SIS – Student – Withdraw Student

Withdraw Student

From this screen, you can withdraw a student from the working school.

The withdraw date (08/01/2014) indicates a summer withdraw. A summer withdraw will delete all student records for the current school year except those required for EMIS reporting. Choose Ok to proceed with a summer withdraw. Choose Cancel to select a date within the school year (8/20/2014 - 5/22/2015).

Records that will be removed:

Student Course Section Assignments
Student Course Requests
Student Absences
Student Marks
Student Fees
Student Alerts
Student Transportation
Student Homeroom
Student Locker
Student Transfers
Student Memberships
Student Discipline

Ok

Cancel

- ☐ **WITH Report** (optional) – Prints a list of students withdrawn between specific dates.

Navigation: StudentInformation – SIS – School – Student Reports – Withdrawal List



Withdrawal List (WITH)

From this screen, you can select parameters to generate a report.

Selection Criteria







Selection Summary

Load Settings

Withdrawal Date Range: 8/20/2014  ⚡ to 10/20/2014  ⚡







Student Status

A - ACTIVE RES
C - ACTIVE RES - ESC UNIT
F - NON-RES - FOSTER PLACED
I - INACTIVE









Grade

07 - 07
08 - 08
09 - 09
10 - 10









Withdrawal Code



** - Not Applicable, Did not withdraw/was
36 - Withdrew from Preschool/PS student
38 - Student promoted beyond max grade
39 - Non-enrolled student no longer receive




Sorting Options

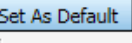
Student Number (ASC)
Student Number (DESC)
Student Name (DESC)
Grade (ASC)



Student Name (ASC)


Delivery Method:


Pickup 



Email Address:

amy@noacsc.org

Report Format:

Adobe PDF 

Description:

Submit

- ☐ **AWEX Report** (optional) – Prints a list of students admitted and or withdrawn between specific dates.

Navigation: Student Information – SIS – School – Student Reports – Admission/Withdrawal

Admission/Withdrawals (AWEX)
From this screen, you can select parameters to generate a report.

Selection Criteria

Selection Summary

Load Settings

Selecting an Ad-Hoc Membership Group will limit the report the students associated with that membership group. All other criteria will be ignored.

Ad-Hoc Membership:

-- Select an Ad-Hoc Membership --

Public And Private ☐

If not limiting to an Ad-Hoc Membership Group, you may select as many other criteria as desired. Each selection will limit your results further.

Admission Date Range:

7/1/2006

to

10/20/2014

Date Match Method:

Or

Withdrawal Date Range:

7/1/2006

10/20/2014

Admission Code

02 - From a non-public school

03 - From another public school district -

04 - From another School district-in Ohio

05 - From another public school district of

Withdrawal Code

** - Not Applicable, Did not withdraw/was

36 - Withdrew from Preschool/PS student

38 - Student promoted beyond max grade

39 - Non-enrolled student no longer receiv

Grade

07 - 07

08 - 08

09 - 09

10 - 10

Student Status

A - ACTIVE RES

C - ACTIVE RES - ESC UNIT

F - NON-RES - FOSTER PLACED

I - INACTIVE

Membership Group

10 - 10

11 - Intervention

12 - Post-secondary Enrollment Options P

13 - 13

Membership

15 - Extended Learning Time (Each Week)

15 - Guided Reading (Small Group Instruc

15 - Increase Reading Time

15 - Interactive Writing

Special Education Services

215001 - Adapted Physical Education Serv

215002 - Aide Services

215003 - Attendant Services

215004 - Audiological Services

Show Building or District Admission Date:

☒ Building ☐ District

Show Earliest or Latest Admission Date:

☒ Earliest ☐ Latest

Show Building or District Withdrawal Date:

☒ Building ☐ District

Sorting Options

Student Number (ASC)

Student Number (DESC)

Student Name (DESC)

Grade (ASC)

Student Name (ASC)

Delivery Method:

Pickup

Set As Default

Email Address:

amy@noacsc.org

Report Format:

Adobe PDF

Description:

Submit

Adding course terms for Satellite or ESC courses taught at another location with different course term start and end dates (EMIS Course Terms)



Change Log

Date	Section Number/Name	Change Description
9/1/2015	Task 5	Added clarification on students dropped from the class
8/26/15	All sections	Corrected some steps, added overall guidance on each step
04/08/15		Doc created

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Purpose

The purpose of this document is to guide you through the steps to create new course terms to cover the start and end dates for courses taken in a building outside the district. These courses may have start and end dates that fall outside the master calendar date ranges. By setting up a new course term and then using the EMIS Terms parameter to specify the dates of the course section, this enables CTRMEMIS to report the actual days the course meets.

With the new EMIS terms defined, CTRMEMIS will report the start and end dates for the course according to the EMIS term start and end dates. Course section assignment start and end dates will still reflect the building's term dates, however, CTRMEMIS will accommodate for that and report the student in the class full time if their course section assignment start date is equal to either the EMIS term start date or the course term start date from the building course terms. For the end date, no date will be reported on the GN record unless the student left the course before the end of the course section. The EMIS term end date will be used to determine the end of the course.

Limitations

This checklist was originally written from the perspective of school already in session and the original classes already existing on the master schedule. Once school starts and students are assigned to a course section, you cannot change the course term on a course section. These instructions guide you through moving the students from one course section with the local course term to a new section with the new course term and EMIS term dates defined specifically for the course term dates from another district.

At this time, we are not recommending districts extend the master calendar to accommodate these types of calendars. Dates outside the master calendar will be handled with new functionality in sub-calendar maintenance that is currently under development. Because this functionality hasn't been released yet, buildings would not be able to enter attendance for any days outside the master schedule this course term may meet.

Also, once students are assigned to the new course section, the course section assignment dates will still reflect the building course term dates and not the EMIS term dates at this time. CTRMEMIS processing will handle the differences in dates and will use the EMIS term dates for reporting of staff and student class record.

Task #1 – Add new course terms

A new course term will need to be added so that different EMIS term dates may be specified. This will allow the existing course term to remain for local use while the new course term will be used specifically for those courses taken outside the district but are required to be reported by the district reporting the student. To add a new course term:

1. Navigate to : **StudentInformation** » **Management** » **School Administration** » **Scheduling Administration** » **Initialization** » **Course Terms** .
2. Click Add Course Term and enter the required information.

Task #2 – Add a Marking Pattern for each new course term

The new course term will also require a marking pattern. For this term, only those reporting periods where the district will be collecting marks needs to be defined for this marking pattern. For example, if the district will only be collecting a final mark for the course, then only a final mark needs to be specified in the marking pattern associated with the new course term.

1. Navigate to : **StudentInformation** » **Management** » **School Administration** » **Marks Administration Menu** » **Marking Patterns**.
2. Click Add Marking Pattern
3. Enter the required information and check only one Course Term name. *Do not mark* Set as Default.
4. Next enter Marking Pattern Rules. Only enter marking pattern rules for marks you are recording.

StudentInformation > Management > School Administration > Marks Administration Menu > Marking Pattern Rules Maintenance

Marking Pattern Rules - Satellite Courses

From this screen, you can display, add, change and delete data pertaining to marking pattern rules.

	Name	Mark Type	Sequence Number	Reporting Term ^	Significance	Credit Percentage	Marks Start Date	Marks Cutoff Date
 	Final	Final Mark	1	Final	Earned	100		

Task #3 – Update EMIS term dates

For the new course term, update the EMIS Term dates at the district level. Use the start and end date the course actually meets even if those dates are outside the boundary of the current building's master calendar start and end dates. To update EMIS Term Dates:

1. Change context to the district level
2. Navigate to: **StudentInformation** » **EMIS** » **Maintenance** » **EMIS Term Dates**.
3. Edit applicable course terms and adjust the start and stop dates. The dates should indicate the term start and end dates of the location where the course is actually taught.

Task #4 – Create new course sections for satellite courses & assign to new course term(s)

In this step, you will update the course section with the new course term. If the course section exists and no students have been assigned yet, you can just change the course term associated with the section. If students have been assigned, create a new course section using the new course term.

1. Navigate to: **StudentInformation** » **Management** » **School Administration** » **Scheduling Administration**. » **Course Maintenance** » **Course Sections** .
Create a new course section and assign the newly created course term.
 - **If a course section exists and no students have been scheduled into the course section** yet, edit the existing course section and update the course term changing it to the newly created course term.
 - **If a course section exists and students have already been scheduled into the course section**, then you'll need to add a new course section making the course term the newly created course term and then follow the directions in **Task 5** to transfer the students from the old course section to the new section.
2. Add Teacher History records manually or run Add Missing on the Teacher History Maintenance page.

Task #5 – Create ad hoc memberships consisting of the students assigned to the “old” section

If students had already been scheduled into the course section, you'll need to move the students from the old course section to the new course section. This step details how to accomplish this using ad-hoc membership groups to move the students from one course section to another. If students haven't been scheduled into the course section yet, add course section assignments for the newly created course section.

1. Navigate to **StudentInformation** » **My Account** » **Ad hoc Memberships**.
2. Use the Course Section Info tab to create a separate ad hoc membership for each “old” satellite section.

NOTE: Ensure your ad hoc membership includes students who previously dropped the “old” section. (If you're switching course sections after school has started, dropped students must be included. For EMIS reporting, ODE wants to see all students in the course section, even if the student only attended the class one day. Once a dropped student is added, you must update the course section assignment with the original stop date of the date the student dropped the class.

Task #6 – Bulk Remove students from “old” section

In this step, students are removed from the old course section in preparation for assigning to the new course section. If no students have been assigned yet to the course section, then you can skip this step and go on to adding students to the course section.

1. Navigate to: **StudentInformation** » **SIS** » **Scheduling** » **Bulk Course Section Management**.
2. Bulk remove all students from the section
3. Repeat for all “old” satellite sections

Task #7 – Bulk Assign students into “newly created” Satellite sections using ad hoc memberships

If students were removed from a prior section, use the instructions in this step to add them back to the newly created course section.

1. Navigate to: **StudentInformation** » **SIS** » **Scheduling** » **Bulk Assign**.
2. Select Search by Ad Hoc Membership
3. Bulk assign students that were in “old” satellite sections into new satellite sections
4. Use the first day of the term for satellite course as the assignment start date. Later you can manually adjust any students that may have come into the section after the start of class.

NOTE: If the start date is before the master calendar start date, use the first day of the master calendar as the start date. When CTRMEMIS is processed, it will report the EMIS term start date instead of the master calendar start date.

Task #8 – Run CTRMEMIS in update mode before resubmitting data

Assigning Attendance Patterns to Students



Change Log

Date	Section Number/Name	Change Description
10/31/14	Entire document	Fix spacing - cosmetic

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Step 1 - Create Attendance Patterns

Beginning with the 14.5 release, the Attendance Pattern Codes used for EMIS no longer reflect predefined codes from ODE. Each district will be required to define a set of attendance patterns to be used across the district. Prior to each district defining their own attendance patterns, the previous attendance patterns used are still valid codes should you choose to use them instead of defining your own codes. There are several factors to keep in mind when defining attendance pattern code values:

- Only one attendance pattern may be designed as the Default value for all grade levels (**) on the building's default calendar
- Each attendance pattern may be assigned to multiple calendars as long as the grade levels assigned to each of those calendars is different. There can be no duplication of grade levels between the two calendars. (ex: AM Cal: Att Patt: HD, Grade Level KG, /PM Cal: Att Patt: HD, Grade Level: PS)
- If there is a chance a group of students may have different attending days than other students, a separate pattern is needed
- Each attendance pattern may represent students in multiple grade levels

Adding Attendance Patterns

With the district in context, navigate to **StudentInformation** >> **Management** >> **School Administration** >> **EMIS** >> **Attendance Pattern Maintenance**. Initially, all previously used Attendance Pattern codes from last year will display. Add and/or Inactivate codes as needed to define the set of codes to be used for all buildings.

The following example provides a separate pattern for Seniors, AM or PM only calendars, Kindergarten Late/Staggered Start and an Alternative Schedule.

Attendance Pattern Maintenance

From this screen, you can display, add, change and delete Attendance Patterns.

The Attendance Pattern was successfully saved

Add Attendance Pattern

Attendance Pattern ^	Attendance Pattern Description	Is Active
Not Applicable	Not Applicable	
AM	AM Only Calendar	
AS	Alternative Schedule	
KL	KG Late Start	
PM	PM Only Calendar	
PS	PS Alternate Days	
SR	Seniors	

☒ Show Active Only

1. With the district in context, navigate to: **StudentInformation** » **Management** » **School Administration** » **EMIS** » **Attendance Pattern Maintenance**.
 - a. Add an attendance pattern by clicking **Add Attendance Pattern**.
 - b. Type in a **Code** that makes sense to you and your district.
 - c. AM is used as the code in the example following this step by step for the pattern assigned to students who attend mornings only.
 - d. Next, give the attendance pattern a **Name** that represents the group.
 - e. Make sure the **Is Active** checkbox is checked. Attendance patterns that do not have this box checked will not be available on Sub-Calendar Maintenance.
 - f. Click **Save**.
 - g. See the example screenshot below this step by step.

**Attendance Pattern Maintenance**

From this screen, you can display, add, change and delete Attendance Patterns.

Attendance Pattern Code:

Attendance Pattern Description:


Is Active: ☒

Inactivate any attendance patterns that will not be used. If you don't want any building to use an existing attendance pattern code, make it inactive so there is no chance it may be used. If an Attendance pattern is already assigned to a sub-calendar, do not inactivate it until you have assigned another attendance pattern to the calendar.

Step 2 - Assigning Attendance Patterns to Sub-Calendars

Each calendar that is to be reported to EMIS must have an attendance pattern assigned.

1. With the building in context, navigate to: **StudentInformation** » **Management** » **School Administration** » **Scheduling Administration** » **Sub-Calendars**.

- a. Click the  next to the sub-calendar you wish to assign an attendance pattern to.
- b. Under the EMIS section, select the appropriate Attendance Pattern Value from the dropdown.
- c. If the sub-calendar is not the default calendar, uncheck the checkbox for the **All Grade Levels - **:** prompt. Once unchecked the Grade Levels dual select box will become available. Select all grade levels that apply to this calendar/attendance pattern combination.

Grade Levels:

01 - 01 02 - 02 03 - 03 04 - 04 05 - 05 06 - 06 UG - UG IN - IN	PS - PS KG - KG
--	--------------------

- d. For the **To Be Reported:** value, check the appropriate radio button to indicate whether the calendar is to be reported in Days or Hours.
 - e. Enter a date in the **Date of Spring Administration - Math Test:** date box if applicable to students assigned to this calendar. Save a blank date to report the **Date of Spring Administration** as "00000000".
2. **Not Expected to be in Attendance between the first and last day of school on every:**
 - a. The checkboxes in this section indicate whether students assigned to this calendar may not attend a specific day of the week consistently (ex: students may only attend MWF and never T or TH).
 - b. Check the box beside each day where students are **NOT** expected to attend each week.

Not expected to be in attendance between the first and last day of school on every:

Monday: ☐

Tuesday: ☐

Wednesday: ☐

Thursday: ☐

Friday: ☐

3. **Expected to be in attendance between the first and last day of school on every:**

- The checkboxes in this section indicate the days outside of a normal school week where students are expected to be in attendance every week.
- Check the box beside each day where students **ARE** expected to attend each week.

Expected to be in attendance between the first and last day of school on every:

Saturday: ☐

Sunday: ☐

- Check the **Report to EMIS:** ☒ Checkbox.
- Click **Save** to Save the record.
- The following prompt will appear, Click on Continue. This will update the attendance pattern on the FD record for any student who is assigned to this sub-calendar.

StudentInformation > Management > School Administration > Scheduling Administration > Sub-Calendars [Find Students] Q

Sub-Calendar Maintenance

From this screen, you can display, add, change and delete data pertaining to Sub-Calendars.

By saving your changes the attendance pattern on the FD records of Students associated with this calendar will be updated.

Continue Cancel

Any student assigned to this sub-calendar will now show the Attendance pattern associated with this calendar on their current FD record.

Repeat the steps listed above for each sub-calendar in each building that is to be reported to EMIS.

Step 3 - Assigning Attendance Patterns to Students Individually

When a student has a calendar change, it will most likely mean an attendance pattern change as well. There is a new element on the student's FD record indicating which Calendar they are assigned to. This is in addition to the Calendar field on the General Tab. The calendar on the FD tab controls the attendance pattern assignment. Follow these steps to make a calendar change for a student.

1. With the building in context, navigate to: **StudentInformation** » **SIS** » **Student** » **Edit Profile**.
2. Find the student you wish to perform a calendar change for.
3. On the General Tab, select the appropriate calendar from the **Attendance Calendar:** dropdown.
4. Click Save.
5. A new screen will appear indicating the student's previous calendar assignment, their new calendar assignment and a Calendar Change Effective Date field.
6. Enter the Effective Date of the calendar Change. The date selected must be a day within the school year.
7. Click Save.
8. Next, select the FD – Attributes Tab
9. You will need to add a new Attributes record with the updated attendance calendar if this is a true calendar change and not a correction to existing calendar assignment.
10. Enter the Effective Start Date. Use the same date that was used on the General Tab for the Calendar Change Date.
11. Select the appropriate Calendar from the Reporting Calendar Dropdown. When a calendar is selected, the Attendance Pattern value will change to show the attendance pattern associated with that calendar.
12. Click Save to save the record.

Attendance Pattern:	AS - Alternative Schedule ▼
Reporting Calendar:	GR - Graduates/Early release ▼

☐ Exclude FD Records from Fall Initialization Updates

Step 4 - Assigning Attendance Patterns to Students Using Student Profile Bulk Update

FD Calendar assignments may be made in bulk using the Student Profile Bulk Update process. Before updates can be made, an Ad-Hoc Membership group must first be created for the students you wish to update. Once the group has been created, follow these steps:

1. With the building in context, navigate to: **StudentInformation** » **Management** » **Ad-Hoc Updates** » **Student Profile Bulk Update**
2. Select the Ad Hoc Membership group you wish to perform the update for.
3. Click Next until you get to the FS-Standing & FD-Attributes Effective Date Tab.
4. If you're updating records as of the beginning of the school year, enter the effective date of 07/01/2014. This will update an existing FD record if it already exists. If you're making a calendar change mid year, enter the effective date of the change and a new FD record will be created to reflect the calendar change.
5. Scroll down the page to the FD Attributes Box.
6. Check the Box beside Reporting Calendar.
7. Select the appropriate Reporting Calendar from the Dropdown.
8. The Attendance Pattern checkbox will automatically be checked as well as the Attendance pattern value associated with the calendar will be displayed.
9. Click Next until you get to the Review Updates Tab. Examine your selections to ensure they are correct. There is no back-out once the updates are made.
10. Click Submit.

NOTE: If you use the 7/1/2014 Date to perform the update, this will update the student's initial record for the beginning of the school year. If you choose to use the first day of school, the update will ADD a new FD record with the new calendar value and attendance pattern. The prior record will be reported with whatever calendar and pattern it had been assigned when the release was first installed.



ATTUPEMIS Scenarios Worksheets

Change Log

Date	Section Number/Name	Change Description
05/22/15		Doc created

All scenarios assume the following constants:

1. School starts Wednesday, August 20, 2014
2. The school day is 6.1 hours
3. Each Student has an FS record spanning from the first day of school until 9/1/14.
4. Monday, 9/1/14 is Labor Day & an EMIS Exception of Planned Full Day 0.00 hrs exists on the Master for that day.

Reminders:

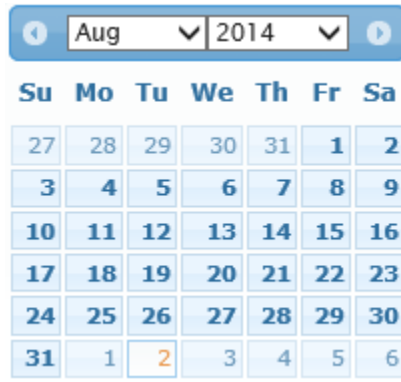
1. ATTUPEMIS looks at a Student's FD calendar assignment to determine hours of attendance.
2. ATTUPEMIS only looks at EMIS Exceptions to determine hours of attendance. If an EMIS Exception is missing for a day, the the ATTUPEMIS process assumes students were in attendance all day.
3. If there is an EMIS Exception on the Master & an EMIS Exception on the Sub-Calendar, the EMIS Exception on the sub takes precedence.



Sub-Calendar Day Maintenance - Default					
From this screen, you can display, add, change and delete data perta					
Create Exception(s)		View Sub-Calendars			
		Date ^	Rotation Day	Time	Day Type
		Aug 20, 2014	Wednesday		School Day
		Aug 21, 2014	Thursday		School Day
		Aug 22, 2014	Friday		School Day
		Aug 23, 2014			Non Attending Day
		Aug 24, 2014			Non Attending Day
		Aug 25, 2014	Monday		School Day
		Aug 26, 2014	Tuesday		School Day
		Aug 27, 2014	Wednesday		School Day
		Aug 28, 2014	Thursday		School Day
		Aug 29, 2014	Friday		School Day
		Aug 30, 2014			Non Attending Day
		Aug 31, 2014			Non Attending Day
		Sep 01, 2014			Holiday
		Sep 02, 2014	Tuesday		School Day

Scenario #1

Each Student hasn't been absent during the time period.

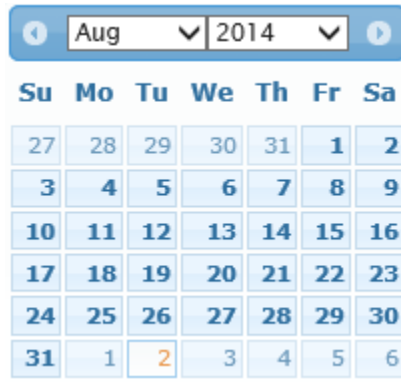


**Calculate the # of hours each student should have for the time period.
Write your answers in the space provided.**

Name	% of Time	FD Calendar	Attd Days	Attd Hours	Ex Days	Ex Hours	Unex Days	Unex Hours
1st Kid	100	Default Sub						
2 nd Kid	68	Default Sub						
3 rd Kid	50	Default Sub						
4 th Kid	23	Default Sub						

Scenario #2

Each Student has an excused absence for all day on Friday, August 22nd.



Calculate the # of hours each student should have for the time period.
Write your answers in the space provided.

Name	% of Time	FD Calendar	Attd Days	Attd Hours	Ex Days	Ex Hours	Unex Days	Unex Hours
1st Kid	100	Default Sub						
2 nd Kid	68	Default Sub						
3 rd Kid	50	Default Sub						
4 th Kid	23	Default Sub						

Scenario #3

School was delayed for 2 hrs on Monday, August 25th. An EMIS Exception of Unplanned Shortened Day 4.1 hours was added to the Master Calendar.

Aug 2014						
Su	Mo	Tu	We	Th	Fr	Sa
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

Calculate the # of hours each student should have for the time period.
Write your answers in the space provided.

Name	% of Time	FD Calendar	Attd Days	Attd Hours	Ex Days	Ex Hours	Unex Days	Unex Hours
1st Kid	100	Default Sub						
2 nd Kid	68	Default Sub						
3 rd Kid	50	Default Sub						
4 th Kid	23	Default Sub						

Scenario #4

1. School was delayed for 2 hrs on Monday, August 25th. An EMIS Exception of Planned Shortened Day 4.1 hours was added to the Default Sub-Calendar.
2. Each Student has an all day unexcused absence for Friday, August 22nd.

Aug

2014

Su

Mo

Tu

We

Th

Fr

Sa

27

28

29

30

31

1

2

3

4

5

6

7

8

9

10

11

12

13

14

15

16

17

18

19

20

21

22

23

24

25

26

27

28

29

30

31

1

2

3

4

5

6

**Calculate the # of hours each student should have for the time period.
Write your answers in the space provided.**

Name	% of Time	FD Calendar	Attd Days	Attd Hours	Ex Days	Ex Hours	Unex Days	Unex Hours
1st Kid	100	Default Sub						
2 nd Kid	68	Default Sub						
3 rd Kid	50	Default Sub						
4 th Kid	23	Default Sub						

Scenario #5

School was canceled on Thursday, August 21st due to weather. An Unplanned Full Day 0.00 hours was added to the Master Calendar.

Aug

2014

Su

Mo

Tu

We

Th

Fr

Sa

27

28

29

30

31

1

2

3

4

5

6

7

8

9

10

11

12

13

14

15

16

17

18

19

20

21

22

23

24

25

26

27

28

29

30

31

1

2

3

4

5

6

Calculate the # of hours each student should have for the time period.
Write your answers in the space provided.

Name	% of Time	FD Calendar	Attd Days	Attd Hours	Ex Days	Ex Hours	Unex Days	Unex Hours
1st Kid	100	Default Sub						
2 nd Kid	68	Default Sub						
3 rd Kid	50	Default Sub						
4 th Kid	23	Default Sub						

Scenario #6

Each student has an unexcused half-day absence for Friday, August 22nd.

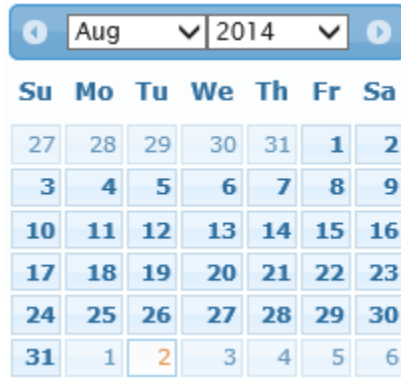


Calculate the # of hours each student should have for the time period.
Write your answers in the space provided.

Name	% of Time	FD Calendar	Attd Days	Attd Hours	Ex Days	Ex Hours	Unex Days	Unex Hours
1st Kid	100	Default Sub						
2 nd Kid	68	Default Sub						
3 rd Kid	50	Default Sub						
4 th Kid	23	Default Sub						

Scenario #7

All students had an unexcused full day absence for Thursday, August 21st and excused full day absence for Friday, August 29th.

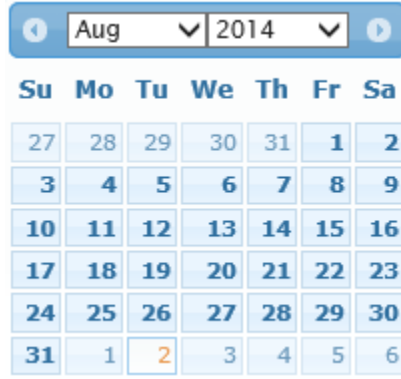


**Calculate the # of hours each student should have for the time period.
Write your answers in the space provided.**

Name	% of Time	FD Calendar	Attd Days	Attd Hours	Ex Days	Ex Hours	Unex Days	Unex Hours
1st Kid	100	Default Sub						
2 nd Kid	68	Default Sub						
3 rd Kid	50	Default Sub						
4 th Kid	23	Default Sub						

Scenario #8

Students came 2 hrs late on Tuesday, August 26th due to a planned Teacher In-service. EMIS Exceptions of Staff Professional Day 2.00 hrs and Planned Shortened Day 4.1 hours were added to the Master Calendar.



**Calculate the # of hours each student should have for the time period.
Write your answers in the space provided.**

Name	% of Time	FD Calendar	Attd Days	Attd Hours	Ex Days	Ex Hours	Unex Days	Unex Hours
1st Kid	100	Default Sub						
2 nd Kid	68	Default Sub						
3 rd Kid	50	Default Sub						
4 th Kid	23	Default Sub						

Scenario #9

Fog causes school to be delayed for 2 hrs on Tuesday, August 26th. An EMIS Exception of Unplanned Shortened Day 4.1 hrs was added to the Master Calendar. On the same day, an EMIS Exception was added to the Default Sub-calendar of Planned Full Day 0.00 hrs.

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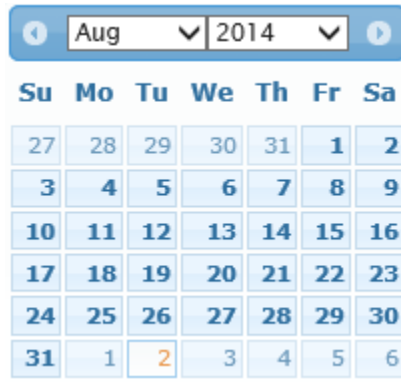
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**Calculate the # of hours each student should have for the time period.
Write your answers in the space provided.**

Name	% of Time	FD Calendar	Attd Days	Attd Hours	Ex Days	Ex Hours	Unex Days	Unex Hours
1st Kid	100	Default Sub						
2 nd Kid	68	Default Sub						
3 rd Kid	50	Default Sub						
4 th Kid	23	Default Sub						

Scenario #10

Each student has an all day non-absence for Wednesday, August 27th to attend the funeral of a classmate.



Calculate the # of hours each student should have for the time period.
Write your answers in the space provided.

Name	% of Time	FD Calendar	Attd Days	Attd Hours	Ex Days	Ex Hours	Unex Days	Unex Hours
1st Kid	100	Default Sub						
2 nd Kid	68	Default Sub						
3 rd Kid	50	Default Sub						
4 th Kid	23	Default Sub						

Scenario #11

School was delayed 2 hrs on Tuesday, August 26th because of fog. An Unplanned Shortened Day EMIS Exception of 4.1 hours was added to the Master Calendar. Each student decided to skip school and has a full day unexcused absence for that day.

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Calculate the # of hours each student should have for the time period.
Write your answers in the space provided.

Name	% of Time	FD Calendar	Attd Days	Attd Hours	Ex Days	Ex Hours	Unex Days	Unex Hours
1st Kid	100	Default Sub						
2 nd Kid	68	Default Sub						
3 rd Kid	50	Default Sub						
4 th Kid	23	Default Sub						

Scenario #12

School was dismissed 1 hr early on Wednesday, August 20th due to a bomb threat. An Unplanned shortened Day EMIS Exception of 5.1 hrs was added to the Master Calendar.

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Su	Mo	Tu	We	Th	Fr	Sa
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

**Calculate the # of hours each student should have for the time period.
Write your answers in the space provided.**

Name	% of Time	FD Calendar	Attd Days	Attd Hours	Ex Days	Ex Hours	Unex Days	Unex Hours
1st Kid	100	Default Sub						
2 nd Kid	68	Default Sub						
3 rd Kid	50	Default Sub						
4 th Kid	23	Default Sub						

Scenario #13

Parent Teachers conferences are scheduled for the afternoon of Friday, August 29th. EMIS Exceptions of Planned Shortened Day 4.1 hrs & Parent Teacher Day 2 hrs were added to the Master Calendar.

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**Calculate the # of hours each student should have for the time period.
Write your answers in the space provided.**

Name	% of Time	FD Calendar	Attd Days	Attd Hours	Ex Days	Ex Hours	Unex Days	Unex Hours
1st Kid	100	Default Sub						
2 nd Kid	68	Default Sub						
3 rd Kid	50	Default Sub						
4 th Kid	23	Default Sub						

Scenario #14

School was canceled due to weather on Monday, August 25th. EMIS Exceptions of Unplanned Full Day 0.00 and Blizzard Bag Day 6.1 hrs were added to the Master Calendar.

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Calculate the # of hours each student should have for the time period.
Write your answers in the space provided.

Name	% of Time	FD Calendar	Attd Days	Attd Hours	Ex Days	Ex Hours	Unex Days	Unex Hours
1st Kid	100	Default Sub						
2 nd Kid	68	Default Sub						
3 rd Kid	50	Default Sub						
4 th Kid	23	Default Sub						

Scenario #15

School was extended by 1 hr on Friday, August 22nd for a planned pep rally. An EMIS Exception of Planned Lengthened Day 7.1 hrs was added to the Master Calendar.

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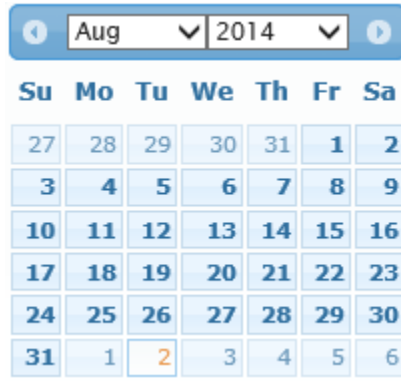
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**Calculate the # of hours each student should have for the time period.
Write your answers in the space provided.**

Name	% of Time	FD Calendar	Attd Days	Attd Hours	Ex Days	Ex Hours	Unex Days	Unex Hours
1st Kid	100	Default Sub						
2 nd Kid	68	Default Sub						
3 rd Kid	50	Default Sub						
4 th Kid	23	Default Sub						

Scenario #16

Students have a preentered absence for Thursday, August 28th for a field trip. School ends up being canceled on the 28th due to weather. The field trip is rescheduled. An EMIS Exception of Unplanned Full Day 0.00 hrs is added to the Master Calendar.



**Calculate the # of hours each student should have for the time period.
Write your answers in the space provided.**

Name	% of Time	FD Calendar	Attd Days	Attd Hours	Ex Days	Ex Hours	Unex Days	Unex Hours
1st Kid	100	Default Sub						
2 nd Kid	68	Default Sub						
3 rd Kid	50	Default Sub						
4 th Kid	23	Default Sub						

Scenario #17

Parent Teacher conferences took place Friday, August 29th. A Planned Full Day 0.00 hrs and Parent Teacher day 6.1 hrs EMIS Exceptions were added to the Master Calendar.

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**Calculate the # of hours each student should have for the time period.
Write your answers in the space provided.**

Name	% of Time	FD Calendar	Attd Days	Attd Hours	Ex Days	Ex Hours	Unex Days	Unex Hours
1st Kid	100	Default Sub						
2 nd Kid	68	Default Sub						
3 rd Kid	50	Default Sub						
4 th Kid	23	Default Sub						

Answer Key

Scenario #1

Each Student hasn't been absent during the time period.

Aug		2014				
Su	Mo	Tu	We	Th	Fr	Sa
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

Calculate the # of hours each student should have for the time period.
Write your answers in the space provided.

Name	% of Time	FD Calendar	Attd Days	Attd Hours	Ex Days	Ex Hours	Unex Days	Unex Hours
1st Kid	100	Default Sub	8	48.8	0	0	0	0
2nd Kid	68	Default Sub	8	33.18	0	0	0	0
3rd Kid	50	Default Sub	8	24.4	0	0	0	0
4th Kid	23	Default Sub	8	11.22	0	0	0	0

* 8 days possible at 6.1 hrs each

Kid #1 $(8 \times 6.1) \times 1.00 = 48.8$ hours

Kid #2 $(8 \times 6.1) \times .68 = 33.18$ hours

Kid #3 $(8 \times 6.1) \times .50 = 24.4$ hours

Kid #4 $(8 \times 6.1) \times .23 = 11.22$ hours

Answer Key

Scenario #2

Each Student has an excused absence for all day on Friday, August 22nd.

Aug 2014						
Su	Mo	Tu	We	Th	Fr	Sa
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

Calculate the # of hours each student should have for the time period.
Write your answers in the space provided.

Name	% of Time	FD Calendar	Attd Days	Attd Hours	Ex Days	Ex Hours	Unex Days	Unex Hours
1st Kid	100	Default Sub	7	42.70	1	6.1	0	0
2 nd Kid	68	Default Sub	7	29.03	1	4.15	0	0
3 rd Kid	50	Default Sub	7	21.35	1	3.05	0	0
4 th Kid	23	Default Sub	7	9.82	1	1.40	0	0

** 8 days possible at 6.1 hrs each*

Kid #1

$$\text{attd hrs} = (7 \times 6.1) \times 1.00 = 42.70 \text{ hrs}$$

$$\text{ex hrs} = (1 \times 6.1) \times 1.00 = 6.1 \text{ hours}$$

Kid #2

$$\text{attd hrs} = (7 \times 6.1) \times .68 = 29.03 \text{ hours}$$

$$\text{ex hrs} = (1 \times 6.1) \times .68 = 4.15 \text{ hours}$$

Kid #3

$$\text{attd hrs} = (7 \times 6.1) \times .50 = 21.35 \text{ hours}$$

$$\text{ex hrs} = (1 \times 6.1) \times .50 = 3.05 \text{ hours}$$

Kid #4

$$\text{attd hrs} = (7 \times 6.1) \times .23 = 9.82 \text{ hours}$$

$$\text{ex hrs} = (1 \times 6.1) \times .23 = 1.40 \text{ hours}$$

Answer Key

Scenario #3

School was delayed for 2 hrs on Monday, August 25th. An EMIS Exception of Unplanned Shortened Day 4.1 hours was added to the Master Calendar.

Aug 2014						
Su	Mo	Tu	We	Th	Fr	Sa
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

Calculate the # of hours each student should have for the time period.
Write your answers in the space provided.

Name	% of Time	FD Calendar	Attd Days	Attd Hours	Ex Days	Ex Hours	Unex Days	Unex Hours
1st Kid	100	Default Sub	8	46.8	0	0	0	0
2nd Kid	68	Default Sub	8	31.82	0	0	0	0
3rd Kid	50	Default Sub	8	23.40	0	0	0	0
4th Kid	23	Default Sub	8	10.76	0	0	0	0

* 8 days possible — 7 days at 6.1 hrs
1 day at 4.1 hrs

Kid #1 $(7 \times 6.1) \times 1.00 = 42.70$
 $(1 \times 4.1) \times 1.00 = 4.1$

$42.70 + 4.1 = 46.8 \text{ hours}$

Kid #2 $(7 \times 6.1) \times .68 = 29.036$
 $(1 \times 4.1) \times .68 = 2.788$

$29.036 + 2.788 = 31.82 \text{ hours}$

Kid #3 $(7 \times 6.1) \times .50 = 21.35$
 $(1 \times 4.1) \times .50 = 2.05$

$21.35 + 2.05 = 23.40 \text{ hours}$

Kid #4 $(7 \times 6.1) \times .23 = 9.821$
 $(1 \times 4.1) \times .23 = .943$

$9.821 + .943 = 10.76 \text{ hours}$

Answer Key

Scenario #4

1. School was delayed for 2 hrs on Monday, August 25th. An EMIS Exception of Planned Shortened Day 4.1 hours was added to the Default Sub-Calendar.
2. Each Student has an all day unexcused absence for Friday, August 22nd.

4	Aug	▼	2014	▼		
Su	Mo	Tu	We	Th	Fr	Sa
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

Calculate the # of hours each student should have for the time period.
Write your answers in the space provided.

Name	% of Time	FD Calendar	Attd Days	Attd Hours	Ex Days	Ex Hours	Unex Days	Unex Hours
1st Kid	100	Default Sub	7	40.7	0	0	1	6.1
2 nd Kid	68	Default Sub	7	27.68	0	0	1	4.15
3 rd Kid	50	Default Sub	7	20.35	0	0	1	3.05
4 th Kid	23	Default Sub	7	9.36	0	0	1	1.40

* 8 days possible

Kid #1 $(6 \times 6.1) \times 1.00 = 36.6$
 $(1 \times 4.1) \times 1.00 = 4.1$
 Attd hrs = $(1 \times 6.1) \times 1.00 = 6.1$ unexcused hrs
 $36.6 + 4.1 = 40.70$ Attd hrs
 6.1 unexcused hrs

Kid #2 $(6 \times 6.1) \times .68 = 24.888$
 $(1 \times 4.1) \times .68 = 2.788$
 un hrs = $(1 \times 6.1) \times .68 = 4.148$
 $24.888 + 2.788 = 27.67$ Attd hrs
 4.15 unx hrs

Kid #3 $(6 \times 6.1) \times .50 = 18.3$
 $(1 \times 4.1) \times .50 = 2.05$
 un hrs = $(1 \times 6.1) \times .50 = 3.05$
 $18.3 + 2.05 = 20.35$ Attd hrs
 3.05 unx hrs

Kid #4 $(6 \times 6.1) \times .23 = 8.418$
 $(1 \times 4.1) \times .23 = .943$
 un hrs = $(1 \times 6.1) \times .23 = 1.403$
 $8.418 + .943 = 9.36$ Attd hrs
 1.40 unx hrs

Answer Key

Scenario #5

School was canceled on Thursday, August 21st due to weather. An Unplanned Full Day 0.00 hours was added to the Master Calendar.

Aug 2014						
Su	Mo	Tu	We	Th	Fr	Sa
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

Calculate the # of hours each student should have for the time period.
Write your answers in the space provided.

Name	% of Time	FD Calendar	Attd Days	Attd Hours	Ex Days	Ex Hours	Unex Days	Unex Hours
1st Kid	100	Default Sub	7	42.70	0	0	0	0
2 nd Kid	68	Default Sub	7	29.04	0	0	0	0
3 rd Kid	50	Default Sub	7	21.35	0	0	0	0
4 th Kid	23	Default Sub	7	9.82	0	0	0	0

* 7 days possible since school canceled one day
7 days at 6.1 hrs each

Kid #1 $(7 \times 6.1) \times 1.00 = 42.70 \text{ hours}$

Kid #2 $(7 \times 6.1) \times .68 = 29.04 \text{ hours}$

Kid #3 $(7 \times 6.1) \times .50 = 21.35 \text{ hours}$

Kid #4 $(7 \times 6.1) \times .23 = 9.82 \text{ hours}$

Answer Key

Scenario #6

Each student has an unexcused half-day absence for Friday, August 22nd.

Aug	2014					
Su	Mo	Tu	We	Th	Fr	Sa
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

Calculate the # of hours each student should have for the time period.
Write your answers in the space provided.

Name	% of Time	FD Calendar	Attd Days	Attd Hours	Ex Days	Ex Hours	Unex Days	Unex Hours
1st Kid	100	Default Sub	7.5	45.75	0	0	.5	3.05
2 nd Kid	68	Default Sub	7.5	30.13	0	0	.5	3.05
3 rd Kid	50	Default Sub	7.5	21.35	0	0	.5	3.05
4 th Kid	23	Default Sub	7.5	9.82	0	0	.5	1.40

** 8 days possible*

Kid #1 $(7.5 \times 6.1) \times 1.00 = 45.75$ Attd hrs
 $(.5 \times 6.1) \times 1.00 = 3.05$ unx hours

*over the 8 day span, there are 48.8 hrs possible
 $45.75 + 3.05 = 48.8$*

Kid #2 (full) $(7 \times 6.1) \times .68 = 29.036$ Attd hours
 $4.15 - 3.05 = 1.1$ Attd hrs

** this student has 4.15 hrs possible each day
 $29.036 + 1.1 = 30.13$ Attd hrs
 3.05 unx hrs*

half day = $(.5 \times 6.1) = 3.05$ unx hrs

Kid #3 $(7 \times 6.1) \times .50 = 21.35$ Attd hours
 $(1 \times 6.1) \times .50 = 3.05$ unx

** this student has 3.05 hrs possible each day
 remember you can't do 1/2 of a 1/2 Attd days*

Kid #4 $(7 \times 6.1) \times .23 = 9.82$ Attd hrs
 $(1 \times 6.1) \times .23 = 1.40$ unx hrs

** this student has 1.40 hrs possible each day*

Answer Key

Scenario #7

All students had an unexcused full day absence for Thursday, August 21st and excused full day absence for Friday, August 29th.

Aug		2014				
Su	Mo	Tu	We	Th	Fr	Sa
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

Calculate the # of hours each student should have for the time period.
Write your answers in the space provided.

Name	% of Time	FD Calendar	Attd Days	Attd Hours	Ex Days	Ex Hours	Unex Days	Unex Hours
1st Kid	100	Default Sub	6	36.6	1	6.1	1	6.1
2nd Kid	68	Default Sub	6	24.88	1	4.15	1	4.15
3rd Kid	50	Default Sub	6	18.30	1	3.05	1	3.05
4th Kid	23	Default Sub	6	8.42	1	1.40	1	1.40

* 8 days possible at 6.1 hrs each

Kid #1 $(6 \times 6.1) \times 1.00 = 36.6$ att hrs
 unx $=(1 \times 6.1) \times 1.00 = 6.1$ unx hrs
 ex $(1 \times 6.1) \times 1.00 = 6.1$ ex hrs

Kid #2 $6 \times 6.1 \times .68 = 24.88$ attd hrs
 $(1 \times 6.1) \times .68 = 4.15$ unx hrs
 $1 \times 6.1 \times .68 = 4.15$ ex hrs

Kid #3 $6 \times 6.1 \times .50 = 18.30$ attd hrs
 $1 \times 6.1 \times .50 = 3.05$ unx hrs
 $1 \times 6.1 \times .50 = 3.05$ ex hrs

Kid #4 $6 \times 6.1 \times .23 = 8.42$ attd hrs
 $1 \times 6.1 \times .23 = 1.40$ unx hrs
 $1 \times 6.1 \times .23 = 1.40$ ex hrs

Answer Key

Scenario #8

Students came 2 hrs late on Thursday, August 26th due to a planned Teacher In-service. EMIS Exceptions of Staff Professional Day 2.00 hrs and Planned Shortened Day 4.1 hours were added to the Master Calendar.

Aug 2014						
Su	Mo	Tu	We	Th	Fr	Sa
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

*** NOTE:**
If the PLANNED SHORTENED DAY, EMIS exception, WASN'T added, August 26th would have counted as 6.1 hrs for student att'd. Since, it was added correctly, the day counts as 4.1 hrs.

Calculate the # of hours each student should have for the time period.
Write your answers in the space provided.

Name	% of Time	FD Calendar	Attd Days	Attd Hours	Ex Days	Ex Hours	Unex Days	Unex Hours
1st Kid	100	Default Sub	8	46.8	0	0	0	0
2nd Kid	68	Default Sub	8	31.82	0	0	0	0
3rd Kid	50	Default Sub	8	23.4	0	0	0	0
4th Kid	23	Default Sub	8	10.76	0	0	0	0

7 days at 6.1 hrs
1 day at 4.1 hrs

* 8 days possible

Rid #1 $(7 \times 6.1) \times 1.00 = 42.70$
 $(1 \times 4.1) \times 1.00 = 4.1$
 $42.70 + 4.1 = 46.80$ att'd hrs

Rid #2 $(7 \times 6.1) \times .68 = 29.036$
 $(1 \times 4.1) \times .68 = 2.788$
 $29.036 + 2.788 = 31.82$ att'd hrs

Rid #3 $(7 \times 6.1) \times .50 = 21.35$
 $(1 \times 4.1) \times .50 = 2.05$
 $21.35 + 2.05 = 23.40$ att'd hrs

Rid #4 $(7 \times 6.1) \times .23 = 9.821$
 $(1 \times 4.1) \times .23 = .943$
 $9.821 + .943 = 10.76$ att'd hrs

Answer Key

Scenario #9

Fog causes school to be delayed for 2 hrs on Tuesday, August 26th. An EMIS Exception of Unplanned Shortened Day 4.1 hrs was added to the Master Calendar. On the same day, an EMIS Exception was added to the Default Sub-calendar of Planned Full Day 0.00 hrs.

Aug 2014						
Su	Mo	Tu	We	Th	Fr	Sa
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

** NOTE:
Sub-calendar
EMIS Exceptions
override Master
calendar exceptions.*

Calculate the # of hours each student should have for the time period.
Write your answers in the space provided.

Name	% of Time	FD Calendar	Attd Days	Attd Hours	Ex Days	Ex Hours	Unex Days	Unex Hours
1st Kid	100	Default Sub	7	42.7	0	0	0	0
2nd Kid	68	Default Sub	7	29.03	0	0	0	0
3rd Kid	50	Default Sub	7	21.35	0	0	0	0
4th Kid	23	Default Sub	7	9.82	0	0	0	0

** 7 days possible because a Sub-cal exception
overrules a master cal exception*

-7 days at 6.1 hrs each

Kid #1 $(7 \times 6.1) \times 1.00 = 42.70$ att'd hours

Kid #2 $(7 \times 6.1) \times .68 = 29.03$ att'd hours

Kid #3 $(7 \times 6.1) \times .50 = 21.35$ att'd hours

Kid #4 $(7 \times 6.1) \times .23 = 9.82$ att'd hours

Answer Key

Scenario #10

Each student has an all day non-absence for Wednesday, August 27th to attend the funeral of a classmate.

Aug	2014					
Su	Mo	Tu	We	Th	Fr	Sa
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

Calculate the # of hours each student should have for the time period.
Write your answers in the space provided.

Name	% of Time	FD Calendar	Attd Days	Attd Hours	Ex Days	Ex Hours	Unex Days	Unex Hours
1st Kid	100	Default Sub	8	48.8	0	0	0	0
2 nd Kid	68	Default Sub	8	33.18	0	0	0	0
3 rd Kid	50	Default Sub	8	24.4	0	0	0	0
4 th Kid	23	Default Sub	8	11.22	0	0	0	0

* 8 days possible
** non-absences don't count towards EMIS att'd

Kid #1 $(8 \times 6.1) \times 1.00 = 48.8$ att'd hours

Kid #2 $(8 \times 6.1) \times .68 = 33.18$ att'd hours

Kid #3 $(8 \times 6.1) \times .50 = 24.4$ att'd hours

Kid #4 $(8 \times 6.1) \times .23 = 11.22$ att'd hours

Answer Key

Scenario #11

School was delayed 2 hrs on Tuesday, August 26th because of fog. An Unplanned Shortened Day EMIS Exception of 4.1 hours was added to the Master Calendar. Each student decided to skip school and has a full day unexcused absence for that day.

Aug 2014

Su	Mo	Tu	We	Th	Fr	Sa
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

Calculate the # of hours each student should have for the time period.
Write your answers in the space provided.

Name	% of Time	FD Calendar	Attd Days	Attd Hours	Ex Days	Ex Hours	Unex Days	Unex Hours
1st Kid	100	Default Sub	7	42.70	0	0	1	4.1
2 nd Kid	68	Default Sub	7	29.03	0	0	1	2.79
3 rd Kid	50	Default Sub	7	21.35	0	0	1	2.05
4 th Kid	23	Default Sub	7	9.82	0	0	1	.94

* 8 days possible — 7 days at 6.1 hrs each
1 day at 4.1 hrs each

Kid #1

$$\text{attd hrs} = (7 \times 6.1) \times 1.00 = 42.70 \text{ attd hrs}$$

$$\text{unex hrs} = (1 \times 4.1) \times 1.00 = 4.1 \text{ unex hrs}$$

Kid #2

$$\text{attd hrs} = (7 \times 6.1) \times .68 = 29.03 \text{ attd hrs}$$

$$(1 \times 4.1) \times .68 = 2.79 \text{ unex hrs}$$

Kid #3

$$7 \times 6.1 \times .50 = 21.35 \text{ attd hrs}$$

$$1 \times 4.1 \times .50 = 2.05 \text{ unex hrs}$$

Kid #4

$$(7 \times 6.1) \times .23 = 9.82 \text{ attd hrs}$$

$$(1 \times 4.1) \times .23 = .94 \text{ unex hrs}$$

Answer Key

Scenario #13

Parent Teachers conferences are scheduled for the afternoon of Friday, August 29th. EMIS Exceptions of Planned Shortened Day 4.1 hrs & Parent Teacher Day 2 hrs were added to the Master Calendar.

Aug 2014						
Su	Mo	Tu	We	Th	Fr	Sa
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

Calculate the # of hours each student should have for the time period.
Write your answers in the space provided.

Name	% of Time	FD Calendar	Attd Days	Attd Hours	Ex Days	Ex Hours	Unex Days	Unex Hours
1st Kid	100	Default Sub	8	46.8	0	0	0	0
2 nd Kid	68	Default Sub	8	31.82	0	0	0	0
3 rd Kid	50	Default Sub	8	23.40	0	0	0	0
4 th Kid	23	Default Sub	8	10.76	0	0	0	0

* 8 days possible — 7 days at 6.1 hrs
1 day at 4.1 hrs

Kid #1 $(7 \times 6.1) \times 1.00 = 42.70$
 $(1 \times 4.1) \times 1.00 = 4.1$

$42.70 + 4.1 = 46.8$ att'd hours

Kid #2 $(7 \times 6.1) \times .68 = 29.036$
 $(1 \times 4.1) \times .68 = 2.788$

$29.036 + 2.788 = 31.82$ att'd hours

Kid #3 $(7 \times 6.1) \times .50 = 21.35$
 $(1 \times 4.1) \times .50 = 2.05$

$21.35 + 2.05 = 23.40$ att'd hours

Kid #4 $(7 \times 6.1) \times .23 = 9.821$
 $(1 \times 4.1) \times .23 = .943$

$9.821 + .943 = 10.76$ att'd hours

Answer Key

Scenario #14

School was canceled due to weather on Monday, August 25th. EMIS Exceptions of Unplanned Full Day 0.00 and Blizzard Bag Day 6.1 hrs were added to the Master Calendar.

Aug 2014						
Su	Mo	Tu	We	Th	Fr	Sa
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

Calculate the # of hours each student should have for the time period.
Write your answers in the space provided.

Name	% of Time	FD Calendar	Attd Days	Attd Hours	Ex Days	Ex Hours	Unex Days	Unex Hours
1st Kid	100	Default Sub	8	48.8	0	0	0	0
2 nd Kid	68	Default Sub	8	33.18	0	0	0	0
3 rd Kid	50	Default Sub	8	24.4	0	0	0	0
4 th Kid	23	Default Sub	8	11.22	0	0	0	0

* 8 days possible at 6.1 hrs each

* unplanned Full day 0.00
combined with Blizzard Bag Day of
6.1 hrs = a day of school

Kid #1 $(8 \times 6.1) \times 1.00 = 48.8$ att'd hrs

Kid #2 $(8 \times 6.1) \times .68 = 33.18$ att'd hrs

Kid #3 $(8 \times 6.1) \times .50 = 24.4$ att'd hrs

Kid #4 $(8 \times 6.1) \times .23 = 11.22$ att'd hrs

Answer Key

Scenario #15

School was extended by 1 hr on Friday, August 22nd for a planned pep rally. An EMIS Exception of Planned Lengthened Day 7.1 hrs was added to the Master Calendar.

Aug 2014

Su	Mo	Tu	We	Th	Fr	Sa
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

Calculate the # of hours each student should have for the time period.
Write your answers in the space provided.

Name	% of Time	FD Calendar	Attd Days	Attd Hours	Ex Days	Ex Hours	Unex Days	Unex Hours
1st Kid	100	Default Sub	8	49.80	0	0	0	0
2 nd Kid	68	Default Sub	8	33.86	0	0	0	0
3 rd Kid	50	Default Sub	8	24.90	0	0	0	0
4 th Kid	23	Default Sub	8	11.45	0	0	0	0

* 8 days possible $\left\{ \begin{array}{l} 7 \text{ days at } 6.1 \text{ hrs} \\ 1 \text{ day at } 7.1 \text{ hrs} \end{array} \right.$

Rid #1 $(7 \times 6.1) \times 1.00 = 42.70$
 $(1 \times 7.1) \times 1.00 = 7.1$

$42.70 + 7.1 = 49.80$ attd hours

Rid #2 $(7 \times 6.1) \times .68 = 29.036$
 $(1 \times 7.1) \times .68 = 4.828$

$29.036 + 4.828 = 33.86$ attd hours

Rid #3 $(7 \times 6.1) \times .50 = 21.35$
 $(1 \times 7.1) \times .50 = 3.55$

$21.35 + 3.55 = 24.90$ attd hours

Rid #4 $(7 \times 6.1) \times .23 = 9.821$
 $(1 \times 7.1) \times .23 = 1.633$

$9.821 + 1.633 = 11.45$ attd hours

Answer Key

Scenario #16

Students have a preentered absence for Thursday, August 28th for a field trip. School ends up being canceled on the 28th due to weather. The field trip is rescheduled. An EMIS Exception of Unplanned Full Day 0.00 hrs is added to the Master Calendar.

Aug 2014

Su	Mo	Tu	We	Th	Fr	Sa
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

Calculate the # of hours each student should have for the time period.
Write your answers in the space provided.

Name	% of Time	FD Calendar	Attd Days	Attd Hours	Ex Days	Ex Hours	Unex Days	Unex Hours
1st Kid	100	Default Sub	7	42.70	0	0	0	0
2nd Kid	68	Default Sub	7	29.03	0	0	0	0
3rd Kid	50	Default Sub	7	21.35	0	0	0	0
4th Kid	23	Default Sub	7	9.82	0	0	0	0

* 7 days possible at 6.1 hrs each

Kid #1 $(7 \times 6.1) \times 1.00 = 42.70$ att'd hrs

Kid #2 $(7 \times 6.1) \times .68 = 29.03$ att'd hrs

Kid #3 $(7 \times 6.1) \times .50 = 21.35$ att'd hrs

Kid #4 $(7 \times 6.1) \times .23 = 9.82$ att'd hrs

Answer Key

Scenario #17

Parent Teacher conferences took place Friday, August 29th. A Planned Full Day 0.00 hrs and Parent Teacher day 6.1 hrs EMIS Exceptions were added to the Master Calendar.

Aug		2014				
Su	Mo	Tu	We	Th	Fr	Sa
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

Calculate the # of hours each student should have for the time period.
Write your answers in the space provided.

Name	% of Time	FD Calendar	Attd Days	Attd Hours	Ex Days	Ex Hours	Unex Days	Unex Hours
1st Kid	100	Default Sub	7	42.7	0	0	0	0
2 nd Kid	68	Default Sub	7	29.03	0	0	0	0
3 rd Kid	50	Default Sub	7	21.35	0	0	0	0
4 th Kid	23	Default Sub	7	9.82	0	0	0	0

* 7 days possible at 6.1 hrs each

Kid #1 $(7 \times 6.1) \times 1.00 = 42.70$ att'd hrs

Kid #2 $(7 \times 6.1) \times .68 = 29.03$ att'd hrs

Kid #3 $(7 \times 6.1) \times .50 = 21.35$ att'd hrs

Kid #4 $(7 \times 6.1) \times .23 = 9.82$ att'd hrs



FY16 – Grad Only Student Processing

Change Log

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Graduate-Only Processing

Beginning in FY16, Graduate-Only students are no longer reported as a separate EMIS Record type. A Graduate-Only student's graduation information will now be reported as an FN – Student Time Period Record. The student Registration Wizard has been modified to register students who are Grad-Only similar to regularly registered students. A reduced subset of elements is collected during the registration process for these students to satisfy EMIS reporting requirements.

Before you may begin registering Grad-Only students, you will need to ensure the following has been completed in your building:

1. Make sure there is a non-attending calendar defined in the building.
2. Choose a Student Status code to identify Grad-Only students. This status should be one that never appears on reports or used when running any reports for the general population in the building.

Before registering a student as a Grad-Only student, there are some data elements that you must have to complete the registration process:

1. SSID – the student's SSID must be reported. Because the student is withdrawn at the time of registration, the SSID locator will not be returning SSID's for these students.
2. District where student completed their course requirements towards graduation.
3. Date the student completed their course requirements.

If you have this information, you may proceed to Student Registration and begin registering the student.

Task 1 – Student Registration

The current graduation reporting Fiscal Year is FY16 so you'll need to change context to the building level in the 15/16 school year.

Navigate to **StudentInformation > SIS > Registration Wizard** and complete the required fields on the first tab.

The screenshot shows the 'Student Registration Wizard' interface. At the top, there's a blue header with 'ProgressBook' and a menu icon. Below it, a breadcrumb trail reads 'StudentInformation > SIS > Registration Wizard'. The main title is 'Student Registration Wizard', followed by the instruction 'From this screen users can register students'. There are five tabs: 'Registration Pre-requisites' (selected), 'Possible Matches', 'Complete Registration', 'Family Group', and 'EMIS'. The 'Registration Pre-requisites' tab contains several input fields: 'First Name:', 'Middle Name:', 'Last Name:', 'Called Name:', 'Social Security:', 'EMIS ID:', 'Student Number:', 'Birthdate:', 'Age:', 'Gender:', and 'Grade:'. A checkbox labeled 'Student is a Non-Attending Graduate' is highlighted with a red rectangle. A 'Next >' button is located at the bottom right.

1. If the student is new to your district, complete the required fields on the Registration Pre-requisites tab of the Registration Wizard. **Make sure to check the checkbox beside 'Student is a Non-Attending Graduate'.**
2. Click **Next** to move to the next tab.
3. If the student was previously enrolled in the district in any prior school year, the Possible Matches will be displayed.

The screenshot shows the 'Student Registration Wizard' interface, specifically the 'Possible Matches' tab. The header is the same as the previous screenshot. The tabs are 'Registration Pre-requisites', 'Possible Matches' (selected), and 'Non-Attending Graduate Registration'. A message box at the top states: 'A possible match for the student you are registering. Please review the students listed below for possible duplicate records.' Below this, there's a section for 'Adams, Cassidy' with a red rectangle around the name. To the right, it says: 'This student is already enrolled in the district, either this year or another year.' Below the name, there's a 'STRICT MATCH' warning icon and text: 'STRICT MATCH ⚠️ You may continue and add the existing student to the building you are working with, or go back and change some information to add a new student.' The student details listed are: 'Student ID: 00010002', 'Gender: F', and 'Birthdate: Sep 11, 1997'. At the bottom, there are '< Back' and 'Next >' buttons.

4. Click Next to proceed to the next tab.
5. Since this is a Grad-Only student, the next step in the process is to complete the Non-Attending Graduate Registration Tab.

The screenshot shows the 'Student Registration Wizard' interface, specifically the 'Non-Attending Graduate Registration' tab. The form is titled 'Student Registration Wizard' and includes a sub-header 'From this screen users can register students'. The navigation tabs are 'Registration Pre-requisites', 'Possible Matches', and 'Non-Attending Graduate Registration'. The form contains several sections with input fields and dropdown menus:

- Hispanic/Latino:** A dropdown menu with the text '[Select Hispanic/Latino]'.
- Local Ethnic Category:** A dropdown menu with the text 'W - White'.
- Racial Group(s):** A series of checkboxes for 'A-Asian', 'B-Black or African American', 'I-American Indian or Alaska Native', 'P-Native Hawaiian or Other Pacific Islander', and 'W-White'. Below these is a 'Summative Race' dropdown menu.
- State Student ID (SSID):** A text input field.
- Graduation Date:** A date picker field.
- Student Status:** A dropdown menu.
- Attendance Calendar:** A dropdown menu.
- Grade:** A dropdown menu with the text 'GR'.
- Address of Residence (For Address Verification):** A section with 'Street' and 'City, State, Zip' fields. The 'State' dropdown is set to 'OH'.
- Mailing Address:** A section with 'Street' and 'City, State, Zip' fields. The 'State' dropdown is set to 'OH'.
- Phone Number:** A text input field with an 'Unlisted' checkbox.
- Email:** A text input field.
- County of Residence:** A dropdown menu with the text '[Select County of Residence]'.
- Diploma Type:** A dropdown menu with the text '* - Not Applicable'.
- Courses Completed IRN:** A text input field with a search icon.
- Courses Completed Date:** A date picker field.

At the bottom of the form, there are '< Back' and 'Finish' buttons.

Fill in the required fields. The data elements are:

- **Hispanic/Latino:** Select the appropriate value. This information is not reported to EMIS.
- **Local Ethnic Category:** Local school purposes only
- **Racial Group:** Select the appropriate racial groups for the student
- **State Student ID:** Required – the SSID must be entered
- **Graduation Date:** indicates the date of the student's graduation. The graduation date will be used to populate:
 - Admission History for District and Building Admission date
 - Withdrawal date from district and building as well as FS End date. Withdrawal Reason will be defaulted to '99'.
 - Reported as Diploma Date

- **Student Status:** Choose a student status code that indicates the student is an inactive student. You may want to define a special student status code for Grad-Only students
- **Attendance Calendar:** Select a non-attending calendar from the calendar dropdown. Since Grad-Only students are not attending, no attendance should be calculated for them
- **Grade:** Local use only, will not be reported.
- **Address:** For local use only
- **Phone Number:** For local use only
- **Email Address:** For local use only
- **County of Residence:** For local use only
- **Diploma Type:** (Required) Select the diploma type that reflects the diploma the student received
- **Courses Completed IRN:** (Required) Enter the district IRN of the district where the student completed their course requirements towards graduation
- **Courses Completed Date:** (Required) Enter the date the student completed all course requirements towards graduation

Once the record has been completely added, the student's record may be accessed on the Edit Student Profile Maintenance page. The message "This student is a Non-Attending Graduate" will display on select pages of the profile.

6. On the FN Graduate Tab, update any of the Graduate indicators, if applicable.
7. The FS Standing record for the student was created with a start and end date equal to the graduation date. The student's EMIS situation will be set as follows:
 - a. Traditional District: 600
 - b. Community School: 601

Task 2 – Special Education Grad-Only Records

For Grad-Only students, a corresponding Special Education IEP event will not be reported.

Student Information > SIS > Student > Special Education

Special Education

From this screen, you can display, add, change and delete Special Education records.

Events | Grad Requirement | Services

IEP Date:

Date Type:*

Assessment Area:*

Exemption Flag:*

Save Cancel

- OGT - C - Social Studies/Citizenship
- OGT - M - Math
- OGT - R - Reading
- OGT - S - Science
- OGT - W - Writing
- End of Course - ALG1 - Algebra 1
- End of Course - BIOL - Biology
- End of Course - ELA1 - English Language Arts 1
- End of Course - ELA2 - English Language Arts 2
- End of Course - GEOM - Geometry
- End of Course - GOVM - American / United States Government
- End of Course - HIST - American / United States History
- End of Course - MTH1 - Mathematics 1
- End of Course - MTH2 - Mathematics 2
- End of Course - PHYS - Physical Sciences

gradua

An FE record is to be reported for **any** graduating student who is exempt from the Graduation Requirement in period G. This includes students who are taking Alternate Assessments.

This record is reported whenever an IEP determination is made to add, confirm, or cancel an exemption from the consequences of any graduation assessment and/or individual graduation assessment areas. FE records are reported in all Period S data sets.

If the record is being used to report a granting of an exemption in a particular Assessment Type/Area combination, it is reported in the first school year of the IEP determination and every year thereafter, thereby confirming the IEP team has continued the exemption on the IEP. This is true even if there is no change in the granted exemptions from one IEP to the next.

If the record is being used to report removing or cancelling an exemption in a particular Assessment Type/Area combination, removal of the exemption is reported in the initial year of the IEP change and optionally thereafter.

If a student is never exempted from a particular Assessment Type/Area combination, then it is not necessary to report a Student Special Education Graduation Requirement Record for that combination.

Separate records are submitted per graduation Assessment Type/Area. For example, if the student no longer needs to meet the passing requirements of three of the five OGT subjects, then three records must be reported.

Task 3 – Add Assessment Records

The following assessments should be reported during Period G for Grad-Only students:

1. Summer OGT assessments for summer grads
2. American College Testing Assessment (ACT)
3. The Scholastic Aptitude Test (SAT)
4. International Baccalaureate (IB)
5. Advanced Placement (AP)
6. Industry Credential Assessment (GW)
7. End of Course (GE)
8. Workkeys (WK)

If the student has any of the assessment results required in the list above, add the records to the Assessment Maintenance pages. All assessment results will be included in the Assessment Transfer in period G.

Task 4 – Add Student Core Summary Records

Student Core Summary records for period G need to be reported for Grad-Only students. There are two ways to have Core summary records created but for any student, you must choose only one method:

1. If the student has never been enrolled in your district before, you may manually add Core Summary Records in period G under **Student Information > EMIS > Graduate Reporting Period (G) > Student Graduate CORE Summary Maintenance.** Add the detailed Core Summary records for the student. When added manually, since no Course History or Class List records exist for the student, the Core summary records will not be deleted when the Update Graduate Core Summary records are processed. But if the student has at least one course history record or one class list record, the manual Core Summary records will be deleted when the update is processed.

OR

2. Add Student Course History records manually for the courses the student took and earned credit towards graduation. If you use this method, then you must enter the course history records for all of the courses to report a complete set of Core Summary records. If you use this method, do not add Core Summary records manually on the maintenance page or they will be deleted when the Core Summary Update is processed.

FY18 Period A Assessment Checklist

Change Log

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6/12/17		Document creation for FY18

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Period A - Assessment Reporting

Period A is used for assessment reporting. At specific points in the school year, ODE will issue a manifest for each assessment they wish to collect. The FA Assessment Record transfer will be used for all assessment types. Some of these assessments will be required to be reported during other reporting periods as well, but this checklist is referring to all assessment reporting during Period A.

Districts are required to report one record per student for each student assessment type/subject area assessment date combination. Therefore, if a given assessment has multiple areas/subjects, multiple Student Assessment Records will be required to be reported.

FA Student Assessment includes

- AC – ACT Assessment
- GB – Preschool ELA Assessment
- GF – OELPA
- GM – Preschool Child Outcome Summary
- GO – KRA
- GW – CTE Industry Credential
- GX - OGT
- GY – CTE Student Assessment
- IB – International Baccalaureate
- SA – SAT
- WK – Workkeys
- GD – DORP
- GE – End of Course Exam
- GN – Next Generation Assessment
- GA – Alternate Assessment, Grades 3-8
- GX – Alternate Assessment, High School

KRA – Kindergarten Readiness Assessment (GO)

The KRA assessment includes ways for teachers to measure a child's school readiness. All students enrolled on the first day of school through November 1st must have an assessment record reported to EMIS, except for students in their second year of kindergarten. This assessment has the following components which are required to be reported:

ASSESSMENT AREA CODE	ASSESSMENT AREA CODE DESCRIPTION
LL	Language Literacy
M	Mathematics
PD	Physical Development
SF	Social Foundation
OISR	Overall Individual Student Report

VALID OPTIONS FOR THIS ASSESSMENT		
SCORE	SCORE NOT REPORTED	ACCOMMODATIONS
000-999, ***	*, A, B, C, D, E, F, H, J, K, M, Q, R, S	**, NO, Y3

VALID OPTIONS FOR THIS ASSESSMENT		
ASSESSMENT WINDOW		ASSESSMENT DATE REPORTED
Fall	First Day of School – Nov. 1	July – Nov.

ASSESSMENT IMPORT AVAILABLE	Yes - KRA	.csv Format
-----------------------------	-----------	-------------

Reminders:

1. Be sure to use the correct test date (not the date the records are being loaded) when loading the import file.
2. When manually adding a KRA record, be sure to select the correct test date as the valid Assessment Area Codes are selected based upon the testing date.
3. Records for students who were required to take the test but did not test will need to be added manually.
4. For each manually added record, update the Accommodations value, Score Not Reported value, and test score, if needed.
5. Scores must be entered with the decimal position as well as points past the decimal (ex: 4.0).
6. The KRA assessment record is not reported for students in their second year of kindergarten.
7. The Score Not Reported Reason of 'Q' has been added as a valid option for the KRA. This option should be used for 'Student who was previously enrolled in

Kindergarten, is a kindergarten student again this year, but was not reported as retained during the Retention Collection.'

8. Beginning in FY17, the Error Bands (LLSE – Language Literacy Error Band; MSE – Mathematics Error Band; PDSE – Physical Development Error Band; and SFSE – Social Foundation Error Band) are no longer required for EMIS reporting. Whether importing the assessment results or manually adding them, these scores can continue to be included on the KRA Assessment Maintenance page, however, they will not be included in the transfer file to the data collector.
9. Kindergarten students that have an LEP designation of other than “*” are required to take the KRA.

Select the Assessment Date

Assessment Date: 9/1/2017

Language Literacy

Accommodations: *

Score Not Reported: *

Score: *

Mathematics

Accommodations: *

Score Not Reported: *

Score: *

Physical Development

Accommodations: *

Score Not Reported: *

Score: *

Social Foundations

Accommodations: *

Score Not Reported: *

Score: *

Preschool ELA Assessment (GB)

Preschool students who need an ELA record reported:

All preschool students without disabilities, ages 3-5 as of December 1, 20XX, that are enrolled in a preschool program funded or administered by the office of Early Learning and School Readiness are required to be assessed twice during the school year; once in the first half of the school year (fall) and once in the second half of the school year (spring). These programs include:

- a. Ohio's Early Childhood Education Programs, formerly "State Funded Public Preschool Grantee's"
- b. State Funded Special Education Preschool Teacher Units

All preschool students with disabilities, age 3-5 by December 1, 20XX, who receive preschool education and/or special education services are required to be assessed regardless of the funding source or type of service provided. In addition, all preschool students who only receive preschool special education itinerant services or only receive special education services are required to be assessed.

If an assessment is administered multiple times between July 1 and December 1, the following applies:

- a. For a newly enrolled child, only the first set of scores is reported to EMIS.
- b. For a child enrolled the previous year, report the score from the most recent assessment (or last score) as of December 1.

If an assessment is given multiple times between December 2 and the end of the school year, the following applies:

- a. For a newly enrolled child, only the first set of scores is reported to EMIS.
- b. For a child, enrolled prior to December 2 who has fall scores reported in the Early Learning Fall Assessments (A) Collection, report the final score as of May 15.

ASSESSMENT AREA CODE	ASSESSMENT AREA CODE DESCRIPTION
AEE	Awareness and Expression of Emotion
COMM	Communication
COOP	Cooperation with Peers
CSM	Coordination – Small Motor
NBSN	Number Sense
PCT	Personal Care Tasks
PLR	Phonological Awareness
RWA	Relationships with Adults
SFIP	Safety and Injury Prevention
VOC	Vocabulary

Note: A score of 'N' on the results document should be reported as: Score '***'; and Score Not Reported 'S'.

SCORE	SCORE NOT REPORTED	ACCOMMODATIONS
A, B, C, D, 1, 2, 3, 4, 5, ***	*, A, B, D, F, J, M, R, S	**, NO, Y3

VALID OPTIONS FOR THIS ASSESSMENT		
ASSESSMENT WINDOW		ASSESSMENT DATE REPORTED
Fall	Aug. – Nov.	Aug. – Nov.
Spring	Feb. – May	Feb. - May

ASSESSMENT IMPORT AVAILABLE	Yes – PS ELA	.csv Format
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Reminders:

1. When manually adding Preschool ELA records, you will be required to select a date. Based on the date that is entered, the correct reporting fields for that reporting period will display.
2. Be certain to include records for students who did not test and include a Score Not Reported reason.
3. All parts must be completed before the record will save.
4. For each manually added record, update the Accommodations value, Score Not Reported value, and test score, if needed.

Assessment Date: 10/15/2017

Awareness and Expression of Emotion

Accommodations: * NO - Student did not receive accommodations on the STR test or took ALT

Score Not Reported: * - Option Not Applicable, Student took Test

Score:

Relationships with Adults

Accommodations: * NO - Student did not receive accommodations on the STR test or took ALT

Score Not Reported: * - Option Not Applicable, Student took Test

Score:

Cooperation with Peers

Accommodations: * NO - Student did not receive accommodations on the STR test or took ALT

Score Not Reported: * - Option Not Applicable, Student took Test

Score:

Phonological Awareness

Accommodations: * NO - Student did not receive accommodations on the STR test or took ALT

Score Not Reported: * - Option Not Applicable, Student took Test

Score:

Create Cancel

Childhood Outcome Summary (COS) (GM)

All preschool students with a disability are required to be assessed using the Childhood Outcome Summary (COS) assessment instrument. The COS is a record of progress on specific outcomes as required by federal law.

The assessment date can be anytime during the school year, whenever the evaluation has been completed. A student could have zero, one, or two ECO results reported in each window depending on when the student enters and exits preschool special education.

The COS process must be completed no later than 30 days following a child's eligibility determination using information collected during the evaluation period for a newly referred or transitioning child. (Note: This change became effective 2/1/16.)

The COS process must be completed at least annually for every child receiving preschool special education services. It is recommended that the COS process be completed in conjunction with each annual IEP review meeting.

The COS process must be completed within 30 calendar days of the child exiting from preschool special education. Exit events include a reevaluation (i.e., reevaluation team report, RETR) resulting in termination of preschool special education eligibility, a reevaluation (RETR) resulting in eligibility for school age services, last day of preschool special education services prior to kindergarten transition, or withdrawal from preschool special education at parent request.

For any child who enters and exits preschool special education services in the same school year with 6 months or more between entry and exit dates, the COS process must be completed and reported twice (once at entry and once at exit)

Same-aged, typically developing peers enrolled in the same preschool special education program may also be assessed but these scores will not be reported in EMIS.

ASSESSMENT AREA CODE	ASSESSMENT AREA CODE DESCRIPTION
E	Social Emotional Skills
EPRG	Social Emotional Skills Progress
K	Acquiring and Using Knowledge and Skills
KPRG	Acquiring and Using Knowledge and Skills Progress
T	Taking Appropriate Action to Meet Needs
TPRG	Taking Appropriate Action to Meet Needs Progress

SCORE	SCORE NOT REPORTED	ACCOMMODATIONS
Social Emotional Skills,	*, A, B, D, F, J, R	**

Acquiring and Using Knowledge and Skills, Taking Appropriate Action to Meet Needs – Scores of 1-7, ***		
Related Progress Assessment Areas – Scores of F, N or Y, ***	*, A, B, D, F, J, R	**

VALID OPTIONS FOR THIS ASSESSMENT		
ASSESSMENT WINDOW		ASSESSMENT DATE REPORTED
Fall	Enrolled or Exited	July – Dec.
Spring	Enrolled or Exited	Jan. - June

ASSESSMENT IMPORT AVAILABLE	No
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Reminders:

1. Records for students who were required to take the test but did not test will need to be added manually.
2. For each manually added record, update the Accommodations value, Score Not Reported value, and test score, if needed.
3. If multiple EMIS reporting entities are providing instructional services, providing special education services, and/or required to report the same student, then the entity required to report the assessment record is determined by the value of the District Relationship Element (FS140) on the Student Standing records from each reporting entity. In general, the entity with the lower value in this element is required to report the testing record.

Student Information > SIS > Student > Assessment > Preschool COS						
Preschool COS Assessment Record						
From this screen, you can display, add, change and delete data pertaining to a student's Preschool COS assessment results.						
Add Preschool COS Record						
		Test Date	Test Part	Score Not Reported	Score	Progress
		Oct 15, 2017	Acquiring and Using Knowledge and Skills	*	5	F
		Oct 15, 2017	Positive Social Emotional Skills	*	2	F
		Oct 15, 2017	Taking Appropriate Action to Meet Needs	*	7	F

NGA – Next Generation Assessment (GN)

The NGA assessment is administered to students in Grades 3-8. This assessment replaced the Ohio Achievement Assessment.

ASSESSMENT AREA CODE	ASSESSMENT AREA CODE DESCRIPTION
C	Social Studies (4 th and 6 th grades only)
M	Mathematics
R	Reading (3 rd grade only)
S	Science (5 th and 8 th grades only)
ELA	English Language Arts

VALID OPTIONS FOR THIS ASSESSMENT		
SCORE	SCORE NOT REPORTED	ACCOMMODATIONS
000-999, ***	*, A, B, C, D, E, F, H, I, J, K, M, N	**, NO, Y1, Y2, Y3

VALID OPTIONS FOR THIS ASSESSMENT		
ASSESSMENT WINDOW		ASSESSMENT DATE REPORTED
Fall	3 rd Grade ELA only, See assessment website for dates	November
Spring	Test windows vary depending upon grade level (3), online or paper testing	April regardless of actual test date
Summer	3 rd Grade ELA only, July	July

ASSESSMENT IMPORT AVAILABLE	Yes – OCBA Import	.txt Format
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Reminders:

1. Records for students who were required to take the test but did not test will need to be added manually.
2. For each manually added record, update the Accommodations value, Score Not Reported value, and test score, if needed.
3. Every third-grade student must also have a Reading Promotion score record reported, even if they did not test. In that event, it would be added with a Reason Score Not Reported value.
4. Students who are not enrolled in a grade level 3-8 tested subject area due to being enrolled in a course for high school credit instead, are not required to take the test for this grade level, but would take the EOC assessment for that course instead. Example, 8th grade students taking Algebra I for high school credit instead of 8th grade math.

Add Assessment Result

Period of Test:
Fall Block

Fiscal Year of Test:
2018

Building of Test:
012617 - Ft. Jennings Elementary

Grade at Time of Test:
03 - Third Grade

Assessment Area:
03ELA - 03 English Language Arts

Required Test Type:
STR - Standard

Score Not Reported:
* - Option Not Applicable, Student took Test

Accommodations:
NO - Student did not receive accommodations on the STR test or took ALT

Score:
480

Performance Level:
4 - Accelerated

Create
Cancel

Add Assessment Result

Period of Test:
Fall Block

Fiscal Year of Test:
2018

Building of Test:
012617 - Ft. Jennings Elementary

Grade at Time of Test:
03 - Third Grade

Assessment Area:
03REA - Grade 3 Reading Promotion

Required Test Type:
STR - Standard

Score Not Reported:
* - Option Not Applicable, Student took Test

Accommodations:
NO - Student did not receive accommodations on the STR test or took ALT

Score:
52

Grade 3 Reading Promotion Status:
Yes - Student meets reading promotion score

Create
Cancel

EOC – End of Course Assessment (GE)

Students who began 9th grade on or after July 1, 2014 are required to take End of Course (EOC) exams. Additionally, students who are accelerated and taking courses for which an EOC exam is offered will be required to take the EOC exam in that subject area.

There is no separate alternate assessment for each EOC exam. If a student is eligible to participate in an alternate assessment per the Alternate Assessment for Students with Significant Cognitive Disabilities (AASCD) Participation Guidelines, a proficient score in each of the assessed content areas – English Language Arts, Mathematics, Science and Social Studies, may be used in lieu of attaining the required minimum composite score on the EOC exams for graduation requirement. [See Alternate Assessment (AASCD), High School (GX) in the next section of this documentation.]

Any student who is enrolled in American History or American Government will take the EOC exam in that subject area. Students who have already taken an Advanced Placement or International Baccalaureate exam in Advanced Placement or International Baccalaureate courses in Biology, U.S. History or U.S. Government, do not have to take the EOC Exam in these subject areas. Once the AP and IB assessments are reported to ODE for these areas, ODE will calculate the number of points earned towards graduation points based on the score received on the assessment and the AP and IB Crosswalk to Graduation Points displayed below.

AP AND IB CROSSWALK TO GRADUATION POINTS		
ADVANCED PLACEMENT	INTERNATIONAL BACCALAUREATE	GRADUATION POINTS
4 or 5	6 or 7	5
3	4 or 5	4
2	2 or 3	3
Not applicable	Not applicable	2
1	1	1

Students Receiving Credit for EOC without taking EOC Assessment

There are multiple options for students to meet the requirements for the EOC assessment without taking the EOC assessment. For some students, these ‘points’ may have been earned in prior years. If your district has not reported EOC Assessment records for students meeting the criteria below, those records need to be created and reported. Please see examples EOC examples of how to report an EOC with Score Not Reported reason of W, X and Y in *examples (1), (2), (3) and (4) below*.

Assessment records that must be entered for current year as well as those not previously reported for prior years include the following:

SUBSTITUTE TESTS – Class of 2018

- Students taking Advanced Placement or International Baccalaureate courses in Biology, U.S. History or U.S. Government, may take tests specially designed for these courses instead of the state end-of-course test for that kind of course to avoid double testing. (*See AP & IB Crosswalk to Graduation Points chart in section above*)
- Students taking College Credit Plus courses in these subjects will use the course grade, not end-of-course test points, to determine their points earned toward graduation. (*See College Credit Plus Course Grade chart below*)
- For the science end-of-course test, a student may choose between physical science or biology, depending on which course the student took.

COLLEGE CREDIT PLUS COURSE GRADE (SOCIAL STUDIES AND SCIENCE SUBSTITUTE COURSES)	OHIO GRADUATION POINTS
A or B	5
C	4
D	3
Not applicable	2
Not applicable	1
F – Fail or drop the course	0

SUBSTITUTE TESTS – Classes of 2019 and beyond

- Students taking Advanced Placement or International Baccalaureate courses in American history or American government may take tests specially designed for these courses instead of the state end-of-course test for that kind of course, to avoid double testing. (*See AP & IB Crosswalk to Graduation Points chart above*)
- Students taking College Credit Plus courses in these subjects will use the course grade, not end-of-course test points, to determine their points earned toward graduation. (*See College Credit Plus Course Grade chart above*)

Graduation points for course grades prior to July 1, 2015

The student is in the Graduating Classes of 2018 and beyond. (This is not applicable for students choosing the new OGT options.)

- The student received credit on their transcript for a course taken prior to July 1, 2015.
- The course didn't have a state end-of-course test available at the time the student was enrolled in the course.
- The student will receive graduation points based on the course grade.
- The following conversion chart should be used to determine the number of graduation points a student will receive based on the grade the student receives for high school courses prior to end-of-course tests being available.

HIGH SCHOOL GRADE	OHIO GRADUATION POINTS
A	5
B	4
C Earned Credit or Passed Course	3
D	2
Not applicable	1

THE FOLLOWING PROVIDES THE DATES WHEN COURSES WERE AVAILABLE FOR THE FIRST TIME		
Fall 2014	Spring 2015	Fall 2015
Algebra I	Physical Science	Biology
Geometry	American History	
English Language Arts I	American Government	
English Language Arts II	Integrated Math I & II	

When entering records for the above situations, the records should include one of the following Score Not Reported reasons:

- W – Assessment Score Not Reported because student received graduation credit for assessment area due to course completion prior to end of course assessment availability; Number in score field represents number of graduation points earned

- X – Assessment Score Not Reported because student received graduation credit for assessment area due to completion of a dual credit course; Number in score field represents number of graduation points earned
- Y – Student transferred in from **out of state or from homeschooling** with course already completed; number of required graduation points reduced.
- 2 - Assessment score not reported because student received graduation credit for alternative Non-Public school EOC assessment prior to public district enrollment; Number in score field represents number of graduation points earned

Example (1) Course taken for high school credit prior to Assessment availability:

Student took Biology for high school credit in the 14/15 school year, prior to the assessment being available. The Fiscal Year of the test value should be the fiscal year in which the student completed the course. Student Received an 'A' for the course. The following values should be entered for this record:

Field	Value
Period of Test	Spring or Spring Block
Fiscal Year of Test	2015
Building of Test	Building student was in
Grade at Time of Test	9th
Required Test Type	STR
Assessment Area	Biology
Score Not Reported	W
Accommodations	NO
Score	5
Performance Level	5

Example (2) Course taken for High School Credit prior to any EOC Assessment Availability:

Junior (11th) grade student took an Algebra I course for High School Credit in 13/14 as an 8th grader. The EOC was not yet available. The Fiscal Year of the test value should be the fiscal year in which the student completed the course. The Student received a 'B' in the course. The Score or graduation points for a 'B' in this course equate to a '4' based on the referenced chart.

Field	Value
Period of Test	Spring
Fiscal Year of Test	2014
Building of Test	Building student was in
Grade at Time of Test	8th
Required Test Type	STR
Assessment Area	Algebra I
Score Not Reported	W
Accommodations	NO
Score	4
Performance Level	4

Example (3) Graduation credit received for completion of dual credit course (CCP):

Junior (11th) grade student took a CCP American/United States Government Course receiving both college and high school credit in 16/17. The Student received a 'C' in the course. The Score or graduation points for a 'C' in this course equate to a '4' based on the referenced chart.

Field	Value
Period of Test	Spring
Fiscal Year of Test	2017
Building of Test	Building student was in
Grade at Time of Test	11th
Required Test Type	STR
Assessment Area	American/United States Government
Score Not Reported	X
Accommodations	NO
Score	4
Performance Level	4

Example (4) Student transferred in from *out of state or home school*:

Junior (11th) grade student moved to Ohio from another state. The student completed Algebra I in another state, and may have or may not have taken some type of end of course assessment. The Score Not Reported option Y is to be used for these students. The values should be reported for the year the student completed the course in the other state.

Field	Value
Period of Test	Spring
Fiscal Year of Test	2016
Building of Test	***** - IRN not disclosed
Grade at Time of Test	10th
Required Test Type	STR
Assessment Area	Algebra I
Score Not Reported	Y
Accommodations	**
Score	***
Performance Level	Any – This is not reported

Performance Level values are based on the number of Graduation Points received (see chart below).

PERFORMANCE LEVEL	GRADUATION POINTS
Advanced	5
Accelerated	4
Proficient	3
Basic	2
Limited	1

ASSESSMENT AREA CODE	ASSESSMENT AREA CODE DESCRIPTION
ALG1	Algebra I
BIOL	Biology
ELA1	English Language Arts I
ELA2	English Language Arts II
GEOM	Geometry
GOVM	American/United States Government
HIST	American/United States History
MTH1	Mathematics I
MTH2	Mathematics II
PHYS	Physical Science

VALID OPTIONS FOR THIS ASSESSMENT		
SCORE	SCORE NOT REPORTED	ACCOMMODATIONS
000-999, ***	*, A, B, C, D, E, F, G, H, I, J, M, W, X, Y, 2	**, NO, Y1, Y2, Y3

VALID OPTIONS FOR THIS ASSESSMENT		
ASSESSMENT WINDOW		ASSESSMENT DATE REPORTED
Fall Block		December regardless of actual Test Date
Spring Regular		April regardless of actual Test Date
Spring Block		May regardless of actual Test Date (ODE has indicated they may be accepting April dates for this window also)
Summer	July	July

ASSESSMENT IMPORT AVAILABLE	Yes – OCBA Import	.txt Format
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Reminders:

1. Records for students who were required to take the test but did not test will need to be added manually. This includes students who received credit for the test but did not take the test.
2. For each manually added record, update the Accommodations value, Score Not Reported value, and test score, if needed.
3. All prior year EOC records will be included in the FY18 transfer file to ODE for EMIS reporting. Districts need to make sure they have manually added records for students with a Score Not Reported reason that have also received graduation points, even if those records are for past years, and if those records have not been previously entered.

4. EOC records are not entered for students taking the alternate assessments.

Add Assessment Result

Period of Test:*

Spring

Fiscal Year of Test:*

2018

Building of Test:*

012825 - FT. JENNINGS HIGH SCHOOL

Grade at Time of Test:*

10 - Tenth Grade

Required Test Type:*

STR - Standard

Assessment Area:*

BIOL - Biology

Score Not Reported:*

* - Option Not Applicable, Student took Test

Accommodations:*

NO - Student did not receive accommodations on the STR test or took ALT

Score:*

742

Performance Level:

5 - Advanced

Create

Cancel

Alternate Assessment (AASCD), High School (GX)

The Alternate Assessment (AASCD) for students in high school is reported with a record type of GX, which is associated with the Ohio Graduation Test (OGT) assessment record type.

The Alternate Assessment results are available to the districts in an OCBA assessment record format from the testing company.

ODE will calculate the number of graduation points to be awarded for each alternate assessment taken as a '3' when the alternate assessment score is reported as well as a Special Education Grad Requirement (FE) record. No EOC assessment record is added for these assessments.

ASSESSMENT AREA CODE	ASSESSMENT AREA CODE DESCRIPTION
C	Social Studies
M	Mathematics
R	Reading
S	Science

VALID OPTIONS FOR THIS ASSESSMENT		
SCORE	SCORE NOT REPORTED	ACCOMMODATIONS
000-999, ***	*, A, B, C, D, E, F, H, I, J, K, M, P, S	**, NO

VALID OPTIONS FOR THIS ASSESSMENT	
ASSESSMENT WINDOW	ASSESSMENT DATE REPORTED
Spring	February - April

ASSESSMENT IMPORT AVAILABLE	Yes – OCBA Import	.txt Format
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Reminders:

1. Records for students who were required to take the test but did not test will need to be added manually.
2. For each manually added record, update the Accommodations value, Score Not Reported value, and test score, if needed.
3. These records are imported using the OCBA import upload.
4. When using the import to load these records, the Accommodations value should automatically be updated.
5. The import file is a .txt format.

6. If applicable, be sure to update the Special Education Grad Records (FE) to indicate if the student is exempted from the consequences of not passing a specific assessment.


StudentInformation > SIS > Student > Assessment > OGT

From this screen, you can display, add, change and delete data pertaining to a student's ohio graduation test results.

Building IRN - Spring Test Administration: 012625 - Fort Jennings High School ▼

Test Type: * ALT - Alternate ▼

Part: * MATH - Math ▼

Test Date: * 03/10/2018 

Grade at Time of Test: * 11 ▼

Accommodations: NO - Student did not receive accommodations on the STR test or took ALT ▼


Score Not Reported: * - Option Not Applicable, Student took Test ▼

Scaled Score: 322

Raw Score: ***

Required for Graduation: * ▼

Re-report Time Period: ▼

Transferred From IRN: - 

Save Save and New Cancel

Alternate Assessment (AASCD), Grades 3-8 (GA)

The Alternate Assessment (AASCD) for students in grades 3-8 is reported with a record type of GA, which is associated with the Student Achievement (GA) assessment record type.

The Alternate Assessment results are available to the districts in an OCBA assessment record format from the testing company.

ASSESSMENT AREA CODE	ASSESSMENT AREA CODE DESCRIPTION
C	Social Studies
M	Mathematics
R	Reading
S	Science

VALID OPTIONS FOR THIS ASSESSMENT		
SCORE	SCORE NOT REPORTED	ACCOMMODATIONS
000-999, ***	*, A, B, C, D, E, F, H, I, J, K, M, N, P, S	No

VALID OPTIONS FOR THIS ASSESSMENT	
ASSESSMENT WINDOW	ASSESSMENT DATE REPORTED
Spring (Alternate Only)	February - March


ASSESSMENT IMPORT AVAILABLE	Yes – OCBA Import	.txt Format
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Reminders:

1. Records for students who were required to take the test but did not test will need to be added manually.
2. For each manually added record, update the Accommodations value, Score Not Reported value, and test score, if needed.
3. These records are imported using the OCBA import upload.
4. When using the import to load these records, the Accommodations value should automatically be updated to NO.
5. The import file is a .txt format.

Student Achievement

From this screen, you can display, add, change and delete data pertaining to student achievement records.

Building IRN - Spring Test Administration:	012617 - Fort Jennings Elementary Sch
Test Grade/Type:	6th Ach - Alternate
Part:	MATH - Math
Test Date:	02/12/2018 
Grade at Time of Test:	06
Accommodations:	NO - Student did not receive accommodations on the STR test or took ALT
Score Not Reported:	* - Option Not Applicable, Student took Test
Scaled score:	322
Raw score:	***

Save

Save and New

Cancel

ACT, SAT, IB and AP Assessments

Each of the EMIS reportable assessments in this section are available for transfer in the in the FA transfer file. All prior year records will also be included in the transfer file. The SAT Subject Scores are not EMIS reportable, so they are not available in the transfer file.

Beginning in FY17, a 'day' date value is to be reported with the ACT and SAT in addition to the month and year.

ASSESSMENT AREA CODE	ASSESSMENT AREA CODE DESCRIPTION
Varied for each of the Assessment Types	

SCORE	SCORE NOT REPORTED	ACCOMMODATIONS
Varied for each of the ACT and SAT Assessment Types/Areas, and per Area in each of the Assessment Types	*, A, B, C, D, E, F, H, I, J, K, L, 3, 4	**
AP 1-5	*	**
IB 1-7	*	**

VALID OPTIONS FOR THIS ASSESSMENT		
ASSESSMENT WINDOW		ASSESSMENT DATE REPORTED
ACT, SAT	Actual Test Dates Will Vary	Jan. – Dec. (Include day date)
IB	Actual Test Dates Will Vary	Nov. and May
AP	Actual Test Dates Will Vary	May

ASSESSMENT IMPORT AVAILABLE		
ACT	Yes	.txt Format
SAT	Yes - SAT (Old Format) results prior to 10/2015	.txt Format
SAT	Yes - Redesigned SAT (New Format as of 10/2015) for both SAT Reasoning and SAT Subject Records dated 10/2015 and forward	.csv Format
IB, AP	No	













Reminders:

1. ACT (American College Testing Assessment) results are available for download from ACT in an electronic format and the districts must contact ACT for details. The import file for ACT results needs to be in a .txt format.
2. The 'SAT (Old Format)' import requires the SAT import file to be in a .txt format.
3. The 'Redesigned SAT (New Format as of 10/2015)' import requires the SAT import file to be in a .csv format.
4. A complete listing of the Assessment Areas for each of these assessments can be found in the EMIS Manual, Chapter 2.8, Student Assessment Record.
5. The IB and AP results will need to be manually entered for any student taking those assessments.
6. The SAT Reasoning scores are the SAT records reported to ODE. The SAT Subject scores are not reported to ODE.

ACT (American College Testing Assessment):

StudentInformation > SIS > Student > Assessment > ACT [Find Students] [Go To]

From this screen, you can display, add, change and delete data pertaining to the ACT.

Testing Date:	<input type="text"/>	 
English Score:	<input type="text"/>	
English Usage/Mechanics Sub Score:	<input type="text"/>	
English Rhetorical Skills Sub Score:	<input type="text"/>	
Mathematics Score:	<input type="text"/>	
Mathematics Pre-Algebra/Elementary Algebra Sub Score:	<input type="text"/>	
Mathematics Intermediate Algebra/Coordinate Geometry Sub Score:	<input type="text"/>	
Mathematics Plane Geometry/Trigonometry Sub Score:	<input type="text"/>	
Reading Score:	<input type="text"/>	
Reading Social Studies/Sciences Sub Score:	<input type="text"/>	
Reading Arts/Literature Sub Score:	<input type="text"/>	
Science Score:	<input type="text"/>	
Composite Score:	<input type="text"/>	
Combined English/Writing Score:	<input type="text"/>	
Writing Test Sub Score:	<input type="text"/>	
Essay Comments:	<div>01 -   02 -   20 -   21 -  </div>	<input type="text"/>
Writing Subject Score:	<input type="text"/>	
Writing Domain Score: Ideas and Analysis:	<input type="text"/>	
Writing Domain Score: Development and Support:	<input type="text"/>	
Writing Domain Score: Organization	<input type="text"/>	
Writing Domain Score: Language Use and Conventions	<input type="text"/>	
Writing National Norms	<input type="text"/>	
English Language Arts (ELA) Score:	<input type="text"/>	
English Language Arts (ELA) National Norms:	<input type="text"/>	
STEM Score:	<input type="text"/>	
STEM National Norms:	<input type="text"/>	
Understanding Complex Text:	<input type="text"/>	
Progress Toward Career Readiness:	<input type="text"/>	


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Go to PC settings to activate Windows.

SAT (The Scholastic Aptitude Test - Reasoning)

StudentInformation > SIS > Student > Assessment > SAT Reasoning Test


SAT Reasoning Test Scores


From this screen, you can display, add, change and delete data pertaining to the SAT Reasoning Test.


Testing Date:* 

Grade at Time of Test:*

Pre - 2016 SAT Reasoning Scores

Critical Reading Score: 


Math Score: 


Writing Score: 

Writing Multiple-Choice Sub Score:

Essay Sub Score:

Redesigned SAT Reasoning Scores

Evidence-Based Reading and Writing Section Score: 

Math Section Score: 

Reading Test Score:

Writing and Language Test Score:

Math Test Score:

Analysis in Science Cross-Test Score:

Analysis in History/Social Studies Cross-Test Score:

Words in Context Subscore:

Command of Evidence Subscore:

Expression of Ideas Subscore:

Standard English Conventions Subscore:

Heart of Algebra Subscore:

Passport to Advanced Mathematics Subscore:

Problem Solving and Data Analysis Subscore:

Essay Reading Subscore:

Essay Analysis Subscore:

Essay Writing Subscore:

Total SAT Score:


SAT (The Scholastic Aptitude Test - Subject)

StudentInformation > SIS > Student > Assessment > SAT Subject Tests

SAT Subject Test Scores

From this screen, you can display, add, change and delete data pertaining to the SAT Subject Tests.

Subject Test: *

Testing Date: * 

Grade at Time of Test: *

Score: *


International Baccalaureate (IB)

Only IB Program Assessment will be collected. Please refer to the IBO.org website.

StudentInformation > SIS > Student > Assessment > International Baccalaureate (IB)

International Baccalaureate (IB)

From this screen, you can display, add, change and delete data pertaining to International Baccalaureate (IB).

Testing Date: * 

Assessment Area Code: *

Assessment Result: *


Advanced Placement (AP)

StudentInformation > SIS > Student > Assessment > AP Exams

AP Exam Scores

From this screen, you can display, add, change and delete data pertaining to AP Exams.

Subject: *

Testing Date: * 

Score: *

OGT Records (GX)

Beginning in the 14/15 school year, students enrolled as first time 9th grade students and below will no longer take the OGT (GX) assessment. These students will be assessed using the End of Course (GE) exams.

Students grade 10 and above in the 14/15 school year and earlier are still required to take the OGT (GX) assessment.

ASSESSMENT AREA CODE	ASSESSMENT AREA CODE DESCRIPTION
S	Science
M	Math
R	Reading
W	Writing
C	Social Studies/Citizenship

SCORE	SCORE NOT REPORTED	ACCOMMODATIONS
000-999, ***	*, A, B, C, D, E, F, H, I, J, K, M, P, S	**, NO, Y1, Y2, Y3

VALID OPTIONS FOR THIS ASSESSMENT		
ASSESSMENT WINDOW		ASSESSMENT DATE REPORTED
Fall	Oct. – Nov.	Oct. – Nov.
Spring	Spring	
	STR test type in March	March
	ALT test type late Feb. - March	Feb. - March
Summer	Summer prior to current school year, non-summer graduates	June – July
Summer	Summer after current school year (Period G reporting), summer graduates only	June - July

ASSESSMENT IMPORT AVAILABLE	Yes - OGT	.txt Format
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Reminders:

1. StudentInformation will report the latest attempt for each test part regardless of test date.

2. Foreign exchange students must take the OGT. The graduation plan of a foreign exchange student makes no difference on the requirement to test; they are not exempt. If your foreign exchange students were not tested an OGT record with Score Not Reported element must be submitted.
3. As a general guideline, an OGT record should be reported for students for each subject(s) until the student passes the test.
4. Make sure the **Required for Graduation:** field is marked correctly on the OGT record, especially for those IEP students who do not have to actually pass the test in order to graduate. Although this field isn't reported to EMIS, StudentInformation looks to this value for other processes such as the Who Needs It and Transcripts. When a student took the OGT in a prior year and since that time, has been placed on an IEP and is no longer required to pass the OGT to graduate, a new OGT test record for this year's testing date will need to be added with the value of No in the **Required for Graduation:** field. Students are required to take the test one more time after it is determined the student does not need to pass the test to graduate.
5. A JVS is only to report testing results for students who enroll directly into the JVS without enrolling in the resident district.
6. If a student is not tested during a required administration (fall and/or spring), a record for each test the student should have taken is to be submitted by the district for the most recent test administration for which the student was enrolled. The appropriate option is to be reported in the Score Not Reported Element for these situations.
7. **Summer Graduates:** OGT Test records should be reported for students who were enrolled in the district the previous school year and graduated prior to the start of the new school year as a result of passing the summer administration of the OGT. Report OGT results for these graduates during the upcoming Period G.

StudentInformation > SIS > Student > Assessment > OGT

From this screen, you can display, add, change and delete data pertaining to a student's ohio graduation test results.

Building IRN - Spring Test Administration: 012617 - Fort Jennings Elementary Schr

Test Type: STR - Standard

Part: SSC - Social Studies / Citizenship

Test Date: 03/12/2018

Grade at Time of Test: 12

Accommodations: NO - Student did not receive accommodations on the STR test or took ALT

Score Not Reported: * - Option Not Applicable, Student took Test

Scaled Score: 352

Raw Score: ***

Required for Graduation: Y

Re-report Time Period:

Transferred From IRN: -

Save Save and New Cancel

OELPA (GF)

Student Assessment (FA) Record(s) are required to be submitted for each student with a “Y”, “M”, “S”, or “L” option reported on the LEP Status Element on the Student Attribute – Effective Date (FD) Record for any day within the testing window. Students who have been identified as English Language Learners must take the OELPA until they receive a score that will allow them to exit the program. While they are taking the OELPA, the students must also take the KRA, Next Generation, OGT, and End of Course exams if the students meet the requirements during the test windows for those assessments.

ASSESSMENT AREA CODE	ASSESSMENT AREA CODE DESCRIPTION
LIST	Listening
R	Reading
S	Speaking
W	Writing

VALID OPTIONS FOR THIS ASSESSMENT		
SCORE	SCORE NOT REPORTED	ACCOMMODATIONS
000-999, ***	*, A, B, C, D, E, F, I, J	**, NO, Y1, Y2

VALID OPTIONS FOR THIS ASSESSMENT		
ASSESSMENT WINDOW		ASSESSMENT DATE REPORTED
Spring	January 12 through March 6	Jan - March

ASSESSMENT IMPORT AVAILABLE	Yes - OELPA	.txt Format
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Reminders:

1. When manually entering an OELPA record, the areas under Listening, Reading, Speaking and Writing must be completed in order for the record to save. Users can complete the remaining areas (Ex. Comprehension Score, Proficiency Status, etc.) or leave them blank and the record will save as long as the required fields have been completed. The import will populate all fields displayed on the OELPA Assessment Maintenance page that have values for them contained in the import record.
2. If multiple EMIS reporting entities are providing instructional services, providing special education services, and/or required to report the same student, then the entity required to report the assessment record is determined by the value of the District Relationship Element (FS140) or the value of either of the Sent Reason

Elements (FS200 or FS230) on the Student Standing records from each reporting entity.

A student with a District Relationship of '1' during any part of the testing window is required to have the appropriate assessment record(s) reported by the district reporting this relationship; for Career Technical students refer to the Career-Technical Students section above. In addition, a student who has a Sent Reason of 'CT – Contract Career-Technical Education Participant', 'JV- Joint Vocational School District Program Participant', 'MR – DD program participant', 'OS – State School (OSB or OSD) program participant', or 'PI - Proprietary Institution Program Placement' and is enrolled in the district during any part of the testing window is required to have the appropriate assessment record(s) reported.

Since an individual student may have multiple Student Standing records reported, it is possible for more than one entity to meet the above criteria (e.g., the student moved during the testing window). In this case, both districts would have to report the assessment record(s) unless noted otherwise.

3. Report the scaled score of each test area/subject in the Score Element. If the required student did not test for a particular required Assessment Area, report the reason in the Score Not Reported Element.
4. When using the Assessment Import process for the OELPA, in the Test Date field, enter the date the assessment was taken.
5. The following abbreviations may appear on some assessment records: DNA – Did Not Attempt; and INV – Invalidated. A test is 'attempted' once the student has started the test (had the opportunity to view at least one item). A domain test is 'not attempted' if the student never started the domain test (i.e., the student never had the opportunity to view any items.) A test is invalidated when a student is caught cheating or the test is compromised.

Student Information > SIS > Student > Assessment > OELPA

Ohio English Language Proficiency Assessment (OELPA) - Create

Assessment Date: 03/12/2018

Grade at Time of Test: 05 - Fifth Grade

Create Cancel

Listening

Accommodations: NO - Student did not receive accommodations on the STR test or took ALT

Score Not Reported: - Option Not Applicable, Student took Test

Score: 622

Standard Error: 5

Performance Level: 4

Reading

Accommodations: NO - Student did not receive accommodations on the STR test or took ALT

Score Not Reported: - Option Not Applicable, Student took Test

Score: 628

Standard Error: 6

Performance Level: 4

Speaking

Accommodations: NO - Student did not receive accommodations on the STR test or took ALT

Score Not Reported: - Option Not Applicable, Student took Test

Score: 652

Standard Error: 2

Performance Level: 4

Writing

Accommodations: NO - Student did not receive accommodations on the STR test or took ALT

Score Not Reported: - Option Not Applicable, Student took Test

Score: 616

Standard Error: 2

Performance Level: 4

Comprehension

Score: 1

Standard Error:

Proficiency Status

Proficiency Status:

Overall Score

Score:

Standard Error:

Create Cancel

CTE Industry Credentials (GW)

CTE Industry Credentials (GW) can be reported to EMIS with the actual year and month the credential was earned. Additionally a 'day' date may be included when entering the month and year.

An Industry Credential is a credential, certification or license developed and awarded by an industry association or state licensing agency. Students are not required to get an industry credential, but if a student does receive one of the industry credentials, the district should report the credential to EMIS. If a student earns more than one Industry Credential, report all credentials the student receives.

ASSESSMENT AREA CODE	ASSESSMENT AREA CODE DESCRIPTION
Various as contained in the EMIS Manual, Section 2.8, Student Assessment Record	

VALID OPTIONS FOR THIS ASSESSMENT		
SCORE	SCORE NOT REPORTED	ACCOMMODATIONS
***	*	**

VALID OPTIONS FOR THIS ASSESSMENT		
ASSESSMENT WINDOW		ASSESSMENT DATE REPORTED
Fall	Assessment Dates will vary	Year and Month Credential Earned
Spring	Assessment Dates will vary	Year and Month Credential Earned

ASSESSMENT IMPORT AVAILABLE	No
-----------------------------	----

Reminders:

1. If a student receives an industry credential prior to the close of the Graduate (G) reporting period, the district should report the industry credential during period G reporting. This is in addition to reporting it during Collection Window A – Assessments.
2. Industry Credentials may be reported by either the JVSD or the home district, but only one of the districts needs to report the record. Most students will only have a single record reported, but if a student has multiple credentials, multiple records may be reported.

CTE Industry Credential

From this screen, you can display, add, change and delete data pertaining to CTE Industry Credential.

Testing Date:* 

Assessment Area:*

Score:*

Save

Save and New

Cancel

CTE Student Assessment (GY – OCTCA)

Any student who **is a concentrator** should have some type of a CTE Assessment record reported. This data will be used for the CTE Report Card.

ASSESSMENT AREA CODE	ASSESSMENT AREA CODE DESCRIPTION
Various as contained in the EMIS Manual, Section 2.8, Student Assessment Record	

VALID OPTIONS FOR THIS ASSESSMENT		
SCORE	SCORE NOT REPORTED	ACCOMMODATIONS
CTE Technical		
000-100, ***, I, N, P, A	*, T, V	**
CTE Portfolio		
000-100, ***, I, N, P, A	*, F, T, V	**

VALID OPTIONS FOR THIS ASSESSMENT		
ASSESSMENT WINDOW		ASSESSMENT DATE REPORTED
Fall	Actual assessment dates will vary	Always January of year reported, regardless of year taken

ASSESSMENT IMPORT AVAILABLE	Yes - OCTCA	.txt Format
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Reminder:

1. This record should be reported by the district that employs the CTE Workforce development instructor.
2. Regardless of what test date is entered, the transfer to the data collector will report January 1st.
3. The Portfolio Assessment Score should only be completed for students enrolled in a Teaching professions course with the EMIS subject code 350011.
4. A record with a Score Not Reported reason should be reported for any student who is a 'concentrator' that did not test. These will need to be manually entered.
5. Please refer to the Office of Career-Technical and Adult Education (CTE) web site for additional information on rules and legislation, test implementation dates, scoring standards and up-to-date information on CTE Assessments. Information about the CTE Technical Assessments and Career Paths for the Teaching Professions Portfolio Assessment is located on the Ohio Department of Education's web site.

StudentInformation > SIS > Student > Assessment > CTE Student Assessment (OCTCA)

CTE Student Assessment (OCTCA)

From this screen, you can display, add, change and delete data pertaining to CTE Student Assessments.

CTE Technical Score

CTE Portfolio Score

Test Date:* 05/01/2018 x

CTE Student Assessment Code:* 10MC - Ground Transportation v

CTE Technical Assessment Score Not Reported Value: * - Option Not Applicable, Student took the test. v

CTE Technical Score:* 098

Save

Save and New

Cancel

StudentInformation > SIS > Student > Assessment > CTE Student Assessment (OCTCA)

CTE Student Assessment (OCTCA)

From this screen, you can display, add, change and delete data pertaining to CTE Student Assessments.

CTE Technical Score

CTE Portfolio Score

Test Date:* 05/01/2018 x

CTE Student Assessment Code: 14TP - Teaching Professions-State Development Portfolio v

Reason Portfolio Score Not Reported: * - Option Not Applicable, Student took the test. v

CTE Teaching Professions Portfolio Score:* ***

Save

Save and New

Cancel

NWEA Assessment (DORP) (GD)

This assessment measures student skills in mathematics and reading. Results from the spring administration will be reported in the DORP Growth Assessment (A) Collection.

ASSESSMENT AREA CODE	ASSESSMENT AREA CODE DESCRIPTION
M	Mathematics
R	Reading

VALID OPTIONS FOR THIS ASSESSMENT		
SCORE	SCORE NOT REPORTED	ACCOMMODATIONS
000-999, ***	*, A, B, C, D, E, F, H, I, J, K, L, M	**, NO, Y1, Y2, Y3

VALID OPTIONS FOR THIS ASSESSMENT		
ASSESSMENT WINDOW		ASSESSMENT DATE REPORTED
Fall	Aug. – Nov.	Aug. – Nov.
Spring	March – June	March - June

ASSESSMENT IMPORT AVAILABLE	Yes - DORP	.csv Combo File Format
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Reminders:

1. Records for students who were required to take the test but did not test will need to be added manually.
2. The Assessment Import requires the Combo import file format to be used.
3. Some students are also tested in the Science area for DORP, but Science is not an EMIS reportable assessment area and does not load to the DORP Assessment Maintenance page at the present time.

Add Assessment Result

Grade at Time of Test:
Assessment Area:
Required Test Type: STR - Standard
Score Not Reported: * - Option Not Applicable, Student took Test
Accommodations: NO - Student did not receive accommodations on the STR test or took ALT
Score:

Create Cancel

WorkKeys (WK)

The ACT WorkKeys is a nationally recognized job skills assessment students take to earn a workforce readiness score on the job skills assessment. This assessment is reported in the Non-State Assessments for the Local Report Card (LRC).

ASSESSMENT AREA CODE	ASSESSMENT AREA CODE DESCRIPTION
M	Mathematics
R	Reading
LCIF	Locating Information

VALID OPTIONS FOR THIS ASSESSMENT		
SCORE	SCORE NOT REPORTED	ACCOMMODATIONS
000-999, ***	*	**

VALID OPTIONS FOR THIS ASSESSMENT		
ASSESSMENT WINDOW		ASSESSMENT DATE REPORTED
Spring	Actual assessment dates will vary	Actual month and year of administration

ASSESSMENT IMPORT AVAILABLE	No
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Reminders:

1. The value for the Test Grade Level is ‘***’ and is defaulted in the WorkKeys transfer file.
2. The value for the Type of Accommodation is ‘***’ and is defaulted in the WorkKeys transfer file.
3. The value for the Score Not Reported is ‘*’ and is defaulted in the WorkKeys transfer file.

Assessment Date: 5/1/2017

Locating Information

Score: 10

Mathematics

Score: 90

Reading

Score: 25

Create Cancel

Import Assessment Records from Vendor Files

Navigation: StudentInformation – SIS – Assessment – Assessment Imports

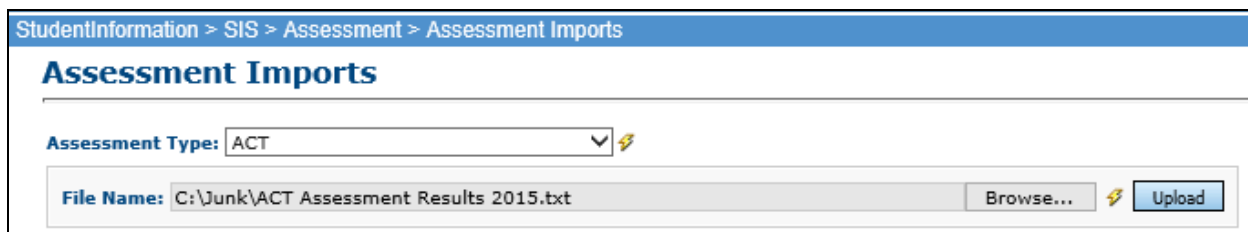
The assessment imports page provides the ability to import results from vendor files. The import is available for the following assessments:

- ACT
- OCBA – Gr. 3-8 Next Generation Assessments and End of Course Exams, Alternate Assessments
- OCTCA
- OGT
- OELPA
- PLAN
- SAT (Old Format)
- Redesigned SAT (New Format as of 10/2015)
- KRA
- DORP
- PS ELA

Imports Displayed in dropdown but should not be used during FY17 and forward

- OAA
- OAA & OGT Alternate Assessments (both types in the same file)
- OTELA
- PARCC

The assessment import tries to match the students in StudentInformation with the results from the import file. Assessment imports use different matching criteria depending on the assessment type. Refer to the ProgressBook StudentInformation Assessment Guide for details on the matching criteria used for each assessment.



StudentInformation > SIS > Assessment > Assessment Imports

Assessment Imports

Assessment Type:

File Name:

Reminders for Importing:

1. The district must be in context.
2. Navigate to the page and use the drop-down list to select the type of assessment being imported.
3. Test Date – if importing OCTCA or KRA results, there will be an additional prompt for the date of the assessment.

4. Browse – browse for the vendor file. This file can contain assessment results for a single building, single district or entire ITC.
5. Upload – Once you have selected the assessment type and the file, upload the results. This may take a few minutes depending on the number of student records in the import file. Once the upload is complete, a message details how many records were successfully uploaded and requests student records be verified by clicking **View Import Management**.

Assessment Import Management

Navigation: StudentInformation – SIS – Assessment – Assessment Import Management

The assessment import management screen shows the results of each assessment import in three separate tabs:

- Unmatched records – records imported but not yet assigned to a student
- Matched records – records imported and assigned to a student
- Errors – records that were not imported because of stated errors

StudentInformation > SIS > Assessment > Assessment Import Management

Assessment Import Management







From this screen, you can manage assessment import records that have a building IRN accessible through the school and school year in context.

Import: Jun 29 2016 07:49:AM - ewing , jeff - OCBA - 3-8 OH State Tests.txt ▼

[Import Another File](#)

Unmatched Records [Matched Records](#) [Errors](#)

i The following records were included in the import file but are not yet assigned to a student in StudentInformation.

	Line No.	First	Middle	Last	Test	BirthDate	Building IRN	District IRN	Records
 	1				EndCrse		001701	046300	1
 	2				EndCrse		001701	046300	1
 	3				EndCrse		001701	046300	1

If the appropriate import file does not display in the import field, click 'Import Another File' to return to the assessment imports screen to import the desired file.

Refer to the ProgressBook StudentInformation Assessment Guide for more details on the Import, and the Unmatched Records, Matched Records and Errors tabs.

Run reports to verify assessment data

Some assessment reports that have been added to the AdHoc Reports to assist with assessment data can be found at [Student Information](#) > [Local](#) > [Ad Hoc Reports](#) and are as follows:

EMIS Folder

1. State Assessment Below Reported Score Report
 - a. This report allows you to search various years for the following assessments along with their scores:
 - i. Grades 3-8 Achievement (GA)
 - ii. Preschool ELA (GB)
 - iii. End of Course Assessments (GE)
 - iv. KRA (GO)
 - v. Next Generation Assessments (GN)
 - vi. OGT (GX)
 - vii. Preschool COS (GM)
 - viii. CTE Industry Credential (GW)
 - ix. OCTCA (GY)
 - x. OELPA (GF)
2. State Assessment Report
 - a. This report allows you to search various years for the following assessments along with their scores:
 - i. Grades 3-8 Achievement (GA)
 - ii. Preschool ELA (GB)
 - iii. End of Course Assessments (GE)
 - iv. KRA (GO)
 - v. Next Generation Assessments (GN)
 - vi. OGT (GX)
 - vii. Preschool COS (GM)
 - viii. CTE Industry Credential (GW)
 - ix. OCTCA (GY)
 - x. OELPA (GF)

Please be sure to check back to this location regularly as additional reports will be added as time and requests permit.

Verify Student Assessment and correct errors

This section is under construction, and will be updated as soon as possible at the time updates are made in the StudentInformation system.

Transfer Student Assessment Records to the Data Collector

The assessment transfer process is available on the Assessment Transfer – Collection (A) Menu under EMIS. Each reporting period has its own menu containing options specific to that reporting period.

The transfer process for assessments provides the ability for the user to select only those assessments they wish to include in the transfer. This provides control over the assessments you wish to submit. Once you have completed the reporting for a specific assessment, it is not necessary to retransfer each time you report assessment data. Data should be transferred according to the guidelines of ODE's manifest.

You must have the district in context to transfer Assessment records to the data collector.

StudentInformation > EMIS > Assessment Reporting Collection (A)

EMIS - Create Flat Files - Select Files

From this screen, you can transfer Assessment Collection (A) records

Request Type | Program Selection

- ☒ Select all transfers
- ☒ Transfer - ACT (AC)
- ☒ Transfer - AP (AP)
- ☒ Transfer - CTE Industry Credential (GW)
- ☒ Transfer - CTE Student Assessment - OCTCA (GY)
- ☒ Transfer - DORP Growth (MAP) (GD)
- ☒ Transfer - End of Course (GE)
- ☒ Transfer - International Baccalaureate (IB)
- ☒ Transfer - KRA (GO)
- ☒ Transfer - Next Generation Assessment Grades 3-8 (GN)
- ☒ Transfer - OELPA (GF)
- ☒ Transfer - OGT (GX)
- ☒ Transfer - Preschool ASQ/SE (GS)
- ☒ Transfer - Preschool ECO (GM)
- ☒ Transfer - Preschool ELA (GB)
- ☒ Transfer - SAT (SA)
- ☒ Transfer - Student Achievement (GA)
- ☒ Transfer - WorkKeys (WK)

Transfer Type:*

☐ Flat file transfer

☒ Flat file transfer for Data Collector

< Back Submit Cancel

FY18 Period S Retention Reporting Checklist

Change Log

Date	Section Number/Name	Change Description
5/30/17		Document revised for FY18

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Period S Retention

Reporting Window – Approximately July through August, depending on dates provided when manifest opens

Record Types to Include – FN

All City, Local, Exempted Village, Community and JVSD districts are required to report the Retained Status element for any student enrolled in FY18 including students withdrawn on or after 7/1 and before the first day of school.

Task 1 – Update the Retained Status Field

Navigate to the FN-Attributes tab of the Student Profile for any student who should be reported with a Retained Status other than

* - Student was not retained at the end of the previous school year and update the value to the option that best describes the student's retention status as of the first day of the current school year. For students not retained on the first day of school, but after a period of time the student moves back to the prior grade level, the retention status would not be updated.

Any student reported in FY17 as Grade 3 with a Next Generation Assessment Grade 3 Reading SubScore (promotion score) below 42 must have a retained reason of A-M or option 5.

Depending on the value selected for Retained Status, the Student's State Equivalent Grade (FD Attributes) and EMIS Grade Next Year (FN Attributes) may also need to be updated.

Retained Status Valid Options

*	Student was not retained at the end of the previous school year. Includes all 3 rd grade students promoted to 4 th grade who received the required promotion score on any administration of the state 3 rd grade reading assessment before the start of the next school year.
1	Student was retained at end of the previous school year for reasons other than the Third Grade Reading Guarantee and is still retained.

2	Student was retained at the end of the previous school year for reasons other than the Third Grade Reading Guarantee, but advanced because of successful completion of summer school.
3	Student was retained at the end of the previous school year for reasons other than the Third Grade Reading Guarantee, but advanced at parent request.
4	Student was retained at the end of the previous school year for reasons other than the Third Grade Reading Guarantee, but advanced for a reason other than completion of summer school or parents' request.
5	Student demonstrated adequate performance on the TGRG Alternative Assessment for Promotion to grade 4, but was retained for reasons other than the Third Grade Reading Guarantee.
A	Student was retained at the end of the previous school year due to the Third Grade Reading Guarantee and is still retained.
D	Student did not meet the reading requirement in the Third Grade Reading Guarantee, but was not retained because student met the ELL exemption.
E	Student did not meet the reading requirement in the Third Grade Reading Guarantee, but was not retained because student met the IEP exemption.
F	Student did not meet the reading requirement in the Third Grade Reading Guarantee, but was exempt from retention because student received intensive reading remediation for two years and was previously retained in any K-3 grade(s).
G	Student with significant cognitive disabilities is exempt from the Third Grade Reading Guarantee and not retained.
H	Student retained at the end of the previous school year due to the Third Grade Reading Guarantee is not enrolled this school year.
J	Student did not meet the reading requirement in the Third Grade Reading Guarantee, but was not retained due to adequate performance on the Alternative Assessment – Iowa before the start of the next school year.
K	Student did not meet the reading requirement in the Third Grade Reading Guarantee, but was not retained due to adequate performance on the Alternative Assessment – NWEA-Map before the start of the next school year.
L	Student did not meet the reading requirement in the Third Grade Reading Guarantee, but was not retained due to adequate performance on the Alternative Assessment – Terra Nova before the start of the next school year.
M	Student did not meet the reading requirement in the Third Grade Reading Guarantee, but was not retained due to adequate performance on the TGRG Alternative Assessment – STAR before the start of the next school year.

Task 2 – Period S Retention Transfer

Once you have completed the data updates, transfer your data to the Data Collector. All FN fields will be included in the extract sent to ODE, and they will ignore any fields not required for this transfer.

Navigate to the Student Reporting Collection (S) menu and transfer the Student Attributes – No Date (FN) records.

StudentInformation > EMIS > Student Reporting Collection (S)

EMIS - Create Flat Files - Select Files

From this screen, you can transfer Student Collection (S) records.

Request Type **Program Selection**

- ☐ Select all transfers
- ☐ Transfer - District Testing (DT)
- ☐ Transfer - Organization - General Information (DN)
- ☐ Transfer - Student Acceleration (FB)
- ☐ Transfer - Student Attributes - Effective Date (FD)
- ☒ Transfer - Student Attributes - No Date (FN)
- ☐ Transfer - Student Demographic (GI)
- ☐ Transfer - Student Demographic - Race Detail (GJ)
- ☐ Transfer - Student Discipline (GD)
- ☐ Transfer - Student Gifted Education (GG)
- ☐ Transfer - Student Program (GQ)
- ☐ Transfer - Student Special Ed. Graduation Requirement (FE)
- ☐ Transfer - Student Special Education (GE)
- ☐ Transfer - Student Standing (FS)
- ☐ Transfer - Student Summer Withdrawal (FL)
- ☐ Transfer - Student Withdrawal Override (FC)

Transfer Type:*

☐ Flat file transfer

☒ Flat file transfer for Data Collector

< Back Submit Cancel

Task 3 – Run the Collection

Before starting a collection, make sure the most recent version of the manifest has been downloaded.

1. While logged into the Data Collector, click on the **Collection Requests** tab.
2. Begin the collection.
3. Mark the Data Sources section.

All Files data sources		
Data Sources	Availability	Collection Status
<input checked="" type="checkbox"/> BA-Files	Ready	Not Started

4. Once the collection has been completed, proceed to the Prepare step.
5. Once the Prepare has completed, review the Level 1 Validation errors.
6. Return to StudentInformation to make corrections and updates resolving the Level 1 Validation errors.
7. After creating a new transfer file in StudentInformation and submitting it to the Data Collector, begin a new collection.
8. If satisfied with the results, go ahead and submit the collection to ODE for processing.
9. Once the collection has been processed by ODE, you should receive Level 2 Report errors. Review the Level 2 Report errors and make corrections in StudentInformation and repeat the process if needed.

REMINDER!

Don't forget – once you correct errors and rerun any required updates in StudentInformation, a new transfer to the Data Collector must be performed. Once the transfer is complete, rerun your collection.

FY17 Period G Checklist

Change Log

Date	Section Number/Name	Change Description
4/18/17		Updates following Checklist Training
4/6/17	Overall document	Updated for FY17

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Period G (Graduate)

For Period G, all City, Local, Exempted Village school districts are required to report data for Period G.

JVSDs and ESCs are not required to report Period G records.

For Period G, we collect the data on students who graduated anytime during the 16/17 school year as well as students who will graduate over the summer prior to the start of the 17/18 school year.

99% of Period G work will take place in the 16/17 school year. One exception is students who graduated during the summer after July 1st.

Once the 16/17 school year ends and you've moved to 17/18 as your default school year, data in 16/17 Period S will still be accessible for corrections and reporting completion. At that time, you may also begin updates for 17/18 Period S First Window and the FY17 Period G reporting. Period G reporting affects the Local Report Card so it is important to complete reporting in a timely manner.

For students taking courses in the summer of 2017, manual course history records should be entered in 16/17.


Period G processes appear on a separate menu rather than the normal EMIS menu.

StudentInformation > EMIS

EMIS Menu

Please make a menu selection

Assessment Reporting Collection (A)	Student Reporting Collection (S)
Calendar Reporting Collection (C)	Student Verification
Grad Progress Reporting Collection (R)	Verify EMIS Run Requests
Graduate Reporting Period (G)	Verify Special Education
Maintenance	Verify/Update and Transfer
Staff/Course Reporting Collection (L)	

 ▾ ≡

StudentInformation > EMIS > Graduate Reporting Period (G)

Graduate Reporting Period (G)


Please make a menu selection

Review District EMIS Run Requests	Verify Update/Transfer Period (G)
Student Graduate CORE Summary Maint	

1st Set of Tasks: Tasks that can be completed before school is finished

SSST highly recommends the following eight tasks be completed before school is out.

Task 1 – Bulk Update CORE Summary Records (Optional)



A bulk update process is available to allow you to quickly mass update the Core Subject Area value and/or the Dual Credit Checkbox on course records or manual course history records. Each course to be counted for high school credit must have a Core Subject Area value. In addition, any course that is considered a Dual Credit course must have the Dual Credit flag updated before the college credit amount earned may be updated for students earning dual credit.

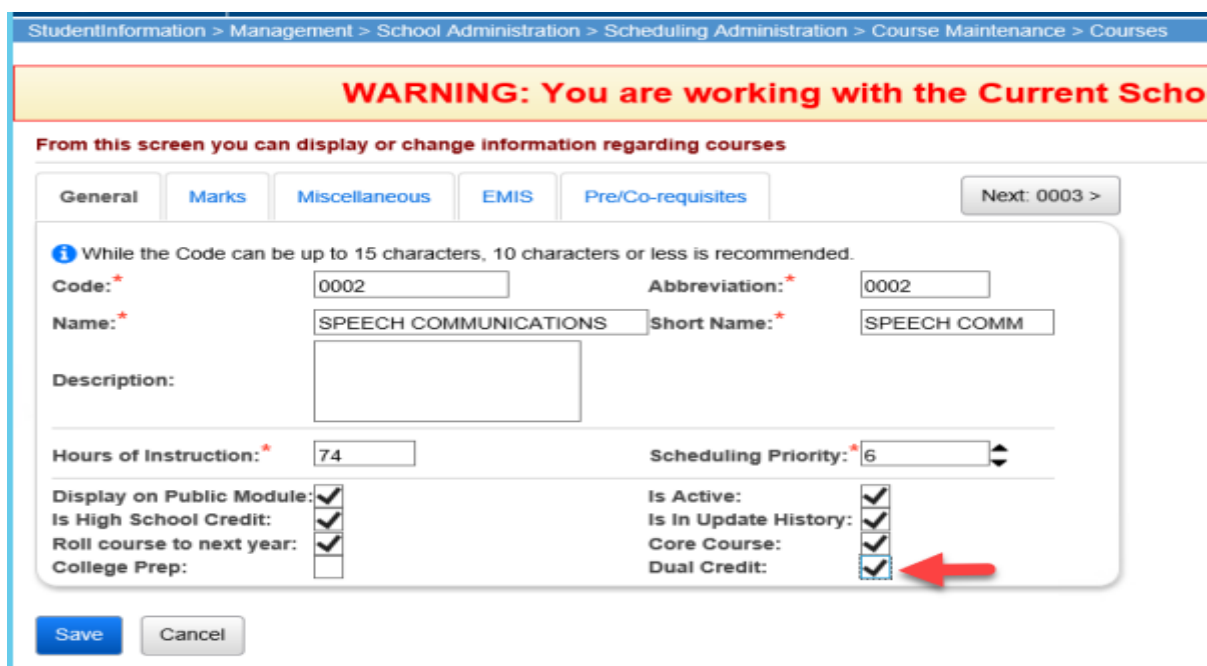
Refer to the **Bulk Update Core Subject Area or Dual Credit** Step by Step and the **Bulk Update Manual Course History Core Subject Area or Dual Credit** Step by Step for further instructions.

The process may be run in 16/17 to catch any new courses that may have been added.

Task 2 – Flag Courses and/or Course History with Dual Credit Option

Students who are taking courses that have been approved under the Articulation Agreement through the College Board of Regents for both high school credit and college credit, should have the 'Dual Credit' value reported as part of their Core Summary (GC) Record.

This field can be updated on the General tab in Courses for the course.



StudentInformation > Management > School Administration > Scheduling Administration > Course Maintenance > Courses

WARNING: You are working with the Current School Year

From this screen you can display or change information regarding courses

General | Marks | Miscellaneous | EMIS | Pre/Co-requisites | Next: 0003 >

i While the Code can be up to 15 characters, 10 characters or less is recommended.

Code: 0002 Abbreviation: 0002

Name: SPEECH COMMUNICATIONS Short Name: SPEECH COMM

Description:

Hours of Instruction: 74 Scheduling Priority: 6

Display on Public Module: ☒ Is Active: ☒

Is High School Credit: ☒ Is In Update History: ☒

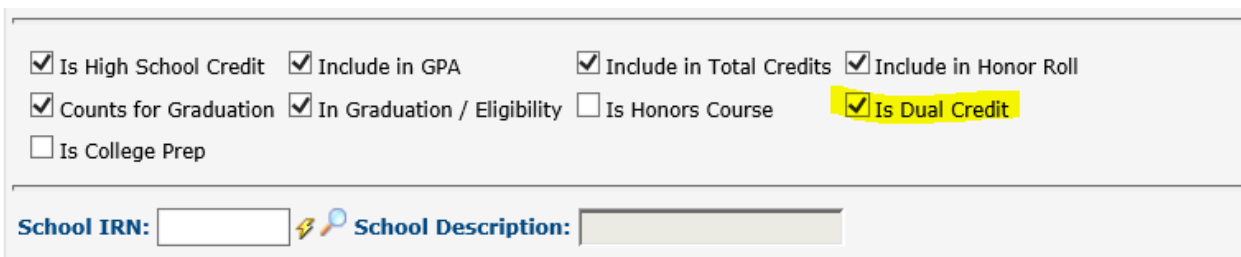
Roll course to next year: ☒ Core Course: ☒

College Prep: ☐ Dual Credit: ☒

Save Cancel

'Course is Dual Credit' is available to view on each student's Course History Summary to see if the student received Dual Credit for a course.

Additionally, when adding Manual Course History for a student, the Dual Credit option is available to be checked for that student's record.



☒ Is High School Credit ☒ Include in GPA ☒ Include in Total Credits ☒ Include in Honor Roll

☒ Counts for Graduation ☒ In Graduation / Eligibility ☐ Is Honors Course ☒ Is Dual Credit

☐ Is College Prep

School IRN: School Description:

Task 3 - Update Student College Credit values for Dual Credit Courses

For any student who earned transcribed college credit for Dual Credit, update the college credit amount students earn. The college credit earned will be reported on the GC Core Summary Records. The college credit amount must be the transcribed college credit amount that will appear on the student's college transcript. Use the College Credit Management page to update the values based on the courses and/or manual course history records flagged as dual credit courses. Students must earn a passing mark in the course. **Courses must be marked 'Dual Credit' to be included on the College Credit Management course sections.**

1. Change Context to the building level and 16/17.
2. Navigate to **Student Information » Management » Ad-Updates » College Credit Management**

EMIS Student Tab Updates

3. On the **EMIS Student tab**, select the dual credit Course whose college credit value you want to update for any student.
4. In the course Sections drop-down list, select the appropriate course section for which you want to perform the update.
5. Select the Check box in the row of each student whose college credit you want to update for the selected course section. (You can also select **Check All** to select all students).
6. Enter the college credit for the selected students using one of the following methods:
 - A. Update selected students individually:
 1. In the row of each student, in the **College Credit** column, enter the college credit the student earned in the course section.
 2. Click **Save Selected**.
 - B. Bulk update selected students:
 1. In the text box above the grid, enter the amount of college credit earned by all of the selected students.
 2. Click **Bulk Assign & Save Selected**.

Student Information > Management > Ad-Hoc Updates > College Credit Management

College Credit Management

From this screen, you can update college credit values for courses that are marked dual credit.

EMIS Student: **Manually Entered Courses**

Course: EUHIS1 - CCP European History 1 Course Sections: EUHIS1 CCP European History 1 - 1

Save Selected CORE Subject Area: SOO Bulk Assign & Save Selected

<input checked="" type="checkbox"/> Check All	Student Number	Student	Grade	College Credit
<input type="checkbox"/>	701008987	Katherine E	11	
<input type="checkbox"/>	701012880	Jacob S	11	

Manually Entered Courses

1. On the **Manually Entered Courses** tab, when the tab is selected, any student who has a manual course history record with the College Credit flag set will appear on a grid on the page.
2. Select the Check box in the row of each student whose college credit you want to update for the selected course section. (You can also select **Check All** to select all students).
3. Enter the college credit for the selected students using one of the following methods:
 - i. Update selected students individually:
 1. In the row of each student, in the **College Credit** column, enter the college credit the student earned in the course section.
 2. Click **Save Selected**.
 - ii. Bulk update selected students:
 1. In the text box above the grid, enter the amount of college credit earned by all of the selected students.
 2. Click **Bulk Assign & Save Selected**.

Student Information > Management > Ad-Hoc Updates > College Credit Management

College Credit Management

From this screen, you can update college credit values for courses that are marked dual credit.

EMIS Student Manually Entered Courses

Save Selected Bulk Assign & Save Selected

Check All	Student Number	Student	Grade	School Year	Course	CORE Subject Area	College Credit
<input type="checkbox"/>	30536	ABNER, SARAYA L	12	2015-2016	A20314 - APEngLit	ENG	<input type="text"/>
<input type="checkbox"/>	20414	Sieg, Amber N	12	2015-2016	ACM310 - ColAlgDC	MTO	<input type="text"/>

Task 4 – Run CRSE report to verify courses are marked appropriately

All courses that earn High School Credit and are EMIS reportable need a CORE Subject Area value.

1. Change Context to the building level and 16/17.
2. Navigate to : **StudentInformation » SIS » Scheduling » Scheduling Reports » Course Curriculum (CRSE).**
3. In the **Course Type** dual select, choose the course types that count for high school credit. (Course type examples: Class, Satellite, PS, ESC, etc.)
4. Leave the other dual selects empty except for **Fields To Display** dual select.
5. In the **Fields To Display** filter pull the following fields over to the right:

Credit Units
Department
Hours of Instruction
Is High School Credit
Report To EMIS
Subject Area
CORE Subject Area
EMIS Subject Area for Credit
Area Of Study
EMIS Subject Code

6. Choose the report sorting options in the **Sorting Options** filter.
7. Click **Submit**.
8. Wait for the report to complete on the **Batch/Report Management** screen.
9. Review the report for courses missing CORE Subject Area values and update accordingly.

Task 5 - Update Graduation Date and Diploma Type

New for FY17 – The following diploma types have been added:

- 4 – International Baccalaureate Honors Diploma**
- 5 – Career Tech Honors Diploma**
- 6 – STEM Honors Diploma**
- 7 – Arts Honors Diploma**
- 8 – Social Science and Civic Engagement Honors Diploma**

The Graduation Date and Diploma Type fields may be updated during any time during the school year but *will not* be reported until Period G.

JVS Students:

The JVS does not need to fill in a Graduation Date and Diploma Type. Only the resident district reports the Graduation Date and Diploma Type for students attending the JVS. However, the JVS does need to withdraw the graduating students with a withdraw code of 99.

The JVS should withdraw non-pub students with a '42' Withdrawal Code and homeschooled students with a '43' Withdrawal Code even if they are graduating.

Contract Vocational Students:

- The contract vocational district should report the withdraw date and code of 99 if the student will be graduating from the resident district. In other words, even though the contract vocational district isn't issuing the diploma, ODE advises the withdraw code should be 99.
- If the student isn't graduating and returns to the resident district, the contract vocational school withdraws the student with a code of 41.

Graduating Underclassmen:

Any non-senior who will be graduating needs to have his/her graduation date manually entered. If your district considers an 11th grade graduate to be a 12th grader upon graduation, update the State Equivalent field on the FD tab to 12. Don't forget to change the student's EMIS Grade Next Year on the FN tab to GR.

Students Graduating Elsewhere:

For those seniors who are residents of your district attending elsewhere and graduating from another district (such as open enrollment students), do NOT report a graduation date or diploma type. These students will need to be withdrawn with a withdraw reason of '41' or '45' and the Withdrawn to IRN should be the district they are graduating from. This applies to any senior attending elsewhere as open enrollment, special education cooperative, tuition students and proprietary school students. The resident district should either use their own senior withdrawal date or their own last day of school and not the attending school's withdrawal date.

Students who pass course requirements, but not the OGT in 16/17

For yearend reporting, if there is a possibility the student will take the test over the summer, the district should keep the student enrolled in 16/17 and promote him to the 16/17 school year. Next Update the student's **EMIS Grade Next Year:** on the FN Attributes Tab to grade level '13' for period S Final window reporting.

If the student takes and passes the test over the summer

The student must be reported as a summer graduate in period G.

If the student doesn't take or pass the test and doesn't enroll in courses in 17/18

Report the student as a summer withdrawal (withdrawing the student in the 16/17 school year) with a withdrawal reason code of '75'.

If the student doesn't take or pass the test but enrolls in courses in 17/18

Do not withdraw the student. Report the student in 17/18 with Grade Level '13' on the FD Attributes Tab.

Early Graduates:

Students who graduated after October Count Week but before the end of the school year should already be withdrawn using code 99 and have their Graduation Date and Diploma Type filled in if they graduated from your district.

Helpful
Hint

StudentInformation > Management > School Administration > Student Codes Administration > Student Status Codes

Student Status Codes Maintenance

From this screen, you can display, add, change and delete data pertaining to student status codes.

The Student Status Code was successfully saved

Add Status Code

	Code	Name ^	Overall Student Status	Description	Active
✖	A	A-ACTIVE RES	Active	ACTIVE RES	💡
✖	D	D-DELETED	Deleted	DELETED	💡
✖	EG	Early Graduate	Active	Early Graduate	💡
✖	I	I-INACTIVE	Inactive	INACTIVE	💡
👍	J	JVS	Active	JVS	💡
✖	N	N-NON-RES	Active	NON-RES	💡
✖	Q	Q-RES F/PT	Inactive	RES F/PT	💡
✖	R	R-RES A/ELSE	Inactive	RES A/ELSE	💡
✖	T	TRACKING-SOES ENROLLMENT	Active	TRACKING STUDENT - WAITING ON SOES ENROLLMENT	💡

☒ Show Active Only

(Optional) Create a student status code named EG : Early Graduate with an overall status of Active. Assign this status code to all early graduates so the students will still be included in the GPAs, honor roll and ranking even though they are withdrawn.

Late Graduates:

Students who have not finished their coursework by the district's graduation date, but who do finish their course work and graduate before the 1st day of the 17/18 school year are reported in Period G.

- Students who graduate on or before June 30, 2017 are reported in S if possible as being withdrawn and will not be reported in the first window for period S in the 17/18 school year.
- Students who graduate after June 30, 2017 need promoted to 17/18 and reported in 17/18 period S First Window as summer withdrawals.

Continuing Special Ed Students

If all the following are true, use 23 as the EMIS Grade Next Year and *do not* report a graduation date.

- Student has a disability condition
- Student completes educational requirements
- Student elects to remain in the district for further training
- Student is under age 22
- Student has not graduated

On-time Graduating Students:

Use Bulk Update to update Diploma Type and Diploma Date. The Power Withdraw option may be used for these students prior to the end of the school year. Best practices would indicate that this option should be applied no more than 10 days prior to the end of the school year.

Manually update the Graduation Date and Diploma Type fields:

1. Navigate to **StudentInformation** » **SIS** » **Student** » **Edit Profile**
2. On the **FN-Graduate** tab, fill in the student's graduation date in the **Graduation Date:** field.
3. Next select the appropriate diploma in the **Diploma Type:** dropdown.
4. Click **Save**.

Bulk update Graduation Date:

1. Navigate to **StudentInformation** » **Management** » **Ad-Hoc Updates** » **Update Graduation Date**
2. By default, only students with an EMIS Grade Level of 12 are updated. All other grade levels will need to be done manually.
3. Select the applicable status codes in the **Select the Student Statuses to be included:** dual select.
4. In the **File Download Options** section select **CSV** and **Download**.
5. Enter the graduation date in the **Graduation Date:** field.

6. If **Override Existing:** ☒ is marked, any student who is a 12th grader and matches the status codes selected above will have their graduation date updated.
7. Next select **Verify** in the **Run Type:** section.
8. Click **Submit**.
9. View the output file and verify the students who will be updated with the correct

Building	StudentNui	DisplayName	StudentSt	EMISGrad	PreviousC	GraduationDate	PreviousC	GraduationDate	Address	Address2	City	State	Zip
2	ELHS	12341 Student102447, DAJAUN	ACTIVE	RE	12	6/2/2011 0:00			2011 645 S Main St		Lima	OH	45804
3	ELHS	11002 Student103316, JESSICA	ACTIVE	RE	12	6/2/2011 0:00			2011 645 west 4th		Youngstov	OH	44512
4	ELHS	10866 Student103492, JAYLEN	ACTIVE	RE	12	6/2/2011 0:00			2011 645 S Main St		Lima	OH	45804
5	ELHS	10808 Student103544, AARON	ACTIVE	RE	12	6/2/2011 0:00			2011 645 S Main St		Lima	OH	45804
6	ELHS	11160 Student103132, ASHLEY	ACTIVE	RE	12	6/2/2011 0:00			2011 645 S Main St		Lima	OH	45804
7	ELHS	11028 Student103271, KAYLA	ACTIVE	RE	12	6/2/2011 0:00			2011 645 S Main St		Lima	OH	45804
8	ELHS	11053 Student103235, PHILIP	ACTIVE	RE	12	6/2/2011 0:00			2011 645 S Main St		Lima	OH	45804

10. Once you have verified the output, choose **Run Type:** **Update**.
11. Once the process is complete the following message will be displayed:

There were 109 EMIS graduation dates and 109 SIS graduation years updated

12. Now navigate to a student's profile.
13. Verify the student's **Graduation Date:** on the **FN-Graduate** tab has been updated and the **Graduation Year** field on the **Additional** tab has also been updated.




Students included on the output file who aren't going to graduate will need to have the Graduation Date and diploma type manually removed from their FN-Graduate tab.

Bulk update Diploma Type:

1. Navigate to **StudentInformation** » **Management** » **Ad-Hoc Updates** » **Update Diploma Type**.

2. In the **Assigned Graduation Dates** dual select, pull over the graduation date you used in the Bulk Update Graduation Date process above.

All Graduation Dates		Assigned Graduation Dates
<input type="text"/>		<input type="text" value="05/29/2015"/>

3. Choose a diploma type from the **Set diploma type to:** dropdown.
4. If you would like to use Graduation Verification rules to further narrow down students who will be updated with the selected diploma type, fill in the **for students passing rule:** and **Mark Type:** fields.
5. Click **Submit**.
6. The following message will be displayed:

The update student diploma type job has been successfully submitted

7. Verify the **Diploma Type:** field on the **FN-Graduate** tab has been updated.

Task 6 – Verify graduating seniors have been Power Withdrawn from your district



Power Withdraw is a very powerful tool. Verify the list of students to withdraw before executing the bulk withdrawal



Power Withdraw provides the ability to select students by Grade Level, Grade Level Next Year, ad-hoc membership, Home School IRN, Homeroom, Teacher, Course Section assignment, Membership group, EMIS Situation or How Received value. Individual Student ID's may also be used to find students to update.

CRITICAL

Graduating seniors must be withdrawn before the final Period S window closes. Seniors should be withdrawn using the **last day of attendance** not the last day of school.

CRITICAL

If you fail to withdraw graduating students in 16/17, they will show on the Missing Student Report for FY17 Period S.

The Power Withdraw process doesn't perform a complete withdrawal. Power Withdraw only enters a withdraw date and code. Power Withdraw doesn't drop course section assignments, apply fee waivers, or change the student's status. If seniors are Power Withdrawn prior to running their final transcripts, their transcripts will include their withdrawal date.

The Honor Roll Report is one of the few reports in StudentInformation that honors the homeroom date on the submission screen. If attempting to generate an Honor Roll for seniors that have already been power withdrawn, make sure you use their withdrawal date as the homeroom date on the Honor Roll Report submission screen.

1. At the building level navigate to **StudentInformation** » **Management** » **Power Withdraw**.
2. The **School:** dropdown will default to the building in context.
3. In the **Withdraw Reason:** dropdown select
99 - Completed HS Grad require./course requir. & passed assessments re
4. The **Withdraw Date:** will default to the last day of school and can be changed if desired.
5. The **Withdrawn to IRN:** will default to *****.
6. In the **Search Mode:** section select the ☒ **Search Criteria** radio button.
7. Select Grade 12 to narrow down your search criteria.

8. Ensure ☒ Students Selected by Default is checked.
9. Click .
10. Verify the students on the list are correct.
11. Uncheck the students who won't be graduating and don't need withdrawn.
12. Double check the list to make sure it is correct before continuing.
13. Click .
14. The following message will display when the process is complete

All selected students were successfully withdrawn

15. If errors occur, the following message will be displayed

Errors occurred while withdrawing students. Students with errors were not withdrawn unless otherwise noted.

16. The students will be listed below the section.

Student Name	Student Number	Error Message
Student93126, TYREE	10619	Warning: Student has been withdrawn, but Admission History and EMIS Student Standing do not agree.

17. View the students and correct the errors.
18. Rerun the Power Withdraw if needed.

Task 7 - Set up Ad-Hoc Groups for Student Graduate Fields


If a student has met any of the requirements for the CORE elements on the FN Graduate Tab, it is necessary for the value to be changed to “Y”. This can be accomplished quickly by using the mass update process.

These elements are not school year specific. Once changed, the change will be reflected in all years.

To complete the updates, you will need to create an Ad-Hoc Group for each of the following fields to update the values using the Student Profile Bulk Update.

- CORE Economics and Financial Literacy Requirement Met
- CORE Fine Arts Requirement Met
- CORE Graduation Requirement Exemption
- Exempted from Physical Education Graduation Requirement
- CORE Graduation Requirement Met

The default settings for each value are:



StudentInformation > SIS > Student > Edit Profile

Edit Student Profile

From this screen, you can display and change information regarding a students profile.

General Additional Custom Private FS-Standing FS-Absence FD-Attributes FN-Attributes FN-Graduate Transportation

Save Cancel

Last Modified: 05/24/2009 8:08 AM by User:

CORE Economics and Financial Literacy Requirement Met:	N - District has not determined this student met requirement ▼
CORE Fine Arts Requirement Met:	N - District has not determined this student met requirement ▼
CORE Graduation Requirement Exemption:	* - Student has not opted out of Ohio Core requirements (default) ▼
CORE Graduation Requirement Exemption Date:	<input type="text"/>
CORE Graduation Requirement Met:	<input type="checkbox"/>
Exempted from Physical Education Graduation Requirement:	N - District not adopted policy or student has not met all of policy re ▼
Expected Graduation Date:	<input type="text"/> (Leave blank to use Grade Level default value: NOT SET)
Graduation Date:	<input type="text"/>
Diploma Type:	* - Not Applicable ▼
OGT Graduation Alternative:	0 - Not Used ▼
Military Compact Graduation Alternative:	0 - Student is not using the military compact alternative ▼

To make an Ad-Hoc Membership go to:

1. Navigate to **StudentInformation » My Account » Ad Hoc Memberships**
2. Click on the **Add New Ad-Hoc Membership**.
3. Name your membership, ex. CORE Economics Requirement Met.
4. Choose your search criteria. Example: Use **Additional Info** Tab and select students by grade level. (Check ☒ **Students Selected by Default** to include)
5. Review the list of students and uncheck the box beside any student you don't want to include in the update.
6. Then click the **Add Selected Students**. You will receive a message at the top of the page that says "Added 'XXX' students to membership".
7. Click **Save**.
8. You will want to create an Ad-Hoc Membership for each of the above Requirement fields to be used in the Student Profile Bulk Update.

StudentInformation > My Account > Ad Hoc Memberships

Ad Hoc Memberships

From this page, you can build Ad-Hoc Memberships to be used throughout the application.

Membership Name: Active: ☒ Make Private: ☒

[\[Show Existing Students \]](#)

[\[Hide Search \]](#)



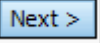


Search Mode: ☒ Search Criteria ☐ Student IDs ☐ Use Existing Memberships

General Info	Additional Info	Miscellaneous Info	Course Section Info	Assessment Info
Last Name: <input type="text"/>	Middle Name: <input type="text"/>			
First Name: <input type="text"/>	Called Name: <input type="text"/>			
Social Security: <input type="text"/>	Birthdate: <input type="text"/>			
Ethnicity: <input type="text"/>	Gender: <input type="text"/>			
Street: <input type="text"/>	City: <input type="text"/>			
State: <input type="text"/>	Zip Code: <input type="text"/>			

☐ Students Selected by Default

Task 8 – Run Student Profile Bulk Update to update FN Graduate Fields

Once the Ad-Hoc Memberships have been created for the CORE Requirement fields listed in Task 7 above, you are ready to process the Student Profile Bulk Update to update each of these fields. You can do each one as you are ready; you do not have to wait until you have all Ad-Hoc Memberships completed.

1. Navigate to **StudentInformation** » **Management** » **Ad Hoc Updates** » **Student Profile Bulk Update**
2. Click on the dropdown to select the Ad-Hoc Membership that you have prepared for the Update. If you have not yet prepared your Ad-Hoc Membership, you can do so at this time by clicking the .
3. After selecting your Ad-Hoc membership, click the  button.
Continue clicking the  button until you reach the **FN-Graduate** tab.
4. Check the CORE Requirement Met field you wish to update
5. Choose the value you wish to update your Ad-Hoc Membership with and click .
6. Review the updates you wish to make and click . Once the profile changes are saved successfully, you will receive a message that states "Student Profile Bulk Update was completed successfully."

StudentInformation > Management > Ad-Hoc Updates > Student Profile Bulk Update

Student Profile Bulk Update

Make bulk updates to students' profiles

Number of Students in selected Ad Hoc: 175

Select Ad-Hoc | Student record | Annual record | FS-Standing & FD-Attributes-Effective Date | FN-Attributes-No Date | **FN-Graduate** | Review updates

Mark the check box next to field(s) you wish to edit.
If the value is left blank and the check box is checked any value in the field(s) will be cleared, unless otherwise noted as required.

< Back | Next >

CORE Economics and Financial Literacy Requirement Met:
☐

CORE Fine Arts Requirement Met:
☐

CORE Graduation Requirement Exemption:
☐

CORE Graduation Requirement Exemption Date: ☐

CORE Graduation Requirement Met:
☐ - ☐ (Check the box to update and indicate that the CORE Graduation Requirement has been met)

Exempted from Physical Education Graduation Requirement:
☐

Expected Graduation Date:
☐

Graduation Date:
☐

Diploma Type:
☐

OGT Graduation Alternative:
☐

Military Compact Graduation Alternative:
☐

2nd Set of Tasks: Can be completed after the first set of tasks is complete.

Task 9 – Run Graduate CORE Summary Verify/Update

The CORE Summary Verify/Update will only look at students with a diploma date between the first day of the school year and the day before the first day of school for the upcoming school year. Run the Graduate CORE Summary Verify/Update process in Verify mode to make sure that no courses or manual course history records have been missed. The verification process may be run for a single building or multiple buildings in the same run. This process creates an interactive list of courses or course history records that do not have a CORE Subject Area specified.

When processed for “Course Verify”, only the Course records will be included in the verification. When processed for “Student Verify”, manually entered course history records will be verified.




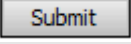
Period G data will include a Graduate CORE Summary record indicating how many credits towards high school graduation a student has earned in each specific CORE Subject Area. Only courses which are flagged for high school credit will be considered for the Graduate CORE Summary Records. If college credit was earned for dual credit courses, the amount of dual credit by core subject area is also included.

Calculating the credits earned for CORE will be based on courses the student took where high school credit was earned that counts towards graduation. This may or may not include courses taken in the district. If the student earned credit towards graduation from another entity and the school district accepts it as credit towards their graduation requirements, it needs to be used in the calculation of credits for CORE. This could include courses taken from the following entities:

- Courses taken at the district that will award the diploma
- Courses taken at the JVSD/Contract Vocational School
- Courses taken at a Post Secondary Institution
- Courses taken at another school district
- Correspondence Courses
- Any other experiences for which the district that will award the diploma has awarded credits toward graduation for the student, subject to any relevant local and state policies.

Records for these types of courses would have been created manually on the Course History module. Courses taken in middle school where a student earned credit towards graduation would also count.

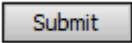
The Graduate CORE Summary Verify/Update only needs run in buildings where there are graduating seniors.

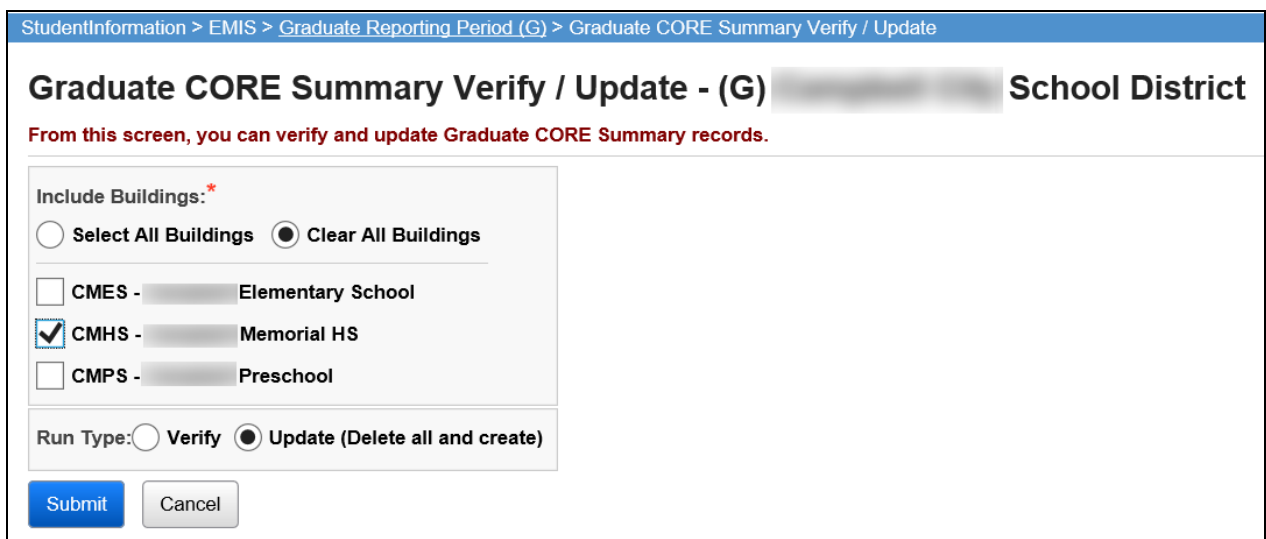
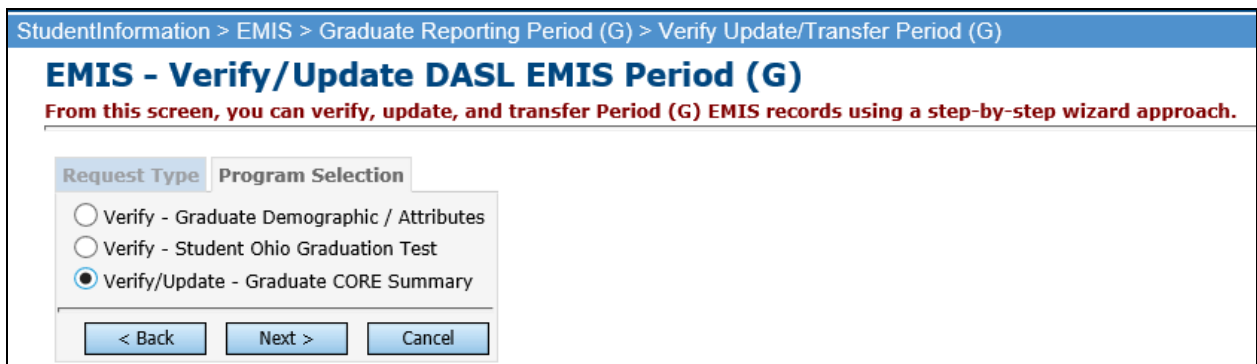
1. Navigate to **StudentInformation » EMIS » Graduate Reporting Period (G) » Graduate CORE Summary Verify / Update.**
2. Run the Graduate CORE Summary Verify/Update in verify mode first. Choose  **Course Verify** . It automatically verifies the school year you are in, and you can select to choose any or all previous school years as well by pulling them over to the **School Years To Verify** box.
3. Click  and you will receive an interactive list of courses that require updates. By choosing the blue link under Course Code, you can go to the screen required, make the updates and save. You will then return to this page to continue making updates.
4. Once you've made all the corrections, you can proceed to check  **Student Verify** and click  . This page will list any students with Manually Entered Courses that require CORE Subject Area updates. By choosing the interactive blue link, you will be taken to the Manually Entered Course page to update the CORE Subject Area for each course. Once the updates have been made and saved, you will return to this page to continue making updates.

Task 10 – Create Student Graduate CORE Summary Records

Once you have completed the Graduate CORE Summary Verify/Update verification and verified the students who have met requirements for graduation, you are ready to process the CORE Summary in update mode.

When updating the CORE Summary Record, one record per CORE Subject Area where credit is earned will be created.

1. Go to **StudentInformation** » **EMIS** » **Graduate Reporting Period (G)** » **Verify Update/Transfer Period (G)** and select Update and .
2. You will receive a message that the Graduate CORE Summary update job has been submitted.































Task 11 – Make corrections to Student CORE Summary Records

The Student Graduate CORE Summary Maintenance Page will show a summary of records for each student created through the update process. This page has add/edit and delete capabilities.

Records are created for graduates only for Period G. Manual records may need to be added for your summer graduates, so it is important to remember that when you process Update CORE Summary Record in update mode, you want to do this prior to manual entries, or the manual entries will be overwritten during the update. Manual records only need to be created if there is no course history record for the credits earned over the summer. If you enter manual course history, you can rerun the update process.

All summer school manual course history should be entered in 16/17.

Add CORE Summary Record

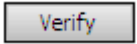
		CORE Area Code	CORE Area	CORE Count	Dual Credit
		ELE	Elective Units	2.00	0.000000
		ENG	English Language Arts Units	4.00	3.000000
		FAR	Fine Arts Units	1.50	0.000000
		FLR	Foreign Language Units	4.00	0.000000
		HTH	Health Education Units	0.50	0.000000
		MTA	Mathematics - Algebra II or Equivalent Units	3.00	3.000000
		MTO	Mathematics Units Other than Algebra II or Equivalent	2.00	0.000000
		SCA	Science - Advanced Science units	2.00	0.000000
		SCL	Science - Life Science Units	2.00	0.000000
		SCO	Science units Other than Physical, Life, or Advanced Science	1.00	0.000000
		SCP	Science - Physical Science Units	1.00	0.000000
		SOG	Social Studies - American Government Units	1.00	0.000000
		SOH	Social Studies - American History units	2.00	0.000000
		SOO	Social Studies units Othe than Am. Hist & Government	2.50	0.000000
Totals:				28.50	6.000000

Task 12 - Run Graduate Demographic/Attributes Verify

Student Verification should be processed at the district level. With the district in context, the user has the choice of selecting which buildings he wishes to perform the verification process for.

Graduation related errors have been moved to Period G verification process.

District Level Processing

1. Change your context to the district level and the 16/17 school year.
2. Navigate to **StudentInformation** » **EMIS** » **Graduate Reporting Period (G)** » **Graduate Demographic / Attributes Verify**.
3. Choose the buildings in the district you would like to run UNCLEMIS for.
4. Choose how many students you would like to see per page in the **Number of Students Per Page:** dropdown.
5. Click .
6. Once the process is complete the verification errors will display on the page.

Correcting Verification Errors

1. Verification errors are interactive links which allow you to navigate to the profile of the student with the error and correct the error without leaving the verification page.

Building IRN	Building	Student	Student Number	EMIS ID
010199		SWINGLINE, JORDAN	00121212	303155476
EMIS Verify:				
- FNG01E - Diploma Date must be specified for a graduating student				
- FNG03E - Diploma Type must not = * for a graduating student.				

2. To correct errors for a student, click on the student's name.
3. The student's profile displays in a new window.
4. Correct the errors and save your changes to the profile.
5. After cleaning up the errors, run the verification again to verify the errors are no longer there.

Task 13 – Verify that all reportable Assessment Records are on file for Graduates

The following assessments should be reported during Period G for graduates:

1. Summer OGT assessments for summer grads
2. American College Testing Assessment (ACT)
3. The Scholastic Aptitude Test (SAT)
4. International Baccalaureate (IB)
5. Advanced Placement (AP)
6. Industry Credential Assessment (GW)
7. End of Course (GE)
8. Workkeys (WK)

Note: The OGT results for graduates who are not enrolled in the district often come back with a Grade at Test Time value of ‘14’; this needs to be updated to ‘13’ on the OGT record for the record to be included in the transfer files for Period G.

OGT results for graduating seniors as of the end of the school year were reported in period S data. Assessment results for students who graduate over the summer as a result of passing the summer administration of the OGT test are included in the summer results file. OGT results reported in the G collection will only include OGT tests taken in the summer for graduating students. All other summer results for non-graduating students will be reported next June.

The ACT, SAT, IB and AP may also have been reported during the final window of period S, but may also be reported for graduates during the Period G reporting. This may be the only opportunity for some of these graduates to have the ACT, SAT, IB and AP reported and included for the LRC, so it is important to verify the scores have been entered for any graduates.

Once your district has received notification that the summer OGT assessment scores are ready, your district will download the file and import it using Assessment Import Management.

OGT records that were reported incorrectly in the final window for period S may be included in the Period G OGT Transfer. Graduating students whose OGT records were incorrectly reported during Period S will need to have their OGT record flagged to be re-reported in Period G and included in the OGT Transfer when it is run for G.

The GW Industry Credential Assessments should be reported only for students who have earned the credential. Records without a passing indicator will not be reported to ODE.

Task 14 – Process Graduate/OGT Summer Verify

Task 14 should be run with the 16/17 school year in context.

Once OGT summer test results have been entered (July 2017), run the verify process to check for any errors before transferring the records to the Data Collector. Make any corrections necessary in 17/18 if the students have already been transferred to the next school year. If the student does not exist in the 17/18 school year, then make the corrections in 16/17. Records will be included in the transfer based on the summer testing date.

1. With the district in context navigate to: **StudentInformation** » **EMIS** » **Graduate Reporting Period (G)** » **Verify Update/Transfer Period (G)**.
2. Select ☒ Verify/Update DASL EMIS (G) .
3. Click .
4. On the Program Selection tab select ☒ Verify - Student Ohio Graduation Test .
5. Next mark the buildings to run the process for.
6. Finally click .

StudentInformation > EMIS > Graduate Reporting Period (G) > Verify Update/Transfer Period (G)

EMIS - Verify/Update DASL EMIS Period (G)

From this screen, you can verify, update, and transfer Period (G) EMIS records using a step-by-step wi

Request Type	Program Selection
<input type="radio"/> Verify - Graduate Demographic / Attributes	
<input checked="" type="radio"/> Verify - Student Ohio Graduation Test	
<input type="radio"/> Verify/Update - Graduate CORE Summary	

Task 15 – Withdraw Summer Grads in the 17/18 School year with Code 99

This task should be run with the 17/18 school year in context.

Students who meet their graduation requirements between July 1 and before the first day of school of 17/18, should be reported during Period G as summer graduates. They need to be withdrawn in 17/18 with Code 99 and the Diploma Date and Diploma type fields on the FN-Graduate tab need updated. Once the student has been withdrawn, change context back to 16/17 school year and transfer the data.

If a student completed graduation requirements after the last day of school but before July 1st, they should be reported as a summer withdrawn graduate in 16/17.

Report in 16/17 S Final Window as withdrawn and in 16/17 G as a graduate

Or if withdrawn after July 1

Report in 17/18 S First Window as a summer withdrawal and 16/17 G as a graduate

Task 16 – Register Grad-Only Students in 16/17 using the Registration Wizard

Beginning in FY17, Graduate-Only students are no longer reported as a separate EMIS Record type. A Graduate-Only student's graduation information will now be reported as an FN – Student Time Period Record. The student Registration Wizard has been modified to register students who are Grad-Only similar to regularly registered students. A reduced subset of elements is collected during the registration process for these students to satisfy EMIS reporting requirements.

Before you may begin registering Grad-Only students, you will need to ensure the following has been completed in your building:

1. Make sure there is a non-attending calendar defined in the building.
2. Choose a Student Status code to identify Grad-Only students. This status should be one that never appears on reports or used when running any reports for the general population in the building.

Before registering a student as a Grad-Only student, there are some data elements that you must have to complete the registration process:

1. SSID – the student's SSID must be reported. Because the student is withdrawn at the time of registration, the SSID locator will not be returning SSID's for these students.
2. District where student completed their course requirements towards graduation.
3. Date the student completed their course requirements.

If you have this information, you may proceed to Student Registration and begin registering the student.

The current graduation reporting Fiscal Year is FY17 so you'll need to change context to the building level in the 16/17 school year.

Navigate to **StudentInformation > SIS > Registration Wizard** and complete the required fields on the first tab.

ProgressBook

StudentInformation > SIS > Registration Wizard

Student Registration Wizard

From this screen users can register students

Registration Pre-requisites Possible Matches Complete Registration Family Group EMIS

First Name: * Middle Name: Last Name: *

Called Name: Social Security: EMIS ID: *

Student Number: Birthdate: * Age: *

Gender: * Grade: *

☐ Student is a Non-Attending Graduate

Next >

1. If the student is new to your district, complete the required fields on the Registration Pre-requisites tab of the Registration Wizard. **Make sure to check the checkbox beside 'Student is a Non-Attending Graduate'.**
2. Click **Next** to move to the next tab.
3. If the student was previously enrolled in the district in any prior school year, the Possible Matches will be displayed.

Student Registration Wizard
From this screen users can register students

Registration Pre-requisites Possible Matches Non-Attending Graduate Registration

A possible match for the student you are registering.
Please review the students listed below for possible duplicate records.

Adams, Cassidy
☐ **STRICT MATCH** ⚠️ You may continue and add the existing student to the building you are working with, or go back and change some information to add a new student.

This student is already enrolled in the district, either this year or another year.

Student ID: 00010002
Gender: F
Birthdate: Sep 11, 1997
STRICT MATCH ⚠️

< Back Next >

4. Click Next to proceed to the next tab.
5. Since this is a Grad-Only student, the next step in the process is to complete the Non-Attending Graduate Registration Tab.

StudentInformation > SIS > Registration Wizard

Student Registration Wizard
From this screen users can register students

Registration Pre-requisites Possible Matches Non-Attending Graduate Registration

Hispanic/Latino: [Select Hispanic/Latino]
Local Ethnic Category: W - White
Racial Group(s): ☐ A-Asian ☐ B-Black or African American ☐ I-American Indian or Alaska Native ☐ P-Native Hawaiian or Other Pacific Islander ☐ W-White
Summative Race: [Select Summative Race]

State Student ID (SSID): [Select State Student ID (SSID)]

The Graduation Date will be used as the Admission Date, Withdrawal Date, and Graduation Date for this student.

Graduation Date: [Select Graduation Date]
Student Status: [Select Student Status]
Attendance Calendar: [Select Attendance Calendar]
Grade: GR

Address of Residence (For Address Verification) Mailing Address ☒ Use Address of Residence

Street: [Select Street] Street: [Select Street]
City, State, Zip: [Select City, State, Zip] OH [Select City, State, Zip] OH

Phone Number: ☐ Unlisted

Email:

County of Residence:

Diploma Type:

Courses Completed IRN:

Courses Completed Date:

Fill in the required fields. The data elements are:

- **Hispanic/Latino:** Select the appropriate value. This information is not reported to EMIS.
- **Local Ethnic Category:** Local school purposes only
- **Racial Group:** Select the appropriate racial groups for the student
- **State Student ID:** Required – the SSID must be entered
- **Graduation Date:** indicates the date of the student’s graduation. The graduation date will be used to populate:
 - Admission History for District and Building Admission date
 - Withdrawal date from district and building as well as FS End date. Withdrawal Reason will be defaulted to ‘99’.
 - Reported as Diploma Date
- **Student Status:** Choose a student status code that indicates the student is an inactive student. You may want to define a special student status code for Grad-Only students
- **Attendance Calendar:** Select a non-attending calendar from the calendar dropdown. Since Grad-Only students are not attending, no attendance should be calculated for them
- **Grade:** Local use only, will not be reported.
- **Address:** For local use only
- **Phone Number:** For local use only
- **Email Address:** For local use only
- **County of Residence:** For local use only
- **Diploma Type:** (Required) Select the diploma type that reflects the diploma the student received
- **Courses Completed IRN:** (Required) Enter the district IRN of the district where the student completed their course requirements towards graduation
- **Courses Completed Date:** (Required) Enter the date the student completed all course requirements towards graduation

Once the record has been completely added, the student’s record may be accessed on the Edit Student Profile Maintenance page. The message “This student is a Non-Attending Graduate” will display on select pages of the profile.

StudentInformation > SIS > Student > Edit Profile

WARNING: You are working with a Past School Year

Edit Student Profile

From this screen, you can display and change information regarding a students profile.

General Additional Custom Private FS-Standing FS-Attendance FD-Attributes FN-Attributes FN-Graduate Transportation

Save Cancel **This Student is a Non-Attending Graduate**

Last Modified: 09/20/2016 2:06 PM by User: debbie.barbee

6. On the FN Graduate Tab, update any of the Graduate indicators, if applicable.
7. The FS Standing record for the student was created with a start and end date equal to the graduation date. The student's EMIS situation will be set as follows:
 - a. Traditional District: 600
 - b. Community School: 601

Once you have registered a Grad-Only student, you will need to add the appropriate records for reporting under the following areas:

1. **OGT Assessments** – Add an OGT Subject assessment record for each area of the assessment indicating the latest score the student received in each assessment part.
2. **ACT, SAT, PSAT, IB, Industry Credential, Workkeys Assessments** – if the student has attempted any of these assessments.
3. **Special Ed Graduation Record** – Enter a Special Education Graduate Record for any assessment areas the student may be exempt from for Graduation. You will not need to enter a corresponding Special Ed Event record.
4. **CORE Summary Records (Optional)** – Core Summary records are optional for Grad-Only students, however, if ODE receives them, they will process them. Core Summary records are used to indicate the total credits earned in each of the Subject Areas. There are two scenarios for entering records:
 - a. **If the student never attended classes in your district**, you will need to enter the CORE summary records on Core Summary Maintenance under the period G menu. Records that are manually entered will not be deleted when the Core Summary Update process is ran as long as the student has no Course history or Marks records in any years in your district.
 - b. **If the student took classes in your district in ANY school year**, the student marks records will be referenced. Run the Core Summary Update process to create Core Summary records for the student. Do not enter any Core Summary records manually. If a student has a mix of manually entered records and course history, the manually entered Core summary records will be deleted when the update is processed.

Task 17 – Run Review District EMIS Run Requests

Run Review District EMIS Run Requests to get an audit trail of what processes have been performed for each building in your district. Review District EMIS Run Requests and check the EMIS Verify and Update processes as well as the transfer processes to make sure that all tasks are completed. It will provide you with a listing of when each process was run, what time, and the user that ran it for each building in the district. At this point in the checklist, it is important to check the following:

- Make sure each of the Period G processes have been run in Verify mode for each building where applicable
- Make sure all updating processes have been run in Update mode at least one time for the district
- Make sure all the necessary transfers were performed after the update processes were run
- If updates were rerun, also make sure that transfers were rerun as well
- Make sure that no process was run too early

Run Review District EMIS Run Requests also provides a history of all processes and transfers run to keep for your own purposes. It can be processed anytime during the reporting period to see where things stand.

District: * Batavia Local SD

☒ Select All Buildings ☐ Clear All Buildings

☒ E128 - Batavia Elementary ☒ E129 - Batavia Middle School

☒ E127 - Batavia High School

☒ Not Run ☐ Already Run ☐ History

Include the Following Potential Problems:

☒ Verification Not Run

☒ Transfer Not Run

☒ Update Not Run

☒ Transfer Not Run After Update

Required:

Assessment Transfer - Student Special Ed. Graduation Requirement

Assessment Verify - Student Ohio Graduation Test

Graduate Collection Transfer - ACT (AC)

Graduate Collection Transfer - AP (AP)

Graduate Collection Transfer - CTE Industry Credential (GW)

Graduate Collection Transfer - End of Course (GE)

Graduate Collection Transfer - International Baccalaureate (IB)

Graduate Collection Transfer - OGT (GX)

Graduate Collection Transfer - SAT (SA)

Student Graduate CORE Summary Transfer - Student Graduate CORE Summary

Student Graduate CORE Summary Update - Graduate CORE Summary

Student Graduate CORE Summary Verify - Graduate CORE Summary

Student Graduate Demographics / Attributes Transfer - Student Graduate Attributes

Student Graduate Demographics / Attributes Transfer - Student Graduate Demographic

Student Graduate Demographics / Attributes Transfer - Student Graduate Demographic/Attributes

Student Graduate Demographics / Attributes Verify - Graduate Demographic / Attributes

Exclude Runs Prior To:

Task 18 – Period G Transfers

This task should be run with the 16/17 school year in context.

Once you have completed all data updates, you are ready to transfer your data to the Data Collector. It is important that you transfer all necessary file types before submitting your data to ODE. Make sure you've completed all the transfers for Period G. The transfers for period G are located on the Graduate Reporting Period G menu instead of the usual EMIS file transfer menu.

StudentInformation > EMIS > Graduate Reporting Period (G) > Verify Update/Transfer Period (G)

EMIS - Create Flat Files - Select Files

From this screen, you can verify, update, and transfer Period (G) EMIS records using a step-by-step wizard approach.

Request Type **Program Selection**

- ☒ Select all transfers
- ☒ Transfer - ACT (AC)
- ☒ Transfer - AP (AP)
- ☒ Transfer - CTE Industry Credential (GW)
- ☒ Transfer - End of Course (GE)
- ☒ Transfer - International Baccalaureate (IB)
- ☒ Transfer - OGT (GX)
- ☒ Transfer - SAT (SA)
- ☒ Transfer - Student Graduate CORE Summary
- ☒ Transfer - Student Graduate Demographic/Attributes
- ☒ Transfer - Student Special Ed. Graduation Requirement

Transfer Type:*

☐ Flat file transfer

☒ Flat file transfer for Data Collector

< Back Submit Cancel

Task 19 – Run the Collection

Before running the Data, Collector make sure the most recent version of the manifest is downloaded.

1. While logged into the Data Collector, click on the **Collection Requests** tab.
2. Begin the collection.
3. Mark the data sources section.

All Files data sources		
Data Sources	Availability	Collection Status
<input checked="" type="checkbox"/> BA-Files	<input checked="" type="checkbox"/> Ready	Not Started

4. Once the collection has been completed, proceed to the Prepare step.
5. Once the Prepare has completed, review the Level 1 Validation errors.
6. Return to StudentInformation to make corrections and updates resolving the Level 1 Validation errors.
7. After creating a new transfer file in StudentInformation and submitting it to the Data Collector, begin a new collection.
8. If satisfied with the results, go ahead and submit the collection to ODE for processing.
9. Once the collection has been processed by ODE, you should receive Level 2 Reports. Review the Level 2 Report errors and make corrections in StudentInformation.



Don't forget – once you correct errors and rerun any required updates in StudentInformation, a new transfer to the Data Collector must be performed. Once the transfer is complete rerun your collections.

FY17 Period A Assessment Checklist

Change Log

Date	Section Number/Name	Change Description
6/2/17	Import Assessment Records from Vendor Files	Updates to Assessment Types
6/2/17	EOC – End of Course Assessment (GE)	Updates to Assessment Windows and Assessment Date Reported
6/2/17	NGA – Next Generation Assessment (GN)	Updates to Assessment Windows and Assessment Date Reported
6/2/17	CTE Industry Credentials (GW)	Update Assessment Date Reported, clarified 'day date' reporting
6/2/17	Preschool ELA Assessment (GB)	Update Assessment Import Data
6/2/17	Alternate Assessment, Grades 3-8 (GA)	Update Assessment Date Reported
6/2/17	ACT, SAT, IB and AP Assessments	Update Score Not reported Options for ACT and SAT
6/2/17	Alternate Assessment, Grades 3-8 (GA) and High School (GX)	Remove Assessment Area Code 'W' for Writing
6/2/17	KRA (GO) - Kindergarten Readiness Assessment	Updated reminders to note that LEP students are required to take the KRA
6/2/17	Preschool Childhood Outcome Summary (GM)	Update screenshot
6/2/17	Preschool ELA (GB)	Update to required testing data
5/25/17	Alternate Assessment, Grades 3-8 (GA) and High School (GX)	Update Reporting Windows
5/3/17	Preschool ELA (GB)	Removed Paragraph 5 pertaining to decimal entry
3/29/17	Alternate Assessment (AASCD), Grades 3-8 (GA)	Section added
3/29/17	EOC – End of Course Assessment (GE)	Updated definition of Score Not Reported 'Y' in one location to include 'out of state and homeschooling'
3/29/17	Preschool ELA (GB)	Update Reporting Windows
3/29/17	NWEA Assessment (DORP)	Update Reporting Windows

	(GD)	
3/29/17	NWEA Assessment (DORP) (GD)	Added Score Not Reported reason 'L' (recently modified) No accommodation exists for student with disability
3/29/17	EOC – End of Course Assessment (GE)	Added new Score Not Reported reason '2' Student received graduation credit for Alternate Non-public End of Course assessment
2/7/17	OELPA (GF)	Updated entire section
2/7/17	Import requirements for each assessment	Any assessment that can be imported has been updated to display the file type required for the import
2/7/17	EOC – End of Course Assessment (GE)	Updated screenshots for Score Not Reported Reasons W, X and Y. Modified the last paragraph on page 13.
11/9/16	Transfer Student Assessment Records to the Data Collector	Updated screenshot
11/9/16	Run Reports to Verify Assessment Data	Listing of AdHoc reports available to assist with assessment data
11/9/16	NWEA Assessment (DORP) (GD)	Added information regarding Science assessment area
11/9/16	OELPA (GF)	Additional updates expected to this section following the 16.2 ProgressBook Release
11/9/16	ACT, SAT, IB and AP Assessments	Updated to reflect that the ACT and SAT will require a 'day' date value rather than just month and year
11/9/16	Alternate Assessment (AASCD), High School (GX)	Updated to reflect points values for alternate assessments
11/9/16	EOC – End of Course Assessments (GE)	Updates to entire section including some screenshots
11/9/16	NGA – Next Generation Assessment (GN)	Updates to Assessment Window and Assessment Date Reporting
11/9/16	Preschool ECO Assessment (GM)	Updates including information regarding change from ECO to COS (Childhood Outcome Summary), Addition to Reminders
11/9/16	Preschool ELA Assessment (GB)	Updates to testing windows
11/9/16	KRA – Kindergarten Readiness Assessment (GO)	Updates to required reporting areas, Score Not Reported Reasons and Reminders area
8/8/16	CTE Industry Credentials (GW)	Removed Item #2 under Reminders pertaining to reporting Industry Credentials during Period D.
8/3/16		Document creation for FY17

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Period A - Assessment Reporting

Period A is used for assessment reporting. At specific points in the school year, ODE will issue a manifest for each assessment they wish to collect. The FA Assessment Record transfer will be used for all assessment types. Some of these assessments will be required to be reported during other reporting periods (CTE assessments), but this checklist is referring to all assessment reporting during Period A.

Districts are required to report one record per student for each student assessment type/subject area assessment date combination. Therefore, if a given assessment has multiple areas/subjects, multiple Student Assessment Records will be required to be reported.

FA Student Assessment includes

- AC – ACT Assessment
- GB – Preschool ELA Assessment
- GF – OELPA – Additional information needed
- GM – Child Outcomes Summary (Preschool ECO)
- GO – KRA
- GW – CTE Industry Credential
- GX - OGT
- GY – CTE Student Assessment
- IB – International Baccalaureate
- SA – SAT
- WK – Workkeys
- GD – DORP
- GE – End of Course Exam
- GN – Next Generation Assessment
- GA – Alternate Assessment, Grades 3-8
- GX – Alternate Assessment, High School

KRA – Kindergarten Readiness Assessment (GO)

The KRA assessment includes ways for teachers to measure a child's school readiness. All students enrolled on the first day of school through November 1st must have an assessment record reported to EMIS, except for students in their second year of kindergarten. This assessment has the following components which are required to be reported:

ASSESSMENT AREA CODE	ASSESSMENT AREA CODE DESCRIPTION
LL	Language Literacy
M	Mathematics
PD	Physical Development
SF	Social Foundation
OISR	Overall Individual Student Report

VALID OPTIONS FOR THIS ASSESSMENT		
SCORE	SCORE NOT REPORTED	ACCOMMODATIONS
000-999, ***	*, A, B, C, D, E, F, H, J, K, M, Q, R, S	**, NO, Y3

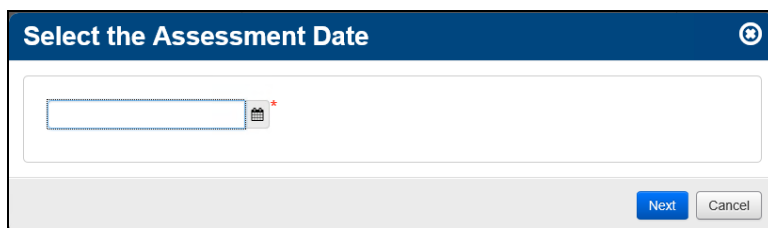
VALID OPTIONS FOR THIS ASSESSMENT		
ASSESSMENT WINDOW		ASSESSMENT DATE REPORTED
Fall	First Day of School – Nov. 1	July – Nov.

ASSESSMENT IMPORT AVAILABLE	Yes - KRA	.csv Format
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Reminders:

1. Be sure to use the correct test date (not the date the records are being loaded) when loading the import file.
2. When manually adding a KRA record, be sure to select the correct test date as the valid Assessment Area Codes are selected based upon the testing date.
3. Records for students who were required to take the test but did not test will need to be added manually.
4. For each manually added record, update the Accommodations value, Score Not Reported value, and test score, if needed.
5. Scores must be entered with the decimal position as well as points past the decimal (ex: 4.0).
6. The KRA assessment record is not reported for students in their second year of kindergarten.
7. Beginning in FY17, the Score Not Reported Reason of 'S' has been added as a valid option for the KRA.

8. Beginning in FY17, the Score Not Reported Reason of 'Q' has been added as a valid option for the KRA. This option should be used for 'Student who was previously enrolled in Kindergarten, is a kindergarten student again this year, but was not reported as retained during the Retention Collection.
9. Beginning in FY17, the Error Bands (LLSE – Language Literacy Error Band; MSE – Mathematics Error Band; PDSE – Physical Development Error Band; and SFSE – Social Foundation Error Band) are no longer required for EMIS reporting. Whether importing the assessment results or manually adding them, these scores can continue to be included on the KRA Assessment Maintenance page, however, they will not be included in the transfer file to the data collector.
10. Kindergarten students that have an LEP designation of other than '*' are required to take the KRA.



Select the Assessment Date



Next Cancel

Assessment Date: 9/1/2016

Language Literacy

Accommodations: NO - Student did not receive accommodations on the STR test or took ALT

Score Not Reported: * - Option Not Applicable, Student took Test

Score:

Language Literacy - Error Band

Accommodations: NO - Student did not receive accommodations on the STR test or took ALT

Score Not Reported: * - Option Not Applicable, Student took Test

Score:

Mathematics

Accommodations: NO - Student did not receive accommodations on the STR test or took ALT

Score Not Reported: * - Option Not Applicable, Student took Test

Score:

Mathematics - Error Band

Accommodations: NO - Student did not receive accommodations on the STR test or took ALT

Score Not Reported: * - Option Not Applicable, Student took Test

Score:

Physical Development

Create Cancel

Preschool ELA Assessment (GB)

Preschool students who need an ELA record reported:

All preschool students without disabilities, ages 3-5 as of December 1, 20XX, that are enrolled in a preschool program funded or administered by the office of Early Learning and School Readiness are required to be assessed twice during the school year; once in the first half of the school year (fall) and once in the second half of the school year (spring). These programs include:

- a. Ohio's Early Childhood Education Programs, formerly "State Funded Public Preschool Grantee's"
- b. State Funded Special Education Preschool Teacher Units

All preschool students with disabilities, age 3-5 by December 1, 20XX, who receive preschool education and/or special education services are required to be assessed regardless of the funding source or type of service provided. In addition, all preschool students who only receive preschool special education itinerant services or only receive special education services are required to be assessed.

If an assessment is administered multiple times between July 1 and December 1, the following applies:

- a. For a newly enrolled child, only the first set of scores is reported to EMIS.
- b. For a child enrolled the previous year, report the score from the most recent assessment (or last score) as of December 1.

If an assessment is given multiple times between December 2 and the end of the school year, the following applies:

- a. For a newly enrolled child, only the first set of scores is reported to EMIS.
- b. For a child enrolled prior to December 2 who has fall scores reported in the Early Learning Fall Assessments (A) Collection, report the final score as of May 15.

ASSESSMENT AREA CODE	ASSESSMENT AREA CODE DESCRIPTION
AEE	Awareness and Expression of Emotion
COMM	Communication
COOP	Cooperation with Peers
CSM	Coordination – Small Motor
NBSN	Number Sense
PCT	Personal Care Tasks
PLR	Phonological Awareness
RWA	Relationships with Adults
SFIP	Safety and Injury Prevention
VOC	Vocabulary

Note: A score of 'N' on the results document should be reported as: Score '***'; and Score Not Reported 'S'.

SCORE	SCORE NOT REPORTED	ACCOMMODATIONS
A, B, C, D, 1, 2, 3, 4, 5, ***	*, A, B, D, F, J, M, R, S	**, NO, Y3

VALID OPTIONS FOR THIS ASSESSMENT		
ASSESSMENT WINDOW		ASSESSMENT DATE REPORTED
Fall	Aug. – Nov.	Aug. – Nov.
Spring	Feb. – May	Feb. - May

ASSESSMENT IMPORT AVAILABLE	Yes – PS ELA	.csv Format
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Reminders:

1. When manually adding Preschool ELA records, you will be required to select a date. Based on the date that is entered, the correct reporting fields for that reporting period will display.
2. Be certain to include records for students who did not test and include a Score Not Reported reason.
3. All parts must be completed before the record will save.
4. For each manually added record, update the Accommodations value, Score Not Reported value, and test score, if needed.

Assessment Date: 10/20/2016

Awareness and Expression of Emotion

Accommodations: * NO - Student did not receive accommodations on the STR test or took ALT ☐

Score Not Reported: * - Option Not Applicable, Student took Test ☐

Score: *

Communication

Accommodations: * NO - Student did not receive accommodations on the STR test or took ALT ☐

Score Not Reported: * - Option Not Applicable, Student took Test ☐

Score: *

Cooperation with Peers

Accommodations: * NO - Student did not receive accommodations on the STR test or took ALT ☐

Score Not Reported: * - Option Not Applicable, Student took Test ☐

Score: *

Coordination - Small Motor

Accommodations: * NO - Student did not receive accommodations on the STR test or took ALT ☐

Score Not Reported: * - Option Not Applicable, Student took Test ☐

Score: *

Number Sense

Create Cancel

Childhood Outcome Summary (COS) (GM) fka Preschool ECO Assessment (GM)

All preschool students with a disability are required to be assessed using the Childhood Outcome Summary (COS) assessment instrument which was formerly known as the Preschool ECO Assessment (ECO). The COS is a record of progress on specific outcomes as required by federal law.

In FY16 and forward, the assessment date can be anytime during the school year, whenever the evaluation has been completed. A student could have zero, one, or two ECO results reported in each window depending on when the student enters and exits preschool special education.

The COS process must be completed no later than 30 days following a child's eligibility determination using information collected during the evaluation period for a newly referred or transitioning child. (Note: This change became effective 2/1/16.)

The COS process must be completed at least annually for every child receiving preschool special education services. It is recommended that the COS process be completed in conjunction with each annual IEP review meeting.

The COS process must be completed within 30 calendar days of the child exiting from preschool special education. Exit events include a reevaluation (i.e., reevaluation team report, RETR) resulting in termination of preschool special education eligibility, a reevaluation (RETR) resulting in eligibility for school age services, last day of preschool special education services prior to kindergarten transition, or withdrawal from preschool special education at parent request.

For any child who enters and exits preschool special education services in the same school year with 6 months or more between entry and exit dates, the COS process must be completed and reported twice (once at entry and once at exit)

Same-aged, typically developing peers enrolled in the same preschool special education program may also be assessed but these scores will not be reported in EMIS.

ASSESSMENT AREA CODE	ASSESSMENT AREA CODE DESCRIPTION
E	Social Emotional Skills
EPRG	Social Emotional Skills Progress
K	Acquiring and Using Knowledge and Skills
KPRG	Acquiring and Using Knowledge and Skills Progress
T	Taking Appropriate Action to Meet Needs
TPRG	Taking Appropriate Action to Meet Needs Progress

SCORE	SCORE NOT REPORTED	ACCOMMODATIONS
Social Emotional Skills, Acquiring and Using Knowledge and Skills, Taking Appropriate Action to Meet Needs – Scores of 1-7, ***	*, A, B, D, F, J, R	**
Related Progress Assessment Areas – Scores of F, N or Y, ***	*, A, B, D, F, J, R	**

VALID OPTIONS FOR THIS ASSESSMENT		
ASSESSMENT WINDOW		ASSESSMENT DATE REPORTED
Fall	Enrolled or Exited	July – Dec.
Spring	Enrolled or Exited	Jan. - June

ASSESSMENT IMPORT AVAILABLE	No
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Reminders:







1. Records for students who were required to take the test but did not test will need to be added manually.
2. For each manually added record, update the Accommodations value, Score Not Reported value, and test score, if needed.
3. Scores must be entered with the decimal position as well as points past the decimal (ex: 4.0).
4. If multiple EMIS reporting entities are providing instructional services, providing special education services, and/or required to report the same student, then the entity required to report the assessment record is determined by the value of the District Relationship Element (FS140) on the Student Standing records from each reporting entity. In general, the entity with the lower value in this element is required to report the testing record.
5. Although the Assessment Name has been changed to Childhood Outcome Summary, the same values are still required to be reported to EMIS. These scores will continue to be entered onto the Preschool ECO Assessment Maintenance page.

StudentInformation > SIS > Student > Assessment > Preschool COS

Preschool COS Assessment Record

From this screen, you can display, add, change and delete data pertaining to a student's Preschool COS assessment results.

Add Preschool COS Record

	Test Date	Test Part	Score Not Reported	Score	Progress
 	Dec 21, 2016	Acquiring and Using Knowledge and Skills	*	5	F
 	Dec 21, 2016	Positive Social Emotional Skills	*	5	F
 	Dec 21, 2016	Taking Appropriate Action to Meet Needs	*	6	F

NGA – Next Generation Assessment (GN)

The NGA assessment is administered to students in Grades 3-8. This assessment replaced the Ohio Achievement Assessment.

ASSESSMENT AREA CODE	ASSESSMENT AREA CODE DESCRIPTION
C	Social Studies (4 th and 6 th grades only)
M	Mathematics
R	Reading (3 rd grade only)
S	Science (5 th and 8 th grades only)
ELA	English Language Arts

VALID OPTIONS FOR THIS ASSESSMENT		
SCORE	SCORE NOT REPORTED	ACCOMMODATIONS
000-999, ***	*, A, B, C, D, E, F, H, I, J, K, M, N	**, NO, Y1, Y2, Y3

VALID OPTIONS FOR THIS ASSESSMENT		
ASSESSMENT WINDOW		ASSESSMENT DATE REPORTED
Fall	3 rd Grade ELA only, See assessment website for dates	November
Spring	Test windows vary depending upon grade level (3), online or paper testing	April regardless of actual test date
Summer	3 rd Grade ELA only, July	July

ASSESSMENT IMPORT AVAILABLE	Yes – OCBA Import	.txt Format
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Reminders:

1. Records for students who were required to take the test but did not test will need to be added manually.
2. For each manually added record, update the Accommodations value, Score Not Reported value, and test score, if needed.
3. Every third-grade student must also have a Reading Promotion score record reported, even if they did not test. In that event, it would be added with a Reason Score Not Reported value.
4. Students who are not enrolled in a grade level 3-8 tested subject area due to being enrolled in a course for high school credit instead, are not required to take the test for this grade level, but would take the EOC assessment for that course instead. Example, 8th grade students taking Algebra I for high school credit instead of 8th grade math.

Edit 03 English Language Arts Result

Period of Test:

Fiscal Year of Test:

Building of Test:

Grade at Time of Test:

Required Test Type:

Score Not Reported:

Accommodations:

Score:

Performance Level:

Edit Grade 3 Reading Promotion Result

Period of Test:

Fiscal Year of Test:

Building of Test:

Grade at Time of Test:

Required Test Type:

Score Not Reported:

Accommodations:

Score:

Grade 3 Reading Promotion Status:

EOC – End of Course Assessment (GE)

Beginning in FY15, students who began 9th grade on or after July 1, 2014 are required to take End of Course (EOC) exams. Additionally, students who are accelerated and taking courses for which an EOC exam is offered will be required to take the EOC exam in that subject area.

There is no separate alternate assessment for each EOC exam. If a student is eligible to participate in an alternate assessment per the Alternate Assessment for Students with Significant Cognitive Disabilities (AASCD) Participation Guidelines, a proficient score in each of the assessed content areas – English Language Arts, Mathematics, Science and Social Studies, may be used in lieu of attaining the required minimum composite score on the EOC exams for graduation requirement. [See Alternate Assessment (AASCD), High School (GX) in the next section of this documentation.]

Any student who is enrolled in American History or American Government will take the EOC exam in that subject area. Students who have already taken an Advanced Placement or International Baccalaureate exam in Advanced Placement or International Baccalaureate courses in Biology, U.S. History or U.S. Government, do not have to take the EOC Exam in these subject areas. Once the AP and IB assessments are reported to ODE for these areas, ODE will calculate the number of points earned towards graduation points based on the score received on the assessment and the AP and IB Crosswalk to Graduation Points displayed below.

AP AND IB CROSSWALK TO GRADUATION POINTS		
ADVANCED PLACEMENT	INTERNATIONAL BACCALAUREATE	GRADUATION POINTS
4 or 5	6 or 7	5
3	4 or 5	4
2	2 or 3	3
Not applicable	Not applicable	2
1	1	1

Students Receiving Credit for EOC without taking EOC Assessment

There are multiple options for students to meet the requirements for the EOC assessment without taking the EOC assessment. For some students, these ‘points’ may have been earned in prior years. If your district has not reported EOC Assessment records for students meeting the criteria below, those records need to be created and reported. Please see examples EOC examples of how to report an EOC with Score Not Reported reason of W, X and Y in *examples (1), (2), (3) and (4) below*.

Assessment records that must be entered for current year as well as those not previously reported for prior years include the following:

SUBSTITUTE TESTS – Class of 2018

- Students taking Advanced Placement or International Baccalaureate courses in Biology, U.S. History or U.S. Government, may take tests specially designed for these courses instead of the state end-of-course test for that kind of course to avoid double testing. (*See AP & IB Crosswalk to Graduation Points chart in section above*)
- Students taking College Credit Plus courses in these subjects will use the course grade, not end-of-course test points, to determine their points earned toward graduation. (*See College Credit Plus Course Grade chart below*)
- For the science end-of-course test, a student may choose between physical science or biology, depending on which course the student took.

COLLEGE CREDIT PLUS COURSE GRADE (SOCIAL STUDIES AND SCIENCE SUBSTITUTE COURSES)	OHIO GRADUATION POINTS
A or B	5
C	4
D	3
Not applicable	2
Not applicable	1
F – Fail or drop the course	0

SUBSTITUTE TESTS – Classes of 2019 and beyond

- Students taking Advanced Placement or International Baccalaureate courses in American history or American government may take tests specially designed for these courses instead of the state end-of-course test for that kind of course, to avoid double testing. (*See AP & IB Crosswalk to Graduation Points chart above*)
- Students taking College Credit Plus courses in these subjects will use the course grade, not end-of-course test points, to determine their points earned toward graduation. (*See College Credit Plus Course Grade chart above*)

Graduation points for course grades prior to July 1, 2015

The student is in the Graduating Classes of 2018 and beyond. (This is not applicable for students choosing the new OGT options.)

- The student received credit on their transcript for a course taken prior to July 1, 2015.
- The course didn't have a state end-of-course test available at the time the student was enrolled in the course.
- The student will receive graduation points based on the course grade.
- The following conversion chart should be used to determine the number of graduation points a student will receive based on the grade the student receives for high school courses prior to end-of-course tests being available.

HIGH SCHOOL GRADE	OHIO GRADUATION POINTS
A	5
B	4
C Earned Credit or Passed Course	3
D	2
Not applicable	1

THE FOLLOWING PROVIDES THE DATES WHEN COURSES WERE AVAILABLE FOR THE FIRST TIME		
Fall 2014	Spring 2015	Fall 2015
Algebra I	Physical Science	Biology
Geometry	American History	
English Language Arts I	American Government	
English Language Arts II	Integrated Math I & II	

When entering records for the above situations, the records should include one of the following Score Not Reported reasons:

- W – Assessment Score Not Reported because student received graduation credit for assessment area due to course completion prior to end of course

assessment availability; Number in score field represents number of graduation points earned

- X – Assessment Score Not Reported because student received graduation credit for assessment area due to completion of a dual credit course; Number in score field represents number of graduation points earned
- Y – Student transferred in from **out of state or from homeschooling** with course already completed; number of required graduation points reduced.

Example (1) Course taken for high school credit prior to Assessment availability:

Student took Biology for high school credit in the 14/15 school year, prior to the assessment being available. The Fiscal Year of the test value should be the fiscal year in which the student completed the course. Student Received an 'A' for the course. The following values should be entered for this record:

Field	Value
Period of Test	Spring or Spring Block
Fiscal Year of Test	2015
Building of Test	Building student was in
Grade at Time of Test	9th
Required Test Type	STR
Assessment Area	Biology
Score Not Reported	W
Accommodations	NO
Score	5
Performance Level	5

Example (2) Course taken for High School Credit prior to any EOC Assessment Availability:

Junior (11th) grade student took an Algebra I course for High School Credit in 13/14 as an 8th grader. The EOC was not yet available. The Fiscal Year of the test value should be the fiscal year in which the student completed the course. The Student received a 'B' in the course. The Score or graduation points for a 'B' in this course equate to a '4' based on the referenced chart.

Field	Value
Period of Test	Spring
Fiscal Year of Test	2014
Building of Test	Building student was in
Grade at Time of Test	8th
Required Test Type	STR
Assessment Area	Algebra I
Score Not Reported	W
Accommodations	NO
Score	4
Performance Level	4

Example (3) Graduation credit received for completion of dual credit course (CCP):

Junior (11th) grade student took a CCP American/United States Government Course receiving both college and high school credit in 16/17. The Student received a 'C' in the course. The Score or graduation points for a 'C' in this course equate to a '4' based on the referenced chart.

Field	Value
Period of Test	Spring
Fiscal Year of Test	2017
Building of Test	Building student was in
Grade at Time of Test	11th
Required Test Type	STR
Assessment Area	American/United States Government
Score Not Reported	X
Accommodations	NO
Score	4
Performance Level	4

Example (4) Student transferred in from *out of state or home school*:

Junior (11th) grade student moved to Ohio from another state. The student completed Algebra I in another state, and may have or may not have taken some type of end of course assessment. The Score Not Reported option Y is to be used for these students. The values should be reported for the year the student completed the course in the other state.

Field	Value
Period of Test	Spring
Fiscal Year of Test	2016
Building of Test	***** - IRN not disclosed
Grade at Time of Test	10th
Required Test Type	STR
Assessment Area	Algebra I
Score Not Reported	Y
Accommodations	**
Score	***
Performance Level	Any – This is not reported

Performance Level values are based on the number of Graduation Points received (see chart below).

PERFORMANCE LEVEL	GRADUATION POINTS
Advanced	5
Accelerated	4
Proficient	3
Basic	2
Limited	1

ASSESSMENT AREA CODE	ASSESSMENT AREA CODE DESCRIPTION
ALG1	Algebra I
BIOL	Biology
ELA1	English Language Arts I
ELA2	English Language Arts II
GEOM	Geometry
GOVM	American/United States Government
HIST	American/United States History
MTH1	Mathematics I
MTH2	Mathematics II
PHYS	Physical Science

VALID OPTIONS FOR THIS ASSESSMENT		
SCORE	SCORE NOT REPORTED	ACCOMMODATIONS
000-999, ***	*, A, B, C, D, E, F, G, H, I, J, M, W, X, Y, 2	**, NO, Y1, Y2, Y3

VALID OPTIONS FOR THIS ASSESSMENT		
ASSESSMENT WINDOW		ASSESSMENT DATE REPORTED
Fall Block		December regardless of actual Test Date
Spring Regular		April regardless of actual Test Date
Spring Block		May regardless of actual Test Date (ODE has indicated they may be accepting April dates for this window also)
Summer	July	July

ASSESSMENT IMPORT AVAILABLE	Yes – OCBA Import	.txt Format
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Reminders:

1. Records for students who were required to take the test but did not test will need to be added manually. This includes students who received credit for the test but did not take the test.
2. For each manually added record, update the Accommodations value, Score Not Reported value, and test score, if needed.
3. All prior year EOC records will be included in the FY17 transfer file to ODE for EMIS reporting. Districts need to make sure they have manually added records for students with a Score Not Reported reason that have also received graduation points, even if those records are for past years, and if those records have not been previously entered.

4. EOC records are not entered for students taking the alternate assessments.

Add Assessment Result

Period of Test: *

Fiscal Year of Test: *

2017

Building of Test: *

Grade at Time of Test: *

Required Test Type: *

Assessment Area: *

Score Not Reported: *

* - Option Not Applicable, Student took Test

Accommodations: *

NO - Student did not receive accommodations on the STR test or took ALT

Score: *

Score

Performance Level:

Invalid Score or Did Not Attempt

Create

Cancel

Alternate Assessment (AASCD), High School (GX)

The Alternate Assessment (AASCD) for students in high school is reported with a record type of GX, which is associated with the Ohio Graduation Test (OGT) assessment record type.

The Alternate Assessment results are available to the districts in an OCBA assessment record format from the testing company.

ODE will calculate the number of graduation points to be awarded for each alternate assessment taken as a '3' when the alternate assessment score is reported as well as a Special Education Grad Requirement (FE) record. No EOC assessment record is added for these assessments.

ASSESSMENT AREA CODE	ASSESSMENT AREA CODE DESCRIPTION
C	Social Studies
M	Mathematics
R	Reading
S	Science

VALID OPTIONS FOR THIS ASSESSMENT		
SCORE	SCORE NOT REPORTED	ACCOMMODATIONS
000-999, ***	*, A, B, C, D, E, F, H, I, J, K, M, P, S	**, NO

VALID OPTIONS FOR THIS ASSESSMENT	
ASSESSMENT WINDOW	ASSESSMENT DATE REPORTED
Spring	February - April

ASSESSMENT IMPORT AVAILABLE	Yes – OCBA Import	.txt Format
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Reminders:

1. Records for students who were required to take the test but did not test will need to be added manually.
2. For each manually added record, update the Accommodations value, Score Not Reported value, and test score, if needed.
3. For the alternate assessment, both a Reading and Writing Score are required to be reported. A separate writing score is not provided in the assessment results file; the import generates a copy of the Reading record and populates the same values to a Writing record.
4. These records are imported using the OCBA import upload.

5. When using the import to load these records, the Accommodations value should automatically be updated to NO.
6. The import file is a .txt format.
7. If applicable, be sure to update the Special Education Grad Records (FE) to indicate if the student is exempted from the consequences of not passing a specific assessment.

StudentInformation > SIS > Student > Assessment > OGT

From this screen, you can display, add, change and delete data pertaining to a student's ohio graduation test results.

Building IRN - Spring Test Administration:	001693 - Batavia Elementary School
Test Type: *	ALT - Alternate
Part: *	MATH - Math
Test Date: *	03/01/2017
Grade at Time of Test: *	10
Accommodations:	NO - Student did not receive accommodations on the STR test or took ALT
Score Not Reported:	* - Option Not Applicable, Student took Test
Scaled Score:	322
Raw Score:	***
Required for Graduation:	*
Re-report Time Period:	
Transferred From IRN:	-

Save
Save and New
Cancel

Alternate Assessment (AASCD), Grades 3-8 (GA)

The Alternate Assessment (AASCD) for students in grades 3-8 is reported with a record type of GA, which is associated with the Student Achievement (GA) assessment record type.

The Alternate Assessment results are available to the districts in an OCBA assessment record format from the testing company.

ASSESSMENT AREA CODE	ASSESSMENT AREA CODE DESCRIPTION
C	Social Studies
M	Mathematics
R	Reading
S	Science

VALID OPTIONS FOR THIS ASSESSMENT		
SCORE	SCORE NOT REPORTED	ACCOMMODATIONS
000-999, ***	*, A, B, C, D, E, F, H, I, J, K, M, N, P, S	No

VALID OPTIONS FOR THIS ASSESSMENT	
ASSESSMENT WINDOW	ASSESSMENT DATE REPORTED
Spring (Alternate Only)	February - March


ASSESSMENT IMPORT AVAILABLE	Yes – OCBA Import	.txt Format
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Reminders:

1. Records for students who were required to take the test but did not test will need to be added manually.
2. For each manually added record, update the Accommodations value, Score Not Reported value, and test score, if needed.
3. For the alternate assessment, both a Reading and Writing Score are required to be reported. A separate writing score is not provided in the assessment results file; the import generates a copy of the Reading record and populates the same values to a Writing record.
4. These records are imported using the OCBA import upload.
5. When using the import to load these records, the Accommodations value should automatically be updated to NO.
6. The import file is a .txt format.

Student Achievement

From this screen, you can display, add, change and delete data pertaining to student achievement records.

Building IRN - Spring Test Administration:	124859 - Batavia Middle School	▼
Test Grade/Type:*	8th Ach - Alternate	▼
Part:*	MATH - Math	▼
Test Date:*	02/01/2017	
Grade at Time of Test:*	08	▼
Accommodations:	NO - Student did not receive accommodations on the STR test or took ALT ▼	
Score Not Reported:	* - Option Not Applicable, Student took Test ▼	
Scaled score:	<input type="text" value="***"/>	
Raw score:	<input type="text" value="***"/>	

Save

Save and New

Cancel

ACT, SAT, IB and AP Assessments

Each of the EMIS reportable assessments in this section are available for transfer in the in the FA transfer file. All prior year records will also be included in the transfer file. The SAT Subject Scores are not EMIS reportable, so they are not available in the transfer file.

New for FY17 – ODE requires that the date value for the ACT and the SAT be reported to EMIS with a 'day' date in addition to the month and year.

ASSESSMENT AREA CODE	ASSESSMENT AREA CODE DESCRIPTION
Varied for each of the Assessment Types	

SCORE	SCORE NOT REPORTED	ACCOMMODATIONS
Varied for each of the ACT and SAT Assessment Types/Areas, and per Area in each of the Assessment Types	*, A, B, C, D, E, F, H, I, J, K, L, 3, 4	**
AP 1-5	*	**
IB 1-7	*	**

VALID OPTIONS FOR THIS ASSESSMENT		
ASSESSMENT WINDOW		ASSESSMENT DATE REPORTED
ACT, SAT	Actual Test Dates Will Vary	Jan. – Dec. (Include day date)
IB	Actual Test Dates Will Vary	Nov. and May
AP	Actual Test Dates Will Vary	May

ASSESSMENT IMPORT AVAILABLE		
ACT	Yes	.txt Format
SAT	Yes - SAT (Old Format) results prior to 10/2015	.txt Format
SAT	Yes - Redesigned SAT (New Format as of 10/2015) for both SAT Reasoning and SAT Subject Records dated 10/2015 and forward	.csv Format
IB, AP	No	













Reminders:

1. ACT (American College Testing Assessment) results are available for download from ACT in an electronic format and the districts must contact ACT for details. The import file for ACT results needs to be in a .txt format.
2. The 'SAT (Old Format)' import requires the SAT import file to be in a .txt format.
3. The 'Redesigned SAT (New Format as of 10/2015)' import requires the SAT import file to be in a .csv format.
4. A complete listing of the Assessment Areas for each of these assessments can be found in the EMIS Manual, Chapter 2.8, Student Assessment Record.
5. The IB and AP results will need to be manually entered for any student taking those assessments.
6. The SAT Reasoning scores are the SAT records reported to ODE. The SAT Subject scores are not reported to ODE.

ACT (American College Testing Assessment):

StudentInformation > SIS > Student > Assessment > ACT [Find Students] [Go To]

From this screen, you can display, add, change and delete data pertaining to the ACT.

Testing Date:	<input type="text"/>	 
English Score:	<input type="text"/>	
English Usage/Mechanics Sub Score:	<input type="text"/>	
English Rhetorical Skills Sub Score:	<input type="text"/>	
Mathematics Score:	<input type="text"/>	
Mathematics Pre-Algebra/Elementary Algebra Sub Score:	<input type="text"/>	
Mathematics Intermediate Algebra/Coordinate Geometry Sub Score:	<input type="text"/>	
Mathematics Plane Geometry/Trigonometry Sub Score:	<input type="text"/>	
Reading Score:	<input type="text"/>	
Reading Social Studies/Sciences Sub Score:	<input type="text"/>	
Reading Arts/Literature Sub Score:	<input type="text"/>	
Science Score:	<input type="text"/>	
Composite Score:	<input type="text"/>	
Combined English/Writing Score:	<input type="text"/>	
Writing Test Sub Score:	<input type="text"/>	
Essay Comments:	<div>01 -   02 -   20 -   21 -  </div>	<input type="text"/>
Writing Subject Score:	<input type="text"/>	
Writing Domain Score: Ideas and Analysis:	<input type="text"/>	
Writing Domain Score: Development and Support:	<input type="text"/>	
Writing Domain Score: Organization	<input type="text"/>	
Writing Domain Score: Language Use and Conventions	<input type="text"/>	
Writing National Norms	<input type="text"/>	
English Language Arts (ELA) Score:	<input type="text"/>	
English Language Arts (ELA) National Norms:	<input type="text"/>	
STEM Score:	<input type="text"/>	
STEM National Norms:	<input type="text"/>	
Understanding Complex Text:	<input type="text"/>	
Progress Toward Career Readiness:	<input type="text"/>	


Copyright © 1997-2015 Software Answers, Inc. Activate Windows
Go to PC settings to activate Windows.

SAT (The Scholastic Aptitude Test - Reasoning)

Student Information > SIS > Student > Assessment > SAT Reasoning Test


SAT Reasoning Test Scores


From this screen, you can display, add, change and delete data pertaining to the SAT Reasoning Test.


Testing Date:* 

Grade at Time of Test:*

Pre - 2016 SAT Reasoning Scores

Critical Reading Score: 


Math Score: 


Writing Score: 

Writing Multiple-Choice Sub Score:

Essay Sub Score:

Redesigned SAT Reasoning Scores

Evidence-Based Reading and Writing Section Score: 

Math Section Score: 

Reading Test Score:

Writing and Language Test Score:

Math Test Score:

Analysis in Science Cross-Test Score:

Analysis in History/Social Studies Cross-Test Score:

Words in Context Subscore:

Command of Evidence Subscore:

Expression of Ideas Subscore:

Standard English Conventions Subscore:

Heart of Algebra Subscore:

Passport to Advanced Mathematics Subscore:

Problem Solving and Data Analysis Subscore:

Essay Reading Subscore:

Essay Analysis Subscore:

Essay Writing Subscore:

Total SAT Score:


SAT (The Scholastic Aptitude Test - Subject)

StudentInformation > SIS > Student > Assessment > SAT Subject Tests

SAT Subject Test Scores

From this screen, you can display, add, change and delete data pertaining to the SAT Subject Tests.

Subject Test: *

Testing Date: * 

Grade at Time of Test: *

Score: *


International Baccalaureate (IB)

Only IB Program Assessment will be collected. Please refer to the IBO.org website.

StudentInformation > SIS > Student > Assessment > International Baccalaureate (IB)

International Baccalaureate (IB)

From this screen, you can display, add, change and delete data pertaining to International Baccalaureate (IB).

Testing Date: * 

Assessment Area Code: *

Assessment Result: *


Advanced Placement (AP)

StudentInformation > SIS > Student > Assessment > AP Exams

AP Exam Scores

From this screen, you can display, add, change and delete data pertaining to AP Exams.

Subject: *

Testing Date: * 

Score: *

OGT Records (GX)

Beginning in the 14/15 school year, students enrolled as first time 9th grade students and below will no longer take the OGT (GX) assessment. These students will be assessed using the End of Course (GE) exams.

Students grade 10 and above in the 14/15 school year and earlier are still required to take the OGT (GX) assessment.

ASSESSMENT AREA CODE	ASSESSMENT AREA CODE DESCRIPTION
S	Science
M	Math
R	Reading
W	Writing
C	Social Studies/Citizenship

SCORE	SCORE NOT REPORTED	ACCOMMODATIONS
000-999, ***	*, A, B, C, D, E, F, H, I, J, K, M, P, S	**, NO, Y1, Y2, Y3

VALID OPTIONS FOR THIS ASSESSMENT		
ASSESSMENT WINDOW		ASSESSMENT DATE REPORTED
Fall	Oct. – Nov.	Oct. – Nov.
Spring	Spring	
	STR test type in March	March
	ALT test type late Feb. - March	Feb. - March
Summer	Summer prior to current school year, non-summer graduates	June – July
Summer	Summer after current school year (Period G reporting), summer graduates only	June - July

ASSESSMENT IMPORT AVAILABLE	Yes - OGT	.txt Format
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Reminders:

1. StudentInformation will report the latest attempt for each test part regardless of test date.

2. Foreign exchange students must take the OGT. The graduation plan of a foreign exchange student makes no difference on the requirement to test; they are not exempt. If your foreign exchange students were not tested an OGT record with Score Not Reported element must be submitted.
3. As a general guideline, an OGT record should be reported for students for each subject(s) until the student passes the test.
4. Make sure the **Required for Graduation:** field is marked correctly on the OGT record, especially for those IEP students who do not have to actually pass the test in order to graduate. Although this field isn't reported to EMIS, StudentInformation looks to this value for other processes such as the Who Needs It and Transcripts. When a student took the OGT in a prior year and since that time, has been placed on an IEP and is no longer required to pass the OGT to graduate, a new OGT test record for this year's testing date will need to be added with the value of No in the **Required for Graduation:** field. Students are required to take the test one more time after it is determined the student does not need to pass the test to graduate.
5. A JVS is only to report testing results for students who enroll directly into the JVS without enrolling in the resident district.
6. If a student is not tested during a required administration (fall and/or spring), a record for each test the student should have taken is to be submitted by the district for the most recent test administration for which the student was enrolled. The appropriate option is to be reported in the Score Not Reported Element for these situations.
7. **Summer Graduates:** OGT Test records should be reported for students who were enrolled in the district the previous school year and graduated prior to the start of the new school year as a result of passing the summer administration of the OGT. Report OGT results for these graduates during the upcoming Period G.


StudentInformation > SIS > Student > Assessment > OGT

From this screen, you can display, add, change and delete data pertaining to a student's ohio graduation test results.

Building IRN - Spring Test Administration: 001693 - Batavia Elementary School ▼

Test Type:* STR - Standardc ▼

Part:* READ - Reading ▼

Test Date:* 03/11/2017 

Grade at Time of Test:* 12 ▼

Accommodations: NO - Student did not receive accommodations on the STR test or took ALT ▼


Score Not Reported: * - Option Not Applicable, Student took Test ▼

Scaled Score: 250

Raw Score: ***

Required for Graduation: * ▼

Re-report Time Period: ▼

Transferred From IRN: - 

OELPA (GF)

Beginning in the 15/16 school year, the OELPA (GF) replaced the OTELA (GF) assessment. The 14/15 school year was the final school year for administering and reporting the OTELA.

Student Assessment (FA) Record(s) are required to be submitted for each student with a “Y”, “M”, “S”, or “L” option reported on the LEP Status Element on the Student Attribute – Effective Date (FD) Record for any day within the testing window. Students who have been identified as English Language Learners must take the OELPA until they receive a score that will allow them to exit the program. While they are taking the OELPA, the students must also take the Next Generation, OGT, and End of Course exams if the students meet the requirements during the test windows for those assessments.

ASSESSMENT AREA CODE	ASSESSMENT AREA CODE DESCRIPTION
LIST	Listening
R	Reading
S	Speaking
W	Writing

VALID OPTIONS FOR THIS ASSESSMENT		
SCORE	SCORE NOT REPORTED	ACCOMMODATIONS
000-999, ***	*, A, B, C, D, E, F, I, J	**, NO, Y1, Y2

VALID OPTIONS FOR THIS ASSESSMENT		
ASSESSMENT WINDOW		ASSESSMENT DATE REPORTED
Spring	January 12 through March 6	Jan - March

ASSESSMENT IMPORT AVAILABLE	Yes - OELPA	.txt Format
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Reminders:

1. When manually entering an OELPA record, the areas under Listening, Reading, Speaking and Writing must be completed in order for the record to save. Users can complete the remaining areas (Ex. Comprehension Score, Proficiency Status, etc.) or leave them blank and the record will save as long as the required fields have been completed. The import will populate all fields displayed on the OELPA Assessment Maintenance page that have values for them contained in the import record.

2. If multiple EMIS reporting entities are providing instructional services, providing special education services, and/or required to report the same student, then the entity required to report the assessment record is determined by the value of the District Relationship Element (FS140) or the value of either of the Sent Reason Elements (FS200 or FS230) on the Student Standing records from each reporting entity.

A student with a District Relationship of '1' during any part of the testing window is required to have the appropriate assessment record(s) reported by the district reporting this relationship; for Career Technical students refer to the Career-Technical Students section above. In addition, a student who has a Sent Reason of 'CT – Contract Career-Technical Education Participant', 'JV- Joint Vocational School District Program Participant', 'MR – DD program participant', 'OS – State School (OSB or OSD) program participant', or 'PI - Proprietary Institution Program Placement' and is enrolled in the district during any part of the testing window is required to have the appropriate assessment record(s) reported.

Since an individual student may have multiple Student Standing records reported, it is possible for more than one entity to meet the above criteria (e.g., the student moved during the testing window). In this case, both districts would have to report the assessment record(s) unless noted otherwise.

3. Report the scaled score of each test area/subject in the Score Element. If the required student did not test for a particular required Assessment Area, report the reason in the Score Not Reported Element.
4. When using the Assessment Import process for the OELPA, in the Test Date field, enter the date the assessment was taken.
5. The following abbreviations may appear on some assessment records: DNA – Did Not Attempt; and INV – Invalidated. A test is 'attempted' once the student has started the test (had the opportunity to view at least one item). A domain test is 'not attempted' if the student never started the domain test (i.e., the student never had the opportunity to view any items.) A test is invalidated when a student is caught cheating or the test is compromised.

Ohio English Language Proficiency Assessment (OELPA) - Create

Create Cancel

Assessment Date: 12/10/2017

Grade at Time of Test: 10 - Tenth Grade

Listening

Accommodations:	NO - Student did not receive accommodations on the STR test or took ALT	
Score Not Reported:	* - Option Not Applicable, Student took Test	
Score:	832	
Standard Error:	5	
Performance Level:	4	

Reading

Accommodations:	NO - Student did not receive accommodations on the STR test or took ALT	
Score Not Reported:	* - Option Not Applicable, Student took Test	
Score:	838	
Standard Error:	8	
Performance Level:	4	

Speaking

Accommodations:	NO - Student did not receive accommodations on the STR test or took ALT	
Score Not Reported:	* - Option Not Applicable, Student took Test	
Score:	832	
Standard Error:	2	
Performance Level:	4	

Writing

Accommodations:	NO - Student did not receive accommodations on the STR test or took ALT	
Score Not Reported:	* - Option Not Applicable, Student took Test	
Score:	816	
Standard Error:	2	
Performance Level:	4	

Comprehension

Score:	1
Standard Error:	

Proficiency Status

Proficiency Status: ☐

Overall Score

Score:	
Standard Error:	

Create Cancel

CTE Industry Credentials (GW)

New for FY17 –CTE Industry Credentials (GW) be reported to EMIS with the actual year and month the credential was earned. Additional a 'day' date may be included when entering the month and year.

An Industry Credential is a credential, certification or license developed and awarded by an industry association or state licensing agency. Students are not required to get an industry credential, but if a student does receive one of the industry credentials, the district should report the credential to EMIS. If a student earns more than one Industry Credential, report all credentials the student receives.

ASSESSMENT AREA CODE	ASSESSMENT AREA CODE DESCRIPTION
Various as contained in the EMIS Manual, Section 2.8, Student Assessment Record	

VALID OPTIONS FOR THIS ASSESSMENT		
SCORE	SCORE NOT REPORTED	ACCOMMODATIONS
***	*	**

VALID OPTIONS FOR THIS ASSESSMENT		
ASSESSMENT WINDOW		ASSESSMENT DATE REPORTED
Fall	Assessment Dates will vary	Year and Month Credential Earned
Spring	Assessment Dates will vary	Year and Month Credential Earned


ASSESSMENT IMPORT AVAILABLE	No
-----------------------------	----

Reminders:

1. If a student receives an industry credential prior to the close of the Graduate (G) reporting period, the district should report the industry credential during period G reporting. This is in addition to reporting it during Collection Window A – Assessments.
2. Industry Credentials may be reported by either the JVSD or the home district, but only one of the districts needs to report the record. Most students will only have a single record reported, but if a student has multiple credentials, multiple records may be reported.

CTE Industry Credential

From this screen, you can display, add, change and delete data pertaining to CTE Industry Credential.

Testing Date:* 

Assessment Area:*

Score:*

Save

Save and New

Cancel

CTE Student Assessment (GY – OCTCA)

Any student who **is a concentrator** should have some type of a CTE Assessment record reported. This data will be used for the CTE Report Card.

ASSESSMENT AREA CODE	ASSESSMENT AREA CODE DESCRIPTION
Various as contained in the EMIS Manual, Section 2.8, Student Assessment Record	

VALID OPTIONS FOR THIS ASSESSMENT		
SCORE	SCORE NOT REPORTED	ACCOMMODATIONS
CTE Technical		
000-100, ***, I, N, P, A	*, T, V	**
CTE Portfolio		
000-100, ***, I, N, P, A	*, F, T, V	**

VALID OPTIONS FOR THIS ASSESSMENT		
ASSESSMENT WINDOW		ASSESSMENT DATE REPORTED
Fall	Actual assessment dates will vary	Always January of year reported, regardless of year taken

ASSESSMENT IMPORT AVAILABLE	Yes - OCTCA	.txt Format
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Reminder:

1. This record should be reported by the district that employs the CTE Workforce development instructor.
2. Regardless of what test date is entered, the transfer to the data collector will report January 1st.
3. The Portfolio Assessment Score should only be completed for students enrolled in a Teaching professions course with the EMIS subject code 350011.
4. A record with a Score Not Reported reason should be reported for any student who is a 'concentrator' that did not test. These will need to be manually entered.
5. Please refer to the Office of Career-Technical and Adult Education (CTE) web site for additional information on rules and legislation, test implementation dates, scoring standards and up-to-date information on CTE Assessments. Information about the CTE Technical Assessments and Career Paths for the Teaching Professions Portfolio Assessment is located on the Ohio Department of Education's web site.

CTE Student Assessment (OCTCA)

From this screen, you can display, add, change and delete data pertaining to CTE Student Assessments.

CTE Technical Score

CTE Portfolio Score

Test Date: *

05/01/2017



CTE Student Assessment Code: *

09MC - Ground Transportation Collision



CTE Technical Assessment Score Not Reported Value:

* - Option Not Applicable, Student took the test.



CTE Technical Score: *

098

Save

Save and New

Cancel

CTE Student Assessment (OCTCA)

From this screen, you can display, add, change and delete data pertaining to CTE Student Assessments.

CTE Technical Score

CTE Portfolio Score

Test Date: *

05/01/2017



CTE Student Assessment Code:

14TP - Teaching Professions Portfolio Score



Reason Portfolio Score Not Reported:

* - Option Not Applicable, Student took the test.



CTE Teaching Professions Portfolio Score: *

Save

Save and New

Cancel

NWEA Assessment (DORP) (GD)

ODE is collecting the results from the NWEA Assessment. This assessment measures student skills in mathematics and reading. Results from the spring administration will be reported in the DORP Growth Assessment (A) Collection.

ASSESSMENT AREA CODE	ASSESSMENT AREA CODE DESCRIPTION
M	Mathematics
R	Reading

VALID OPTIONS FOR THIS ASSESSMENT		
SCORE	SCORE NOT REPORTED	ACCOMMODATIONS
000-999, ***	*, A, B, C, D, E, F, H, I, J, K, L, M	**, NO, Y1, Y2, Y3

VALID OPTIONS FOR THIS ASSESSMENT		
ASSESSMENT WINDOW		ASSESSMENT DATE REPORTED
Fall	Aug. – Nov.	Aug. – Nov.
Spring	March – June	March - June

ASSESSMENT IMPORT AVAILABLE	Yes - DORP	.csv Combo File Format
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Reminders:

1. Records for students who were required to take the test but did not test will need to be added manually.
2. The Assessment Import requires the Combo import file format to be used.
3. Some students are also tested in the Science area for DORP, but Science is not an EMIS reportable assessment area and does not load to the DORP Assessment Maintenance page at the present time.

Add Assessment Result

Grade at Time of Test:

Assessment Area:

Required Test Type: STR - Standard

Score Not Reported: * - Option Not Applicable, Student took Test

Accommodations: NO - Student did not receive accommodations on the STR test or took ALT

Score: Score

Create
Cancel

WorkKeys (WK)

The ACT WorkKeys is a nationally recognized job skills assessment students take to earn a workforce readiness score on the job skills assessment. This assessment is reported in the Non-State Assessments for the Local Report Card (LRC).

ASSESSMENT AREA CODE	ASSESSMENT AREA CODE DESCRIPTION
M	Mathematics
R	Reading
LCIF	Locating Information

VALID OPTIONS FOR THIS ASSESSMENT		
SCORE	SCORE NOT REPORTED	ACCOMMODATIONS
000-999, ***	*	**

VALID OPTIONS FOR THIS ASSESSMENT		
ASSESSMENT WINDOW		ASSESSMENT DATE REPORTED
Spring	Actual assessment dates will vary	Actual month and year of administration

ASSESSMENT IMPORT AVAILABLE	No
-----------------------------	----

Reminders:

1. The value for the Test Grade Level is ‘***’ and is defaulted in the WorkKeys transfer file.
2. The value for the Type of Accommodation is ‘***’ and is defaulted in the WorkKeys transfer file.
3. The value for the Score Not Reported is ‘*’ and is defaulted in the WorkKeys transfer file.

Assessment Date: 5/1/2017

Locating Information

Score: 10

Mathematics

Score: 90

Reading

Score: 25

Create Cancel

Import Assessment Records from Vendor Files

Navigation: StudentInformation – SIS – Assessment – Assessment Imports

The assessment imports page provides the ability to import results from vendor files. The import is available for the following assessments:

- ACT
- OCBA – Gr. 3-8 Next Generation Assessments and End of Course Exams, Alternate Assessments
- OCTCA
- OGT
- OELPA
- PLAN
- SAT (Old Format)
- Redesigned SAT (New Format as of 10/2015)
- KRA
- DORP
- PS ELA

Imports Displayed in dropdown but should not be used during FY17 and forward

- OAA
- OAA & OGT Alternate Assessments (both types in the same file)
- OTELA
- PARCC

The assessment import tries to match the students in StudentInformation with the results from the import file. Assessment imports use different matching criteria depending on the assessment type. Refer to the ProgressBook StudentInformation Assessment Guide for details on the matching criteria used for each assessment.

StudentInformation > SIS > Assessment > Assessment Imports

Assessment Imports

Assessment Type:

File Name:

Reminders for Importing:

1. The district must be in context.
2. Navigate to the page and use the drop-down list to select the type of assessment being imported.
3. Test Date – if importing OCTCA or KRA results, there will be an additional prompt for the date of the assessment.

4. Browse – browse for the vendor file. This file can contain assessment results for a single building, single district or entire ITC.
5. Upload – Once you have selected the assessment type and the file, upload the results. This may take a few minutes depending on the number of student records in the import file. Once the upload is complete, a message details how many records were successfully uploaded and requests student records be verified by clicking **View Import Management**.

Assessment Import Management

Navigation: StudentInformation – SIS – Assessment – Assessment Import Management

The assessment import management screen shows the results of each assessment import in three separate tabs:

- Unmatched records – records imported but not yet assigned to a student
- Matched records – records imported and assigned to a student
- Errors – records that were not imported because of stated errors

StudentInformation > SIS > Assessment > Assessment Import Management

Assessment Import Management







From this screen, you can manage assessment import records that have a building IRN accessible through the school and school year in context.

Import: Jun 29 2016 07:49:AM - ewing , jeff - OCBA - 3-8 OH State Tests.txt ▼

[Import Another File](#)

[Unmatched Records](#) [Matched Records](#) [Errors](#)

i The following records were included in the import file but are not yet assigned to a student in StudentInformation.

	Line No.	First	Middle	Last	Test	BirthDate	Building IRN	District IRN	Records
 	1				EndCrse		001701	046300	1
 	2				EndCrse		001701	046300	1
 	3				EndCrse		001701	046300	1

If the appropriate import file does not display in the import field, click 'Import Another File' to return to the assessment imports screen to import the desired file.

Refer to the ProgressBook StudentInformation Assessment Guide for more details on the Import, and the Unmatched Records, Matched Records and Errors tabs.

Run reports to verify assessment data

Some assessment reports that have been added to the AdHoc Reports to assist with assessment data can be found at [Student Information](#) > [Local](#) > [Ad Hoc Reports](#) and are as follows:

EMIS Folder

1. State Assessment Below Reported Score Report
 - a. This report allows you to search various years for the following assessments along with their scores:
 - i. Grades 3-8 Achievement (GA)
 - ii. Preschool ELA (GB)
 - iii. End of Course Assessments (GE)
 - iv. KRA (GO)
 - v. Next Generation Assessments (GN)
 - vi. OGT (GX)
 - vii. Preschool ASQ/SE (GS)
 - viii. Preschool ECO (GM)
 - ix. CTE Industry Credential (GW)
 - x. OCTCA (GY)
2. State Assessment Report
 - a. This report allows you to search various years for the following assessments along with their scores:
 - i. Grades 3-8 Achievement (GA)
 - ii. Preschool ELA (GB)
 - iii. End of Course Assessments (GE)
 - iv. KRA (GO)
 - v. Next Generation Assessments (GN)
 - vi. OGT (GX)
 - vii. Preschool ASQ/SE (GS)
 - viii. Preschool ECO (GM)
 - ix. CTE Industry Credential (GW)
 - x. OCTCA (GY)

Please be sure to check back to this location regularly as additional reports will be added as time and requests permit.

Verify Student Assessment and correct errors

This section is under construction, and will be updated as soon as possible at the time updates are made in the StudentInformation system.

Transfer Student Assessment Records to the Data Collector

The assessment transfer process is available on the Assessment Transfer – Collection (A) Menu under EMIS. Each reporting period has its own menu containing options specific to that reporting period.

The transfer process for assessments provides the ability for the user to select only those assessments they wish to include in the transfer. This provides control over the assessments you wish to submit. Once you have completed the reporting for a specific assessment, it is not necessary to retransfer each time you report assessment data. Data should be transferred according to the guidelines of ODE's manifest.

You must have the district in context to transfer Assessment records to the data collector.

StudentInformation > EMIS > Assessment Reporting Collection (A)

EMIS - Create Flat Files - Select Files

From this screen, you can transfer Assessment Collection (A) records

Request Type | Program Selection

- ☒ Select all transfers
- ☒ Transfer - ACT (AC)
- ☒ Transfer - AP (AP)
- ☒ Transfer - CTE Industry Credential (GW)
- ☒ Transfer - CTE Student Assessment - OCTCA (GY)
- ☒ Transfer - DORP Growth (MAP) (GD)
- ☒ Transfer - End of Course (GE)
- ☒ Transfer - International Baccalaureate (IB)
- ☒ Transfer - KRA (GO)
- ☒ Transfer - Next Generation Assessment Grades 3-8 (GN)
- ☒ Transfer - OELPA (GF)
- ☒ Transfer - OGT (GX)
- ☒ Transfer - Preschool ASQ/SE (GS)
- ☒ Transfer - Preschool ECO (GM)
- ☒ Transfer - Preschool ELA (GB)
- ☒ Transfer - SAT (SA)
- ☒ Transfer - Student Achievement (GA)
- ☒ Transfer - WorkKeys (WK)

Transfer Type:*

☐ Flat file transfer

☒ Flat file transfer for Data Collector

< Back Submit Cancel

FY17 Period L Staff/Course Reporting Checklist

Change Log

Date	Section Number/Name	Change Description
9/20/16	Entire Document	Update dates for 16/17

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Period L Staff/Course Checklist

Reporting Windows (tentative) –

	First Window	Second Window
Data Dates Included Reporting Window	7/1/XX – 6/30/XX	7/1/XX – 6/30/XX
	Oct. – Jan.	Feb. – Aug.
Record Types to Include		This window replaces data from first window for funding but not for HQT and Licensure
	CN	CN
	CU	CU
	CM	CM
	CV	CV
	GN	GN

Each reporting window will include transactions from July 1 through the end of the reporting window. Reporting is on-going meaning there is no cut-off date. As students are enrolled in your district, their data will be included in the next transfer regardless of enrollment date. As changes are made to the staff and course information and CTRMEMIS is run in update mode, that current data will be reflected in the transfers.

Record Types to Include – Refer to the ODE EMIS Manual for further clarification on records reported in each 'L' window.

Task 1 – Run INVSUBJ to Verify Subject Codes Assigned to Courses

Navigate to StudentInformation > EMIS > Staff/Course Reporting Collection (L) and run the Verify Subject Codes (INVSUBJ). Courses will be listed if the Report to EMIS checkbox on the course record is marked but the EMIS Subject Code field is blank or invalid. Additionally, the process will check the EMIS Subject Codes on the Course Section Override tabs.

StudentInformation > EMIS > Identify Invalid Subjects

Identify Invalid Subjects - (L) Ex Vill SD

From this screen, you can find invalid subject codes

Include Buildings:
☒ Select All Buildings ☐ Clear All Buildings

☒ AVEL ☐ ELEMENTARY ☒ AVHS ☐ HIGH SCHOOL

Submit Cancel

1 Record Displayed

Course Subjects				
Building IRN	Building	Course Code	Course Name	EMIS Course Subject Code
000067	AVHS	0630	PHYSICAL SCIENCE	

1 Record Displayed

Course Section Override Subjects					
Building IRN	Building	Course Code	Course Name	EMIS Course Subject Code	Section Number
000067	AVHS	0622	GENERAL BIOLOGY	132212	3

Edit the EMIS tab of the course in Course Maintenance to correct the Subject Code.

StudentInformation > Management > School Administration > Scheduling Administration > Course Maintenance > Courses



See the EMIS Manual for an updated list of valid subject codes. Beginning FY17 ODE has added 'Senior only' subject codes for CTE Industry Credential courses. These are courses available only for Seniors and are tied to a specific Industry Credential. These Subject Codes are 6 digits, begin with '38' and the last 4 digits are the Assessment Area Code associated with the Industry Credential that can be received. An example would be 38CA06 – Adobe Certified Expert – Acrobat XI Pro.

Task 2 – Run the Wipe and New process



The Wipe and New process should only be run at the beginning of the school year. When it is processed, it overwrites any manual changes that have been made to teacher history records during the school year.

Running the Wipe and New is not a required process but is beneficial for districts beginning the school year to update their teacher history records with the most current information from any changes made to course sections. When School Year Initialization was processed to create the new school year, last year's teacher history records were copied up to this school year. The Wipe and New process will ensure you are reporting the most up-to-date records. Running the Wipe and New process at the beginning of the school year also assists other processes that depend on Teacher History records from the Teacher History Tab.

Wipe and New will update Teacher History records to match the data on the Meeting Times tab of the course section. It overwrites any existing data.

1. On the Wipe and New tab on the Teacher History Maintenance screen, select the school(s) for which you want to create new teacher history records. **Note:** If a building is in context, the building is already selected.
2. Click **Wipe and New**.
3. When the Wipe and New process is completed, StudentInformation displays a message at the top of the page that indicates the number of teacher history records that were created.

StudentInformation > EMIS > Maintenance > Teacher History Maintenance

Teacher History Maintenance

From this screen, you can adjust teacher history records.

There were 987 teacher course history records created successfully. ✕

[Start and Stop Dates](#) [Wipe And New](#) [Add Missing](#)

<input type="checkbox"/>	Building Name	Finalized Schedule	Last Updated Date	Last User
<input checked="" type="checkbox"/>	020131 - ELEMENTARY SCHOOL	●	9/19/2016 10:00:00 AM	Janice.Ditto
<input checked="" type="checkbox"/>	020149 - HIGH SCHOOL	●	9/19/2016 10:00:00 AM	Janice.Ditto

Building has a finalized schedule = ●

[Wipe And New](#)

Task 3 – Run the Add Missing process to update any Teacher History Records for newly added courses


Add Missing will add a new teacher history record if there is no teacher history record matching the teacher designated on the meeting times tab or if no Teacher History record exists. It does not overwrite any existing data. Add Missing can be run throughout the year.

1. On the Add Missing tab on the Teacher History Maintenance screen, select the school(s) for which you want to add missing teacher history records. **Note:** *If a building is in context, the building is already selected.*
2. Click **Add Missing**.
3. When the Add Missing process is complete, StudentInformation displays a message at the top of the page that indicates the number of teacher history records created, or if none, the message indicates that no teacher history records were created.



StudentInformation > EMIS > Maintenance > Teacher History Maintenance


Teacher History Maintenance

From this screen, you can adjust teacher history records.

There were 181 teacher course history records created successfully. 

[Start and Stop Dates](#) [Wipe And New](#) [Add Missing](#)

<input type="checkbox"/>	Building Name	Finalized Schedule	Last Updated Date	Last User
<input checked="" type="checkbox"/>	018598 - Elementary		9/19/2016 10:04:00 AM	Janice.Ditto
<input checked="" type="checkbox"/>	018606 - High School		9/19/2016 10:04:00 AM	Janice.Ditto

Building has a finalized schedule = 

[Add Missing](#)

Task 4 – Run the Start and Stop Dates option to update Teacher History Records (Optional)

If your semester start/stop dates change during the school year due to calamity days, use the Start and Stop Dates tab option to update existing Teacher History Records.

StudentInformation > EMIS > Maintenance > Teacher History Maintenance



Teacher History Maintenance



From this screen, you can adjust teacher history records.

There were 794 teacher course history records updated successfully. ✕

Start and Stop Dates [Wipe And New](#) [Add Missing](#)

<input type="checkbox"/>	Building Name	Last Updated Date	Last User
<input checked="" type="checkbox"/>	018598 - Elementary	9/19/2016 10:07:00 AM	Janice.Ditto
<input checked="" type="checkbox"/>	018606 - High School	9/19/2016 10:07:00 AM	Janice.Ditto
<input type="checkbox"/>			

Start Date to Change:  New Start Date: 

Stop Date to Change:  New Stop Date: 

Task 5 – Verify Courses and Course Sections

CCP Courses – Be certain to check the ‘dual credit’ checkbox on the Courses General Tab when adding College Credit Plus courses. When setting up courses, districts should set up separate courses for CCP and non-CCP courses. A course should not have some course sections that are CCP and some that are non-CCP.

StudentInformation > Management > School Administration > Scheduling Administration > Course Maintenance > Courses

WARNING: You are working with the Curriculum Code

From this screen you can display or change information regarding courses

General | Marks | Miscellaneous | EMIS | Pre/Co-requisites | < Prev: psy2150 | Next: psy541 >

While the Code can be up to 15 characters, 10 characters or less is recommended.

Code: psy331 x Abbreviation: BehavSci

Name: Ohio State- Behavioral Sci Short Name: BehavSci

Description:

Hours of Instruction: 30 Scheduling Priority: 5

Display on Public Module: ☒ Is Active: ☒

Is High School Credit: ☒ Is In Update History: ☒

Roll course to next year: ☐ Core Course: ☒

College Prep: ☐ Dual Credit: ☒

Save Cancel

Curriculum Code – VM Career Technical Education Middle Grade Course

Establishes a class as a middle grade Career-Technical Education class. Middle grade CTE courses are 30-120 hour introductory level courses linked to business, industry, and labor that ensure a seamless pathway from middle school to college careers. CTE middle grade courses may be offered for any pathway with an approved CTE-26 on file. VM courses do not count towards a student's CTE concentrator status and students in VM courses are not subject to CTE technical testing. See the CTE Program Matrix for a complete list of subject codes that may be used in conjunction with the VM curriculum code.

Credit Flex element on EMIS tab of Course record:

- N – Course is not a credit flexibility course (default)
- R – Yes, the course is a credit flex course used for credit recovery work
- Y – Yes, the course is a credit flex course not used for credit recovery

The EMIS Override tab on the course section allows different values in the following fields:

StudentInformation > Management > School Administration > Scheduling Administration > Course Maintenance > Course Sections

WARNING: You are working with the Current School Year, and not a Future School Year as expected

Course Sections - 101 - Accounting I (1)

From this screen you can display or change information regarding course sections

General Meeting Times Memberships Attendance Teacher History EMIS Override Next: 101 #2 >

EMIS Staff Provider IRN:

EMIS Subject Code: 010110 - Communications and Leadership

Curriculum:

Delivery Method:

Student Population:

Highly Qualified Teacher IRN:

Dual Credit: ☐

Save Course Section Cancel

If either of the following values is different on the EMIS tab of the course you will need to set up separate courses. Simply adding a separate course section will not work.

- Educational Option
- Credit Flex

1. All Courses K-12 must be broken out into courses by subject.
2. Each of the courses that have been broken out, except for homerooms and other special classes created for the grade book package, needs to be reported in EMIS.
3. Homerooms should not be marked as reportable to EMIS on the Course record.
4. You must report all year long courses and any other courses offered during the school year, such as courses offered second semester only or courses that span five or six week periods.
 - a. *Preschool courses* - Are to be reported as self-contained courses. Only one course is reported for each preschool student.
 - b. *Students receiving preschool itinerant services* – Do not report course records and subject records for itinerant services.
 - c. *Gifted courses* – Students taught by the Gifted Intervention Specialist (GIS) who is considered the “Teacher of Record” should be reported but Supplemental Gifted services/programs provided by the GIS or other staff members are not considered courses and do not need student subject records.
 - d. *If the ESC is a contracted agency* - The resident district needs to report the courses and class lists taught by ESC contracted staff. The ESC instructor should be set up using their credential ID. The ESC will report the staff demographic, employment, and contractor staff records. Be sure to mark these ESC courses as EMIS reportable, the ESC’s IRN is used for the Program Provider IRN, and the proper building IRN is used for the location IRN.
 - e. *Home Instruction*: School age students with disabilities who are receiving home instruction are to have one course record per course, reported for each teacher. The course should be reported with the appropriate EMIS Subject Code, Delivery Method, Curriculum, Educational Option, and Student Population in Course Maintenance.

- f. *College Credit Plus* courses (fka Post-Secondary) must be set up as a class on the student's schedule. State Staff ID of the staff member should be reported for Employee ID if the staff is employed by the district. Employee ID of all 9s is reported if the staff is employed by the college. A generic CCP teacher should be set up in your district with a State Staff ID of all 9s.
- g. *ESP Classes* – A staff class master record is required to be reported with the appropriate art, music or PE subject code for courses taught in grades K-8 for each ESP teacher. ODE does not require student subject records to be reported for each student in an ESP class, however StudentInformation will not include the course without at least one student assigned. You must assign students to ESP classes.
- h. *Credit Flex Courses* – A course master record is required to be reported for any course which is considered to be a credit recovery course. To qualify, a course must meet the district's board approved credit flexibility policy that provides opportunities for students to earn credits in non-traditional ways. A new field has been added to the course record as well as manual course history to indicate a course is credit flex course. Report the course with the appropriate delivery method. If the delivery method is 'TO', the staff member may have an ID of all 9s.

Update EMIS values in Course Section Maintenance

Team Teaching – If a course section is taught by more than one teacher, both teachers should be marked as the Teacher of Record on the course section Meeting Times tab and as CT - Co-Teacher on the Teacher History tab since both teachers are required to have a Staff Class Master Record reported.

StudentInformation > Management > School Administration > Scheduling Administration > Course Maintenance > Course Sections

WARNING: You are working with the Current School Year, and not a Future School Year as expected

Course Sections - 101 - Accounting I (1)

From this screen you can display or change information regarding course sections

General Meeting Times Memberships Attendance Teacher History EMIS Override Next: 101 #2 >

Add New

	Teacher Name	Start Date	End Date	Role	Teacher Of Record
	HORSTMAN, KEVIN	08/23/2016	05/23/2017	CT	<input checked="" type="checkbox"/>
	VONLEHMEN, CHERYL	08/23/2016	05/23/2017	CT	<input checked="" type="checkbox"/>

Save Course Section Cancel

StudentInformation allows course codes up to 15 characters and the first 10 characters must be unique. However, for EMIS reporting no more than 10 character course codes should be used.

Task 6 – Verify Reportable Courses

Navigate to StudentInformation > EMIS > Staff/Course Reporting Collection (L) and choose Verify - Reportable Courses to confirm courses being reported to EMIS. Manually update any courses as needed.

StudentInformation > EMIS > Verify Reportable Courses

Verify Reportable Courses - (L) [REDACTED] Local SD

From this screen, you can verify courses marked reportable to EMIS.

Include Buildings:*

☒ Select All Buildings ☐ Clear All Buildings

☒ JNEL - [REDACTED] Elementary ☒ JNHS - [REDACTED] HIGH SCHOOL

☐ All Courses ☐ Only Reportable Courses ☒ Only Non-Reportable Courses

68 Records Displayed

Report to EMIS	Building	Course Code	Course Name	Curriculum	Delivery Method	Educational Option	Student Population	EMIS Subject Code	Section Exists	CSA Exists	Is Active
<input type="checkbox"/>	JNEL	BAND5	BAND 5	OT	FF	NO	RG	010130	yes	yes	
<input type="checkbox"/>	JNEL	BAND6	BAND 6	OT	FF	NO	RG		yes	yes	
<input type="checkbox"/>	JNEL	COMM-K	COMMENTS GR. K	OT	FF	NO	RG		yes	yes	
<input type="checkbox"/>	JNEL	COMM1	COMMENTS GR. 1	OT	FF	NO	RG		yes	yes	
<input type="checkbox"/>	JNEL	COMM2	COMMENTS GR. 2	OT	FF	NO	RG		yes	yes	

Task 7 – Verify course information using the CRSE Report and make any necessary changes

StudentInformation > SIS > Scheduling > Scheduling Reports > Course Curriculum (CRSE)

- The CRSE Course report allows the user to select the types of courses they wish to validate as well as pick which fields they want to display on the report.
- All EMIS fields on the Course record and Course Section EMIS Override values are available to be printed on the report.
- Select the fields you wish to print on the report by moving them to the right in the Fields to Display filter.
- Team Teaching: If a course section is taught by more than one teacher, each teacher should be marked as the Teacher of Record on the course section Meeting Times tab. Each teacher should also have a Teacher History record marked as Co-Teacher since each teacher is required to have a Staff Class Master Record reported. CLISEMIS/CTRMEMIS creates a Staff Course Record for each teacher of record.

REPORT: DASH - REPO CRSE			HIGH SCHOOL			COURSE CURRICULUM			PAGE 1 OF 10		
SCHOOLYEAR: 2010-2011									RUN AT 9:03 AM 8/12/2010		
COURSE CODE	COURSE NAME	GR	EMIS Course Level	EMIS Course Type	Lang Used	Loc IRN	EMIS Sub Cred	EMIS Subject	Hrs Of Instr	Incll Cdt	High Sch Cdt
UN070	PSO SUCCESS STRATEGIES (UNO)	12							15	Y	Y
UNI100	PSO UNIV COL (OSU)	12							0	Y	Y
THE100	PSO THEATRE (OSU)	12	6	S01	E		***	050337	72	Y	Y
STA145	PSO STAT INTRO (OSU)	12							72	Y	Y
SPA104	PSO SPANISH 104 (OSU)	12							72	Y	Y
SPA103	PSO SPANISH 103	12							72	Y	Y
SPA102	PSO SPANISH 102 (OSU)	12	6	S01	E		***	060285	72	Y	Y
SPA101	PSO ELEM SPANISH I (OSU)	12	6	S01	E		***	060285	72	Y	Y
SOC286	INTRO TO SOCIOLOGY (NC)	12							48	Y	Y
SOC132	PSO AMER CULT&DIV (LTC)	12	6	S01	E		***	151300	72	Y	Y
SOC131	SOCIOLOGY (PSO) LTC	12	6	S01	E		***	151300	72	Y	Y
SOC112	PSO SOC & AGING (LTC)	12	6	S01	E		***	151300	48	Y	Y

Task 8 – Verify All Staff Members have a Credential ID

StudentInformation > Management > Security > View Staff Members > Add/Edit Staff Member

Security - Staff Member: [REDACTED]

Credential ID = State Staff

Staff Members | **Staff Member Schools**

Staff Code:*	SMIK	State Staff ID:	WW1234123
Social Security Number:		Name Prefix:	▼
First Name:*	JANE	Middle Name:	
Last Name:*	SMITH	Last Name Suffix:	
Address:	23 Main St.	Address 2:	
City:	Lima	State:	OH ▼
Zip:	45804	Email Address:	k_smith@jenningslocal.org
Telephone:	419-555-1212 x	Telephone Is Unlisted:	<input type="checkbox"/>
Start Date:	09/03/2014	Stop Date:	
Primary School Id:	Ft. Jennings Elementary ▼	Is Active:	<input checked="" type="checkbox"/>
Comments:			

☒ Bypass Address Standardization

The Credential ID is used by Pre-Ident as well as on Staff Class Master records and Program records for contracted staff.

For CCP teachers employed by the college, enter all 9s in the State Staff ID field. For CCP teachers employed by the district, enter their Credential ID in the State Staff ID field. Credit flex teachers may have all 9s in the State Staff ID field if the Delivery Method is 'TO'. Credit flex teachers will have a credential ID in the State Staff ID field if the Delivery Method is not 'TO'. The SSN is no longer used for a Staff EMIS ID.

More than one staff member can have all 9s for the State Staff ID field.

Teacher History records must exist before CTRMEMIS is processed in update mode.

Task 9 – Verify and Update the HQT Field Value for each subject for a teacher

A course section **must** have a record on the Teacher History tab to create an HQT record. HQT records are not dependent upon CTRMEMIS/CLISEMIS having been run. The courses available to have an HQT value for a teacher are based upon the teacher being marked as teacher of record on the teacher history tab, the subject code, curriculum element, delivery method and student population fields on the course record and on the EMIS overrides tab of the section.

The Highly Qualified Teacher element is required to be reported for all teachers who teach core academic subjects.



- A. Print the Highly Qualified Teacher Worksheets and hand out to teachers so teachers can verify and update their HQT status for each subject code they teach.**

[StudentInformation > SIS > School > Highly Qualified Teacher Worksheet](#)


The HQT Report is available in Excel format which can be downloaded and used to create a Principal's Recording Sheet in a format desired by the user.

[StudentInformation > SIS > School > Highly Qualified Teacher Report](#)

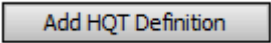

- B. Updating the Highly Qualified Definition for existing HQT records:**

1. Navigate to **StudentInformation** » **Management** » **School Administration** » **Scheduling Administration** » **Highly Qualified Teacher Update**.
2. Select a teacher from the **Filter By Teacher:** dropdown.
3. Courses the teacher instructs will be displayed based on the combination of Subject Code, Curriculum element, Delivery Method, and Student Population fields on the course record and on the EMIS Overrides tab of the section.
4. Pay careful attention to all four values before editing a record to ensure you are updating the correct one.
5. Click on the  next to the Subject Area to edit the HQT value.
6. Select the appropriate value from the **How the teacher meets highly qualified definition:** dropdown.
7. Click .

C. Removing Highly Qualified Definitions for courses the teacher no longer instructs. (optional)

1. Navigate to **StudentInformation » Management » School Administration » Scheduling Administration » Highly Qualified Teacher Update.**
2. Select a teacher from the **Filter By Teacher:** dropdown.
3. Courses the teacher instructs will be displayed.
4. Ensure you are deleting the correct record for the Subject Code combination.
5. Click the  next to the obsolete value.

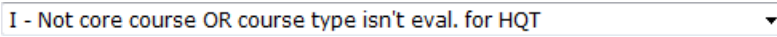
D. Adding missing Highly Qualified Definitions:

1. Navigate to **StudentInformation » Management » School Administration » Scheduling Administration » Highly Qualified Teacher Update.**
2. Select a teacher from the **Filter By Teacher:** dropdown.
3. Courses the teacher instructs will be displayed.
4. Click .
5. Select the appropriate value in the **EMIS Definition:** dropdown. NOTE: Values in the dropdown are populated from EMIS tab of the course record in Course Maintenance and on the EMIS Overrides tab of the section based on the Subject Code, Curriculum element, Delivery Method, and Student Population fields.
6. Fill in the **How the teacher meets highly qualified definition:** field.
7. Click .

E. Run the HQT report to verify the values or use the report as a checklist to see which values are missing.

StudentInformation > SIS > School > Highly Qualified Teacher Report

Non-core courses are not evaluated for HQT.

Report option  whenever one or more of the following is true:

- Curriculum Element is PS, PI, OC or
- Delivery Method is CC, ET, OL and Ed Option = YS or
- Delivery Method is ID, IM, TO, or CI or
- Student Population is D8, DP, or PR

Task 10 – Verify and Update Student Schedules

Verify student schedules by running the Class List Formatter

StudentInformation > SIS > Marks > Marks Reports > Class List Formatter (R703)

REPORT: R703
FORMAT-02

HIGH SCHOOL

Run Date: 8:43 AM 3/29

CLASS LIST

TEACHER	COURSE NAME	COURSE	SECTION	COURSE TERM	MEETING TIME DESCRIPTION
Teacher583, Ryan	STUDY HALL 2PD 1SEM	SH 2	19	1st Semester	F: 2 (145)

STUDENT NUMBER	STUDENT NAME	GRADE	DISABILITY CONDITION	GENDER	HOMEROOM	PROGRAM	HOME SCHOOL
303137236	Aabbccdde, Mark	11		M	FILL		
149625	Student54188, Clara	10		F	KIRI	Not applicable	
148156	Student54314, Lucy	10		F	HOEE		
148079	Student54376, Vegas	10		F	MCGO		
148029	Student54429, Connar	10		F	HOEE	Not applicable	
148018	Student54444, Adam	10		M	KIRI		
146073	Student54504, Tyler	10		M	KIRI	Not applicable	
146006	Student54578, Hannah	10		F	OBRE	Not applicable	
145002	Student54749, Hannah	10		F	OBRE		

Student Subject records reported to EMIS are created based off the student's course section assignments.

Make any necessary changes to schedules using the Course Section Assignments page or Request Assignments page.

Refer to the ***Student Schedule Changes Procedural Checklist***

Task 11 – Process CLISEMIS/CTRMEMIS in Verify Mode and correct errors

1. Change your context to the district level and the current year.
2. Navigate to **StudentInformation** > **EMIS** > **Staff/Course Transfer – Collection (L)**.
3. On the **Request Type** tab choose the ☒ **Verify Staff/Course Data** option.
4. Click **Next >**.
5. On the **Program Selection** tab choose ☒ **Verify/Update - Course and Class List (CLISEMIS/CTRMEMIS)**.
6. Click **Next >**.
7. Choose the buildings in the district you would like to run CLISEMIS/CTRMEMIS for.
8. Choose the run type you wish to perform. If you're verifying the data, choose **Run Type:** ☒ **Verify EMIS Reportable Only**
9. Next, select how many errors you would like to be displayed per page:
Number of Courses Per Page: **All** ▼
10. Click **Submit**
11. Once the process is complete the CLISEMIS/CTRMEMIS errors will display on the page.

Correcting errors:

1. CLISEMIS/CTRMEMIS errors are interactive links which allow you to navigate to the screen needing to be corrected without leaving the CLISEMIS/CTRMEMIS page.
2. To correct errors, click on the Link in each error message.

Building IRN	Building	Course Code	Course Name	EMIS Subject Code
010181	ELEE	ART	ART	020012
Staff Messages: - JENNIFER Teacher1493				

HQ Definition must be 'I' if the Core Subject Area for HQT is '****' or not specified, or if EMIS Course Type is one of 'S01', '100', 'D00', 'D08', 'P08', 'G00', 'X01' or 'X02'

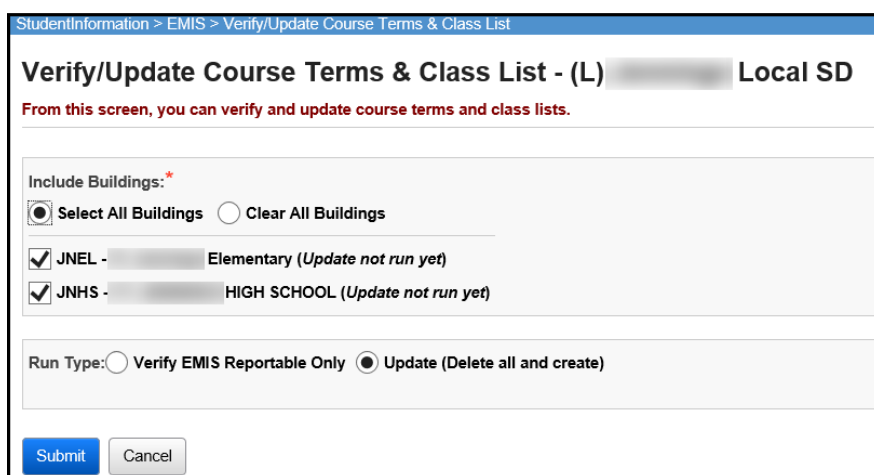
3. Depending on the error message, you will be taken to the Course screen, the course section or the staff HQT page for corrective action. Links display in blue on the error.
4. Correct the errors and save your changes.
5. After resolving the errors run CLISEMIS/CTRMEMIS again to verify the errors are no longer there.

Refer to the ***CTRMEMIS Error Resolution Guide*** for detailed instructions on how to correct each error.

Task 12 – Run CLISEMIS/CTRMEMIS in Update Mode

Vocational Course sections (Curriculum value begins with V) with zero students assigned will have Student Staff Classroom records created automatically.

CTRMEMIS should be processed in update mode each time you are submitting your data to ODE to catch any schedule changes made since the last submission. This is now an on-going process.



Run AFTER final corrections are made to the CLISEMIS/CTRMEMIS verification report.

Once CLISEMIS/CTRMEMIS has been run in update mode the records may be viewed by going to the following pages:

[StudentInformation](#) » [EMIS](#) » [Maintenance](#) » [Student Staff Classroom](#)
[StudentInformation](#) » [EMIS](#) » [Maintenance](#) » [Student Subject Record](#)
[StudentInformation](#) » [EMIS](#) » [Maintenance](#) » [Student Subject Record By Class](#)

CTRMEMIS looks at the Staff record for the Staff ID for the CN or CU records.

If multiple teachers are considered the teacher of record for a course section, then a CU record will be created for each teacher of record.

Each teacher record (CU) for a course section will have an indicator of either Lead Teacher or Co-Teacher. If two teachers are assigned to a course section as teacher of record, both teachers must be reported as Co-Teachers. You cannot report one teacher as the lead and the other as the Co-Teacher. Highly Qualified Teacher data will also be reported on the CU records.

The course section Teacher History tab must be updated if a teacher starts or stops teaching on a day other than the course term start or stop date. If a teacher's start and stop dates overlap with another teacher for the same course section, both teachers would be considered Co-Teachers. If both teachers did not teach the course section at the same time, make sure there is no overlap with their dates. Both teachers would be considered Lead Teachers.

Start and Stop Dates:

Start dates on the student subject records (GN) will only be reported for students who entered the course after the course term start date of the course section.

Example: If the course term start date was September 1, 2016 but the student started the course on February 27, 2017, a start date of February 27th will get reported for that student. No start date will be reported for students who have been in the course since day one.

Stop dates on the student subject records (GN) will only be reported for students who withdrew prior to the course term end date.

If the student drops a course before the course term stop date, a drop date will be reported.

If a student was in a course section multiple times, a record will be reported for each time the student was in the course.

Task 13 – Verify Vocational Correlated Records have been entered

Once CTRMEMIS has been processed in Update mode, the Local Classroom Codes for all course sections being reported exist in EMIS Maintenance and are available for use on the Correlated Records page.











1. At the building level, navigate to: **StudentInformation** > **EMIS** > **Maintenance** > **Vocational Correlated Records**.
2. Click on Add Vocational Correlated Records button to add a new record.
3. Choose the proper local classroom code from the dropdown for each of the three fields as applicable.
4. Save the record.

StudentInformation > EMIS > Maintenance > Vocational Correlated Records

Vocational Correlated Records

From this screen, you can create vocational correlated records.

Add Vocational Correlated Record

	Anchor Classroom ▲	First Correlated Classroom	Second Correlated Classroom
 	APVS-11022-01 (072105)	APVS-67022-01 (072150)	
 	APVS-15001-01 (252525)	APVS-15002-01 (252525)	
 	APVS-17001-01 (252525)	APVS-17002-01 (252525)	APVS-17003-01 (050170)
 	APVS-21011-01 (no subject record found)	APVS-80002-01 (175004)	
 	APVS-22001-01 (no subject record found)	APVS-80043-01 (178019)	

Task 14 – Verify Vocational Mapping Records have been entered

The mapped local classroom code record allows a district to map (combine) the students from a specific class into another class. Mapping means combining (merging) students from two or more classes in EMIS to look like a single class. The students that are reported in the “Mapped from Local Classroom Code” will be mapped (moved) to the “Mapped to Local Classroom Code” and for EMIS reporting, will no longer exist in the “Mapped From Local Classroom Code” in the EMIS flat files.

In order to map classes together, both classes must have the same values in the following elements:

- Subject Code
- Curriculum Element
- Employee ID
- Delivery Method
- Educational Option
- Student Population

Only classes with a Semester Code of ‘1’, ‘2’, or 3 will be eligible to be included in the mapping process. Trimester courses can’t be mapped.

NOTE:

This process should only be used for Career Technical Courses.

StudentInformation > EMIS > Maintenance > Mapped Local Classroom Codes

Mapped Local Classroom Codes

From this screen, you can display, add, change and delete data pertaining to mapped local classroom codes.

Add Mapped Local Classroom Code

		Mapped From Classroom Code ▲	Mapped To Classroom Code	Message
🗑️	✎	APVS-17002-01 (252525)	APVS-15002-01 (252525)	• Employee IDs do not match
🗑️	✎	APVS-41021-01 (330005)	APVS-41023-01 (330005)	

Task 15 – Run CHECK_EMIS for Period L to ensure all updates have been performed before transfers are performed

Run CHECK_EMIS to get an audit trail of what processes have been performed, what hasn't been performed and what processes were performed too early for each building in your district. The CHECK_EMIS page lists which EMIS Verify, Update, and Transfer processes have been run. The CHECK_EMIS report will provide you with a listing of when each process was run, what time, and which user completed the process for each building in the district.

At this point in the checklist, it is important to verify the following has been completed:

1. Make sure all processes have been run in Verify mode for each building.
2. Make sure all updating processes have been run in Update mode at least one time for the district.
3. Make sure all the necessary transfers were performed after the update processes were run.
4. **If updates were rerun, also make sure that transfers were rerun as well.**
5. Make sure that no process was run too early.

CHECK_EMIS can be processed at anytime during the reporting period for a status report.

StudentInformation > EMIS > Staff/Course Reporting Collection (L)

Staff/Course Verify/Update - Collection (L)

From this screen, you can transfer Staff/Course Collection (L) records.

Request Type Program Selection

☒ Verify - EMIS Run Requests (CHECK_EMIS)

☐ Verify - Reportable Courses

☐ Verify - Subject Codes (INVSUBJ)

☐ Verify/Update - Course and Class List (CLISEMIS/CTRMEMIS)

< Back Next > Cancel

Task 16 – Period L Transfer

Once you have completed the data updates, transfer your data to the Data Collector. Navigate to the Staff/Course Reporting Collection (L) menu and choose Select All Transfers.

StudentInformation > EMIS > Staff/Course Reporting Collection (L)

EMIS - Create Flat Files - Select Files

From this screen, you can transfer Staff/Course Collection (L) records.

Request Type Program Selection

- ☒ Select all transfers
- ☒ Transfer - Course Master (CN)
- ☒ Transfer - CTE Correlated Class Record (CV)
- ☒ Transfer - Mapped Local Classroom Code (CM)
- ☒ Transfer - Staff Course (CU)
- ☒ Transfer - Student Course (GN)

Transfer Type: *

☐ Flat file transfer

☒ Flat file transfer for Data Collector

< Back Submit Cancel

Task 17 – Run the Collection

Before running the Data Collector make sure the most recent version of the manifest is downloaded.

1. While logged into the Data Collector, click on the **Collection Requests** tab.
2. Begin the collection.
3. Mark all boxes in the SIF Zone and Data Sources section. This allows the collection to pull data from both the flat files and the SIF Sources (USPS and USAS).

All connected zones in Bath Local Schools (1 zones / 1 connected)		
SIF Zone	Zone Status	Collection Status
<input checked="" type="checkbox"/> BA	✓ Connected	Not Started
All Files data sources		
Data Sources	Availability	Collection Status
<input checked="" type="checkbox"/> BA-Files	✓ Ready	Not Started

4. Once the collection has been completed, proceed to the Prepare step.
5. Once the Prepare has completed, review the Level 1 Validation errors.
6. Return to StudentInformation to make corrections and updates resolving the Level 1 Validation errors.
7. After creating a new transfer file in StudentInformation and submitting it to the Data Collector, begin a new collection.
8. If satisfied with the results, go ahead and submit the collection to ODE for processing.
9. Once the collection has been processed by ODE, you should receive Level 2 Validations errors. Review the Level 2 Validation errors and make corrections in StudentInformation.



Don't forget – once you correct errors and rerun any required updates in StudentInformation, a new transfer to the Data Collector must be performed. Once the transfer is complete rerun your collection.



FY17 Period S Reporting Checklist for Traditional districts, JVSDs and ESCs – First Collection

Change Log

Date	Section Number/Name	Change Description
11/22/16	Task 3	Update and Verify Student SSIDs; added B.iii.
10/3/16	Task 19	Updated Reporting Window
10/3/16	Task 26	Added the PE Performance Attributes
10/3/16	Task 2	Updated paragraph pertaining to PS students in Federal Headstart
9/13/2016	Overall Document	Updated with changes for FY17

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Period S Checklist for Traditional Districts, JVSDs and ESCs

Collection Requests

	Traditional First Collection	Traditional Second Collection	Traditional Final Collection
Collection Request Record Types to Include	Sept. – Dec.	Jan. – April	May - July
Each Collection Request will include transactions from July 1 through the end of the Collection Request. Reporting is on-going meaning there is no cut-off date. As students are enrolled in your district, their data will be included in the next transfer regardless of enrollment date.	GI	GI	GI
	GJ	GJ	GJ
	FS	FS	FS
	FD100, FD130, FD110, FD070, FD060, FD170, FD090	FD	FD
	FN270	FN270, FN370, FN140, FN380, FN290, FN110, FN220, FN360, FN310, FN120	FN140, FN290, FN110, FN080, FN210, FN220, FN360, FN310, FN390, FN120, FN370, FN270, FN380
	GE	GE	GE
	FE	FE	FE
	FC	FC	FC
	FL	FL	FL
	DN (Select attributes by period) Include: INFOTECIRN STUKGBRDAY STULNCHFRE STULNCHRD STULNCHNOT STUELGEXAC STUHOMESCL STUNPNTSRV TFRPSESCYS TFRPSESCNO	DN (Select attributes by period) Include: INFOTECIRN STUKGBRDAY STULNCHFRE STULNCHRD STULNCHNOT STUELGEXAC STUHOMESCL STUNPNTSRV TFRPSESCYS TFRPSESCNO TRANSPTCNT	DN (Select attributes by period) Include: INFOTECIRN STUKGBRDAY STULNCHFRE STULNCHRD STULNCHNOT STUELGEXAC STUHOMESCL STUNPNTSRV STUNPNTSLG STUPSTCBTR STUPSTCATR

	Traditional First Collection	Traditional Second Collection	Traditional Final Collection
	TRANSPTCNT TRANSPTMIL Calendar Group Calendar Group – Teachers Calendar Group - Students	TRANSPTMIL All Feeder School Group Attributes All SIG Time Extended Group Attributes	LCLWELLPOL TFRPSESCYS TFRPSESCNO TRANSPTCNT TRANSPTMIL All Feeder School Group Attributes All SIG Time Extended Group Attributes Phys Ed Evaluation Group Attributes Initial Eye Exam Group Attributes
	GQ (limited codes)	GQ	GQ
		FB	FB
		GG	GG
			DT
		GD	GD

Student Record Updates

Community Eligibility Provision

Any district/building that participates in the Community Eligibility Provision (CEP) of the school lunch program does not have to code all students in that building/district as 1-Economic Disadvantage on the FD tab, however, the option is there to do so in preparation for FY17. FY16 was a transition year into FY17 where districts will need to verify they have reviewed every student they are reporting as economically disadvantaged. Please see the codes in task 9 – Update Disadvantage Values.

Services Only Students

Students who attend non-public school but receive special education services from your public school need to be reported. They should have a zero FTE since they are not being instructed and are only receiving services.

Home-schooled and Non-public Students

Districts are not required to report home schooled and non-public students who are participating in extra-curricular activities only.

Autism Scholarship Students

Autism Scholarship Program students (ASP) are required to be reported to EMIS, and are included in the Federal October Child count. They should not be withdrawn from the resident district. See EMIS Manual section 2.1 for details.

Jon Peterson Scholarship Students

If you are the resident district sending a student out on a JPS, use EMIS situation 473, even if the JPS program is housed at a non-pub. If your district is not the resident district of a JPS student at a non-pub, use a services only EMIS situation.

Preschool students found to be ineligible for service

PS students found ineligible for services must be admitted and withdrawn on the same day. Remember to put these students on a non-attending calendar so they aren't reported with any attendance hours when ATTUPEMIS runs.

NOTE: If the PS student doesn't have an SSID, register the student and wait for an SSID to be returned before withdrawing the student. The SSID Locator does not process withdrawn students.

College Credit Plus Students

Students attending elsewhere as College Credit Plus students (formerly PSEO) must be reported as attending elsewhere for the percent of time they are taking college credit courses – even if they are taking courses after school hours. Schools will still be funded 100% for the time at their district and the time at the CCP Institution.

STEM School Students

There are two different types of STEM schools

1. District STEM School: STEM school that *is not* considered a building in a regular district
 2. Building STEM School: STEM school that *is* part of a regular district.
- Students who attend a District STEM School are withdrawn from their resident district using the normal withdrawal procedures using a withdraw code of “41”.
 - District STEM Schools report students as non-residents attending using a “How Received” value of “K”. The How Received IRN is the IRN of the student’s resident district.
 - Students from other districts who attend a Building STEM School do so through Open Enrollment and are not withdrawn from their resident district.
 - If a resident student attends a Building STEM School, the STEM building IRN is used for the Accountability IRN and the Attending Building Area IRN.

Task 1 – Verify Student Admission and Withdrawals

Collection Request	All 'S' Collections
--------------------	------------------------

Verify student admissions and withdraws. Because of the addition of the new Student Cross Reference system reporting, it is no longer appropriate to whack no-shows. Once a student is reported for the school year, you must continue to report them all year long.

New in FY16 - Withdrawal Code 35

35 – Resident Student withdrew from educating entity with a Reason Code that indicates the resident district no longer has a responsibility for the student

Withdrawal Codes to Note

- 77 - Withdrew due to 3314.26 (non-tested 2-year e-school)
- 38 - Student promoted beyond max grade/entity closing
- 81 - Student reported in error- never should have been reported
- 39 - Non-enrolled student no longer receiving services
- 79 - Reason for enrollment (received reason) no longer valid

A. Verify the following types of students are withdrawn from 16/17:

- i **No shows** - Students who are new to the district in 16/17 but NEVER show up. These students must be reported in SCR.
 - Scenario # 11 from the **16/17 Withdrawal Scenarios** doc
- ii. **Prior Year Withdrawals** – Students who withdrew from the district on or before the last day in 15/16 but were already promoted to 16/17 should be whacked from 16/17 unless they have already been included in SCR.
 - Scenario #5 from the **16/17 Withdrawal Scenarios** doc
- iii. **Summer Withdrawals**- Students who were enrolled in 15/16 but withdrew over the summer and will not be attending in 16/17.
 - Scenario #2 from the **16/17 Withdrawal Scenarios** doc
- iv. **Summer Graduates** – Students who were enrolled in 15/16 but withdrew from the district prior to the first day of the new school year and who have a Summer diploma date and diploma type. The student's graduate information is reported in 16G but their withdrawal information is reported in 17S.
 - Scenario #34 from the **16/17 Withdrawal Scenarios** doc
- v. **Newly Enrolled – Late Start** - A new student enrolls and is supposed to start the first day of school but doesn't show until the third day.
 - Scenario #17 from the **16/17 Withdrawal Scenarios** doc

B. Process Students who were supposed to graduate last year but didn't

Students who have met all their course requirements and were supposed to graduate in 15/16, but didn't because they didn't pass the testing requirements should be handled as follows:

- i. *Enrolled in courses* - If the student is enrolled in courses in the 16/17, report the student with Grade Level 13 on the FD tab. Do *not withdraw the student*. Report summer test results in 17A, Assessment Collection Request
- ii. *Dropout* - If the student drops out in the 16/17 school year, report the student as Grade Level 13 on the FD tab – State Equivalent Grade Level and a withdrawal date and withdraw reason of
75 – Student Completed course requirements but did NOT pass the appropriate statewide assessments required for Graduation on the student's latest FS record.
Change the EMIS Grade Next Year on the FN tab to "DR".

C. Register students who were previously withdrawn and have returned to the district, including expelled students

- i. Previously withdrawn in 15/16 but returning to the district in 16/17
 - Scenario #3 from the **16/17 Withdrawal Scenarios** doc
- ii. Expelled in 15/16 and is not receiving instructional services but returned to the district in 16/17
 - Scenarios #14 and #15 from the **16/17 Withdrawal Scenarios** doc

Refer to the Admissions and Withdrawals section of the EMIS Manual (2.1.1) and the 16/17 Withdrawal Scenarios document for more admission and withdrawal scenarios.



Task 2 – Reporting Preschool Students

Collection Request	All 'S' Collections
--------------------	---------------------

New Reporting Instructions for Preschool Students beginning in FY17

New 'How Received' codes for reporting PS students in Early Childhood Education have been introduced this year.

Students in ECE, regardless of the resident district are to have 'E' reported for their How Received Element. A student cannot be enrolled in more than one program at a time. In addition, a student can be in 'E' and also be receiving special education services.

If a resident preschool student is enrolled in Federal Head Start, then '**' is reported for the How Received Element.

Non-resident preschool students enrolled in a traditional district who are not ECE, should be reported with the appropriate How Received value for their situation as well as the How Received IRN. Any of the EMIS Situations contained in the EMIS Situations document for traditional districts can be used for preschool students.

Students enrolled in an ESC who are not in an ECE program are to have 'H' reported for the How Received element. Students who are not in an ECE program and are enrolled in a traditional district that is not their resident district are to be reported with a How Received code that accurately reflects how they arrived at the district (i.e., through open enrollment, court placement, etc.). If the student is enrolled in special education and ECE, then 'E' is reported for the How Received element.

Options 'E' and 'H' are only valid for Preschool students. A How Received IRN value is also required to be reported. These options take precedence over reporting the type of entity.

How Received Values exclusively for PS students:

- E – Preschool ECE Early Childhood Education Grant
- H – ESC Providing Instruction and Related Services (ESC Only)
- I – Student receiving non-instructional, supplementary or related services

In the student's district of residence, How Received options used currently for school aged students are also now available to be reported.

Task 3 – Obtain and Verify SSID's

Collection Request	All 'S' Collections
--------------------	---------------------

Obtain:

If all the following required fields are filled in during registration, an SSID will automatically be assigned as part of the registration process by the SSID Locator.

First Name or Legal Name if first name is not the legal name.
Middle Name or Legal Name if middle name is not the legal name
Last Name or Legal Name if last name is not the legal name
Date of Birth
Gender
Native Language
Ethnicity
Birthplace City
Admission Reason

JVSs and ESCs must collect all required fields to obtain an SSID during the registration process. For exceptions the StudentInformation SSID extract may be used. If students are sent to the JVS from the home school using the Student Transfer process in StudentInformation the SSID, if available, will come over with the student.

- a. Perform a sweep of students missing an SSID. IBM will bulk assign the SSIDs.

[StudentInformation > Management > Import/Export > State Student ID Export](#)

- b. Log into the IBM site to obtain the SSIDs manually for individual students. All students must have the mandatory fields filled in to get an ID.

A. Verify:

Run the SSID report to verify all students have an SSID. The report will list students missing elements which would prevent them from receiving an SSID. Once the missing elements are filled in, the SSID Locator system will automatically obtain an SSID and write it to the latest FS record.

B. How to Add/Update an SSID:

- i. Records returned by the Locator: If an SSID is returned for a student by the locator, only the current FS record will be updated. Manually enter the SSID by editing the remaining FS records for the student where no SSID is specified.
- ii. Students previously assigned an SSID now assigned a new SSID: If the student was previously assigned an SSID and now has a different SSID, add a new FS record recording the new SSID to indicate a change in the value. Do not change the SSID value on prior records so that the old SSID

- associated with the student may still be reported. Invalid SSIDs should be deactivated manually in the IBM system.
- iii. For other specific situations not covered by these instructions, please contact your ITC support personnel.

Task 4 - Verify Non-reportable Students

Collection Request	All 'S' Collections
--------------------	---------------------

The Verify Non-reportable Students page lists each student who is enrolled in the current school year but their **Report To EMIS:** checkbox on the **FN-Attributes** tab is unchecked.

Any student listed that needs to be reported to ODE may be updated by marking the **Report To EMIS:** checkbox next to their name and clicking Save.

StudentInformation > EMIS > Student Reporting Collection (S)

Student Verify/Update - Collection (S)

From this screen, you can transfer Student Collection (S) records.

Request Type Program Selection

- ☐ Verify - Discipline (DISCEMIS)
- ☐ Verify - EMIS Run Requests (CHECK_EMIS)
- ☐ Verify - Membership Programs (MEMBEMIS)
- ☒ Verify - Non-reportable Students
- ☐ Verify - Student Demographic (UNCLEMIS)
- ☐ Verify - Student Gifted Records
- ☐ Verify - Student Special Education
- ☐ Verify/Update - Majority of Attendance IRN (MAJOREMIS)
- ☐ Verify/Update - Student Attendance (ATTUPEMIS)

< Back Next > Cancel

StudentInformation > EMIS > Verify Non-Reportable Students

Verify Non-Reportable Students - Ada Ex Vill SD

From this screen, you can verify students not marked reportable to EMIS.

☒ Select All Buildings ☐ Clear All Buildings

☒ AVEL - ADA ELEMENTARY ☒ AVHS - ADA HIGH SCHOOL

Verify Cancel

2 Records Displayed

Report to EMIS	Building	Student Number	Student Name	How Received	Percent of Time	EMIS Situation	Admission Date	Withdrawal Date	Status
<input type="checkbox"/>	AVEL		Spade, Kevin	*	100	5 - Resident attending Full Time	08/27/2008		A-ACTIVE RES
<input type="checkbox"/>	AVHS		Elliott, Sam	*	0	88 - Resident attending JVS F/T	10/07/2013		V-APOLLO VOCATIONAL

☐ Select all students

Save Report to EMIS

Task 5 – Run the STAT report to verify students’ EMIS situation assignments

Collection Request	All ‘S’ Collections
--------------------	---------------------

The STAT report provides a list of students and their EMIS situation. The report may be used to verify that each student has the proper EMIS situation assigned. The report will include the EMIS situation from the latest FS record for the current school year.

Any student missing an EMIS Situation will have a blank value in the EMIS Situation Description column. Students missing FS records will also have a blank value in the EMIS Situation Description column.

StudentInformation > SIS > School > Student Reports > Student Status/Attendance Code (STAT)

REPORT: DASL - REPO STAT				HIGH SCHOOL		RUN AT 7:52 AM 3/29	
				STUDENT STATUS / ATTENDANCE CODE		PAGE	1 OF 43
ID	STUDENT NAME	GN	GR	EMIS SITUATION DESCRIPTION	DISABILITY CONDITION		
889091629	Aab, Anthony (Kyle)	M	11	5 - Resident attending Full Time	**		
889091628	Student22988, JOSHUA	M	09	151 - Resident open enrolled elsewhere F/T	**		
889091627	Student22989, KENZIE	F	09	151 - Resident open enrolled elsewhere F/T	**		
889091619	Student22990, JOSEPH	M	10	151 - Resident open enrolled elsewhere F/T	**		
889091611	Student22991, James	M	11	151 - Resident open enrolled elsewhere F/T	**		
889091610	Student22992, Salvatore	M	10	151 - Resident open enrolled elsewhere F/T	**		
889091579	Student23004, Mychalela	F	10	151 - Resident open enrolled elsewhere F/T	**		
889091575	Aabb, Jinkyung (Kristina)	F	09	5 - Resident attending Full Time	05		
889091561	Student23014, Kevin	M	12	151 - Resident open enrolled elsewhere F/T	**		
889091558	Student23016, Alicia	F	10	151 - Resident open enrolled elsewhere F/T	09		
889091554	Student23019, Kayla	F	09	151 - Resident open enrolled elsewhere F/T	**		

Task 6 – Verify the Percent of Time Field for students who don’t attend 100% of time

Collection Request	All ‘S’ Collections
--------------------	---------------------

The percent of time (FTE) field indicates the percent of time the student is instructed by *your* district’s employees.

Beginning March 23, 2015, high school students (Grades 9 and above) were considered to be full-time (100% of time) students if they attempted to earn 5 credits during that school year. Beginning February 1, 2016, the percent of time for high school students is determined based on the same reporting instructions that were in effect prior to March 23, 2015. However, in those cases where a high school student is enrolled in courses that would generate a higher percent of time using the credit method, the percent of time may still be determined based on the rule that five credits is equivalent to full-time enrollment. Refer to chapter 2.4 Student Standing (FS) Record Chapter of the EMIS manual for more details.

The Percent of time field is shared by all buildings in the district. If a student is enrolled in more than one building within the district at the same time, the Percent of time should reflect the total time he is receiving instruction in both buildings.

UNIQUE SITUATIONS:

1. Non-preschool ESC students: The **Percent of Time:** at the resident district should include the time spent receiving instruction from ESC staff.
2. Resident students who attend College Credit Plus and also the JVS:
The resident district must report the percent of time the student spends at the College Credit Plus institution in the **Sent To 2: Percent of Time:** field. The **Sent To 1: IRN:** would point to the JVS but since the JVS is an EMIS reporting entity, the **Sent To 1: Percent of Time:** would be zero.
3. Students who attend multiple buildings within the same district:
The **Percent of Time:** field should reflect the total time spent receiving instruction by all buildings in the district – not just the building the student spends the majority of time in.
4. The amount of time spent at the following entities is NOT included in the student’s percent of time.
 - a) BDDs (formerly known as MRDD)
 - b) Entities providing contracted career technical instruction
 - c) Pilot program site

Task 7 – Verify/Update County of Residence on FS tab

Collection Request	All 'S' Collections
--------------------	---------------------

The code reported should be the code for the county in which the student is actually living.

- If the student is living with parents, report the county of the parents' home address. If the parents are not living together, report the county of the parent who has primary custody of the student.
- For a student who is not living with parents, report the county in which the student is domiciled. If foster placed, for example, it would be the county of the home of the foster parent(s).
- If a student is homeless and has an established residence, such as a homeless shelter or is in a doubled-up situation, the county of that residence should be reported. Otherwise report the county code where the student spends the night.
- If the domicile of the student is out of state, use "***".

DYS does not need to report this element. For students with a Sent Reason (FS200 or FS230) = "FP", the value in this element will not be used.

If the County of Residence Code changes during the duration of the student's enrollment in the district, the existing Student Standing record should be closed and a new one opened using the new Effective Start Date as the day the student began to live at the new address.

District Relationship:	1 - Stud. rcvg instr. in whole/part from rep. dist. ▼	District of Residence:	045328	- Columbiana Ex VIII SD	Q
How Received:	* - Not Applicable ▼	How Received IRN:	*****	-	Q
Percent of Time:	100	Tuition Type:	N - Non-tuition student (default) ▼		
Attending Building IRN:	007062 - Columbiana High School ▼	Assigned Building IRN:	***** ▼		
County of Residence: *	15 - Columbiana ▼				

Task 8 – Update Fiscal Year Began 9th for all incoming Freshmen

Collection Request	Second & Final Collection
--------------------	---------------------------

Districts should begin reporting this element in the second Collection, however you will receive UNCLEMIS errors in the first Collection for students who require an update. Use the Student Profile Bulk Update process to mass update the field value for all 9th grade students entering 9th grade this school year.

1. Navigate to **StudentInformation** > **Management** > **Ad-Hoc Updates** > **Student Profile Bulk Update**.
2. Create an ad-hoc of all 9th graders in 16/17 and select the ad-hoc membership from the **Ad Hoc:** dropdown.
3. Click **Next >** until the **FN-Attributes-No Date** tab displays.
4. Place a check in the box below **Fiscal Year Began 9th:** and enter 2017.
5. Click **Next >** until the **Review updates** tab displays.
6. Click **Submit**.
7. The following message will display

Student Profile Bulk Update was completed successfully.

8. Finally put a 9th grader in context and go to the **FN-Attributes** tab and verify the **Fiscal Year Began 9th:** field was populated with 2017.

Be sure you do NOT include any **retained** 9th graders from 15/16 in your ad-hoc file. You don't want to change the year they began 9th as it should remain 2016 for retained 9th graders.

Task 9 – Update Disadvantage Values on the FD Tab

Collection Request	All Collections
--------------------	-----------------

Beginning FY16, new disadvantage codes have been added to report that students have been verified as economically disadvantaged. Validation was optional for FY16 but mandatory for FY17. If your school is a CEP district, verification for each student is required to ensure students you have documentation proving students have an economic disadvantage. The new codes are:

4 – Economic Disadvantage in a CEP building or LEA where the student has not been determined to meet one of the 4 conditions listed in the Economic Disadvantage reporting instructions

5 – Both Economic and Academic Disadvantage in a CEP building or LEA where the student has not been determined to meet one of the 4 conditions listed in the Economic Disadvantage reporting instructions

6 – Economic Disadvantage in a CEP building or LEA where the student has been determined to meet one of the 4 conditions listed in the Economic Disadvantage Reporting Instructions.

7 – Both Economic and Academic Disadvantage in a CEP building or LEA where the student has been determined to meet one of the 4 conditions listed in the Economic Disadvantage Reporting Instructions.

Students who meet any of the following conditions must be reported as Economically Disadvantaged:

- Eligibility for Free or Reduced-Price Lunch
- Resident of a household in which a member is eligible for Free or Reduced Price lunch
- Student who is a known recipient of Public Assistance
- Title I Application student

Academic Disadvantage is only to be reported for Career-Technical students and refers to a student who is having an academic problem that is not due to an identified disability condition. A career-technical student should only be reported as academically disadvantaged if he/she:

- Lacks knowledge in one or more of the academic areas of Mathematics, English/Language Arts, Science or Social Studies, and
- Performs two or more years below grade level on standardized tests.

Task 10 – Verify Race/Ethnicity for newly enrolled students

Collection Request	All 'S' Collections
--------------------	---------------------

Any newly enrolled student or a student whose District of Residence changes must have their Race/Ethnicity recollected.

The Local Ethnic Category field is not used for EMIS purposes but is the value used on most StudentInformation reports.

Recollected:

Gender:	F	Birthdate:	1/19/1993	Age:	17
Local Ethnic Category:	W - WHITE	Verified With:	B - BIRTH CERT		
Hispanic/Latino:	Y - Yes, the student is Hispanic/Latino	Birthplace City:			
Racial Group(s):	<input checked="" type="checkbox"/> A-Asian <input type="checkbox"/> B-Black or African American <input type="checkbox"/> I-American Indian or Alaska Native <input type="checkbox"/> P-Native Hawaiian or Other Pacific Islander <input type="checkbox"/> W-White				
Summative Race:	H - Hispanic/Latino				
Native Language:	ENG - English (Default)	Home Language:	*** - Neither LEP n		

Not recollected:

Gender:	F	Birthdate:	10/20/1992	Age:	17
Local Ethnic Category:	W - WHITE	Verified With:	B - BIRTH CERT		
Hispanic/Latino:	* - Not Re-Collected	Birthplace City:			
Racial Group(s):	<input type="checkbox"/> A-Asian <input type="checkbox"/> B-Black or African American <input type="checkbox"/> I-American Indian or Alaska Native <input type="checkbox"/> P-Native Hawaiian or Other Pacific Islander <input type="checkbox"/> W-White				
Summative Race:	W - White, Non-Hispanic				
Native Language:	ENG - English (Default)	Home Language:	*** - Neither LEP n		

Race/Ethnicity Coding:

Student Situation	Hispanic/Latino Element Value (GI580)	Summative Race Element Value (GI090)	Race Detail Value (GJ record – one per response)
Information Not Recollected	*	Same as FY10 Yearend – W, B, H, A, I, P, M	No GJ Record Reported
Recollected – Student is of Hispanic/Latino Heritage	Y	H	All Races Chosen from the Following: W, B, A, I, P
Recollected – Student is not of Hispanic/Latino Heritage – only one race being chosen	N	Race Chosen – Only one of the following: W, B, A, I, P	No GJ Record Reported
Recollected – Student is not of Hispanic/Latino Heritage - more than one race being chosen	N	M	All Races Chosen from the Following: W, B, A, I, P

Task 11 - Verify Home Language and Native Language Fields

Collection Request	All 'S' Collections
--------------------	---------------------

The **Home Language:** field is the language spoken at home. This field is required for LEP and immigrant students. All other students will have ****.

The **Native Language:** field is the language spoken at the onset of speech.

Both the **Home Language:** and **Native Language:** fields may be updated using the Student Profile Bulk Update.

StudentInformation > SIS > Student > Edit Profile

General	Additional	Custom	Private	FS-Standing	FS-Attendance	FD-Attributes	FN-Attributes	FN-Graduate	Transportation
<div> <div>Save</div> <div>Cancel</div> </div> <div>Last Modified: 04/28/2015 10:09 AM by User: bataswart</div>									
Student Number: <input type="text" value="701010772"/> <input type="checkbox"/> Auto-Assign				Student Status: * <input type="text" value="A - BLSD active resident student"/>					
First Name: * <input type="text" value="James"/>				Middle Name: <input type="text" value="David"/>					
Last Name: * <input type="text" value="Fallon"/>				Called Name: <input type="text"/>					
Last Name Suffix: <input type="text"/>									
Gender: * <input type="text" value="M"/>				Birthdate: * <input type="text" value="11/23/2000"/> <input type="text" value="Age: 15"/>					
Local Ethnic Category: <input type="text" value="W - WHITE/NONHISPAN"/>				Verified With: <input type="text" value="B - BIRTH CERT."/>					
Hispanic/Latino: * <input type="text" value="N - No, the student is not Hispanic/Latino"/>				Birthplace City: <input type="text" value="Covington"/>					
Racial Group(s): <input type="checkbox"/> A-Asian <input type="checkbox"/> B-Black or African American <input type="checkbox"/> I-American Indian or Alaska Native <input type="checkbox"/> P-Native Hawaiian or Other Pacific Islander <input checked="" type="checkbox"/> W-White *									
Summative Race: * <input type="text" value="W - White, Non-Hispanic"/>									
Native Language: <input type="text" value="ENG - English (Default)"/>				Home Language: <input type="text" value="*** - Neither LEP no"/>					

Task 12 – Verify and Update CTE Program of Concentration

Collection Request	Second and Final
--------------------	------------------



CRITICAL

While this value isn't reported until a later Collection, it is used when creating Webxam files so it is best to update students as soon as their program of concentration is known. The Program Area of Concentration values will affect the CTE Report Card as well as next year's Period D reporting.

The CTE Program of Concentration field is required to be reported with the FN record. The CTE Program of Concentration Element designates the program area of concentration for a CTE concentrator

A "CTE Concentrator" is a secondary student who has completed a minimum of 50% of the high school credits allowed for a single career and technical education (CTE) workforce development program (e.g., health sciences or marketing), and has enrolled for additional credit at the secondary level. For guidance (and examples) in identifying when a secondary student becomes a CTE Concentrator, see *Career-Technical Education Programming and EMIS Reporting* on the Ohio Department of Education Website (Career-Technical Education section).

The Office of Career-Technical Education will develop guidance to help districts determine how to identify the correct CTE Workforce Development Program Code to report for each CTE Concentrator.

The district that employs the workforce development teacher is responsible for identifying and reporting CTE concentrators and the CTE Program of Concentration. Only the code for one area of concentration may be reported for a student within a reporting period. Once a student is identified as a CTE concentrator, the student is a CTE concentrator for the rest of his/her schooling. Current grade level has no relationship to whether or not a student is identified as a concentrator; i.e., a student can be a junior and be identified as a concentrator.

Update the CTE Program of Concentration field on the FN Attributes tab for applicable CTE students. First, select the area of Concentration from the CTE Program Area dropdown and then select the specific code from the CTE Program of Concentration dropdown.

The CTE Program of Concentration field may be updated using the Student Profile Bulk Update.

StudentInformation > Management > Ad-Hoc Updates > Student Profile Bulk Update [Find Students]

Student Profile Bulk Update

Make bulk updates to students' profiles

Number of Students in selected Ad Hoc: 0

Select Ad-Hoc: Student record Annual record FS-Standing & FD-Attributes-Effective Date FN-Attributes-No Date FN-Graduate Review updates

☒ Mark the check box next to field(s) you wish to edit.
If the value is left blank and the check box is checked any value in the field(s) will be cleared, unless otherwise noted as required.

[< Back](#) [Next >](#)

Grade Next Year:

Fiscal Year Began 9th:

CTE Program

CTE Program Area: ☒ 1 - Agricultural and Environmental Systems ☐ 2 - Animal Science and Management

Tech Prep Completion:

Accountability IRN:

Admission to Current High School Date:

Attending Building IRN Next Year:

Attending District IRN Last October:

Third Grade Reading Guarantee

Math Diagnostic Result Code:

Reading Diagnostic Result Code:

Writing Diagnostic Result Code:

The CTE Program of Concentration may also be updated via the CTE Management page.

StudentInformation > SIS > Scheduling > CTE Management

CTE Management

From this screen, you can view student vocation course section assignments based on the teacher of the vocational course.

Teacher: Teacher1503, PHIL Section: (23005) CONSTRUCTION 1C LAB - 1

CTE Program Area:

CTE Program Of Concentration: ** - Student is not a concentrator in any CTE Program

Check All	Student Number	First Name ^	Last Name	CTE Program Of Concentration
<input type="checkbox"/>	747	ALAN	Student83314	** - Student is not a concentrator in any CTE Program
<input type="checkbox"/>	367	BRADY	Student83702	** - Student is not a concentrator in any CTE Program
<input type="checkbox"/>	5014	CHANNING	Student78168	** - Student is not a concentrator in any CTE Program
<input type="checkbox"/>	704	Colin	Student83377	** - Student is not a concentrator in any CTE Program
<input type="checkbox"/>	361	KYLE	Student83709	** - Student is not a concentrator in any CTE Program
<input type="checkbox"/>	4949	NICHOLAS	Student78268	** - Student is not a concentrator in any CTE Program
<input type="checkbox"/>	4163	ROBERT	Student79301	** - Student is not a concentrator in any CTE Program
<input type="checkbox"/>	4245	RONALD (PAUL)	Student79206	** - Student is not a concentrator in any CTE Program
<input type="checkbox"/>	703	Tanner	Student83379	** - Student is not a concentrator in any CTE Program
<input type="checkbox"/>	4942	TIMOTHY	Student78279	** - Student is not a concentrator in any CTE Program
<input type="checkbox"/>	4936	TOBY	Student78291	** - Student is not a concentrator in any CTE Program
<input type="checkbox"/>	4080	TRAVIS	Student79404	** - Student is not a concentrator in any CTE Program

Task 13 - Update October IEP Outcome field

Collection Request

All 'S' Collections

This element is reported for those students with a change in their Least Restrictive Environment (LRE) since their most recent IEP as of October. In general, the LRE will not change without a new IEP being completed and reported, but there are some cases, especially with IEPs reported in the prior year that are still in effect as of the end of October, where the LRE could change. Examples include but are not limited to a student whose parent originally consented to services but pulled the student from services prior to October 31st and situations where an expelled student is given an alternative placement that will be in effect on October 31st. In addition, for a preschool student (especially for those who are part time,) a parental placement in a private preschool program could change the LRE for that student.

When completing the Federal Child Count, ODE will review the LRE on the latest reported IEP event effective (including IEPs reported in the prior yearend and IEP events reported in the current 'S' reporting period) and the value of this element. The value of this element will take precedence.

For this element to be valid for the Federal Child Count, the student must already have an IEP reported to ODE that is valid on October 31st (e.g., October 31st is between the reported Outcome Beginning and End dates on a IEP that was reported to ODE in the prior yearend or in the current reporting period.) If no reported IEP is valid on October 31st, the value in this element will be ignored.

Edit Student Profile

From this screen, you can display and change information regarding a students profile.

General
Additional
Custom
Private
FS-Standing
FS-Arrival
FD-Attributes
FN-Attributes
FN-Graduate
Transportation

Save
Cancel

Last Modified: 04/21/2016 10:47 AM by User: bataswart

EMIS Grade Next Year: 11 - Eleventh Grade

Changing the EMIS Grade Next Year does not change the District Grade Next Year. The General tab can be used to change the District Grade Next Year.

Retained Status: * - Student was not retained at the end of the previous school year

Oct Childcount IEP Outcome: **** - No Change from latest IEP reported to ODE

CTE Program Area:
Fiscal Year Began 9th: 2016

CTE Program of Concentration: ** - Student is not a concentrator in any CTE Program
Tech Prep Completer: N

Majority Of Attendance IRN:

Accountability IRN:

Task 14 – Update LEP Option for students

Collection Request	All 'S' Collections
--------------------	---------------------

For students who are Limited English Proficient, a new code has been added to indicate a student is in his 2nd year of LEP Status. This new code was optional for FY16 but is required for FY17. It is required to be reported in FY17. The new code is 'S – LEP – Enrolled in U.S. Schools for 2nd Year.

The screenshot shows the 'New Student Attributes' form. The 'Effective Start Date' is 7/1/2015. The 'District Withdraw Date' is empty. The 'Withdraw Reason' is '** - Not Applicable, Did not withdraw/was not truant'. The 'State Equivalent Grade' is '10 - Tenth Grade'. The 'Disability Condition' is '** - Not Applicable'. The 'Section 504 Plan' is 'N'. The 'Disadvantage' is '1 - Economic Disadvantage'. The 'Free/Reduced Lunch Status' is 'None'. The 'Limited English Proficiency' dropdown is open, showing 'S - Enrolled in U.S. Schools for 2nd Year' as the selected option. The 'LEP Declass Date' is empty. The 'Homeless Status' is '** - Not Applicable'. The 'Homeless Unaccompanied Youth' is 'N'. The 'Migrant Status' is 'N'. The 'Immigrant Status' is 'N'.

The Valid codes for LEP Status are:

N – No – Student is not Limited English Proficient

Y – Yes – Limited English Proficient student who has been enrolled in U.S. Schools for more than 360 school days (or the equivalent of two school years) OR Previously exempted from taking the spring administration of either of the State' English Language arts assessments (reading or writing)

L – LEP – Enrolled in U.S. Schools for First Time – A recently arrived Limited English Proficient student who has been enrolled in US schools for **no** more than 180 school days

M – LEP – Trial Mainstream

S – LEP Enrolled in U.S. Schools for 2nd Year – A recently arrived Limited English Proficient student who has been enrolled in US schools for more than 180 school days and less than 360 days (or the equivalent of two school years).

Task 15 - Update Admitted From IRN and Withdrawn To IRN

Collection Request	All 'S' Collections
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Districts are required to report the IRN of the district a student comes from when registering into your district for the first time. If the student is newly enrolled in the current school year and the student's admission reason is '3', '6', or '7', the admitted from IRN will need to be reported.

New starting in FY17: The Admitted From IRN will also be reported when the District Relationship of a student changes to a value of '1', from a '2' or '3'. All restrictions for updating this field on the Edit Student Profile page have been removed.

This IRN value must be a district IRN. If the student is not new to the district in this school year or had a change in District Relationship, the field value will default to "*****". The Admitted from IRN field can be found on the following pages in StudentInformation:

- Student Profile Edit – FS Tab
- Registration Wizard
- Student Registration
- EZQuery Student Demographics
- EZQuery SIS Student Search
- Home School Import – Students tab

Student Profile Edit – FS Tab:

The screenshot shows the 'Student Profile Edit – FS Tab' form. The 'Admitted From IRN' field is highlighted with a red oval. The form includes the following fields and options:

- District Admission Date:** 5/10/2011 (with a calendar icon)
- Admission Reason:** 7 - Not newly enrolled in this school district (dropdown menu)
- Admitted From IRN:** ***** (text field, highlighted with a red oval)
- District Withdraw Date:** (empty field with a calendar icon)
- Withdraw:** (button)
- Withdraw Reason:** ** - Not Applicable, Did not withdraw/was not truant (dropdown menu)
- Withdrawn To IRN:** ***** (text field)

When the student is admitted from a non-public school, use the IRN of the non-public school for the Admitted from IRN value and not the IRN of the Diocese.

If the admission reason is '7' and the Admission Date is on or after the first day of school in 16/17, this means the student was previously in the district, left the district and has now returned to the district. Since the student is returning to the district after school has started, you must indicate the IRN of the district the student was in previously. Admission reason '6' could be used for this student because he did go to another district in between enrollments in the current district.

If the student attended your district through the end of the prior school year but withdrew from the district prior to June 30th and was reported in June as withdrawn, but has returned to the district again this year, the student would be re-admitted to your district, admission reason '7' would be used, and you will need to report your own District IRN in the Admitted from IRN field.

If the student attended your district last year, dropped out of school and is now returning to your district, admission reason '7' would be reported for the student and the Admitted from IRN would be the IRN of your district.

Districts are required to report the IRN of the district a student is going to upon withdrawing from their own district. The Withdraw to IRN value must be reported any time a student withdraws from your district to attend another district. Students with withdraw reason '41', '42', and '45' must have a value in the Withdraw to IRN field.

StudentInformation > SIS > Student > Withdraw Student

Withdraw Student

From this screen, you can withdraw a student from the working school.

i In order to withdraw a student from the working school for the current school year, please enter a withdraw date and select a valid withdraw code. If you are **sure** you want to withdraw the student, please select the submit button from below.

Building

District

Admission Date: 8/17/2016

Withdraw Date: 8/30/2016

Withdraw Reason: 41 - Tr. to another Ohio SD, local/exem vill/city, tr.

Withdraw to District IRN: 044222 - Lima City SD

Withdraw to District Comments:

Student Status: I - Inactive

Remove Locker Assignment: ☒

Remove Homeroom Assignment: ☒

Submit **Cancel**

If the student is withdrawing to attend a non-public school, use the non-public school building IRN for the withdraw to IRN value. If the non-public school does not have a valid IRN, report 999999.

The Withdraw to IRN value is stored on the student's latest FS record at the time of the district withdrawal.

District Admission Date: 8/23/2006

District Withdraw Date: 8/30/2016 **Withdraw**

Admission Reason: 4 - Student enroll. first time in Ohio pub sch/comm sch age (PS or KG)

Admitted From IRN: ***** -

Withdraw Reason: 41 - Tr. to another Ohio SD, local/exem vill/city, tr. req on file

Withdrawn To IRN: 044222 - Lima City SD

Task 16 – Update Third Grade Reading Guarantee Values

Collection Request	Second and Final Collection
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The Third Grade Reading Guarantee options are reportable in the second and final 'S' reporting Collections, however, it is best to update these values as the information is received.

The values for each of these Diagnostic Results can be updated either on the Student Profile, FN Attributes tab or utilizing the **Student Profile Bulk Update**.

Valid Values are:

- ** - Not Required
- RN – Required, not assessed
- AO – Assessed, on Track
- NO – Assessed, Not on Track
- EX – Exempt from Diagnostic Assessment

If a student is assessed more than once for math and more than once during the school year, report only the initial assessment results. Students not on track per the initial assessment will remain not on track until scoring on track on the following school year's math diagnostic assessment. The student's latest Third Grade Reading Promotion status appear under the Result Code box.

Task 17 – Run Student Verification (UNCLEMIS) and correct errors

Collection Request	All 'S' Collections
--------------------	---------------------

UNCLEMIS checks are no longer EMIS Reporting Period specific.

1. Change your context to the district level and the current year.
2. Navigate to **StudentInformation > EMIS > Student Reporting Collection (S)**.
3. On the **Request Type** tab choose the ☒ **Verify Student Data** option.
4. Click **Next >**.
5. On the **Program Selection** tab select ☒ **Verify - Student Demographic (UNCLEMIS)**.
6. Click **Next >**.
7. Next, choose the buildings in the district you would like to run Student Verification for.
8. Choose how many students you would like to see per page in the **Number of Students Per Page:** dropdown.
9. Click **Verify**.
10. Once the process is complete the Student Verification errors will display on the page.

Depending on your StudentInformation security role, you may have access to run UNCLEMIS only at a specific building. Contact the Security Administrator at your district or ITC if you have questions concerning your StudentInformation security role.

How to run Student Verification at the building level

1. Change your context to the building level and the current year.
2. Navigate to **StudentInformation > EMIS > Student Verification**.
3. Choose how many students you would like to see per page in the **Number of Students Per Page:** dropdown.
4. Click **Verify**.
5. Once the process is complete the Student Verification errors will display at the bottom of the page.

Unclemis errors are interactive links which allow you to navigate to the profile of the student with the error and correct the error without leaving the Unclemis page.

Please review the ***UNCLEMIS Error Resolution*** document for detailed explanations on how to correct each Student Verification error.

Task 18 – Run the Student Roster Detail (R101A) to verify student demographic and disability information is correct

Collection Request	All 'S' Collections
--------------------	---------------------

StudentInformation > SIS > School > Student Reports > Student Roster Detail (R101-A)

Use R101A to verify the details of the student's demographic records and disability condition as well as rosters of students – both active and inactive in each grade level.

Verify that all students who have withdrawn from the district are no longer actively enrolled and have the appropriate student status. Also check the accuracy of the student's Birth Date, Ethnicity, Disability Condition, and EMIS Situation.

Report: R101A

Printed Thu, Aug 12, . 8:15 AM

HIGH SCHOOL

Student Roster Detail

AGE RANGE: ALL AGES

ID	STUDENT NAME	STATUS	GR	GN	HMRM	HOME SCHOOL	PARENT/GUARDIAN NAME
SCH CD	STUDENT ADDRESS	DISAB	AGE	BIRTHDATE	TELEPHONE	ETHNICITY	- ETHNICITY CODE
	HOME SCHOOL NAME	EMIS SITUATION				PROGRAM	- PROGRAM CODE
200800073	Student1003, Morgan	ROE	12	F			
ELHS	645 S Main St	**	17	04/03/1993	(555) 555-5555	WHITE	- W
	Lima, OH 45804-1241						-
		151 - Resident open enrolled elsewhere F/T					
200800070	Student1005, JAMES (JAMES)	ROE	09	M			
ELHS	645 S Main St	**	14	03/22/1996	(555) 555-5555	WHITE	- W
	Lima, OH 45804-1241						-
		151 - Resident open enrolled elsewhere F/T					
200800048	Student1027, JAMIIL	ROE	12	M			
ELHS	645 S Main St	**	17	09/18/1992	(555) 555-5555	BLACK, NON-HISP	- B
	Lima, OH 45804-1241						-
		151 - Resident open enrolled elsewhere F/T					

Calendars, Exception Days and Attendance Patterns

Task 19 – Verify Sub-calendars and EMIS Exceptions are set up correctly

Collection Request	All 'C' Collections
--------------------	---------------------

Sub-Calendars will be used to calculate a student's hourly attendance values. It is important that all sub-calendars correctly reflect the days in session as well as any exception types, which will be reported in the Calendar reporting period.

StudentInformation > Management > School Administration > Scheduling Administration > Sub-Calendars

Sub-Calendar Maintenance

From this screen, you can display, add, change and delete data pertaining to Sub-Calendars.

Add Sub-Calendar

				Code	Name ▲	Max Absence Level	Active
				1	Full Day every Day All Grades	1.00	
				KDG1	KDG 1	1.00	
				KDG2	KDG 2	1.00	
				Non	Non Attending	0.00	




☒ Show Active Only

Hints for setting up new calendars:

- Define a sub-calendar for each group of students that have a different start and/or end date than the general population of the building
- Define a sub-calendar for seniors if their last day of school falls before the rest of the building population
- Define a sub-calendar for groups of students who you are responsible for reporting course information and attendance but the students are educated elsewhere (ex: ESC students)
- Use the Attendance pattern of '**' ONLY for the calendar that will have the majority of students assigned to it.
- Assign an attendance pattern to only one calendar

The following elements must be set up to ensure attendance will be calculated correctly for students:

- **Sub-Calendar Start Date** – The first day of school for students on this sub-calendar. The start date from the master calendar is no longer reported for sub-calendars. Make sure the start date is the correct date for this calendar.
- **Sub-Calendar End Date** – The last day of school for students on this sub-calendar. The end date from the master calendar is no longer reported for sub-calendars. Make sure the end date is the correct date for this calendar.

(Current Master Calendar Start Date: 8/17/2016)	
Calendar Start Date: *	8/17/2016 
(Current Master Calendar Stop Date: 5/24/2017)	
Calendar End Date: *	5/19/2017 
Attendance Pattern: *	SN - Senior 
All Grade Levels - **: <input type="checkbox"/>	

- **Attendance pattern** – indicates the student attendance pattern associated with this calendar
- **Grade Levels** – the grade level(s) for students this calendar applies to
- **To Be Reported: Days or Hours** – indicates whether the attendance for this calendar is collected in Days or Hours
- **Hours Per Day:** indicate the average hours per day students attend who are assigned to this calendar
 - Exception – For KG students, the number of hours per day to be reported should be a full day even if they only attend a half day. Ex., KG students who attend 3 hours per day should still report the full day hours of 6
- **Exempt from Minimum Total Hours and/or Days** – this new field indicates whether the calendar is a special calendar and is exempt from meeting the minimum hours or days students are required to attend because of special circumstances. ODE has not yet provided the field values to report for this element.
- **Ignore Percent of Time in Attendance Calculation** – check only if you do not want FTE taken into consideration when calculating attendance
- **Include in Attendance Calculation** – Check the box if students assigned to this calendar should have attendance calculated for them.
- **Not expected to be in attendance between the first and last day of school on every:** - should only be checked if school is _NOT_ expected to be in session every week on the particular day (Ex: PS students never attend on Fridays)
- **Expected to be in Attendance between the first and last day of school on every (Sat, Sun)** – should only be checked if school _IS_ in session on every Saturday or Sunday during the school year
- **Report to EMIS** – should be checked if the school is using this calendar for EMIS attendance reporting.

Please consult the ***Editing the Master Calendar and Sub-calendars Step by Step Checklist with EMIS Exceptions*** document for step by step directions on setting up sub-calendars. The ***Calendar and Exception Days Quick Reference*** will also be helpful for verifying specific exception attributes required with each calendar.

Task 20 – Verify students are assigned to the proper attendance pattern and attendance calendar

Collection Request	All 'S' Collections
--------------------	---------------------

General Rule:

Any student who is enrolled in the district should be assigned to a sub-calendar.

If 50% of time or less = ½ day calendar

If over 50% = full day calendar

0% of time = Non-Attending Calendar (will be reported to EMIS as default calendar)

While FTE is used in the calculation for EMIS attendance, it is not used for daily attendance. The calendar Max Absence level determines the maximum amount of a day a student can be absent for non-EMIS attendance.

A. Verify:

Run R500 to verify students are assigned to the correct calendar based on their % of time.

StudentInformation > SIS > Attendance > Attendance Reports > District-wide Membership Report (R500)

Bldg: ELHS Grade: 09										Admission - Withdraw		Membership Days				
Id	Student Name	Stat	Prgm	Sex	Grd	Dist of Res.	Cal	Hm Rm	Date	Cde	FTE (%)	All	Pres.	Exc	Tardy	Unexc
200800009	Student49200, SHELBY	R		F	09	045773	DNAC		09/01/09	-	0	0.0	0.0	0.0	0.0	0.0
00241865	Student49219, HAYLIE	R		F	09	045773	DNAC		09/01/09	-	0	0.0	0.0	0.0	0.0	0.0
00241405	Student49230, ARYANNA	R		F	09	045773	DNAC		09/01/09	-	0	0.0	0.0	0.0	0.0	0.0
00240347	Student49267, ERICK	R		M	09	045773	DNAC		09/01/09	-	0	0.0	0.0	0.0	0.0	0.0
00239910	Student49271, JASMINE	R	**	F	09	045773	DNAC		09/01/09	-	0	0.0	0.0	0.0	0.0	0.0
00239680	Student49274, MARCUS	A	**	M	09	045773	1		09/01/09	-	100	170.0	170.0	0.0	0.0	0.0

B. Update:

If a calendar change is required because of a change in the student's EMIS situation or % of Time in the current EMIS situation, a new FS record and a new FD record would be added. If the attendance pattern value is incorrect, the calendar would need to be corrected on the existing FD record to point to the correct calendar/attendance pattern.

When a student has a calendar change, the calendar needs to be updated both on the General tab and the FD tab of the Student Profile.

Follow these steps to make a calendar change for a student on the FD tab.

1. With the building in context, navigate to: **StudentInformation** > **SIS** > **Student** > **Edit Profile**.
2. Find the student you wish to perform a calendar change for.
3. On the General Tab, select the appropriate calendar from the

Attendance Calendar: dropdown.

4. Click Save.
5. A new screen will appear indicating the student's previous calendar assignment, their new calendar assignment and a Calendar Change Effective Date field.
6. Enter the Effective Date of the calendar Change. The date selected must be a day within the school year.
7. Click Save.
8. Next, select the FD – Attributes Tab.
9. You will need to add a new Attributes record with the updated attendance calendar if this is a true calendar change and not a correction to existing calendar assignment.
10. Enter the Effective Start Date. Use the same date that was used on the General Tab for the Calendar Change Date.
11. Select the appropriate calendar from the Reporting Calendar Dropdown. When a calendar is selected, the Attendance Pattern value will change to show the attendance pattern associated with that calendar.
12. Click Save to save the record.

Attendance Pattern:	AS - Alternative Schedule ▼
Reporting Calendar:	GR - Graduates/Early release ▼
<input type="checkbox"/> Exclude FD Records from Fall Initialization Updates	

The Student Profile Bulk Update may also be used for this step if updating multiple students. The Student Profile Bulk Update may be used to update the calendar on the general tab as well as the calendar on the FD tab.

CTE – Using the Home school calendar for CTE Satellite Students

Career Centers have the option of having ODE use the student's home district calendar for enrollment rather than maintaining and reporting a calendar at the Career Center. The key to accomplishing this is to assign the satellite students to a sub-calendar that is NOT reported to EMIS and has a unique attendance pattern. ODE will look for a matching calendar by attendance pattern in the JVS at the building level. If no match is found, they will check the district level calendars. If no match is found, they will use the student's district of residence and SSID to go back to the home district and see what calendar they are assigned to in their home district. When the match is found, ODE uses the home district calendar to calculate enrollment.

A calendar will still need to be maintained in the CTE building if attendance is to be calculated at the career center for Satellite students.

Student Missing Override and Summer Withdrawal Records

Task 21 – Add Student Missing Override Records (FC)

Collection Request	All 'S' Collections
--------------------	---------------------

Student Missing Override Records (FC) records are to be reported for SSIDs appearing on the Missing Student Override report where an override is warranted. Once reported, the FC record should continue to be reported for the remainder of the S collections for the fiscal year.

If a student withdrew from school prior to the last day of the prior school year, and was not reported as withdrawn in the prior school year or as a summer withdrawal, the SSID would be reported for this record. The SSIDs entered into this record are not checked against prior year data. These records are school year specific. The comments section of the record is not reported to ODE, but is only for user reference.

See Section 2.17 of the ODE EMIS Manual for additional information regarding the Student Missing Override Record.

StudentInformation > EMIS > Maintenance > Student Missing Override Record [Find Students] Q

Student Missing Override Record

From this screen, you can display, add, edit and delete data pertaining to student missing override records.

SSID: XX2223333 ⚡

Student Last Name: Smith

Student First Name: John

Withdrawal Date: 05/15/2014 📅 ⚡

Withdrawal Reason: 41 - Transferred to another Ohio School District ▼ ⚡

Comment: Student Not reported as withdrawn last year

Save Save And New Cancel

Summer Withdrawal Record

Task 22 – Add Summer Withdrawal record (FL) optional

Collection Request	All 'S' Collections
--------------------	---------------------

A Student Summer Withdrawal Record (FL) may be reported for any student who was enrolled in the district at the end of the prior school year but withdrew from the district prior to the start of the current school year. If a student attends even a single day of the current school year in the district, the FL record may not be used to report the student's withdrawal.

A student who withdraws over the summer may be reported with a Student Attributes – Effective Date Record (FD), a Student Standing Record (FS), and a Student Demographic Record (GI), OR the student may be reported with a single FL record.

NOTE: If FD/FS/GI records are reported, all elements on those records must have values that are valid for the current school year. If a district reports an FL record, that student cannot also be reported with FD/FS/GI records during the current school year.

StudentInformation > EMIS > Maintenance > Student Summer Withdrawal Record

Student Summer Withdrawal Record

From this screen, you can display, add, edit and delete data pertaining to student missing summer withdrawal records.

SSID: XX9999999 ⚡

Student Last Name: Smith

Student First Name: Sally Jo

Withdrawal Date: 07/08/2015 📅 ⚡

Withdrawal Reason: 41 - Transferred to another Ohio school district ▼ ⚡

Withdrawn to IRN: 044222 - Lima City SD 🔍 ⚡

Comment: Parents transferred her out of the district

Save

Save And New

Cancel

Student Special Education Reporting

Task 23 – Create Student Special Education Records

Collection Request	All 'S' Collections
--------------------	---------------------

StudentInformation > SIS > Student > Special Education

Items to note:

1. **SEMD** Special Education Manifestation Determination Date Type is used for students with a disability who have accumulated more than 10 days of suspensions or expulsions. The actual manifestation determination meeting is required to be held within 10 days of the date the district decided to suspend or expel the student that causes the number of suspension/expulsion days for the student for the school year to exceed 10.
2. **NIEP** No IEP is used for students who continue to receive services even though they have no active IEP. Outcome Begin Date would be the same as Event Date. The Outcome End Date is usually left blank.

Non-Compliance IDs to be used with NIEP:

- 10 – Student newly transferred in – IEP adoption determination not complete, service being provided based on prior IEP
- 11 – IEP expired, new IEP not in place – service being provided based on prior IEP
- 12 – IEP current but not reported in EMIS in prior reporting period, services provided based on current IEP

Returning students:

- Any student with a disability or suspected of having a disability who was enrolled in 15/16 and continues to be enrolled in 16/17 should have a Special Education event record reported for all events that occur from July 1, 2016 through June 30, 2017. Not every student with a disability will have a Special Education record reported in the first or second 'S' traditional Collection Request.

Newly enrolled students:

- Students with a disability or suspected of having a disability that were newly enrolled in 16/17 should have at least one Special Education record reported by the end of the Final Collection Request for the school year
- Since the student is new to the district, it is possible to have a record with a date prior to July 1, 2016.

AIEPs may be reported when any of the following have occurred:

- Change to an existing Outcome ID Element
- Change in IEP Test Type Element
- Change to the Secondary Planning Element
- Change in the exemption from consequences of OGT or EOC

CIEP – Parent withdrawals consent

A CIEP event is reported when a parent/guardian of a special education student with an IEP withdraws consent to the current IEP. CIEP cannot be reported unless a TIEP, RIEP, or IIEP is already in effect. Once a CIEP Date Type is reported, the student immediately becomes a non-special education student. Accordingly, if a parent changes their mind after withdrawing IEP consent, the student will go through the same process as a student entering special education for the first time. Once a CIEP Date Type is reported, modifications to the FD record and/or the Accommodations Elements on all applicable tests may be needed. When a CIEP Date Type is reported, the only other Student Special Education Record data element reported with a value other than “Not Applicable” is the Outcome ID and Date Elements.

The **Secondary Planning:** element on the Special Education record is used for students age 14 and above and determines when a student will have completed coursework and will graduate, or will have completed coursework but needs additional education services in preparation for employment or enrollment in college.

IMPORTANT: Make sure all events that take place on or before 6/30/17 are entered in StudentInformation and reported in FY17S or these students will appear on your 17S DISAB_NOT_FUNDED report and you will not receive the Special Ed weighted funding for these students.

In addition, if you had students in 16S that you were not funded for because their spring IEP event was not reported in 15S, make sure you code this year’s IEP event for those students with the ‘09 out-of-compliance code’. This will let ODE know you were not out of compliance - you only failed to report the data correctly in EMIS last year.

ESCs do not report Special Education records for Preschool students. The resident district is responsible for reporting the Special Education records.

Task 24 – Create FE Student Graduation Requirement Record

Collection Request	All 'S' Collections
--------------------	---------------------

End of Course exams and OGT Subject Areas are available in the Assessment Area options for the Special Education Graduation Requirement Records.

StudentInformation > SIS > Student > Special Education

Special Education

From this screen, you can display, add, change and delete Special Education records.

Events | Grad Requirement | Services

IEP Date: _____

Date Type: *

Assessment Area: *
OGT - C - Social Studies/Citizenship
OGT - M - Math
OGT - R - Reading
OGT - S - Science
OGT - W - Writing
End of Course - ALG1 - Algebra 1
End of Course - BIOL - Biology
End of Course - ELA1 - English Language Arts 1
End of Course - ELA2 - English Language Arts 2
End of Course - GEOM - Geometry
End of Course - GOVM - American / United States Government
End of Course - HIST - American / United States History
End of Course - MTH1 - Mathematics 1
End of Course - MTH2 - Mathematics 2
End of Course - PHYS - Physical Sciences

Exemption Flag: *

Save Cancel

gradua v

An FE record is to be reported for **any** student who is exempt from the Graduation Requirement. This includes students who are taking Alternate Assessments.

This record is reported whenever an IEP determination is made to add, confirm, or cancel an exemption from the consequences of any graduation assessment and/or individual graduation assessment areas. FE records are reported in all Period S data sets.

If the record is being used to report a granting of an exemption in a particular Assessment Type/Area combination, it is reported in the first school year of the IEP determination and every year thereafter, thereby confirming the IEP team has continued the exemption on the IEP. This is true even if there is no change in the granted exemptions from one IEP to the next.

If the record is being used to report removing or cancelling an exemption in a particular Assessment Type/Area combination, removal of the exemption is reported in the initial year of the IEP change and optionally thereafter.

If a student is never exempted from a particular Assessment Type/Area combination, then it is not necessary to report a Student Special Education Graduation Requirement Record for that combination.

Separate records are submitted per graduation Assessment Type/Area. For example, if the student no longer needs to meet the passing requirements of three of the five OGT subjects, then three records must be reported.

NOTE: When this record is reported, a matching Student Special Education Record (GE), matching on Date and Date Type, MUST be reported for the IEP that reflects the determination of the exemption(s).

NOTE: Who Needs It, Graduation Eligibility, and Transcripts still look at the Required for Graduation checkbox on the test record.

StudentInformation > SIS > Student > Special Education




Special Education


From this screen, you can display, add, change and delete Special Education records.

The grad requirement was successfully saved

Events | Grad Requirement | Services

Add Requirement

	IEP Date	Date Type	Assessment Area	Exemption Flag	Event Match	Last Modified	Active
	Sep 16, 2015	IIEP	M	N		10/5/2015 1:11 PM By User: DEBBIE	

☒ Show Active Requirements Only  = Record has a matching IEP for date on Events tab.

Task 25 – Verify Special Education Records

Collection Request	All 'S' Collections
--------------------	---------------------

Once Special Ed Event records have been entered, run the Special Education Verification at the district level to check for errors.

Each error listed when choosing Download File – Verification messages is an interactive link which brings you to the student's Special Education record. Correct any of the students who have missing events or have errors on any events for the 16/17 school year and rerun the verification to ensure the errors have been corrected.

If you are running Verify Special Education for a specific S Collection Request, populate the Run Date with the last reportable date for that period

- Traditional First S Collection – 10/31/2016
- Traditional Middle S Collection – 03/31/17
- Traditional Final S Collection – 06/30/17

To view a report of missing Special Ed events, choose the following:

StudentInformation > EMIS > Verify Special Education

Verify Special Education - Batavia Local SD

From this screen, you can verify and update special education information.

Include Buildings:*

☒ Select All Buildings ☐ Clear All Buildings

☒ E128 - Batavia Elementary (Update not run yet)

☒ E127 - Batavia High School (Update not run yet)

☒ E129 - Batavia Middle School (Update not run yet)

Run Date: * 10/31/2016

Screen output:

Number of students per page: 50

File output:

Download File: ☒ Verification messages ☐ Student Special Ed. Events ☐ Student Special Ed. Grad. Req.

File Download Options

CSV Download

Submit Cancel

To receive a report of all special education events, not just the students with errors, choose Download File – Student Special Ed. Events.

StudentInformation > EMIS > Verify Special Education

Verify Special Education - Batavia Local SD

From this screen, you can verify and update special education information.


Include Buildings:*

☒ Select All Buildings ☐ Clear All Buildings


☒ E128 - Batavia Elementary (Update not run yet)

☒ E127 - Batavia High School (Update not run yet)

☒ E129 - Batavia Middle School (Update not run yet)



Run Date: * 10/30/2016 


Screen output:



Number of students per page: 50 

File output:

Download File: ☐ Verification messages ☒ Student Special Ed. Events ☐ Student Special Ed. Grad. Req.

Event range: 07/01/2016  to 06/30/2017 

 File Download Options

CSV  Download 

To receive a report listing all of the Student Special Education Graduation Requirements choose Download File – Student Special Ed. Grad. Req.

StudentInformation > EMIS > Verify Special Education

Verify Special Education - Batavia Local SD

From this screen, you can verify and update special education information.


Include Buildings:*

☒ Select All Buildings ☐ Clear All Buildings


☒ E128 - Batavia Elementary (Update not run yet)

☒ E127 - Batavia High School (Update not run yet)

☒ E129 - Batavia Middle School (Update not run yet)


Run Date: * 10/30/2016 



Screen output:

Number of students per page: 50 

File output:

Download File: ☐ Verification messages ☐ Student Special Ed. Events ☒ Student Special Ed. Grad. Req.

 File Download Options

CSV  Download 

District & Building Records

Task 26 – Update the District and Building Records: DN

DN District Records

Collection Request	All 'S' Collections
--------------------	---------------------

If an attribute on the Maintenance page contains a value, a record for that attribute will be included in the transfer file. All calendar related attributes will be reported in period C.

If you submit data through a different ITC, the **Reporting ITC IRN:** field will need updated.

The following attributes are required to be reported during the first 'S' Collection Request:

- **PHYSEDPLOT** – Report in the organization IRN field the building that is participating in the pilot. A separate record is required for each building participating.
- **INFOTECIRN** – Reporting ITC IRN
- **STUKGBRDAY** – Date Student is required to be five years old to be admitted into kindergarten
- **STULNCHFRE** – Count of students attending this building who are eligible to receive free lunches
- **STULNCHRDC** – Count of students attending this building who are eligible to receive lunches at a reduced price
- **STULNCHNOT** – indicates students are not offered lunch. The count should be zero if lunch is not offered. If reporting STULNCHNOT, do not report any counts in **STULNCHRDC** or **STULNCHFRE**.
- **STUELGEXAC** – Amount of time a student is required to attend the district to be eligible for extracurricular activities
- **STUHOMESCL** – Count of home schooled resident students
- **STUNPNTSRV** – Count of resident and non-resident nonpublic students within district boundaries eligible for special education services but not being served by the district
- **TFRPSESCYS** – Valid IRN of a traditional district or ESC if an ESC is providing preschool special education services for resident children and the district has authorized ODE to transfer funds for preschool special education students to the ESC providing those services
- **TFRPSESCNO** – Valid IRN of a traditional district or ESC if an educational service center (ESC) is providing preschool special education services for resident children and the district has not authorized ODE to transfer funds for preschool special education students to the ESC providing those services

- **TRANSPCNT** – Count of qualified riders; the number provided should match the sum of Regular Rider Total, 1 mile or more, for Type I, Type IA and Type II on your submitted T-1 report
- **TRANSPMIL** – District's total number of miles driven for school bus service in the current fiscal year; The number given should be 180 times the sum of 'Regular Miles Total, 1 mile or more' for Type I, Type IA, and Type II on your submitted T-1 report.

The following attributes are required to be reported during the second 'S' Collection Request:

- **All** attributes for the first 'S' Collection Request AND
- **Feeder School** – value should be left blank for buildings with 12th grade students
- **SIG Time Extended Group** attributes – Required only for districts with a School Improvement Grant
 - **SIGEXTNDYR** - increased learning time by extending the school year
 - **SIGEXTNDDY** - increased learning time by extending the school day
 - **SIGBEFNAFT** - increased learning time in before and after school settings
 - **SIGSUMRSCH** - increased learning time in summer school
 - **SIGWEEKEND** - increased learning time on the week end
 - **SIGOTHERTM** - increased learning time in some other time frame not listed above

The following attributes are required to be reported during the final 'S' Collection Request:

- **All** attributes for the first and second 'S' Collection Requests AND
- **STUNPNTEL** – Count of resident and non-resident nonpublic students within district boundaries evaluated and determined ineligible for special education services
- **STUPSTCBTR** – Count of preschool transition conferences held by 3rd birthday, no disability suspected, no additional evaluation
- **STUPSTCATR** – Count of preschool transition conferences held after 3rd birthday, no disability suspected, no additional evaluation
- **LCLWELLPOL** – Local wellness policy
- **Comprehensive Eye Exam** – required to be reported at district level. These values are a summative count which apply to special education students only.
- **PHYSEDLMKG** – Count of students at the limited level in the KG-02 grade band
- **PHYSEDPFKG** – Count of students at the proficient level in the KG-02 grade band
- **PHYSEDADKG** – Count of students at the advanced level in the KG-02 grade band
- **PHYSEDNEKG** – Count of students not evaluated in the KG-02 grade band
- **PHYSED**KG** – Evaluation not conducted at this grade band for the building
- **PHYSEDLM03** – Count of students at the limited level in the 03-05 grade band
- **PHYSEDPF03** – Count of students at the proficient level in the 03-05 grade band

- **PHYSEDAD03** – Count of students at the advanced level in the 03-05 grade band
- **PHYSEDNE03** – Count of students not evaluated in the 03-05 grade band
- **PHYSED**03** – Evaluation not conducted at this grade band for the building
- **PHYSEDLM06** – Count of students at the limited level in the 06-08 grade band
- **PHYSEDPF06** – Count of students at the proficient level in the 06-08 grade band
- **PHYSEDAD06** – Count of students at the advanced level in the 06-08 grade band
- **PHYSEDNE06** – Count of students not evaluated in the 06-08 grade band
- **PHYSED**06** – Evaluation not conducted at this grade band for the building
- **PHYSEDLM09** – Count of students at the limited level in the 09-12 grade band
- **PHYSEDPF09** – Count of students at the proficient level in the 09-12 grade band
- **PHYSEDAD09** – Count of students at the advanced level in the 09-12 grade band
- **PHYSEDNE09** – Count of students not evaluated in the 09-12 grade band
- **PHYSED**09** – Evaluation not conducted at this grade band for the building

StudentInformation > EMIS > Maintenance > District and Building Information [Find Students] [Go To]

District and Building Information

From this screen, you can update your District and Building Information.

District Testing - Year End (DT) District Organization Info (DN) Building Organization Info (DN)

Information Technology Center Group

Reporting ITC IRN: 085639 - NOACSC

Student Group

Date student is required to be five years old to be admitted into kindergarten: A - September 30th

Count of home schooled resident students: 9

Amount of time a student is required to attend district to be eligible for extracurricular activities: 3

Count of resident and non-resident nonpublic students within district boundaries eligible for special education services but not being served by the district: 13

Count of resident and non-resident nonpublic students within district boundaries evaluated and determined ineligible for special education services: 14

Count of preschool transition conferences held by 3rd birthday, no disability suspected, no additional evaluation: 22

Count of preschool transition conferences held after 3rd birthday, no disability suspected, no additional evaluation: 22

Local Wellness Policy

Local Wellness Policy: Yes

Preschool Special Education Agreements

IRN of entity providing Preschool Special Ed Services that district has authorized ODE to transfer funds to: [Text Box] [Search Icon]

IRN of entity providing Preschool Special Ed Services that district has NOT authorized ODE to transfer funds to: [Text Box] [Search Icon]

Add Cancel

District Transportation

Count of qualified riders: 1235

Miles students are transported: 122685

Comprehensive Eye Exams	
Number of students with an IIEP written within the stated timeframe:	<input type="text" value="68"/>
Number of students with an IIEP written within the stated timeframe who received an eye exam within three months of beginning services:	<input type="text" value="45"/>
Number of students with an IIEP written within the stated timeframe who received an eye exam more than three months after beginning services:	<input type="text" value="14"/>
Number of students with an IIEP written within the stated timeframe who received an eye exam within nine months immediately prior to being identified with disabilities:	<input type="text" value="2"/>
Number of students with an IIEP written within the stated timeframe who did not receive an eye exam due to withdrawing within three months of beginning services:	<input type="text" value="0"/>
Number of students with an IIEP written within the stated timeframe who did not receive an eye exam due to the student's hospitalization:	<input type="text" value="0"/>
Number of students with an IIEP written within the stated timeframe who did not receive an eye exam due to parent refusal:	<input type="text" value="2"/>
Number of students with an IIEP written within the stated timeframe who did not receive an eye exam due to the lack of a conveniently available provider:	<input type="text" value="0"/>
Number of students with an IIEP written within the stated timeframe who have not received an eye exam and are still within three months of beginning services:	<input type="text" value="0"/>
Number of students with an IIEP written within the stated timeframe who did not receive an eye exam due to a reason not accounted for by another attribute name:	<input type="text" value="0"/>

Enter zeroes for fields

SOES only	
Early Entrance for KG:	<input type="text" value="0"/>

DN Building Record:

Due to the new calendar reporting attributes, the items contained in the Teacher Group section and Calamity Group section below do not need to be completed on the DN record. ODE will derive this information using the reported exceptions in the calendar Collection Request.

StudentInformation > EMIS > Maintenance > District and Building Information	
District and Building Information From this screen, you can update your District and Building Information.	
District Testing - Year End (DT) District Organization Info (DN) Building Organization Info (DN)	
School: <input type="text"/>	
Feeder School Group Feeder School: <input type="text"/>	
Teacher Group Professional Teacher Meetings FTE: <input type="text"/> Parent/Teacher conference FTE: <input type="text"/> <small>Only community schools whose contracts are in hours, not days, should report the Professional Teacher Meetings hours and the Parent/Teacher conference hours.</small> Professional Teacher Meetings hours: <input type="text"/> Parent/Teacher conference hours: <input type="text"/>	
Calamity Group Calamity days taken: <input type="text"/> Calamity days made up: <input type="text"/> Shortened days due to weather: <input type="text"/> Shortened days, non-weather: <input type="text"/>	
First Day Next Year Group First Day Next Year: <input type="text"/>	
PE Performance Measures <small>Enter counts for grade bands that are needed. Enter zeroes for the remaining fields in the grade band if no values apply. If the building being reported does not have any students in a specific grade band, leave all fields for that grade band blank. Only enter a value for "Evaluation not conducted at this grade band for the building" if a building in the district includes one or more of the grades in a band, but the students are not evaluated at that building.</small>	
KG-02 Total students scoring limited:	<input type="text"/>
KG-02 Total students scoring proficient:	<input type="text"/>
KG-02 Total students scoring advanced:	<input type="text"/>
KG-02 Total students not evaluated:	<input type="text"/>
KG-02 Evaluation not conducted at this grade band for the building:	<input type="text"/>
06-08 Total students scoring limited:	<input type="text"/>
06-08 Total students scoring proficient:	<input type="text"/>
06-08 Total students scoring advanced:	<input type="text"/>
06-08 Total students not evaluated:	<input type="text"/>
06-08 Evaluation not conducted at this grade band for the building:	<input type="text"/>
03-05 Total students scoring limited:	<input type="text"/>
03-05 Total students scoring proficient:	<input type="text"/>
03-05 Total students scoring advanced:	<input type="text"/>
03-05 Total students not evaluated:	<input type="text"/>
03-05 Evaluation not conducted at this grade band for the building:	<input type="text"/>
09-12 Total students scoring limited:	<input type="text"/>
09-12 Total students scoring proficient:	<input type="text"/>
09-12 Total students scoring advanced:	<input type="text"/>
09-12 Total students not evaluated:	<input type="text"/>
09-12 Evaluation not conducted at this grade band for the building:	<input type="text"/>

SIG Time Extended Group	
Increased learning time by extending the school year:	<input type="text"/>
Increased learning time by extending the school day:	<input type="text"/>
Increased learning time in before and after school settings:	<input type="text"/>
Increased learning time on the week end:	<input type="text"/>
Increased learning time in summer school:	<input type="text"/>
Increased learning time in some other time frame not listed above:	<input type="text"/>
Free and Reduced Price Lunch	
Free Lunch count:	<input type="text"/>
Reduced Lunch count:	<input type="text"/>
<input type="button" value="Save"/> <input type="button" value="Cancel"/>	

The **Feeder School:** value should be left blank for buildings with 12th graders.

The PE Performance Measures are to be reported during the final window of Period S for each city, local, exempted village school district, community school and STEM districts. The Phys Ed Evaluation building records include students who are enrolled in the building for each grade range.

The four bands of grade ranges to be reported are as follows:

- Grades KG-2
- Grades 3-5
- Grades 6-8
- Grades 9-12

Each Grade Band will have 5 different options to be reported. These values indicate the count of students by ability level at each grade band. They are as follows:

- Total students scoring Limited
- Total students scoring Proficient
- Total students scoring Advanced
- Total students Not Evaluated
- Total students not Applicable

On the Building Organization Info (DN) tab, when reporting the values for each grade band, note the following:

1. Only report a value for Grade Bands that are in the building being reported in the Building Organization Info record. Example, if you are completing the high school building DN record, and only have grades 9-12 in that building, you would only fill in values for the 09-12 grade bands. The other grade bands would be left blank.
2. Total Students Not Applicable should only be completed for a grade band if a building in the district includes one or more of the grades in the grade band, but the students are not evaluated at that building. For example, if a district has a Kindergarten only building, but the district elects to evaluate students in 2nd grade only, then at the Kindergarten only building, you would complete the number of

students not being evaluated and insert that on the Total Students Not Applicable field for the KG-02 grade band.

3. If a specific school building's grade levels served as reported in ODE's OEDS system overlap a grade band, the building should either have the first options reported (Limited, Proficient, Advanced, Not Evaluated) or report only the ** (Not Applicable); it cannot be both.
4. Report zeroes if no value applies to an attribute (Limited, Proficient, or Advanced) in the building. For example, if a building only has proficient students in a grade band, enter zeros for the limited and advanced levels in that same grade band.

Membership/Program Reporting

Task 27 – Verify and Update Membership Codes with Staff or Program Provider

Collection Request	All 'S' Collections
--------------------	---------------------

All buildings must report student programs from the EMIS Manual, Section 2.9 Student Program Record, for the program codes that have to be reported in each 'S' Collection Request.

Certain program codes require that a staff member be reported. Navigate to **StudentInformation** > **Management** > **School Administration** > **Membership Groups** > **Memberships** and edit the membership code. Check the

Require Staff Member: checkbox and select the staff member from the dropdown.

The following EMIS program codes require a staff member to be reported:

305003 – Career Assessment program code

206XXX – Gifted program codes

220100 – Preschool Itinerant Services program code

StudentInformation requires start dates on all memberships, but not stop dates. Preschool Itinerant 220100 is the only program code which requires effective start and end dates to be reported. Edit the program code through the breadcrumb trail above and check the **Require Dates:** checkbox. If Preschool Itinerant services are given through the ESC, the resident district does not report the program code.

Memberships with Contracted Staff:

Fill out the following default values on the membership:

Credential ID (aka State Staff ID on Staff record in StudentInformation)

Program Provider element

Memberships with Non Contracted Staff

EMIS ID

Program Provider should be *****

NOTE: Any student assigned to the membership will show the default staff member and Program Provider IRN. If the staff member or Program Provider IRN differs from the default value assigned, edit the student's membership record and change the value of the credential id or program provider IRN element.

Task 28 – Add/Update Student Memberships (Programs)

Collection Request	All 'S' Collections
--------------------	---------------------

All Program/Memberships

Student memberships may be entered in multiple places in StudentInformation.

StudentInformation > SIS > Student > Edit Memberships
StudentInformation > SIS > School > Membership Members

It is best to get your program/membership records added now regardless of the Collection the program gets reported in.

Program Codes should be reported according to the following table:

Code Category	Program Series	S Traditional			Report Staff	Report Dates
		Initial	Mid	Final		
Educational Options	115XXX		√	√		
Early College High School	120010		√	√		
Chartered Non-Public or Private Sch	160110		√	√		
Gifted Education Programs	205XXX		√	√		
	206XXX		√	√	√	
Alt. Placement for Students With Disability Conditions	211001		√	√		
Preschool Itinerant Services	220100	√	√	√	√	√
Academic Intervention – Summer	151490		√	√		
Academic Intervention – Regular School Year	152330		√	√		
Reading Improvement and Monitoring Plan Intervention – Summer	151500		√	√		
Reading Improvement and Monitoring Plan Intervention Regular School year	152500-152699		√	√		
Title I Subject Areas	231001-231010		√	√		
Title I Subject Areas – Summer Sch	231101-231110		√	√		
Title I Supporting Areas	232001-232007		√	√		
Title I Supporting Areas – Summer School	2321XX		√	√		
Title I Services	233XXX		√	√		
Title I Students Attending Neglected or Delinquent School	2340XX		√	√		
Title I Students Attending Neglected or Delinquent Summer School	2341XX		√	√		
Limited English Proficient (ESL)	235XXX		√	√		
Emergency Immigrant Education	240XXX		√	√		
Career Technical Programs Except 305003 – Career Assessment	305XXX	√	√	√	√	
CTE – Career Placement	305003		√	√		
CTE Single Parent Subgroup	305010		√	√		
Academic/Extracurricular Programs & Services	405XXX		√	√		
Academic Intracurricular Descriptions	410XXX		√	√		

Code Category	Program Series	S Traditional			Report Staff	Report Dates
		Initial	Mid	Final		
School Related Service	415XXX		√	√		
Athletics & Related Programs/Interscholastic Athletics	420XXX		√	√		
Previous Dropout Codes	50000X		√	√		

Use the Program Provider IRN field to indicate the service being reported is provided by a contracted entity. Blank values in the Program Provider IRN are not valid. StudentInformation will default a blank value to *****.

The 215XXX Service Codes are no longer EMIS reportable, but can continue to be maintained on the Services tab of the student's Special Education page, if so desired.

Reading Improvement and Monitoring Plan Intervention Programs.

Reading Improvement and Monitoring Plans are required for K-3 students identified by the reading diagnostic assessment as not reading at grade level. Districts and community schools are required to report reading improvement interventions/programs provided during the school year in EMIS during the 'S' data collection. One or more interventions (RIMP) must be reported for any K-3 student identified who is not on track for reading.

Copy Membership functionality

- Allows selected student membership assignments to be copied from the previous year to the current year
- Will not copy memberships from one building to another if student changed buildings this year
- If the membership code has already been added to the student's memberships for the current year, the student will not appear on the list of students available to copy up for that membership.

StudentInformation > Management > Ad-Hoc Updates > Student Membership Copy

Student Membership Copy
From this screen, you can promote Student Memberships.

Search Criteria: **Select Student Memberships**

☐ The dual select boxes work independently of one another. To choose only one program code from a membership group, make selection in only the Membership dual select box.

Membership Group

10 - 10
11 - Intervention
12 - Post-secondary Enrollment Options Program
13 - 13

Membership

115002 - Educational travel
115004 - Mentor program
115005 - Tutorial program
120010 - Early College high School

☐ Include Student Memberships with Stop Dates

Task 29 – Run Student Roster by Membership (R102) to verify student memberships

Collection Request	All 'S' Collections
--------------------	---------------------

For each Collection Request, run Student Roster by Membership and verify the student memberships to ensure that the proper students are appearing with the correct membership records.

StudentInformation > SIS > School > Student Reports > Student Roster By Membership (R102)

Report: R102		High School	
Printed Mon, Aug 03, 2:20 PM			
Student Roster By Membership			
STUDENT CONTROL GROUP: 20 Specialized Instructions		Membership Date Range: ALL DATES	
ID	STUDENT NAME AND ADDRESS	TELEPHONE	AGE ST GR GD HSGM
11079	Student33555, NATHANIEL 445 S Main St Lima, OH 46804-1241	(555) 555-5555	16 A 11 H
		STUDENT MEMBERSHIP CODE	EFFECTIVE DATE
		206070	Start Date:
		Resource/Pull-Out	8/26/2009
		Room for Gifted	Stop Date:
		Students led by GIS	

Task 30 – Run MEMBEMIS to verify student memberships

Collection Request	All 'S' Collections
--------------------	---------------------

Process MEMBEMIS to determine if there are any issues with existing student memberships and services that will be reported. If errors are encountered, make the corrections and then rerun MEMBEMIS to verify that the issue has been taken care of.

MEMBEMIS runs in verify mode only. Any EMIS reportable membership added for a student will be included in the transfer file regardless of which Collection ODE will be looking for them in. ODE will ignore any program that is not to be reported in the Collection of a collection.

Running MEMBEMIS

StudentInformation > EMIS > Student Reporting Collection (S)

Student Transfer - Collection (S)

From this screen, you can transfer Student Collection (S) records.

Request Type: Program Selection

☒ Verify Student Data
☐ Transfer Student Data

Next > Cancel

StudentInformation > EMIS > Student Reporting Collection (S)

Student Verify/Update - Collection (S)

From this screen, you can transfer Student Collection (S) records.

Request Type: Program Selection

☐ Verify - Discipline (DISCEMIS)
☐ Verify - EMIS Run Requests (CHECK_EMIS)
☒ Verify - Membership Programs (MEMBEMIS)
☐ Verify - Non-reportable Students
☐ Verify - Student Demographic (UNCLEMIS)
☐ Verify - Student Gifted Records
☐ Verify - Student Special Education
☐ Verify/Update - Majority of Attendance IRN (MAJOREMIS)
☐ Verify/Update - Student Attendance (ATTUPEMIS)

< Back Next > Cancel

StudentInformation > EMIS > Verify/Update Memberships

Verify/Update Memberships - Ada Ex Vill SD

From this screen, you can verify and update student memberships.

AVEL - ADA ELEMENTARY
AVHS - ADA HIGH SCHOOL

Run Type: ☒ Verify Memberships ☐ Verify Special Education Services

File Download Options

CSV Download

Submit Cancel

MEMBEMIS has an option to verify Special Education Services separately from all other memberships. The verification process for Special Education Services can still be used to verify any service codes that you may have entered.

How to correct **Student Membership outside the range of the fiscal year** MEMBEMIS errors:

1. Navigate to **StudentInformation** » **Management** » **School Administration** » **Membership Groups**.
2. Click on the blue link of the membership code in the **Name** column.
3. The page will refresh and you will be brought to the Memberships page where a listing of all memberships for the two-digit code will display
4. Click on the corresponding blue link of the membership
5. The page will refresh and the **StudentInformation** » **SIS** » **School** » **Membership Members** will display.
6. Choose the membership group from the **Membership Group:** dropdown.
7. Select **Membership:** from the dropdown.
8. Click **Go**.
9. Verify each student has a start or end date within the school year.

F.Y.I.

StudentInformation > SIS > School > Membership Members

Membership Members

From this screen, you can maintain the students associated with the selected membership.

Membership Group: 20 - Specialized Instructions Membership: 205040 - Guidance Services

☒ Show Active Members ☐ Show Members From: 10/2/2014 To: 10/2/2014 **Go**

Add Students to Membership **Bulk Addition of Students**

ID	Name ^	Homeroom	Staff Member	Start	End	Grade	Prog Prov IRN
00001111	Banter, Susan	217		Sep 01, 2014			*****
00002222	Banters, Lucy	217		May 31, 2014			*****
00003333	Bantersmith, Bobo			Sep 01, 2014			*****
00004444	Bantersmithly, Donald			Sep 01, 2014			*****

Attendance Reporting

Task 31 – Run and save a copy of the District Wide Membership Report (Optional)

StudentInformation > SIS > Attendance > Attendance Reports > District-wide Membership Report (R500)

The District Wide Membership Report (R500) provides you with a report of the days present, excused and unexcused absences for a specified time period. You may wish to run a copy of this report the first day of school, at the end of each 'S' Collection Request and again the last day of school. Since there is no longer a count week for attendance, you may use this report for your own purposes. All attendance updates for the school year should be completed prior to running the R500 for the end of year report.

Report: R500										ELEMENTARY							
Printed Thu, Mar 29, 9:11 AM										District Wide Membership Report							
Grade: KG										Admission - Withdraw		Membership Days					
										Date	Cde	FTE (%)	All	Pres.	Exc	Tardy	Unexc
00099019	Student59851, Bailey	A	**	F	KG	043984	DFLT	RADA	08/24/11	-	100	141.0	135.0	6.0	0.0	0.0	
00099034	Student59828, Ethan	A		M	KG	043984	DFLT	REDMA	08/24/11	-	100	141.0	137.0	4.0	1.0	0.0	
00099069	Student59770, Alana	T		F	KG	043984	DFLT	RADA	08/24/11	-	100	141.0	140.5	0.5	4.0	0.0	
00099075	Student59761, Danny	N		M	KG	043992	DFLT	BRINK	08/24/11	-	100	141.0	139.5	1.5	2.0	0.0	
00099092	Student59743, Riley	A		M	KG	043984	DFLT	RADA	08/24/11	-	100	141.0	141.0	0.0	0.0	0.0	

Attendance on the District Wide Membership Report does not take the student's percent of time into consideration.

Note: Attendance will not match the days calculated on the attendance tab if you have absence types which are not reported to EMIS. It will also not match if the student is attending for a reduced percent of time.

Task 32 – ATTUPEMIS Update

Collection Request	Second and Final
--------------------	------------------

Note: If your ITC has ATTUPEMIS set up to run nightly, then you can skip this step or only run it as needed.

Run ATTUPEMIS in update mode to calculate attendance for students prior to submitting the data. Your ITC may be running ATTUPEMIS in update mode nightly, however, it is a good idea to refresh your attendance prior to submitting a collection.

Attupemis now calculates attendance in hours instead of days, although the 'days' field displays on the FS Attending tab as a reasonableness check.

Due to the attendance reporting requirements for the Second and Final Collections, Attupemis should be run in update mode **prior to every submission** so that it contains the most up to date attendance information available.

The screenshot shows a web application window titled "StudentInformation > EMIS > Verify/Update Student Attendance". The main heading is "Verify/Update Student Attendance (ATTUPEMIS)" in blue. Below it, a red text line states: "From this screen, you can verify and update student attendance data." There is a section labeled "Buildings:" containing a list: "T066 - AMITY ELEMENTARY", "T069 - Deer Park Junior/Senior High School", and "T067 - HOLMES ELEMENTARY". Below this list is a "Run Type:" section with two radio buttons: "Verify Attendance" (unselected) and "Update Attendance" (selected). At the bottom are "Submit" and "Cancel" buttons.

Attupemis calculates the attendance for each student using the attributes of the Reporting Calendar the student is assigned to on the FD Attributes tab of the Student Profile. For a Reporting Calendar to be included in the Attupemis process, the

Include in Attendance Calculation: ☒ must be checked on the Sub-calendar.

Student Attendance Calculation: The student's School Year Attendance Hours are calculated based on the number of hours of expected attendance for each day they are in session according to their calendar assignment minus the School Year Excused Absence Hours and the School Year Unexcused Absence Hours. The student's FTE is applied to both the number of hours in attendance and the number of absence hours. Any student EMIS exceptions on the Reporting Calendar are included in the calculation.

Example 1A, John Smith is on a calendar that begins August 26 and ends May 15. His reporting calendar has an 'Hours Per Day' value of 6. The school expected to have 180 days in session. The student's FTE is 100%.

This calendar had 2 weather related school delays where they attended 4 hours each day. They also had 2 calamity days that they did not attend at all. EMIS Exceptions were reported for all four of these incidents.

John Smith missed 2 days due to illness (excused absence).

Calculation:

180 days minus the 4 days with EMIS Exceptions = 176 days.
 $176 \times 6 = 1056$ hours

2 days (delay days) with EMIS Exceptions with 4 hours' attendance
 $2 \times 4 = 8$ hours

2 days (calamity days) with EMIS Exceptions with 0 hours' attendance
 $2 \times 0 = 0$ hours

2 days of excused absences at 6 hours per day
 $2 \times 6 = 12$ hours

$(1056 + 8 + 0) - 12 = 1064 - 12$
 $1064 - 12 = 1052$ hours of attendance and 12 hours of excused absences

Example 1B, Jane Smith is on a calendar that begins August 26 and ends May 15. Her reporting calendar has an 'Hours Per Day' value of 6. The school expected to have 180 days in session. The student's FTE is 75%.

This calendar had 2 weather related school delays where they attended 4 hours each day. They also had 2 calamity days that they did not attend at all. EMIS Exceptions were reported for all four of these incidents.

Jane Smith missed 2 days due to illness (excused absence).

Calculation:

180 days minus the 4 days with EMIS Exceptions = 176 days.
 $176 \times (6 \times .75) = 792$ hours

2 days (delay days) with EMIS Exceptions with $(4 \times .75) = 3$ hours' attendance
 $2 \times 3 = 6$ hours

2 days (calamity days) with EMIS Exceptions with 0 hours' attendance
 $2 \times 0 = 0$ hours

2 days of excused absences at $(6 \times .75) = 4.5$ hours per day
 $2 \times 4.5 = 9$ hours

$$(792 + 6 + 0) - 9 = 798 - 9$$

798 - 9 = 789 hours of attendance and 9 hours of excused absences

Half day calendars. The student's School Year Attendance Hours is based on the number of hours of expected attendance for each day they are in session, minus the School Year Excused Absence Hours and the School Year Unexcused Absence Hours. The student's FTE is applied to both the number of hours in attendance and the number of absence hours. Any student EMIS exceptions on the Reporting Calendar are included in the calculation. Students on these calendars are 50% FTE or less with a Max Absence Level of a half day (0.50).

When applying days shortened or days lengthened EMIS exceptions to a half day calendar, districts must take into consideration that the student is going 50% of time. If a student typically attends 3 hours, but school is delayed for 1 hour, they need to report an EMIS unplanned shortened day with 4 hours instead of 5. If they report 5 hours, the student would receive 2.5 hours attendance, which would be wrong. If they report the exceptions with 4 hours, then the student receives the correct attendance of 2 hours. This is not just for the hours reporting in StudentInformation, but we have been advised that this is how ODE will be calculating hours for the EMIS exceptions as well.

Example 2A, James Smith is on an a.m. calendar that begins August 26 and ends May 15. His reporting calendar has an Hours Per Day value of 6. The school expected to have 180 days in session. The student's FTE is 50%.

This calendar had 2 weather related school delays where they were delayed 1 hour each day. The EMIS Exceptions for C_HSHRTWEA would be reported with 4 hours for each of those delayed days. They also had 2 calamity days that they did not attend at all. EMIS Exceptions were reported for all four of these incidents.

James Smith missed 2 days due to illness (excused absence).

Calculation:

180 days minus the 4 days with EMIS Exceptions = 176 days.

$$176 \times (6 \times .5) = 528 \text{ hours}$$

2 days (delay days) with EMIS Exceptions with $(4 \times .5) = 2$ hours' attendance
 $2 \times 2 = 4$ hours

2 days (calamity days) with EMIS Exceptions with 0 hours' attendance
 $2 \times 0 = 0$ hours

2 days of excused absences at $(6 \times .5) = 3.0$ hours per day
 $2 \times 3 = 6$ hours

$$(528 + 4 + 0) - 6 = 532 - 6$$

532 - 6 = 526 hours of attendance and 6 hours of excused absences

Attupemis Update populates the Current Entity fields circled in the screenshot below.

StudentInformation > SIS > Student > Edit Profile

Edit Student Profile
From this screen, you can display and change information regarding a students profile.

General Additional Custom Private FS-Standing FS-Attendance FD-Attributes FN-Attributes FN-Graduate Transportation

Start Date	Withdraw Date	Withdraw Reason	School Year Attendance Hours	School Year Excused Absence Hours	School Year Unexcused Absence Hours	Other SY Attendance Hours	Other SY Excused Absence Hours	Other SY Unexcused Absence Hours
7/1/2014		**	144.00	6.00	0.00	0.00	0.00	0.00

☒ Show Current Year Only

Save Cancel

Last Modified: 04/10/2014 2:01 PM by User: kaehr_d

Effective Start Date: 7/1/2014
District Withdraw Date:

The relation between Days and Hours may not be equal due to the accuracy of the calculations and values entered on the calendars. Days are for reference only, hours will be reported.

	Current Entity		Other Entity	
	Days	Hours	Days	Hours
Attendance	24.00	144.00	0.00	0.00
Excused Absence	1.00	6.00	0.00	0.00
Unexcused Absence	0.00	0.00	0.00	0.00

If any additional hours are specified in the 'Other Entity' attendance fields, the values are added to the Current Entity values and reported as a combined total in the FS Transfer file. See the next task for details on manually entered attendance.

For additional assistance in troubleshooting attendance calculations, refer to the Attupemis Worksheet & Answers document under the Help link – Procedural Checklists/Step by Steps under the EMIS section.

Task 33 – Manually enter attendance on the FS Attendance Tab for non-preschool students who attend the ESC, Board of DD Students, JVS Satellite Students and non-public students who are placed at district expense

Collection Request	Second and Final
--------------------	------------------

Attupemis now calculates attendance in hours instead of days, although the 'days' field displays too. The values in the Other Entity field are manually entered and are not updated by Attupemis. These can be used for reporting attendance for students that are not on a calendar within your district that calculates attendance.

Examples of students who may need to have their attendance calculated manually:

1. JVS Satellite Students
2. Non Preschool Students attending the ESC
3. Students at the Board of DD
4. Non-public Students placed at District Expense

Starting in FY17, attendance will be calculated for the time students attend the CCP as if they have perfect attendance. If the student had an absence while at the CCP and no absence event was reported in StudentInformation for that time, you will need to adjust the hours totals accordingly.

During the transfer process, the FS EMIS record transfer adds together the values in the current entity hours of attendance fields to the other current attendance and reports the total on the FS records.

StudentInformation > SIS > Student > Edit Profile

Edit Student Profile

From this screen, you can display and change information regarding a students profile.

General
Additional
Custom
Private
FS-Standing
FS-Attendance
FD-Attributes
FN-Attributes
FN-Graduate
Transportation

Start Date	Withdraw Date	Withdraw Reason	School Year Attendance Hours	School Year Excused Absence Hours	School Year Unexcused Absence Hours	Other SY Attendance Hours	Other SY Excused Absence Hours	Other SY Unexcused Absence Hours
7/1/2014		**	894.24	17.28	0.00	0.00	0.00	0.00

☒ Show Current Year Only

Save
Cancel

Last Modified: 09/11/2014 9:43 AM by User: batasvart

Effective Start Date: 7/1/2014
District Withdraw Date:

The relation between Days and Hours may not be equal due to the accuracy of the calculations and values entered on the calendars. Days are for reference only, hours will be reported.

	Current Entity		Other Entity	
	Days	Hours	Days	Hours
Attendance	207.00	894.24	0.00	295.00
Excused Absence	4.00	17.28	0.00	6.5
Unexcused Absence	0.00	0.00	0.00	3.00

Data Submission

Task 34 – Run CHECK_EMIS for Period S

Collection Request	All 'S' Collections
--------------------	---------------------

CHECK_EMIS is available on each reporting period menu. The version under each menu will check only those processes specific to that particular reporting period.

Run CHECK_EMIS to get an audit trail of what processes have been performed for each building in your district. The CHECK_EMIS page lists which EMIS Verify, Update, and Transfer processes have been run. The CHECK_EMIS report will provide you with a listing of when each process was run, what time, and which user completed the process for each building in the district.

At this point in the checklist, it is important to verify the following has been completed:

1. Make sure all processes have been run in Verify mode where applicable for each building
2. Make sure all update processes have been run in Update mode where applicable at least one time for the district
3. Make sure all the necessary transfers were performed after the update processes were run
4. If updates were rerun, also make sure transfers were rerun as well
5. If any processes were run too early, make sure they are rerun during the appropriate timeframe.

CHECK_EMIS may be processed at any time during the reporting period for a status report.

The left screenshot shows the 'Student Transfer - Collection (S)' screen. It has a blue header with 'StudentInformation > EMIS > Student Reporting Collection (S)'. Below the header is the title 'Student Transfer - Collection (S)' and a red instruction: 'From this screen, you can transfer Student Collection (S) records.' There are two tabs: 'Request Type' and 'Program Selection'. Under 'Request Type', there are two radio buttons: 'Verify Student Data' (selected) and 'Transfer Student Data'. At the bottom are 'Next >' and 'Cancel' buttons.

The right screenshot shows the 'Student Verify/Update - Collection (S)' screen. It has a blue header with 'StudentInformation > EMIS > Student Reporting Collection (S)'. Below the header is the title 'Student Verify/Update - Collection (S)' and a red instruction: 'From this screen, you can transfer Student Collection (S) records.' There are two tabs: 'Request Type' and 'Program Selection'. Under 'Request Type', there is a list of radio buttons: 'Verify - Discipline (DISCEMIS)', 'Verify - EMIS Run Requests (CHECK_EMIS)' (selected), 'Verify - Membership Programs (MEMBEMIS)', 'Verify - Non-reportable Students', 'Verify - Student Demographic (UNCLEMIS)', 'Verify - Student Gifted Records', 'Verify - Student Special Education', 'Verify/Update - Majority of Attendance IRN (MAJOREMIS)', and 'Verify/Update - Student Attendance (ATTUPEMIS)'. At the bottom are '< Back', 'Next >', and 'Cancel' buttons.

Task 35 - Period S Transfer

Collection Request	All 'S' Collections
--------------------	---------------------

Once you have completed the data updates, transfer your data to the Data Collector. Navigate to the Student Reporting Collection (S) menu and choose Select All Transfers. Individual file transfers for a specific record type may be performed as needed.

StudentInformation > EMIS

EMIS Menu

Please make a menu selection

Assessment Reporting Collection (A)	Student Reporting Collection (S)
Calendar Reporting Collection (C)	Student Verification
Graduate Reporting Period (G)	Verify Special Education
Maintenance	Verify/Update and Transfer

Task 36 – Run the Collection

Collection Request	All 'S' Collections
--------------------	---------------------

Before running the Data Collector make sure the most recent version of the manifest is downloaded.

1. While logged into the Data Collector, click on the **Collection Requests** tab.
2. Begin the collection.
3. Mark the Data Sources section.

All Files data sources		
Data Sources	Availability	Collection Status
<input checked="" type="checkbox"/> BA-Files	Ready	Not Started

4. Once the collection has been completed, proceed to the Prepare step.
5. Once the Prepare has completed, review the Level 1 Validation errors.
6. Return to StudentInformation to make corrections and updates resolving the Level 1 Validation errors.
7. After creating a new transfer file in StudentInformation and submitting it to the Data Collector, begin a new collection.
8. If satisfied with the results, go ahead and submit the collection to ODE for processing.
9. Once the collection has been processed by ODE, you should receive Level 2 Validations errors. Review the Level 2 Validation errors and make corrections in StudentInformation.



Don't forget – once you correct errors and rerun any required updates in StudentInformation, a new transfer to the Data Collector must be performed. Once the transfer is complete rerun your collection.

FY17 Period S Reporting Checklist for Traditional districts, JVSDs and ESCs – Second Window

Change Log

Date	Section Number/Name	Change Description
4/3/17	Task 8	Updated No. 8 to have correct year
3/22/17	Task 38	Majority of Attendance, updated the EOC Exam Chart
1/11/17	Task 29	Removed Transportation attributes no longer to be reported. Clarified Physed Evaluation Group Reporting
1/10/17	Overall Document	Updated with changes since beginning of school year
9/6/2016	Overall Document	Updated with changes for FY17

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Period S Checklist for Traditional Districts, JVSDs and ESCs

Collection Requests

	Traditional First Window	Traditional Second Window	Traditional Final Window
Collection Request Record Types to Include	Sept. – Dec.	Jan. – April	May - July
Each Collection Request will include transactions from July 1 through the end of the Collection Request. Reporting is on-going meaning there is no cut-off date. As students are enrolled in your district, their data will be included in the next transfer regardless of enrollment date.	GI	GI	GI
	GJ	GJ	GJ
	FS	FS	FS
	FD100, FD130, FD110, FD070, FD060, FD170, FD090	FD	FD
	FN270	FN270, FN370, FN140, FN380, FN290, FN110, FN220, FN360, FN310, FN120	FN140, FN290, FN110, FN080, FN210, FN220, FN360, FN310, FN390, FN120, FN370, FN270, FN380
	GE	GE	GE
	FE	FE	FE
	FC	FC	FC
	FL	FL	FL
	DN (Select attributes by period) Include: INFOTECIRN STUKGBRDAY STULNCHFRE STULNCHRDC STULNCHNOT STUELGEXAC STUHOMESCL STUNPNTSRV TFRPSESCYS	DN (Select attributes by period) Include: INFOTECIRN STUKGBRDAY STULNCHFRE STULNCHRDC STULNCHNOT STUELGEXAC STUHOMESCL STUNPNTSRV TFRPSESCYS TFRPSESCNO	DN (Select attributes by period) Include: INFOTECIRN STUKGBRDAY STULNCHFRE STULNCHRDC STULNCHNOT STUELGEXAC STUHOMESCL STUNPNTSRV STUNPNTSLG STUPSTCBTR

	Traditional First Window	Traditional Second Window	Traditional Final Window
	TFRPSESCNO Calendar Group Calendar Group – Teachers Calendar Group - Students	All Feeder School Group Attributes All SIG Time Extended Group Attributes	STUPSTCATR LCLWELLPOL TFRPSESCYS TFRPSESCNO All Feeder School Group Attributes All SIG Time Extended Group Attributes Phys Ed Evaluation Group Attributes Initial Eye Exam Group Attributes
	GQ (limited codes)	GQ	GQ
		FB	FB
		GG	GG
			DT
		GD	GD

Student Record Updates

Community Eligibility Provision

Beginning in FY17, any district/building that participates in the Community Eligibility Provision (CEP) of the school lunch program will need to verify they have reviewed every student they are reporting as economically disadvantaged. Please see the new codes in task 9 – Update Disadvantagement Values.

Services Only Students

Students who attend non-public school but receive special education services from your public school need to be reported. They should have a zero FTE since they are not being instructed and are only receiving services.

Home-schooled and Non-public Students

Districts are not required to report home schooled and non-public students who are participating in extra-curricular activities only.

Autism Scholarship Students

Autism Scholarship Program students (ASP) are required to be reported to EMIS, and are included in the Federal October Child count. They should not be withdrawn from the resident district. See EMIS Manual section 2.1 for details.

Jon Peterson Scholarship Students

If you are the resident district sending a student out on a JPS, use EMIS situation 473, even if the JPS program is housed at a non-pub. If your district is not the resident district of a JPS student at a non-pub, use a services only EMIS situation.

Preschool students found to be ineligible for service

PS students found ineligible for services must be admitted and withdrawn on the same day. Remember to put these students on a non-attending calendar so they aren't reported with any attendance hours when ATTUPEMIS runs.

NOTE: If the PS student doesn't have an SSID, register the student and wait for an SSID to be returned before withdrawing the student. The SSID Locator does not process withdrawn students.

College Credit Plus Students

Students attending elsewhere as College Credit Plus students (formerly PSEO) must be reported as attending elsewhere for the percent of time they are taking college credit courses – even if they are taking courses after school hours. Schools will still be funded 100% for the time at their district and the time at the CCP Institution.

STEM School Students

There are two different types of STEM schools

1. District STEM School: STEM school that *is not* considered a building in a regular district
 2. Building STEM School: STEM school that *is* part of a regular district.
- Students who attend a District STEM School are withdrawn from their resident district using the normal withdrawal procedures using a withdraw code of “41”.
 - District STEM Schools report students as non-residents attending using a “How Received” value of “K”. The How Received IRN is the IRN of the student’s resident district.
 - Students from other districts who attend a Building STEM School do so through Open Enrollment and are not withdrawn from their resident district.
 - If a resident student attends a Building STEM School, the STEM building IRN is used for the Accountability IRN and the Attending Building Area IRN.

Task 1 – Verify Student Admission and Withdrawals

Collection Request	All 'S' Collections
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Verify student admissions and withdraws. Because of the addition of the new Student Cross Reference system reporting, it is no longer appropriate to whack no-shows. Once a student is reported for the school year, you must continue to report them all year long.

New in FY16 - Withdrawal Code 35

35 – Resident Student withdrew from educating entity with a Reason Code that indicates the resident district no longer has a responsibility for the student

Withdrawal Codes to Note

- 77 - Withdrew due to 3314.26 (non-tested 2-year e-school)
- 38 - Student promoted beyond max grade/entity closing
- 81 - Student reported in error- never should have been reported
- 39 - Non-enrolled student no longer receiving services
- 79 - Reason for enrollment (received reason) no longer valid

A. Verify the following types of students are withdrawn from 16/17:

- i **No shows** - Students who are new to the district in 16/17 but NEVER show up. These students must be reported in SCR.
 - Scenario # 11 from the **16/17 Withdrawal Scenarios** doc
- ii. **Prior Year Withdrawals** – Students who withdrew from the district on or before the last day in 15/16 but were already promoted to 16/17 should be whacked from 16/17 unless they have already been included in SCR.
 - Scenario #5 from the **16/17 Withdrawal Scenarios** doc
- iii. **Summer Withdrawals**- Students who were enrolled in 15/16 but withdrew over the summer and will not be attending in 16/17.
 - Scenario #2 from the **16/17 Withdrawal Scenarios** doc
- iv. **Summer Graduates** – Students who were enrolled in 15/16 but withdrew from the district prior to the first day of the new school year and who have a Summer diploma date and diploma type. The student's graduate information is reported in 16G but their withdrawal information is reported in 17S.
 - Scenario #34 from the **16/17 Withdrawal Scenarios** doc
- v. **Newly Enrolled – Late Start** - A new student enrolls and is supposed to start the first day of school but doesn't show until the third day.
 - Scenario #17 from the **16/17 Withdrawal Scenarios** doc

B. Process Students who were supposed to graduate last year but didn't

Students who have met all their course requirements and were supposed to graduate in 15/16, but didn't because they didn't pass the testing requirements should be handled as follows:

- i. *Enrolled in courses* - If the student is enrolled in courses in the 16/17, report the student with Grade Level 13 on the FD tab. Do *not withdraw the student*. Report summer test results in 17A, Assessment Collection Request
- ii. *Dropout* - If the student drops out in the 16/17 school year, report the student as Grade Level 13 on the FD tab – State Equivalent Grade Level and a withdrawal date and withdraw reason of
75 – Student Completed course requirements but did NOT pass the appropriate statewide assessments required for Graduation on the student's latest FS record.
Change the EMIS Grade Next Year on the FN tab to "DR".

C. Register students who were previously withdrawn and have returned to the district, including expelled students

- i. Previously withdrawn in 15/16 but returning to the district in 16/17
 - Scenario #3 from the **16/17 Withdrawal Scenarios** doc
- ii. Expelled in 15/16 and is not receiving instructional services but returned to the district in 16/17
 - Scenarios #14 and #15 from the **16/17 Withdrawal Scenarios** doc

Refer to the Admissions and Withdrawals section of the EMIS Manual (2.1.1) and the 16/17 Withdrawal Scenarios document for more admission and withdrawal scenarios.



Task 2 – Reporting Preschool Students

Collection Request	All 'S' Collections
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New Reporting Instructions for Preschool Students beginning in FY17

New 'How Received' codes for reporting PS students in Early Childhood Education have been introduced this year.

Students in ECE, regardless of the resident district are to have 'E' reported for their How Received Element. A student cannot be enrolled in more than one program at a time. In addition, a student can have a How Received value of 'E' and also be receiving special education services.

If a resident preschool student is enrolled in Federal Head Start, then '**' is reported for the How Received Element.

Non-resident preschool students enrolled in a traditional district who are not ECE, should be reported with the appropriate How Received value for their situation as well as the How Received IRN. Any of the EMIS Situations contained in the EMIS Situations document for traditional districts can be used for preschool students.

Students enrolled in an ESC who are not in an ECE program are to have 'H' reported for the How Received element. Students who are not in an ECE program and are enrolled in a traditional district that is not their resident district are to be reported with a How Received code that accurately reflects how they arrived at the district (i.e., through open enrollment, court placement, etc.). If the student is enrolled in special education and ECE, then 'E' is reported for the How Received element.

Options 'E' and 'H' are only valid for Preschool students. A How Received IRN value is also required to be reported. These options take precedence over reporting the type of entity.

How Received Values exclusively for PS students:

- E – Preschool ECE Early Childhood Education Grant
- H – ESC Providing Instruction and Related Services (ESC Only)
- I – Student receiving non-instructional, supplementary or related services

In the student's district of residence, How Received options used currently for school aged students are also now available to be reported.

Task 3– Obtain and Verify SSID's

Collection Request	All 'S' Collections
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Obtain:

If all the following required fields are filled in during registration, an SSID will automatically be assigned as part of the registration process by the SSID Locator.

First Name or Legal Name if first name is not the legal name.
Middle Name or Legal Name if middle name is not the legal name
Last Name or Legal Name if last name is not the legal name
Date of Birth
Gender
Native Language
Ethnicity
Birthplace City
Admission Reason

JVSs and ESCs must collect all required fields to obtain an SSID during the registration process. For exceptions the StudentInformation SSID extract may be used. If students are sent to the JVS from the home school using the Student Transfer process in StudentInformation the SSID, if available, will come over with the student.

- a. Perform a sweep of students missing an SSID. IBM will bulk assign the SSIDs.

[StudentInformation > Management > Import/Export > State Student ID Export](#)

- b. Log into the IBM site to obtain the SSIDs manually for individual students. All students must have the mandatory fields filled in to get an ID.

A. Verify:

Run the SSID report to verify all students have an SSID. The report will list students missing elements which would prevent them from receiving an SSID. Once the missing elements are filled in, the SSID Locator system will automatically obtain an SSID and write it to the latest FS record.

B. How to Add/Update an SSID:

- i. Records returned by the Locator: If an SSID is returned for a student by the locator, only the current FS record will be updated. Manually enter the SSID by editing the remaining FS records for the student where no SSID is specified.
- ii. Students previously assigned an SSID now assigned a new SSID: If the student was previously assigned an SSID and now has a different SSID, add a new FS record recording the new SSID to indicate a change in the value. Do not change the SSID value on prior records so that the old SSID

- associated with the student may still be reported. Invalid SSIDs should be deactivated manually in the IBM system.
- iii. For other specific situations not covered by these instructions, please contact your ITC support personnel.

Task 4 - Verify Non-reportable Students

Collection Request	All 'S' Collections
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The Verify Non-reportable Students page lists each student who is enrolled in the current school year but their **Report To EMIS:** checkbox on the **FN-Attributes** tab is unchecked.

Any student listed that needs to be reported to ODE may be updated by marking the **Report To EMIS:** checkbox next to their name and clicking Save.

StudentInformation > EMIS > Student Reporting Collection (S)

Student Verify/Update - Collection (S)

From this screen, you can transfer Student Collection (S) records.

Request Type Program Selection

- ☐ Verify - Discipline (DISCEMIS)
- ☐ Verify - EMIS Run Requests (CHECK_EMIS)
- ☐ Verify - Membership Programs (MEMBEMIS)
- ☒ Verify - Non-reportable Students
- ☐ Verify - Student Demographic (UNCLEMIS)
- ☐ Verify - Student Gifted Records
- ☐ Verify - Student Special Education
- ☐ Verify/Update - Majority of Attendance IRN (MAJOREMIS)
- ☐ Verify/Update - Student Attendance (ATTUPEMIS)

< Back Next > Cancel

StudentInformation > EMIS > Verify Non-Reportable Students

Verify Non-Reportable Students - Ada Ex Vill SD

From this screen, you can verify students not marked reportable to EMIS.

☒ Select All Buildings ☐ Clear All Buildings

☒ AVEL - ADA ELEMENTARY ☒ AVHS - ADA HIGH SCHOOL

Verify Cancel

2 Records Displayed

Report to EMIS	Building	Student Number	Student Name	How Received	Percent of Time	EMIS Situation	Admission Date	Withdrawal Date	Status
<input type="checkbox"/>	AVEL		Spade, Kevin	*	100	5 - Resident attending Full Time	08/27/2008		A-ACTIVE RES
<input type="checkbox"/>	AVHS		Elliott, Sam	*	0	88 - Resident attending JVS F/T	10/07/2013		V-APOLLO VOCATIONAL

☐ Select all students

Save Report to EMIS

Task 5 – Run the STAT report to verify students’ EMIS situation assignments

Collection Request	All ‘S’ Collections
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The STAT report provides a list of students and their EMIS situation. The report may be used to verify that each student has the proper EMIS situation assigned. The report will include the EMIS situation from the latest FS record for the current school year.

Any student missing an EMIS Situation will have a blank value in the EMIS Situation Description column. Students missing FS records will also have a blank value in the EMIS Situation Description column.

StudentInformation > SIS > School > Student Reports > Student Status/Attendance Code (STAT)

REPORT: DASL - REPO STAT				HIGH SCHOOL		RUN AT 7:52 AM 3/29	
				STUDENT STATUS / ATTENDANCE CODE		PAGE	1 OF 43
ID	STUDENT NAME	GN	GR	EMIS SITUATION DESCRIPTION	DISABILITY CONDITION		
889091629	Aab, Anthony (Kyle)	M	11	S - Resident attending Full Time	**		
889091628	Student22988, JOSHUA	M	09	151 - Resident open enrolled elsewhere F/T	**		
889091627	Student22989, KENZIE	F	09	151 - Resident open enrolled elsewhere F/T	**		
889091619	Student22990, JOSEPH	M	10	151 - Resident open enrolled elsewhere F/T	**		
889091611	Student22991, James	M	11	151 - Resident open enrolled elsewhere F/T	**		
889091610	Student22992, Salvatore	M	10	151 - Resident open enrolled elsewhere F/T	**		
889091579	Student23004, Mychalela	F	10	151 - Resident open enrolled elsewhere F/T	**		
889091575	Aabb, Jinkyung (Kristina)	F	09	S - Resident attending Full Time	05		
889091561	Student23014, Kevin	M	12	151 - Resident open enrolled elsewhere F/T	**		
889091558	Student23016, Alicia	F	10	151 - Resident open enrolled elsewhere F/T	09		
889091554	Student23019, Kayla	F	09	151 - Resident open enrolled elsewhere F/T	**		

Task 6 – Verify the Percent of Time Field for students who don’t attend 100% of time

Collection Request	All ‘S’ Collections
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The percent of time (FTE) field indicates the percent of time the student is instructed by *your* district’s employees. The **Percent of Time:** field is shared by all buildings in the district.

Beginning March 23, 2015, high school students (Grades 9 and above) were considered to be full-time (100% of time) students if they attempted to earn 5 credits during that school year. Beginning February 1, 2016, the percent of time for high school students is determined based on the same reporting instructions that were in effect prior to March 23, 2015. However, in those cases where a high school student is enrolled in courses that would generate a higher percent of time using the credit method, the percent of time may still be determined based on the rule that five credits is equivalent to full-time enrollment. Refer to chapter 2.4 Student Standing (FS) Record Chapter of the EMIS manual for more details.

The Percent of time field is shared by all buildings in the district. If a student is enrolled in more than one building within the district at the same time, the Percent of time should reflect the total time he is receiving instruction in both buildings.

UNIQUE SITUATIONS:

1. Non-preschool ESC students: The **Percent of Time:** at the resident district should include the time spent receiving instruction from ESC staff.
2. Resident students who attend College Credit Plus and also the JVS:
The resident district must report the percent of time the student spends at the College Credit Plus institution in the **Sent To 2: Percent of Time:** field. The **Sent To 1: IRN:** would point to the JVS but since the JVS is an EMIS reporting entity, the **Sent To 1: Percent of Time:** would be zero.
3. Students who attend multiple buildings within the same district:
The **Percent of Time:** field should reflect the total time spent receiving instruction by all buildings in the district – not just the building the student spends the majority of time in.
4. The amount of time spent at the following entities is NOT included in the student’s percent of time.
 - a) BDDs (formerly known as MRDD)
 - b) Entities providing contracted career technical instruction
 - c) Pilot program site

Task 7 – Verify/Update County of Residence on FS tab

Collection Request	All 'S' Collections
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Note: The last Casino Count for the school year is taken in May. Make sure all students have the correct county of Residence.

The code reported should be the code for the county in which the student is actually living.

- If the student is living with parents, report the county of the parents' home address. If the parents are not living together, report the county of the parent who has primary custody of the student.
- For a student who is not living with parents, report the county in which the student is domiciled. If foster placed, for example, it would be the county of the home of the foster parent(s).
- If a student is homeless and has an established residence, such as a homeless shelter or is in a doubled-up situation, the county of that residence should be reported. Otherwise report the county code where the student spends the night.
- If the domicile of the student is out of state, use "***".

DYS does not need to report this element. For students with a Sent Reason (FS200 or FS230) = "FP", the value in this element will not be used.

If the County of Residence Code changes during the duration of the student's enrollment in the district, the existing Student Standing record should be closed and a new one opened using the new Effective Start Date as the day the student began to live at the new address.

District Relationship:	1 - Stud. rcvg instr. in whole/part from rep. dist. ▼	District of Residence:	045328	- Columbiana Ex VIII SD	Q
How Received:	* - Not Applicable ▼	How Received IRN:	*****	-	Q
Percent of Time:	100	Tuition Type:	N - Non-tuition student (default) ▼		
Attending Building IRN:	007062 - Columbiana High School ▼	Assigned Building IRN:	***** ▼		
County of Residence: *	15 - Columbiana ▼				

Task 8 – Update Fiscal Year Began 9th for all incoming Freshmen

Collection Request	Second & Final Collection
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Districts should begin reporting this element in the second window, however you will receive UNCLEMIS errors all year for students who require an update.

Use the Student Profile Bulk Update process to mass update the field value for all 9th grade students entering 9th grade this school year.

1. Navigate to **StudentInformation** > **Management** > **Ad-Hoc Updates** > **Student Profile Bulk Update**.
2. Create an ad-hoc of all 9th graders in 16/17 and select the ad-hoc membership from the **Ad Hoc:** dropdown.
3. Click **Next >** until the **FN-Attributes-No Date** tab displays.
4. Place a check in the box below **Fiscal Year Began 9th:** and enter 2017.
5. Click **Next >** until the **Review updates** tab displays.
6. Click **Submit**.
7. The following message will display

Student Profile Bulk Update was completed successfully.

8. Finally put a 9th grader in context and go to the **FN-Attributes** tab and verify the **Fiscal Year Began 9th:** field was populated with 2017.

Be sure you do NOT include any **retained** 9th graders from 15/16 in your ad-hoc file. You don't want to change the year they began 9th as it should remain 2016 for retained 9th graders.

Task 9 – Update Disadvantage Values on the FD Tab

Collection Request	All Collections
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Beginning FY16, new disadvantage codes have been added to report that students have been verified as economically disadvantaged. Validation was optional for FY16 but mandatory for FY17. If your school is a CEP district, verification for each student is required to ensure students you have documentation proving students have an economic disadvantage. The new codes are:

4 – Economic Disadvantage in a CEP building or LEA where the student has not been determined to meet one of the 4 conditions listed in the Economic Disadvantage reporting instructions

5 – Both Economic and Academic Disadvantage in a CEP building or LEA where the student has not been determined to meet one of the 4 conditions listed in the Economic Disadvantage reporting instructions

6 – Economic Disadvantage in a CEP building or LEA where the student has been determined to meet one of the 4 conditions listed in the Economic Disadvantage Reporting Instructions.

7 – Both Economic and Academic Disadvantage in a CEP building or LEA where the student has been determined to meet one of the 4 conditions listed in the Economic Disadvantage Reporting Instructions.

Students who meet any of the following conditions must be reported as Economically Disadvantaged:

- Eligibility for Free or Reduced-Price Lunch
- Resident of a household in which a member is eligible for Free or Reduced Price lunch
- Student who is a known recipient of Public Assistance
- Title I Application student

Academic Disadvantage is only to be reported for Career-Technical students and refers to a student who is having an academic problem that is not due to an identified disability condition. A career-technical student should only be reported as academically disadvantaged if he/she:

- Lacks knowledge in one or more of the academic areas of Mathematics, English/Language Arts, Science or Social Studies, and
- Performs two or more years below grade level on standardized tests.

Task 10 – Verify Race/Ethnicity for newly enrolled students

Collection Request	All 'S' Collections
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Any newly enrolled student or a student whose District of Residence changes must have their Race/Ethnicity recollected.

The Local Ethnic Category field is not used for EMIS purposes but is the value used on most StudentInformation reports.

Recollected:

Gender:	F	Birthdate:	1/19/1993	Age:	17
Local Ethnic Category:	W - WHITE	Verified With:	B - BIRTH CERT		
Hispanic/Latino:	Y - Yes, the student is Hispanic/Latino	Birthplace City:			
Racial Group(s):	<input checked="" type="checkbox"/> A-Asian <input type="checkbox"/> B-Black or African American <input type="checkbox"/> I-American Indian or Alaska Native <input type="checkbox"/> P-Native Hawaiian or Other Pacific Islander <input type="checkbox"/> W-White				
Summative Race:	H - Hispanic/Latino				
Native Language:	ENG - English (Default)	Home Language:	*** - Neither LEP nor		

Not recollected:

Gender:	F	Birthdate:	10/20/1992	Age:	17
Local Ethnic Category:	W - WHITE	Verified With:	B - BIRTH CERT		
Hispanic/Latino:	* - Not Re-Collected	Birthplace City:			
Racial Group(s):	<input type="checkbox"/> A-Asian <input type="checkbox"/> B-Black or African American <input type="checkbox"/> I-American Indian or Alaska Native <input type="checkbox"/> P-Native Hawaiian or Other Pacific Islander <input type="checkbox"/> W-White				
Summative Race:	W - White, Non-Hispanic				
Native Language:	ENG - English (Default)	Home Language:	*** - Neither LEP nor		

Race/Ethnicity Coding:

Student Situation	Hispanic/Latino Element Value (GI580)	Summative Race Element Value (GI090)	Race Detail Value (GJ record – one per response)
Information Not Recollected	*	Same as FY10 Yearend – W, B, H, A, I, P, M	No GJ Record Reported
Recollected – Student is of Hispanic/Latino Heritage	Y	H	All Races Chosen from the Following: W, B, A, I, P
Recollected – Student is not of Hispanic/Latino Heritage – only one race being chosen	N	Race Chosen – Only one of the following: W, B, A, I, P	No GJ Record Reported
Recollected – Student is not of Hispanic/Latino Heritage - more than one race being chosen	N	M	All Races Chosen from the Following: W, B, A, I, P

Task 11 - Verify Home Language and Native Language Fields

Collection Request	All 'S' Collections
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The **Home Language:** field is the language spoken at home. This field is required for LEP and immigrant students. All other students will have ****.

The **Native Language:** field is the language spoken at the onset of speech.


Both the **Home Language:** and **Native Language:** fields may be updated using the Student Profile Bulk Update.

StudentInformation > SIS > Student > Edit Profile

General	Additional	Custom	Private	FS-Standing	FS-Attendance	FD-Attributes	FN-Attributes	FN-Graduate	Transportation
<div> <div>Save</div> <div>Cancel</div> </div> <div>Last Modified: 04/28/2015 10:09 AM by User: bataswart</div>									
Student Number: <input type="text" value="701010772"/> <input type="checkbox"/> Auto-Assign				Student Status: * <input type="text" value="A - BLSD active resident student"/>					
First Name: * <input type="text" value="James"/>				Middle Name: <input type="text" value="David"/>					
Last Name: * <input type="text" value="Fallon"/>				Called Name: <input type="text"/>					
Last Name Suffix: <input type="text"/>									
Gender: * <input type="text" value="M"/>				Birthdate: * <input type="text" value="11/23/2000"/> Age: <input type="text" value="15"/>					
Local Ethnic Category: <input type="text" value="W - WHITE/NONHISPAN"/>				Verified With: <input type="text" value="B - BIRTH CERT."/>					
Hispanic/Latino: * <input type="text" value="N - No, the student is not Hispanic/Latino"/>				Birthplace City: <input type="text" value="Covington"/>					
Racial Group(s): <input type="checkbox"/> A-Asian <input type="checkbox"/> B-Black or African American <input type="checkbox"/> I-American Indian or Alaska Native <input type="checkbox"/> P-Native Hawaiian or Other Pacific Islander <input checked="" type="checkbox"/> W-White *									
Summative Race: * <input type="text" value="W - White, Non-Hispanic"/>									
Native Language: <input type="text" value="ENG - English (Default)"/>				Home Language: <input type="text" value="*** - Neither LEP no"/>					

Task 12 - Verify and Update CTE Program of Concentration

Collection Request	Second and Final
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The Program Area of Concentration values will affect the CTE Report Card as well as next year's Period D reporting. Check the EMIS manual for a complete list of Program of Concentration Codes.

The Program of Concentration is used when creating Webxam files so it is best to update students as soon as their program of concentration is known. The CTE Program of Concentration field is required to be reported with the FN record. The CTE Program of Concentration Element designates the program area of concentration for a CTE concentrator

A "CTE Concentrator" is a secondary student who has completed a minimum of 50% of the high school credits allowed for a single career and technical education (CTE) workforce development program (e.g., health sciences or marketing), and has enrolled for additional credit at the secondary level. For guidance (and examples) in identifying when a secondary student becomes a CTE Concentrator, see *Career-Technical Education Programming and EMIS Reporting* on the Ohio Department of Education Website (Career-Technical Education section).

The Office of Career-Technical Education will develop guidance to help districts determine how to identify the correct CTE Workforce Development Program Code to report for each CTE Concentrator.

The district that employs the workforce development teacher is responsible for identifying and reporting CTE concentrators and the CTE Program of Concentration. Only the code for one area of concentration may be reported for a student within a reporting period. Once a student is identified as a CTE concentrator, the student is a CTE concentrator for the rest of his/her schooling. Current grade level has no relationship to whether or not a student is identified as a concentrator; i.e., a student can be a junior and be identified as a concentrator.

Update the CTE Program of Concentration field on the FN Attributes tab for applicable CTE students. First, select the area of Concentration from the CTE Program Area dropdown and then select the specific code from the CTE Program of Concentration dropdown.

The CTE Program of Concentration field may be updated using the Student Profile Bulk Update.

StudentInformation > SIS > Student > Edit Profile

Edit Student Profile

From this screen, you can display and change information regarding a students profile.

General Additional Custom Private FS-Standing FS-Absence FD-Attributes FN-Attributes FN-Graduate Transportation

Save Cancel

Last Modified: 08/30/2016 3:20 PM by User: debbie.barbee

EMIS Grade Next Year: ** - Not Applicable

Changing the EMIS Grade Next Year does not change the District Grade Next Year. The General tab can be used to change the District Grade Next Year.

Retained Status: * - Student was not retained at the end of the previous school year

Oct Childcount IEP Outcome: **** - No Change from latest IEP reported to ODE

CTE Program Area: 2 - Arts and Communications

Fiscal Year Began 9th: 2016

CTE Program of Concentration: B0 - Media Arts

Tech Prep Completer: N

The CTE Program of Concentration may also be updated via the CTE Management page.

StudentInformation > SIS > Scheduling > CTE Management

CTE Management

WARNING: You are working with a Past School Year

From this screen, you can view student vocation course section assignments based on the teacher of the vocational course.

Teacher: * Brogden, [Avatar] Section: * (ACN121) English 11 - 3

CTE Program Area: 1 - Agricultural and Environmental Systems

CTE Program Of Concentration: A0 - Agribusiness and Production Systems

Update

<input checked="" type="checkbox"/>	Student Number	First Name ▲	Last Name	CTE Program Of Concentration
<input checked="" type="checkbox"/>	620582	[Avatar]	Fray	** - Student is not a concentrator in any CTE Program
<input checked="" type="checkbox"/>	23455	[Avatar]	Kitchens	** - Student is not a concentrator in any CTE Program
<input checked="" type="checkbox"/>	23500	[Avatar]	Foster	** - Student is not a concentrator in any CTE Program
<input checked="" type="checkbox"/>	19033	[Avatar]	FULL T7	** - Student is not a concentrator in any CTE Program

Task 13 - Update October IEP Outcome field

Collection Request	All 'S' Collections
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F.Y.I.

This element is reported for those students with a change in their Least Restrictive Environment (LRE) since their most recent IEP as of October. In general, the LRE will not change without a new IEP being completed and reported, but there are some cases, especially with IEPs reported in the prior year that are still in effect as of the end of October, where the LRE could change. Examples include but are not limited to a student whose parent originally consented to services but pulled the student from services prior to October 31st and situations where an expelled student is given an alternative placement that will be in effect on October 31st. In addition, for a preschool student (especially for those who are part time,) a parental placement in a private preschool program could change the LRE for that student.

When completing the Federal Child Count, ODE will review the LRE on the latest reported IEP event effective (including IEPs reported in the prior yearend and IEP events reported in the current 'S' reporting period) and the value of this element. The value of this element will take precedence.

For this element to be valid for the Federal Child Count, the student must already have an IEP reported to ODE that is valid on October 31st (e.g., October 31st is between the reported Outcome Beginning and End dates on a IEP that was reported to ODE in the prior yearend or in the current reporting period.) If no reported IEP is valid on October 31st, the value in this element will be ignored.

Edit Student Profile
From this screen, you can display and change information regarding a students profile.

GeneralAdditionalCustomPrivateFS-StandingFS-ArrivanceFD-AttributesFN-AttributesFN-GraduateTransportation

SaveCancel

Last Modified: 04/21/2016 10:47 AM by User: bataswart

EMIS Grade Next Year: 11 - Eleventh Grade

Changing the EMIS Grade Next Year does not change the District Grade Next Year. The General tab can be used to change the District Grade Next Year.

Retained Status: * - Student was not retained at the end of the previous school year

Oct Childcount IEP Outcome: ** - No Change from latest IEP reported to ODE**

CTE Program Area: Fiscal Year Began 9th: 2016

CTE Program of Concentration: ** - Student is not a concentrator in any CTE ProgramTech Prep Completer: N

Majority Of Attendance IRN: *****

Accountability IRN: *****

Task 14 – Update LEP Option for students

Collection Request	All 'S' Collections
--------------------	---------------------

For students who are Limited English Proficient, a new code has been added to indicate a student is in his 2nd year of LEP Status. This new code was optional for FY16 but is required for FY17. It is required to be reported in FY17. The new code is 'S – LEP – Enrolled in U.S. Schools for 2nd Year.

The screenshot shows the 'New Student Attributes' form. The 'Limited English Proficiency' dropdown menu is highlighted with a green oval, and the selected option is 'S - Enrolled in U.S. Schools for 2nd Year'. Other visible fields include 'Effective Start Date' (7/1/2015), 'District Withdraw Date', 'Withdraw Reason' (** - Not Applicable, Did not withdraw/was not truant), 'State Equivalent Grade' (10 - Tenth Grade), 'Disability Condition' (** - Not Applicable), 'Section 504 Plan' (N), 'Disadvantage' (1 - Economic Disadvantage), 'Free/Reduced Lunch Status' (None), 'Homeless Status' (- Not Applicable), 'Homeless Unaccompanied Youth' (*), 'Migrant Status' (N), and 'Immigrant Status' (N).

The Valid codes for LEP Status are:

N – No – Student is not Limited English Proficient

Y – Yes – Limited English Proficient student who has been enrolled in U.S. Schools for more than 360 school days (or the equivalent of two school years) OR Previously exempted from taking the spring administration of either of the State' English Language arts assessments (reading or writing)

L – LEP – Enrolled in U.S. Schools for First Time – A recently arrived Limited English Proficient student who has been enrolled in US schools for **no** more than 180 school days

M – LEP – Trial Mainstream

S – LEP Enrolled in U.S. Schools for 2nd Year – A recently arrived Limited English Proficient student who has been enrolled in US schools for more than 180 school days and less than 360 days (or the equivalent of two school years).

Task 15 - Update Admitted From IRN and Withdrawn To IRN

Collection Request	All 'S' Collections
--------------------	---------------------

Districts are required to report the IRN of the district a student comes from when registering into your district for the first time. If the student is newly enrolled in the current school year and the student's admission reason is '3', '6', or '7', the admitted from IRN will need to be reported.

New starting in FY17: The Admitted From IRN will also be reported when the District Relationship of a student changes to a value of '1', form a '2' or '3'. All restrictions for updating this field on the Edit Student Profile page have been removed.

This IRN value must be a district IRN. If the student is not new to the district in this school year or had a change in District Relationship, the field value will default to "*****". The Admitted from IRN field can be found on the following pages in StudentInformation:

- Student Profile Edit – FS Tab
- Registration Wizard
- Student Registration
- EZQuery Student Demographics
- EZQuery SIS Student Search
- Home School Import – Students tab

Student Profile Edit – FS Tab:

The screenshot shows the 'Student Profile Edit - FS Tab' form. The 'Admitted From IRN' field is highlighted with a red oval. The form includes the following fields:

- District Admission Date: 5/10/2011
- Admission Reason: 7 - Not newly enrolled in this school district
- Admitted From IRN: *****
- District Withdraw Date: [empty]
- Withdraw Reason: ** - Not Applicable, Did not withdraw/was not truant
- Withdrawn To IRN: *****

When the student is admitted from a non-public school, use the IRN of the non-public school for the Admitted from IRN value and not the IRN of the Diocese.

If the admission reason is '7' and the Admission Date is on or after the first day of school in 16/17, this means the student was previously in the district, left the district and has now returned to the district. Since the student is returning to the district after school has started, you must indicate the IRN of the district the student was in previously. Admission reason '6' could be used for this student because he did go to another district in between enrollments in the current district.

If the student attended your district through the end of the prior school year but withdrew from the district prior to June 30th and was reported in June as withdrawn, but has returned to the district again this year, the student would be re-admitted to your district, admission reason '7' would be used, and you will need to report your own District IRN in the Admitted from IRN field.

If the student attended your district last year, dropped out of school and is now returning to your district, admission reason '7' would be reported for the student and the Admitted from IRN would be the IRN of your district.

Districts are required to report the IRN of the district a student is going to upon withdrawing from their own district. The Withdraw to IRN value must be reported any time a student withdraws from your district to attend another district. Students with withdraw reason '41', '42', and '45' must have a value in the Withdraw to IRN field.

StudentInformation > SIS > Student > Withdraw Student

Withdraw Student

From this screen, you can withdraw a student from the working school.

i In order to withdraw a student from the working school for the current school year, please enter a withdraw date and select a valid withdraw code. If you are **sure** you want to withdraw the student, please select the submit button from below.

Building

District

Admission Date: 8/17/2016

Withdraw Date: 8/30/2016

Withdraw Reason: 41 - Tr. to another Ohio SD, local/exem vill/city, tr.

Withdraw to District IRN: 044222 - Lima City SD

Withdraw to District Comments:

Student Status: I - Inactive

Remove Locker Assignment: ☒

Remove Homeroom Assignment: ☒

Submit **Cancel**

If the student is withdrawing to attend a non-public school, use the non-public school building IRN for the withdraw to IRN value. If the non-public school does not have a valid IRN, report 999999.

The Withdraw to IRN value is stored on the student's latest FS record at the time of the district withdrawal.

District Admission Date: 8/23/2006

District Withdraw Date: 8/30/2016 **Withdraw**

Admission Reason: 4 - Student enroll. first time in Ohio pub sch/comm sch age (PS or KG)

Admitted From IRN: ***** -

Withdraw Reason: 41 - Tr. to another Ohio SD, local/exem vill/city, tr. req on file

Withdrawn To IRN: 044222 - Lima City SD

Task 16 – Run Student Verification (UNCLEMIS) and correct errors

Collection Request	All 'S' Collections
--------------------	---------------------

UNCLEMIS checks are no longer EMIS Reporting Period specific.

1. Change your context to the district level and the current year.
2. Navigate to **StudentInformation > EMIS > Student Reporting Collection (S)**.
3. On the **Request Type** tab choose the ☒ **Verify Student Data** option.
4. Click **Next >**.
5. On the **Program Selection** tab select ☒ **Verify - Student Demographic (UNCLEMIS)**.
6. Click **Next >**.
7. Next, choose the buildings in the district you would like to run Student Verification for.
8. Choose how many students you would like to see per page in the **Number of Students Per Page:** dropdown.
9. Click **Verify**.
10. Once the process is complete the Student Verification errors will display on the page.

Depending on your StudentInformation security role, you may have access to run UNCLEMIS only at a specific building. Contact the Security Administrator at your district or ITC if you have questions concerning your StudentInformation security role.

How to run Student Verification at the building level

1. Change your context to the building level and the current year.
2. Navigate to **StudentInformation > EMIS > Student Verification**.
3. Choose how many students you would like to see per page in the **Number of Students Per Page:** dropdown.
4. Click **Verify**.
5. Once the process is complete the Student Verification errors will display at the bottom of the page.

Unclemis errors are interactive links which allow you to navigate to the profile of the student with the error and correct the error without leaving the Unclemis page.

Please review the ***UNCLEMIS Error Resolution*** document for detailed explanations on how to correct each Student Verification error.

Task 17 – Run the Student Roster Detail (R101A) to verify student demographic and disability information is correct

Collection Request	All 'S' Collections
--------------------	---------------------

StudentInformation > SIS > School > Student Reports > Student Roster Detail (R101-A)

Use R101A to verify the details of the student's demographic records and disability condition as well as rosters of students – both active and inactive in each grade level.

Verify that all students who have withdrawn from the district are no longer actively enrolled and have the appropriate student status. Also check the accuracy of the student's Birth Date, Ethnicity, Disability Condition, and EMIS Situation.

Report: R101A

Printed Thu, Aug 12, 8:15 AM

HIGH SCHOOL

Student Roster Detail

AGE RANGE: ALL AGES

ID	STUDENT NAME	STATUS	GR	GN	HMRM	HOME SCHOOL	PARENT/GUARDIAN NAME
SCH CD	STUDENT ADDRESS	DISAB	AGE	BIRTHDATE	TELEPHONE	ETHNICITY	- ETHNICITY CODE
	HOME SCHOOL NAME	EMIS SITUATION				PROGRAM	- PROGRAM CODE
200800073	Student1003, Morgan	ROE	12	F			
ELHS	645 S Main St	**	17	04/03/1993	(555) 555-5555	WHITE	- W
	Lima, OH 45804-1241						-
	151 - Resident open enrolled elsewhere F/T						
200800070	Student1005, JAMES (JAMES)	ROE	09	M			
ELHS	645 S Main St	**	14	03/22/1996	(555) 555-5555	WHITE	- W
	Lima, OH 45804-1241						-
	151 - Resident open enrolled elsewhere F/T						
200800048	Student1027, JAMIIL	ROE	12	M			
ELHS	645 S Main St	**	17	09/18/1992	(555) 555-5555	BLACK, NON-HISP	- B
	Lima, OH 45804-1241						-
	151 - Resident open enrolled elsewhere F/T						

Calendars, Exception Days and Attendance Patterns

Task 18 – Verify Sub-calendars and EMIS Exceptions are set up correctly

Collection Request	All 'S' Collections
--------------------	---------------------

Sub-Calendars will be used to calculate a student's hourly attendance values. It is important that all sub-calendars correctly reflect the days in session as well as any exception types, which will be reported in the Calendar reporting period.

StudentInformation > Management > School Administration > Scheduling Administration > Sub-Calendars

Sub-Calendar Maintenance

From this screen, you can display, add, change and delete data pertaining to Sub-Calendars.

Add Sub-Calendar

				Code	Name ▲	Max Absence Level	Active
				1	Full Day every Day All Grades	1.00	
				KDG1	KDG 1	1.00	
				KDG2	KDG 2	1.00	
				Non	Non Attending	0.00	




☒ Show Active Only

Hints for setting up new calendars:

- Define a sub-calendar for each group of students that have a different start and/or end date than the general population of the building
- Define a sub-calendar for seniors if their last day of school falls before the rest of the building population
- Define a sub-calendar for groups of students who you are responsible for reporting course information and attendance but the students are educated elsewhere (ex: ESC students)
- Use the Attendance pattern of '**' ONLY for the calendar that will have the majority of students assigned to it.
- Assign an attendance pattern to only one calendar

The following elements must be set up to ensure attendance will be calculated correctly for students:

- **Sub-Calendar Start Date** – The first day of school for students on this sub-calendar. The start date from the master calendar is no longer reported for sub-calendars. Make sure the start date is the correct date for this calendar.
- **Sub-Calendar End Date** – The last day of school for students on this sub-calendar. The end date from the master calendar is no longer reported for sub-calendars. Make sure the end date is the correct date for this calendar.

Calendar Start Date: *	(Current Master Calendar Start Date: 8/18/2016) 8/18/2016 
Calendar End Date: *	(Current Master Calendar Stop Date: 5/25/2017) 5/25/2017 
Attendance Pattern: *	** - Not Applicable 
All Grade Levels - **:	<input checked="" type="checkbox"/>

- **Attendance pattern** – indicates the student attendance pattern associated with this calendar
- **Grade Levels** – the grade level(s) for students this calendar applies to
- **To Be Reported: Days or Hours** – indicates whether the attendance for this calendar is collected in Days or Hours
- **Hours Per Day:** indicate the average hours per day students attend who are assigned to this calendar
 - Exception – For KG students, the number of hours per day to be reported should be a full day even if they only attend a half day. Ex., KG students who attend 3 hours per day should still report the full day hours of 6
- **Exempt from Minimum Total Hours and/or Days** – this new field indicates whether the calendar is a special calendar and is exempt from meeting the minimum hours or days students are required to attend because of special circumstances. ODE has not yet provided the field values to report for this element.
- **Ignore Percent of Time in Attendance Calculation** – check only if you do not want FTE taken into consideration when calculating attendance
- **Include in Attendance Calculation** – Check the box if students assigned to this calendar should have attendance calculated for them.
- **Not expected to be in attendance between the first and last day of school on every:** - should only be checked if school is _NOT_ expected to be in session every week on the particular day (Ex: PS students never attend on Fridays)
- **Expected to be in Attendance between the first and last day of school on every (Sat, Sun)** – should only be checked if school _IS_ in session on every Saturday or Sunday during the school year
- **Report to EMIS** – should be checked if the school is using this calendar for EMIS attendance reporting.

Please consult the ***Editing the Master Calendar and Sub-calendars Step by Step Checklist with EMIS Exceptions*** document for step by step directions on setting up sub-calendars. The ***Calendar and Exception Days Quick Reference*** will also be helpful for verifying specific exception attributes required with each calendar.

Task 19 – Verify students are assigned to the proper attendance pattern and attendance calendar

Collection Request	All 'S' Collections
--------------------	---------------------

General Rule:

Any student who is enrolled in the district should be assigned to a sub-calendar.

If 50% of time or less = ½ day calendar

If over 50% = full day calendar

0% of time = Non-Attending Calendar (will be reported to EMIS as default calendar)

While FTE is used in the calculation for EMIS attendance, it is not used for daily attendance. The calendar Max Absence level determines the maximum amount of a day a student can be absent for non-EMIS attendance.

A. Verify:

Run R500 to verify students are assigned to the correct calendar based on their % of time.

StudentInformation > SIS > Attendance > Attendance Reports > District-wide Membership Report (R500)

Bldg: ELHS Grade: 09										Admission - Withdraw		Membership Days				
Id	Student Name	Stat	Prgm	Sex	Grd	Dist of Res.	Cal	Hm Rm	Date	Cde	FTE (%)	All	Pres.	Exc	Tardy	Unexc
200800009	Student49200, SHELBY	R		F	09	045773	DNAC		09/01/09 -		0	0.0	0.0	0.0	0.0	0.0
00241865	Student49219, HAYLIE	R		F	09	045773	DNAC		09/01/09 -		0	0.0	0.0	0.0	0.0	0.0
00241405	Student49230, ARYANNA	R		F	09	045773	DNAC		09/01/09 -		0	0.0	0.0	0.0	0.0	0.0
00240347	Student49267, ERICK	R		M	09	045773	DNAC		09/01/09 -		0	0.0	0.0	0.0	0.0	0.0
00239910	Student49271, JASMINE	R	**	F	09	045773	DNAC		09/01/09 -		0	0.0	0.0	0.0	0.0	0.0
00239680	Student49274, MARCUS	A	**	M	09	045773	1		09/01/09 -		100	170.0	170.0	0.0	0.0	0.0

B. Update:

If a calendar change is required because of a change in the student's EMIS situation or % of Time in the current EMIS situation, a new FS record and a new FD record would be added. If the attendance pattern value is incorrect, the calendar would need to be corrected on the existing FD record to point to the correct calendar/attendance pattern.

When a student has a calendar change, the calendar needs to be updated both on the General tab and the FD tab of the Student Profile.

Follow these steps to make a calendar change for a student on the FD tab.

1. With the building in context, navigate to: **StudentInformation** > **SIS** > **Student** > **Edit Profile**.
2. Find the student you wish to perform a calendar change for.
3. On the General Tab, select the appropriate calendar from the

Attendance Calendar: dropdown.

4. Click Save.
5. A new screen will appear indicating the student's previous calendar assignment, their new calendar assignment and a Calendar Change Effective Date field.
6. Enter the Effective Date of the calendar Change. The date selected must be a day within the school year.
7. Click Save.
8. Next, select the FD – Attributes Tab.
9. You will need to add a new Attributes record with the updated attendance calendar if this is a true calendar change and not a correction to existing calendar assignment.
10. Enter the Effective Start Date. Use the same date that was used on the General Tab for the Calendar Change Date.
11. Select the appropriate calendar from the Reporting Calendar Dropdown. When a calendar is selected, the Attendance Pattern value will change to show the attendance pattern associated with that calendar.
12. Click Save to save the record.

Attendance Pattern:	AS - Alternative Schedule ▼
Reporting Calendar:	GR - Graduates/Early release ▼
<input type="checkbox"/> Exclude FD Records from Fall Initialization Updates	

The Student Profile Bulk Update may also be used for this step if updating multiple students. The Student Profile Bulk Update may be used to update the calendar on the general tab as well as the calendar on the FD tab.

CTE – Using the Home school calendar for CTE Satellite Students

Career Centers have the option of having ODE use the student's home district calendar for enrollment rather than maintaining and reporting a calendar at the Career Center. The key to accomplishing this is to assign the satellite students to a sub-calendar that is NOT reported to EMIS and has a unique attendance pattern. ODE will look for a matching calendar by attendance pattern in the JVS at the building level. If no match is found, they will check the district level calendars. If no match is found, they will use the student's district of residence and SSID to go back to the home district and see what calendar they are assigned to in their home district. When the match is found, ODE uses the home district calendar to calculate enrollment.

A calendar will still need to be maintained in the CTE building if attendance is to be calculated at the career center for Satellite students.

Student Acceleration Records & Third Grade Guarantee

Task 20 – Add Student Acceleration Records

Collection Request	Second & Final 'S' Collection
--------------------	-------------------------------

Note: Student Acceleration Records aren't reported until the Final Collection, however, as students are tested throughout the year, add Student Acceleration records as testing occurs so that you have all the records for end-of-year reporting.

ODE requires some students to be tested at their accelerated subject level for the Next Generation Assessments. Records are reported only for students who have a referral from the district's Acceleration Evaluation Committee and were placed on a Written Acceleration Plan (WAP). The record can be reported for students who are accelerated in any grade level, kindergarten through high school.

Acceleration stops being reported if the student is no longer subject or whole grade accelerated. If the student was subject accelerated in Math and Reading, but is no longer subject accelerated in Reading, the acceleration for Reading is no longer reported.

For additional guidance, please see the document 'Testing Rules for Subject-Accelerated Students' by visiting www.ode.state.oh.us and search for *academic acceleration*.

StudentInformation > SIS > Student > Assessment > Student Acceleration (FB)

Student Acceleration (FB)

From this page, you can display, add, change and delete student acceleration records.

Assessment Area: *	M - Mathematics
Accelerated Level Count: *	1
Accelerated Assessment Flag: *	N
Accelerated Assessment Accountability IRN:	***** - <input type="text"/>

General Guidelines

The Student Acceleration Record (FB) is reported in the second and final period 'S' Collections for one or more of the following reasons:

- Student was accelerated in the current school year in one or more of the valid subjects for acceleration collected via this record, or
- Student took a state assessment at an accelerated grade level, regardless of it the acceleration first occurred this year or in a prior year

“Accelerated in the current school year” means that the student received instruction at the accelerated grade level in the current year. If the decision to accelerate a student is made this year but will be implemented next year, then the acceleration record would be reported next year. A separate record is required for each subject area in which the student is accelerated.

Task 21 – Update Third Grade Reading Guarantee Values

Collection Request	Second and Final Collections
--------------------	------------------------------

The Third Grade Reading Guarantee options are reportable in the second and final 'S' Collection Requests, however, it is best to update these values as the information is received.

The values for each of these Diagnostic Results can be updated either on the Student Profile, FN Attributes tab or utilizing the **Student Profile Bulk Update**.

Valid Values are:

- ** - Not Required
- RN – Required, not assessed
- AO – Assessed, on Track
- NO – Assessed, Not on Track
- EX – Exempt from Diagnostic Assessment

The Latest Third Grade Reading Promotion Status now displays on the FD record below the Third Grade Reading Results. This value comes from the Next Generation Assessment Record under Student Assessment. If a student is assessed more than once for Math during the school year, report the initial assessment result. Students not on track per the initial assessment will remain not on track until scoring on track on the following school year's Math diagnostic.

Student Missing Override and Summer Withdrawal Records

Task 22 – Add Student Missing Override Records (FC)

Collection Request	All 'S' Collections
--------------------	---------------------

Student Missing Override Records (FC) records are to be reported for SSIDs appearing on the Missing Student Override report where an override is warranted. Once reported, the FC record should continue to be reported for the remainder of the S collections for the fiscal year.

If a student withdrew from school prior to the last day of the prior school year, and was not reported as withdrawn in the prior school year or as a summer withdrawal, the SSID would be reported for this record. The SSIDs entered into this record are not checked against prior year data. These records are school year specific. The comments section of the record is not reported to ODE, but is only for user reference.

See Section 2.17 of the ODE EMIS Manual for additional information regarding the Student Missing Override Record.

StudentInformation > EMIS > Maintenance > Student Missing Override Record [Find Students] Q

Student Missing Override Record

From this screen, you can display, add, edit and delete data pertaining to student missing override records.

SSID: XX2223333 ⚡

Student Last Name: Smith

Student First Name: John

Withdrawal Date: 05/15/2014 📅 ⚡

Withdrawal Reason: 41 - Transferred to another Ohio School District ▼ ⚡

Comment: Student Not reported as withdrawn last year

Save Save And New Cancel

Summer Withdrawal Record

Task 23 – Add Summer Withdrawal record (FL) optional

Collection Request	All 'S' Collections
--------------------	---------------------

A Student Summer Withdrawal Record (FL) may be reported for any student who was enrolled in the district at the end of the prior school year but withdrew from the district prior to the start of the current school year. If a student attends even a single day of the current school year in the district, the FL record may not be used to report the student's withdrawal.

A student who withdraws over the summer may be reported with a Student Attributes – Effective Date Record (FD), a Student Standing Record (FS), and a Student Demographic Record (GI), OR the student may be reported with a single FL record.

NOTE: If FD/FS/GI records are reported, all elements on those records must have values that are valid for the current school year. If a district reports an FL record, that student cannot also be reported with FD/FS/GI records during the current school year.

StudentInformation > EMIS > Maintenance > Student Summer Withdrawal Record

Student Summer Withdrawal Record

From this screen, you can display, add, edit and delete data pertaining to student missing summer withdrawal records.

SSID: XX9999999 ⚡

Student Last Name: Smith

Student First Name: Sally Jo

Withdrawal Date: 07/08/2015 📅 ⚡

Withdrawal Reason: 41 - Transferred to another Ohio school district ▼ ⚡

Withdrawn to IRN: 044222 - Lima City SD 🔍 ⚡

Comment: Parents transferred her out of the district

Save

Save And New

Cancel

Gifted Record Reporting

Task 24 - Update Student Gifted Records

Collection Request	2 nd & Final Window
--------------------	--------------------------------

The Gifted record is used for the reporting of screening, assessed, identified, and served gifted data. All enrolled students, whether gifted or not, must have a gifted record.

Resident districts do not need to report students attending elsewhere full-time if that entity is required to report the record, but they do need to report the gifted record for students going full-time to a JVSD, ESC, or College Credit Plus institution. Community schools are also required to report the Gifted Record. JVSDs and ESCs are not. For districts who run their own mass updates for gifted records, please refer to the Gifted Step by Step Checklist for instructions on maintaining your gifted records. If your ITC does the mass update for you let them know the grade level(s) and which of the Gifted Areas are to be updated to "Y" for Screening.

Screening, Assessment, and Served values on the gifted record should only reflect screening, assessments, and services performed during the current school year.

Identified values carry over from year to year. If a student was identified as gifted in a prior year they are still considered gifted and the original Identified Date must be reported. If any updates are needed for students who have been Assessed or Identified, or for those who have been Identified and are being Served, you will need to manually update those individuals. Manually update any students who are exceptions to the mass screening defaults.

New for FY17: if a student's identified date is prior to January 2000, you can no longer report a date of *****. The specific month and year of identification must now be reported for all areas.

StudentInformation > SIS > Student > Gifted > Student Gifted Record

Student Gifted Record

From this screen, you can display, add, change and delete data pertaining to a student's gifted record.

	Screening	Assessment	Identified	Served	Identified Date
Superior Cognitive Ability	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Specific Academic Ability - Math	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Specific Academic Ability - Science	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Specific Academic Ability - Reading/Writing	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	03/10/2015
Specific Academic Ability - Social Studies	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	03/10/2015
Creative Thinking Ability	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Visual/Performing Arts	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Save

Discard Changes

Restore Default

Task 25 – Run Gifted Students Missing Records Report

Collection Request 2nd & Final Window

StudentInformation > SIS > School > Student Reports > Gifted Students Missing Records

Gifted Students Missing Records

From this screen, you can select parameters to generate a report.

Selection Criteria **Selection Summary** **Load Settings**

School
 ↔

Sorting Options
 ↔
 ↔
 ↔
 ↔

Delivery Method:

Email Address:

Report Format:

Description:

For any student found to have a missing gifted record do either of the following:

- Run the gifted mass update for the default blank rule with the Overwrite Existing

Home > Management > School Administration > EMIS > Gifted > Gifted Mass Update

Gifted Mass Update

This screen allows for a mass update of student gifted records.

Gifted Rules:
 ↔

Overwrite Existing Student Gifted records: ☐ → Caution: Make sure this box is unchecked. Accidentally checking this box will rewrite every gifted record.

Display results: ☒

Instructions: Use this section for resetting all served values on student gifted records.

Grade Level:

- Manually update gifted records for individual students by clicking on Save.

Home SIS Teacher News EZ Query Management EMIS My Account TTC Local Develop Sitemap

SCRAMBLED **Student Information** **SCHOOL 2009-2010** **ID: 00013400** **Gender: F** **Grade: 09** **Counselor: Homeroom: Status: A** **HIGH SCHOOL** **2009-2010 (00)**

Student Gifted Record

From this screen, you can display, add, change and delete data pertaining to a student's gifted record.

Notes: For students identified prior to 2000 with an unknown identified date, enter a date of 1/1/1900.

This student does not have an existing gifted record

Screening Assessment	Identified	Served	Identified Date
Superior Cognitive Ability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
Specific Academic Ability - Math	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
Specific Academic Ability - Science	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
Specific Academic Ability - Reading/Writing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
Specific Academic Ability - Social Studies	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
Creative Thinking Ability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
Visual/Performing Arts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>

 → Click Save to create a default gifted record

Student Special Education Reporting

Task 26 – Create Student Special Education Records

Collection Request	All 'S' Collections
--------------------	---------------------

StudentInformation > SIS > Student > Special Education

Items to note:

1. **SEMD** Special Education Manifestation Determination Date Type is used for students with a disability who have accumulated more than 10 days of suspensions or expulsions. The actual manifestation determination meeting is required to be held within 10 days of the date the district decided to suspend or expel the student that causes the number of suspension/expulsion days for the student for the school year to exceed 10.
2. **NIEP** No IEP is used for students who continue to receive services even though they have no active IEP. Outcome Begin Date would be the same as Event Date. The Outcome End Date is usually left blank.

Non-Compliance IDs to be used with NIEP:

- 10 – Student newly transferred in – IEP adoption determination not complete, service being provided based on prior IEP
- 11 – IEP expired, new IEP not in place – service being provided based on prior IEP
- 12 – IEP current but not reported in EMIS in prior reporting period, services provided based on current IEP

Returning students:

- Any student with a disability or suspected of having a disability who was enrolled in 15/16 and continues to be enrolled in 16/17 should have a Special Education event record reported for all events that occur from July 1, 2016 through June 30, 2017. Not every student with a disability will have a Special Education record reported in the first or second 'S' traditional Collection Request.

Newly enrolled students:

- Students with a disability or suspected of having a disability that were newly enrolled in 16/17 should have at least one Special Education record reported by the end of the Final Collection Request for the school year
- Since the student is new to the district, it is possible to have a record with a date prior to June 1, 2016.

AIEPs may be reported when any of the following have occurred:

- Change to an existing Outcome ID Element
- Change in IEP Test Type Element

- Change to the Secondary Planning Element
- Change in the exemption from consequences of OGT

CIEP – Parent withdrawals consent

A CIEP event is reported when a parent/guardian of a special education student with an IEP withdraws consent to the current IEP. CIEP cannot be reported unless a TIEP, RIEP, or IIEP is already in effect. Once a CIEP Date Type is reported, the student immediately becomes a non-special education student. Accordingly, if a parent changes their mind after withdrawing IEP consent, the student will go through the same process as a student entering special education for the first time. Once a CIEP Date Type is reported, modifications to the FD record and/or the Accommodations Elements on all applicable tests may be needed. When a CIEP Date Type is reported, the only other Student Special Education Record data element reported with a value other than “Not Applicable” is the Outcome ID and Date Elements.

The **Secondary Planning:** element on the Special Education record is used for students age 14 and above and determines when a student will have completed coursework and will graduate, or will have completed coursework but needs additional education services in preparation for employment or enrollment in college.

IMPORTANT: Make sure all events that take place on or before 6/30/17 are entered in StudentInformation and reported in FY17S or these students will appear on your 17S DISAB_NOT_FUNDED report and you will not receive the Special Ed weighted funding for these students.

In addition, if you had students in 16S that were not funded because their spring IEP event was not reported in 15S, make sure you code this year’s IEP event for those students with the ‘09 out-of-compliance code’. This will let ODE know you were not out of compliance - you only failed to report the data correctly in EMIS last year.

ESCs do not report Special Education records for Preschool students. The resident district is responsible for reporting the Special Education records.

Task 27 – Create FE Student Graduation Requirement Record

Collection Request	All 'S' Collections
--------------------	---------------------

End of Course exams and OGT Subject Areas are available in the Assessment Area options for the Special Education Graduation Requirement Records.

StudentInformation > SIS > Student > Special Education

Special Education

From this screen, you can display, add, change and delete Special Education records.

Events | Grad Requirement | Services

IEP Date: _____

Date Type: *

Assessment Area: *
OGT - C - Social Studies/Citizenship
OGT - M - Math
OGT - R - Reading
OGT - S - Science
OGT - W - Writing
End of Course - ALG1 - Algebra 1
End of Course - BIOL - Biology
End of Course - ELA1 - English Language Arts 1
End of Course - ELA2 - English Language Arts 2
End of Course - GEOM - Geometry
End of Course - GOVM - American / United States Government
End of Course - HIST - American / United States History
End of Course - MTH1 - Mathematics 1
End of Course - MTH2 - Mathematics 2
End of Course - PHYS - Physical Sciences

Exemption Flag: *

Save Cancel

gradua ▾

An FE record is to be reported for **any** student who is exempt from the Graduation Requirement. This includes students who are taking Alternate Assessments.

This record is reported whenever an IEP determination is made to add, confirm, or cancel an exemption from the consequences of any graduation assessment and/or individual graduation assessment areas. FE records are reported in all Period S data sets.

If the record is being used to report a granting of an exemption in a particular Assessment Type/Area combination, it is reported in the first school year of the IEP determination and every year thereafter, thereby confirming the IEP team has continued the exemption on the IEP. This is true even if there is no change in the granted exemptions from one IEP to the next. **End of Course Exemptions must exist on the latest IEP event in order for the student to be considered Exempted from the subject assessment. If the student had exemptions on a prior IEP but not on the most recent, the student will no longer be considered exempt from the assessment.**

If the record is being used to report removing or cancelling an exemption in a particular Assessment Type/Area combination, removal of the exemption is reported in the initial year of the IEP change and optionally thereafter.

If a student is never exempted from a particular Assessment Type/Area combination, then it is not necessary to report a Student Special Education Graduation Requirement Record for that combination.

Separate records are submitted per graduation Assessment Type/Area. For example, if the student no longer needs to meet the passing requirements of three of the five OGT subjects, then three records must be reported.

NOTE: When this record is reported, a matching Student Special Education Record (GE), matching on Date and Date Type, MUST be reported for the IEP that reflects the determination of the exemption(s).

NOTE: Who Needs It, Graduation Eligibility, and Transcripts still look at the Required for Graduation checkbox on the test record.

StudentInformation > SIS > Student > Special Education

Special Education

From this screen, you can display, add, change and delete Special Education records.

The grad requirement was successfully saved

Events
Grad Requirement
Services

Add Requirement

	IEP Date	Date Type	Assessment Area	Exemption Flag	Event Match	Last Modified	Active
✕	Sep 16, 2015	IIEP	M	N	✓	10/5/2015 1:11 PM By User: DEBBIE	💡

☒ Show Active Requirements Only
✓ = Record has a matching IEP for date on Events tab.

Task 28 – Verify Special Education Records

Collection Request	All 'S' Collections
--------------------	---------------------

Once Special Ed Event records have been entered, run the Special Education Verification at the district level to check for errors.

Each error listed when choosing Download File – Verification messages is an interactive link which brings you to the student's Special Education record. Correct any of the students who have missing events or have errors on any events for the 16/17 school year and rerun the verification to ensure the errors have been corrected.

If you are running Verify Special Education for a specific S Collection Request, populate the Run Date with the last reportable date for that period

- Traditional First S Collection– 10/31/2016
- Traditional Middle S Collection– 03/31/17
- Traditional Final S Collection– 06/30/17

To view a report of missing Special Ed events, choose the following:

[StudentInformation](#) > [EMIS](#) > [Verify Special Education](#)

Verify Special Education - Batavia Local SD

From this screen, you can verify and update special education information.

Include Buildings:*

☒ **Select All Buildings** ☐ **Clear All Buildings**

☒ **E128 - Batavia Elementary** (*Update not run yet*)

☒ **E127 - Batavia High School** (*Update not run yet*)

☒ **E129 - Batavia Middle School** (*Update not run yet*)

Run Date:*

Screen output:

Number of students per page:

File output:

Download File: ☒ **Verification messages** ☐ **Student Special Ed. Events** ☐ **Student Special Ed. Grad. Req.**

File Download Options

To receive a report of all special education events, not just the students with errors, choose Download File – Student Special Ed. Events.

StudentInformation > EMIS > Verify Special Education

Verify Special Education - Batavia Local SD

From this screen, you can verify and update special education information.


Include Buildings:*

☒ Select All Buildings ☐ Clear All Buildings


☒ E128 - Batavia Elementary (Update not run yet)

☒ E127 - Batavia High School (Update not run yet)

☒ E129 - Batavia Middle School (Update not run yet)



Run Date: * 1/10/2017 


Screen output:



Number of students per page: 50 

File output:

Download File: ☐ Verification messages ☒ Student Special Ed. Events ☐ Student Special Ed. Grad. Req.

Event range:  to 

 File Download Options

Select A File Type  Select A Download Method 

To receive a report listing all of the Student Special Education Graduation Requirements choose Download File – Student Special Ed. Grad. Req.

StudentInformation > EMIS > Verify Special Education

Verify Special Education - Batavia Local SD

From this screen, you can verify and update special education information.


Include Buildings:*

☒ Select All Buildings ☐ Clear All Buildings


☒ E128 - Batavia Elementary (Update not run yet)

☒ E127 - Batavia High School (Update not run yet)

☒ E129 - Batavia Middle School (Update not run yet)


Run Date: * 1/10/2017 



Screen output:

Number of students per page: 50 

File output:

Download File: ☐ Verification messages ☐ Student Special Ed. Events ☒ Student Special Ed. Grad. Req.

 File Download Options

Select A File Type  Select A Download Method 

District & Building Records

Task 29 – Update the District and Building Records: DN, DL & DT

DN District Records

Collection Request	All 'S' Collections
--------------------	---------------------

If an attribute on the Maintenance page contains a value, a record for that attribute will be included in the transfer file. All calendar related attributes will be reported in period C.

If you submit data through a different ITC, the **Reporting ITC IRN:** field will need updated.

The following attributes are required to be reported during the first and second 'S' Collection Request:

- **PHYSEDPLOT** – Report in the organization IRN field the building that is participating in the pilot. A separate record is required for each building participating.
- **INFOTECIRN** – Reporting ITC IRN
- **STUKGBRDAY** – Date Student is required to be five years old to be admitted into kindergarten
- **STULNCHFRE** – Count of students attending this building who are eligible to receive free lunches
- **STULNCHRDC** – Count of students attending this building who are eligible to receive lunches at a reduced price
- **STULNCHNOT** – indicates students are not offered lunch. The count should be zero if lunch is not offered. If reporting STULNCHNOT, do not report any counts in **STULNCHRDC** or **STULNCHFRE**.
- **STUELGEXAC** – Amount of time a student is required to attend the district to be eligible for extracurricular activities
- **STUHOMESCL** – Count of home schooled resident students
- **STUNPNTSRV** – Count of resident and non-resident nonpublic students within district boundaries eligible for special education services but not being served by the district
- **TFRPSESCYS** – Valid IRN of a traditional district or ESC if an ESC is providing preschool special education services for resident children and the district has authorized ODE to transfer funds for preschool special education students to the ESC providing those services
- **TFRPSESCNO** – Valid IRN of a traditional district or ESC if an educational service center (ESC) is providing preschool special education services for resident children and the district has not authorized ODE to transfer funds for preschool special education students to the ESC providing those services

The following attributes are required to be reported during the second 'S' Collection Request:

- **All** attributes for the first 'S' Collection Request AND
- **Feeder School** – value should be left blank for buildings with 12th grade students
- **SIG Time Extended Group** attributes – Required only for districts with a School Improvement Grant
 - **SIGEXTNDYR** - increased learning time by extending the school year
 - **SIGEXTNDDY** - increased learning time by extending the school day
 - **SIGBEFNAFT** - increased learning time in before and after school settings
 - **SIGSUMRSCH** - increased learning time in summer school
 - **SIGWEEKEND** - increased learning time on the week end
 - **SIGOTHERTM** - increased learning time in some other time frame not listed above

The following attributes are required to be reported during the final 'S' Collection Request:

- **All** attributes for the first and second 'S' Collection Requests AND
- **STUNPNTELG** – Count of resident and non-resident nonpublic students within district boundaries evaluated and determined ineligible for special education services
- **STUPSTCBTR** – Count of preschool transition conferences held by 3rd birthday, no disability suspected, no additional evaluation
- **STUPSTCATR** – Count of preschool transition conferences held after 3rd birthday, no disability suspected, no additional evaluation
- **LCLWELLPOL** – Local wellness policy
- **Comprehensive Eye Exam** – required to be reported at district level. These values are a summative count which apply to special education students only.

StudentInformation > EMIS > Maintenance > District and Building Information

District and Building Information

From this screen, you can update your District and Building Information.

District Testing - Year End (DT) | District Organization Info (DN) | Building Organization Info (DN)

Information Technology Center Group

Reporting ITC IRN: 085639 - NOACSC

Student Group

Date student is required to be five years old to be admitted into kindergarten: A - September 30th

Count of home schooled resident students: 9

Amount of time a student is required to attend district to be eligible for extracurricular activities:

Count of resident and non-resident nonpublic students within district boundaries eligible for special education services but not being served by the district: 3

Count of resident and non-resident nonpublic students within district boundaries evaluated and determined ineligible for special education services: 13

Count of preschool transition conferences held by 3rd birthday, no disability suspected, no additional evaluation: 14

Count of preschool transition conferences held after 3rd birthday, no disability suspected, no additional evaluation: 22

Local Wellness Policy

Local Wellness Policy: Yes

Preschool Special Education Agreements

IRN of entity providing Preschool Special Ed Services that district has authorized ODE to transfer funds to:

IRN of entity providing Preschool Special Ed Services that district has NOT authorized ODE to transfer funds to:

Add Cancel

District Transportation

Count of qualified riders: 1235

Miles students are transported: 122685

Comprehensive Eye Exams	
Number of students with an IIEP written within the stated timeframe:	<input type="text" value="68"/>
Number of students with an IIEP written within the stated timeframe who received an eye exam within three months of beginning services:	<input type="text" value="45"/>
Number of students with an IIEP written within the stated timeframe who received an eye exam more than three months after beginning services:	<input type="text" value="14"/>
Number of students with an IIEP written within the stated timeframe who received an eye exam within nine months immediately prior to being identified with disabilities:	<input type="text" value="2"/>
Number of students with an IIEP written within the stated timeframe who did not receive an eye exam due to withdrawing within three months of beginning services:	<input type="text" value="0"/>
Number of students with an IIEP written within the stated timeframe who did not receive an eye exam due to the student's hospitalization:	<input type="text" value="0"/>
Number of students with an IIEP written within the stated timeframe who did not receive an eye exam due to parent refusal:	<input type="text" value="2"/>
Number of students with an IIEP written within the stated timeframe who did not receive an eye exam due to the lack of a conveniently available provider:	<input type="text" value="0"/>
Number of students with an IIEP written within the stated timeframe who have not received an eye exam and are still within three months of beginning services:	<input type="text" value="0"/>
Number of students with an IIEP written within the stated timeframe who did not receive an eye exam due to a reason not accounted for by another attribute name:	<input type="text" value="0"/>

Enter zeroes for fields

SOES only	
Early Entrance for KG:	<input type="text" value="0"/>

DN Building Record:

Due to the new calendar reporting attributes, the items contained in the Teacher Group section and Calamity Group section below do not need to be completed on the DN record. ODE will derive this information using the reported exceptions in the calendar Collection Request.

StudentInformation > EMIS > Maintenance > District and Building Information	
District and Building Information From this screen, you can update your District and Building Information.	
District Testing - Year End (DT) District Organization Info (DN) Building Organization Info (DN)	
School: <input type="text"/>	
Feeder School Group Feeder School: <input type="text"/>	
Teacher Group Professional Teacher Meetings FTE: <input type="text"/> Parent/Teacher conference FTE: <input type="text"/> <small>Only community schools whose contracts are in hours, not days, should report the Professional Teacher Meetings hours and the Parent/Teacher conference hours.</small> Professional Teacher Meetings hours: <input type="text"/> Parent/Teacher conference hours: <input type="text"/>	
Calamity Group Calamity days taken: <input type="text"/> Calamity days made up: <input type="text"/> Shortened days due to weather: <input type="text"/> Shortened days, non-weather: <input type="text"/>	
First Day Next Year Group First Day Next Year: <input type="text"/>	
PE Performance Measures <small>Enter counts for grade bands that are needed. Enter zeroes for the remaining fields in the grade band if no values apply. If the building being reported does not have any students in a specific grade band, leave all fields for that grade band blank. Only enter a value for "Evaluation not conducted at this grade band for the building" if a building in the district includes one or more of the grades in a band, but the students are not evaluated at that building.</small>	
KG-02 Total students scoring limited:	<input type="text"/>
KG-02 Total students scoring proficient:	<input type="text"/>
KG-02 Total students scoring advanced:	<input type="text"/>
KG-02 Total students not evaluated:	<input type="text"/>
KG-02 Evaluation not conducted at this grade band for the building:	<input type="text"/>
06-08 Total students scoring limited:	<input type="text"/>
06-08 Total students scoring proficient:	<input type="text"/>
06-08 Total students scoring advanced:	<input type="text"/>
06-08 Total students not evaluated:	<input type="text"/>
06-08 Evaluation not conducted at this grade band for the building:	<input type="text"/>
03-05 Total students scoring limited:	<input type="text"/>
03-05 Total students scoring proficient:	<input type="text"/>
03-05 Total students scoring advanced:	<input type="text"/>
03-05 Total students not evaluated:	<input type="text"/>
03-05 Evaluation not conducted at this grade band for the building:	<input type="text"/>
09-12 Total students scoring limited:	<input type="text"/>
09-12 Total students scoring proficient:	<input type="text"/>
09-12 Total students scoring advanced:	<input type="text"/>
09-12 Total students not evaluated:	<input type="text"/>
09-12 Evaluation not conducted at this grade band for the building:	<input type="text"/>

SIG Time Extended Group	
Increased learning time by extending the school year:	<input type="text"/>
Increased learning time by extending the school day:	<input type="text"/>
Increased learning time in before and after school settings:	<input type="text"/>
Increased learning time on the week end:	<input type="text"/>
Increased learning time in summer school:	<input type="text"/>
Increased learning time in some other time frame not listed above:	<input type="text"/>
Free and Reduced Price Lunch	
Free Lunch count:	<input type="text"/>
Reduced Lunch count:	<input type="text"/>
<input type="button" value="Save"/> <input type="button" value="Cancel"/>	

The **Feeder School:** value should be left blank for buildings with 12th graders.

The PhysEd Evaluation Group reported under the PE Performance Measures are to be reported during Period S for each city, local, exempted village school district, community school and STEM districts. The Phys Ed Evaluation building records include students who are enrolled in the building for each grade range.

The four bands of grade ranges to be reported are as follows:

- Grades KG-2
- Grades 3-5
- Grades 6-8
- Grades 9-12

Each Grade Band will have 5 different options to be reported. These values indicate the count of students by ability level at each grade band. They are as follows:

- Total students scoring Limited
- Total students scoring Proficient
- Total students scoring Advanced
- Total students Not Evaluated
- Total students not Applicable

On the Building Organization Info (DN) tab, when reporting the values for each grade band, note the following:

1. Only report a value for Grade Bands that are in the building being reported in the Building Organization Info record. Example, if you are completing the high school building DN record, and only have grades 9-12 in that building, you would only fill in values for the 09-12 grade bands. The other grade bands would be left blank.
2. Total Students Not Applicable should only be completed for a grade band if a building in the district includes one or more of the grades in the grade band, but the students are not evaluated at that building. For example, if a district has a Kindergarten only building, but the district elects to evaluate students in 2nd grade only, then at the Kindergarten only building, you would complete the number of

students not being evaluated and insert that on the Total Students Not Applicable field for the KG-02 grade band.

3. If a specific school building's grade levels served as reported in ODE's OEDS system overlap a grade band, the building should either have the first options reported (Limited, Proficient, Advanced, Not Evaluated) or report only the ** (Not Applicable); it cannot be both.
4. Report zeroes if no value applies to an attribute (Limited, Proficient, or Advanced) in the building. For example, if a building only has proficient students in a grade band, enter zeros for the limited and advanced levels in that same grade band.

DT Records

Create a record for each off-year assessment test administered for each grade level. If a district does not have any test records to be reported, a single record must be reported with the 'NT' None Tested value. Third Grade Reading Guarantee Assessments are not included in the DT records.

StudentInformation > EMIS > Maintenance > District and Building Information

District and Building Information

From this screen, you can update your District and Building Information.

District Testing - Year End (DT)

District Organization Info (DN)

Building Organization Info (DN)

Grade Level Assessed:

None Tested

Local Assessment Number:

0

Number Of Students Taking Assessment:

0

Assessed Students With Disabilities Headcount:

0

Administered with Accommodations/Modifications:

No, Accomodations were not available

Accommodations/Modifications Headcount:

0

Alternate Assessments Provided:

No, Alternate Assessments Were not Available

Alternate Assessment Headcount:

0

Save

Cancel

Membership/Program Reporting

Task 30 – Verify and Update Membership Codes with Staff or Program Provider

Collection Request	All 'S' Collections
--------------------	---------------------

All buildings must report student programs from the EMIS Manual, Section 2.9 Student Program Record, for the program codes that have to be reported in each 'S' Collection Request.

Certain program codes require that a staff member be reported. Navigate to **StudentInformation** > **Management** > **School Administration** > **Membership Groups** > **Memberships** and edit the membership code. Check the

Require Staff Member: checkbox and select the staff member from the dropdown.

The following EMIS program codes require a staff member to be reported:

305003 – Career Assessment program code

206XXX – Gifted program codes

220100 – Preschool Itinerant Services program code

StudentInformation requires start dates on all memberships, but not stop dates. Preschool Itinerant 220100 is the only program code which requires effective start and end dates to be reported. Edit the program code through the breadcrumb trail above and check the **Require Dates:** checkbox. If Preschool Itinerant services are given through the ESC, the resident district does not report the program code.

Memberships with Contracted Staff:

Fill out the following default values on the membership:

Credential ID (aka State Staff ID on Staff record in StudentInformation)

Program Provider element

Memberships with Non Contracted Staff

EMIS ID

Program Provider should be *****

NOTE: Any student assigned to the membership will show the default staff member and Program Provider IRN. If the staff member or Program Provider IRN differs from the default value assigned, edit the student's membership record and change the value of the credential id or program provider IRN element.

Task 31 – Add/Update Student Memberships (Programs)

Collection Request	All 'S' Collections
--------------------	---------------------

New for FY17

The following programs should no longer be reported:

- 120030 – Closing the Gap
- 120020 – Seniors to Sophomores
- 121001 – The Metro School

All other Program/Memberships

Student memberships may be entered in multiple places in StudentInformation.

StudentInformation > SIS > Student > Edit Memberships
StudentInformation > SIS > School > Membership Members

It is best to get your program/membership records added now regardless of the Collection the program gets reported in.

Program Codes should be reported according to the following table:

Code Category	Program Series	S Traditional			Report Staff	Report Dates
		Initial	Mid	Final		
Educational Options	115XXX		√	√		
Early College High School	120010		√	√		
Chartered Non-Public or Private Sch	160110		√	√		
Gifted Education Programs	205XXX		√	√		
	206XXX		√	√	√	
Alt. Placement for Students With Disability Conditions	211001		√	√		
Preschool Itinerant Services	220100	√	√	√	√	√
Academic Intervention – Summer	151490		√	√		
Academic Intervention – Regular School Year	152330		√	√		
Reading Improvement and Monitoring Plan Intervention – Summer	151500		√	√		
Reading Improvement and Monitoring Plan Intervention Regular School year	152500-152699		√	√		
Title I Subject Areas	231001-231010		√	√		
Title I Subject Areas – Summer Sch	231101-231110		√	√		
Title I Supporting Areas	232001-232007		√	√		
Title I Supporting Areas – Summer School	2321XX		√	√		
Title I Services	233XXX		√	√		
Title I Students Attending Neglected or Delinquent School	2340XX		√	√		
Title I Students Attending Neglected or Delinquent Summer School	2341XX		√	√		
Limited English Proficient (ESL)	235XXX		√	√		
Emergency Immigrant Education	240XXX		√	√		
Career Technical Programs Except	305XXX	√	√	√	√	

Code Category	Program Series	S Traditional			Report Staff	Report Dates
		Initial	Mid	Final		
305003 – Career Assessment						
CTE – Career Placement	305003		√	√		
CTE Single Parent Subgroup	305010		√	√		
Academic/Extracurricular Programs & Services	405XXX		√	√		
Academic Intracurricular Descriptions	410XXX		√	√		
School Related Service	415XXX		√	√		
Athletics & Related Programs/Interscholastic Athletics	420XXX		√	√		
Previous Dropout Codes	50000X		√	√		

Use the Program Provider IRN field to indicate the service being reported is provided by a contracted entity. Blank values in the Program Provider IRN are not valid. StudentInformation will default a blank value to *****.

The 215XXX Service Codes are no longer EMIS reportable, but can continue to be maintained on the Services tab of the student's Special Education page, if so desired.

Reading Improvement and Monitoring Plan Intervention Programs.

Reading Improvement and Monitoring Plans are required for K-3 students identified by the reading diagnostic assessment as not reading at grade level. Districts and community schools are required to report reading improvement interventions/programs provided during the school year in EMIS during the 'S' data collection. One or more interventions (RIMP) must be reported for any K-3 student identified who is not on track for reading.

Copy Membership functionality

- Allows selected student membership assignments to be copied from the previous year to the current year
- Will not copy memberships from one building to another if student changed buildings this year
- If the membership code has already been added to the student's memberships for the current year, the student will not appear on the list of students available to copy up for that membership.

StudentInformation > Management > Ad-Hoc Updates > Student Membership Copy [Find Students] Q

Student Membership Copy

From this screen, you can promote Student Memberships.

Search Criteria Select Student Memberships

The dual select boxes work independently of one another. To choose only one program code from a membership group, make selection in only the Membership dual select box.

Membership Group

10 - 10
11 - Intervention
12 - Post-secondary Enrollment Options Program
13 - 13

Membership

115002 - Educational travel
115004 - Mentor program
115005 - Tutorial program
120010 - Early College high School

☐ Include Student Memberships with Stop Dates

Search

Task 32 – Run Student Roster by Membership (R102) to verify student memberships

Collection Request	All 'S' Collections
--------------------	---------------------

For each Collection Request, run Student Roster by Membership and verify the student memberships to ensure that the proper students are appearing with the correct membership records.

StudentInformation > SIS > School > Student Reports > Student Roster By Membership (R102)

Report: R102

Printed Mon, Aug 03, 2:20 PM

High School

Student Roster By Membership

STUDENT CONTROL GROUP: 20 Specialized Instructions		Membership Date Range:		ALL DATES					
ID	STUDENT NAME AND ADDRESS	TELEPHONE	AGE	ST	GR	GD	HIGH	STUDENT MEMBERSHIP CODE	EFFECTIVE DATE
11075	Student53555, NATHANIEL 646 S Main St Lima, OH 46804-1241	(555) 555-5555	16	A	11	M		206070 Resource/Pull-Out Room for Gifted Students led by GIS	Start Date: 8/26/2009 Stop Date:

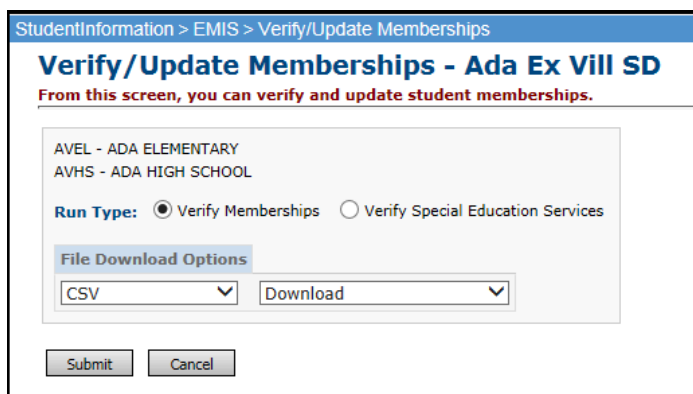
Task 33 – Run MEMBEMIS to verify student memberships

Collection Request	All 'S' Collections
--------------------	---------------------

Process MEMBEMIS to determine if there are any issues with existing student memberships and services that will be reported. If errors are encountered, make the corrections and then rerun MEMBEMIS to verify that the issue has been taken care of.

MEMBEMIS runs in verify mode only. Any EMIS reportable membership added for a student will be included in the transfer file regardless of which Collection ODE will be looking for them in. ODE will ignore any program that is not to be reported in the Collection of a collection.

Running MEMBEMIS



StudentInformation > EMIS > Verify/Update Memberships

Verify/Update Memberships - Ada Ex Vill SD

From this screen, you can verify and update student memberships.

AVEL - ADA ELEMENTARY
AVHS - ADA HIGH SCHOOL

Run Type: ☒ Verify Memberships ☐ Verify Special Education Services

File Download Options

CSV

MEMBEMIS has an option to verify Special Education Services separately from all other memberships. The verification process for Special Education Services can still be used to verify any service codes that you may have entered.

How to correct **Student Membership outside the range of the fiscal year** MEMBEMIS errors:

1. Navigate to **StudentInformation** » **Management** » **School Administration** » **Membership Groups**.
2. Click on the blue link of the membership code in the **Name** column.
3. The page will refresh and you will be brought to the Memberships page where a listing of all memberships for the two-digit code will display
4. Click on the corresponding blue link of the membership
5. The page will refresh and the **StudentInformation** » **SIS** » **School** » **Membership Members** will display.
6. Choose the membership group from the **Membership Group:** dropdown.
7. Select **Membership:** from the dropdown.
8. Click **Go**.
9. Verify each student has a start or end date within the school year.

Discipline Reporting

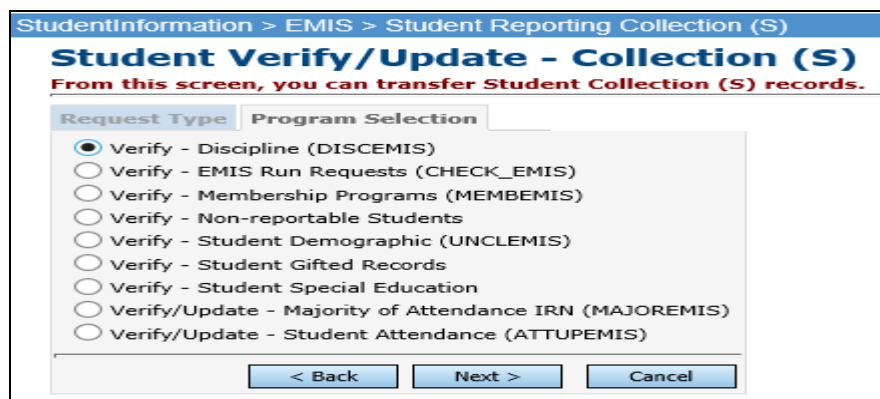
Task 34 – Verify Discipline Data and begin reporting Discipline Data

Collection Request	2 nd & Final S Window
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The reporting of discipline data now occurs earlier in the reporting cycle and is on-going. From now until the end of the school year, districts may verify their discipline information and report any records that exist. The DISCEMIS process is only a verify process, there is no 'update'. Districts should now run DISCEMIS periodically to clear up any errors on any existing discipline incidents.

In addition to DISCEMIS being only a 'verify' process, **all discipline incident data that is to be reported to EMIS MUST be entered as an incident record in the discipline module. This will be the only source for EMIS discipline data.** Records may no longer be added manually on the EMIS Discipline Maintenance records. Refer to the Discipline Step by Step Checklist for instructions on how to add discipline incidents in the discipline module.

To run DISCEMIS in Verify mode, with the district in context, navigate to StudentInformation > EMIS > Student Reporting Collection (S) and select Verify Student Data:



From the DISCEMIS Verify page, select the schools you wish to verify and the output method. Errors will display in the lower portion of the page with interactive links to assist in correcting the records.

Error messages with "W" at the end of the code are warning messages. Corrective action may or may not be necessary.

Error messages ending with "E", must be corrected.

Once you have corrected your errors, include the GD – Student Discipline records in your next 'S' Collection Request Transfer.

Attendance Reporting

Task 35 – Run and save a copy of the District Wide Membership Report (Optional)

StudentInformation > SIS > Attendance > Attendance Reports > District-wide Membership Report (R500)

The District Wide Membership Report (R500) provides you with a report of the days present, excused and unexcused absences for a specified time period. You may wish to run a copy of this report the first day of school, at the end of each 'S' Collection Request and again the last day of school. Since there is no longer a count week for attendance, you may use this report for your own purposes. All attendance updates for the school year should be completed prior to running the R500 for the end of year report.

Report: R500										ELEMENTARY							
Printed Thu, Mar 29, 9:11 AM										District Wide Membership Report							
Grade: KG									Admission - Withdraw		Membership Days						
Id	Student Name	Stat	Prgm	Sex	Grd	Dist of Res.	Cal	Hm Rm	Date	Cde	FTE (%)	All	Pres.	Exc	Tardy	Unexc	
00099019	Student59851, Bailey	A	**	F	KG	043984	DFLT	RADA	08/24/11 -		100	141.0	135.0	6.0	0.0	0.0	
00099034	Student59828, Ethan	A		M	KG	043984	DFLT	REDMA	08/24/11 -		100	141.0	137.0	4.0	1.0	0.0	
00099069	Student59770, Alana	T		F	KG	043984	DFLT	RADA	08/24/11 -		100	141.0	140.5	0.5	4.0	0.0	
00099075	Student59761, Danny	N		M	KG	043992	DFLT	BRINK	08/24/11 -		100	141.0	139.5	1.5	2.0	0.0	
00099092	Student59743, Riley	A		M	KG	043984	DFLT	RADA	08/24/11 -		100	141.0	141.0	0.0	0.0	0.0	

Attendance on the District Wide Membership Report does not take the student's percent of time into consideration.

Note: Attendance will not match the days calculated on the attendance tab if you have absence types which are not reported to EMIS. It will also not match if the student is attending for a reduced percent of time.

Task 36 – ATTUPEMIS Update

Collection Request	Second and Final
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New for FY17: Student's attending CCP part time will have attendance calculated for the time they attending the district and attending CCP. If any absences occurred at the CCP institution that are not in StudentInformation, you must make manual adjustments to the attendance totals on the FS Attendance Tab of the Student Profile.

Run ATTUPEMIS in update mode to calculate attendance for students prior to submitting the data. Your ITC may be running ATTUPEMIS in update mode nightly, however, it is a good idea to refresh your attendance prior to submitting a collection.

Attupemis now calculates attendance in hours instead of days, although the 'days' field displays on the FS Attending tab as a reasonableness check.

Due to the attendance reporting requirements for the Second and Final Collections, Attupemis should be run in update mode **prior to every submission** so that it contains the most up to date attendance information available.

The first screenshot shows the 'Student Verify/Update - Collection (S)' screen. It has a breadcrumb trail 'StudentInformation > EMIS > Student Reporting Collection (S)'. Below the title, it says 'From this screen, you can transfer Student Collection (S) records.' There are two tabs: 'Request Type' and 'Program Selection'. Under 'Request Type', there is a list of radio buttons: 'Verify - Discipline (DISCEMIS)', 'Verify - EMIS Run Requests (CHECK_EMIS)', 'Verify - Membership Programs (MEMBEMIS)', 'Verify - Non-reportable Students', 'Verify - Student Demographic (UNCLEMIS)', 'Verify - Student Gifted Records', 'Verify - Student Special Education', 'Verify/Update - Majority of Attendance IRN (MAJOREMIS)', and 'Verify/Update - Student Attendance (ATTUPEMIS)'. The last option is selected. At the bottom are buttons for '< Back', 'Next >', and 'Cancel'.

The second screenshot shows the 'Verify/Update Student Attendance (ATTUPEMIS)' screen. It has a breadcrumb trail 'StudentInformation > EMIS > Verify/Update Student Attendance'. Below the title, it says 'From this screen, you can verify and update student attendance data.' There is a section for 'Buildings:' with a list: 'T066 - AMITY ELEMENTARY', 'T069 - Deer Park Junior/Senior High School', and 'T067 - HOLMES ELEMENTARY'. Below this is a 'Run Type:' section with two radio buttons: 'Verify Attendance' and 'Update Attendance'. The 'Update Attendance' option is selected. At the bottom are buttons for 'Submit' and 'Cancel'.

Attupemis calculates the attendance for each student using the attributes of the Reporting Calendar the student is assigned to on the FD Attributes tab of the Student

Profile. For a Reporting Calendar to be included in the Attupemis process, the **Include in Attendance Calculation:** ☒ must be checked on the Sub-calendar.

Student Attendance Calculation: The student's School Year Attendance Hours are calculated based on the number of hours of expected attendance for each day they are in session according to their calendar assignment minus the School Year Excused Absence Hours and the School Year Unexcused Absence Hours. The student's FTE is applied to both the number of hours in attendance and the number of absence hours. Any student EMIS exceptions on the Reporting Calendar are included in the calculation.

Example 1A, John Smith is on a calendar that begins August 26 and ends May 15. His reporting calendar has an 'Hours Per Day' value of 6. The school expected to have 180 days in session. The student's FTE is 100%.

This calendar had 2 weather related school delays where they attended 4 hours each day. They also had 2 calamity days that they did not attend at all. EMIS Exceptions were reported for all four of these incidents.

John Smith missed 2 days due to illness (excused absence).

Calculation:

180 days minus the 4 days with EMIS Exceptions = 176 days.
 $176 \times 6 = 1056$ hours

2 days (delay days) with EMIS Exceptions with 4 hours attendance
 $2 \times 4 = 8$ hours

2 days (calamity days) with EMIS Exceptions with 0 hours attendance
 $2 \times 0 = 0$ hours

2 days of excused absences at 6 hours per day
 $2 \times 6 = 12$ hours

$(1056 + 8 + 0) - 12 = 1064 - 12$
 $1064 - 12 = 1052$ hours of attendance and 12 hours of excused absences

Example 1B, Jane Smith is on a calendar that begins August 26 and ends May 15. Her reporting calendar has an 'Hours Per Day' value of 6. The school expected to have 180 days in session. The student's FTE is 75%.

This calendar had 2 weather related school delays where they attended 4 hours each day. They also had 2 calamity days that they did not attend at all. EMIS Exceptions were reported for all four of these incidents.

Jane Smith missed 2 days due to illness (excused absence).

Calculation:

180 days minus the 4 days with EMIS Exceptions = 176 days.

$176 \times (6 \times .75) = 792$ hours

2 days (delay days) with EMIS Exceptions with $(4 \times .75) = 3$ hours attendance

$2 \times 3 = 6$ hours

2 days (calamity days) with EMIS Exceptions with 0 hours attendance

$2 \times 0 = 0$ hours

2 days of excused absences at $(6 \times .75) = 4.5$ hours per day

$2 \times 4.5 = 9$ hours

$(792 + 6 + 0) - 9 = 798 - 9$

$798 - 9 = 789$ hours of attendance and 9 hours of excused absences

Half day calendars. The student's School Year Attendance Hours is based on the number of hours of expected attendance for each day they are in session, minus the School Year Excused Absence Hours and the School Year Unexcused Absence Hours. The student's FTE is applied to both the number of hours in attendance and the number of absence hours. Any student EMIS exceptions on the Reporting Calendar are included in the calculation. Students on these calendars are 50% FTE or less with a Max Absence Level of a half day (0.50).

When applying days shortened or days lengthened EMIS exceptions to a half day calendar, districts must take into consideration that the student is going 50% of time. If a student typically attends 3 hours, but school is delayed for 1 hour, they need to report an EMIS unplanned shortened day with 4 hours instead of 5. If they report 5 hours, the student would receive 2.5 hours attendance, which would be wrong. If they report the exceptions with 4 hours, then the student receives the correct attendance of 2 hours. This is not just for the hours reporting in StudentInformation, but we have been advised that this is how ODE will be calculating hours for the EMIS exceptions as well.

Example 2A, James Smith is on an a.m. calendar that begins August 26 and ends May 15. His reporting calendar has an Hours Per Day value of 6. The school expected to have 180 days in session. The student's FTE is 50%.

This calendar had 2 weather related school delays where they were delayed 1 hour each day. The EMIS Exceptions for C_HSHRTWEA would be reported with 4 hours for each of those delayed days. They also had 2 calamity days that they did not attend at all. EMIS Exceptions were reported for all four of these incidents.

James Smith missed 2 days due to illness (excused absence).

Calculation:

180 days minus the 4 days with EMIS Exceptions = 176 days.

$176 \times (6 \times .5) = 528$ hours

2 days (delay days) with EMIS Exceptions with $(4 \times .5) = 2$ hours attendance

$2 \times 2 = 4$ hours

2 days (calamity days) with EMIS Exceptions with 0 hours attendance

$2 \times 0 = 0$ hours

2 days of excused absences at $(6 \times .5) = 3.0$ hours per day

$2 \times 3 = 6$ hours

$(528 + 4 + 0) - 6 = 532 - 6$

$532 - 6 = 526$ hours of attendance and 6 hours of excused absences

Attupemis Update populates the Current Entity fields circled in the screenshot below.

StudentInformation > SIS > Student > Edit Profile

Edit Student Profile

From this screen, you can display and change information regarding a students profile.

General Additional Custom Private FS-Standing FS-Absence FD-Attributes FN-Attributes FN-Graduate Transportation

	Start Date	Withdraw Date	Withdraw Reason	School Year Attendance Hours	School Year Excused Absence Hours	School Year Unexcused Absence Hours	Other SY Attendance Hours	Other SY Excused Absence Hours	Other SY Unexcused Absence Hours
	7/1/2016		**	658.13	20.25	10.13	0.00	0.00	0.00

☒ Show Current Year Only

Save **Cancel**

Last Modified: 04/21/2016 10:43 AM by User: bataswart

Effective Start Date: 7/1/2016

District Withdraw Date:

The relation between Days and Hours may not be equal due to the accuracy of the calculations and values entered on the calendars. Days are for reference only, hours will be reported.

	Current Entity		Other Entity	
	Days	Hours	Days	Hours
Attendance	97.50	658.13	0.00	0.00
Excused Absence	3.00	20.25	0.00	0.00
Unexcused Absence	1.50	10.13	0.00	0.00

If any additional hours are specified in the 'Other Entity' attendance fields, the values are added to the Current Entity values and reported as a combined total in the FS Transfer file. See the next task for details on manually entered attendance.

Task 37 – Manually enter attendance on the FS Attendance Tab for non-preschool students who attend the ESC, Board of DD Students, JVS Satellite Students and non-public students who are placed at district expense

Collection Request	Second and Final
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Attupemis now calculates attendance in hours instead of days, although the 'days' field displays too. The values in the Other Entity field are manually entered and are not updated by Attupemis. These can be used for reporting attendance for students that are not on a calendar within your district that calculates attendance.

Examples of students who may need to have their attendance calculated manually:

1. JVS Satellite Students
2. Non Preschool Students attending the ESC
3. Students at the Board of DD
4. Non-public Students placed at District Expense

Starting in FY17, attendance will be calculated for the time students attend the CCP as if they are full-time students rather than part time. If the student had an absence while at the CCP and no absence event was reported in StudentInformation for that time, you will need to adjust the hours totals accordingly.

During the transfer process, the FS EMIS record transfer adds together the values in the current entity hours of attendance fields to the other current attendance and reports the total on the FS records.

StudentInformation > SIS > Student > Edit Profile

Edit Student Profile

From this screen, you can display and change information regarding a students profile.

General
Additional
Custom
Private
FS-Standing
FS-Attendance
FD-Attributes
FN-Attributes
FN-Graduate
Transportation

Start Date	Withdraw Date	Withdraw Reason	School Year Attendance Hours	School Year Excused Absence Hours	School Year Unexcused Absence Hours	Other SY Attendance Hours	Other SY Excused Absence Hours	Other SY Unexcused Absence Hours
7/1/2014		**	894.24	17.28	0.00	0.00	0.00	0.00

☒ Show Current Year Only

Save
Cancel

Last Modified: 09/11/2014 9:43 AM by User: batasvart

Effective Start Date: 7/1/2014

District Withdraw Date:

The relation between Days and Hours may not be equal due to the accuracy of the calculations and values entered on the calendars. Days are for reference only, hours will be reported.

	Current Entity		Other Entity	
	Days	Hours	Days	Hours
Attendance	207.00	894.24	0.00	295.00
Excused Absence	4.00	17.28	0.00	6.5
Unexcused Absence	0.00	0.00	0.00	3.00

Majority of Attendance Reporting

Task 38 – Run MAJOREMIS to calculate Majority of Attendance IRN

Collection Request	Second and Final
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Majority of Attendance is the IRN of the building or district where a student is continuously enrolled from the end of October Count Week through the spring test administration date. Due to the various assessments, there are multiple end dates for the Majority of Attendance. The Majority End Dates and subgroups have changed for FY17 reporting. MAJOREMIS will be updated according to the new End Dates. The following chart indicates the end dates used for each of the subgroups of students.

Grade	Test	MOA End Date
Students in grades K-8 and untested students		
Any	Untested	March 19
	Alternate Assessment: ELA, Math	March 19
3-8	Next Gen Spring: All Subject	April 13
Students who were first time ninth graders <i>before</i> July 1, 2014		
9-12	OGT (Reading, Writing, Math, Science, Social Studies); <i>not</i> taking American History or American Government	March 19
9-12	OGT (Reading, Writing, Math, Science, Social Studies); <i>taking</i> American History or American Government	April 13th
Students who were first time ninth graders <i>on or after</i> July 1, 2014		
9-12	Next Gen Fall Block: taking ELA or Math and not taking any spring assessments	April 13
	Next Gen Spring: All spring Assessments	April 13

Additionally, Majority of attendance end date may be determined by a course a student is enrolled in where an end of course exam was administered.

High school end of course exam	High school course(s) expected to take end of course exam		Notes/clarification
	EMIS Course code	Course Title	
English Language Arts I	050160	Integrated English Language Arts I	District course titles may include English 9, Freshman English, Humanities 9
English Language Arts II	050170	Integrated English Language Arts II	District course titles may include English 10, Sophomore English, Humanities 10
Algebra I	110065	Advanced Mathematics 8	All students should be taking an end-of-course exam, either Algebra I or Math I.
	110301	Algebra I	
	110480	Applied Algebra or Applied Mathematics I	These students may not take an end-of-course exam if used as first year of a two-year program.
Geometry	111200	Geometry	
	110490	Applied Geometry or Applied Mathematics II	These students may not take an end-of-course exam if used as first year of a two-year program.
Integrated Math I	110065	Advanced Mathematics 8	All students should be taking an end-of-course exam, either Algebra I or Math I.
	110010	Mathematics I (Integrated math course)	
Integrated Math II	110480	Applied Algebra or Applied Mathematics I	These students may not take an end-of-course exam if use as first year of a two-year program.
	110020	Mathematics II (Integrated math course)	
	110490	Applied Geometry or Applied Mathematics II	These students may not take an end-of-course exam if use as first year of a two-year program.
Physical Science	132220	Physical Science	
Biology	132230	Biology	
	132330	Advance Biology	
American History	150810	History (American)	
	152300	History (Integrated)	
American Government	150300	Government (American)	
	150308	Government/Economics (American)	
	159950	Government & Politics (United States)	

Majority of attendance will never be an IRN outside of the district boundary. When the determination is made, the following rules are applied:

- If the student was continuously enrolled in the building for the designated time period, the student's majority of attendance IRN will be equal to the building IRN
- If the student is continuously enrolled in the district but has changed buildings in the district during the designated time period, the student's majority of attendance IRN will be equal to the district IRN
- If the student was not continuously enrolled within the building or district during the designated time period, the student's majority of attendance IRN will be equal to "*****".

The resident district is responsible for reporting the Majority of Attendance IRN using the above rules for the following students:

- Post-Secondary Institution
- MRDD
- JVS
- Contract Career-Technical
- School age ESC

The ESC is responsible for reporting the Majority of Attendance element for preschool students. **Majority of Attendance fields are used for the Local Report Card, so you will want to be certain the data is as accurate as possible.**



Running MAJOREMIS

MAJOREMIS is located on the Period S Menu of options. When selecting the period S Student Reporting Collection option from the menu, select 'Verify Student Data'. Next, select Verify/Update – Majority of Attendance IRN (MAJOREMIS) from the program selection menu.

Student Verify/Update - Collection (S)
From this screen, you can transfer Student Collection (S) records

Request Type **Program Selection**

- ☐ Verify - Discipline (DISCEMIS)
- ☐ Verify - EMIS Run Requests (CHECK_EMIS)
- ☐ Verify - Membership Programs (MEMBEMIS)
- ☐ Verify - Non-reportable Students
- ☐ Verify - Student Demographic (UNCLEMIS)
- ☐ Verify - Student Gifted Records
- ☐ Verify - Student Special Education
- ☒ Verify/Update - Majority of Attendance IRN (MAJOREMIS)
- ☐ Verify/Update - Student Attendance (ATTUPEMIS)

< Back Next > Cancel

The next tab will display a series of tabs needed to complete both the verify and update process. Each tab works with a specific group of students according to the effective end date of the period Majority is calculated for according to the table above.

Verify/Update Majority of Attendance IRN - (S) Ba
Updates must be completed for each of the student groups below

Grade 3-8 9th Prior to FY15 9th on/after FY15 Untested and Alternate

Grades 3-8 Tab

This tab will verify or update the Majority of Attendance IRN for all students in Grades 3-8 using the correct MOA end date dependent upon the options chosen. Any student not included in one of the ad-hoc membership groups specified on this tab will be included in the calculation for Reading, ELA or Math.

For students in 4th or 6th Grade Social Studies only (Students who are home schooled and attend your district only to take Social Studies), it will be necessary to build an ad-hoc membership group for those students prior to performing the update. All other 4th and 6th grade students will be included in the update. It is not necessary to build an ad hoc group for those grade levels.

Likewise, for students in 5th or 8th Grade Science only (Students who are home schooled and attend your district only to take Science), it will be necessary to build an ad-hoc membership group for those students prior to performing the update. All other 5th and 8th grade students will be included in the update. It is not necessary to build an ad-hoc group for those grade levels.

StudentInformation > EMIS > Verify/Update Majority of Attendance IRN

Verify/Update Majority of Attendance IRN - (N) Batavia Local SD

Updates must be completed for each of the student groups below

Grade 3-8 9th Prior to FY15 9th on/after FY15 Untested and Alternate

Include Buildings:*

- ☒ Select all buildings
- ☒ E128 - Batavia Elementary
- ☒ E127 - Batavia High School
- ☒ E129 - Batavia Middle School

i This tab will verify or update the Majority of Attendance IRN for all students in Grades 3-8.

Update not run yet

Run Type: ☒ Verify ☐ Update (You must have all buildings selected for update)

File Download Options

Select A File Type Select A Download Method

Submit Cancel

9th Prior to FY15

This tab will verify or update the Majority of Attendance IRN for all students who took the OGT or were supposed to take the test and did not ***and*** were first time 9th graders before July 1, 2014 according to their 'Fiscal Year Began 9th' on the FN Attributes Tab of the student profile. The update process will use EMIS subject codes 150300 and 150810 to determine if a student in this group is taking American History or American Government.

If the student ***IS NOT*** taking American History or American Government, their MOA Effective date is March 19th.

If the student ***IS*** taking American History or American Government, the MOA Effective date is April 13th. There are no ad-hoc options on this tab.

9th on/after FY15

This tab will verify or update the Majority of Attendance IRN for all students who took the OGT or who were required to take the test but did not ***and*** who were first time ninth graders on or after July 1, 2014. Their MOA effective date is dependent on specific courses the students may have taken. The subject codes used are from the table above listing all subjects with End of Course Exams.

To update students who are taking courses which have an End of Course Exam, on the requesting screen, select the course/sections for each of the subject areas you wish to include for the students taking the courses. For each of the prompts, the following criteria is used for selecting students:

Next Gen Fall Block ELA or Math, Next Gen Spring ELA or Math, Next Gen Spring Block ELA or Math

Select the course sections which were fall block ELA or Math courses. Courses are included in the selection based on the EMIS subject code assigned to the course or course section EMIS override tab values. Currently, courses are not filtered on course term. We have no way of determining if a course term is a blocked term or not so only specify course sections for the Next Gen Spring Block ELA or Math if the course term is a blocked course term.

Next Gen Spring: Science or Social Studies Only

An Ad-hoc membership only needs to be specified for this prompt if the district has students who only attend for Science or Social Studies courses (ex: Home schooled or non-public students who attend only for Science or Social Studies) and the course term associated with the course section is **not a blocked course term**.

Next Gen Spring Block: Science or Social Studies Only

An Ad-hoc membership only needs to be specified for this prompt if the district has students who only attend for Science or Social Studies courses (ex: Home schooled or non-public students who attend only for Science or Social Studies) and the course term associated with the course section **is a blocked course term**.

Contact your Special Ed Coordinator for a list of alternate assessment students.

Grade 3-8

9th Prior to FY15

9th on/after FY15

Untested and Alternate

Include Buildings: *

☒ Select all buildings

☒ E128 - Batavia Elementary

☒ E127 - Batavia High School

☒ E129 - Batavia Middle School

This tab will verify or update the Majority of Attendance IRN for all students who were first time 9th graders on or after July 1, 2014. It will determine the MOA end date to use based on the options chosen below.

Next Gen Fall Block ELA or Math

Subject Codes Available

E127 - 0005 - 23 - ENGLISH 9
E127 - 0005 - 53 - ENGLISH 9
E127 - 0005 - 93 - ENGLISH 9
E127 - 0009 - 43 - CP ENGLISH 12

Subject Codes Selected

Next Gen Spring ELA or Math

Subject Codes Available

E127 - 0005 - 23 - ENGLISH 9
E127 - 0005 - 53 - ENGLISH 9
E127 - 0005 - 93 - ENGLISH 9
E127 - 0009 - 43 - CP ENGLISH 12

Subject Codes Selected

Next Gen Spring Block ELA or Math

Subject Codes Available

E127 - 0005 - 23 - ENGLISH 9
E127 - 0005 - 53 - ENGLISH 9
E127 - 0005 - 93 - ENGLISH 9
E127 - 0009 - 43 - CP ENGLISH 12

Subject Codes Selected

Next Gen Spring: Science or Social Studies Only

-- Select an Ad-Hoc Membership --

Public And Private

Next Gen Spring Block: Science or Social Studies Only

-- Select an Ad-Hoc Membership --

Public And Private

Untested and Alternate Assessment

This tab will verify or update students who are in the untested grade levels of KG, 01, 02, PS and Alternate Assessment students. It is recommended that this task be updated last, however, you may process the tabs out of order. To update the students who took the alternate assessments, add them to the Alternate Assessment ad-hoc membership group used on this tab. If the students were supposed to take an alternate assessment but did not test, include them in the ad-hoc group anyway. Untested students and alternate assessment students all have the same Majority of Attendance Effective end date of March 19th.

FY17 Period S Checklist
For Traditional Districts, JVSDs & ESCs

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Version 16.3.4 Rev.4/3/2017
StudentInformation ©

StudentInformation > EMIS > Verify/Update Majority of Attendance IRN

Find Students: [] Go To: []

Verify/Update Majority of Attendance IRN - (N) Batavia Local SD

Updates must be completed for each of the student groups below

Grade 3-8 | 9th Prior to FY15 | 9th on/after FY15 | Untested and Alternate

Include Buildings:*

- ☒ Select all buildings
- ☒ E128 - Batavia Elementary
- ☒ E127 - Batavia High School
- ☒ E129 - Batavia Middle School

! This tab will include students in all untested grade levels and use the appropriate MOA end date for any student listed in the Alternate Students ad-hoc group if chosen. This update should be run last to ensure all students listed in the Alternate ad-hoc group are given the correct MOA value.

Ad-Hoc Membership for Alternative Assessment Students:

-- Select an Ad-Hoc Membership --

Public And Private ☐

Update not run yet

Run Type: ☒ Verify ☐ Update (You must have all buildings selected for update)

File Download Options

Select A File Type Select A Download Method

Running MAJOREMIS In Verify Mode

On each tab, a verify option is available. Rather than working with the entire district, MAJOREMIS works with only the students affected by the tab you're currently working on. In addition, when running MAJOREMIS in Verify mode, you can verify each building individually or all buildings at the same time. When you select the option to verify, the output report you receive only indicates the students being updated by that tab. The following columns will appear on the Verify report:

- StudentNumber – student's local ID number
- EMISId – Student's EMIS ID
- DisplayName – Student's name
- IRN – School IRN of the student
- Building – Building Code
- StateEquivalentGradeLevel – Grade level reported to EMIS for student
- IRNMajorityAttendance – the calculated Majority of Attendance IRN that will be updated to the student when processed in Update mode
- MatchTypeID – Internal value indicating the type of match that was determined for the student. Values are:
 - 1 – School IRN will be used for MOA IRN for the student
 - 2 – District IRN will be used for MOA IRN for the student. The student was continuously enrolled in the district but was not continuously enrolled in a specific building
 - 3 - ***** will be used for MOA IRN as student was not continuously enrolled in the district

Running MAJOREMIS In Update Mode

On each tab, when processing MAJOREMIS in Update mode, all buildings must be selected to update. Once the update is complete, an output report is created to show the results of the students updated for that tab. Each tab may be processed in update mode again independently of another tab.

Data Submission

Task 39 – Run CHECK_EMIS for Period S

Collection Request	All 'S' Collections
--------------------	---------------------

CHECK_EMIS is available on each reporting period menu. The version under each menu will check only those processes specific to that particular reporting period.

Run CHECK_EMIS to get an audit trail of what processes have been performed for each building in your district. The CHECK_EMIS page lists which EMIS Verify, Update, and Transfer processes have been run. The CHECK_EMIS report will provide you with a listing of when each process was run, what time, and which user completed the process for each building in the district.

At this point in the checklist, it is important to verify the following has been completed:

1. Make sure all processes have been run in Verify mode where applicable for each building
2. Make sure all update processes have been run in Update mode where applicable at least one time for the district
3. Make sure all the necessary transfers were performed after the update processes were run
4. **If updates were rerun, also make sure transfers were rerun as well**
5. If any processes were run too early, make sure they are rerun during the appropriate timeframe.

CHECK_EMIS may be processed at any time during the reporting period for a status report.

The left screenshot shows the 'Student Transfer - Collection (S)' screen. It has a blue header bar with the text 'StudentInformation > EMIS > Student Reporting Collection (S)'. Below the header, the title 'Student Transfer - Collection (S)' is displayed in blue. A red instruction line reads 'From this screen, you can transfer Student Collection (S) records.' There are two tabs: 'Request Type' and 'Program Selection'. Under 'Request Type', there are two radio buttons: 'Verify Student Data' (which is selected) and 'Transfer Student Data'. At the bottom are 'Next >' and 'Cancel' buttons.

The right screenshot shows the 'Student Verify/Update - Collection (S)' screen. It has a blue header bar with the text 'StudentInformation > EMIS > Student Reporting Collection (S)'. Below the header, the title 'Student Verify/Update - Collection (S)' is displayed in blue. A red instruction line reads 'From this screen, you can transfer Student Collection (S) records.' There are two tabs: 'Request Type' and 'Program Selection'. Under 'Request Type', there is a list of radio buttons: 'Verify - Discipline (DISCEMIS)', 'Verify - EMIS Run Requests (CHECK_EMIS)' (which is selected), 'Verify - Membership Programs (MEMBEMIS)', 'Verify - Non-reportable Students', 'Verify - Student Demographic (UNCLEMIS)', 'Verify - Student Gifted Records', 'Verify - Student Special Education', 'Verify/Update - Majority of Attendance IRN (MAJOREMIS)', and 'Verify/Update - Student Attendance (ATTUPEMIS)'. At the bottom are '< Back', 'Next >', and 'Cancel' buttons.

Task 40 - Period S Transfer

Collection Request	All 'S' Collections
--------------------	---------------------

Once you have completed the data updates, transfer your data to the Data Collector. Navigate to the Student Reporting Collection (S) menu and choose Select All Transfers. Individual file transfers for a specific record type may be performed as needed.

Task 41 – Run the Collection

Collection Request	All 'S' Collections
--------------------	---------------------

Before running the Data Collector make sure the most recent version of the manifest is downloaded.

1. While logged into the Data Collector, click on the **Collection Requests** tab.
2. Begin the collection.
3. Mark the Data Sources section.

All Files data sources		
Data Sources	Availability	Collection Status
<input checked="" type="checkbox"/> BA-Files	Ready	Not Started

4. Once the collection has been completed, proceed to the Prepare step.
5. Once the Prepare has completed, review the Level 1 Validation errors.
6. Return to StudentInformation to make corrections and updates resolving the Level 1 Validation errors.
7. After creating a new transfer file in StudentInformation and submitting it to the Data Collector, begin a new collection.
8. If satisfied with the results, go ahead and submit the collection to ODE for processing.
9. Once the collection has been processed by ODE, you should receive Level 2 Validations errors. Review the Level 2 Validation errors and make corrections in StudentInformation.



Don't forget – once you correct errors and rerun any required updates in StudentInformation, a new transfer to the Data Collector must be performed. Once the transfer is complete rerun your collection.



FY17 Period S Reporting Checklist for Traditional districts, JVSDs and ESCs – Final Window

Change Log

Date	Section Number/Name	Change Description
4/18/17	Overall Document	Updates following EMIS Checklist Training
4/6/17	Overall Document	Overall document for end of year updates
4/3/17	Task #8	Updated No. 8 to have correct year
3/22/17	Task #38	Majority of Attendance, updated the EOC Exam Chart
1/11/17	Task #29	Removed Transportation attributes no longer to be reported. Clarified Physed Evaluation Group Reporting
1/20/17	Overall Document	Updated with changes since beginning of school year
9/6/2016	Overall Document	Updated with changes for FY17

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Period S Checklist for Traditional Districts, JVSDs and ESCs

Collection Requests

	Traditional First Window	Traditional Second Window	Traditional Final Window
Collection Request Record Types to Include	Sept. – Dec.	Jan. – April	May - July
Each Collection Request will include transactions from July 1 through the end of the Collection Request. Reporting is on-going meaning there is no cut-off date. As students are enrolled in your district, their data will be included in the next transfer regardless of enrollment date.	GI	GI	GI
	GJ	GJ	GJ
	FS	FS	FS
	FD100, FD130, FD110, FD070, FD060, FD170, FD090	FD	FD
	FN270	FN270, FN370, FN140, FN380, FN290, FN110, FN220, FN360, FN310, FN120	FN140, FN290, FN110, FN080, FN210, FN220, FN360, FN310, FN390, FN120, FN370, FN270, FN380
	GE	GE	GE
	FE	FE	FE
	FC	FC	FC
	FL	FL	FL
	DN (Select attributes by period) Include: INFOTECIRN STUKGBRDAY STULNCHFRE STULNCHRDC STULNCHNOT STUELGEXAC STUHOMESCL STUNPNTSRV TFRPSESCYS TFRPSESCNO Calendar Group Calendar Group – Teachers Calendar Group - Students	DN (Select attributes by period) Include: INFOTECIRN STUKGBRDAY STULNCHFRE STULNCHRDC STULNCHNOT STUELGEXAC STUHOMESCL STUNPNTSRV TFRPSESCYS TFRPSESCNO All Feeder School Group Attributes All SIG Time Extended Group Attributes	DN (Select attributes by period) Include: INFOTECIRN STUKGBRDAY STULNCHFRE STULNCHRDC STULNCHNOT STUELGEXAC STUHOMESCL STUNPNTSRV STUNPNTTELG STUPSTCBTR STUPSTCATR LCLWELLPOL TFRPSESCYS TFRPSESCNO CCPDENIALS CCPREIMBCT CCPRESTITU All Feeder School

	Traditional First Window	Traditional Second Window	Traditional Final Window
			Group Attributes All SIG Time Extended Group Attributes Phys Ed Evaluation Group Attributes Initial Eye Exam Group Attributes
	GQ (limited codes)	GQ	GQ
		FB	FB
		GG	GG
			DT
		GD	GD

Student Record Updates

Community Eligibility Provision

Beginning in FY17, any district/building that participates in the Community Eligibility Provision (CEP) of the school lunch program will need to verify they have reviewed every student they are reporting as economically disadvantaged. Please see the new codes in task 9 – Update Disadvantage Values.

Services Only Students

Students who attend non-public school but receive special education services from your public school need to be reported. They should have a zero FTE since they are not being instructed and are only receiving services.

Home-schooled and Non-public Students

Districts are not required to report home schooled and non-public students who are participating in extra-curricular activities only.

Autism Scholarship Students

Autism Scholarship Program students (ASP) are required to be reported to EMIS, and are included in the Federal October Child count. They should not be withdrawn from the resident district. See EMIS Manual section 2.1 for details.

Jon Peterson Scholarship Students

If you are the resident district sending a student out on a JPS, use EMIS situation 473, even if the JPS program is housed at a non-pub. If your district is not the resident district of a JPS student at a non-pub, use a services only EMIS situation.

Preschool students found to be ineligible for service

PS students found ineligible for services must be admitted and withdrawn on the same day. Remember to put these students on a non-attending calendar so they aren't reported with any attendance hours when ATTUPEMIS runs.

NOTE: If the PS student doesn't have an SSID, register the student and wait for an SSID to be returned before withdrawing the student. The SSID Locator does not process withdrawn students.

College Credit Plus Students

Students attending elsewhere as College Credit Plus students (formerly PSEO) must be reported as attending elsewhere for the percent of time they are taking college credit

courses – even if they are taking courses after school hours. Schools will still be funded 100% for the time at their district and the time at the CCP Institution.

STEM School Students

There are two different types of STEM schools

1. District STEM School: STEM school that *is not* considered a building in a regular district
 2. Building STEM School: STEM school that *is* part of a regular district.
- Students who attend a District STEM School are withdrawn from their resident district using the normal withdrawal procedures using a withdraw code of “41”.
 - District STEM Schools report students as non-residents attending using a “How Received” value of “K”. The How Received IRN is the IRN of the student’s resident district.
 - Students from other districts who attend a Building STEM School do so through Open Enrollment and are not withdrawn from their resident district.
 - If a resident student attends a Building STEM School, the STEM building IRN is used for the Accountability IRN and the Attending Building Area IRN.

Task 1 – Verify Student Admission and Withdrawals

Collection Request	All 'S' Collections
--------------------	------------------------

Verify student admissions and withdraws. Because of the addition of the new Student Cross Reference system reporting, it is no longer appropriate to whack no-shows. Once a student is reported for the school year, you must continue to report them all year long.

Withdrawal Codes to Note

- 35 – Resident student withdrew from educating entity with a Reason Code that indicates the resident district no longer has a responsibility for the student
- 77 - Withdrew due to 3314.26 (non-tested 2-year e-school)
- 38 - Student promoted beyond max grade/entity closing
- 81 - Student reported in error- never should have been reported
- 39 - Non-enrolled student no longer receiving services
- 79 - Reason for enrollment (received reason) no longer valid

A. Verify the following types of students are withdrawn from 16/17:

- i **No shows** - Students who are new to the district in 16/17 but NEVER show up. These students must be reported in SCR.
 - Scenario # 11 from the **16/17 Withdrawal Scenarios** doc
- ii. **Prior Year Withdrawals** – Students who withdrew from the district on or before the last day in 15/16 but were already promoted to 16/17 should be whacked from 16/17 unless they have already been included in SCR.
 - Scenario #5 from the **16/17 Withdrawal Scenarios** doc
- iii. **Summer Withdrawals**- Students who were enrolled in 15/16 but withdrew over the summer and will not be attending in 16/17.
 - Scenario #2 from the **16/17 Withdrawal Scenarios** doc
- iv. **Summer Graduates** – Students who were enrolled in 15/16 but withdrew from the district prior to the first day of the new school year and who have a Summer diploma date and diploma type. The student's graduate information is reported in 16G but their withdrawal information is reported in 17S.
 - Scenario #34 from the **16/17 Withdrawal Scenarios** doc
- v. **Newly Enrolled – Late Start** - A new student enrolls and is supposed to start the first day of school but doesn't show until the third day.
 - Scenario #17 from the **16/17 Withdrawal Scenarios** doc

B. Process Students who were supposed to graduate last year but didn't

Students who have met all their course requirements and were supposed to graduate in 15/16, but didn't because they didn't pass the testing requirements should be handled as follows:

- i. *Enrolled in courses* - If the student is enrolled in courses in the 16/17, report the student with Grade Level 13 on the FD tab. Do *not withdraw the student*. Report summer test results in 17A, Assessment Collection Request
- ii. *Dropout* - If the student drops out in the 16/17 school year, report the student as Grade Level 13 on the FD tab – State Equivalent Grade Level and a withdrawal date and withdraw reason of
75 – Student Completed course requirements but did NOT pass the appropriate statewide assessments required for Graduation on the student's latest FS record.
Change the EMIS Grade Next Year on the FN tab to "DR".

C. Register students who were previously withdrawn and have returned to the district, including expelled students

- i. Previously withdrawn in 15/16 but returning to the district in 16/17
 - o Scenario #3 from the **16/17 Withdrawal Scenarios** doc
- ii. Expelled in 15/16 and is not receiving instructional services but returned to the district in 16/17
 - o Scenarios #14 and #15 from the **16/17 Withdrawal Scenarios** doc

Refer to the Admissions and Withdrawals section of the EMIS Manual (2.1.1) and the 16/17 Withdrawal Scenarios document for more admission and withdrawal scenarios.



Task 2 – Reporting Preschool Students

Collection Request	All 'S' Collections
--------------------	---------------------

New Reporting Instructions for Preschool Students beginning in FY17

New 'How Received' codes for reporting PS students in Early Childhood Education have been introduced this year.

Students in ECE, regardless of the resident district are to have 'E' reported for their How Received Element. A student cannot be enrolled in more than one program at a time. In addition, a student can have a How Received value of 'E' and receive special education services.

If a resident preschool student is enrolled in Federal Head Start, then '**' is reported for the How Received Element.

Non-resident preschool students enrolled in a traditional district who are not ECE, should be reported with the appropriate How Received value for their situation as well as the How Received IRN. Any of the EMIS Situations contained in the EMIS Situations document for traditional districts can be used for preschool students.

Students enrolled in an ESC who are not in an ECE program are to have 'H' reported for the How Received element. Students who are not in an ECE program and are enrolled in a traditional district that is not their resident district are to be reported with a How Received code that accurately reflects how they arrived at the district (i.e., through open enrollment, court placement, etc.). If the student is enrolled in special education and ECE, then 'E' is reported for the How Received element.

Options 'E' and 'H' are only valid for Preschool students. A How Received IRN value is also required to be reported. These options take precedence over reporting the type of entity.

How Received Values exclusively for PS students:

- E – Preschool ECE Early Childhood Education Grant
- H – ESC Providing Instruction and Related Services (ESC Only)
- I – Student receiving non-instructional, supplementary or related services

In the student's district of residence, How Received options used currently for school aged students are also now available to be reported.

Task 3 – Obtain and Verify SSID's

Collection Request	All 'S' Collections
--------------------	---------------------

Obtain:

If all the following required fields are filled in during registration, an SSID will automatically be assigned as part of the registration process by the SSID Locator.

First Name or Legal Name if first name is not the legal name.
Middle Name or Legal Name if middle name is not the legal name
Last Name or Legal Name if last name is not the legal name
Date of Birth
Gender
Native Language
Ethnicity
Birthplace City
Admission Reason

JVSs and ESCs must collect all required fields to obtain an SSID during the registration process. For exceptions, the StudentInformation SSID extract may be used. If students are sent to the JVS from the home school using the Student Transfer process in StudentInformation the SSID, if available, will come over with the student.

- a. Perform a sweep of students missing an SSID. IBM will bulk assign the SSIDs. Search for State Student ID Export in the Go To Box
- b. Log into the IBM site to obtain the SSIDs manually for individual students

All students must have the mandatory fields filled in to get an ID.

A. Verify:

Run the SSID report to verify all students have an SSID. The report will list students missing elements which would prevent them from receiving an SSID. Once the missing elements are filled in, the SSID Locator system will automatically obtain an SSID and write it to the latest FS record.

B. How to Add/Update an SSID:

- i. Records returned by the Locator: If an SSID is returned for a student by the locator, only the current FS record will be updated. Manually enter the SSID by editing the remaining FS records for the student where no SSID is specified.
- ii. Students previously assigned an SSID now assigned a new SSID: If the student was previously assigned an SSID and now has a different SSID, add a new FS record recording the new SSID to indicate a change in the value. Do not change the SSID value on prior records so that the old SSID associated with the student may still be reported. Invalid SSIDs should be deactivated manually in the IBM system.

Task 4 - Verify Non-reportable Students

Collection Request	All 'S' Collections
--------------------	---------------------

The Verify Non-reportable Students page lists each student who is enrolled in the current school year but their **Report To EMIS:** checkbox on the **FN-Attributes** tab is unchecked.

Any student listed that needs to be reported to ODE may be updated by marking the **Report To EMIS:** checkbox next to their name and clicking Save.

StudentInformation > EMIS > Student Reporting Collection (S)

Student Verify/Update - Collection (S)

From this screen, you can transfer Student Collection (S) records.

Request Type Program Selection

- ☐ Verify - Discipline (DISCEMIS)
- ☐ Verify - EMIS Run Requests (CHECK_EMIS)
- ☐ Verify - Membership Programs (MEMBEMIS)
- ☒ Verify - Non-reportable Students
- ☐ Verify - Student Demographic (UNCLEMIS)
- ☐ Verify - Student Gifted Records
- ☐ Verify - Student Special Education
- ☐ Verify/Update - Majority of Attendance IRN (MAJOREMIS)
- ☐ Verify/Update - Student Attendance (ATTUPEMIS)

< Back Next > Cancel

StudentInformation > EMIS > Verify Non-Reportable Students

Verify Non-Reportable Students - Ada Ex Vill SD

From this screen, you can verify students not marked reportable to EMIS.

☒ Select All Buildings ☐ Clear All Buildings

☒ AVEL - ADA ELEMENTARY ☒ AVHS - ADA HIGH SCHOOL

Verify Cancel

2 Records Displayed

Report to EMIS	Building	Student Number	Student Name	How Received	Percent of Time	EMIS Situation	Admission Date	Withdrawal Date	Status
<input type="checkbox"/>	AVEL		Spade, Kevin	*	100	5 - Resident attending Full Time	08/27/2008		A-ACTIVE RES
<input type="checkbox"/>	AVHS		Elliott, Sam	*	0	88 - Resident attending JVS F/T	10/07/2013		V-APOLLO VOCATIONAL

☐ Select all students

Save Report to EMIS

Task 5 – Run the STAT report to verify students’ EMIS situation assignments

Collection Request		All ‘S’ Collections
--------------------	--	---------------------

The STAT report provides a list of students and their EMIS situation. The report may be used to verify that each student has the proper EMIS situation assigned. The report will include the EMIS situation from the latest FS record for the current school year.

Any student missing an EMIS Situation will have a blank value in the EMIS Situation Description column. Students missing FS records will also have a blank value in the EMIS Situation Description column.

StudentInformation > SIS > School > Student Reports > Student Status/Attendance Code (STAT)

REPORT: DASL – REPO STAT				HIGH SCHOOL		RUN AT 7:52 AM 3/29	
				STUDENT STATUS / ATTENDANCE CODE		PAGE	1 OF 43
ID	STUDENT NAME	GN	GR	EMIS SITUATION DESCRIPTION	DISABILITY CONDITION		
889091629	Aab, Anthony (Kyle)	M	11	5 - Resident attending Full Time	**		
889091628	Student22988, JOSHUA	M	09	151 - Resident open enrolled elsewhere F/T	**		
889091627	Student22989, KENZIE	F	09	151 - Resident open enrolled elsewhere F/T	**		
889091619	Student22990, JOSEPH	M	10	151 - Resident open enrolled elsewhere F/T	**		
889091611	Student22991, James	M	11	151 - Resident open enrolled elsewhere F/T	**		
889091610	Student22992, Salvatore	M	10	151 - Resident open enrolled elsewhere F/T	**		
889091579	Student23004, Mychalela	F	10	151 - Resident open enrolled elsewhere F/T	**		
889091575	Aabb, Jinkyung (Kristina)	F	09	5 - Resident attending Full Time	05		
889091561	Student23014, Kevin	M	12	151 - Resident open enrolled elsewhere F/T	**		
889091558	Student23016, Alicia	F	10	151 - Resident open enrolled elsewhere F/T	09		
889091554	Student23019, Kayla	F	09	151 - Resident open enrolled elsewhere F/T	**		

Task 6 – Verify the Percent of Time Field for students who don’t attend 100% of time

Collection Request	All ‘S’ Collections
--------------------	---------------------

The percent of time (FTE) field indicates the percent of time the student is instructed by *your* district’s employees. The **Percent of Time:** field is shared by all buildings in the district.

Recent changes in ODE’s definition of Percent of time can be found in section 2.4 Student Standing FS Record chapter of the EMIS manual on ODE’s Website.

The Percent of time field is shared by all buildings in the district. If a student is enrolled in more than one building within the district at the same time, the Percent of time should reflect the total time he is receiving instruction in both buildings.

UNIQUE SITUATIONS:

1. Non-preschool ESC students: The **Percent of Time:** at the resident district should include the time spent receiving instruction from ESC staff.
2. Resident students who attend College Credit Plus and also the JVS:
The resident district must report the percent of time the student spends at the College Credit Plus institution in the **Sent To 2: Percent of Time:** field. The **Sent To 1: IRN:** would point to the JVS but since the JVS is an EMIS reporting entity, the **Sent To 1: Percent of Time:** would be zero.
3. Students who attend multiple buildings within the same district:
The **Percent of Time:** field should reflect the total time spent receiving instruction by all buildings in the district – not just the building the student spends the majority of time in.
4. The amount of time spent at the following entities is NOT included in the student’s percent of time.
 - a) BDDs (formerly known as MRDD)
 - b) Entities providing contracted career technical instruction
 - c) Pilot program site

Task 7 – Verify/Update County of Residence on FS tab

Collection Request	All 'S' Collections
--------------------	---------------------

Note: The last Casino Count for the school year is taken in May. Make sure all students have the correct county of Residence.

The code reported should be the code for the county in which the student is actually living.

- If the student is living with parents, report the county of the parents' home address. If the parents are not living together, report the county of the parent who has primary custody of the student.
- For a student who is not living with parents, report the county in which the student is domiciled. If foster placed, for example, it would be the county of the home of the foster parent(s).
- If a student is homeless and has an established residence, such as a homeless shelter or is in a doubled-up situation, the county of that residence should be reported. Otherwise report the county code where the student spends the night.
- If the domicile of the student is out of state, use "***".

DYS does not need to report this element. For students with a Sent Reason (FS200 or FS230) = "FP", the value in this element will not be used.

If the County of Residence Code changes during the duration of the student's enrollment in the district, the existing Student Standing record should be closed and a new one opened using the new Effective Start Date as the day the student began to live at the new address.

District Relationship:	1 - Stud. rcvg instr. in whole/part from rep. dist. ▼	District of Residence:	045328	-	Columbiana Ex Vill SD	Q
How Received:	* - Not Applicable ▼	How Received IRN:	*****	-		Q
Percent of Time:	100	Tuition Type:	N - Non-tuition student (default) ▼			
Attending Building IRN:	007062 - Columbiana High School ▼	Assigned Building IRN:	***** ▼			
County of Residence:	* 15 - Columbiana ▼					

Task 8 – Update Fiscal Year Began 9th for all incoming Freshmen

Collection Request	Second & Final Collection
--------------------	---------------------------

Districts should begin reporting this element in the second window, however you will receive UNCLEMIS errors in the first window for students who require an update. Use the Student Profile Bulk Update process to mass update the field value for all 9th grade students entering 9th grade this school year.

1. Navigate to **StudentInformation** > **Management** > **Ad-Hoc Updates** > **Student Profile Bulk Update**.
2. Create an ad-hoc of all 9th graders in 16/17 and select the ad-hoc membership from the **Ad Hoc:** dropdown.
3. Click **Next >** until the **FN-Attributes-No Date** tab displays.
4. Place a check in the box below **Fiscal Year Began 9th:** and enter 2017.
5. Click **Next >** until the **Review updates** tab displays.
6. Click **Submit**.
7. The following message will display

Student Profile Bulk Update was completed successfully.

8. Finally put a 9th grader in context and go to the **FN-Attributes** tab and verify the **Fiscal Year Began 9th:** field was populated with 2017.

Be sure you do NOT include any **retained** 9th graders from 15/16 in your ad-hoc file. You don't want to change the year they began 9th as it should remain 2016 for retained 9th graders.

Task 9 – Update Disadvantage Values on the FD Tab

Collection Request	All Collections
--------------------	-----------------

Beginning FY17, new disadvantage codes have been added to report that students have been verified as economically disadvantaged. Validation was optional for FY16 but mandatory for FY17. If your school is a CEP district, verification for each student is required to ensure students you have documentation proving students have an economic disadvantage. The new codes are:

4 – Economic Disadvantage in a CEP building or LEA where the student has not been determined to meet one of the 4 conditions listed in the Economic Disadvantage reporting instructions

5 – Both Economic and Academic Disadvantage in a CEP building or LEA where the student has not been determined to meet one of the 4 conditions listed in the Economic Disadvantage reporting instructions

6 – Economic Disadvantage in a CEP building or LEA where the student has been determined to meet one of the 4 conditions listed in the Economic Disadvantage Reporting Instructions.

7 – Both Economic and Academic Disadvantage in a CEP building or LEA where the student has been determined to meet one of the 4 conditions listed in the Economic Disadvantage Reporting Instructions.

Students who meet any of the following conditions must be reported as Economically Disadvantaged:

- Eligibility for Free or Reduced-Price Lunch
- Resident of a household in which a member is eligible for Free or Reduced Price lunch
- Student who is a known recipient of Public Assistance
- Title I Application student

Academic Disadvantage is only to be reported for Career-Technical students and refers to a student who is having an academic problem that is not due to an identified disability condition. A career-technical student should only be reported as academically disadvantaged if he/she:

- Lacks knowledge in one or more of the academic areas of Mathematics, English/Language Arts, Science or Social Studies, and
- Performs two or more years below grade level on standardized tests.

Task 10 – Verify Race/Ethnicity for newly enrolled students

Collection Request	All 'S' Collections
--------------------	---------------------

Any newly enrolled student or a student whose District of Residence changes must have their Race/Ethnicity recollected.

The Local Ethnic Category field is not used for EMIS purposes but is the value used on most StudentInformation reports.

Recollected:

Gender:	F	Birthdate:	1/19/1993	Age:	17
Local Ethnic Category:	W - WHITE	Verified With:	B - BIRTH CERT		
Hispanic/Latino:	Y - Yes, the student is Hispanic/Latino	Birthplace City:			
Racial Group(s):	<input checked="" type="checkbox"/> A-Asian <input type="checkbox"/> B-Black or African American <input type="checkbox"/> I-American Indian or Alaska Native <input type="checkbox"/> P-Native Hawaiian or Other Pacific Islander <input type="checkbox"/> W-White				
Summative Race:	H - Hispanic/Latino				
Native Language:	ENG - English (Default)	Home Language:	*** - Neither LEP n		

Not recollected:

Gender:	F	Birthdate:	10/20/1992	Age:	17
Local Ethnic Category:	W - WHITE	Verified With:	B - BIRTH CERT		
Hispanic/Latino:	* - Not Re-Collected	Birthplace City:			
Racial Group(s):	<input type="checkbox"/> A-Asian <input type="checkbox"/> B-Black or African American <input type="checkbox"/> I-American Indian or Alaska Native <input type="checkbox"/> P-Native Hawaiian or Other Pacific Islander <input type="checkbox"/> W-White				
Summative Race:	W - White, Non-Hispanic				
Native Language:	ENG - English (Default)	Home Language:	*** - Neither LEP n		

Race/Ethnicity Coding:

Student Situation	Hispanic/Latino Element Value (GI580)	Summative Race Element Value (GI090)	Race Detail Value (GJ record – one per response)
Information Not Recollected	*	Same as FY10 Yearend – W, B, H, A, I, P, M	No GJ Record Reported
Recollected – Student is of Hispanic/Latino Heritage	Y	H	All Races Chosen from the Following: W, B, A, I, P
Recollected – Student is not of Hispanic/Latino Heritage – only one race being chosen	N	Race Chosen – Only one of the following: W, B, A, I, P	No GJ Record Reported
Recollected – Student is not of Hispanic/Latino Heritage - more than one race being chosen	N	M	All Races Chosen from the Following: W, B, A, I, P

Task 11 - Verify Home Language and Native Language Fields

Collection Request	All 'S' Collections
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The **Home Language:** field is the language spoken at home. This field is required for LEP and immigrant students. All other students will have ****.

The **Native Language:** field is the language spoken at the onset of speech.


Both the **Home Language:** and **Native Language:** fields may be updated using the Student Profile Bulk Update.

StudentInformation > SIS > Student > Edit Profile

General	Additional	Custom	Private	FS-Standing	FS-Attendance	FD-Attributes	FN-Attributes	FN-Graduate	Transportation
<div> <div>Save</div> <div>Cancel</div> </div> <div>Last Modified: 04/28/2015 10:09 AM by User: bataswart</div>									
Student Number: <input type="text" value="701010772"/> <input type="checkbox"/> Auto-Assign				Student Status: * <input type="text" value="A - BLSD active resident student"/>					
First Name: * <input type="text" value="James"/>				Middle Name: <input type="text" value="David"/>					
Last Name: * <input type="text" value="Fallon"/>				Called Name: <input type="text"/>					
Last Name Suffix: <input type="text"/>									
Gender: * <input type="text" value="M"/>				Birthdate: * <input type="text" value="11/23/2000"/> <input type="text" value="Age: 15"/>					
Local Ethnic Category: <input type="text" value="W - WHITE/NONHISPAN"/>				Verified With: <input type="text" value="B - BIRTH CERT."/>					
Hispanic/Latino: * <input type="text" value="N - No, the student is not Hispanic/Latino"/>				Birthplace City: <input type="text" value="Covington"/>					
Racial Group(s): <input type="checkbox"/> A-Asian <input type="checkbox"/> B-Black or African American <input type="checkbox"/> I-American Indian or Alaska Native <input type="checkbox"/> P-Native Hawaiian or Other Pacific Islander <input checked="" type="checkbox"/> W-White *									
Summative Race: * <input type="text" value="W - White, Non-Hispanic"/>									
Native Language: <input type="text" value="ENG - English (Default)"/>				Home Language: <input type="text" value="*** - Neither LEP no"/>					

Task 12 - Verify and Update CTE Program of Concentration

Collection Request	2nd & Final
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 The Program Area of Concentration values will affect the CTE Report Card as well as next year's Period D reporting. Check the EMIS manual for a complete list of Program of Concentration Codes.

The Program of Concentration is used when creating Webxam files so it is best to update students as soon as their program of concentration is known. The CTE Program of Concentration field is required to be reported with the FN record. The CTE Program of Concentration Element designates the program area of concentration for a CTE concentrator

A "CTE Concentrator" is a secondary student who has completed a minimum of 50% of the high school credits allowed for a single career and technical education (CTE) workforce development program (e.g., health sciences or marketing), and has enrolled for additional credit at the secondary level. For guidance (and examples) in identifying when a secondary student becomes a CTE Concentrator, see *Career-Technical Education Programming and EMIS Reporting* on the Ohio Department of Education Website (Career-Technical Education section).

The Office of Career-Technical Education will develop guidance to help districts determine how to identify the correct CTE Workforce Development Program Code to report for each CTE Concentrator.

The district that employs the workforce development teacher is responsible for identifying and reporting CTE concentrators and the CTE Program of Concentration. Only the code for one area of concentration may be reported for a student within a reporting period. Once a student is identified as a CTE concentrator, the student is a CTE concentrator for the rest of his/her schooling. Current grade level has no relationship to whether or not a student is identified as a concentrator; i.e., a student can be a junior and be identified as a concentrator.

Update the CTE Program of Concentration field on the FN Attributes tab for applicable CTE students. First, select the area of Concentration from the CTE Program Area dropdown and then select the specific code from the CTE Program of Concentration dropdown.

The CTE Program of Concentration field may be updated using the Student Profile Bulk Update.

StudentInformation > SIS > Student > Edit Profile

Edit Student Profile

From this screen, you can display and change information regarding a students profile.

General Additional Custom Private FS-Standing FS-Absence FD-Attributes FN-Attributes FN-Graduate Transportation

Save Cancel

Last Modified: 08/30/2016 3:20 PM by User: debbie.barbee

EMIS Grade Next Year: ** - Not Applicable

Changing the EMIS Grade Next Year does not change the District Grade Next Year. The General tab can be used to change the District Grade Next Year.

Retained Status: * - Student was not retained at the end of the previous school year

Oct Childcount IEP Outcome: **** - No Change from latest IEP reported to ODE

CTE Program Area: 2 - Arts and Communications

Fiscal Year Began 9th: 2016

CTE Program of Concentration: B0 - Media Arts

Tech Prep Completer: N

The CTE Program of Concentration may also be updated via the CTE Management page.

StudentInformation > SIS > Scheduling > CTE Management

CTE Management

WARNING: You are working with a Past School Year

From this screen, you can view student vocation course section assignments based on the teacher of the vocational course.

Teacher: * Broden, [Avatar] Section: * (ACN121) English 11 - 3

CTE Program Area: 1 - Agricultural and Environmental Systems

CTE Program Of Concentration: A0 - Agribusiness and Production Systems

Update

<input checked="" type="checkbox"/>	Student Number	First Name ▲	Last Name	CTE Program Of Concentration
<input checked="" type="checkbox"/>	620582	[Avatar]	Fray	** - Student is not a concentrator in any CTE Program
<input checked="" type="checkbox"/>	23455	[Avatar]	Kitchens	** - Student is not a concentrator in any CTE Program
<input checked="" type="checkbox"/>	23500	[Avatar]	Foster	** - Student is not a concentrator in any CTE Program
<input checked="" type="checkbox"/>	19033	[Avatar]	FULL T7	** - Student is not a concentrator in any CTE Program

Task 13 - Update October IEP Outcome field

Collection Request	All 'S' Collections
--------------------	---------------------

F.Y.I.

This element is reported for those students with a change in their Least Restrictive Environment (LRE) since their most recent IEP as of October. In general, the LRE will not change without a new IEP being completed and reported, but there are some cases, especially with IEPs reported in the prior year that are still in effect as of the end of October, where the LRE could change. Examples include but are not limited to a student whose parent originally consented to services but pulled the student from services prior to October 31st and situations where an expelled student is given an alternative placement that will be in effect on October 31st. In addition, for a preschool student (especially for those who are part time,) a parental placement in a private preschool program could change the LRE for that student.

When completing the Federal Child Count, ODE will review the LRE on the latest reported IEP event effective (including IEPs reported in the prior yearend and IEP events reported in the current 'S' reporting period) and the value of this element. The value of this element will take precedence.

For this element to be valid for the Federal Child Count, the student must already have an IEP reported to ODE that is valid on October 31st (e.g., October 31st is between the reported Outcome Beginning and End dates on a IEP that was reported to ODE in the prior yearend or in the current reporting period.) If no reported IEP is valid on October 31st, the value in this element will be ignored.

Edit Student Profile

From this screen, you can display and change information regarding a students profile.

General

Additional

Custom

Private

FS-Standing

FS-Arrival

FD-Attributes

FN-Attributes

FN-Graduate

Transportation

Save

Cancel

Last Modified: 04/21/2016 10:47 AM by User: bataswart

EMIS Grade Next Year:

11 - Eleventh Grade

Changing the EMIS Grade Next Year does not change the District Grade Next Year. The General tab can be used to change the District Grade Next Year.

Retained Status:

* - Student was not retained at the end of the previous school year

Oct Childcount IEP Outcome:

*** - No Change from latest IEP reported to ODE

CTE Program Area:

Fiscal Year Began 9th:

2016

CTE Program of Concentration:

** - Student is not a concentrator in any CTE Program

Tech Prep Completer:

N

Majority Of Attendance IRN:

Accountability IRN:

Task 14 – Update LEP Option for students

Collection Request	All 'S' Collections
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For students who are Limited English Proficient, a new code has been added to indicate a student is in his 2nd year of LEP Status. This new code was optional for FY16 but is required for FY17. It is required to be reported in FY17. The new code is 'S – LEP – Enrolled in U.S. Schools for 2nd Year.

The screenshot shows the 'New Student Attributes' form. The 'Effective Start Date' is 7/1/2015. The 'District Withdraw Date' is empty. The 'Withdraw Reason' is 'Not Applicable, Did not withdraw/was not truant'. The 'State Equivalent Grade' is '10 - Tenth Grade'. The 'Disability Condition' is 'Not Applicable'. The 'Disadvantage' is '1 - Economic Disadvantage'. The 'Limited English Proficiency' dropdown is highlighted with a green oval, showing the option 'S - Enrolled in U.S. Schools for 2nd Year'. The 'Homeless Status' is 'Not Applicable'. The 'Migrant Status' is 'N'. The 'Section 504 Plan' is 'N'. The 'Free/Reduced Lunch Status' is 'None'. The 'LEP Reclass Date' is empty. The 'Homeless Unaccompanied Youth' is 'N'. The 'Immigrant Status' is 'N'.

The Valid codes for LEP Status are:

N – No – Student is not Limited English Proficient

Y – Yes – Limited English Proficient student who has been enrolled in U.S. Schools for more than 360 school days (or the equivalent of two school years) OR Previously exempted from taking the spring administration of either of the State' English Language arts assessments (reading or writing)

L – LEP – Enrolled in U.S. Schools for First Time – A recently arrived Limited English Proficient student who has been enrolled in US schools for **no** more than 180 school days

M – LEP – Trial Mainstream

S – LEP Enrolled in U.S. Schools for 2nd Year – A recently arrived Limited English Proficient student who has been enrolled in US schools for more than 180 school days and less than 360 days (or the equivalent of two school years).

Task 15 – Update Retained students

Collection Request	Final S Collection
--------------------	--------------------

Students who will be retained in their current grade level for the upcoming school year need to be reported in the final period S window with the appropriate Grade Level Next year and next building IRN value. The retained status element will be reported in the fall.

The following elements need to be updated on the student profile page to indicate the student is retained:

- General Tab – Grade Level Next Year – update to the correct grade for next school year
- FN Attributes Tab – Update EMIS Grade Level Next Year to the correct grade for next school year
- FN Attributes Tab – Attending Building IRN Next Year if the student will be in the same grade level in a different building or if the value was already updated to a different building due to promotion
- If the student has already been promoted to another building for the upcoming school year, withdraw the student from the building and then enroll him in the correct building for the next school year

Task 16 - Update Admitted From IRN and Withdrawn To IRN

Collection Request	All 'S' Collections
--------------------	---------------------

Districts are required to report the IRN of the district a student comes from when registering into your district for the first time. If the student is newly enrolled in the current school year and the student's admission reason is '3','6', or '7', the admitted from IRN will need to be reported.

New starting in FY17: The Admitted From IRN will also be reported when the District Relationship of a student changes to a value of '1', from a '2' or '3'. All restrictions for updating this field have been removed from the Edit Student Profile page. It may be updated at any time.

This IRN value must be a district IRN. If the student is not new to the district in this school year or had a change in District Relationship, the field value will default to "*****". The Admitted from IRN field can be found on the following pages in StudentInformation:

- Student Profile Edit – FS Tab
- Registration Wizard
- Student Registration
- EZQuery Student Demographics
- EZQuery SIS Student Search
- Home School Import – Students tab

Student Profile Edit – FS Tab:

District Admission Date: 5/10/2011
Admission Reason: 7 - Not newly enrolled in this school district
Admitted From IRN: *****
District Withdraw Date:
Withdraw Reason: ** - Not Applicable, Did not withdraw/was not truant
Withdrawn To IRN: *****

When the student is admitted from a non-public school, use the IRN of the non-public school for the Admitted from IRN value and not the IRN of the Diocese.

If the admission reason is '7' and the Admission Date is on or after the first day of school in 16/17, this means the student was previously in the district, left the district and has now returned to the district. Since the student is returning to the district after school has started, you must indicate the IRN of the district the student was in previously. Admission reason '6' could be used for this student because he did go to another district in between enrollments in the current district.

If the student attended your district through the end of the prior school year but withdrew from the district prior to June 30th and was reported in June as withdrawn, but has returned to the district again this year, the student would be re-admitted to your district, admission reason '7' would be used, and you will need to report your own District IRN in the Admitted from IRN field.

If the student attended your district last year, dropped out of school and is now returning to your district, admission reason '7' would be reported for the student and the Admitted from IRN would be the IRN of your district.

Districts are required to report the IRN of the district a student is going to upon withdrawing from their own district. The Withdraw to IRN value must be reported any time a student withdraws from your district to attend another district. Students with withdraw reason '41', '42', and '45' must have a value in the Withdraw to IRN field.

StudentInformation > SIS > Student > Withdraw Student

Withdraw Student

From this screen, you can withdraw a student from the working school.

i In order to withdraw a student from the working school for the current school year, please enter a withdraw date and select a valid withdraw code. If you are **sure** you want to withdraw the student, please select the submit button from below.

Building

District

Admission Date: 8/17/2016

Withdraw Date: 8/30/2016

Withdraw Reason: 41 - Tr. to another Ohio SD, local/exem vill/city, tr.

Withdraw to District IRN: 044222 - Lima City SD

Withdraw to District Comments:

Student Status: I - Inactive

Remove Locker Assignment: ☒

Remove Homeroom Assignment: ☒

Submit **Cancel**

If the student is withdrawing to attend a non-public school, use the non-public school building IRN for the withdraw to IRN value. If the non-public school does not have a valid IRN, report 999999.

The Withdraw to IRN value is stored on the student's latest FS record at the time of the district withdrawal.

District Admission Date: 8/23/2006

District Withdraw Date: 8/30/2016 **Withdraw**

Admission Reason: 4 - Student enroll. first time in Ohio pub sch/comm sch age (PS or KG)

Admitted From IRN: ***** -

Withdraw Reason: 41 - Tr. to another Ohio SD, local/exem vill/city, tr. req on file

Withdrawn To IRN: 044222 - Lima City SD

Task 17 – Run Student Verification (UNCLEMIS) and correct errors

Collection Request	All 'S' Collections
--------------------	---------------------

UNCLEMIS checks are no longer EMIS Reporting Period specific.

1. Change your context to the district level and the current year.
2. Navigate to **StudentInformation > EMIS > Student Reporting Collection (S)**.
3. On the **Request Type** tab choose the ☒ **Verify Student Data** option.
4. Click **Next >**.
5. On the **Program Selection** tab select ☒ **Verify - Student Demographic (UNCLEMIS)**.
6. Click **Next >**.
7. Next, choose the buildings in the district you would like to run Student Verification for.
8. Choose how many students you would like to see per page in the **Number of Students Per Page:** dropdown.
9. Click **Verify**.
10. Once the process is complete the Student Verification errors will display on the page.

Depending on your StudentInformation security role, you may have access to run UNCLEMIS only at a specific building. Contact the Security Administrator at your district or ITC if you have questions concerning your StudentInformation security role.

How to run Student Verification at the building level

1. Change your context to the building level and the current year.
2. Navigate to **StudentInformation > EMIS > Student Verification**.
3. Choose how many students you would like to see per page in the **Number of Students Per Page:** dropdown.
4. Click **Verify**.
5. Once the process is complete the Student Verification errors will display at the bottom of the page.

Unclemis errors are interactive links which allow you to navigate to the profile of the student with the error and correct the error without leaving the Unclemis page.

Please review the ***UNCLEMIS Error Resolution*** document for detailed explanations on how to correct each Student Verification error.

Task 18 – Run the Student Roster Detail (R101A) to verify student demographic and disability information is correct

Collection Request	All 'S' Collections
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StudentInformation > SIS > School > Student Reports > Student Roster Detail (R101-A)

Use R101A to verify the details of the student's demographic records and disability condition as well as rosters of students – both active and inactive in each grade level.

Verify that all students who have withdrawn from the district are no longer actively enrolled and have the appropriate student status. Also check the accuracy of the student's Birth Date, Ethnicity, Disability Condition, and EMIS Situation.

Report: R101A

Printed Thu, Aug 12, . 8:15 AM

HIGH SCHOOL

Student Roster Detail

AGE RANGE: ALL AGES

ID	STUDENT NAME	STATUS	GR	GN	HMRM	HOME SCHOOL	PARENT/GUARDIAN NAME
SCH CD	STUDENT ADDRESS	DISAB	AGE	BIRTHDATE	TELEPHONE	ETHNICITY	- ETHNICITY CODE
	HOME SCHOOL NAME	EMIS SITUATION				PROGRAM	- PROGRAM CODE
200800073	Student1003, Morgan	ROE	12	F			
ELHS	645 S Main St	**	17	04/03/1993	(555) 555-5555	WHITE	- W
	Lima, OH 45804-1241						-
		151 - Resident open enrolled elsewhere F/T					
200800070	Student1005, JAMES (JAMES)	ROE	09	M			
ELHS	645 S Main St	**	14	03/22/1996	(555) 555-5555	WHITE	- W
	Lima, OH 45804-1241						-
		151 - Resident open enrolled elsewhere F/T					
200800048	Student1027, JAMIIL	ROE	12	M			
ELHS	645 S Main St	**	17	09/18/1992	(555) 555-5555	BLACK, NON-HISP	- B
	Lima, OH 45804-1241						-
		151 - Resident open enrolled elsewhere F/T					

Calendars, Exception Days and Attendance Patterns

Task 19 – Verify Sub-calendars and EMIS Exceptions are set up correctly

Collection Request	All 'S' Collections
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Use the EMIS Sub-Calendar Analysis Report under Ad Hoc Reports to verify the accuracy of your calendars. The report includes all exceptions on any calendar.

Sub-Calendars will be used to calculate a student's hourly attendance values. It is important that all sub-calendars correctly reflect the days in session as well as any exception types, which will be reported in the Calendar reporting period.

StudentInformation > Management > School Administration > Scheduling Administration > Sub-Calendars

Sub-Calendar Maintenance

From this screen, you can display, add, change and delete data pertaining to Sub-Calendars.

[Add Sub-Calendar](#)

				Code	Name ▲	Max Absence Level	Active
				1	Full Day every Day All Grades	1.00	
				KDG1	KDG 1	1.00	
				KDG2	KDG 2	1.00	
				Non	Non Attending	0.00	

☒ Show Active Only

Hints for setting up new calendars:

- Define a sub-calendar for each group of students that have a different start and/or end date than the general population of the building
- Define a sub-calendar for seniors if their last day of school falls before the rest of the building population
- Define a sub-calendar for groups of students who you are responsible for reporting course information and attendance but the students are educated elsewhere (ex: ESC students)
- Use the Attendance pattern of '***' ONLY for the calendar that will have the majority of students assigned to it.
- Assign an attendance pattern to only one calendar

The following elements must be set up to ensure attendance will be calculated correctly for students:

- **Sub-Calendar Start Date** – The first day of school for students on this sub-calendar.

- **Sub-Calendar End Date** – The last day of school for students on this sub-calendar.
- **Attendance pattern** – indicates the student attendance pattern associated with this calendar (must be unique to this calendar and may not be associated with any other calendar)
- **Grade Levels** – the grade level(s) for students this calendar applies to
- **To Be Reported: Days or Hours** – indicates whether the attendance for this calendar is collected in Days or Hours
- **Hours Per Day:** indicate the average hours per day students attend who are assigned to this calendar
 - Exception – For KG students, the number of hours per day to be reported should be a full day even if they only attend a half day. Ex., KG students who attend 3 hours per day should still report the full day hours of 6
- **Exempt from Minimum Total Hours and/or Days** – this new field indicates whether the calendar is a special calendar and is exempt from meeting the minimum hours or days students are required to attend because of special circumstances. ODE has not yet provided the field values to report for this element.
- **Ignore Percent of Time in Attendance Calculation** – check only if you do not want FTE taken into consideration when calculating attendance
- **Include in Attendance Calculation** – Check the box if students assigned to this calendar should have attendance calculated for them.
- **Not expected to be in attendance between the first and last day of school on every:** - should only be checked if school is NOT expected to be in session every week on the particular day (Ex: PS students never attend on Fridays)
- **Expected to be in Attendance between the first and last day of school on every (Sat, Sun)** – should only be checked if school IS in session on every Saturday or Sunday during the school year
- **Report to EMIS** – should be checked if the school is using this calendar for EMIS attendance reporting.

Please consult the ***Editing the Master Calendar and Sub-calendars Step by Step Checklist with EMIS Exceptions*** document for step by step directions on setting up sub-calendars. The ***Calendar and Exception Days Quick Reference*** will also be helpful for verifying specific exception attributes required with each calendar.

Task 20 – Verify students are assigned to the proper attendance pattern and attendance calendar

Collection Request	All 'S' Collections
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Use the EMIS Admission Calendar Comparison Report under Ad Hoc Reports to verify the accuracy of student calendar assignments. If a student is assigned to a calendar from the wrong building, the student will be highlighted in red on the report.

General Rule:

Any student who is enrolled in the district should be assigned to a sub-calendar.

If 50% of time or less = ½ day calendar

If over 50% = full day calendar

0% of time = Non-Attending Calendar (will be reported to EMIS as default calendar)

While FTE is used in the calculation for EMIS attendance, it is not used for daily attendance. The calendar Max Absence level determines the maximum amount of a day a student can be absent for non-EMIS attendance.

A. Verify:

Run R500 to verify students are assigned to the correct calendar based on their % of time.

StudentInformation > SIS > Attendance > Attendance Reports > District-wide Membership Report (R500)

Bldg: ELHS Grade: 09									Admission - Withdraw			Membership Days					
Id	Student Name	Stat	Prgm	Sex	Grd	Dist of Res.	Cal	Hm Rm	Date	Cde	FTE (%)	All	Pres.	Exc	Tardy	Unexc	
200800009	Student49200, SHELBY	R		F	09	045773	DNAC		09/01/09 -		0	0.0	0.0	0.0	0.0	0.0	
00241865	Student49219, HAYLIE	R		F	09	045773	DNAC		09/01/09 -		0	0.0	0.0	0.0	0.0	0.0	
00241405	Student49230, ARYANNA	R		F	09	045773	DNAC		09/01/09 -		0	0.0	0.0	0.0	0.0	0.0	
00240347	Student49267, ERICK	R		M	09	045773	DNAC		09/01/09 -		0	0.0	0.0	0.0	0.0	0.0	
00239910	Student49271, JASMINE	R	**	F	09	045773	DNAC		09/01/09 -		0	0.0	0.0	0.0	0.0	0.0	
00239680	Student49274, MARCUS	A	**	M	09	045773	1		09/01/09 -		100	170.0	170.0	0.0	0.0	0.0	

B. Update:

If a calendar change is required because of a change in the student's EMIS situation or % of Time in the current EMIS situation, a new FS record and a new FD record would be added. If the attendance pattern value is incorrect, the calendar would need to be corrected on the existing FD record to point to the correct calendar/attendance pattern.

When a student has a calendar change, the calendar needs to be updated both on the General tab and the FD tab of the Student Profile.

Follow these steps to make a calendar change for a student on the FD tab.

1. With the building in context, navigate to: **StudentInformation > SIS**

> Student > Edit Profile.

2. Find the student you wish to perform a calendar change for.
3. On the General Tab, select the appropriate calendar from the **Attendance Calendar:** dropdown.
4. Click Save.
5. A new screen will appear indicating the student's previous calendar assignment, their new calendar assignment and a Calendar Change Effective Date field.
6. Enter the Effective Date of the calendar Change. The date selected must be a day within the school year.
7. Click Save.
8. Next, select the FD – Attributes Tab.
9. You will need to add a new Attributes record with the updated attendance calendar if this is a true calendar change and not a correction to existing calendar assignment.
10. Enter the Effective Start Date. Use the same date that was used on the General Tab for the Calendar Change Date.
11. Select the appropriate calendar from the Reporting Calendar Dropdown. When a calendar is selected, the Attendance Pattern value will change to show the attendance pattern associated with that calendar.
12. Click Save to save the record.

Attendance Pattern:	AS - Alternative Schedule ▼
Reporting Calendar:	GR - Graduates/Early release ▼

☐ Exclude FD Records from Fall Initialization Updates

The Student Profile Bulk Update may also be used to update the calendar on both the General Tab and the FD tab of the student profile.

CTE – Using the Home school calendar for CTE Satellite Students

Career Centers have the option of having ODE use the student's home district calendar for enrollment rather than maintaining and reporting a calendar at the Career Center. The key to accomplishing this is to assign the satellite students to a sub-calendar that is NOT reported to EMIS and has a unique attendance pattern. ODE will look for a matching calendar by attendance pattern in the JVS at the building level. If no match is found, they will check the district level calendars. If no match is found, they will use the student's district of residence and SSID to go back to the home district and see what calendar they are assigned to in their home district. When the match is found, ODE uses the home district calendar to calculate enrollment.

A calendar will still need to be maintained in the CTE building if attendance is to be calculated at the career center for Satellite students.

Student Acceleration Records & Third Grade Guarantee

Task 21 – Add Student Acceleration Records

Collection Request	Final ‘S’ Window
--------------------	------------------

ODE requires some students to be tested at their accelerated subject level for the Next Generation Assessments. Records are reported only for students who have a referral from the district’s Acceleration Evaluation Committee and were placed on a Written Acceleration Plan (WAP). The record can be reported for students who are accelerated in any grade level, kindergarten through high school.

Acceleration stops being reported if the student is no longer subject or whole grade accelerated. If the student was subject accelerated in Math and Reading, but is no longer subject accelerated in Reading, the acceleration for Reading is no longer reported.

For additional guidance, please see the document ‘Testing Rules for Subject-Accelerated Students’ by visiting www.ode.state.oh.us and search for *academic acceleration*.

StudentInformation > SIS > Student > Assessment > Student Acceleration (FB)

Student Acceleration (FB)

From this page, you can display, add, change and delete student acceleration records.

Assessment Area: *	M - Mathematics
Accelerated Level Count: *	1
Accelerated Assessment Flag: *	N
Accelerated Assessment Accountability IRN: *	***** -

Save

Save and New

Cancel

General Guidelines

The Student Acceleration Record (FB) is reported in the final period ‘S’ window for one or more of the following reasons:

- Student was accelerated in the current school year in one or more of the valid subjects for acceleration collected via this record, or
- Student took a state assessment at an accelerated grade level, regardless of if the acceleration first occurred this year or in a prior year

“Accelerated in the current school year” means that the student received instruction at the accelerated grade level in the current year. If the decision to accelerate a student is made this year but will be implemented next year, then the acceleration record would be reported next year. A separate record is required for each subject area in which the student is accelerated.

Task 22 – Update Third Grade Reading Guarantee Values

Collection Request	2nd & Final Collections
--------------------	-------------------------

The Third-Grade Reading Guarantee options are reportable in the 2nd & Final ‘S’ Collection Requests, however, it is best to update these values as the information is received.

StudentInformation > SIS > Student > Edit Profile

Edit Student Profile

From this screen, you can display and change information regarding a students profile.

General Additional Custom Private FS-Standing FS-Attendance FD-Attributes FN-Attributes FN-Graduate Transportation

Save Cancel

Last Modified: 02/8/2016 9:40 AM by User: bataswart

EMIS Grade Next Year: 04 - Fourth Grade

Changing the EMIS Grade Next Year does not change the District Grade Next Year. The General tab can be used to change the District Grade Next Year.

Retained Status: ** - Student was not retained at the end of the previous school year

Oct Childcount IEP Outcome: *** - No Change from latest IEP reported to ODE

CTE Program Area: Fiscal Year Began 9th:

CTE Program of Concentration: ** - Student is not a concentrator in any CTE Program Tech Prep Completer: N

Majority Of Attendance IRN:

Accountability IRN:

Attending Building IRN Next Year: 001693 - Batavia Elementary School

Admission to Current High School Date: 1/31/2012

Attending District IRN Last October:

Third Grade Reading Guarantee

Math Diagnostic Result Code: ** - Not Required

Reading Diagnostic Result Code: AO - Assessed, On Track

Writing Diagnostic Result Code: ** - Not Required

Latest Third Grade Reading Promotion Status: Yes - Student meets reading promotion score

Report To EMIS: ☒

☐ Exclude FN Records from Fall Initialization Updates

The values for each of these Diagnostic Results can be updated either on the Student Profile, FN Attributes tab or utilizing the **Student Profile Bulk Update**.

Valid Values are:

- ** - Not Required
- RN – Required, not assessed
- AO – Assessed, on Track
- NO – Assessed, Not on Track
- EX – Exempt from Diagnostic Assessment

The Latest Third Grade Reading Promotion Status now displays on the FD record below the Third-Grade Reading Results. This value comes from the Next Generation Assessment Record under Student Assessment. If a student is assessed more than once for Math during the school year, report the initial assessment result. Students not on track per the initial assessment will remain not on track until scoring on track on the following school year’s Math diagnostic.

Student Withdrawal Override and Summer Withdrawal Records

Task 23 – Add Student Withdrawal Override Records (FC)

Collection Request	All 'S' Collections
--------------------	---------------------



ODE has indicated this record also will be used to update an incorrectly reported withdraw reason and/or withdraw date from prior years. This is to assist in eliminating appeals as well as positioning the student into the correct graduation cohort. The current Period S Collection will fatal these types of records; however, ODE will be updating the collection in the near future to accept them.

Student Withdrawal Override (Formerly Student Missing Override) Records (FC) records continue to be reported for SSIDs appearing on the Missing Student Override report where an override is warranted. Once reported, the FC record should continue to be reported for the remainder of the S collections for the fiscal year.

If a student withdrew from school prior to the last day of the prior school year, and was not reported as withdrawn in the prior school year or as a summer withdrawal, the SSID would be reported for this record. The SSIDs entered into this record are not checked against prior year data. These records are school year specific. The comments section of the record is not reported to ODE, but is only for user reference.

See Section 2.17 of the ODE EMIS Manual for additional information regarding the Student Missing Override Record.

StudentInformation > EMIS > Maintenance > Student Missing Override Record [Find Students] Q

Student Missing Override Record

From this screen, you can display, add, edit and delete data pertaining to student missing override records.

SSID: XX2223333 ⚡

Student Last Name: Smith

Student First Name: John

Withdrawal Date: 05/15/2014 📅 ⚡

Withdrawal Reason: 41 - Transferred to another Ohio School District ▼ ⚡

Comment: Student Not reported as withdrawn last year

Save Save And New Cancel

Summer Withdrawal Record

Task 24 – Add Summer Withdrawal record (FL) optional

Collection Request	All 'S' Collections
--------------------	---------------------

A Student Summer Withdrawal Record (FL) may be reported for any student who was enrolled in the district at the end of the prior school year but withdrew from the district prior to the start of the current school year. If a student attends even a single day of the current school year in the district, the FL record may not be used to report the student's withdrawal.

A student who withdraws over the summer may be reported with a Student Attributes – Effective Date Record (FD), a Student Standing Record (FS), and a Student Demographic Record (GI), OR the student may be reported with a single FL record.

NOTE: If FD/FS/GI records are reported, all elements on those records must have values that are valid for the current school year. If a district reports an FL record, that student cannot also be reported with FD/FS/GI records during the current school year.

StudentInformation > EMIS > Maintenance > Student Summer Withdrawal Record

Student Summer Withdrawal Record

From this screen, you can display, add, edit and delete data pertaining to student missing summer withdrawal records.

SSID: XX9999999 ⚡

Student Last Name: Smith

Student First Name: Sally Jo

Withdrawal Date: 07/08/2015 📅 ⚡

Withdrawal Reason: 41 - Transferred to another Ohio school district ▼ ⚡

Withdrawn to IRN: 044222 - Lima City SD 🔍 ⚡

Comment: Parents transferred her out of the district

Save

Save And New

Cancel

Gifted Record Reporting

Task 25 - Update Student Gifted Records

Collection Request	2 nd & Final Window
--------------------	--------------------------------

The Gifted record is used for the reporting of screening, assessed, identified, and served gifted data. All enrolled students, whether gifted or not, must have a gifted record.

Resident districts do not need to report students attending elsewhere full-time if that entity is required to report the record, but they do need to report the gifted record for students going full-time to a JVSD, ESC, or College Credit Plus institution. Community schools are also required to report the Gifted Record. JVSDs and ESCs are not. For districts who run their own mass updates for gifted records, please refer to the Gifted Step by Step Checklist for instructions on maintaining your gifted records. If your ITC does the mass update for you let them know the grade level(s) and which of the Gifted Areas are to be updated to "Y" for Screening.

Screening, Assessment, and Served values on the gifted record should only reflect screening, assessments, and services performed during the current school year.

Identified values carry over from year to year. If a student was identified as gifted in a prior year they are still considered gifted and the original Identified Date must be reported. If any updates are needed for students who have been Assessed or Identified, or for those who have been Identified and are being Served, you will need to manually update those individuals. Manually update any students who are exceptions to the mass screening defaults.

StudentInformation > SIS > Student > Gifted > Student Gifted Record
[Find Students]
[Go To]

WARNING: You are working with a Past School Year

Student Gifted Record
From this screen, you can display, add, change and delete data pertaining to a student's gifted record.

☐ Superior Cognitive Ability
☐ Specific Academic Ability - Math
☐ Specific Academic Ability - Science
☐ Specific Academic Ability - Reading/Writing
☐ Specific Academic Ability - Social Studies
☐ Creative Thinking Ability
☐ Visual/Performing Arts

Screening	Assessment	Identified	Served	Identified Date
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	01/04/2010
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Save
Discard Changes
Restore Default

Task 26 – Run Gifted Students Missing Records Report

Collection Request 2nd & Final Collections

StudentInformation > SIS > School > Student Reports > Gifted Students Missing Records

Gifted Students Missing Records

From this screen, you can select parameters to generate a report.

Selection Criteria Selection Summary Load Settings

School
 Batavia High School

Sorting Options
 Student Name (ASC)
 Student Name (DESC)
 Grade Level (ASC)
 Grade Level (DESC)

Delivery Method: Pickup Set As Default

Email Address: debbie@noacsc.org

Report Format: Adobe PDF

Description:

Submit

For any student found to have a missing gifted record do either of the following:

- Run the gifted mass update for the default blank rule with the Overwrite Existing unchecked

Home > Management > School Administration > ENIS > Gifted > Gifted Mass Update

Gifted Mass Update
 This screen allows for a mass update of student gifted records.

Gifted Rules:
 default

Overwrite Existing Student Gifted records: ☐ Caution: Make sure this box is unchecked. Accidentally checking this box will rewrite every gifted record.

Display results: ☒ Submit

Instructions: Use this section for resetting all served values on student gifted records.
Grade Level: Reset Served

- Manually update gifted records for individual students by clicking on Save.

Home SIS Teacher Menu EZ Query Management ENIS My Account TTC Local Develop Sitemap

SCRAMBLED Student: Melissa ID: 00013400 Counselor: HIGH SCHOOL 2009-2010 (N)

Calendar: 1 SCHOOL: 2009-2010 Gender: F Homeroom: Status: A Find Students Find Go To Go

Home > SIS > Student > Gifted > Student Gifted Record

Student Gifted Record
 From this screen, you can display, add, change and delete data pertaining to a student's gifted record.
 Notes: For students identified prior to 2000 with an unknown identified date, enter a date of 1/1/1900.

This student does not have an existing gifted record

Screening	Assessment	Identified	Served	Identified Date
Superior Cognitive Ability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Specific Academic Ability - Math	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Specific Academic Ability - Science	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Specific Academic Ability - Reading/Writing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Specific Academic Ability - Social Studies	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Creative Thinking Ability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Visual/Performing Arts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Save Cancel Click Save to create a default gifted record

Stude

Student Special Education Reporting

Task 27 – Create Student Special Education Records

Collection Request	All 'S' Collections
--------------------	---------------------

StudentInformation > SIS > Student > Special Education

Items to note:

1. **SEMD** Special Education Manifestation Determination Date Type is used for students with a disability who have accumulated more than 10 days of suspensions or expulsions. The actual manifestation determination meeting is required to be held within 10 days of the date the district decided to suspend or expel the student that causes the number of suspension/expulsion days for the student for the school year to exceed 10.
2. **NIEP** No IEP is used for students who continue to receive services even though they have no active IEP. Outcome Begin Date would be the same as Event Date. The Outcome End Date is usually left blank.

Non-Compliance IDs to be used with NIEP:

- 10 – Student newly transferred in – IEP adoption determination not complete, service being provided based on prior IEP
- 11 – IEP expired, new IEP not in place – service being provided based on prior IEP
- 12 – IEP current but not reported in EMIS in prior reporting period, services provided based on current IEP

Returning students:

- Any student with a disability or suspected of having a disability who was enrolled in 15/16 and continues to be enrolled in 16/17 should have a Special Education event record reported for all events that occur from July 1, 2016 through June 30, 2017. Not every student with a disability will have a Special Education record reported in the first or second 'S' traditional Collection Request.

Newly enrolled students:

- Students with a disability or suspected of having a disability that were newly enrolled in 16/17 should have at least one Special Education record reported by the end of the Final Collection Request for the school year
- Since the student is new to the district, it is possible to have a record with a date prior to July 1, 2016.

AIEPs may be reported when any of the following have occurred:

- Change to an existing Outcome ID Element
- Change in IEP Test Type Element
- Change to the Secondary Planning Element
- Change in the exemption from consequences of OGT

CIEP – Parent withdrawals consent

A CIEP event is reported when a parent/guardian of a special education student with an IEP withdraws consent to the current IEP. CIEP cannot be reported unless a TIEP, RIEP, or IIEP is already in effect. Once a CIEP Date Type is reported, the student immediately becomes a non-special education student. Accordingly, if a parent changes their mind after withdrawing IEP consent, the student will go through the same process as a student entering special education for the first time. Once a CIEP Date Type is reported, modifications to the FD record and/or the Accommodations Elements on all applicable tests may be needed. When a CIEP Date Type is reported, the only other Student Special Education Record data element reported with a value other than “Not Applicable” is the Outcome ID and Date Elements.

The **Secondary Planning:** element on the Special Education record is used for students age 14 and above and determines when a student will have completed coursework and will graduate, or will have completed coursework but needs additional education services in preparation for employment or enrollment in college.

IMPORTANT: Make sure all events that take place on or before 6/30/17 are entered in StudentInformation and reported in FY17S or these students will appear on your FTE Adjustments report and you will not receive the Special Ed weighted funding for these students.

In addition, if you had students in 16S that you were not funded for because their spring IEP event was not reported in 15S, make sure you code this year’s IEP event for those students with the ‘09 out-of-compliance code’. This will let ODE know you were not out of compliance - you only failed to report the data correctly in EMIS last year.

ESCs do not report Special Education records for Preschool students. The resident district is responsible for reporting the Special Education records.

Task 28 – Create FE Student Graduation Requirement Record

Collection Request	All 'S' Collections
--------------------	---------------------

End of Course exams and OGT Subject Areas are available in the Assessment Area options for the Special Education Graduation Requirement Records.

StudentInformation > SIS > Student > Special Education

Special Education

From this screen, you can display, add, change and delete Special Education records.

Events | **Grad Requirement** | Services

IEP Date: _____

Date Type: *

Assessment Area: *
OGT - C - Social Studies/Citizenship
OGT - M - Math
OGT - R - Reading
OGT - S - Science
OGT - W - Writing
End of Course - ALG1 - Algebra 1
End of Course - BIOL - Biology
End of Course - ELA1 - English Language Arts 1
End of Course - ELA2 - English Language Arts 2
End of Course - GEOM - Geometry
End of Course - GOVM - American / United States Government
End of Course - HIST - American / United States History
End of Course - MTH1 - Mathematics 1
End of Course - MTH2 - Mathematics 2
End of Course - PHYS - Physical Sciences

Exemption Flag: *

Save Cancel

gradua v

An FE record is to be reported for **any** student who is exempt from the Graduation Requirement. This includes students who are taking Alternate Assessments.

This record is reported whenever an IEP determination is made to add, confirm, or cancel an exemption from the consequences of any graduation assessment and/or individual graduation assessment areas. FE records are reported in all Period S data sets.

If the record is being used to report a granting of an exemption in a particular Assessment Type/Area combination, it is reported in the first school year of the IEP determination and every year thereafter, thereby confirming the IEP team has continued the exemption on the IEP. This is true even if there is no change in the granted exemptions from one IEP to the next.

If the record is being used to report removing or cancelling an exemption in a particular Assessment Type/Area combination, removal of the exemption is reported in the initial year of the IEP change and optionally thereafter.

If a student is never exempted from a particular Assessment Type/Area combination, then it is not necessary to report a Student Special Education Graduation Requirement Record for that combination.

Separate records are submitted per graduation Assessment Type/Area. For example, if the student no longer needs to meet the passing requirements of three of the five OGT subjects, then three records must be reported.

NOTE: When this record is reported, a matching Student Special Education Record (GE), matching on Date and Date Type, MUST be reported for the IEP that reflects the determination of the exemption(s).

NOTE: Who Needs It, Graduation Eligibility, and Transcripts still look at the Required for Graduation checkbox on the test record.

StudentInformation > SIS > Student > Special Education




Special Education


From this screen, you can display, add, change and delete Special Education records.

The grad requirement was successfully saved

Events | Grad Requirement | Services

Add Requirement

	IEP Date	Date Type	Assessment Area	Exemption Flag	Event Match	Last Modified	Active
	Sep 16, 2015	IIEP	M	N		10/5/2015 1:11 PM By User: DEBBIE	

☒ Show Active Requirements Only  = Record has a matching IEP for date on Events tab.

Task 29 – Verify Special Education Records

Collection Request	All 'S' Collections
--------------------	---------------------

Once Special Ed Event records have been entered, run the Special Education Verification at the district level to check for errors.

Each error listed when choosing Download File – Verification messages is an interactive link which brings you to the student's Special Education record. Correct any of the students who have missing events or have errors on any events for the 16/17 school year and rerun the verification to ensure the errors have been corrected.

If you are running Verify Special Education for a specific S Collection Request, populate the Run Date with the last reportable date for that period

- Traditional First S Window – 10/31/2016
- Traditional Middle S Window – 03/31/17
- Traditional Final S Window – 06/30/17

To view a report of missing Special Ed events, choose the following:

StudentInformation > EMIS > Verify Special Education

Verify Special Education - Batavia Local SD

From this screen, you can verify and update special education information.

Include Buildings:*

☒ Select All Buildings ☐ Clear All Buildings

☒ E128 - Batavia Elementary (Update not run yet)

☒ E127 - Batavia High School (Update not run yet)

☒ E129 - Batavia Middle School (Update not run yet)

Run Date:* 06/30/2017

Screen output:

Number of students per page: All

File output:

Download File: ☒ Verification messages ☐ Student Special Ed. Events ☐ Student Special Ed. Grad. Req.

File Download Options

CSV Download

Submit Cancel

To receive a report of all special education events, not just the students with errors, choose Download File – Student Special Ed. Events.

StudentInformation > EMIS > Verify Special Education

Verify Special Education - Batavia Local SD

From this screen, you can verify and update special education information.

Include Buildings:*

☒ Select All Buildings ☐ Clear All Buildings

☒ E128 - Batavia Elementary (Update not run yet)
☒ E127 - Batavia High School (Update not run yet)
☒ E129 - Batavia Middle School (Update not run yet)

Run Date: 06/30/2017

Screen output:

Number of students per page: All

File output:

Download File: ☐ Verification messages ☒ Student Special Ed. Events ☐ Student Special Ed. Grad. Req.

Event range: 07/01/2016 to 06/30/2017

File Download Options

CSV Download

Submit Cancel

To receive a report listing all of the Student Special Education Graduation Requirements, choose Download File – Student Special Ed. Grad. Req.

StudentInformation > EMIS > Verify Special Education

Verify Special Education - Batavia Local SD

From this screen, you can verify and update special education information.

Include Buildings:*

☒ Select All Buildings ☐ Clear All Buildings

☒ E128 - Batavia Elementary (Update not run yet)
☒ E127 - Batavia High School (Update not run yet)
☒ E129 - Batavia Middle School (Update not run yet)

Run Date: 06/30/2017

Screen output:

Number of students per page: All

File output:

Download File: ☐ Verification messages ☐ Student Special Ed. Events ☒ Student Special Ed. Grad. Req.

File Download Options

CSV Download

Submit Cancel

Graduate End-of-Year Updates

Task 30 – Update Graduation Date and Diploma Type

Collection Request	All 'S' Collections
--------------------	---------------------

New for FY17 – The following diploma types have been added:

- 4 – International Baccalaureate Honors Diploma**
- 5 – Career Tech Honors Diploma**
- 6 – STEM Honors Diploma**
- 7 – Arts Honors Diploma**
- 8 – Social Science and Civic Engagement Honors Diploma**

The Graduation Date and Diploma Type fields may be updated during the school year so the information will be available for final transcripts and for the final window for period S reporting. The actual Graduation Date and Diploma Type will not be reported until period G data is submitted.

JVS Students

The JVS does not need to fill in a Graduation Date and Diploma Type. Only the resident district reports the Graduation Date and Diploma Type for students attending the JVS. However, the JVS does need to withdraw the graduation students with a withdraw code of '99'.

Contract Vocational Students

For students who are non-residents attending a contract vocational school district,

- The contract vocational district should report the withdraw date and code of 99 if the student will be graduating from the resident district.
- If the student isn't graduating and is returning to the resident district, the contract vocational school withdraws the student with a withdraw reason of '41'.

Graduating Underclassmen

Any non-senior who will be graduating needs to have his/her graduation date manually entered. If your district considers an 11th grade graduate to be a 12th grader upon graduation,

- Update the State Equivalent Grade Level on the latest FD record to grade 12
- Update the Grade Level Next Year on the FN tab to 'GR'
- On the general tab, update the student's grade level if you wish to show them as a 12th grade student at that point.

Early Graduates

Students who graduated after the first day of school but before the end of the school year should already be withdrawn using withdraw reason '99'. Make sure their Graduation Date and Diploma type values have filled in to reflect the actual date of graduation from your district.



Create a student status code named EG: Early Graduate with an overall status of Active. Assign this status code to all early graduates so the students will still be included in GPA calculations, honor roll and ranking even though they are withdrawn.

Late Graduates for the 16/17 School Year

Students who have not finished their course work by the district's graduation date, but who do finish their coursework and graduate before the 1st day of the 17/18 school year are reported in period 17G. Students who graduate after the last day of the school year but before June 30th are reported in the period S Final Window and are also reported in period 17G as graduates. Students who graduate after June 30th should already have been promoted to the 17/18 school year. Upon graduating, these students should be withdrawn in the 17/18 school year as summer graduates with a withdraw date prior to the first day of the new school year.

Continuing Special Education Students

If all the following are true, use grade level '23' as the EMIS grade next year for the student and do not report a graduation date:

- Student has a disability condition
- Student Completes educational requirements
- Student elects to remain in the district for further training
- Student is under age 22
- Student has not graduated

On-time Graduating Students

Use the bulk updates available to update Diploma Date and Diploma Type. Best practice would indicate that this option should be applied no more than 10 days prior to the end of the school year.

Updating Diploma Date

Student Diploma dates may be updated individually by student on the Edit student profile page or using the bulk updates.

Manually update the Graduation Date and Diploma Type Fields:

1. Change your context to the building level and the current school year.
2. Navigate to **StudentInformation** > **SIS** > **Student** > **Edit Profile**.
3. On the FN Graduate tab, fill in the student's graduation date in the **Graduation Date:** field.
4. Next, select the appropriate diploma type from the **Diploma Type:** dropdown.
5. Click .

Bulk Update Student Graduation Date:

1. Change your context to the building level and the current school year.
2. Navigate to **StudentInformation** > **Management** > **Ad-Hoc Updates** > **Update Graduation Date**.
3. By default, only students with an EMIS Grade Level of 12 are updated. All other grade levels will need to be updated manually.
4. Select the applicable status codes in the **Select the Student Statuses to be included:** dual select.

5. In the **File Download Options** section select **CSV** and **Download**.
6. Enter the graduation date in the **Graduation Date:** field.
7. If **Override Existing:** ☒ is marked, any student who is a 12th grader and matches the status codes selected above will have their graduation date updated.
8. Next select **Verify** in the **Run Type:** section.
9. Click **Submit**. View the output file and verify the students who will be updated with the correct date.

StudentID	StudentName	Status	Grade	GraduationDate
12345	Student12345	ACTIVE	12	6/2/2013 0:00
12346	Student12346	ACTIVE	12	6/2/2013 0:00
12347	Student12347	ACTIVE	12	6/2/2013 0:00
12348	Student12348	ACTIVE	12	6/2/2013 0:00
12349	Student12349	ACTIVE	12	6/2/2013 0:00
12350	Student12350	ACTIVE	12	6/2/2013 0:00

10. Once you have verified the output, choose **Update** in the **Run Type:** section.
11. Once the process is complete the following message will be displayed:

There were 109 EMIS graduation dates and 109 SIS graduation years updated

12. Now navigate to a student's profile.
13. Verify the student's **Graduation Date:** on the **FN-Graduate** tab has been updated and the **Graduation Year** field on the **Additional** tab has also been updated.



Students included on the output file who aren't going to graduate will need to have the Graduation Date and diploma type manually removed from their FN-Graduate tab.

Bulk update Diploma Type:

1. Navigate to **StudentInformation** » **Management** » **Ad-Hoc Updates** » **Update Diploma Type**.

2. In the **Assigned Graduation Dates** dual select pull over the graduation date you used in the Bulk Update Graduation Date process above.

All Graduation Dates	Assigned Graduation Dates
07/27/2015 09/15/2015	02/05/2016

3. Choose a diploma type from the **Set diploma type to:** dropdown.
4. If you would like to use Graduation Verification rules to further narrow down students who will be updated with the selected diploma type, fill in the **for students passing rule:** and **Mark Type:** fields.
5. Click **Submit**.
6. The following message will be displayed:

The update student diploma type job has been successfully submitted

7. Verify the **Diploma Type:** field on the **FN-Graduate** tab has been updated.

Task 31 – Power Withdraw graduating Seniors from your district

Collection Request

All 'S' Collections



Power Withdraw is a very powerful tool. Verify the list of students to withdraw before executing the bulk withdrawal

Power Withdraw has the ability to select students by ad-hoc membership, Grade Next Year, or Home School IRN.



Seniors should be withdrawn using the last day of student attendance, not the last day of school.

The Power Withdraw process doesn't perform a complete withdrawal. Power Withdraw only enters a withdraw date and code. Power Withdraw doesn't drop course section assignments, apply fee waivers, or change the student's status. If seniors are Power Withdrawn prior to running their final transcripts, their transcripts will include their withdrawal date.

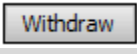


If you fail to withdraw graduating students in 16/17, they will show on the Missing Student Report for FY18 Period S – First Window.

The Honor Roll Report is one of the few reports in StudentInformation that honors the homeroom date on the submission screen. If attempting to generate an Honor Roll for seniors that have already been power withdrawn, make sure you use their withdrawal date as the homeroom date on the Honor Roll Report submission screen.

1. At the building level navigate to **Home » Management » Power Withdraw.**
2. The **School:** dropdown will default to the building in context.
3. In the **Withdraw Reason:** dropdown select
99 - Completed HS Grad require./course requir. & passed assessments re
4. The **Withdraw Date:** will default to the last day of school and can be changed if desired.
5. The **Withdrawn to IRN:** will default to *****.
6. In the **Search Mode:** section select the **Search Criteria** radio button.
7. Use the filters to narrow down your search criteria.
8. Ensure ☒ **Students Selected by Default** is checked.
9. Click **Search**.

10. Verify the students on the list are correct.
11. Uncheck the students who won't be graduating and don't need withdrawn.
12. Double check the list to make sure it is correct before continuing.

13. Click .

14. The following message will display when the process is complete

All selected students were successfully withdrawn

15. If errors occur the following message will be displayed

Errors occurred while withdrawing students. Students with errors were not withdrawn unless otherwise noted.

16. The students will be listed below the **Search Mode:** section.

17. View the students and correct the errors.

18. Rerun the Power Withdraw if needed.

Task 32 – Update Seniors not graduating from your district

Collection Request	Final 'S' Window
--------------------	------------------

Students Graduating Elsewhere

For those seniors who are residents of your district attending elsewhere and graduating from another district (such as open enrollment students), do NOT report a graduation date or diploma type. These students will need to be withdrawn with a withdraw reason of '41' or '45' and the Withdrawn to IRN should be the district they are graduating from. This applies to any senior attending elsewhere as open enrollment, special education cooperative, tuition students and proprietary school students. The resident district should either use their own senior withdrawal date or their own last day of school and not the attending school's withdrawal date.

Students who pass course requirements, but not the OGT in 16/17

For yearend reporting, if there is a possibility the student will take the test over the summer, the district should keep the student enrolled in 16/17 and promote him to the 17/18 school year. Next Update the student's **EMIS Grade Next Year:** on the FN Attributes Tab to grade level '13' for period S Final collection.

If the student takes and passes the test over the summer

The student must be reported as a summer graduate in period G.

If the student doesn't take or pass the test and doesn't enroll in courses in 17/18

Report the student as a summer withdrawal (withdrawing the student in the 17/18 school year) with a withdrawal reason code of '75'.

If the student doesn't take or pass the test but enrolls in courses in 17/18

Do not withdraw the student. Report the student in 17/18 with Grade Level '13' on the FD Attributes Tab.

District & Building Records

Task 33 – Update the District and Building Records: DN, DL & DT

DN District Records

Collection Request	All 'S' Collections
--------------------	---------------------

NEW for FY17: The following attribute changes are new for end of year reporting:

- The attributes *TRANSPCNT* and *TRANSPMIL* are no longer reported.
- The following attributes were added to the district DN record (Available in 16.3.5):
 - **CCPDENIALS** – the count of CCP students denied participation because they did not give notice of CCP participation by the deadline date
 - **CCPREIMBCT** – the count of students who failed or dropped a course where districts sought reimbursement from the student for the cost of the course
 - **CCPRESTITU** – the total dollar amount a district is seeking for CCP reimbursement due to a dropped or failed course for all students

For the three new attributes, it is possible that the value should be zero for some districts, if not applicable, then leave the field blank.

If an attribute on the Maintenance page contains a value, a record for that attribute will be included in the transfer file. All calendar related attributes will be reported in period C.

If you submit data through a different ITC, the **Reporting ITC IRN:** field will need updated.

The following attributes are required to be reported during the first 'S' Collection Request:

- **PHYSEDPLOT** – Report in the organization IRN field the building that is participating in the pilot. A separate record is required for each building participating.
- **INFOTECIRN** – Reporting ITC IRN
- **STUKGBRDAY** – Date Student is required to be five years old to be admitted into kindergarten
- **STULNCHFRE** – Count of students attending this building who are eligible to receive free lunches
- **STULNCHRDC** – Count of students attending this building who are eligible to receive lunches at a reduced price
- **STULNCHNOT** – indicates students are not offered lunch. The count should be zero if lunch is not offered. If reporting **STULNCHNOT**, do not report any counts in **STULNCHRDC** or **STULNCHFRE**.
- **STUELGEXAC** – Amount of time a student is required to attend the district to be eligible for extracurricular activities
- **STUHOMESCL** – Count of home schooled resident students

- **STUNPNTSRV** – Count of resident and non-resident nonpublic students within district boundaries eligible for special education services but not being served by the district
- **TFRPSESCYS** – Valid IRN of a traditional district or ESC if an ESC is providing preschool special education services for resident children and the district has authorized ODE to transfer funds for preschool special education students to the ESC providing those services
- **TFRPSESCNO** – Valid IRN of a traditional district or ESC if an educational service center (ESC) is providing preschool special education services for resident children and the district has not authorized ODE to transfer funds for preschool special education students to the ESC providing those services

The following attributes are required to be reported during the second 'S' Collection Request:

- **All** attributes for the first 'S' Collection Request AND
- **Feeder School** – value should be left blank for buildings with 12th grade students
- **SIG Time Extended Group** attributes – Required only for districts with a School Improvement Grant
 - **SIGEXTNDYR** - increased learning time by extending the school year
 - **SIGEXTNDDY** - increased learning time by extending the school day
 - **SIGBEFNAFT** - increased learning time in before and after school settings
 - **SIGSUMRSCH** - increased learning time in summer school
 - **SIGWEEKEND** - increased learning time on the week end
 - **SIGOTHERTM** - increased learning time in some other time frame not listed above

The following attributes are required to be reported during the final 'S' Collection Request:

- **All** attributes for the first and second 'S' Collection Requests AND
- **STUNPNTELG** – Count of resident and non-resident nonpublic students within district boundaries evaluated and determined ineligible for special education services
- **STUPSTCBTR** – Count of preschool transition conferences held by 3rd birthday, no disability suspected, no additional evaluation
- **STUPSTCATR** – Count of preschool transition conferences held after 3rd birthday, no disability suspected, no additional evaluation
- **LCLWELLPOL** – Local wellness policy
- **Comprehensive Eye Exam** – required to be reported at district level. These values are a summative count which apply to special education students only.

StudentInformation > EMIS > Maintenance > District and Building Information

District and Building Information

From this screen, you can update your District and Building Information.

District Testing - Year End (DT) | District Organization Info (DN) | Building Organization Info (DN)

Information Technology Center Group

Reporting ITC IRN: 085639 - NOACSC

Student Group

Date student is required to be five years old to be admitted into kindergarten: A - September 30th

Count of home schooled resident students: 9

Amount of time a student is required to attend district to be eligible for extracurricular activities:

Count of resident and non-resident nonpublic students within district boundaries eligible for special education services but not being served by the district: 3

Count of resident and non-resident nonpublic students within district boundaries evaluated and determined ineligible for special education services: 13

Count of preschool transition conferences held by 3rd birthday, no disability suspected, no additional evaluation: 14

Count of preschool transition conferences held after 3rd birthday, no disability suspected, no additional evaluation: 22

Local Wellness Policy

Local Wellness Policy: Yes

Preschool Special Education Agreements

IRN of entity providing Preschool Special Ed Services that district has authorized ODE to transfer funds to:

IRN of entity providing Preschool Special Ed Services that district has NOT authorized ODE to transfer funds to:

Add Cancel

District Transportation

Count of qualified riders: 1235

Miles students are transported: 122685

Comprehensive Eye Exams

Number of students with an IIEP written within the stated timeframe: 68

Number of students with an IIEP written within the stated timeframe who received an eye exam within three months of beginning services: 45

Number of students with an IIEP written within the stated timeframe who received an eye exam more than three months after beginning services: 14

Number of students with an IIEP written within the stated timeframe who received an eye exam within nine months immediately prior to being identified with disabilities: 2

Number of students with an IIEP written within the stated timeframe who did not receive an eye exam due to withdrawing within three months of beginning services: 0

Number of students with an IIEP written within the stated timeframe who did not receive an eye exam due to the student's hospitalization: 0

Number of students with an IIEP written within the stated timeframe who did not receive an eye exam due to parent refusal: 2

Number of students with an IIEP written within the stated timeframe who did not receive an eye exam due to the lack of a conveniently available provider: 0

Number of students with an IIEP written within the stated timeframe who have not received an eye exam and are still within three months of beginning services: 0

Number of students with an IIEP written within the stated timeframe who did not receive an eye exam due to a reason not accounted for by another attribute name: 0

SOES only

Early Entrance for KG:

Enter zeroes for fields

DN Building Record:

Due to the new calendar reporting attributes, the items contained in the Teacher Group section and Calamity Group section below do not need to be completed on the DN record. ODE will derive this information using the reported exceptions in the calendar Collection Request.

StudentInformation > EMIS > Maintenance > District and Building Information

District and Building Information
 From this screen, you can update your District and Building Information.

District Testing - Year End (DT) District Organization Info (DN) Building Organization Info (DN)

School:

Feeder School Group

Feeder School:

Teacher Group

Professional Teacher Meetings FTE: Parent/Teacher conference FTE:

Only community schools whose contracts are in hours, not days, should report the Professional Teacher Meetings hours and the Parent/Teacher conference hours.

Professional Teacher Meetings hours: Parent/Teacher conference hours:

Calamity Group

Calamity days taken: Calamity days made up:

Shortened days due to weather: Shortened days, non-weather:

First Day Next Year Group

First Day Next Year:

PE Performance Measures

Enter counts for grade bands that are needed. Enter zeroes for the remaining fields in the grade band if no values apply. If the building being reported does not have any students in a specific grade band, leave all fields for that grade band blank. Only enter a value for "Evaluation not conducted at this grade band for the building" if a building in the district includes one or more of the grades in a band, but the students are not evaluated at that building.

KG-02 Total students scoring limited:	<input type="text"/>	06-08 Total students scoring limited:	<input type="text"/>
KG-02 Total students scoring proficient:	<input type="text"/>	06-08 Total students scoring proficient:	<input type="text"/>
KG-02 Total students scoring advanced:	<input type="text"/>	06-08 Total students scoring advanced:	<input type="text"/>
KG-02 Total students not evaluated:	<input type="text"/>	06-08 Total students not evaluated:	<input type="text"/>
KG-02 Evaluation not conducted at this grade band for the building:	<input type="text"/>	06-08 Evaluation not conducted at this grade band for the building:	<input type="text"/>
03-05 Total students scoring limited:	<input type="text"/>	09-12 Total students scoring limited:	<input type="text"/>
03-05 Total students scoring proficient:	<input type="text"/>	09-12 Total students scoring proficient:	<input type="text"/>
03-05 Total students scoring advanced:	<input type="text"/>	09-12 Total students scoring advanced:	<input type="text"/>
03-05 Total students not evaluated:	<input type="text"/>	09-12 Total students not evaluated:	<input type="text"/>
03-05 Evaluation not conducted at this grade band for the building:	<input type="text"/>	09-12 Evaluation not conducted at this grade band for the building:	<input type="text"/>

SIG Time Extended Group

Increased learning time by extending the school year:

Increased learning time by extending the school day:

Increased learning time in before and after school settings:

Increased learning time on the week end:

Increased learning time in summer school:

Increased learning time in some other time frame not listed above:

Free and Reduced Price Lunch

Free Lunch count:

Reduced Lunch count:

Save Cancel

The **Feeder School:** value should be left blank for buildings with 12th graders.

The PE Performance Measures are to be reported during Period S for each city, local, exempted village school district, community school and STEM districts. The Phys Ed Evaluation building records include students who are enrolled in the building for each grade range.

The four bands of grade ranges to be reported are as follows:

- Grades KG-2
- Grades 3-5
- Grades 6-8
- Grades 9-12

Each Grade Band will have 5 different options to be reported. These values indicate the count of students by ability level at each grade band. They are as follows:

- Total students scoring Limited
- Total students scoring Proficient
- Total students scoring Advanced
- Total students Not Evaluated
- Total students not Applicable

On the Building Organization Info (DN) tab, when reporting the values for each grade band, note the following:

1. Only report a value for Grade Bands that are in the building being reported in the Building Organization Info record. Example, if you are completing the high school building DN record, and only have grades 9-12 in that building, you would only fill in values for the 09-12 grade bands. The other grade bands would be left blank.
2. Total Students Not Applicable should only be completed for a grade band if a building in the district includes one or more of the grades in the grade band, but the students are not evaluated at that building. For example, if a district has a Kindergarten only building, but the district elects to evaluate students in 2nd grade only, then at the Kindergarten only building, you would complete the number of students not being evaluated and insert that on the Total Students Not Applicable field for the KG-02 grade band.
3. If a specific school building's grade levels served as reported in ODE's OEDS system overlap a grade band, the building should either have the first options reported (Limited, Proficient, Advanced, Not Evaluated) or report only the ** (Not Applicable); it cannot be both.
4. Report zeroes if no value applies to an attribute (Limited, Proficient, or Advanced) in the building. For example, if a building only has proficient students in a grade band, enter zeros for the limited and advanced levels in that same grade band.

DT Records

Create a record for each off-year assessment test administered for each grade level. If a district does not have any test records to be reported, a single record must be reported with the 'NT' None Tested value. Third Grade Reading Guarantee Assessments are not included in the DT records.



District and Building Information

From this screen, you can update your District and Building Information.

District Testing - Year End (DT)

District Organization Info (DN)

Building Organization Info (DN)

Grade Level Assessed:

None Tested  

Local Assessment Number:

0  



Number Of Students Taking Assessment:

0   

Assessed Students With Disabilities Headcount:

0   

Administered with Accommodations/Modifications:

No, Accomodations were not available  

Accommodations/Modifications Headcount:

0   

Alternate Assessments Provided:

No, Alternate Assessments Were not Available  

Alternate Assessment Headcount:

0   

Save

Cancel

Membership/Program Reporting

Task 34 – Verify and Update Membership Codes with Staff or Program Provider

Collection Request	All 'S' Collections
--------------------	---------------------

All buildings must report student programs from the EMIS Manual, Section 2.9 Student Program Record for any student participating in the program during the current school year.

Certain program codes require that a staff member be reported. Navigate to **StudentInformation** > **Management** > **School Administration** > **Membership Groups** > **Memberships** and edit the membership code. Check the

Require Staff Member: checkbox and select the staff member from the dropdown.

The following EMIS program codes require a staff member to be reported:

305003 – Career Assessment program code

206XXX – Gifted program codes

220100 – Preschool Itinerant Services program code

StudentInformation requires start dates on all memberships, but not stop dates. Preschool Itinerant 220100 is the only program code which requires effective start and end dates to be reported. Edit the program code through the breadcrumb trail above and check the **Require Dates:** checkbox. If Preschool Itinerant services are given through the ESC, the resident district does not report the program code.

Memberships with Contracted Staff:

Fill out the following default values on the membership:

Credential ID (aka State Staff ID on Staff record in StudentInformation)

Program Provider element

Memberships with Non-Contracted Staff

EMIS ID

Program Provider should be *****

NOTE: Any student assigned to the membership will show the default staff member and Program Provider IRN. If the staff member or Program Provider IRN differs from the default value assigned, edit the student's membership record and change the value of the credential id or program provider IRN element.

Task 35 – Add/Update Student Memberships (Programs)

Collection Request	All 'S' Collections
--------------------	---------------------

New for FY17

The following programs should no longer be reported:

- 120030 – Closing the Gap
- 120020 – Seniors to Sophomores
- 121001 – The Metro School

All other Program/Memberships

Student memberships may be entered in multiple places in StudentInformation.

StudentInformation > SIS > Student > Edit Memberships
StudentInformation > SIS > School > Membership Members

It is best to get your program/membership records added now regardless of the window the program gets reported in.

Report Program Codes according to the following table:

Code Category	Program Series	S Traditional			Report Staff	Report Dates
		Initial	Mid	Final		
Educational Options	115XXX		√	√		
Early College High School	120010		√	√		
Chartered Non-Public or Private Sch	160110		√	√		
Gifted Education Programs	205XXX		√	√		
	206XXX		√	√	√	
Alt. Placement for Students With Disability Conditions	211001		√	√		
Preschool Itinerant Services	220100	√	√	√	√	√
Academic Intervention – Summer	151490		√	√		
Academic Intervention – Regular School Year	152330		√	√		
Reading Improvement and Monitoring Plan Intervention – Summer	151500		√	√		
Reading Improvement and Monitoring Plan Intervention Regular School year	152500-152699		√	√		
Title I Subject Areas	231001-231010		√	√		
Title I Subject Areas – Summer Sch	231101-231110		√	√		
Title I Supporting Areas	232001-232007		√	√		
Title I Supporting Areas – Summer School	2321XX		√	√		
Title I Services	233XXX		√	√		
Title I Students Attending Neglected or Delinquent School	2340XX		√	√		
Title I Students Attending Neglected or Delinquent Summer School	2341XX		√	√		
Limited English Proficient (ESL)	235XXX		√	√		
Emergency Immigrant Education	240XXX		√	√		
Career Technical Programs Except	305XXX	√	√	√	√	

Code Category	Program Series	S Traditional			Report Staff	Report Dates
		Initial	Mid	Final		
305003 – Career Assessment						
CTE – Career Placement	305003		√	√		
CTE Single Parent Subgroup	305010		√	√		
Academic/Extracurricular Programs & Services	405XXX		√	√		
Academic Intracurricular Descriptions	410XXX		√	√		
School Related Service	415XXX		√	√		
Athletics & Related Programs/Interscholastic Athletics	420XXX		√	√		
Previous Dropout Codes	50000X		√	√		

Use the Program Provider IRN field to indicate the service being reported is provided by a contracted entity. Blank values in the Program Provider IRN are not valid. StudentInformation will default a blank value to *****.

The 215XXX Service Codes are no longer EMIS reportable, but can continue to be maintained on the Services tab of the student's Special Education page, if so desired.

Reading Improvement and Monitoring Plan Intervention Programs.

Reading Improvement and Monitoring Plans are required for K-3 students identified by the reading diagnostic assessment as not reading at grade level. Districts and community schools are required to report reading improvement interventions/programs provided during the school year in EMIS during the 'S' data collection. One or more interventions (RIMP) must be reported for any K-3 student identified who is not on track for reading.

Copy Membership functionality

- Allows selected student membership assignments to be copied from the previous year to the current year
- Will not copy memberships from one building to another if student changed buildings this year
- If the membership code has already been added to the student's memberships for the current year, the student will not appear on the list of students available to copy up for that membership.

StudentInformation > Management > Ad-Hoc Updates > Student Membership Copy [Find Students] Q

Student Membership Copy

From this screen, you can promote Student Memberships.

Search Criteria Select Student Memberships

The dual select boxes work independently of one another. To choose only one program code from a membership group, make selection in only the Membership dual select box.

Membership Group

10 - 10
11 - Intervention
12 - Post-secondary Enrollment Options Program
13 - 13

Membership

115002 - Educational travel
115004 - Mentor program
115005 - Tutorial program
120010 - Early College high School

☐ Include Student Memberships with Stop Dates

Search

Task 36 – Run Student Roster by Membership (R102) to verify student memberships

Collection Request	All 'S' Collections
--------------------	---------------------

For each Collection Request, run Student Roster by Membership and verify the student memberships to ensure that the proper students are appearing with the correct membership records.

StudentInformation > SIS > School > Student Reports > Student Roster By Membership (R102)

Report: R102

Printed Mon, Aug 03, 2:20 PM

High School

Student Roster By Membership

STUDENT CONTROL GROUP: 20 Specialized Instructions		Membership Date Range:		ALL DATES					
ID	STUDENT NAME AND ADDRESS	TELEPHONE	AGE	ST	GR	GD	HSGN	STUDENT MEMBERSHIP CODE	EFFECTIVE DATE
11075	Student55555, NATHANIEL 646 S Main St Lima, OH 46804-1241	(555) 555-5555	16	A	11	M		206070	Start Date: Resource/Pull-Out Room for Gifted Students led by GIS
									8/26/2009 Stop Date:

Task 37 – Run MEMBEMIS to verify student memberships

Collection Request	All 'S' Collections
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Process MEMBEMIS to determine if there are any issues with existing student memberships and services that will be reported. If errors are encountered, make the corrections and then rerun MEMBEMIS to verify that the issue has been taken care of.

MEMBEMIS runs in verify mode only. Any EMIS reportable membership added for a student will be included in the transfer file regardless of which window ODE will be looking for them in. ODE will ignore any program that is not to be reported in the window of a collection.

Running MEMBEMIS

MEMBEMIS has an option to verify Special Education Services separately from all other memberships. The verification process for Special Education Services can still be used to verify any service codes that you may have entered.

How to correct **Student Membership outside the range of the fiscal year** MEMBEMIS errors:

1. Navigate to **StudentInformation** » **Management** » **School Administration** » **Membership Groups**.
2. Click on the blue link of the membership code in the **Name** column.
3. The page will refresh and you will be brought to the Memberships page where a listing of all memberships for the two-digit code will display
4. Click on the corresponding blue link of the membership
5. The page will refresh and the **StudentInformation** » **SIS** » **School** » **Membership Members** will display.
6. Choose the membership group from the **Membership Group:** dropdown.
7. Select **Membership:** from the dropdown.
8. Click **Go**.
9. Verify each student has a start or end date within the school year.

StudentInformation > SIS > School > Membership Members

Membership Members

From this screen, you can maintain the students associated with the selected membership.

Membership Group: 20 - Specialized Instructions Membership: 205040 - Guidance Services

☒ Show Active Members ☐ Show Members From: 10/2/2014 To: 10/2/2014 **Go**

Add Students to Membership Bulk Addition of Students

	ID	Name ^	Homeroom	Staff Member	Start	End	Grade	Prog Prov IRN
✗	00001111	Banter, Susan	217		Sep 01, 2014			*****
✗	00002222	Banters, Lucy	217		May 31, 2014			*****
✗	00003333	Bantersmith, Bobo			Sep 01, 2014			*****
✗	00004444	Bantersmithly, Donald			Sep 01, 2014			*****

Discipline Reporting

Task 38 – Verify Discipline Data and begin reporting Discipline Data

Collection Request	2 nd & Final S Collection
--------------------	--------------------------------------

The reporting of discipline data now occurs earlier in the reporting cycle and is on-going. From now until the end of the school year, districts may verify their discipline information and report any records that exist. The DISCEMIS process is only a verify process, there is no 'update'. Districts should now run DISCEMIS periodically to clear up any errors on any existing discipline incidents.

In addition to DISCEMIS being only a 'verify' process, **all discipline incident data that is to be reported to EMIS MUST be entered as an incident record in the discipline module. This will be the only source for EMIS discipline data.** Records may no longer be added manually on the EMIS Discipline Maintenance records. Refer to the Discipline Step by Step Checklist for instructions on how to add discipline incidents in the discipline module.

To run DISCEMIS in Verify mode, with the district in context, navigate to StudentInformation > EMIS > Student Reporting Collection (S) and select Verify Student Data:

Next, select:

StudentInformation > EMIS > Student Reporting Collection (S)

Student Verify/Update - Collection (S)

From this screen, you can transfer Student Collection (S) records.

Request Type Program Selection

- ☒ Verify - Discipline (DISCEMIS)
- ☐ Verify - EMIS Run Requests (CHECK_EMIS)
- ☐ Verify - Membership Programs (MEMBEMIS)
- ☐ Verify - Non-reportable Students
- ☐ Verify - Student Demographic (UNCLEMIS)
- ☐ Verify - Student Gifted Records
- ☐ Verify - Student Special Education
- ☐ Verify/Update - Majority of Attendance IRN (MAJOREMIS)
- ☐ Verify/Update - Student Attendance (ATTUPEMIS)

< Back Next > Cancel

From the DISCEMIS Verify page, select the schools you wish to verify and the output method. Errors will display in the lower portion of the page with interactive links to assist in correcting the records.

Error messages with “W” at the end of the code are warning messages. Corrective action may or may not be necessary. Error messages ending with “E” must be corrected.

Once you have corrected your errors, include the GD – Student Discipline records in your next ‘S’ Collection Request Transfer.

Attendance Reporting

Task 39 – Run and save a copy of the District Wide Membership Report (Optional)

StudentInformation > SIS > Attendance > Attendance Reports > District-wide Membership Report (R500)

The District Wide Membership Report (R500) provides you with a report of the days present, excused and unexcused absences for a specified time period. You may wish to run a copy of this report the first day of school, at the end of each 'S' Collection Request and again the last day of school. Since there is no longer a count week for attendance, you may use this report for your own purposes. All attendance updates for the school year should be completed prior to running the R500 for the end of year report.

Report: R500

Printed Thu, Mar 29, 9:11 AM

ELEMENTARY

District Wide Membership Report

Grade: KG									Admission - Withdraw		Membership Days					
Id	Student Name	Stat	Prgm	Sex	Grd	Dist of Res.	Cal	Hm Rm	Date	Cde	FTE (%)	All	Pres.	Exc	Tardy	Unexc
00099019	Student59851, Bailey	A	**	F	KG	043984	DFLT	RADA	08/24/11	-	100	141.0	135.0	6.0	0.0	0.0
00099034	Student59828, Ethan	A		M	KG	043984	DFLT	REDMA	08/24/11	-	100	141.0	137.0	4.0	1.0	0.0
00099069	Student59770, Alana	T		F	KG	043984	DFLT	RADA	08/24/11	-	100	141.0	140.5	0.5	4.0	0.0
00099075	Student59761, Danny	N		M	KG	043992	DFLT	BRINK	08/24/11	-	100	141.0	139.5	1.5	2.0	0.0
00099092	Student59743, Riley	A		M	KG	043984	DFLT	RADA	08/24/11	-	100	141.0	141.0	0.0	0.0	0.0

Attendance on the District Wide Membership Report does not take the student's percent of time into consideration.

Note: Attendance will not match the days calculated on the attendance tab if you have absence types which are not reported to EMIS. It will also not match if the student is attending for a reduced percent of time.

Task 40 – ATTUPEMIS Update

Collection Request	2nd & Final
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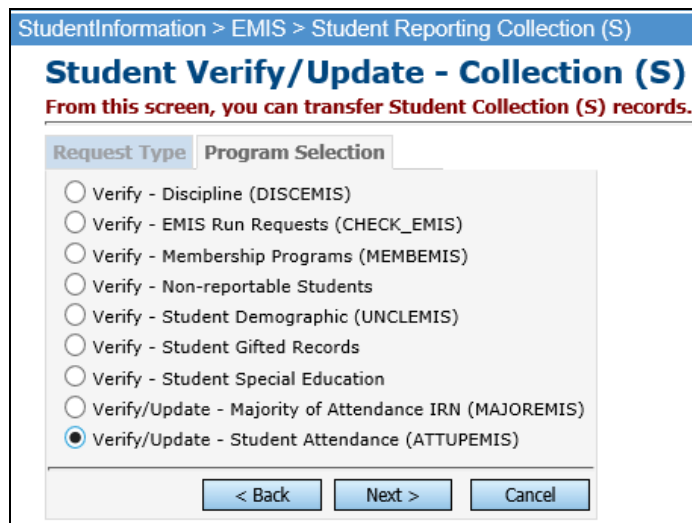
New for FY17: Student's attending CCP part time will have attendance calculated for the time they attending the district and attending CCP. If any absences occurred at the CCP institution that are not in StudentInformation, you must make manual adjustments to the attendance totals on the FS Attendance Tab of the Student Profile.

For students who are attending CCP 100% of the time, if they are on a DNAC their attendance will not be automatically calculated for them and will need to be calculated manually. However, if these students are placed on an attending calendar, their attendance will be calculated according to the days set forth on that calendar when running Attupemis.

Run ATTUPEMIS in update mode to calculate attendance for students prior to submitting the data. Your ITC may be running ATTUPEMIS in update mode nightly, however, it is a good idea to refresh your attendance prior to submitting a collection.

Attupemis now calculates attendance in hours instead of days, although the 'days' field displays on the FS Attending tab as a reasonableness check.

Due to the attendance reporting requirements for the 2nd & Final Collections, Attupemis should be run in update mode **prior to every submission** so that it contains the most up to date attendance information available.



Attupemis calculates the attendance for each student using the attributes of the Reporting Calendar the student is assigned to on the FD Attributes tab of the Student Profile. For a Reporting Calendar to be included in the Attupemis process, the

Include in Attendance Calculation:



must be checked on the Sub-calendar.

Student Attendance Calculation: The student's School Year Attendance Hours are calculated based on the number of hours of expected attendance for each day they are in session according to their calendar assignment minus the School Year Excused Absence Hours and the School Year Unexcused Absence Hours. The student's FTE is applied to both the number of hours in attendance and the number of absence hours. Any student EMIS exceptions on the Reporting Calendar are included in the calculation.

Example 1A, John Smith is on a calendar that begins August 26 and ends May 15. His reporting calendar has an 'Hours Per Day' value of 6. The school expected to have 180 days in session. The student's FTE is 100%.

This calendar had 2 weather related school delays where they attended 4 hours each day. They also had 2 calamity days that they did not attend at all. EMIS Exceptions were reported for all four of these incidents.

John Smith missed 2 days due to illness (excused absence).

Calculation:

180 days minus the 4 days with EMIS Exceptions = 176 days.
 $176 \times 6 = 1056$ hours

2 days (delay days) with EMIS Exceptions with 4 hours attendance
 $2 \times 4 = 8$ hours

2 days (calamity days) with EMIS Exceptions with 0 hours attendance
 $2 \times 0 = 0$ hours

2 days of excused absences at 6 hours per day
 $2 \times 6 = 12$ hours

$(1056 + 8 + 0) - 12 = 1064 - 12$
 $1064 - 12 = 1052$ hours of attendance and 12 hours of excused absences

Example 1B, Jane Smith is on a calendar that begins August 26 and ends May 15. Her reporting calendar has an 'Hours Per Day' value of 6. The school expected to have 180 days in session. The student's FTE is 75%.

This calendar had 2 weather related school delays where they attended 4 hours each day. They also had 2 calamity days that they did not attend at all. EMIS Exceptions were reported for all four of these incidents.

Jane Smith missed 2 days due to illness (excused absence).

Calculation:

180 days minus the 4 days with EMIS Exceptions = 176 days.

$$176 \times (6 \times .75) = 792 \text{ hours}$$

2 days (delay days) with EMIS Exceptions with $(4 \times .75) = 3$ hours attendance
 $2 \times 3 = 6$ hours

2 days (calamity days) with EMIS Exceptions with 0 hours attendance
 $2 \times 0 = 0$ hours

2 days of excused absences at $(6 \times .75) = 4.5$ hours per day
 $2 \times 4.5 = 9$ hours

$$(792 + 6 + 0) - 9 = 798 - 9$$

$798 - 9 = 789$ hours of attendance and 9 hours of excused absences

Half day calendars. The student's School Year Attendance Hours is based on the number of hours of expected attendance for each day they are in session, minus the School Year Excused Absence Hours and the School Year Unexcused Absence Hours. The student's FTE is applied to both the number of hours in attendance and the number of absence hours. Any student EMIS exceptions on the Reporting Calendar are included in the calculation. Students on these calendars are 50% FTE or less with a Max Absence Level of a half day (0.50).

When applying 'days shortened' or 'days lengthened' EMIS exceptions to a half day calendar, districts must take into consideration that the student is going 50% of time. If a student typically attends 3 hours, but school is delayed for 1 hour, they need to report an EMIS unplanned shortened day with 4 hours instead of 5. If they report 5 hours, the student would receive 2.5 hours attendance, which would be wrong. If they report the exceptions with 4 hours, then the student receives the correct attendance of 2 hours. This is not just for the hours reporting in StudentInformation, but we have been advised that this is how ODE will be calculating hours for the EMIS exceptions as well.

Example 2A, James Smith is on an a.m. calendar that begins August 26 and ends May 15. His reporting calendar has an Hours Per Day value of 6. The school expected to have 180 days in session. The student's FTE is 50%.

This calendar had 2 weather related school delays where they were delayed 1 hour each day. The EMIS Exceptions for C_HSHRTWEA would be reported with 4 hours for each of those delayed days. They also had 2 calamity days that they did not attend at all. EMIS Exceptions were reported for all four of these incidents.

James Smith missed 2 days due to illness (excused absence).

Calculation:

180 days minus the 4 days with EMIS Exceptions = 176 days.
 $176 \times (6 \times .5) = 528$ hours

2 days (delay days) with EMIS Exceptions with $(4 \times .5) = 2$ hours attendance
 $2 \times 2 = 4$ hours

2 days (calamity days) with EMIS Exceptions with 0 hours attendance
 $2 \times 0 = 0$ hours

2 days of excused absences at $(6 \times .5) = 3.0$ hours per day
 $2 \times 3 = 6$ hours

$(528 + 4 + 0) - 6 = 532 - 6$
 $532 - 6 = 526$ hours of attendance and 6 hours of excused absences

Attupemis Update populates the Current Entity fields circled in the screenshot below.

StudentInformation > SIS > Student > Edit Profile

Edit Student Profile

From this screen, you can display and change information regarding a students profile.

General Additional Custom Private FS-Standing FS-Attendance FD-Attributes FN-Attributes FN-Graduate Transportation

	Start Date	Withdraw Date	Withdraw Reason	School Year Attendance Hours	School Year Excused Absence Hours	School Year Unexcused Absence Hours	Other SY Attendance Hours	Other SY Excused Absence Hours	Other SY Unexcused Absence Hours
	7/1/2016		**	658.13	20.25	10.13	0.00	0.00	0.00

☒ Show Current Year Only

Save **Cancel**

Last Modified: 04/21/2016 10:43 AM by User: bataswart

Effective Start Date: 7/1/2016

District Withdraw Date:

The relation between Days and Hours may not be equal due to the accuracy of the calculations and values entered on the calendars. Days are for reference only, hours will be reported.

	Current Entity		Other Entity	
	Days	Hours	Days	Hours
Attendance	97.50	528.13	0.00	0.00
Excused Absence	3.00	20.25	0.00	0.00
Unexcused Absence	1.50	10.13	0.00	0.00

If any additional hours are specified in the 'Other Entity' attendance fields, the values are added to the Current Entity values and reported as a combined total in the FS Transfer file. See the next task for details on manually entered attendance.

For additional assistance in troubleshooting attendance calculations, refer to the Attupemis Worksheet & Answers document under the Help link – Procedural Checklists/Step by Steps under the EMIS section.

Task 41 – Manually enter attendance on the FS Attendance Tab for non-preschool students who attend the ESC, Board of DD Students, JVS Satellite Students and non-public students who are placed at district expense

Collection Request	2nd & Final
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Attupemis now calculates attendance in hours instead of days, although the 'days' field displays too. The values in the Other Entity field are manually entered and are not updated by Attupemis. These can be used for reporting attendance for students that are not on a calendar within your district that calculates attendance.

Examples of students who may need to have their attendance calculated manually:

1. JVS Satellite Students
2. Non-Preschool Students attending the ESC
3. Students at the Board of DD
4. Non-public Students placed at District Expense
5. Full time CCP Students

Starting in FY17, attendance is being calculated for the time students attend the CCP as if they have perfect attendance. If the student had an absence while at the CCP and no absence event was reported in StudentInformation for that time, you will need to adjust the hours totals accordingly.

During the transfer process, the FS EMIS record transfer adds together the values in the current entity hours of attendance fields to the other current attendance and reports the total on the FS records.

StudentInformation > SIS > Student > Edit Profile

Edit Student Profile

From this screen, you can display and change information regarding a students profile.

General
Additional
Custom
Private
FS-Standing
FS-Attendance
FD-Attributes
FN-Attributes
FN-Graduate
Transportation

	Start Date	Withdraw Date	Withdraw Reason	School Year Attendance Hours	School Year Excused Absence Hours	School Year Unexcused Absence Hours	Other SY Attendance Hours	Other SY Excused Absence Hours	Other SY Unexcused Absence Hours
	9/27/2016		**	904.50	0.00	0.00	0.00	0.00	0.00

☒ Show Current Year Only

Save
Cancel

Last Modified: 04/4/2017 1:34 PM by User: melissa.bauer

Effective Start Date: 9/27/2016

District Withdraw Date:

The relation between Days and Hours may not be equal due to the accuracy of the calculations and values entered on the calendars. Days are for reference only, hours will be reported.

	Current Entity		Other Entity	
	Days	Hours	Days	Hours
Attendance	134.00	904.50	0.00	0.00
Excused Absence	0.00	0.00	0.00	0.00
Unexcused Absence	0.00	0.00	0.00	0.00

Majority of Attendance Reporting

Task 42 – Run MAJOREMIS to calculate Majority of Attendance IRN

Collection Request	2nd & Final
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Majority of Attendance is the IRN of the building or district where a student is continuously enrolled from the end of October Count Week through the spring test administration date. The following chart indicates the end dates used for each of the subgroups of students.

Grade	Test	MOA End Date	Participation Date
Students in grades K-8 and untested students			
Any	Untested	March 19	NA
	Alternate Assessment: ELA, Math	March 19	March 19
3	Next Gen Spring: All Subject	April 13	April 13
Students who were first time ninth graders <i>before</i> July 1, 2014			
9-12	OGT (Reading, Writing, Math, Science, Social Studies); <i>not</i> taking American History or American Government	March 19	March 19 (R/M only)
9-12	OGT (Reading, Writing, Math, Science, Social Studies); <i>taking</i> American History or American Government	April 13th	March 19 (R/M only)
Students who were first time ninth graders <i>on or after</i> July 1, 2014			
9-12	Next Gen Fall Block: taking ELA or Math and not taking any spring assessments	April 13	December 15
	Next Gen Spring: All spring Assessments	April 13	April 13

Majority of attendance will never be an IRN outside of the district boundary. When the determination is made, the following rules are applied:

- If the student was continuously enrolled in the building for the designated time period, the student's majority of attendance IRN will be equal to the building IRN
- If the student is continuously enrolled in the district but has changed buildings in the district during the designated time period, the student's majority of attendance IRN will be equal to the district IRN
- If the student was not continuously enrolled within the building or district during the designated time period, the student's majority of attendance IRN will be equal to "*****".


The resident district is responsible for reporting the Majority of Attendance IRN using the above rules for the following students:

- Post-Secondary Institution
- MRDD
- JVS
- Contract Career-Technical
- School age ESC



The ESC is responsible for reporting the Majority of Attendance element for preschool students. **Majority of Attendance fields are used for the Local Report Card, so you will want to be certain the data is as accurate as possible.**

EMIS Subject Codes used for MOA determination.

<div>  </div>			
High school end of course exam	High school course(s) expected to take end of course exam		Notes/clarification
	EMIS Course code	Course Title	
English Language Arts I	050160	Integrated English Language Arts I	District course titles may include English 9, Freshman English, Humanities 9
English Language Arts II	050170	Integrated English Language Arts II	District course titles may include English 10, Sophomore English, Humanities 10
Algebra I	110065	Advanced Mathematics 8	All students should be taking an end-of-course exam, either Algebra I or Math I.
	110301	Algebra I	
	110480	Applied Algebra or Applied Mathematics I	These students may not take an end-of-course exam if used as first year of a two-year program.
Geometry	111200	Geometry	
	110490	Applied Geometry or Applied Mathematics II	These students may not take an end-of-course exam if used as first year of a two-year program.
Integrated Math I	110065	Advanced Mathematics 8	All students should be taking an end-of-course exam, either Algebra I or Math I.
	110010	Mathematics I (Integrated math course)	
Integrated Math II	110480	Applied Algebra or Applied Mathematics I	These students may not take an end-of-course exam if use as first year of a two-year program.
	110020	Mathematics II (Integrated math course)	
	110490	Applied Geometry or Applied Mathematics II	These students may not take an end-of-course exam if use as first year of a two-year program.
Physical Science	132220	Physical Science	
Biology	132230	Biology	
	132330	Advance Biology	
American History	150810	History (American)	
	152300	History (Integrated)	
American Government	150300	Government (American)	
	150308	Government/Economics (American)	
	159950	Government & Politics (United States)	

Running MAJOREMIS

MAJOREMIS is located on the Period S Menu of options. When selecting the period S Student Reporting Collection option from the menu, select 'Verify Student Data'. Next, select Verify/Update – Majority of Attendance IRN (MAJOREMIS) from the program selection menu.

Student Verify/Update - Collection (S)
From this screen, you can transfer Student Collection (S) records

Request Type Program Selection

- ☐ Verify - Discipline (DISCEMIS)
- ☐ Verify - EMIS Run Requests (CHECK_EMIS)
- ☐ Verify - Membership Programs (MEMBEMIS)
- ☐ Verify - Non-reportable Students
- ☐ Verify - Student Demographic (UNCLEMIS)
- ☐ Verify - Student Gifted Records
- ☐ Verify - Student Special Education
- ☒ Verify/Update - Majority of Attendance IRN (MAJOREMIS)
- ☐ Verify/Update - Student Attendance (ATTUPEMIS)

< Back Next > Cancel

The next tab will display a series of tabs needed to complete both the verify and update process. It is **imperative** that both the verify and update process is run for each tab. If only the verification is run, the MOA field on the Student Profile FN Attributes tab **will not be** updated with the MOA value. Each tab works with a specific group of students according to the effective end date of the period Majority is calculated for according to the table above.

Verify/Update Majority of Attendance IRN - (S) Ba
Updates must be completed for each of the student groups below

Grade 3-8 9th Prior to FY15 9th on/after FY15 Untested and Alternate

Grades 3-8 Tab

This tab will verify or update the Majority of Attendance IRN for all students in Grades 3-8 using the correct MOA end date dependent upon the options chosen.

StudentInformation > EMIS > Verify/Update Majority of Attendance IRN

Find Students [Go To]

Verify/Update Majority of Attendance IRN - (N) Batavia Local SD

Updates must be completed for each of the student groups below

Grade 3-8 9th Prior to FY15 9th on/after FY15 Untested and Alternate

Include Buildings:

- ☒ Select all buildings
- ☒ E128 - Batavia Elementary
- ☒ E127 - Batavia High School
- ☒ E129 - Batavia Middle School

This tab will verify or update the Majority of Attendance IRN for all students in Grades 3-8.

Update not run yet

Run Type: ☒ Verify ☐ Update (You must have all buildings selected for update)

File Download Options

Select A File Type Select A Download Method

Submit Cancel

9th Prior to FY15

This tab will verify or update the Majority of Attendance IRN for all students who took the OGT or were supposed to take the test and did not ***and*** were first time 9th graders before July 1, 2014 according to their 'Fiscal Year Began 9th' on the FN Attributes Tab of the student profile. The update process will use EMIS subject codes 150300 and 150810 to determine if a student in this group is taking American History or American Government.

If the student ***IS NOT*** taking American History or American Government, their MOA Effective date is March 19th. If the student ***IS*** taking American History or American Government, the MOA Effective date is April 13th.

StudentInformation > EMIS > Verify/Update Majority of Attendance IRN

Find Students [Go To]

Verify/Update Majority of Attendance IRN - (N) Batavia Local SD

Updates must be completed for each of the student groups below

Grade 3-8 9th Prior to FY15 9th on/after FY15 Untested and Alternate

Include Buildings:

- ☒ Select all buildings
- ☒ E128 - Batavia Elementary
- ☒ E127 - Batavia High School
- ☒ E129 - Batavia Middle School

This tab will verify or update the Majority of Attendance IRN for all students who took the OGT and were first time 9th graders before July 1, 2014. The Majority of Attendance update process will use the EMIS subject codes 150300 and 150810 to determine if a student is taking American History or American Government.

Update not run yet

Run Type: ☒ Verify ☐ Update (You must have all buildings selected for update)

File Download Options

Select A File Type Select A Download Method

Submit Cancel

9th on/after FY15

This tab will verify or update the Majority of Attendance IRN for all students who took the OGT or who were required to take the test but did not ***and*** who were first time ninth graders on or after July 1, 2014. Their MOA effective date is dependent upon the EMIS Subject Codes for specific courses the students may have taken, as well as the End of Course Assessment Area value for those courses. The subject codes used are from the Ohio Department of Education table displayed earlier in this task for all subjects with End of Course Exams.

The courses listed in the dual selection boxes no longer need to be pulled over in order to calculate the MOA for students. These dual entry course selections will be removed from the screen at a later date.

Due to the limited number of MOA effective dates, the AdHoc Membership for Science or Social Studies no longer needs to be included when processing Majoremis in verify or update mode, and they will also be removed from the screen at a later date.

Grade 3-8

9th Prior to FY15

9th on/after FY15

Untested and Alternate

Include Buildings: *

☒ Select all buildings

☒ E128 - Batavia Elementary

☒ E127 - Batavia High School

☒ E129 - Batavia Middle School

This tab will verify or update the Majority of Attendance IRN for all students who were first time 9th graders on or after July 1, 2014. It will determine the MOA end date to use based on the options chosen below.

Next Gen Fall Block ELA or Math

Subject Codes Available

E127 - 0005 - 23 - ENGLISH 9

E127 - 0005 - 53 - ENGLISH 9

E127 - 0005 - 93 - ENGLISH 9

E127 - 0009 - 43 - CP ENGLISH 12

Subject Codes Selected

Next Gen Spring ELA or Math

Subject Codes Available

E127 - 0005 - 23 - ENGLISH 9

E127 - 0005 - 53 - ENGLISH 9

E127 - 0005 - 93 - ENGLISH 9

E127 - 0009 - 43 - CP ENGLISH 12

Subject Codes Selected

Next Gen Spring Block ELA or Math

Subject Codes Available

E127 - 0005 - 23 - ENGLISH 9

E127 - 0005 - 53 - ENGLISH 9

E127 - 0005 - 93 - ENGLISH 9

E127 - 0009 - 43 - CP ENGLISH 12

Subject Codes Selected

Next Gen Spring: Science or Social Studies Only

-- Select an Ad-Hoc Membership --

Public And Private

Next Gen Spring Block: Science or Social Studies Only

-- Select an Ad-Hoc Membership --

Public And Private

FY17 Period S Checklist
For Traditional Districts, JVSDs & ESCs

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Version 16.1.2 Rev.4/18/2017
StudentInformation ©

Untested and Alternate Assessment

Contact your Special Ed Coordinator for a list of alternate assessment students. This tab will verify or update students who are in the untested grade levels of KG, 01, 02, PS and Alternate Assessment students. It is recommended that this task be updated last, however, you may process the tabs out of order. To update the students who took the alternate assessments, add them to the Alternate Assessment ad-hoc membership group used on this tab. If the students were supposed to take an alternate assessment but did not test, include them in the ad-hoc group anyway. Untested students and alternate assessment students all have the same Majority of Attendance Effective end date of March 19th.

StudentInformation > EMIS > Verify/Update Majority of Attendance IRN

Find Students | Go To

Verify/Update Majority of Attendance IRN - (N) Batavia Local SD

Updates must be completed for each of the student groups below

Grade 3-8 | 9th Prior to FY15 | 9th on/after FY15 | **Untested and Alternate**

Include Buildings:

- ☒ Select all buildings
- ☒ E128 - Batavia Elementary
- ☒ E127 - Batavia High School
- ☒ E129 - Batavia Middle School

! This tab will include students in all untested grade levels and use the appropriate MOA end date for any student listed in the Alternate Students ad-hoc group if chosen. This update should be run last to ensure all students listed in the Alternate ad-hoc group are given the correct MOA value.

Ad-Hoc Membership for Alternative Assessment Students:

-- Select an Ad-Hoc Membership --

Public And Private ☐

Update not run yet

Run Type: ☒ Verify ☐ Update (You must have all buildings selected for update)

File Download Options

Select A File Type | Select A Download Method

Submit | Cancel

Running MAJOREMIS In Verify Mode

On each tab, a verify option is available. Rather than working with the entire district, MAJOREMIS works with only the students affected by the tab you're currently working on. In addition, when running MAJOREMIS in Verify mode, you can verify each building individually or all buildings at the same time. When you select the option to verify, the output report you receive only indicates the students being updated by that tab. The following columns will appear on the Verify report:

- StudentNumber – student's local ID number
- EMISId – Student's EMIS ID
- DisplayName – Student's name
- IRN – School IRN of the student
- Building – Building Code
- StateEquivalentGradeLevel – Grade level reported to EMIS for student

- IRNMajorityAttendance – the calculated Majority of Attendance IRN that will be updated to the student when processed in Update mode
- MatchTypeID – Internal value indicating the type of match that was determined for the student. Values are:
 - 1 – School IRN will be used for MOA IRN for the student
 - 2 – District IRN will be used for MOA IRN for the student. The student was continuously enrolled in the district but was not continuously enrolled in a specific building
 - 3 - ***** will be used for MOA IRN as student was not continuously enrolled in the district

Running MAJOREMIS In Update Mode

On each tab, when processing MAJOREMIS in Update mode, all buildings must be selected to update. Once the update is complete, an output report is created to show the results of the students updated for that tab. Each tab may be processed in update mode again independently of another tab.

Data Submission

Task 43 – Run CHECK_EMIS for Period S

Collection Request	All 'S' Collections
--------------------	---------------------

CHECK_EMIS is available on each reporting period menu. The version under each menu will check only those processes specific to that particular reporting period.

Run CHECK_EMIS to get an audit trail of what processes have been performed for each building in your district. The CHECK_EMIS page lists which EMIS Verify, Update, and Transfer processes have been run. The CHECK_EMIS report will provide you with a listing of when each process was run, what time, and which user completed the process for each building in the district.

At this point in the checklist, it is important to verify the following has been completed:

1. Make sure all processes have been run in Verify mode where applicable for each building
2. Make sure all update processes have been run in Update mode where applicable at least one time for the district
3. Make sure all the necessary transfers were performed after the update processes were run
4. If any processes were run too early, make sure they are rerun during the appropriate timeframe.

CHECK_EMIS may be processed at any time during the reporting period for a status report.

StudentInformation > EMIS > Student Reporting Collection (S)

Student Verify/Update - Collection (S)

From this screen, you can transfer Student Collection (S) records.

Request Type Program Selection

☐ Verify - Discipline (DISCEMIS)

☒ Verify - EMIS Run Requests (CHECK_EMIS)

☐ Verify - Membership Programs (MEMBEMIS)

☐ Verify - Non-reportable Students

☐ Verify - Student Demographic (UNCLEMIS)

☐ Verify - Student Gifted Records

☐ Verify - Student Special Education

☐ Verify/Update - Majority of Attendance IRN (MAJOREMIS)

☐ Verify/Update - Student Attendance (ATTUPEMIS)

< Back Next > Cancel

Task 44 - Period S Transfer

Collection Request	All 'S' Collections
--------------------	---------------------

Once you have completed the data updates, transfer your data to the Data Collector. Navigate to the Student Reporting Collection (S) menu and choose Select All Transfers. Individual file transfers for a specific record type may be performed as needed.

StudentInformation > EMIS > Student Reporting Collection (S)

EMIS - Create Flat Files - Select Files

From this screen, you can transfer Student Collection (S) records.

Request Type | Program Selection

☒ Select all transfers

- ☒ Transfer - District Testing (DT)
- ☒ Transfer - Organization - General Information (DN)
- ☒ Transfer - Student Acceleration (FB)
- ☒ Transfer - Student Attributes - Effective Date (FD)
- ☒ Transfer - Student Attributes - No Date (FN)
- ☒ Transfer - Student Demographic (GI)
- ☒ Transfer - Student Demographic - Race Detail (GJ)
- ☒ Transfer - Student Discipline (GD)
- ☒ Transfer - Student Gifted Education (GG)
- ☒ Transfer - Student Missing Override (FC)
- ☒ Transfer - Student Program (GQ)
- ☒ Transfer - Student Special Ed. Graduation Requirement (FE)
- ☒ Transfer - Student Special Education (GE)
- ☒ Transfer - Student Standing (FS)
- ☒ Transfer - Student Summer Withdrawal (FL)

Transfer Type:

☐ Flat file transfer

☒ Flat file transfer for Data Collector

< Back Submit Cancel

Task 45 – Run the Collection

Collection Request	All 'S' Collections
--------------------	---------------------

Before running the Data Collector make sure the most recent version of the manifest is downloaded.

Collection Requests

1. While logged into the Data Collector, click on the

2. Begin the collection.

3. Mark the Data Sources section.

All Files data sources

Data Sources	Availability	Collection Status
<input checked="" type="checkbox"/> BA-Files	<input checked="" type="checkbox"/> Ready	Not Started

4. Once the collection has been completed, proceed to the Prepare step.

5. Once the Prepare has completed, review the Level 1 Validation errors.

6. Return to StudentInformation to make corrections and updates resolving the Level 1 Validation errors.

7. After creating a new transfer file in StudentInformation and submitting it to the Data Collector, begin a new collection.

8. If satisfied with the results, go ahead and submit the collection to ODE for processing.

9. Once the collection has been processed by ODE, you should receive Level 2 Report errors. Review the Level 2 Report errors and make corrections in StudentInformation.



Don't forget – once you correct errors and rerun any required updates in StudentInformation, a new transfer to the Data Collector must be performed. Once the transfer is complete rerun your collection.



FY17 Period S SOES Reporting Period Checklist for Community & STEM Districts - First Window

Change Log

Date	Section Number/Name	Change Description
11/22/16	Task 3	Update and Verify Student SSIDs; added B.iii.
10/3/16	Task 22	Updated Reporting Window
10/3/16	Task 2	Updated paragraph pertaining to PS students in Federal Headstart
9/14/16	Entire Document	FY17 Updates

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Period S Checklist for Community & STEM Districts for the Final SOES Window

Collection Requests (tentative) –

	SOES First Window	SOES Final Window
Collection Request Record Types to Include	July- January	February - July
Each Collection Request will include transactions from July 1 through the end of the Collection Request. Reporting is on-going meaning there is no cut-off date. As students are enrolled in your district, their data will be included in the next transfer regardless of enrollment date.	GI	GI
	GJ	GJ
	FS	FS
	FD100, FD130, FD110, FD070, FD060, FD170, FD090	FD
	FN270, FN400 only	FN – FN140, FN290, FN110, FN080, FN210, FN220, FN360, FN310, FN390, FN120, FN400, FN370, FN270, FN380
	GE	GE
	FE	FE
	FC	FC
	FL	FL
	DN (Select attributes by period) Include: <ul style="list-style-type: none"> • C_STUEEPOL • INFOTECIRN • STUKGBRDAY • STULNCHFRE • STULNCHRDC • STULNCHNOT • STUELGEXAC 	DN (Select attributes by period) Include: <ul style="list-style-type: none"> • SIG Time Extended Group Elements • C_STUEEPOL • INFOTECIRN • STUKGBRDAY • STUELGEXAC • STULNCHFRE • STULNCHRDC • STULNCHNOT • LCLWELLPOL • Physical Education Eval Group Elements • Initial IEP Eye Exam Group Elements
		DT
	GQ (limited codes)	GQ
		FB
		GG
		GD
	FP - Transportation Records	New Transportation Records
	FF	FF
	FG	FG

Student Record Updates

Community Eligibility Provision

Beginning in FY16, any district/building that participates in the Community Eligibility Provision (CEP) of the school lunch program do not have to code all students in that building/district as 1-Economic Disadvantage on the FD tab, however, the option is there to do so in preparation for FY17. FY16 was a transition year into FY17 where districts will need to verify they have reviewed every student they are reporting as economically disadvantaged. Please see the new codes in task 9 – Update Disadvantage Values.

Autism Scholarship Students

Autism Scholarship Program students (ASP) are required to be reported to EMIS, and are included in the Federal October Child count. They should not be withdrawn from the resident district. See EMIS Manual section 2.1 for details.

Jon Peterson Scholarship Students

If you are the resident district sending a student out on a JPS, use EMIS situation 473, even if the JPS program is housed at a non-pub. If your district is not the resident district of a JPS student at a non-pub, use a services only EMIS situation.

Preschool students found to be ineligible for service

PS students found ineligible for services must be admitted and withdrawn on the same day. Remember to put these students on a non-attending calendar so they aren't reported with any attendance hours when ATTUPEMIS runs.

NOTE: If the PS student doesn't have an SSID, register the student and wait for an SSID to be returned before withdrawing the student. The SSID Locator does not process withdrawn students.

College Credit Plus Students

Students attending elsewhere as College Credit Plus students (formerly PSEO) must be reported as attending elsewhere for the percent of time they are taking college credit courses – even if they are taking courses after school hours. Schools will still be funded 100% for the time at their district and the time at the CCP Institution.

STEM School Students

There are two different types of STEM schools

1. District STEM School: STEM school that *is not* considered a building in a regular district
2. Building STEM School: STEM school that *is* part of a regular district.

- Students who attend a District STEM School are withdrawn from their resident district using the normal withdrawal procedures using a withdraw code of “41”.
- District STEM Schools report students as non-residents attending using a “How Received” value of “K”. The How Received IRN is the IRN of the student’s resident district.
- Students from other districts who attend a Building STEM School do so through Open Enrollment and are not withdrawn from their resident district.
- If a resident student attends a Building STEM School, the STEM building IRN is used for the Accountability IRN and the Attending Building Area IRN.

Task 1 – Verify Student Admission and Withdrawals

Collection Request	All 'S' Collections
--------------------	---------------------

Verify student admissions and withdraws. Because of the addition of the new Student Cross Reference system reporting, **it is no longer appropriate to whack no-shows**. Once a student is reported for the school year, you must continue to report them all year long.

Last year, the new Withdraw reason '76 – Non-Attendance according to the 105-hour rule' withdraw reason was added for students who were withdrawn due to truancy/non-attendance. This withdraw reason is still valid for FY17 for community schools only.

Withdrawal Reasons to Note

- 77 – Withdrew due to 3314.26 (non-tested 2-year e-school)
- 38 – Student promoted beyond max grade/entity closing
- 81 – Student reported in error – never should have been reported
- 39 – Non-enrolled student no longer receiving services
- 79 – Reason for enrollment (received reason) no longer valid

A. Verify the following types of students are withdrawn from 16/17:

- i. **No shows** - Students who are new to the district in 16/17 but NEVER show up. These students must be reported in SCR.
 - Scenario # 11 from the **16/17 Withdrawal Scenarios** doc
- ii. **Prior Year Withdrawals** – Students who withdrew from the district on or before the last day in 15/16 but were already promoted to 16/17 should be whacked from 16/17 unless they have already been included in SCR.
 - Scenario #5 from the **16/17 Withdrawal Scenarios** doc
- iii. Summer **Withdrawals**- Students who were enrolled in 15/16 but withdrew over the summer and will not be attending in 16/17.
 - Scenario #2 from the **16/17 Withdrawal Scenarios** doc
- iv. **Summer Graduates** – Are handled the same as summer withdrawals except a Diploma Type, Diploma Date, Withdraw Date prior to the first day of the new school year and a Withdrawal Reason code of 99 are entered. The student's graduate information is reported in 16G but their withdrawal information is reported in 16S.
 - Scenario #34 from the **16/17 Withdrawal Scenarios** doc
- v. **Newly Enrolled – Late Start** - A new student enrolls and is supposed to start the first day of school but doesn't show until the third day.
 - Scenario #17 from the **16/17 Withdrawal Scenarios** doc

B. Process Students who were supposed to graduate last year but didn't

Students who have met all the course requirements and were supposed to graduate in 15/16, but didn't because they didn't pass the testing requirements should be handled as follows:

- i. *Enrolled in courses* - If the student enrolls in courses in the 16/17, report the student with Grade Level 13 on the FD tab. Do *not withdraw the student*. Report summer test results in 16A, Assessment Collection Request
- ii. *Dropout* - If the student drops out in the 16/17 school year, report the student as Grade Level 13 on the FD tab – State Equivalent Grade Level, on the student's latest FS record, and a withdrawal date and reason of **75 – Student Completed course requirements but did NOT pass the appropriate statewide assessments required for Graduation**. Change the EMIS Grade Next Year on the FN tab to "DR".

C. Register students who were previously withdrawn and have returned to the district, including expelled students

- i. Previously withdrawn in 15/16 but returning to the district in 16/17
 - o Scenario #3 from the **16/17 Withdrawal Scenarios** doc
- ii. Expelled in 15/16 and is not receiving instructional services but returns to the district in 16/17
 - o Scenarios #14 and #15 from the **16/17 Withdrawal Scenarios** doc

Refer to the New Admission and Withdrawals section of the EMIS Manual (2.1.1) and the 16/17 Withdrawal Scenarios document for more admission and withdrawal scenarios.

Task 2 – Reporting Preschool Students

Collection Request	All 'S' Collections
--------------------	---------------------

New Reporting Instructions for Preschool Students beginning in FY17

New 'How Received' codes for reporting PS students in Early Childhood Education have been introduced this year.

Students in ECE, regardless of the resident district are to have 'E' reported for their How Received Element. A student cannot be enrolled in more than one program at a time. In addition, a student can be in 'E' and also be receiving special education services.

If a resident preschool student is enrolled in Federal Head Start, then '**' is reported for the How Received Element.

Non-resident preschool students enrolled in a traditional district who are not ECE, should be reported with the appropriate How Received value for their situation as well as the How Received IRN. Any of the EMIS Situations contained in the EMIS Situations document for traditional districts can be used for preschool students.

Students enrolled in an ESC who are not in an ECE program are to have 'H' reported for the How Received element. Students who are not in an ECE program and are enrolled in a traditional district that is not their resident district are to be reported with a How Received code that accurately reflects how they arrived at the district (i.e., through open enrollment, court placement, etc.). If the student is enrolled in special education and ECE, then 'E' is reported for the How Received element.

Options 'E' and 'H' are only valid for Preschool students. A How Received IRN value is also required to be reported. These options take precedence over reporting the type of entity.

How Received Values exclusively for PS students:

- E – Preschool ECE Early Childhood Education Grant
- H – ESC Providing Instruction and Related Services (ESC Only)
- I – Student receiving non-instructional, supplementary or related services

In the student's district of residence, How Received options used currently for school aged students are also now available to be reported.

Task 3 – Obtain and Verify Student SSIDs

Collection Request	All 'S' Collections
--------------------	---------------------

Obtain:

If all the following required fields are filled in during registration, an SSID will automatically be assigned as part of the registration process by the SSID Locator.

First Name or Legal Name if first name is not the legal name.
Middle Name or Legal Name if middle name is not the legal name
Last Name or Legal Name if last name is not the legal name
Date of Birth
Gender
Native Language
Ethnicity
Birthplace City
Admission Reason

Community and STEM schools must collect all required fields to obtain an SSID during the registration process unless they obtain the SSID from the student's prior district. For exceptions the StudentInformation SSID extract may be used. If students are sent to the community school electronically from another district using the Student Transfer process in StudentInformation the SSID, if available, will come over with the student.

- a. Perform a sweep of students missing an SSID. IBM will bulk assign the SSIDs.

[StudentInformation > Management > Import/Export > State Student ID Export](#)

- b. Log into the IBM site to obtain the SSIDs manually for individual students. All students must have the mandatory fields filled in to get an ID.

A. Verify:

Run the SSID report to verify all students have an SSID. The report will list students missing elements which would prevent them from receiving an SSID. Once the missing elements are filled in, the SSID Locator system will automatically obtain an SSID and write it to the latest FS record.

B. How to Add/Update an SSID:

- i. Records returned by the Locator: If an SSID is returned for a student by the locator, only the current FS record will be updated. Manually enter the SSID by editing the remaining FS records for the student where no SSID is specified.
- ii. Students previously assigned an SSID now assigned a new SSID: If the student was previously assigned an SSID and now has a different SSID, add a new FS record recording the new SSID to indicate a change in the value. Do not change the SSID value on prior records so that the old SSID associated with the student may still be reported. Invalid SSIDs should be deactivated manually in the IBM system.

- iii. For other specific situations not covered by these instructions, please contact your ITC support personnel.

Task 4 – Verify Non-reportable Students

Collection Request All 'S' Collections

The Verify Non-reportable Students page lists each student who is enrolled in the current school year but their **Report To EMIS:** checkbox on the **FN-Attributes** tab is unchecked.

Any student listed that needs to be reported to ODE may be updated by marking the **Report To EMIS:** checkbox next to their name and clicking Save.

StudentInformation > EMIS > Student Reporting Collection (S)

Student Verify/Update - Collection (S)

From this screen, you can transfer Student Collection (S) records.

Request Type **Program Selection**

- ☐ Verify - Discipline (DISCEMIS)
- ☐ Verify - EMIS Run Requests (CHECK_EMIS)
- ☐ Verify - Membership Programs (MEMBEMIS)
- ☒ Verify - Non-reportable Students
- ☐ Verify - Student Demographic (UNCLEMIS)
- ☐ Verify - Student Gifted Records
- ☐ Verify - Student Special Education
- ☐ Verify/Update - Majority of Attendance IRN (MAJOREMIS)
- ☐ Verify/Update - Student Attendance (ATTUPEMIS)

< Back Next > Cancel

StudentInformation > EMIS > Verify Non-Reportable Students

Verify Non-Reportable Students - SD

From this screen, you can verify students not marked reportable to EMIS.

☒ Select All Buildings ☐ Clear All Buildings

☒ AVEL - ADA ELEMENTARY ☒ AVHS - ADA HIGH SCHOOL

Verify Cancel

2 Records Displayed

Report to EMIS	Building	Student Number	Student Name	How Received	Percent of Time	EMIS Situation	Admission Date	Withdrawal Date	Status
<input type="checkbox"/>	AVEL		Spade, Kevin	*	100	S - Resident attending Full Time	08/27/2008		A-ACTIVE RES
<input type="checkbox"/>	AVHS		Elliott, Sam	*	0	88 - Resident attending JVS F/T	10/07/2013		V-APOLLO VOCATIONAL

☐ Select all students

Save Report to EMIS

Task 5 – Run the STAT report to verify students’ EMIS situation assignments

Collection Request	All ‘S’ Collections
--------------------	---------------------

The STAT report provides a list of students and their EMIS situation. The report may be used to verify that each student has the proper EMIS situation assigned. The report will include the EMIS situation from the latest FS record for the current school year.

Any student missing an EMIS Situation will have a blank value in the EMIS Situation Description column. Students missing FS records will also have a blank value in the EMIS Situation Description column.

StudentInformation > SIS > School > Student Reports > Student Status/Attendance Code (STAT)

REPORT: DASL - REPO STAT				HIGH SCHOOL		RUN AT 7:52 AM 3/29	
				STUDENT STATUS / ATTENDANCE CODE		PAGE	1 OF 43
ID	STUDENT NAME	GN	GR	EMIS SITUATION DESCRIPTION	DISABILITY CONDITION		
889091629	Aab, Anthony (Kyle)	M	11	5 - Resident attending Full Time	**		
889091628	Student22988, JOSHUA	M	09	151 - Resident open enrolled elsewhere F/T	**		
889091627	Student22989, KENZIE	F	09	151 - Resident open enrolled elsewhere F/T	**		
889091619	Student22990, JOSEPH	M	10	151 - Resident open enrolled elsewhere F/T	**		
889091611	Student22991, James	M	11	151 - Resident open enrolled elsewhere F/T	**		
889091610	Student22992, Salvatore	M	10	151 - Resident open enrolled elsewhere F/T	**		
889091579	Student23004, Mychalela	F	10	151 - Resident open enrolled elsewhere F/T	**		
889091575	Aabb, Jinkyung (Kristina)	F	09	5 - Resident attending Full Time	05		
889091561	Student23014, Kevin	M	12	151 - Resident open enrolled elsewhere F/T	**		
889091558	Student23016, Alicia	F	10	151 - Resident open enrolled elsewhere F/T	09		
889091554	Student23019, Kayla	F	09	151 - Resident open enrolled elsewhere F/T	**		

Task 6 – Verify the Percent of Time field for students who don’t attend 100% of time

Collection Request	All ‘S’ Collections
--------------------	---------------------

The percent of time (FTE) field indicates the percent of time the student is instructed by *your* district’s employees.

Beginning March 23, 2015, high school students (Grades 9 and above) were considered to be full-time (100% of time) students if they attempted to earn 5 credits during that school year. Beginning February 1, 2016, the percent of time for high school students is determined based on the same reporting instructions that were in effect prior to March 23, 2015. However, in those cases where a high school student is enrolled in courses that would generate a higher percent of time using the credit method, the percent of time may still be determined based on the rule that five credits is equivalent to full-time enrollment. Refer to chapter 2.4 Student Standing (FS) Record Chapter of the EMIS manual for more details.

The Percent of time field is shared by all buildings in the district. If a student is enrolled in more than one building within the district at the same time, the Percent of time should reflect the total time he is receiving instruction in both buildings.

UNIQUE SITUATIONS:

1. Non-preschool ESC students: The **Percent of Time:** at the resident district should include the time spent at the ESC.
2. Students who attend College Credit Plus and also the JVS:
The Community or STEM school must report the percent of time the student spends at the College Credit Plus Institution in the **Sent To 2: Percent of Time:** field. The **Sent To 1: IRN:** would indicate the JVS but since the JVS is an EMIS reporting entity the **Sent To 1: Percent of Time:** would be zero.
3. Students who attend multiple buildings within the same district:
The **Percent of Time:** field should reflect the total time spent receiving instruction by all buildings in the district – not just the building the student spends the majority of time in.
4. The amount of time spent at the following entities is NOT included in the student’s percent of time.
 - a) BDDs (formerly known as MRDD)
 - b) Entities providing contracted career technical instruction
 - c) Pilot program site

Task 7 – Verify/Update County of Residence on FS tab

Collection Request	All 'S' Collections
--------------------	---------------------

The code reported should be the code for the county in which the student is actually living.

- If the student is living with parents, report the county of the parents' home address. If the parents are not living together, report the county of the parent who has primary custody of the student.
- For a student who is not living with parents, report the county in which the student is domiciled. If foster placed, for example, it would be the county of the home of the foster parent(s).
- If a student is homeless and has an established residence, such as a homeless shelter or is in a doubled-up situation, the county of that residence should be reported. Otherwise report the county code where the student spends the night.
- If the domicile of the student is out of state, use "***".

DYS does not need to report this element. For students with a Sent Reason (FS200 or FS230) = "FP", the value in this element will not be used.

If the County of Residence Code changes during the duration of the student's enrollment in the district, the existing Student Standing record should be closed and a new one opened using the new Effective Start Date as the day the student began to live at the new address.

Task 8 – Update Fiscal Year Began 9th for all incoming Freshmen

Collection Request	Final S Collection
--------------------	--------------------

Use the Student Profile Bulk Update process to mass update the field value for all 9th grade students entering 9th grade this school year.

1. Navigate to **StudentInformation** > **Management** > **Ad-Hoc Updates** > **Student Profile Bulk Update**.
2. Create an ad-hoc of all 9th graders in 16/17 and select the ad-hoc membership from the **Ad Hoc:** dropdown.
3. Click **Next >** until the **FN-Attributes-No Date** tab displays.
4. Place a check in the box below **Fiscal Year Began 9th:** and enter 2017.
5. Click **Next >** until the **Review updates** tab displays.
6. Click **Submit**.
7. The following message will display

Student Profile Bulk Update was completed successfully.
8. Finally, put a 9th grader in context and go to the **FN-Attributes** tab and verify the **Fiscal Year Began 9th:** field has been populated with 2017.

Be sure you do NOT include any retained 9th graders from 15/16 in your ad-hoc file. You don't want to change the year they began 9th as it should remain 2016 for retained 9th graders.

Task 9 – Update Disadvantage values on the FD Tab

Collection Request	All Collections
--------------------	-----------------

Beginning FY17, new disadvantage codes have been added to report that students have been verified as economically disadvantaged. Validation was optional for FY16 but mandatory for FY17. If your school is a CEP district, verification for each student is required to ensure students you have documentation proving students have an economic disadvantage. The new codes are:

4 – Economic Disadvantage in a CEP building or LEA where the student has not been determined to meet one of the 4 conditions listed in the Economic Disadvantage reporting instructions

5 – Both Economic and Academic Disadvantage in a CEP building or LEA where the student has not been determined to meet one of the 4 conditions listed in the Economic Disadvantage reporting instructions

6 – Economic Disadvantage in a CEP building or LEA where the student has been determined to meet one of the 4 conditions listed in the Economic Disadvantage Reporting Instructions.

7 – Both Economic and Academic Disadvantage in a CEP building or LEA where the student has been determined to meet one of the 4 conditions listed in the Economic Disadvantage Reporting Instructions.

Students who meet any of the following conditions must be reported as Economically Disadvantaged:

- Eligibility for Free or Reduced-Price Lunch
- Resident of a household in which a member is eligible for Free or Reduced Price lunch
- Student who is a known recipient of Public Assistance
- Title I Application student

Academic Disadvantage is only to be reported for Career-Technical students and refers to a student who is having an academic problem that is not due to an identified disability condition. A career-technical student should only be reported as academically disadvantaged if he/she:

- Lacks knowledge in one or more of the academic areas of Mathematics, English/Language Arts, Science or Social Studies, and
- Performs two or more years below grade level on standardized tests.

Task 10 – Verify Race/Ethnicity for newly enrolled students

Collection Request	All 'S' Collections
--------------------	---------------------

Any newly enrolled student or a student whose District of Residence changes must have their Race/Ethnicity recollected.

The Local Ethnic Category field is not used for EMIS purposes but is the value used on most StudentInformation reports.

Recollected:

Gender:	F	Birthdate:	1/19/1993	Age:	17
Local Ethnic Category:	W - WHITE	Verified With:	B - BIRTH CERT		
Hispanic/Latino:	Y - Yes, the student is Hispanic/Latino	Birthplace City:			
Racial Group(s):	<input checked="" type="checkbox"/> A-Asian <input type="checkbox"/> B-Black or African American <input type="checkbox"/> I-American Indian or Alaska Native <input type="checkbox"/> P-Native Hawaiian or Other Pacific Islander <input type="checkbox"/> W-White				
Summative Race:	H - Hispanic/Latino				
Native Language:	ENG - English (Default)	Home Language:	*** - Neither LEP nor		

Not recollected:

Gender:	F	Birthdate:	10/20/1992	Age:	17
Local Ethnic Category:	W - WHITE	Verified With:	B - BIRTH CERT		
Hispanic/Latino:	* - Not Re-Collected	Birthplace City:			
Racial Group(s):	<input type="checkbox"/> A-Asian <input type="checkbox"/> B-Black or African American <input type="checkbox"/> I-American Indian or Alaska Native <input type="checkbox"/> P-Native Hawaiian or Other Pacific Islander <input type="checkbox"/> W-White				
Summative Race:	W - White, Non-Hispanic				
Native Language:	ENG - English (Default)	Home Language:	*** - Neither LEP nor		

Race/Ethnicity Coding:

Student Situation	Hispanic/Latino Element Value (GI580)	Summative Race Element Value (GI090)	Race Detail Value (GJ record – one per response)
Information Not Recollected	*	Same as FY10 Yearend – W, B, H, A, I, P, M	No GJ Record Reported
Recollected – Student is of Hispanic/Latino Heritage	Y	H	All Races Chosen from the Following: W, B, A, I, P
Recollected – Student is not of Hispanic/Latino Heritage – only one race being chosen	N	Race Chosen – Only one of the following: W, B, A, I, P	No GJ Record Reported
Recollected – Student is not of Hispanic/Latino Heritage – more than one race being chosen	N	M	All Races Chosen from the Following: W, B, A, I, P

Task 11 – Verify Home Language and Native Language Fields

Collection Request	All 'S' Collections
--------------------	---------------------

The **Home Language:** field is the language spoken at home. This field is required for LEP and immigrant students. All other students will have ****.

The **Native Language:** field is the language spoken at the onset of speech.

Both the **Home Language:** and **Native Language:** fields can be updated using the Student Profile Bulk Update.

StudentInformation > SIS > Student > Edit Profile

General	Additional	Custom	Private	FS-Standing	FS-Attendance	FD-Attributes	FN-Attributes	FN-Graduate	Transportation
<div> <div>Save</div> <div>Cancel</div> </div> <div>Last Modified: 04/28/2015 10:09 AM by User: bataswart</div>									
Student Number: <input type="text" value="701010772"/> <input type="checkbox"/> Auto-Assign				Student Status: * <input type="text" value="A - BLSD active resident student"/>					
First Name: * <input type="text" value="James"/>				Middle Name: <input type="text" value="David"/>					
Last Name: * <input type="text" value="Fallon"/>				Called Name: <input type="text"/>					
Last Name Suffix: <input type="text"/>									
Gender: * <input type="text" value="M"/>				Birthdate: * <input type="text" value="11/23/2000"/> <input type="text" value="Age: 15"/>					
Local Ethnic Category: <input type="text" value="W - WHITE/NONHISPAN"/>				Verified With: <input type="text" value="B - BIRTH CERT."/>					
Hispanic/Latino: * <input type="text" value="N - No, the student is not Hispanic/Latino"/>				Birthplace City: <input type="text" value="Covington"/>					
Racial Group(s): <input type="checkbox"/> A-Asian <input type="checkbox"/> B-Black or African American <input type="checkbox"/> I-American Indian or Alaska Native <input type="checkbox"/> P-Native Hawaiian or Other Pacific Islander <input checked="" type="checkbox"/> W-White *									
Summative Race: * <input type="text" value="W - White, Non-Hispanic"/>									
Native Language: <input type="text" value="ENG - English (Default)"/>				Home Language: <input type="text" value="*** - Neither LEP no"/>					

Task 12 – Verify and Update CTE Program of Concentration

Collection Request	Second and Final
--------------------	------------------



CRITICAL

While this value isn't reported until a later Collection, it is used when creating Webxam files so it is best to update students as soon as their program of concentration is known. The Program Area of Concentration values will affect the CTE Report Card as well as next year's Period D reporting.

The CTE Program of Concentration field is required to be reported with the FN record. The CTE Program of Concentration Element designates the program area of concentration for a CTE concentrator

A "CTE Concentrator" is a secondary student who has completed a minimum of 50% of the high school credits allowed for a single career and technical education (CTE) workforce development program (e.g., health sciences or marketing), and has enrolled for additional credit at the secondary level. For guidance (and examples) in identifying when a secondary student becomes a CTE Concentrator, see *Career-Technical Education Programming and EMIS Reporting* on the Ohio Department of Education Website (Career-Technical Education section).

The Office of Career-Technical Education will develop guidance to help districts determine how to identify the correct CTE Workforce Development Program Code to report for each CTE Concentrator.

The district that employs the workforce development teacher is responsible for identifying and reporting CTE concentrators and the CTE Program of Concentration. Only the code for one area of concentration may be reported for a student within a reporting period. Once a student is identified as a CTE concentrator, the student is a CTE concentrator for the rest of his/her schooling. Current grade level has no relationship to whether or not a student is identified as a concentrator; i.e., a student can be a junior and be identified as a concentrator.

Update the CTE Program of Concentration field on the FN Attributes tab for applicable CTE students. First, select the area of Concentration from the CTE Program Area dropdown and then select the specific code from the CTE Program of Concentration dropdown.

The CTE Program of Concentration field may be updated using the Student Profile Bulk Update.

StudentInformation > Management > Ad-Hoc Updates > Student Profile Bulk Update [Find Students]

Student Profile Bulk Update

Make bulk updates to students' profiles

Number of Students in selected Ad Hoc: 0

Select Ad-Hoc: Student record Annual record FS-Standing & FD-Attributes-Effective Date FN-Attributes-No Date FN-Graduate Review updates

☒ Mark the check box next to field(s) you wish to edit.
If the value is left blank and the check box is checked any value in the field(s) will be cleared, unless otherwise noted as required.

[< Back](#) [Next >](#)

Grade Next Year: ☐

Fiscal Year Began 9th: ☐

CTE Program

☒ CTE Program Area: CTE Program of Concentration:

Tech Prep Completion: ☐

Accountability IRN: ☐

Admission to Current High School Date: ☐

Attending Building IRN Next Year: ☐

Attending District IRN Last October: ☐

Third Grade Reading Guarantee

Math Diagnostic Result Code: ☐

Reading Diagnostic Result Code: ☐

Writing Diagnostic Result Code: ☐

The CTE Program of Concentration may also be updated via the CTE Management page.

StudentInformation > SIS > Scheduling > CTE Management

CTE Management

From this screen, you can view student vocation course section assignments based on the teacher of the vocational course.

Teacher: Section:

CTE Program Area:

CTE Program Of Concentration:

Check All	Student Number	First Name ^	Last Name	CTE Program Of Concentration
<input type="checkbox"/>	747	ALAN	Student83314	** - Student is not a concentrator in any CTE Program
<input type="checkbox"/>	367	BRADY	Student83702	** - Student is not a concentrator in any CTE Program
<input type="checkbox"/>	5014	CHANNING	Student78168	** - Student is not a concentrator in any CTE Program
<input type="checkbox"/>	704	Colin	Student83377	** - Student is not a concentrator in any CTE Program
<input type="checkbox"/>	361	KYLE	Student83709	** - Student is not a concentrator in any CTE Program
<input type="checkbox"/>	4949	NICHOLAS	Student78268	** - Student is not a concentrator in any CTE Program
<input type="checkbox"/>	4163	ROBERT	Student79301	** - Student is not a concentrator in any CTE Program
<input type="checkbox"/>	4245	RONALD (PAUL)	Student79206	** - Student is not a concentrator in any CTE Program
<input type="checkbox"/>	703	Tanner	Student83379	** - Student is not a concentrator in any CTE Program
<input type="checkbox"/>	4942	TIMOTHY	Student78279	** - Student is not a concentrator in any CTE Program
<input type="checkbox"/>	4936	TOBY	Student78291	** - Student is not a concentrator in any CTE Program
<input type="checkbox"/>	4080	TRAVIS	Student79404	** - Student is not a concentrator in any CTE Program

Task 13 - Update October IEP Outcome field

Collection Request

All 'S' Collections

F.Y.I.

This element is reported for those students with a change in their Least Restrictive Environment (LRE) since their most recent IEP as of October. In general, the LRE will not change without a new IEP being completed and reported, but there are some cases, especially with IEPs reported in the prior year that are still in effect as of the end of October, where the LRE could change. Examples include but are not limited to a student whose parent originally consented to services but pulled the student from services prior to October 31st and situations where an expelled student is given an alternative placement that will be in effect on October 31st. In addition, for a preschool student (especially for those who are part time,) a parental placement in a private preschool program could change the LRE for that student.

When completing the Federal Child Count, ODE will review the LRE on the latest reported IEP event effective (including IEPs reported in the prior yearend and IEP events reported in the current 'S' reporting period) and the value of this element. The value of this element will take precedence.

For this element to be valid for the Federal Child Count, the student must already have an IEP reported to ODE that is valid on October 31st (e.g., October 31st is between the reported Outcome Beginning and End dates on a IEP that was reported to ODE in the prior yearend or in the current reporting period.) If no reported IEP is valid on October 31st, the value in this element will be ignored.

Edit Student Profile
From this screen, you can display and change information regarding a students profile.

GeneralAdditionalCustomPrivateFS-StandingFS-ArrivanceFD-AttributesFN-AttributesFN-GraduateTransportation

SaveCancel

Last Modified: 04/21/2016 10:47 AM by User: bataswart

EMIS Grade Next Year:11 - Eleventh Grade

Changing the EMIS Grade Next Year does not change the District Grade Next Year. The General tab can be used to change the District Grade Next Year.

Retained Status:* - Student was not retained at the end of the previous school year

Oct Childcount IEP Outcome:**** - No Change from latest IEP reported to ODE

CTE Program Area:Fiscal Year Began 9th:2016

CTE Program of Concentration:** - Student is not a concentrator in any CTE ProgramTech Prep Completer:N

Majority Of Attendance IRN:*****

Accountability IRN:*****

Task 14 – Update LEP Option for students

Collection Request	All 'S' Collections
--------------------	---------------------

For students who are Limited English Proficient, a new code has been added to indicate a student is in his 2nd year of LEP Status. This new code was optional for FY16 but is required for FY17. It is required to be reported in FY17. The new code is 'S – LEP – Enrolled in U.S. Schools for 2nd Year.

The screenshot shows the 'New Student Attributes' form. The 'Effective Start Date' is 7/1/2015. The 'District Withdraw Date' is empty. The 'Withdraw Reason' is '** - Not Applicable, Did not withdraw/was not truant'. The 'State Equivalent Grade' is '10 - Tenth Grade'. A note states: 'Changing the State Equivalent Grade does not change the Building Grade. The General tab can be used to change the Building Grade.' The 'Disability Condition' is '** - Not Applicable'. The 'Section 504 Plan' is 'N'. The 'Disadvantage' is '1 - Economic Disadvantage'. The 'Free/Reduced Lunch Status' is 'None'. The 'Limited English Proficiency' dropdown is highlighted with a green oval, showing the option 'S - Enrolled in U.S. Schools for 2nd Year'. The 'LEP Reclass Date' is empty. The 'Homeless Status' is '** - Not Applicable'. The 'Homeless Unaccompanied Youth' is '*'. The 'Migrant Status' is 'N'. The 'Immigrant Status' is 'N'.

The Valid codes for LEP Status are:

N – No – Student is not Limited English Proficient

Y – Yes – Limited English Proficient student who has been enrolled in U.S. Schools for more than 360 school days (or the equivalent of two school years) OR Previously exempted from taking the spring administration of either of the State' English Language arts assessments (reading or writing)

L – LEP – Enrolled in U.S. Schools for First Time – A recently arrived Limited English Proficient student who has been enrolled in US schools for **no** more than 180 school days

M – LEP – Trial Mainstream

S – LEP Enrolled in U.S. Schools for 2nd Year – A recently arrived Limited English Proficient student who has been enrolled in US schools for more than 180 school days and less than 360 days (or the equivalent of two school years).

Task 15 - Update Admitted From IRN and Withdrawn To IRN

Collection Request	All 'S' Collections
--------------------	---------------------

Districts are required to report the IRN of the district a student comes from when registering into your district for the first time. If the student is newly enrolled in the current school year and the student's admission reason is '3', '6', or '7', the admitted from IRN will need to be reported.

New starting in FY17: The Admitted From IRN will also be reported when the District Relationship of a student changes to a value of '1', from a '2' or '3'. All restrictions for updating this field on the Edit Student Profile page have been removed.

This IRN value must be a district IRN. If the student is not new to the district in this school year or had a change in District Relationship, the field value will default to "*****". The Admitted from IRN field can be found on the following pages in StudentInformation:

- Student Profile Edit – FS Tab
- Registration Wizard
- Student Registration
- EZQuery Student Demographics
- EZQuery SIS Student Search
- Home School Import – Students tab

Student Profile Edit – FS Tab:

The screenshot shows the 'Student Profile Edit – FS Tab' form. The 'Admitted From IRN' field is highlighted with a red oval. The form includes the following fields:

- District Admission Date: 5/10/2011
- Admission Reason: 7 - Not newly enrolled in this school district
- Admitted From IRN: *****
- District Withdraw Date: [empty]
- Withdraw Reason: ** - Not Applicable, Did not withdraw/was not truant
- Withdrawn To IRN: *****

When the student is admitted from a non-public school, use the IRN of the non-public school for the Admitted from IRN value and not the IRN of the Diocese.

If the admission reason is '7' and the Admission Date is on or after the first day of school in 16/17, this means the student was previously in the district, left the district and has now returned to the district. Since the student is returning to the district after school has started, you must indicate the IRN of the district the student was in previously. Admission reason '6' could be used for this student because he did go to another district in between enrollments in the current district.

If the student attended your district through the end of the prior school year but withdrew from the district prior to June 30th and was reported in June as withdrawn, but has returned to the district again this year, the student would be re-admitted to your district,

admission reason '7' would be used, and you will need to report your own District IRN in the Admitted from IRN field.

If the student attended your district last year, dropped out of school and is now returning to your district, admission reason '7' would be reported for the student and the Admitted from IRN would be the IRN of your district.

Districts are required to report the IRN of the district a student is going to upon withdrawing from their own district. The Withdraw to IRN value must be reported any time a student withdraws from your district to attend another district. Students with withdraw reason '41', '42', and '45' must have a value in the Withdraw to IRN field.

StudentInformation > SIS > Student > Withdraw Student

Withdraw Student

From this screen, you can withdraw a student from the working school.

i In order to withdraw a student from the working school for the current school year, please enter a withdraw date and select a valid withdraw code. If you are **sure** you want to withdraw the student, please select the submit button from below.

Building **District**

Admission Date: 8/17/2016

Withdraw Date: 8/30/2016

Withdraw Reason: 41 - Tr. to another Ohio SD, local/exem vill/city, tr.

Withdraw to District IRN: 044222 - Lima City SD

Withdraw to District Comments:

Student Status: I - Inactive

Remove Locker Assignment: ☒

Remove Homeroom Assignment: ☒

Submit **Cancel**

If the student is withdrawing to attend a non-public school, use the non-public school building IRN for the withdraw to IRN value. If the non-public school does not have a valid IRN, report 999999.

The Withdraw to IRN value is stored on the student's latest FS record at the time of the district withdrawal.

District Admission Date: 8/23/2006

Admission Reason: 4 - Student enroll. first time in Ohio pub sch/comm sch age (PS or KG)

Admitted From IRN: ***** -

District Withdraw Date: 8/30/2016 **Withdraw**

Withdraw Reason: 41 - Tr. to another Ohio SD, local/exem vill/city, tr. req on file

Withdrawn To IRN: 044222 - Lima City SD

Task 16 – Update Third Grade Reading Guarantee Values

Collection Request	Second and Final Collection
---------------------------	-----------------------------

The Third Grade Reading Guarantee options are reportable in the second and final ‘S’ reporting Collections, however, it is best to update these values as the information is received.

General Additional Custom Private FS-Standing FS-Absence FD-Attributes FN-Attributes FN-Graduate Transportation

Save Cancel

Last Modified: / /

EMIS Grade Next Year: 04 - Fourth Grade

Changing the EMIS Grade Next Year does not change the District Grade Next Year. The General tab can be used to change the District Grade Next Year.

Retained Status: * - Student was not retained at the end of the previous school year

Oct Childcount IEP Outcome: **** - No Change from latest IEP reported to ODE

CTE Program Area: Fiscal Year Began 9th: / /

CTE Program of Concentration: ** - Student is not a concentrator in any CTE Program Tech Prep Completer: N

Majority Of Attendance IRN: 001693 - Batavia Elementary School

Accountability IRN: *****

Attending Building IRN Next Year: 001693 - Batavia Elementary School

Admission to Current High School Date: 8/31/2011

Attending District IRN Last October: ***** -

Third Grade Reading Guarantee

Math Diagnostic Result Code: ** - Not Required

Reading Diagnostic Result Code: NO - Assessed, Not On Track

Writing Diagnostic Result Code: NO - Assessed, Not On Track

Latest Third Grade Reading Promotion Status: No - Student does not meet reading promotion score Report To EMIS: ☒

☐ Exclude FN Records from Fall Initialization Updates

The values for each of these Diagnostic Results can be updated either on the Student Profile, FN Attributes tab or utilizing the **Student Profile Bulk Update**.

Valid Values are:

- ** - Not Required
- RN – Required, not assessed
- AO – Assessed, on Track
- NO – Assessed, Not on Track
- EX – Exempt from Diagnostic Assessment


If a student is assessed more than once for math and more than once during the school year, report only the initial assessment results. Students not on track per the initial assessment will remain not on track until scoring on track on the following school year’s math diagnostic assessment.



Task 17 – Update FLICS IRN – Attending District IRN Last October

Collection Request	All Collections
--------------------	-----------------

Students who are new to the community school this school year who attended a non-public district or were home schooled last year must have the 'Attending District IRN Last October' value reported to indicate the district in which they resided last school year. For students who came from another public district or attended the community school last year, report '*****' for the IRN. This element resides on the FN – Attributes tab of the Edit Student Profile page.

1. Navigate to **StudentInformation** > **SIS** > **Student** > **Edit Student Profile**.
2. With the student in context, select the **FN-Attributes** tab.
3. Enter the IRN of the non-public district or the IRN of the district the student resided in last year if the student was home schooled.

Attending District IRN Last October:		*****	-		
---	--	-------	---	--	---

Attending Building IRN Next Year:	001693 - Batavia Elementary School ▼
Admission to Current High School Date:	8/14/2014 
Attending District IRN Last October:	***** - 

Third Grade Reading Guarantee

Math Diagnostic Result Code:	** - Not Required ▼
Reading Diagnostic Result Code:	** - Not Required ▼
Writing Diagnostic Result Code:	** - Not Required ▼

Latest Third Grade Reading Promotion Status: This student has not taken the 3rd Grade Reading Promotion Assessment Report To EMIS: ☒

Task 18 – Run Student Verification (UNCLEMIS) and correct errors

Collection Request	All 'S' Collections
--------------------	---------------------

UNCLEMIS checks are no longer EMIS Reporting Period specific.

1. Change your context to the district level and the current year.
2. Navigate to **StudentInformation** > **EMIS** > **Student Reporting Collection (S)**.
3. On the **Request Type** tab choose the ☒ **Verify Student Data** option.
4. Click **Next >**.
5. On the **Program Selection** tab select ☒ **Verify - Student Demographic (UNCLEMIS)**.
6. Click **Next >**.
7. Next, choose the buildings in the district you would like to run Student Verification for.
8. Choose how many students you would like to see per page in the **Number of Students Per Page:** dropdown.
9. Click **Verify**.
10. Once the process is complete the Student Verification errors will display on the page.

Depending on your StudentInformation security role, you may have access to run UNCLEMIS only at a specific building. Contact the Security Administrator at your district or ITC if you have questions concerning your StudentInformation security role.

How to run Student Verification at the building level

1. Change your context to the building level and the current year.
2. Navigate to **StudentInformation** > **EMIS** > **Student Verification**.
3. Choose how many students you would like to see per page in the **Number of Students Per Page:** dropdown.
4. Click **Verify**.
5. Once the process is complete the Student Verification errors will display at the bottom of the page.

Unclemis errors are interactive links which allow you to navigate to the profile of the student with the error and correct the error without leaving the Unclemis page.

Please review the ***UNCLEMIS Error Resolution*** document for detailed explanations on how to correct each Student Verification error.

Task 19 – Run the Student Roster Detail (R101A) to verify student demographic and disability information is correct

Collection Request	All 'S' Collections
--------------------	---------------------

Use R101A to verify the details of the student's demographic records and disability condition as well as rosters of students – both active and inactive in each grade level.

Verify that all students who have withdrawn from the district are no longer actively enrolled and have the appropriate student status. Also check the accuracy of the student's Birth Date, Ethnicity, Disability Condition, and EMIS Situation.

StudentInformation > SIS > School > Student Reports > Student Roster Detail (R101-A)

Report: R101A

Printed Thu, Aug 12, . 8:15 AM

HIGH SCHOOL

Student Roster Detail

AGE RANGE: ALL AGES

ID	STUDENT NAME	STATUS	GR	GN	HMRM	HOME SCHOOL	PARENT/GUARDIAN NAME	
SCH CD	STUDENT ADDRESS	DISAB	AGE	BIRTHDATE	TELEPHONE	ETHNICITY	- ETHNICITY CODE	
	HOME SCHOOL NAME	EMIS SITUATION				PROGRAM	- PROGRAM CODE	
200800073	Student1003, Morgan	ROE	12	F				
ELHS	645 S Main St	**		17	04/03/1993	(555) 555-5555	WHITE	- W
	Lima, OH 45804-1241							-
		151 - Resident open enrolled elsewhere F/T						
200800070	Student1005, JAMES (JAMES)	ROE	09	M				
ELHS	645 S Main St	**		14	03/22/1996	(555) 555-5555	WHITE	- W
	Lima, OH 45804-1241							-
		151 - Resident open enrolled elsewhere F/T						
200800048	Student1027, JAMIL	ROE	12	M				
ELHS	645 S Main St	**		17	09/18/1992	(555) 555-5555	BLACK, NON-HISP	- B
	Lima, OH 45804-1241							-
		151 - Resident open enrolled elsewhere F/T						

Student Transportation Records

Task 20 – Update Transportation Records for Students who were transported any day of Count Week

Collection Request	All Collections
--------------------	-----------------

Use the transportation tab of the Edit Student Profile Page to collect the values for Count Week Transportation days for each student who was transported any day during count week. Select a value from the dropdown for **Distance student was transported from residence to School Building** and set the appropriate checkbox for each day of the week the student was transported by the Community School. Use Student Profile Bulk Update to mass update the flag. Only students who were transported must have a record reported. Reporting records for students not transported is optional. Leaving the boxes unchecked indicates the student was not transported.

StudentInformation > SIS > Student > Edit Profile

Edit Student Profile

From this screen, you can display and change information regarding a students profile.

General Additional Custom Private FS-Standing FS-Attendance FD-Attributes FN-Attributes FN-Graduate **Transportation**

Save Cancel

Last Modified: 07/6/2015 10:03 AM by User: cgaadillingham

Parking Permit:

Assigned Space:

Vehicle Description:

License Plate:

Driver's License Number: **State:**

Bus Number 1:

Bus Number 2:

Comments:

Distance To School:

Transportation: ☐ Student Drives ☐ Student is Bussed ☐ Student Walks

Distance student was transported from residence to school building:
M1 - More than one mile but less than one and a half miles

Countweek Transportation Days
☒ Monday ☒ Tuesday ☒ Wednesday ☒ Thursday ☒ Friday

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1. Create an ad-hoc membership group of students whose transportation pattern would be the same.
2. Navigate to **StudentInformation** > **Management** > **Ad-Hoc Updates** > **Student Profile Bulk Update**.
3. Select the ad-hoc membership from the **Ad Hoc:** dropdown.

4. Click **Next >** until the **Annual record** tab displays.
5. If updating the 'Distance student was transported from residence to school building' element, select the appropriate value from the dropdown and check the box beside the field to include in the update.

Distance student was transported from residence to school building:

☒ **M1 - More than one mile but less than one and a half miles** ▼

6. Place a check in the first checkbox in the Count Week Transportation Days block and check any of the weekday checkboxes that apply to the group of students you're updating.

Countweek Transportation Days:

☒ ☒ Monday ☒ Tuesday ☒ Wednesday ☒ Thursday ☒ Friday

7. Click **Next >** until the **Review updates** tab displays. Depending on your selections for updating, the review tab will display the values you've chosen to update.

Please review all of the profile selections before finalizing.

Profile Item	New Values
Distance student was transported from residence to school building:	M1 - More than one mile but less than one and a half miles
Countweek Transportation Monday:	True
Countweek Transportation Tuesday:	True
Countweek Transportation Wednesday:	True
Countweek Transportation Thursday:	True
Countweek Transportation Friday:	True

Submit

8. Click **Submit**.
9. The following message will display

Student Profile Bulk Update was completed successfully.

Student Contact Records

Task 21 – Reporting FF – Student Contact Records & FG – Student Contact Address Records

Collection Request	All Collections
--------------------	-----------------

Starting in FY15, Community schools were required to report a contact record for the Parent or Guardian of each student attending the community school. This record is used to determine the residency of the parent/guardian in the same manner as was used in the SOES system previously. Each contact reported must have at least one address record reported to indicate residency. Each student is required to have at least one FF and one FG record reported.

Beginning in FY16, additional FG address records should be reported indicated in the event of an address change for the guardian as well as the date of the change. If a guardian had an address change, the prior address will be reported on one record including the date of the address change. A second address record with the same sequence number will be reported indicating the date of the new address. If the date field is reported as all zeroes, the data collector will automatically change the date to the date the collection is prepared. In SOES, this will become the effective date for the new address. In the transfer file, you would see records a follows:

- Record one, Sequence 001, old address, date of address change
- Record two, Sequence 001, new address, date of 00000000

Before contacts may be reported, each contact type code to be reported must be mapped to an NCES Contact Type code at the district level on Contact Type Codes Maintenance. If your contacts are defined at the building level, you'll need to take the following steps to define contact types at the district level and perform the mapping to NCES in preparation for reporting:

Setting up District Level Contacts:

1. With the district in context, navigate to **StudentInformation** > **Management** > **School Administration** > **Student Codes Administration** > **Contact Type Codes**.
2. Use existing contact type codes or define new contact type codes with types in mind that correspond to the types in section 2.19 Student Contact Records in the EMIS manual. These types are how ODE expects contacts to be categorized. Additional contact types may be used, however any contact that is reported to EMIS must be mapped to one of ODE's contact type codes.
3. Add the Contact type code, Name, and Description.
4. Check any of the options for Default Settings for Contacts of this type which apply. Only contacts with Legal Guardian checked will be reported to EMIS.

5. Make sure the IsActive box is checked.
6. From the NCES Contact Type code dropdown, select the corresponding NCES contact type that most closely represents this contact type.
7. Save the record.
8. Change context back to the building level.
9. Navigate to **StudentInformation** > **Management** > **School Administration** > **Student Codes Administration** > **Contact Type Codes**
10. Map each applicable building level contact type to a district level contact by selecting a district code value from the **District Codes** dropdown. (Note: Only contacts that have a count > 0 may be mapped.)
11. Once the district codes have been selected, click on **Map Contact Codes** above the grid. Once the mapping is complete, the contact type will no longer appear on the list. This building level contact is now mapped to a district level contact.

Mapping District Level Contacts:

If contact types are already defined at the district level but haven't been mapped to an NCES Contact Type:

1. With the district in context, navigate to **StudentInformation** > **Management** > **School Administration** > **Student Codes Administration** > **Contact Type Codes**.
2. Edit each applicable code and select a value from the **NCES Contact Type Code:** dropdown. Save the record.

In addition to updating contact types, it will be necessary to make sure an address is included on the contact record(s) that will be reported for a student. Every student must have at least one record reported. In the FF – Student Contact Record transfer file, there will be a record for the student containing any additional record(s) for any contact that is flagged as the Guardian. The contact type of 'SELF' should only be reported for students who are their own legal guardian. In that situation, a contact record must be defined indicating the student's information.

The FG – Student Contact Address records are reported for each of the contacts included in the FF – Student Contact record file. Each contact record must have an address reported. If the address has changed, make sure to indicate a Date of Residency Change. The FG Transfer will use the following values from the contacts specified as Guardian:

FG Contact Record Element	Student Contact Record Element
Sequence	Sequence will correspond to the sequence value for the contact used in the FF file (Starting in FY17, there may be multiple address records with the same sequence number for a contact)
Address Line 1	Address 1 on Contact record
Address Line 2	Address 2 on Contact record
Address Type Code	Will be determined based on the address type

	on contact: Home = 0765 – Physical Location Address Mailing = 0123 – Mailing address If a contact has multiple addresses, the first address listed will be reported
City	City
State	State
Postal Code	Zip Code
Country Code	Always 'US'
Date of Residency Change	Date of residency change from the contact record. If '00000000', the date of the prepare will be used by ODE.

Reporting Historical Addresses to SOES

When a contact changes residency, it is necessary to report multiple FG contact address records to indicate the date of change for the prior address as well as report the new address of residency. The address portion of the contact record has a new Address type called SOES Historical address. This address is to be reported with the value of the contact's prior address when a legal guardian contact has a change of residency. The **Legal District of Residency Change date** recorded on the contact record should be the date the address changed from the old value in the SOES historical address to the new residency. Two FG record will be reported for the student, one for the SOES historical address and a second record with the new Home address for the contact.

Edit Student Contact - Qwyntona Arnold

Mother - Natural/Adoptive

Anthony Middle Jason Suffix

Phone Number

Home (937) 555-1212 Unlisted Available: Start Time to End Time

Address ☐ Same As Student Address

Home 123 Mockingbird Lane Address 2 Anytown OH 45225-1518 Hamilton

SOES historical 645 S. Main St Address 2 Lima OH 45804 Allen

Email Address

Place of Employment **Occupation** **Custody Code** **Language**

Legal District of Residence Change Date

Change Date

Contact Comments

Contact Flags

☒ Legal Guardian ☒ Emergency Contact ☒ Living with Student

☐ Copied on Correspondence ☐ Willing to Volunteer ☐ Medical Contact

Home address indicates the current address. SOES Historical Address indicates the contact's prior address

Legal District of Residence Change date applies to the SOES address

Transferring FF & FG Contact Records

1. With the district in context, navigate to **StudentInformation** > **EMIS** > **Student Reporting Collection (S)**
2. Select the ☒ Transfer Student Data and click Next.
3. From the Program Selection menu, Select the Student Contact (FF) and Student Contact Address (FG) options.
4. Select ☐ Flat file transfer for Data Collector from the Transfer Type options.
5. Click Submit. Upon completion, the Contact records will be transferred to the data collector.

Reminder

If you're changing a contact's address and the change results in a district of residence for the student, make sure to add a new FS record reflecting the change.

Calendars, Exception Days and Attendance Patterns

Task 22 – Verify Sub-calendars and EMIS Exceptions are set up correctly

Collection Request	All 'C' Collections
--------------------	---------------------

Sub-Calendars will be used to calculate a student's hourly attendance values. It is important that all sub-calendars correctly reflect the days in session as well as any exception types, which will be reported in the Calendar reporting period.

StudentInformation > Management > School Administration > Scheduling Administration > Sub-Calendars

Sub-Calendar Maintenance

From this screen, you can display, add, change and delete data pertaining to Sub-Calendars.

Add Sub-Calendar

				Code	Name ▲	Max Absence Level	Active
				1	Full Day every Day All Grades	1.00	
				KDG1	KDG 1	1.00	
				KDG2	KDG 2	1.00	
				Non	Non Attending	0.00	

☒ Show Active Only

Hints for setting up new calendars:

- Define a sub-calendar for each group of students that have a different start and/or end date than the general population of the building
- Define a sub-calendar for seniors if their last day of school falls before the rest of the building population
- Define a sub-calendar for groups of students who you are responsible for reporting course information and attendance but the students are educated elsewhere (ex: ESC students)
- Use the Attendance pattern of '***' ONLY for the calendar that will have the majority of students assigned to it.
- Assign an attendance pattern to only one calendar

The following elements must be set up to ensure attendance will be calculated correctly for students:

- **Sub-Calendar Start Date** – The first day of school for students on this sub-calendar
- **Sub-Calendar End Date** – The last day of school for students on this sub-calendar

- **Attendance pattern** – indicates the student attendance pattern associated with this calendar
- **Grade Levels** – the grade level(s) for students this calendar applies to
- **To Be Reported: Days or Hours** – indicates whether the attendance for this calendar is collected in Days or Hours
- **Hours Per Day:** indicate the average hours per day students attend who are assigned to this calendar
 - Exception – For KG students, the number of hours per day to be reported should be a full day even if they only attend a half day. Ex., KG students who attend 3 hours per day should still report the full day hours of 6
- **Exempt from Minimum Total Hours and/or Days** – this new field indicates whether the calendar is a special calendar and is exempt from meeting the minimum hours or days students are required to attend because of special circumstances. ODE has not yet provided the field values to report for this element.
- **Ignore Percent of Time in Attendance Calculation** – check only if you do not want FTE taken into consideration when calculating attendance
- **Include in Attendance Calculation** – Check the box if students assigned to this calendar should have attendance calculated for them.
- **Not Expected to be in attendance between the first and last day of school on every (Mon, Tue, Wed, Thur, Fri)** – should only be checked if school is not in session on any Mon, Tue, etc. for this calendar.
- **Expected to be in Attendance between the first and last day of school on every (Sat, Sun)** – should only be checked if school _is_ in session on every Saturday or Sunday during the school year
- **Report to EMIS** – should be checked if the school is using this calendar for EMIS attendance reporting.

Please consult the ***Editing the Master Calendar and Sub-calendars Step by Step Checklist with EMIS Exceptions*** document for step by step directions on setting up sub calendars. The ***Calendar and Exception Days Quick Reference*** will also be helpful for verifying specific exception attributes required with each calendar.

Task 23 – Verify that students are assigned to the proper attendance pattern and attendance calendar

Collection Request	All 'S' Collections
--------------------	---------------------

General Rule:

Any student who is enrolled in the district should be assigned to a sub-calendar.

If 50% of time or less use a ½ day calendar for attendance purposes or use default full day calendar

If over 50% = full day calendar

0% of time = Non-Attending Calendar (will be reported to EMIS as default calendar)

While FTE is used in the calculation for EMIS attendance, it is not used for daily attendance. The calendar Max Absence level determines the maximum amount of a day a student can be absent for non-EMIS attendance.

A. Verify:

Run R500 to verify students are assigned to the correct calendar based on their % of time.

StudentInformation > SIS > Attendance > Attendance Reports > District-wide Membership Report (R500)

Bldg: ELHS												Admission - Withdraw		Membership Days				
Grade: 09																		
ID	Student Name	Stat	Prgm	Sex	Grd	Dist of Res.	Cal	Hm Rm	Date	Cde	FTE (%)	All	Pres.	Exc	Tardy	Unexc		
200800009	Student49200, SHELBY	R		F	09	045773	DNAC		09/01/09 -		0	0.0	0.0	0.0	0.0	0.0		
00241865	Student49219, HAYLIE	R		F	09	045773	DNAC		09/01/09 -		0	0.0	0.0	0.0	0.0	0.0		
00241405	Student49230, ARYANNA	R		F	09	045773	DNAC		09/01/09 -		0	0.0	0.0	0.0	0.0	0.0		
00240347	Student49267, ERICK	R		M	09	045773	DNAC		09/01/09 -		0	0.0	0.0	0.0	0.0	0.0		
00239910	Student49271, JASMINE	R	**	F	09	045773	DNAC		09/01/09 -		0	0.0	0.0	0.0	0.0	0.0		
00239680	Student49274, MARCUS	A	**	M	09	045773	1		09/01/09 -		100	170.0	170.0	0.0	0.0	0.0		

B. Update:

If a calendar change is required because of a change in the student's EMIS situation or % of Time in the current EMIS situation, a new FS record and a new FD record would be added. If the attendance pattern value is incorrect, the calendar would need to be corrected on the existing FD record to point to the correct calendar/attendance pattern.

When a student has a calendar change, the calendar needs to be updated both on the General tab and the FD tab of the Student Profile.

Follow these steps to make a calendar change for a student on the FD tab.

1. With the building in context, navigate to: **StudentInformation** > **SIS** > **Student** > **Edit Profile**.
2. Find the student you wish to perform a calendar change for.

3. On the General Tab, select the appropriate calendar from the **Attendance Calendar:** dropdown.
4. Click Save.
5. A new screen will appear indicating the student's previous calendar assignment, their new calendar assignment and a Calendar Change Effective Date field.
6. Enter the Effective Date of the calendar Change. The date selected must be a day within the school year.
7. Click Save.
8. Next, select the FD – Attributes Tab.
9. You will need to add a new Attributes record with the updated attendance calendar if this is a true calendar change and not a correction to existing calendar assignment.
10. Enter the Effective Start Date. Use the same date that was used on the General Tab for the Calendar Change Date.
11. Select the appropriate Calendar from the Reporting Calendar Dropdown. When a calendar is selected, the Attendance Pattern value will change to show the attendance pattern associated with that calendar.
12. Click Save to save the record.

Attendance Pattern:	AS - Alternative Schedule ▼
Reporting Calendar:	GR - Graduates/Early release ▼

☐ Exclude FD Records from Fall Initialization Updates

The Student Profile Bulk Update may also be used for this step if updating multiple student calendars. The Student Profile Bulk Update may be used to update the calendar on the general tab as well as the calendar on the FD tab.

Student Missing Override and Summer Withdrawal Records

Task 24 – Add Student Missing Override Records (FC)

Collection Request	All 'S' Collections
--------------------	---------------------

Student Missing Override Records (FC) records are to be reported for SSIDs appearing on the Missing Student Override report where an override is warranted.

If a student withdrew from school prior to the last day of the prior school year, and was not reported as withdrawn in the prior school year or as a summer withdrawal, the SSID would be reported for this record.

The SSIDs entered into this record are not checked against prior year data. These records are school year specific. The comments section of the record is not reported to ODE, but is only for user reference.

See Section 2.17 of the ODE EMIS Manual for additional information regarding the Student Missing Override Record.

The screenshot shows the 'Student Missing Override Record' form within the 'StudentInformation > EMIS > Maintenance' menu. The form includes fields for SSID (XX2223333), Student Last Name (Smith), Student First Name (John), Withdrawal Date (05/15/2014), and Withdrawal Reason (41 - Transferred to another Ohio School District). A comment box contains the text 'Student Not reported as withdrawn last year'. At the bottom are 'Save', 'Save And New', and 'Cancel' buttons.

StudentInformation > EMIS > Maintenance > Student Missing Override Record [Find Students] Q

Student Missing Override Record

From this screen, you can display, add, edit and delete data pertaining to student missing override records.

SSID: XX2223333 ⚡

Student Last Name: Smith

Student First Name: John

Withdrawal Date: 05/15/2014 📅 ⚡

Withdrawal Reason: 41 - Transferred to another Ohio School District ▼ ⚡

Comment: Student Not reported as withdrawn last year

Save Save And New Cancel

Task 25 – Add Summer Withdrawal record (FL) optional

Collection Request	All 'S' Collections
--------------------	------------------------

A Student Summer Withdrawal Record (FL) may be reported for any student who was enrolled in the district at the end of the prior school year but withdrew from the district prior to the start of the current school year. If a student attends even a single day of the current school year in the district, the FL record may not be used to report the student's withdrawal.

A student who withdraws over the summer may be reported with a Student Attributes – Effective Date Record (FD), a Student Standing Record (FS), and a Student Demographic Record (GI), or the student may be reported with a single FL record. Note that if FD/FS/GI records are reported, all elements on those records must have values that are valid for the current school year. If a district reports an FL record, then that student cannot also be reported with FD/FS/GI records during the current school year.

StudentInformation > EMIS > Maintenance > Student Summer Withdrawal Record

Student Summer Withdrawal Record

From this screen, you can display, add, edit and delete data pertaining to student missing summer withdrawal records.

SSID: XX9999999 ⚡

Student Last Name: Smith

Student First Name: Sally Jo

Withdrawal Date: 07/08/2015 📅 ⚡

Withdrawal Reason: 41 - Transferred to another Ohio school district ▼ ⚡

Withdrawn to IRN: 044222 - Lima City SD 🔍 ⚡

Comment: Parents transferred her out of the district

Save

Save And New

Cancel

Student Special Education Records

Task 26 – Create Student Special Education Records

Collection Request	All 'S' Collections
--------------------	---------------------

StudentInformation > SIS > Student > Special Education

Items to note:

1. **SEMD** Special Education Manifestation Determination Date Type is used for students with a disability who have accumulated more than 10 days of suspensions or expulsions. The actual manifestation determination meeting is required to be held within 10 days of the date the district decided to suspend or expel the student that causes the number of suspension/expulsion days for the student for the school year to exceed 10.
2. **NIEP** No IEP is used for students who continue to receive services even though they have no active IEP. Outcome Begin Date would be the same as Event Date. The Outcome End Date is usually left blank.

Non-Compliance IDs to be used with NIEP:

- 10 – Student newly transferred in – IEP adoption determination not complete, service being provided based on prior IEP
- 11 – IEP expired, new IEP not in place – service being provided based on prior IEP
- 12 – IEP current but not reported in EMIS in prior reporting period, services provided based on current IEP

Returning students:

- Any student with a disability or suspected of having a disability who was enrolled in 15/16 and continues to be enrolled in 16/17 should have a Special Education record reported for all events that occur from July 1, 2016 through June 30, 2017. Not every student with a disability will have a Special Education record reported in the first 'S' Collection Request.

Newly enrolled students:

- Students with a disability or suspected of having a disability that were newly enrolled in 16/17 should have at least one Special Education record reported by the end of the Final Collection Request for the school year
- Since the student is new to the district, it is possible to have a record with a date prior to July 1, 2016.

AIEPs may be reported when any of the following have occurred:

- Change to an existing Outcome ID Element
- Change in IEP Test Type Element
- Change to the Secondary Planning Element
- Change in the exemption from consequences of OGT or EOC

CIEP – Parent withdrawals consent

A CIEP event is reported when a parent/guardian of a special education student with an IEP withdraws consent to the current IEP. CIEP cannot be reported unless a TIEP, RIEP, or IIEP is already in effect. Once a CIEP Date Type is reported, the student immediately becomes a non-special education student. Accordingly, if a parent changes their mind after withdrawing IEP consent, the student will go through the same process as a student entering special education for the first time. Once a CIEP Date Type is reported, modifications to the FD record and/or the Accommodations Elements on all applicable tests may be needed. When a CIEP Date Type is reported, the only other Student Special Education Record data element reported with a value other than “Not Applicable” is the Outcome ID and Date Elements.

The **Secondary Planning:** element on the Special Education record is used for students age 14 and above and determines when a student will have completed coursework and will graduate, or will have completed coursework but needs additional education services in preparation for employment or enrollment in college.

IMPORTANT: Make sure all events that take place on or before 6/30/17 are entered in StudentInformation and reported in FY17S or these students will appear on your 17S DISAB_NOT_FUNDED report and you will not receive the special education weighted funding for these students.

In addition, if you had students in 16S that you were not funded for because their spring IEP event was not reported in 15S, make sure you code this year’s IEP event for those students with the 09 out-of-compliance code. This will let ODE know you were not out of compliance - you only failed to report the data correctly in EMIS last year.

Task 27 – Create FE Student Graduation Requirement Record

Collection Request	All 'S' Collections
--------------------	---------------------

End of Course exams and OGT Subject Areas are available in the Assessment Area options for the Special Education Graduation Requirement Records.

StudentInformation > SIS > Student > Special Education

Special Education

From this screen, you can display, add, change and delete Special Education records.

Events | **Grad Requirement** | Services

IEP Date: _____

Date Type: *

Assessment Area: *
OGT - C - Social Studies/Citizenship
OGT - M - Math
OGT - R - Reading
OGT - S - Science
OGT - W - Writing
End of Course - ALG1 - Algebra 1
End of Course - BIOL - Biology
End of Course - ELA1 - English Language Arts 1
End of Course - ELA2 - English Language Arts 2
End of Course - GEOM - Geometry
End of Course - GOVM - American / United States Government
End of Course - HIST - American / United States History
End of Course - MTH1 - Mathematics 1
End of Course - MTH2 - Mathematics 2
End of Course - PHYS - Physical Sciences

Exemption Flag: *

Save Cancel

gradua v

An FE record is to be reported for **any** student who is exempt from the Graduation Requirement. This includes students who are taking Alternate Assessments.

This record is reported whenever an IEP determination is made to add, confirm, or cancel an exemption from the consequences of any graduation assessment and/or individual graduation assessment areas. FE records are reported in all Period S Collections.

If the record is being used to report a granting of an exemption in a particular Assessment Type/Area combination, it is reported in the first school year of the IEP determination and every year thereafter, thereby confirming the IEP team has continued the exemption on the IEP. This is true even if there is no change in the granted exemptions from one IEP to the next.

If the record is being used to report removing or cancelling an exemption in a particular Assessment Type/Area combination, removal of the exemption is reported in the initial year of the IEP change and optionally thereafter.

If a student is never exempted from a particular Assessment Type/Area combination, then it is not necessary to report a Student Special Education Graduation Requirement Record for that combination.

Separate records are submitted per graduation Assessment Type/Area. For example, if the student no longer needs to meet the passing requirements of three of the five OGT subjects, then three records must be reported.

NOTE: When this record is reported, a matching Student Special Education Record (GE), matching on Date and Date Type, **MUST** be reported for the IEP that reflects the determination of the exemption(s).

NOTE: Who Needs It, Graduation Eligibility, and Transcripts still look at the 'Required for Graduation' checkbox on the test record.

StudentInformation > SIS > Student > Special Education





Special Education


From this screen, you can display, add, change and delete Special Education records.

The grad requirement was successfully saved

Events | Grad Requirement | Services

Add Requirement

	IEP Date	Date Type	Assessment Area	Exemption Flag	Event Match	Last Modified	Active
	 Sep 16, 2015	IIEP	M	N		10/5/2015 1:11 PM By User: DEBBIE	

☒ Show Active Requirements Only  = Record has a matching IEP for date on Events tab.

Task 28 – Verify Special Education Records

Collection Request	All 'S' Collections
--------------------	---------------------

Once Special Ed Event records have been entered, run the Special Education Verification at the district level to check for errors.

Each error listed when choosing Download File – Verification messages is an interactive link which brings you to the student's Special Education record. Correct any of the students who have missing events or have errors on any events for the 16/17 school year and rerun the verification to ensure the errors have been corrected.

If you are running Verify Special Education for a specific S Collection Request, populate the Run Date with the last reportable date for that period

- SOES First S Window – 1/31/17
- SOES Final S Window – 06/30/17

To view a report of missing Special Ed events, choose the following

StudentInformation > EMIS > Verify Special Education

Verify Special Education - Batavia Local SD

From this screen, you can verify and update special education information.

Include Buildings: *

☒ Select All Buildings ☐ Clear All Buildings

☒ E128 - Batavia Elementary (Update not run yet)

☒ E127 - Batavia High School (Update not run yet)

☒ E129 - Batavia Middle School (Update not run yet)

Run Date: * 10/31/2016

Screen output:

Number of students per page: 50

File output:

Download File: ☒ Verification messages ☐ Student Special Ed. Events ☐ Student Special Ed. Grad. Req.

File Download Options

CSV Download

Submit Cancel

To receive a report of all special education events, not just the students with errors, choose Download File – Student Special Ed. Events.

StudentInformation > EMIS > Verify Special Education

Verify Special Education - Batavia Local SD

From this screen, you can verify and update special education information.


Include Buildings:*

☒ Select All Buildings ☐ Clear All Buildings


☒ E128 - Batavia Elementary (Update not run yet)

☒ E127 - Batavia High School (Update not run yet)

☒ E129 - Batavia Middle School (Update not run yet)



Run Date: * 10/30/2016 


Screen output:



Number of students per page: 50 

File output:

Download File: ☐ Verification messages ☒ Student Special Ed. Events ☐ Student Special Ed. Grad. Req.

Event range: 07/01/2016  to 06/30/2017 

 File Download Options

CSV  Download 

To receive a report listing all of the Student Special Education Graduation Requirements choose Download File – Student Special Ed. Grad. Req.

StudentInformation > EMIS > Verify Special Education

Verify Special Education - Batavia Local SD

From this screen, you can verify and update special education information.


Include Buildings:*

☒ Select All Buildings ☐ Clear All Buildings


☒ E128 - Batavia Elementary (Update not run yet)

☒ E127 - Batavia High School (Update not run yet)

☒ E129 - Batavia Middle School (Update not run yet)



Run Date: * 10/30/2016 


Screen output:



Number of students per page: 50 

File output:

Download File: ☐ Verification messages ☒ Student Special Ed. Events ☐ Student Special Ed. Grad. Req.

Event range: 07/01/2016  to 06/30/2017 

 File Download Options

CSV  Download 

District & Building Records

Task 29 – Update the DN District and Building Records: DN & DT

DN District Records

Collection Request	All 'S' Collections
--------------------	---------------------

If an attribute on the Maintenance page contains a value, a record for that attribute will be included in the transfer file. All calendar related attributes will be reported in period C.

If you submit data through a different ITC, the **Reporting ITC IRN:** field will need updated. Use the following table to determine when to report each attribute.

1 st	Final	Attribute	Description
✓	✓	C_STUEEPOL	Early Entrance to Kindergarten Policy
✓	✓	INFOTECIRN	Reporting ITC IRN
✓	✓	STUKGBRDAY	Date student is required to be 5 years old to be admitted to kindergarten
✓	✓	STULNCHFRE	Count of students attending this building who are eligible to receive free lunches
✓	✓	STULNCHRDC	Count of students attending this building who are eligible to received reduced price lunch
✓	✓	STULNCHNOT	School does not participate in free/reduced Lunch
✓	✓	STUELGEXAC	Amount of time a student is required to attend district to be eligible for extracurricular activities
	✓	SIG Time Extended Group, all Attributes	Required only for districts with a School Improvement Grant
	✓	Phyzed Evaluation Group	All attributes
	✓	LCLWELLPOL	Local Wellness Policy
	✓	Initial Eye Examination Group	All Attributes (see below)
	✓	STUNPNTELG	Count of resident and non-resident public students within the district boundaries evaluated and determined ineligible for special ed services
	✓	STUPSTCBTR	Count of Preschool transition conferences held by 3 rd birthday, no disability suspected, no add'l eval
	✓	STUPSTCATR	Count of Presch.Transition conferences held after 3 rd birthday, no disability suspected, no add'l eval
✓	✓	MGMTCOMPYS	Report the date your community school if your community school had change in their

1 st	Final	Attribute	Description
			management company or had a management company and now does not
✓	✓	MGMTCOMPNO	IRN of the Management company for the community school, if one exists

Comprehensive Eye Exam values are required to be reported at the district level. These values are a summative count which apply to special education students only.

StudentInformation > EMIS > Maintenance > District and Building Information

District and Building Information
From this screen, you can update your District and Building Information.

District Testing - Year End (DT) District Organization Info (DN) Building Organization Info (DN)

Information Technology Center Group

Reporting ITC IRN: 085639 - NOACSC

Student Group

Date student is required to be five years old to be admitted into kindergarten: A - September 30th

Count of home schooled resident students: 9

Amount of time a student is required to attend district to be eligible for extracurricular activities:

Count of resident and non-resident nonpublic students within district boundaries eligible for special education services but not being served by the district: 3

Count of resident and non-resident nonpublic students within district boundaries evaluated and determined ineligible for special education services: 13

Count of preschool transition conferences held by 3rd birthday, no disability suspected, no additional evaluation: 14

Count of preschool transition conferences held after 3rd birthday, no disability suspected, no additional evaluation: 22

Local Wellness Policy

Local Wellness Policy: Yes

Preschool Special Education Agreements

IRN of entity providing Preschool Special Ed Services that district has authorized ODE to transfer funds to:

IRN of entity providing Preschool Special Ed Services that district has NOT authorized ODE to transfer funds to:

Add Cancel

District Transportation

Count of qualified riders: 1235

Miles students are transported: 122685

Comprehensive Eye Exams

Number of students with an IIEP written within the stated timeframe: 68

Number of students with an IIEP written within the stated timeframe who received an eye exam within three months of beginning services: 45

Number of students with an IIEP written within the stated timeframe who received an eye exam more than three months after beginning services: 14

Number of students with an IIEP written within the stated timeframe who received an eye exam within nine months immediately prior to being identified with disabilities: 2

Number of students with an IIEP written within the stated timeframe who did not receive an eye exam due to withdrawing within three months of beginning services: 0

Number of students with an IIEP written within the stated timeframe who did not receive an eye exam due to the student's hospitalization: 0

Number of students with an IIEP written within the stated timeframe who did not receive an eye exam due to parent refusal: 2

Number of students with an IIEP written within the stated timeframe who did not receive an eye exam due to the lack of a conveniently available provider: 0

Number of students with an IIEP written within the stated timeframe who have not received an eye exam and are still within three months of beginning services: 0

Number of students with an IIEP written within the stated timeframe who did not receive an eye exam due to a reason not accounted for by another attribute name: 0

SOES only

Early Entrance for KG:

Enter zeroes for fields that have zero values

DN Building Record

Collection Request

All 'S' Collections

Due to the new calendar reporting attributes, the items contained in the Teacher Group section and Calamity Group section below do not need to be completed on the DN record. ODE will derive this information using the reported exceptions in the calendar Collection Request.

StudentInformation > EMIS > Maintenance > District and Building Information

[Find Students] [Go To]

District and Building Information

From this screen, you can update your District and Building Information.

District Testing - Year End (DT) District Organization Info (DN) Building Organization Info (DN)

School:

Feeder School Group

Feeder School:

Teacher Group

Professional Teacher Meetings FTE: Parent/Teacher conference FTE:

Only community schools whose contracts are in hours, not days, should report the Professional Teacher Meetings hours and the Parent/Teacher conference hours.

Professional Teacher Meetings hours: Parent/Teacher conference hours:

Calamity Group

Calamity days taken: Calamity days made up:

Shortened days due to weather: Shortened days, non-weather:

First Day Next Year Group

First Day Next Year:

PE Performance Measures

Enter counts for grade bands that are needed. Enter zeroes for the remaining fields in the grade band if no values apply. If the building being reported does not have any students in a specific grade band, leave all fields for that grade band blank. Only enter a value for "Evaluation not conducted at this grade band for the building" if a building in the district includes one or more of the grades in a band, but the students are not evaluated at that building.

KG-02 Total students scoring limited:	<input type="text"/>	06-08 Total students scoring limited:	<input type="text"/>
KG-02 Total students scoring proficient:	<input type="text"/>	06-08 Total students scoring proficient:	<input type="text"/>
KG-02 Total students scoring advanced:	<input type="text"/>	06-08 Total students scoring advanced:	<input type="text"/>
KG-02 Total students not evaluated:	<input type="text"/>	06-08 Total students not evaluated:	<input type="text"/>
KG-02 Evaluation not conducted at this grade band for the building:	<input type="text"/>	06-08 Evaluation not conducted at this grade band for the building:	<input type="text"/>
03-05 Total students scoring limited:	<input type="text"/>	09-12 Total students scoring limited:	<input type="text"/>
03-05 Total students scoring proficient:	<input type="text"/>	09-12 Total students scoring proficient:	<input type="text"/>
03-05 Total students scoring advanced:	<input type="text"/>	09-12 Total students scoring advanced:	<input type="text"/>
03-05 Total students not evaluated:	<input type="text"/>	09-12 Total students not evaluated:	<input type="text"/>
03-05 Evaluation not conducted at this grade band for the building:	<input type="text"/>	09-12 Evaluation not conducted at this grade band for the building:	<input type="text"/>

SIG Time Extended Group

Increased learning time by extending the school year:

Increased learning time by extending the school day:

Increased learning time in before and after school settings:

Increased learning time on the week end:

Increased learning time in summer school:

Increased learning time in some other time frame not listed above:

Free and Reduced Price Lunch

Free Lunch count:

Reduced Lunch count:

The PE Performance Measures are to be reported during Period S for each city, local, exempted village school district, community school and STEM districts. The PhysEd Evaluation building records include students who are enrolled in the building for each grade range.

The four bands of grade ranges to be reported are as follows:

- Grades KG-2
- Grades 3-5
- Grades 6-8
- Grades 9-12

Each Grade Band will have 5 different options to be reported. These values indicate the count of students by ability level at each grade band. They are as follows:

- Total students scoring Limited
- Total students scoring Proficient
- Total students scoring Advanced
- Total students Not Evaluated
- Total students not Applicable

On the Building Organization Info (DN) tab, when reporting the values for each grade band, note the following:

1. Only report a value for Grade Bands that are in the building being reported in the Building Organization Info record. Example, if you are completing the high school building DN record, and only have grades 9-12 in that building, you would only fill in values for the 09-12 grade bands. The other grade bands would be left blank.
2. Total Students Not Applicable should only be completed for a grade band if a building in the district includes one or more of the grades in the grade band, but the students are not evaluated at that building. For example, if a district has a Kindergarten only building, but the district elects to evaluate students in 2nd grade only, then at the Kindergarten only building, you would complete the number of students not being evaluated and insert that on the Total Students Not Applicable field for the KG-02 grade band.
3. If a specific school building's grade levels served as reported in ODE's OEDS system overlap a grade band, the building should either have the first options reported (Limited, Proficient, Advanced, Not Evaluated) or report only the ** (Not Applicable); it cannot be both.
4. Report zeroes if no value applies to an attribute (Limited, Proficient, Advanced) in the building. For example, if a building only has proficient students in a grade band, enter zeros for the limited and advanced levels in that same grade band.

Membership/Program Reporting

Task 30 – Verify and Update Membership Codes with Staff or Program Provider

Collection Request	All 'S' Collections
--------------------	---------------------

All buildings must report student programs from the EMIS Manual, Section 2.9 Student Program Record, for the program codes that have to be reported in each 'S' Collection Request.

Certain program codes require that a staff member be reported. Navigate to **StudentInformation** > **Management** > **School Administration** > **Membership Groups** > **Memberships** and edit the membership code. Check the

Require Staff Member: checkbox and select the staff member from the dropdown.

The following EMIS program codes require a staff member to be reported:

305003 – Career Assessment program code

206XXX – Gifted program codes

220100 – Preschool Itinerant Services program code

StudentInformation requires start dates on all memberships, but not stop dates. Preschool Itinerant 220100 is the only program code which requires effective start and end dates to be reported. Edit the program code through the breadcrumb trail above and check the **Require Dates:** checkbox. If Preschool Itinerant services are given through the ESC, the resident district does not report the program code.

Memberships with Contracted Staff:

Fill out the following default values on the membership:

Credential ID (aka State Staff ID on Staff record in StudentInformation)

Program Provider element

Memberships with Non Contracted Staff

EMIS ID

Program Provider should be *****

NOTE: Any student assigned to the membership will show the default staff member and Program Provider IRN. If the staff member or Program Provider IRN differs from the default value assigned, edit the student's membership record and change the value of the credential id or program provider IRN element.

Task 31 – Add/Update Student Memberships (Programs)

Collection Request	All 'S' Collections
--------------------	---------------------

All Program/Memberships

Student memberships may be entered in multiple places in StudentInformation.

StudentInformation > SIS > Student > Edit Memberships
StudentInformation > SIS > School > Membership Members

It is best to get your program/membership records added now regardless of the Collection the program gets reported in.

Program Codes should be reported according to the following table:

Code Category	Program Series	S Traditional			Report Staff	Report Dates
		Initial	Mid	Final		
Educational Options	115XXX		√	√		
Early College High School	120010		√	√		
Chartered Non-Public or Private Sch	160110		√	√		
Gifted Education Programs	205XXX		√	√		
	206XXX		√	√	√	
Alt. Placement for Students With Disability Conditions	211001		√	√		
Preschool Itinerant Services	220100	√	√	√	√	√
Academic Intervention – Summer	151490		√	√		
Academic Intervention – Regular School Year	152330		√	√		
Reading Improvement and Monitoring Plan Intervention – Summer	151500		√	√		
Reading Improvement and Monitoring Plan Intervention Regular School year	152500-152699		√	√		
Title I Subject Areas	231001-231010		√	√		
Title I Subject Areas – Summer Sch	231101-231110		√	√		
Title I Supporting Areas	232001-232007		√	√		
Title I Supporting Areas – Summer School	2321XX		√	√		
Title I Services	233XXX		√	√		
Title I Students Attending Neglected or Delinquent School	2340XX		√	√		
Title I Students Attending Neglected or Delinquent Summer School	2341XX		√	√		
Limited English Proficient (ESL)	235XXX		√	√		
Emergency Immigrant Education	240XXX		√	√		
Career Technical Programs Except 305003 – Career Assessment	305XXX	√	√	√	√	
CTE – Career Placement	305003		√	√		
CTE Single Parent Subgroup	305010		√	√		
Academic/Extracurricular Programs & Services	405XXX		√	√		
Academic Intracurricular	410XXX		√	√		

Code Category	Program Series	S Traditional			Report Staff	Report Dates
		Initial	Mid	Final		
Descriptions						
School Related Service	415XXX		√	√		
Athletics & Related Programs/Interscholastic Athletics	420XXX		√	√		
Previous Dropout Codes	50000X		√	√		

Use the Program Provider IRN field to indicate the service being reported is provided by a contracted entity. Blank values in the Program Provider IRN are not valid. StudentInformation will default a blank value to *****.

The 215XXX Service Codes are no longer EMIS reportable, but can continue to be maintained on the Services tab of the student's Special Education page, if so desired.

Reading Improvement and Monitoring Plan Intervention Programs.

Reading Improvement and Monitoring Plans are required for K-3 students identified by the reading diagnostic assessment as not reading at grade level. Districts and community schools are required to report reading improvement interventions/programs provided during the school year in EMIS during the 'S' data collection. One or more interventions (RIMP) must be reported for any K-3 student identified who is not on track for reading.

Copy Membership functionality

- Allows selected student membership assignments to be copied from the previous year to the current year
- Will not copy memberships from one building to another if student changed buildings this year
- If the membership code has already been added to the student's memberships for the current year, the student will not appear on the list of students available to copy up for that membership.

Task 32 – Run Student Roster by Membership (R102) to verify student memberships

Collection Request	All 'S' Collections
--------------------	---------------------

For each Collection Request, run Student Roster by Membership and verify the student memberships to ensure that the proper students are appearing with the correct membership records.

StudentInformation > SIS > School > Student Reports > Student Roster By Membership (R102)

Report: R102										High School			
Printed Mon, Aug 03,										2:20 PM			
Student Roster By Membership													
STUDENT CONTROL GROUP: 20 Specialized Instructions										Membership Date Range:		ALL DATES	
ID	STUDENT NAME AND ADDRESS				TELEPHONE	AGE	ST	GR	GD	HSGM	STUDENT MEMBERSHIP CODE	EFFECTIVE DATE	
11079	Student00000, NATHANIEL 645 S Main St Lima, OH 46804-1241				(555) 555-5555	16	A	11	H		206070 Resource/Pull-Out Room for Gifted Students led by GIS	Start Date: 8/26/2009 Stop Date:	

Task 33 – Run MEMBEMIS to verify student memberships

Collection Request	All 'S' Collections
--------------------	---------------------

Process MEMBEMIS to determine if there are any issues with existing student memberships and services that will be reported. If errors are encountered, make the corrections and then rerun MEMBEMIS to verify that the issue has been taken care of.

MEMBEMIS runs in verify mode only. Any EMIS reportable membership added for a student will be included in the transfer file regardless of which Collection ODE will be looking for them in. ODE will ignore any program that is not to be reported in the Collection of a collection.

Running MEMBEMIS

The first screenshot shows the 'Student Transfer - Collection (S)' screen. It has a breadcrumb trail 'StudentInformation > EMIS > Student Reporting Collection (S)'. Below the title, it says 'From this screen, you can transfer Student Collection (S) records.' There is a 'Request Type' tab set to 'Program Selection'. Two radio buttons are present: 'Verify Student Data' (selected) and 'Transfer Student Data'. At the bottom are 'Next >' and 'Cancel' buttons.

The second screenshot shows the 'Student Verify/Update - Collection (S)' screen. It has the same breadcrumb trail. Below the title, it says 'From this screen, you can transfer Student Collection (S) records.' There is a 'Request Type' tab set to 'Program Selection'. A list of radio buttons is shown: 'Verify - Discipline (DISCEMIS)', 'Verify - EMIS Run Requests (CHECK_EMIS)', 'Verify - Membership Programs (MEMBEMIS)' (selected), 'Verify - Non-reportable Students', 'Verify - Student Demographic (UNCLEMIS)', 'Verify - Student Gifted Records', 'Verify - Student Special Education', 'Verify/Update - Majority of Attendance IRN (MAJOREMIS)', and 'Verify/Update - Student Attendance (ATTUPEMIS)'. At the bottom are '< Back', 'Next >', and 'Cancel' buttons.

The third screenshot shows the 'Verify/Update Memberships - Ada Ex Vill SD' screen. It has a breadcrumb trail 'StudentInformation > EMIS > Verify/Update Memberships'. Below the title, it says 'From this screen, you can verify and update student memberships.' It lists 'AVEL - ADA ELEMENTARY' and 'AVHS - ADA HIGH SCHOOL'. Under 'Run Type', there are two radio buttons: 'Verify Memberships' (selected) and 'Verify Special Education Services'. Below this is a 'File Download Options' section with two dropdown menus: 'CSV' and 'Download'. At the bottom are 'Submit' and 'Cancel' buttons.

MEMBEMIS has an option to verify Special Education Services separately from all other memberships. The verification process for Special Education Services can still be used to verify any service codes that you may have entered.

How to correct **Student Membership outside the range of the fiscal year** MEMBEMIS errors:

1. Navigate to **StudentInformation** » **Management** » **School Administration** » **Membership Groups**.
2. Click on the blue link of the membership code in the **Name** column.
3. The page will refresh and you will be brought to the Memberships page where a listing of all memberships for the two-digit code will display.
4. Click on the corresponding blue link of the membership.
5. The page will refresh and the **StudentInformation** » **SIS** » **School** » **Membership Members** will display.
6. Choose the membership group from the **Membership Group:** dropdown.
7. Now select the **Membership:** from dropdown.
8. Click **Go**.
9. Verify each student has a start or end date within the school year.

StudentInformation > SIS > School > Membership Members [Find Students]

Membership Members

From this screen, you can maintain the students associated with the selected membership.

Membership
 Group: Membership:

☒ Show Active Members ☐ Show Members From: To:

	ID	Name ^	Homeroom	Staff Member	Start	End	Grade	Prog Prov IRN
✗	00001111	Banter, Susan	217		Sep 01, 2014			*****
✗	00002222	Banters, Lucy	217		May 31, 2014			*****
✗	00003333	Bantersmith, Bobo			Sep 01, 2014			*****
✗	00004444	Bantersmithly, Donald			Sep 01, 2014			*****

Attendance Reporting

Task 34 – Run and save a copy of the District Wide Membership Report (Optional)

StudentInformation > SIS > Attendance > Attendance Reports > District-wide Membership Report (R500)

The District Wide Membership Report (R500) provides you with a report of the days present, excused and unexcused absences for a specified time period. You may wish to run a copy of this report the first day of school, at the end of each ‘S’ Collection Request and again the last day of school. Since there is no longer a count week for attendance, you may use this report for your own purposes.

Report: R500										ELEMENTARY						
Printed Thu, Mar 29, 9:11 AM										District Wide Membership Report						
Grade: KG										Admission - Withdraw		Membership Days				
Id	Student Name	Stat	Prgm	Sex	Grd	Dist of Res.	Cal	Hm Rm	Date	Cde	FTE (%)	All	Pres.	Exc	Tardy	Unexc
00099019	Student59851, Bailey	A	**	F	KG	043984	DFLT	RADA	08/24/11	-	100	141.0	135.0	6.0	0.0	0.0
00099034	Student59828, Ethan	A		M	KG	043984	DFLT	REDMA	08/24/11	-	100	141.0	137.0	4.0	1.0	0.0
00099069	Student59770, Alana	T		F	KG	043984	DFLT	RADA	08/24/11	-	100	141.0	140.5	0.5	4.0	0.0
00099075	Student59761, Danny	N		M	KG	043992	DFLT	BRINK	08/24/11	-	100	141.0	139.5	1.5	2.0	0.0
00099092	Student59743, Riley	A		M	KG	043984	DFLT	RADA	08/24/11	-	100	141.0	141.0	0.0	0.0	0.0

Attendance on the District Wide Membership Report does not take the student’s percent of time into consideration.

Note: Attendance will not match the days calculated on the attendance tab if you have absence types which are not reported to EMIS. It will also not match if the student is attending for a reduced percent of time.

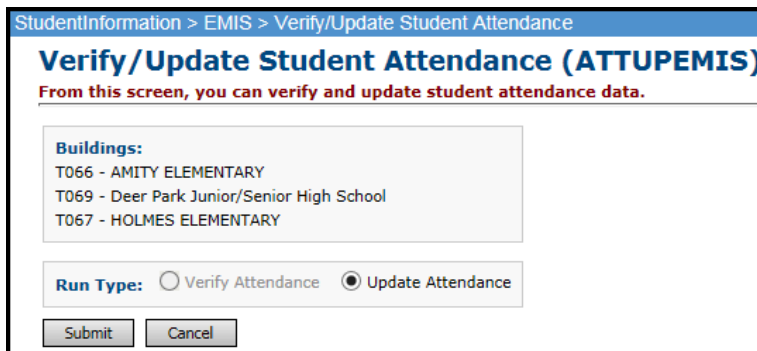
Task 35 - Run ATTUPEMIS in Update mode

Collection Request	Second and Final
--------------------	------------------

Run ATTUPEMIS in update mode to calculate attendance for students prior to submitting the data. Your ITC may be running ATTUPEMIS in update mode nightly, however, it is a good idea to refresh your attendance prior to submitting a collection.

Attupemis calculates attendance in hours and days, although the 'days' field displays on the FS Attending tab as a reasonableness check.

Due to the attendance reporting requirements for the Second and Final Collections, Attupemis should be run in update mode **prior to every submission** so that it contains the most up to date attendance information available.



Attupemis calculates the attendance for each student using the attributes of the Reporting Calendar the student is assigned to on the FD Attributes tab of the Student Profile. For a Reporting Calendar to be included in the Attupemis process, the

Include in Attendance Calculation: ☒ must be checked on the Sub-calendar.

Student Attendance Calculation: The student's School Year Attendance Hours are calculated based on the number of hours of expected attendance for each day they are in session according to their calendar assignment minus the School Year Excused Absence Hours and the School Year Unexcused Absence Hours. The student's FTE is applied to both the number of hours in attendance and the number of absence hours. Any student EMIS exceptions on the Reporting Calendar are included in the calculation.

Example 1A, John Smith is on a calendar that begins August 26 and ends May 15. His reporting calendar has an 'Hours per Day' value of 6. The school expected to have 180 days in session. The student's FTE is 100%.

This calendar had 2 weather related school delays where they attended 4 hours each day. They also had 2 calamity days that they did not attend at all. EMIS Exceptions were reported for all four of these incidents.

John Smith missed 2 days due to illness (excused absence).

Calculation:

180 days minus the 4 days with EMIS Exceptions = 176 days.

$176 \times 6 = 1056$ hours

2 days (delay days) with EMIS Exceptions with 4 hours attendance

$2 \times 4 = 8$ hours

2 days (calamity days) with EMIS Exceptions with 0 hours attendance

$2 \times 0 = 0$ hours

2 days of excused absences at 6 hours per day

$2 \times 6 = 12$ hours

$(1056 + 8 + 0) - 12 = 1064 - 12$

$1064 - 12 = 1052$ hours of attendance and 12 hours of excused absences

Example 1B, Jane Smith is on a calendar that begins August 26 and ends May 15. Her reporting calendar has an 'Hours per Day' value of 6. The school expected to have 180 days in session. The student's FTE is 75%.

This calendar had 2 weather related school delays where they attended 4 hours each day. They also had 2 calamity days that they did not attend at all. EMIS Exceptions were reported for all four of these incidents.

Jane Smith missed 2 days due to illness (excused absence).

Calculation:

180 days minus the 4 days with EMIS Exceptions = 176 days.

$176 \times (6 \times .75) = 792$ hours

2 days (delay days) with EMIS Exceptions with $(4 \times .75) = 3$ hours attendance

$2 \times 3 = 6$ hours

2 days (calamity days) with EMIS Exceptions with 0 hours attendance

$2 \times 0 = 0$ hours

2 days of excused absences at $(6 \times .75) = 4.5$ hours per day

$2 \times 4.5 = 9$ hours

$(792 + 6 + 0) - 9 = 798 - 9$

$798 - 9 = 789$ hours of attendance and 9 hours of excused absences

Half day calendars. The student's School Year Attendance Hours is based on the number of hours of expected attendance for each day they are in session, minus the School Year Excused Absence Hours and the School Year Unexcused Absence Hours. The student's FTE is applied to both the number of hours in attendance and the number of absence hours. Any student EMIS exceptions on the Reporting Calendar are included in the calculation. Students on these calendars are 50% FTE or less with a Max Absence Level of a half day (0.50).

When applying days shortened or days lengthened EMIS exceptions to a half day calendar, districts must take into consideration that the student is going 50% of time. If a student typically attends 3 hours, but school is delayed for 1 hour, they need to report an EMIS unplanned shortened day with 4 hours instead of 5. If they report 5 hours, the student would receive 2.5 hours of attendance, which would be incorrect. If they report the exceptions with 4 hours, then the student receives the correct attendance of 2 hours. This is not just for the hours reporting in StudentInformation, but we have been advised that this is how ODE will be calculating hours for the EMIS exceptions as well.

Example 2A, James Smith is on an a.m. calendar that begins August 26 and ends May 15. His reporting calendar has an Hours per Day value of 6. The school expected to have 180 days in session. The student's FTE is 50%.

This calendar had 2 weather related school delays where they were delayed 1 hour each day. The EMIS Exceptions for C_HSHRTWEA would be reported with 4 hours for each of those delayed days. They also had 2 calamity days that they did not attend at all. EMIS Exceptions were reported for all four of these incidents.

James Smith missed 2 days due to illness (excused absence).

Calculation:

180 days minus the 4 days with EMIS Exceptions = 176 days.

$176 \times (6 \times .5) = 528$ hours

2 days (delay days) with EMIS Exceptions with $(4 \times .5) = 2$ hours attendance

$2 \times 2 = 4$ hours

2 days (calamity days) with EMIS Exceptions with 0 hours attendance

$2 \times 0 = 0$ hours

2 days of excused absences at $(6 \times .5) = 3.0$ hours per day

$2 \times 3 = 6$ hours

$(528 + 4 + 0) - 6 = 532 - 6$

$532 - 6 = 526$ hours of attendance and 6 hours of excused absences

Attupemis Update populates the Current Entity fields circled in the screenshot below.

Home School: ENVIRONMENT: HCCA (ST15) • VERSION: 15.2.0.1028 • USER: debbie Gender: F
Counselor: Program:

StudentInformation > SIS > Student > Edit Profile [Find Students] [Go To]

Edit Student Profile

From this screen, you can display and change information regarding a students profile.

The FD - Student Attributes - Effective Date information was successfully saved

General Additional Custom Private FS-Standing FS-Attendance FD-Attributes FN-Attributes FN-Graduate Transportation

Start Date	Withdraw Date	Withdraw Reason	School Year Attendance Hours	School Year Excused Absence Hours	School Year Unexcused Absence Hours	Other SY Attendance Hours	Other SY Excused Absence Hours	Other SY Unexcused Absence Hours
7/1/2015		**	200.00	0.00	0.00	0.00	0.00	0.00

☒ Show Current Year Only

Save Cancel


Last Modified: 03/26/2015 11:49 AM by User: bataeberhard

Effective Start Date: 7/1/2015
District Withdraw Date:

The relation between Days and Hours may not be equal due to the accuracy of the calculations and values entered on the calendars. Days are for reference only, hours will be reported.

	Current Entity		Other Entity	
	Days	Hours	Days	Hours
Attendance	32.00	200.00	0.00	0.00
Excused Absence	0.00	0.00	0.00	0.00
Unexcused Absence	0.00	0.00	0.00	0.00

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For additional assistance in troubleshooting attendance calculations, refer to the Attupemis Worksheet & Answers document under  Procedural Checklists/Step by Steps in the EMIS section.

Task 36 – Manually enter attendance on the FS Attendance Tab for special situation

Collection Request	All 'S' Collections
--------------------	---------------------

For students who attend the ESC, Board of DD, College Credit Plus or non-public students placed at the district expense, attendance will need to be entered manually on the FS Attendance tab if you are not tracking it in StudentInformation.

Attupemis now calculates attendance in hours instead of days, although the 'days' field displays too. The values in the Other Entity field are manually entered and are not updated by Attupemis. These can be used for reporting attendance for students that are not on a calendar within your district that calculates attendance.

Examples of students who may need to have their attendance calculated manually:

1. Non Preschool Students attending the ESC
2. Students at the Board of DD
3. College Credit Plus
4. Non-public Students placed at District Expense

During the transfer process, the FS EMIS record transfer adds together the values in the current entity hours of attendance fields to the other entity attendance and reports the total on the FS records.

StudentInformation > SIS > Student > Edit Profile

Edit Student Profile

From this screen, you can display and change information regarding a students profile.

General Additional Custom Private FS-Standing FS-Attendance FD-Attributes FN-Attributes FN-Graduate Transportation

Start Date	Withdraw Date	Withdraw Reason	School Year Attendance Hours	School Year Excused Absence Hours	School Year Unexcused Absence Hours	Other SY Attendance Hours	Other SY Excused Absence Hours	Other SY Unexcused Absence Hours
7/1/2014		**	894.24	17.28	0.00	0.00	0.00	0.00

☒ Show Current Year Only

Save Cancel

Last Modified: 09/11/2014 9:43 AM by User: batasvart

Effective Start Date: 7/1/2014

District Withdraw Date:

The relation between Days and Hours may not be equal due to the accuracy of the calculations and values entered on the calendars. Days are for reference only, hours will be reported.

	Current Entity		Other Entity	
	Days	Hours	Days	Hours
Attendance	207.00	894.24	0.00	295.00
Excused Absence	4.00	17.28	0.00	6.5
Unexcused Absence	0.00	0.00	0.00	3.00

Data Submission

Task 37 – Run CHECK_EMIS for Period S

Collection Request	All 'S' Collections
--------------------	---------------------

CHECK_EMIS is available on each reporting period menu. The version under each menu will check only those processes specific to that particular reporting period.

Run CHECK_EMIS to get an audit trail of what processes have been performed for each building in your district. The CHECK_EMIS page lists which EMIS Verify, Update, and Transfer processes have been run. The CHECK_EMIS report will provide you with a listing of when each process was run, what time, and which user completed the process for each building in the district.

At this point in the checklist, it is important to verify the following has been completed:

1. Make sure all processes have been run in Verify mode for each building
2. Make sure all update processes have been run in Update mode at least one time for the district
3. Make sure all the necessary transfers were performed after the update processes were run
4. **If updates were rerun, also make sure transfers were rerun as well**
5. If any processes were run too early, make sure they are rerun during the appropriate timeframe.

CHECK_EMIS may be processed at any time during the reporting period for a status report.

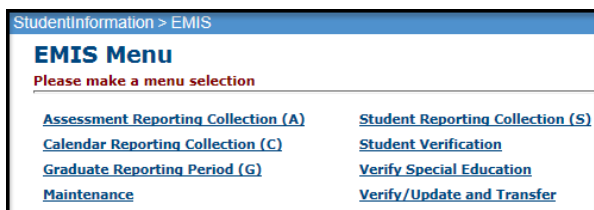
The left screenshot shows the 'Student Transfer - Collection (S)' screen. It has a title bar 'StudentInformation > EMIS > Student Reporting Collection (S)' and a subtitle 'Student Transfer - Collection (S)'. Below the subtitle is a red instruction: 'From this screen, you can transfer Student Collection (S) records.' There are two tabs: 'Request Type' and 'Program Selection'. Under 'Request Type', there are two radio buttons: 'Verify Student Data' (selected) and 'Transfer Student Data'. At the bottom are 'Next >' and 'Cancel' buttons.

The right screenshot shows the 'Student Verify/Update - Collection (S)' screen. It has a title bar 'StudentInformation > EMIS > Student Reporting Collection (S)' and a subtitle 'Student Verify/Update - Collection (S)'. Below the subtitle is a red instruction: 'From this screen, you can transfer Student Collection (S) records.' There are two tabs: 'Request Type' and 'Program Selection'. Under 'Request Type', there is a list of radio buttons: 'Verify - Discipline (DISCEMIS)', 'Verify - EMIS Run Requests (CHECK_EMIS)' (selected), 'Verify - Membership Programs (MEMBEMIS)', 'Verify - Non-reportable Students', 'Verify - Student Demographic (UNCLEMIS)', 'Verify - Student Gifted Records', 'Verify - Student Special Education', 'Verify/Update - Majority of Attendance IRN (MAJOREMIS)', and 'Verify/Update - Student Attendance (ATTUPEMIS)'. At the bottom are '< Back', 'Next >', and 'Cancel' buttons.

Task 38 - Period S Transfer

Collection Request	All 'S' Collections
--------------------	---------------------

Once you have completed the data updates, transfer your data to the Data Collector. Navigate to the Student Reporting Collection (S) menu and choose Select All Transfers. Transfers that are not required for the first, second or final 'S' Collection Requests will be grayed out and unavailable until required for reporting.



StudentInformation > EMIS

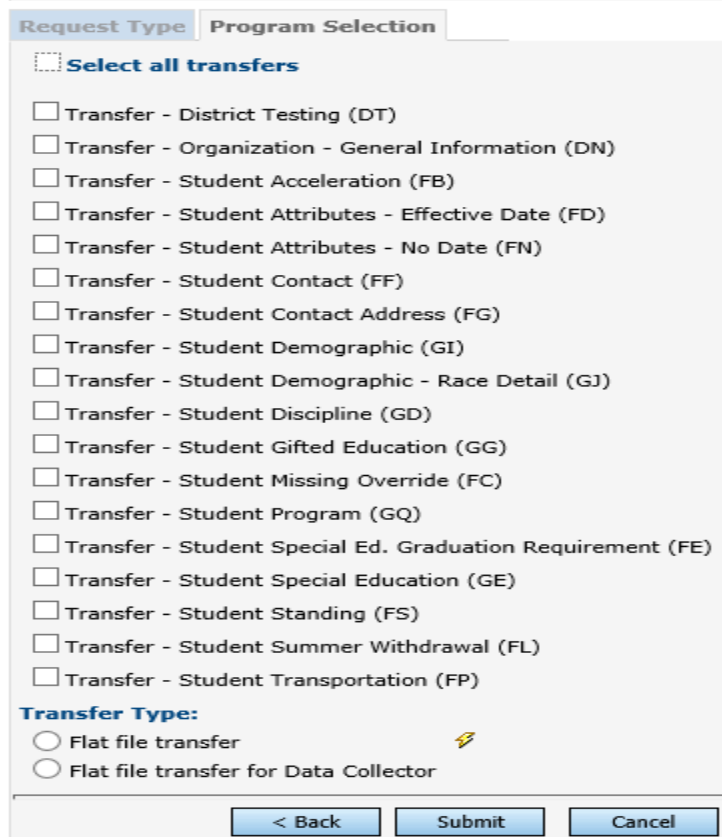
EMIS Menu

Please make a menu selection

Assessment Reporting Collection (A)	Student Reporting Collection (S)
Calendar Reporting Collection (C)	Student Verification
Graduate Reporting Period (G)	Verify Special Education
Maintenance	Verify/Update and Transfer

EMIS - Create Flat Files - Select Files

From this screen, you can transfer Student Collection (S) records.



Request Type | Program Selection

☐ **Select all transfers**

- ☐ Transfer - District Testing (DT)
- ☐ Transfer - Organization - General Information (DN)
- ☐ Transfer - Student Acceleration (FB)
- ☐ Transfer - Student Attributes - Effective Date (FD)
- ☐ Transfer - Student Attributes - No Date (FN)
- ☐ Transfer - Student Contact (FF)
- ☐ Transfer - Student Contact Address (FG)
- ☐ Transfer - Student Demographic (GI)
- ☐ Transfer - Student Demographic - Race Detail (GJ)
- ☐ Transfer - Student Discipline (GD)
- ☐ Transfer - Student Gifted Education (GG)
- ☐ Transfer - Student Missing Override (FC)
- ☐ Transfer - Student Program (GQ)
- ☐ Transfer - Student Special Ed. Graduation Requirement (FE)
- ☐ Transfer - Student Special Education (GE)
- ☐ Transfer - Student Standing (FS)
- ☐ Transfer - Student Summer Withdrawal (FL)
- ☐ Transfer - Student Transportation (FP)

Transfer Type:

☐ Flat file transfer

☐ Flat file transfer for Data Collector

< Back Submit Cancel

Task 39 – Run the Collection

Collection Request	All 'S' Collections
--------------------	---------------------

Before running the Data Collector make sure the most recent version of the manifest is downloaded.

Collection Requests

1. While logged into the Data Collector, click on the

2. Begin the collection.

3. Mark the Data Sources section.

☒ All Files data sources

Data Sources	Availability	Collection Status
<input checked="" type="checkbox"/> BA-Files	Ready	Not Started

4. Once the collection has been completed, proceed to the Prepare step.

5. Once the Prepare has completed, review the Level 1 Validation errors.

6. Return to StudentInformation to make corrections and updates resolving the Level 1 Validation errors.

7. After creating a new transfer file in StudentInformation and submitting it to the Data Collector, begin a new collection.

8. If satisfied with the results, go ahead and submit the collection to ODE for processing.

9. Once the collection has been processed by ODE, you should receive Level 2 Validations errors. Review the Level 2 Validation errors and make corrections in StudentInformation.



Don't forget – once you correct errors and rerun any required updates in StudentInformation, a new transfer to the Data Collector must be performed. Once the transfer is complete rerun your collection.

FY17 Period S SOES Reporting Period Checklist for Community & STEM Districts - Final Window

Change Log

Date	Section Number/Name	Change Description
5/30/17	Task 36	Added the MGMTCOMPYS and MGMTCOMMPNO attributes
4/19/17	Overall Document	Updates following EMIS Checklist training
3/22/17	Task 45	Majority of Attendance, updated the EOC Exam Chart
1/11/2017	Overall Document	Updated for FY17 Final Window processing
4/29/16	Student Record Updates – Community Eligibility Provision	Fix task reference
4/5/16	Task #19	Updated to include the new SOES Historical Address type
2/9/2016	Overall document	Updates for FY16 Final window processing

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Period S Checklist for Community & STEM Districts for the Final SOES Window

Collection Requests (tentative) –

	SOES First Window	SOES Final Window
Collection Request Record Types to Include	July- January	February - July
<p>Each Collection Request will include transactions from July 1 through the end of the Collection Request. Reporting is on-going meaning there is no cut-off date. As students are enrolled in your district, their data will be included in the next transfer regardless of enrollment date.</p>	GI	GI
	GJ	GJ
	FS	FS
	FD, excl. FD120, FD140, FD160, FD180, FD190, FD200	FD
	FN270, FN400 only	FN – FN140, FN290, FN110, FN080, FN210, FN220, FN360, FN310, FN390, FN120, FN400, FN370, FN270, FN380
	GE	GE
	FE	FE
	FC	FC
	FL	FL
	DN (Select attributes by period) Include:	DN (Select attributes by period) Include:
	<ul style="list-style-type: none"> • C_STUEEPOL • INFOTECIRN • STUKGBRDAY • STULNCHFRE • STULNCHRDC • STULNCHNOT • STUELGEXAC 	<ul style="list-style-type: none"> • SIG Time Extended Group Elements • C_STUEEPOL • INFOTECIRN • STUKGBRDAY • STUELGEXAC • STULNCHFRE • STULNCHRDC • STULNCHNOT • LCLWELLPOL • CCPDENIALS • CCPREIMBCT • CCPRESTITU • Physical Education Eval Group Elements • Initial IEP Eye Exam Group Elements
		DT
	GQ (limited codes)	GQ
		FB
		GG
		GD
	FP - Transportation Records	FP - Transportation Records
	FF	FF
	FG	FG

Student Record Updates

Community Eligibility Provision

Beginning in FY17, any district/building that participates in the Community Eligibility Provision (CEP) of the school lunch program will need to verify they have reviewed every student they are reporting as economically disadvantaged. Please see the new codes in task 10 – Update Disadvantagement Values.

Autism Scholarship Students

Autism Scholarship Program students (ASP) are required to be reported to EMIS, and are included in the Federal October Child count. They should not be withdrawn from the resident district. See EMIS Manual section 2.1 for details.

Jon Peterson Scholarship Students

If you are the resident district sending a student out on a JPS, use EMIS situation 473, even if the JPS program is housed at a non-pub. If your district is not the resident district of a JPS student at a non-pub, use a services only EMIS situation.

Preschool students found to be ineligible for service

PS students found ineligible for services must be admitted and withdrawn on the same day. Remember to put these students on a non-attending calendar so they aren't reported with any attendance hours when ATTUPEMIS runs.

NOTE: If the PS student doesn't have an SSID, register the student and wait for an SSID to be returned before withdrawing the student. The SSID Locator does not process withdrawn students.

College Credit Plus Students

Students attending elsewhere as College Credit Plus students (formerly PSEO) must be reported as attending elsewhere for the percent of time they are taking college credit courses – even if they are taking courses after school hours. Schools will still be funded 100% for the time at their district and the time at the CCP Institution.

STEM School Students

There are two different types of STEM schools

1. District STEM School: STEM school that *is not* considered a building in a regular district
 2. Building STEM School: STEM school that *is* part of a regular district.
- Students who attend a District STEM School are withdrawn from their resident district using the normal withdrawal procedures using a withdraw code of “41”.
 - District STEM Schools report students as non-residents attending using a “How Received” value of “K”. The How Received IRN is the IRN of the student's resident district.

- Students from other districts who attend a Building STEM School do so through Open Enrollment and are not withdrawn from their resident district.
- If a resident student attends a Building STEM School, the STEM building IRN is used for the Accountability IRN and the Attending Building Area IRN.

Task 1 – Verify Student Admission and Withdrawals

Collection Request	All 'S' Collections
--------------------	---------------------

Verify student admissions and withdraws. Because of the addition of the new Student Cross Reference system reporting, **it is no longer appropriate to whack no-shows**. Once a student is reported for the school year, you must continue to report them all year long.

Last year, the new Withdraw reason '76 – Non-Attendance according to the 105-hour rule' withdraw reason was added for students who were withdrawn due to truancy/non-attendance. This withdraw reason is still valid for FY17 for community schools only.

Withdrawal Reasons to Note

- 77 – Withdrew due to 3314.26 (non-tested 2 year e-school)
- 38 – Student promoted beyond max grade/entity closing
- 81 – Student reported in error – never should have been reported
- 39 – Non-enrolled student no longer receiving services
- 79 – Reason for enrollment (received reason) no longer valid

A. Verify the following types of students are withdrawn from 16/17:

- i. **No shows** - Students who are new to the district in 16/17 but NEVER show up. These students must be reported in SCR.
 - Scenario # 11 from the **16/17 Withdrawal Scenarios** doc
- ii. **Prior Year Withdrawals** – Students who withdrew from the district on or before the last day in 15/16 but were already promoted to 16/17 should be whacked from 16/17 unless they have already been included in SCR.
 - Scenario #5 from the **16/17 Withdrawal Scenarios** doc
- iii. Summer **Withdrawals**- Students who were enrolled in 15/16 but withdrew over the summer and will not be attending in 16/17.
 - Scenario #2 from the **16/17 Withdrawal Scenarios** doc
- iv. **Summer Graduates** – Are handled the same as summer withdrawals except a Diploma Type, Diploma Date, Withdraw Date prior to the first day of the new school year and a Withdrawal Reason code of 99 are entered. The student's graduate information is reported in 16G but their withdrawal information is reported in 17S.
 - Scenario #34 from the **16/17 Withdrawal Scenarios** doc
- v. **Newly Enrolled – Late Start** - A new student enrolls and is supposed to start the first day of school but doesn't show until the third day.
 - Scenario #17 from the **16/17 Withdrawal Scenarios** doc

B. Process Students who were supposed to graduate last year but didn't

Students who have met all the course requirements and were supposed to graduate in 15/16, but didn't because they didn't pass the testing requirements should be handled as follows:

- i. *Enrolled in courses* - If the student enrolls in courses in the 16/17, report the student with Grade Level 13 on the FD tab. Do *not withdraw the student*. Report summer test results in 16A, Assessment Collection Request
- ii. *Dropout* - If the student drops out in the 16/17 school year, report the student as Grade Level 13 on the FD tab – State Equivalent Grade Level, on the student's latest FS record, and a withdrawal date and reason of **75 – Student Completed course requirements but did NOT pass the appropriate statewide assessments required for Graduation**. Change the EMIS Grade Next Year on the FN tab to "DR".

C. Register students who were previously withdrawn and have returned to the district, including expelled students

- i. Previously withdrawn in 15/16 but returning to the district in 16/17
 - o Scenario #3 from the **16/17 Withdrawal Scenarios** doc
- ii. Expelled in 15/16 and is not receiving instructional services but returns to the district in 16/17
 - o Scenarios #14 and #15 from the **16/17 Withdrawal Scenarios** doc

Refer to the New Admission and Withdrawals section of the EMIS Manual (2.1.1) and the 16/17 Withdrawal Scenarios document for more admission and withdrawal scenarios.

Task 2 – Reporting Preschool Students

Collection Request	All 'S' Collections
--------------------	---------------------

New Reporting Instructions for Preschool Students beginning in FY17

New 'How Received' codes for reporting PS students in Early Childhood Education have been introduced this year.

Students in ECE, regardless of the resident district are to have 'E' reported for their How Received Element. A student cannot be enrolled in more than one program at a time. In addition, a student can have a How Received value of 'E' and also be receiving special education services.

If a resident preschool student is enrolled in Federal Head Start, then '**' is reported for the How Received Element.

Non-resident preschool students enrolled in a traditional district who are not ECE, should be reported with the appropriate How Received value for their situation as well as the How Received IRN. Any of the EMIS Situations contained in the EMIS Situations document for traditional districts can be used for preschool students.

Students enrolled in an ESC who are not in an ECE program are to have 'H' reported for the How Received element. Students who are not in an ECE program and are enrolled in a traditional district that is not their resident district are to be reported with a How Received code that accurately reflects how they arrived at the district (i.e., through open enrollment, court placement, etc.). If the student is enrolled in special education and ECE, then 'E' is reported for the How Received element.

Options 'E' and 'H' are only valid for Preschool students. A How Received IRN value is also required to be reported. These options take precedence over reporting the type of entity.

How Received Values exclusively for PS students:

- E – Preschool ECE Early Childhood Education Grant
- H – ESC Providing Instruction and Related Services (ESC Only)
- I – Student receiving non-instructional, supplementary or related services

In the student's district of residence, How Received options used currently for school aged students are also now available to be reported.

Task 3 – Verify Student SSIDs

Collection Request	All 'S' Collections
--------------------	---------------------

Obtain:

If all the following required fields are filled in during registration, an SSID will automatically be assigned as part of the registration process by the SSID Locator.

First Name or Legal Name if first name is not the legal name.

Middle Name or Legal Name if middle name is not the legal name

Last Name or Legal Name if last name is not the legal name

Date of Birth

Gender

Native Language

Ethnicity

Birthplace City

Admission Reason

Community and STEM schools must collect all required fields to obtain an SSID during the registration process unless they obtain the SSID from the student's prior district. For exceptions, the StudentInformation SSID extract may be used. If students are sent to the community school electronically from another district using the Student Transfer process in StudentInformation the SSID, if available, will come over with the student.

- a. Perform a sweep of students missing an SSID. IBM will bulk assign the SSIDs.

[StudentInformation > Management > Import/Export > State Student ID Export](#)

- b. Log into the IBM site to obtain the SSIDs manually for individual students.

All students must have the mandatory fields filled in to get an ID.

A. Verify:

Run the SSID report to verify all students have an SSID. The report will list students missing elements which would prevent them from receiving an SSID. Once the missing elements are filled in, the SSID Locator system will automatically obtain an SSID and write it to the latest FS record.

B. How to Add/Update an SSID:

- i. Records returned by the Locator: If an SSID is returned for a student by the locator, only the current FS record will be updated. Manually enter the SSID by editing the remaining FS records for the student where no SSID is specified.
- ii. Students previously assigned an SSID now assigned a new SSID: If the student was previously assigned an SSID and now has a different SSID, add a new FS record recording the new SSID to indicate a change in the value. Do not change the SSID value on prior records so that the old SSID associated with the student may still be reported. Invalid SSIDs should be deactivated manually in the IBM system.

Task 4 – Verify Non-reportable Students

Collection Request	All 'S' Collections
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The Verify Non-reportable Students page lists each student who is enrolled in the current school year but their **Report To EMIS:** checkbox on the **FN-Attributes** tab is unchecked.

Any student listed that needs to be reported to ODE may be updated by marking the **Report To EMIS:** checkbox next to their name and clicking Save.

StudentInformation > EMIS > Student Reporting Collection (S)

Student Verify/Update - Collection (S)

From this screen, you can transfer Student Collection (S) records.

Request Type **Program Selection**

- ☐ Verify - Discipline (DISCEMIS)
- ☐ Verify - EMIS Run Requests (CHECK_EMIS)
- ☐ Verify - Membership Programs (MEMBEMIS)
- ☒ Verify - Non-reportable Students
- ☐ Verify - Student Demographic (UNCLEMIS)
- ☐ Verify - Student Gifted Records
- ☐ Verify - Student Special Education
- ☐ Verify/Update - Majority of Attendance IRN (MAJOREMIS)
- ☐ Verify/Update - Student Attendance (ATTUPEMIS)

< Back Next > Cancel

StudentInformation > EMIS > Verify Non-Reportable Students

Verify Non-Reportable Students - SD

From this screen, you can verify students not marked reportable to EMIS.

☒ Select All Buildings ☐ Clear All Buildings

☒ AVEL - ADA ELEMENTARY ☒ AVHS - ADA HIGH SCHOOL

Verify Cancel

2 Records Displayed

Report to EMIS	Building	Student Number	Student Name	How Received	Percent of Time	EMIS Situation	Admission Date	Withdrawal Date	Status
<input type="checkbox"/>	AVEL		Spade, Kevin	*	100	S - Resident attending Full Time	08/27/2008		A-ACTIVE RES
<input type="checkbox"/>	AVHS		Elliott, Sam	*	0	88 - Resident attending JVS F/T	10/07/2013		V-APOLLO VOCATIONAL

☐ Select all students

Save Report to EMIS

Task 5 – Run the STAT report to verify students’ EMIS situation assignments

Collection Request	All ‘S’ Collections
--------------------	---------------------

The STAT report provides a list of students and their EMIS situation. The report may be used to verify that each student has the proper EMIS situation assigned. The report will include the EMIS situation from the latest FS record for the current school year.

Any student missing an EMIS Situation will have a blank value in the EMIS Situation Description column. Students missing FS records will also have a blank value in the EMIS Situation Description column.

StudentInformation > SIS > School > Student Reports > Student Status/Attendance Code (STAT)

REPORT: DASL - REPO STAT				HIGH SCHOOL		RUN AT 7:52 AM 3/29	
				STUDENT STATUS / ATTENDANCE CODE		PAGE	1 OF 43
ID	STUDENT NAME	GN	GR	EMIS SITUATION DESCRIPTION	DISABILITY CONDITION		
889091629	Aab, Anthony (Kyle)	M	11	5 - Resident attending Full Time	**		
889091628	Student22988, JOSHUA	M	09	151 - Resident open enrolled elsewhere F/T	**		
889091627	Student22989, KENZIE	F	09	151 - Resident open enrolled elsewhere F/T	**		
889091619	Student22990, JOSEPH	M	10	151 - Resident open enrolled elsewhere F/T	**		
889091611	Student22991, James	M	11	151 - Resident open enrolled elsewhere F/T	**		
889091610	Student22992, Salvatore	M	10	151 - Resident open enrolled elsewhere F/T	**		
889091579	Student23004, Mychalela	F	10	151 - Resident open enrolled elsewhere F/T	**		
889091575	Aabb, Jinkyung (Kristina)	F	09	5 - Resident attending Full Time	05		
889091561	Student23014, Kevin	M	12	151 - Resident open enrolled elsewhere F/T	**		
889091558	Student23016, Alicia	F	10	151 - Resident open enrolled elsewhere F/T	09		
889091554	Student23019, Kayla	F	09	151 - Resident open enrolled elsewhere F/T	**		

Task 6 – Verify the Percent of Time field for students who don’t attend 100% of time

Collection Request	All ‘S’ Collections
--------------------	---------------------

The percent of time (FTE) field indicates the percent of time the student is instructed by *your* district’s employees. The **Percent of Time:** field is shared by all buildings in the district.

Beginning March 23, 2015, high school students (Grades 9 and above) were considered to be full-time (100% of time) students if they attempted to earn 5 credits during that school year. Beginning February 1, 2016, the percent of time for high school students is determined based on the same reporting instructions that were in effect prior to March 23, 2015. However, in those cases where a high school student is enrolled in courses that would generate a higher percent of time using the credit method, the percent of time may still be determined based on the rule that five credits is equivalent to full-time enrollment. Refer to chapter 2.4 Student Standing (FS) Record Chapter of the EMIS manual for more details.

The Percent of time field is shared by all buildings in the district. If a student is enrolled in more than one building within the district at the same time, the Percent of time should reflect the total time he is receiving instruction in both buildings.

UNIQUE SITUATIONS:

1. Non-preschool ESC students: The **Percent of Time:** at the resident district should include the time spent at the ESC.
2. Students who attend College Credit Plus and also the JVS:
The Community or STEM school must report the percent of time the student spends at the College Credit Plus Institution in the **Sent To 2: Percent of Time:** field. The **Sent To 1: IRN:** would indicate the JVS but since the JVS is an EMIS reporting entity the **Sent To 1: Percent of Time:** would be zero.
3. Students who attend multiple buildings within the same district:
The **Percent of Time:** field should reflect the total time spent receiving instruction by all buildings in the district – not just the building the student spends the majority of time in.
4. The amount of time spent at the following entities is NOT included in the student’s percent of time.
 - a) BDDs (formerly known as MRDD)
 - b) Entities providing contracted career technical instruction
 - c) Pilot program site

Task 7 – Verify/Update County of Residence on FS tab

Collection Request	All 'S' Collections
--------------------	---------------------

The code reported should be the code for the county in which the student is actually living.

- If the student is living with parents, report the county of the parents' home address. If the parents are not living together, report the county of the parent who has primary custody of the student.
- For a student who is not living with parents, report the county in which the student is domiciled. If foster placed, for example, it would be the county of the home of the foster parent(s).
- If a student is homeless and has an established residence, such as a homeless shelter or is in a doubled-up situation, the county of that residence should be reported. Otherwise report the county code where the student spends the night.
- If the domicile of the student is out of state, use "***".

DYS does not need to report this element. For students with a Sent Reason (FS200 or FS230) = "FP", the value in this element will not be used.

If the County of Residence Code changes during the duration of the student's enrollment in the district, the existing Student Standing record should be closed and a new one opened using the new Effective Start Date as the day the student began to live at the new address.

District Relationship:	1 - Stud. rcvg instr. in whole/part from rep. dist. ▼	District of Residence:	045328	- Columbiana Ex VIII SD	Q
How Received:	* - Not Applicable ▼	How Received IRN:	*****	-	Q
Percent of Time:	100	Tuition Type:	N - Non-tuition student (default) ▼		
Attending Building IRN:	007062 - Columbiana High School ▼	Assigned Building IRN:	***** ▼		
County of Residence:	* 15 - Columbiana ▼				

Task 8 – Update Fiscal Year Began 9th for all incoming freshmen

Collection Request	Final Window
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Use the Student Profile Bulk Update process to mass update the field value for all 9th grade students entering 9th grade this school year.

1. Navigate to **StudentInformation** > **Management** > **Ad-Hoc Updates** > **Student Profile Bulk Update**.
2. Create an ad-hoc of all 9th graders in 16/17 and select the ad-hoc membership from the **Ad Hoc:** dropdown.
3. Click **Next >** until the **FN-Attributes-No Date** tab displays.
4. Place a check in the box below **Fiscal Year Began 9th:** and enter 2017.
5. Click **Next >** until the **Review updates** tab displays.
6. Click **Submit**.
7. The following message will display

Student Profile Bulk Update was completed successfully.
8. Finally, put a 9th grader in context and go to the **FN-Attributes** tab and verify the **Fiscal Year Began 9th:** field has been populated with 2017.


Be sure you do NOT include any retained 9th graders from 15/16 in your ad-hoc file. You don't want to change the year they began 9th as it should remain 2016 for retained 9th graders.


Task 9 – Update FLICS IRN – Attending District IRN Last October


Collection Request All Collections


Students who are new to the community school this school year who attended a non-public district or were home schooled last year must have the 'Attending District IRN Last October' value reported to indicate the district in which they resided last school year. For students who came from another public district or attended the community school last year, report '*****' for the IRN. This element resides on the FN – Attributes tab of the Edit Student Profile page.


1. Navigate to **StudentInformation** > **SIS** > **Student** > **Edit Student Profile**.
2. With the student in context, select the **FN-Attributes** tab.
3. Enter the IRN of the non-public district or the IRN of the district the student resided in last year if the student was home schooled.


Attending District IRN Last October: - 

Majority Of Attendance IRN: 


Accountability IRN: 


Attending Building IRN Next Year: 


Admission to Current High School Date: 

Attending District IRN Last October: - 

Third Grade Reading Guarantee

Math Diagnostic Result Code: 

Reading Diagnostic Result Code: 

Writing Diagnostic Result Code: 

Latest Third Grade Reading Promotion Status: This student has not taken the 3rd Grade Reading Promotion Assessment Report To EMIS: ☒

☐ **Exclude FN Records from Fall Initialization Updates**

Task 10 – Update Disadvantage values on the FD Tab

Collection Request	All Collections
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Beginning FY17, new disadvantage codes have been added to report that students have been verified as economically disadvantaged. Validation was optional for FY16 but mandatory for FY17. If your school is a CEP district, verification for each student is required to ensure you have documentation proving student(s) have an economic disadvantage. The new codes are:

4 – Economic Disadvantage in a CEP building or LEA where the student has not been determined to meet one of the 4 conditions listed in the Economic Disadvantage reporting instructions

5 – Both Economic and Academic Disadvantage in a CEP building or LEA where the student has not been determined to meet one of the 4 conditions listed in the Economic Disadvantage reporting instructions

6 – Economic Disadvantage in a CEP building or LEA where the student has been determined to meet one of the 4 conditions listed in the Economic Disadvantage Reporting Instructions.

7 – Both Economic and Academic Disadvantage in a CEP building or LEA where the student has been determined to meet one of the 4 conditions listed in the Economic Disadvantage Reporting Instructions.

Students who meet any of the following conditions must be reported as Economically Disadvantaged:

- Eligibility for Free or Reduced-Price Lunch
- Resident of a household in which a member is eligible for Free or Reduced Price lunch
- Student who is a known recipient of Public Assistance
- Title I Application student

Academic Disadvantage is only to be reported for Career-Technical students and refers to a student who is having an academic problem that is not due to an identified disability condition. A career-technical student should only be reported as academically disadvantaged if he/she:

- Lacks knowledge in one or more of the academic areas of Mathematics, English/Language Arts, Science or Social Studies, and
- Performs two or more years below grade level on standardized tests.

Task 11 – Verify Race/Ethnicity for newly enrolled students

Collection Request	All 'S' Collections
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Any newly enrolled student or a student whose District of Residence changes must have their Race/Ethnicity recollected.

The Local Ethnic Category field is not used for EMIS purposes but is the value used on most StudentInformation reports.

Recollected:

Gender:	F	Birthdate:	1/19/1993	Age:	17
Local Ethnic Category:	W - WHITE	Verified With:	B - BIRTH CERT		
Hispanic/Latino:	Y - Yes, the student is Hispanic/Latino	Birthplace City:			
Racial Group(s):	<input checked="" type="checkbox"/> A-Asian <input type="checkbox"/> B-Black or African American <input type="checkbox"/> I-American Indian or Alaska Native <input type="checkbox"/> P-Native Hawaiian or Other Pacific Islander <input type="checkbox"/> W-White				
Summative Race:	H - Hispanic/Latino				
Native Language:	ENG - English (Default)	Home Language:	*** - Neither LEP nor		

Not recollected:

Gender:	F	Birthdate:	10/20/1992	Age:	17
Local Ethnic Category:	W - WHITE	Verified With:	B - BIRTH CERT		
Hispanic/Latino:	* - Not Re-Collected	Birthplace City:			
Racial Group(s):	<input type="checkbox"/> A-Asian <input type="checkbox"/> B-Black or African American <input type="checkbox"/> I-American Indian or Alaska Native <input type="checkbox"/> P-Native Hawaiian or Other Pacific Islander <input type="checkbox"/> W-White				
Summative Race:	W - White, Non-Hispanic				
Native Language:	ENG - English (Default)	Home Language:	*** - Neither LEP nor		

Race/Ethnicity Coding:

Student Situation	Hispanic/Latino Element Value (GI580)	Summative Race Element Value (GI090)	Race Detail Value (GJ record – one per response)
Information Not Recollected	*	Same as FY10 Yearend – W, B, H, A, I, P, M	No GJ Record Reported
Recollected – Student is of Hispanic/Latino Heritage	Y	H	All Races Chosen from the Following: W, B, A, I, P
Recollected – Student is not of Hispanic/Latino Heritage – only one race being chosen	N	Race Chosen – Only one of the following: W, B, A, I, P	No GJ Record Reported
Recollected – Student is not of Hispanic/Latino Heritage – more than one race being chosen	N	M	All Races Chosen from the Following: W, B, A, I, P

Task 12 – Verify Home Language and Native Language Fields

Collection Request	All 'S' Collections
--------------------	---------------------

The **Home Language:** field is the language spoken at home. This field is required for LEP and immigrant students. All other students will have ****.

The **Native Language:** field is the language spoken at the onset of speech.

Both the **Home Language:** and **Native Language:** fields can be updated using the Student Profile Bulk Update.

StudentInformation > SIS > Student > Edit Profile

General	Additional	Custom	Private	FS-Standing	FS-Attendance	FD-Attributes	FN-Attributes	FN-Graduate	Transportation
<div>Save Cancel</div> <div style="text-align: right;">Last Modified: 10/1/2014 2:36 PM by User: janice</div>									
Student Number: 999999999 x <input type="checkbox"/> Auto-Assign				Student Status: A - Active Resident v ⚡					
First Name: Johnny ⚡				Middle Name:					
Last Name: Cash ⚡				Called Name:					
Last Name Suffix:									
Gender: F v ⚡				Birthdate: 9/3/1995 📅 ⚡				Age: 19	
Local Ethnic Category: W - White v				Verified With: v					
Hispanic/Latino: N - No, the student is not Hispanic/Latino v ⚡				Birthplace City:					
Racial Group(s): <input type="checkbox"/> A-Asian <input type="checkbox"/> B-Black or African American <input type="checkbox"/> I-American Indian or Alaska Native <input type="checkbox"/> P-Native Hawaiian or Other Pacific Islander <input checked="" type="checkbox"/> W-White ⚡									
Summative Race: W - White, Non-Hispanic v									
Native Language: ENG - English (Default) v				Home Language: ENG - English v					

Task 13 – Verify and Update CTE Program of Concentration

Collection Request

Final



CRITICAL

While this value isn't reported until a later Collection, it is used when creating Webxam files so it is best to update students as soon as their program of concentration is known. The Program Area of Concentration values will affect the CTE Report Card as well as next year's Period D reporting.

The CTE Program of Concentration field is required to be reported with the FN record. The CTE Program of Concentration Element designates the program area of concentration for a CTE concentrator

A "CTE Concentrator" is a secondary student who has completed a minimum of 50% of the high school credits allowed for a single career and technical education (CTE) workforce development program (e.g., health sciences or marketing), and has enrolled for additional credit at the secondary level. For guidance (and examples) in identifying when a secondary student becomes a CTE Concentrator, see *Career-Technical Education Programming and EMIS Reporting* on the Ohio Department of Education Website (Career-Technical Education section).

The Office of Career-Technical Education will develop guidance to help districts determine how to identify the correct CTE Workforce Development Program Code to report for each CTE Concentrator.

The district that employs the workforce development teacher is responsible for identifying and reporting CTE concentrators and the CTE Program of Concentration. Only the code for one area of concentration may be reported for a student within a reporting period. Once a student is identified as a CTE concentrator, the student is a CTE concentrator for the rest of his/her schooling. Current grade level has no relationship to whether or not a student is identified as a concentrator; i.e., a student can be a junior and be identified as a concentrator.

Update the CTE Program of Concentration field on the FN Attributes tab for applicable CTE students. First, select the area of Concentration from the CTE Program Area dropdown and then select the specific code from the CTE Program of Concentration dropdown.

The CTE Program of Concentration field may be updated using the Student Profile Bulk Update.

StudentInformation > Management > Ad-Hoc Updates > Student Profile Bulk Update [Find Students]

Student Profile Bulk Update

Make bulk updates to students' profiles

Number of Students in selected Ad Hoc: 0

Select Ad-Hoc: Student record Annual record FS-Standing & FD-Attributes-Effective Date FN-Attributes-No Date FN-Graduate Review updates

Mark the check box next to field(s) you wish to edit.
If the value is left blank and the check box is checked any value in the field(s) will be cleared, unless otherwise noted as required.

< Back Next >

Grade Next Year: ☐

Fiscal Year Began 9th: ☐

CTE Program

CTE Program Area: ☒ 1 - Agricultural and Environmental Systems CTE Program of Concentration: ☐ A2 - Animal Science and Management

Tech Prep Completion: ☐ N

Accountability IRN: ☐

Admission to Current High School Date: ☐

Attending Building IRN Next Year: ☐

Attending District IRN Last October: ☐

Third Grade Reading Guarantee

Math Diagnostic Result Code: ☐

Reading Diagnostic Result Code: ☐

Writing Diagnostic Result Code: ☐

The CTE Program of Concentration may also be updated via the CTE Management page.

StudentInformation > SIS > Scheduling > CTE Management

CTE Management

From this screen, you can view student vocation course section assignments based on the teacher of the vocational course.

Teacher: Teacher1503, PHIL Section: (23005) CONSTRUCTION 1C LAB - 1

CTE Program Area:

CTE Program Of Concentration: ** - Student is not a concentrator in any CTE Program

Update

Check All	Student Number	First Name ^	Last Name	CTE Program Of Concentration
<input type="checkbox"/>	747	ALAN	Student83314	** - Student is not a concentrator in any CTE Program
<input type="checkbox"/>	367	BRADY	Student83702	** - Student is not a concentrator in any CTE Program
<input type="checkbox"/>	5014	CHANNING	Student78168	** - Student is not a concentrator in any CTE Program
<input type="checkbox"/>	704	Colin	Student83377	** - Student is not a concentrator in any CTE Program
<input type="checkbox"/>	361	KYLE	Student83709	** - Student is not a concentrator in any CTE Program
<input type="checkbox"/>	4949	NICHOLAS	Student78268	** - Student is not a concentrator in any CTE Program
<input type="checkbox"/>	4163	ROBERT	Student79301	** - Student is not a concentrator in any CTE Program
<input type="checkbox"/>	4245	RONALD (PAUL)	Student79206	** - Student is not a concentrator in any CTE Program
<input type="checkbox"/>	703	Tanner	Student83379	** - Student is not a concentrator in any CTE Program
<input type="checkbox"/>	4942	TIMOTHY	Student78279	** - Student is not a concentrator in any CTE Program
<input type="checkbox"/>	4936	TOBY	Student78291	** - Student is not a concentrator in any CTE Program
<input type="checkbox"/>	4080	TRAVIS	Student79404	** - Student is not a concentrator in any CTE Program

Task 14 - Update October IEP Outcome field

Collection Request	All 'S' Collections
--------------------	---------------------

This element is reported for those students with a change in their Least Restrictive Environment (LRE) since their most recent IEP as of October. In general, the LRE will not change without a new IEP being completed and reported, but there are some cases, especially with IEPs reported in the prior year that are still in effect as of the end of October, where the LRE could change. Examples include but are not limited to a student whose parent originally consented to services but pulled the student from services prior to October 31st and situations where an expelled student is given an alternative placement that will be in effect on October 31st. In addition, for a preschool student (especially for those who are part time,) a parental placement in a private preschool program could change the LRE for that student.

When completing the Federal Child Count, ODE will review the LRE on the latest reported IEP event effective (including IEPs reported in the prior yearend and IEP events reported in the current 'S' reporting period) and the value of this element. The value of this element will take precedence.

For this element to be valid for the Federal Child Count, the student must already have an IEP reported to ODE that is valid on October 31st (e.g., October 31st is between the reported Outcome Beginning and End dates on a IEP that was reported to ODE in the prior yearend or in the current reporting period.) If no reported IEP is valid on October 31st, the value in this element will be ignored.

Edit Student Profile

From this screen, you can display and change information regarding a students profile.

General
Additional
Custom
Private
FS-Standing
FS-Absence
FD-Attributes
FN-Attributes
FN-Graduate
Transportation

Save
Cancel

Last Modified: 04/21/2016 10:47 AM by User: bataswart

EMIS Grade Next Year: 11 - Eleventh Grade

Changing the EMIS Grade Next Year does not change the District Grade Next Year. The General tab can be used to change the District Grade Next Year.

Retained Status: * - Student was not retained at the end of the previous school year

Oct Childcount IEP Outcome: **** - No Change from latest IEP reported to ODE

CTE Program Area:
Fiscal Year Began 9th: 2016

CTE Program of Concentration: ** - Student is not a concentrator in any CTE Program
Tech Prep Completer: N

Majority Of Attendance IRN:

Accountability IRN:

Task 15 – Update LEP Option for students

Collection Request	All 'S' Collections
--------------------	---------------------

For students who are Limited English Proficient, a new code has been added to indicate a student is in his 2nd year of LEP Status. This new code was optional for FY16 but is required for FY17. It is required to be reported in FY17. The new code is 'S – LEP – Enrolled in U.S. Schools for 2nd Year.

The screenshot shows the 'New Student Attributes' form. The 'Effective Start Date' is 7/1/2015. The 'District Withdraw Date' is empty. The 'Withdraw Reason' is '** - Not Applicable, Did not withdraw/was not truant'. The 'State Equivalent Grade' is '10 - Tenth Grade'. A note states: 'Changing the State Equivalent Grade does not change the Building Grade. The General tab can be used to change the Building Grade.' The 'Disability Condition' is '** - Not Applicable'. The 'Section 504 Plan' is 'N'. The 'Disadvantage' is '1 - Economic Disadvantage'. The 'Free/Reduced Lunch Status' is 'None'. The 'Limited English Proficiency' dropdown is highlighted with a green oval, showing the option 'S - Enrolled in U.S. Schools for 2nd Year'. The 'LEP Reclass Date' is empty. The 'Homeless Status' is '** - Not Applicable'. The 'Homeless Unaccompanied Youth' is '*'. The 'Migrant Status' is 'N'. The 'Immigrant Status' is 'N'.

The Valid codes for LEP Status are:

N – No – Student is not Limited English Proficient

Y – Yes – Limited English Proficient student who has been enrolled in U.S. Schools for more than 360 school days (or the equivalent of two school years) OR Previously exempted from taking the spring administration of either of the State' English Language arts assessments (reading or writing)

L – LEP – Enrolled in U.S. Schools for First Time – A recently arrived Limited English Proficient student who has been enrolled in US schools for **no** more than 180 school days

M – LEP – Trial Mainstream

S – LEP Enrolled in U.S. Schools for 2nd Year – A recently arrived Limited English Proficient student who has been enrolled in US schools for more than 180 school days and less than 360 days (or the equivalent of two school years).

Task 16 – Update Retained Status Students

Collection Request	Final 'S' Collections
--------------------	-----------------------

Students who will be retained in their current grade level for the upcoming school year need to be reported in the final period S window as retained in their current grade as well as the proper building they will be attending next year. The actual retained status element isn't reported until next Fall.

The following elements need to be updated on the student profile page to indicate the student I retained:

- **General Tab – Grade Level Next Year** – update to the correct grade for next school year
- **FN Attributes Tab – Update EMIS Grade Level Next Year** to the correct grade for next school year
- **FN Attributes Tab – Attending Building IRN Next Year** if the student will be in the same grade level in a different building or if the value was already updated to a different building due to promotion
- If the student has already been promoted to another building for the upcoming school year, withdraw the student from the building he was originally promoted to and enroll him in the correct building for the next school year.

Task 17 - Update Admitted From IRN and Withdrawn To IRN

Collection Request	All 'S' Collections
--------------------	------------------------

Districts are required to report the IRN of the district a student comes from when registering into your district for the first time. If the student is newly enrolled in the current school year and the student's admission reason is '3','6', or '7', the admitted from IRN will need to be reported.

New starting in FY17: The Admitted From IRN will also be reported when the District Relationship of a student changes to a value of '1', from a '2' or '3'. All restrictions for updating this field on the Edit Student Profile page have been removed.

This IRN value must be a district IRN. If the student is not new to the district in this school year or had a change in District Relationship, the field value will default to "*****". The Admitted from IRN field can be found on the following pages in StudentInformation:

- Student Profile Edit – FS Tab
- Registration Wizard
- Student Registration
- EZQuery Student Demographics
- EZQuery SIS Student Search
- Home School Import – Students tab

Student Profile Edit – FS Tab:

District Admission Date: 5/10/2011
Admission Reason: 7 - Not newly enrolled in this school district
Admitted From IRN: *****
District Withdraw Date:
Withdraw Reason: ** - Not Applicable, Did not withdraw/was not truant
Withdrawn To IRN: *****

When the student is admitted from a non-public school, use the IRN of the non-public school for the Admitted from IRN value and not the IRN of the Diocese.

If the admission reason is '7' and the Admission Date is on or after the first day of school in 16/17, this means the student was previously in the district, left the district and has now returned to the district. Since the student is returning to the district after school has started, you must indicate the IRN of the district the student was in previously. Admission reason '6' could be used for this student because he did go to another district in between enrollments in the current district.

If the student attended your district through the end of the prior school year but withdrew from the district prior to June 30th and was reported in June as withdrawn, but has returned to the district again this year, the student would be re-admitted to your district,

admission reason '7' would be used, and you will need to report your own District IRN in the Admitted from IRN field.

If the student attended your district last year, dropped out of school and is now returning to your district, admission reason '7' would be reported for the student and the Admitted From IRN would be the IRN of your district.

istricts are required to report the IRN of the district a student is going to upon withdrawing from their own district. The Withdraw to IRN value must be reported any time a student withdraws from your district to attend another district. Students with withdraw reason '41', '42', and '45' must have a value in the Withdraw to IRN field.

StudentInformation > SIS > Student > Withdraw Student

Withdraw Student

From this screen, you can withdraw a student from the working school.

i In order to withdraw a student from the working school for the current school year, please enter a withdraw date and select a valid withdraw code. If you are **sure** you want to withdraw the student, please select the submit button from below.

Building **District**

Admission Date: 8/17/2016

Withdraw Date: 8/30/2016

Withdraw Reason: 41 - Tr. to another Ohio SD, local/exem vill/city, tr.

Withdraw to District IRN: 044222 - Lima City SD

Withdraw to District Comments:

Student Status: I - Inactive

Remove Locker Assignment: ☒

Remove Homeroom Assignment: ☒

Submit **Cancel**

If the student is withdrawing to attend a non-public school, use the non-public school building IRN for the withdraw to IRN value. If the non-public school does not have a valid IRN, report 999999.

The Withdraw to IRN value is stored on the student's latest FS record at the time of the district withdrawal.

District Admission Date: 8/23/2006

Admission Reason: 4 - Student enroll. first time in Ohio pub sch/comm sch age (PS or KG)

Admitted From IRN: ***** -

District Withdraw Date: 8/30/2016 **Withdraw**

Withdraw Reason: 41 - Tr. to another Ohio SD, local/exem vill/city, tr. req on file

Withdrawn To IRN: 044222 - Lima City SD

Task 18 – Run the Student Roster Detail (R101A) to verify student demographic and disability information is correct

Collection Request	All 'S' Collections
--------------------	---------------------

Use R101A to verify the details of the student's demographic records and disability condition as well as rosters of students – both active and inactive in each grade level.

Verify that all students who have withdrawn from the district are no longer actively enrolled and have the appropriate student status. Also check the accuracy of the student's Birth Date, Ethnicity, Disability Condition, and EMIS Situation.

StudentInformation > SIS > School > Student Reports > Student Roster Detail (R101-A)

Report: R101A

Printed Thu, Aug 12, . 8:15 AM

HIGH SCHOOL

Student Roster Detail

AGE RANGE: ALL AGES

ID	STUDENT NAME	STATUS	GR	GN	HMRM	HOME SCHOOL	PARENT/GUARDIAN NAME	
SCH CD	STUDENT ADDRESS	DISAB	AGE	BIRTHDATE	TELEPHONE	ETHNICITY	- ETHNICITY CODE	
HOME SCHOOL NAME	EMIS SITUATION	PROGRAM	- PROGRAM CODE					
200800073	Student1003, Morgan	ROE	12	F				
ELHS	645 S Main St	**	17	04/03/1993	(555) 555-5555	WHITE	- W	
	Lima, OH 45804-1241							
151 - Resident open enrolled elsewhere F/T								-
200800070	Student1005, JAMES (JAMES)	ROE	09	M				
ELHS	645 S Main St	**	14	03/22/1996	(555) 555-5555	WHITE	- W	
	Lima, OH 45804-1241							
151 - Resident open enrolled elsewhere F/T								-
200800048	Student1027, JAMIL	ROE	12	M				
ELHS	645 S Main St	**	17	09/18/1992	(555) 555-5555	BLACK, NON-HISP	- B	
	Lima, OH 45804-1241							
151 - Resident open enrolled elsewhere F/T								-

Student Transportation Records

Task 19 – Update Transportation Records for Students who were transported any day of Count Week

Collection Request	All Collections
--------------------	-----------------

Use the transportation tab of the Edit Student Profile Page to collect the values for Count Week Transportation days for each student who was transported any day during count week. Select a value from the dropdown for **Distance student was transported from residence to School Building** and set the appropriate checkbox for each day of the week the student was transported by the Community School. Use Student Profile Bulk Update to mass update the flag. Only students who were transported must have a record reported. Reporting records for students not transported is optional. Leaving the boxes unchecked indicates the student was not transported.

StudentInformation > SIS > Student > Edit Profile

Edit Student Profile

From this screen, you can display and change information regarding a students profile.

General Additional Custom Private FS-Standing FS-Attendance FD-Attributes FN-Attributes FN-Graduate **Transportation**

Save Cancel

Last Modified: 07/6/2015 10:03 AM by User: cgaadillingham

Parking Permit:

Assigned Space:

Vehicle Description:

License Plate:

Driver's License Number: **State:**

Bus Number 1:

Bus Number 2:

Comments:

Distance To School:

Transportation: ☐ Student Drives ☐ Student is Bussed ☐ Student Walks

Distance student was transported from residence to school building:
M1 - More than one mile but less than one and a half miles

Countweek Transportation Days
☒ Monday ☒ Tuesday ☒ Wednesday ☒ Thursday ☒ Friday

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1. Create an ad-hoc membership group of students whose transportation pattern would be the same.
2. Navigate to **StudentInformation > Management > Ad-Hoc Updates > Student Profile Bulk Update**.
3. Select the ad-hoc membership from the **Ad Hoc:** dropdown.

4. Click **Next >** until the **Annual record** tab displays.
5. If updating the 'Distance student was transported from residence to school building' element, select the appropriate value from the dropdown and check the box beside the field to include in the update.

Distance student was transported from residence to school building:

☒ **M1 - More than one mile but less than one and a half miles** ▼

6. Place a check in the first checkbox in the Count Week Transportation Days block and check any of the weekday checkboxes that apply to the group of students you're updating.

Countweek Transportation Days:

☒ ☒ Monday ☒ Tuesday ☒ Wednesday ☒ Thursday ☒ Friday

7. Click **Next >** until the **Review updates** tab displays. Depending on your selections for updating, the review tab will display the values you've chosen to update.

Please review all of the profile selections before finalizing.

Profile Item	New Values
Distance student was transported from residence to school building:	M1 - More than one mile but less than one and a half miles
Countweek Transportation Monday:	True
Countweek Transportation Tuesday:	True
Countweek Transportation Wednesday:	True
Countweek Transportation Thursday:	True
Countweek Transportation Friday:	True

Submit

8. Click **Submit**.
9. The following message will display

Student Profile Bulk Update was completed successfully.

Student Contact Records

Task 20 – Reporting FF – Student Contact Records & FG – Student Contact Address Records

Collection Request	All Collections
--------------------	-----------------

Starting in FY15, Community schools were required to report a contact record for the Parent or Guardian of each student attending the community school. This record is used to determine the residency of the parent/guardian in the same manner as was used in the SOES system previously. Each contact reported must have at least one address record reported to indicate residency. Each student is required to have at least one FF and one FG record reported.

Beginning in FY16, additional FG address records should be reported in the event of an address change for the guardian as well as the date of the change. If a guardian had an address change, the prior address will be reported on one record including the date of the address change. A second address record with the same sequence number will be reported indicating the date of the new address. If the date field is reported as all zeroes, the data collector will automatically change the date to the date the collection is prepared. In SOES, this will become the effective date for the new address. In the transfer file, you would see records as follows:

- Record one, Sequence 001, old address, date of address change
- Record two, Sequence 001, new address, date of 00000000

Before contacts may be reported, each contact type code to be reported must be mapped to an NCES Contact Type code at the district level on Contact Type Codes Maintenance. If your contacts are defined at the building level, you'll need to take the following steps to define contact types at the district level and perform the mapping to NCES in preparation for reporting:

Setting up District Level Contacts:

1. With the district in context, navigate to **StudentInformation > Management > School Administration > Student Codes Administration > Contact Type Codes**.
2. Use existing contact type codes or define new contact type codes with types in mind that correspond to the types in section 2.19 Student Contact Records in the EMIS manual. These types are how ODE expects contacts to be categorized. Additional contact types may be used, however any contact that is reported to EMIS must be mapped to one of ODE's contact type codes.
3. Add the Contact type code, Name, and Description.
4. Check any of the options for Default Settings for Contacts of this type which apply. Only contacts with Legal Guardian checked will be reported to EMIS.
5. Make sure the IsActive box is checked.

6. From the NCES Contact Type code dropdown, select the corresponding NCES contact type that most closely represents this contact type.
7. Save the record.
8. Change context back to the building level.
9. Navigate to **StudentInformation** > **Management** > **School Administration** > **Student Codes Administration** > **Contact Type Codes**.
10. Map each applicable building level contact type to a district level contact by selecting a district code value from the **District Codes** dropdown. (Note: Only contacts that have a count > 0 may be mapped.)
11. Once the district codes have been selected, click on **Map Contact Codes** above the grid. Once the mapping is complete, the contact type will no longer appear on the list. This building level contact is now mapped to a district level contact.

Mapping District Level Contacts:

If contact types are already defined at the district level but haven't been mapped to an NCES Contact Type:

1. With the district in context, navigate to **StudentInformation** > **Management** > **School Administration** > **Student Codes Administration** > **Contact Type Codes**.
2. Edit each applicable code and select a value from the **NCES Contact Type Code:** dropdown. Save the record.

In addition to updating contact types, it will be necessary to make sure an address is included on the contact record(s) that will be reported for a student. Every student must have at least one record reported. In the FF – Student Contact Record transfer file, there will be a record for the student containing any additional record(s) for any contact that is flagged as the Guardian. The contact type of 'SELF' should only be reported for students who are their own legal guardian. In that situation, a contact record must be defined indicating the student's information.

The FG – Student Contact Address records are reported for each of the contacts included in the FF – Student Contact record file. Each contact record must have an address reported. If the address has changed, make sure to indicate a Date of Residency Change. The FG Transfer will use the following values from the contacts specified as Guardian:

FG Contact Record Element	Student Contact Record Element
Sequence	Sequence will correspond to the sequence value for the contact used in the FF file (Starting in FY16, there may be multiple address records with the same sequence number for a contact)
Address Line 1	Address 1 on Contact record
Address Line 2	Address 2 on Contact record
Address Type Code	Will be determined based on the address type on contact:

	Home = 0765 – Physical Location Address Mailing = 0123 – Mailing address If a contact has multiple addresses, the first address listed will be reported
City	City
State	State
Postal Code	Zip Code
Country Code	Always 'US'
Date of Residency Change	Date of residency change from the contact record. If '00000000', the date of the prepare will be used by ODE.

Reporting Historical Addresses to SOES

When a contact changes residency, it is necessary to report multiple FG contact address records to indicate the date of change for the prior address as well as report the new address of residency. The address portion of the contact record has an Address type called SOES Historical address. This address is to be reported with the value of the contact's prior (historical) address when a legal guardian contact has a change of residency. The **Legal District of Residency Change date** recorded on the contact record should be the date the address changed from the old value in the SOES historical address to the new residency. Two FG record will be reported for the student, one for the SOES historical address and a second record with the new Home address for the contact. The change date on the contact record will be reported with the Historical record. A date of all '00000000' will be reported on the new contact address record.

Edit Student Contact - Qwyntona Arnold

Mother - Natural/Adoptive

Anthony Middle Jason Suffix

Phone Number

Home (937) 555-1212 Unlisted Available: Start Time to End Time

Address ☐ Same As Student Address

Home 123 Mockingbird Lane Address 2 Anytown OH 45225-1518 Hamilton

SOES historical 645 S. Main St Address 2 Lima OH 45804 Allen

Email Address

Place of Employment **Occupation** **Custody Code** **Language**

Legal District of Residence Change Date
Change Date

Contact Comments

Contact Flags

☒ Legal Guardian ☒ Emergency Contact ☒ Living with Student
☐ Copied on Correspondence ☐ Willing to Volunteer ☐ Medical Contact

Home address indicates the current address. SOES Historical Address indicates the contact's prior address

Legal District of Residence Change date applies to the SOES address

Transferring FF & FG Contact Records

1. With the district in context, navigate to **StudentInformation** > **EMIS** > **Student Collection Request (S)**
2. Select the ☒ Transfer Student Data and click Next.
3. From the Program Selection menu, Select the Student Contact (FF) and Student Contact Address (FG) options.
4. Select ☐ Flat file transfer for Data Collector from the Transfer Type options.
5. Click Submit. Upon completion, the Contact records will be transferred to the data collector.

Reminder

If you're changing a contact's address and the change results in a district of residence for the student, make sure to add a new FS record reflecting the change.

Calendars, Exception Days and Attendance Patterns

Task 21 – Verify Sub-calendars and EMIS Exceptions are set up correctly

Collection Request All 'S' Collections



Use the EMIS Sub-Calendar Analysis Report under Ad Hoc Reports to verify the accuracy of your calendars. The report includes all exceptions on any calendar.

Sub-Calendars will be used to calculate a student's hourly attendance values. It is important that all sub-calendars correctly reflect the days in session as well as any exception types, which will be reported in the Calendar reporting period.

StudentInformation > Management > School Administration > Scheduling Administration > Sub-Calendars

Sub-Calendar Maintenance

From this screen, you can display, add, change and delete data pertaining to Sub-Calendars.

[Add Sub-Calendar](#)

				Code	Name ▲	Max Absence Level	Active
				1	Full Day every Day All Grades	1.00	
				KDG1	KDG 1	1.00	
				KDG2	KDG 2	1.00	
				Non	Non Attending	0.00	

☒ Show Active Only

Hints for setting up new calendars:

- Define a sub-calendar for each group of students that have a different start and/or end date than the general population of the building
- Define a sub-calendar for seniors if their last day of school falls before the rest of the building population
- Define a sub-calendar for groups of students who you are responsible for reporting course information and attendance but the students are educated elsewhere (ex: ESC students)
- Use the Attendance pattern of '**' ONLY for the calendar that will have the majority of students assigned to it.
- Assign an attendance pattern to only one calendar

The following elements must be set up to ensure attendance will be calculated correctly for students:

- **Sub-Calendar Start Date** – The first day of school for students on this sub-calendar

- **Sub-Calendar End Date** – The last day of school for students on this sub-calendar
- **Attendance pattern** – indicates the student attendance pattern associated with this calendar
- **Grade Levels** – the grade level(s) for students this calendar applies to
- **To Be Reported: Days or Hours** – indicates whether the attendance for this calendar is collected in Days or Hours
- **Hours Per Day:** indicate the average hours per day students attend who are assigned to this calendar
 - Exception – For KG students, the number of hours per day to be reported should be a full day even if they only attend a half day. Ex., KG students who attend 3 hours per day should still report the full day hours of 6
- **Exempt from Minimum Total Hours and/or Days** – this new field indicates whether the calendar is a special calendar and is exempt from meeting the minimum hours or days students are required to attend because of special circumstances. ODE has not yet provided the field values to report for this element.
- **Ignore Percent of Time in Attendance Calculation** – check only if you do not want FTE taken into consideration when calculating attendance
- **Include in Attendance Calculation** – Check the box if students assigned to this calendar should have attendance calculated for them.
- **Not Expected to be in attendance between the first and last day of school on every (Mon, Tue, Wed, Thur, Fri)** – should only be checked if school is not in session on any Mon, Tue, etc. for this calendar.
- **Expected to be in Attendance between the first and last day of school on every (Sat, Sun)** – should only be checked if school _is_ in session on every Saturday or Sunday during the school year
- **Report to EMIS** – should be checked if the school is using this calendar for EMIS attendance reporting.

Please consult the ***Editing the Master Calendar and Sub-calendars Step by Step Checklist with EMIS Exceptions*** document for step by step directions on setting up sub calendars. The ***Calendar and Exception Days Quick Reference*** will also be helpful for verifying specific exception attributes required with each calendar.

Task 22 – Verify that students are assigned to the proper attendance pattern and attendance calendar

Collection Request	All 'S' Collections
--------------------	---------------------



Use the EMIS Admission Calendar Comparison Report under Ad Hoc Reports to verify the accuracy of student calendar assignments. If a student is assigned to a calendar from the wrong building, the student will be highlighted in red on the report.

General Rule:

Any student who is enrolled in the district should be assigned to a sub-calendar.

If 50% of time or less use a ½ day calendar for attendance purposes or use default full day calendar

If over 50% = full day calendar

0% of time = Non-Attending Calendar (will be reported to EMIS as default calendar)

While FTE is used in the calculation for EMIS attendance, it is not used for daily attendance. The calendar Max Absence level determines the maximum amount of a day a student can be absent for non-EMIS attendance.

A. Verify:

Run R500 to verify students are assigned to the correct calendar based on their % of time.

StudentInformation > SIS > Attendance > Attendance Reports > District-wide Membership Report (R500)

Bldg: ELHS Grade: 09												Admission - Withdraw					Membership Days				
Id	Student Name	Stat	Prgm	Sex	Grd	Dist of Res.	Cal	Hm Rm	Date	Cde	FTE (%)	All	Pres.	Exc	Tardy	Unexc					
200800009	Student49200, SHELBY	R		F	09	045773	DNAC		09/01/09	-	0	0.0	0.0	0.0	0.0	0.0					
00241865	Student49219, HAYLIE	R		F	09	045773	DNAC		09/01/09	-	0	0.0	0.0	0.0	0.0	0.0					
00241405	Student49230, ARYANNA	R		F	09	045773	DNAC		09/01/09	-	0	0.0	0.0	0.0	0.0	0.0					
00240347	Student49267, ERICK	R		M	09	045773	DNAC		09/01/09	-	0	0.0	0.0	0.0	0.0	0.0					
00239910	Student49271, JASMINE	R	**	F	09	045773	DNAC		09/01/09	-	0	0.0	0.0	0.0	0.0	0.0					
00239680	Student49274, MARCUS	A	**	M	09	045773	1		09/01/09	-	100	170.0	170.0	0.0	0.0	0.0					

B. Update:

If a calendar change is required because of a change in the student's EMIS situation or % of time in the current EMIS situation, a new FS record and a new FD record would be added. If the value is incorrect, the calendar change would need to be corrected on the existing FD record.

When a student has a calendar change, the calendar needs to be updated both on the General tab and the FD tab of the Student Profile.

Follow these steps to make a calendar change for a student on the FD tab.

1. With the building in context, navigate to: **StudentInformation** > **SIS** > **Student** > **Edit Profile.**
2. Find the student you wish to perform a calendar change for.
3. On the General Tab, select the appropriate calendar from the **Attendance Calendar:** dropdown.
4. Click Save.
5. A new screen will appear indicating the student's previous calendar assignment, their new calendar assignment and a Calendar Change Effective Date field.
6. Enter the Effective Date of the calendar Change. The date selected must be a day within the school year.
7. Click Save.
8. Next, select the FD – Attributes Tab.
9. You will need to add a new Attributes record with the updated attendance calendar if this is a true calendar change and not a correction to existing calendar assignment.
10. Enter the Effective Start Date. Use the same date that was used on the General Tab for the Calendar Change Date.
11. Select the appropriate Calendar from the Reporting Calendar Dropdown. When a calendar is selected, the Attendance Pattern value will change to show the attendance pattern associated with that calendar.
12. Click Save to save the record.

Attendance Pattern:	AS - Alternative Schedule ▼
Reporting Calendar:	GR - Graduates/Early release ▼

☐ Exclude FD Records from Fall Initialization Updates

The Student Profile Bulk Update may also be used for this step if updating multiple student calendars. The Student Profile Bulk Update may be used to update the calendar on the general tab as well as the calendar on the FD tab.

Third Grade Reading Guarantee

Task 23 – Update Third Grade Reading Guarantee Values

Collection Request	All Collections
--------------------	-----------------

The Third-Grade Reading Guarantee options are reportable in the Final ‘S’ Collection Requests, however, it is best to update these values as the information is received.

StudentInformation > SIS > Student > Edit Profile [Find Students]

Edit Student Profile

From this screen, you can display and change information regarding a students profile.

General Additional Custom Private FS-Standing FS-Absence FD-Attributes FN-Attributes FN-Graduate Transportation

Save Cancel

Last Modified: 10/27/2014 1:43 PM by User: Bberelsman

EMIS Grade Next Year: 05 - Fifth Grade

Changing the EMIS Grade Next Year does not change the District Grade Next Year. The General tab can be used to change the District Grade Next Year.

Retained Status: * - Student was not retained at the end of the previous school year

Oct Childcount IEP Outcome: **** - No Change from latest IEP reported to ODE

CTE Program Area: Fiscal Year Began 9th:

CTE Program of Concentration: ** - Student is not a concentrator in any CTE Program Tech Prep Completer: N

Majority Of Attendance IRN: Accountability IRN:

Attending Building IRN Next Year: 012120 - Franklin Elementary School

Admission to Current High School Date: 8/30/2010

Attending District IRN Last October:

Third Grade Reading Guarantee

Math Diagnostic Result Code: ** - Not Required

Reading Diagnostic Result Code: ** - Not Required

Writing Diagnostic Result Code: ** - Not Required

Report To EMIS: ☒

☐ Exclude FN Records from Fall Initialization Updates

The values for each of these Diagnostic Results can be updated either on the Student Profile, FN Attributes tab or utilizing the **Student Profile Bulk Update**.

Valid Values are:

- ** - Not Required
- RN – Required, not assessed
- AO – Assessed, on Track
- NO – Assessed, Not on Track
- EX – Exempt from Diagnostic Assessment

If a student is assessed more than once for math and more than once during the school year, report only the initial assessment results. Students not on track per the initial assessment will remain not on track until scoring on track on the following school year's math diagnostic assessment.

Student Acceleration Records

Task 24 – Add Student Acceleration (FB) Records

Collection Request	All 'S' Collections
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ODE requires some students to be tested at their accelerated subject level for the Next Generation Assessments. For guidance regarding which students are required to be tested at the accelerated subject level, accountability information, reporting considerations and who to contact with questions, please see the document 'Testing Rules for Subject-Accelerated Students' by visiting <http://education.ohio.gov> and searching keywords *academic acceleration*.

StudentInformation > SIS > Student > Assessment > Student Acceleration (FB)

Student Acceleration (FB)
From this page, you can display, add, change and delete student acceleration records.

Assessment Area:

M - Mathematics

Accelerated Level Count:

1

Accelerated Assessment Flag:

N

Accelerated Assessment Accountability IRN:

***** -

Save

Save and New

Cancel

General Guidelines

The Student Acceleration Record (FB) is reported in the final period 'S' window for one or more of the following reasons:

- Student was accelerated in the current school year in one or more of the valid subjects for acceleration collected via this record, or
- Student took a state assessment at an accelerated grade level, regardless of whether the acceleration first occurred this year or in a prior year

“Accelerated in the current school year” means that the student received instruction at the accelerated grade level in the current year. If the decision to accelerate a student is made this year but will be implemented next year, the acceleration record would be reported next year. A separate record is required for each subject area in which the student is accelerated.

This record is not required for students who are not accelerated. For detailed information concerning the required elements for the Student Acceleration (FB) record, see the ODE EMIS Manual, Section 2.7.

Student Withdrawal Override and Summer Withdrawal Records

Task 25 – Add Student Withdrawal Override Records (FC)

Collection Request	All 'S' Collections
--------------------	---------------------



ODE has indicated this record also will be used to update an incorrectly reported withdraw reason and/or withdraw date from prior years. This is to assist in eliminating appeals as well as positioning the student into the correct graduation cohort. The current Period S Collection will fatal these types of records; however, ODE will be updating the collection in the near future to accept them.

Student Withdrawal Override (Formerly Student Missing Override) Records are to be reported for SSIDs appearing on the Missing Student Override report where an override is warranted. Once reported, the FC record should continue to be reported for the remainder of the S collections for the fiscal year.

If a student withdrew from school prior to the last day of the prior school year, and was not reported as withdrawn in the prior school year or as a summer withdrawal, the SSID would be reported for this record. The SSIDs entered into this record are not checked against prior year data. These records are school year specific. The comments section of the record is not reported to ODE, but is only for user reference.

See Section 2.17 of the ODE EMIS Manual for additional information regarding the Student Missing Override Record.

StudentInformation > EMIS > Maintenance > Student Missing Override Record [Find Students] Q

Student Missing Override Record

From this screen, you can display, add, edit and delete data pertaining to student missing override records.

SSID: XX2223333 ⚡

Student Last Name: Smith

Student First Name: John

Withdrawal Date: 05/15/2014 📅 ⚡

Withdrawal Reason: 41 - Transferred to another Ohio School District ▼ ⚡

Comment: Student Not reported as withdrawn last year

Save Save And New Cancel

Task 26 – Add Summer Withdrawal record (FL) optional

Collection Request	All 'S' Collections
--------------------	---------------------

A Student Summer Withdrawal Record (FL) may be reported for any student who was enrolled in the district at the end of the prior school year but withdrew from the district prior to the start of the current school year. If a student attends even a single day of the current school year in the district, the FL record may not be used to report the student's withdrawal.

A student who withdraws over the summer may be reported with a Student Attributes – Effective Date Record (FD), a Student Standing Record (FS), and a Student Demographic Record (GI), or the student may be reported with a single FL record. Note that if FD/FS/GI records are reported, all elements on those records must have values that are valid for the current school year. If a district reports an FL record, then that student cannot also be reported with FD/FS/GI records during the current school year.

StudentInformation > EMIS > Maintenance > Student Summer Withdrawal Record

Student Summer Withdrawal Record

From this screen, you can display, add, edit and delete data pertaining to student missing summer withdrawal records.

SSID:	XX9999999
Student Last Name:	Smith
Student First Name:	Sally Jo
Withdrawal Date:	07/08/2015
Withdrawal Reason:	41 - Transferred to another Ohio school district
Withdrawn to IRN:	044222 - Lima City SD
Comment:	Parents transferred her out of the district

Save

Save And New

Cancel

Gifted Record Reporting

Task 27 – Update Student Gifted Records

Collection Request	2 nd & Final Window
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The Gifted record is used for the reporting of screening, assessed, identified, and served gifted data. All enrolled students, whether gifted or not, must have a gifted record.

Community schools do not need to report a gifted record for students attending elsewhere full-time if that entity is required to report the record, but they do need to report the gifted record for students going full-time to a JVSD, ESC, or College Credit Plus institution. For districts who run their own mass updates for gifted records, please refer to the Gifted Step by Step Checklist for instructions on maintaining your gifted records. If your ITC does the mass update for you, let them know the grade level(s) and which of the Gifted Areas are to be updated to 'Y' for Screening.

Screening, Assessment, and Served values on the gifted record should only reflect Screening, Assessments and Services performed during the current school year. Identified values carry over from year to year. If a student was identified as gifted in a prior year, he is still considered gifted and the original Identified Date must be reported. If any updates are needed for students who have been Assessed or Identified, or for those who have been Identified and are being Served, you will need to manually update those individuals. Manually update any students who are exceptions to the mass screening defaults.

StudentInformation > SIS > Student > Gifted > Student Gifted Record

Student Gifted Record

From this screen, you can display, add, change and delete data pertaining to a student's gifted record.

	Screening	Assessment	Identified	Served	Identified Date
Superior Cognitive Ability	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Specific Academic Ability - Math	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Specific Academic Ability - Science	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Specific Academic Ability - Reading/Writing	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	03/10/2015
Specific Academic Ability - Social Studies	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	03/10/2015
Creative Thinking Ability	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Visual/Performing Arts	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Save

Discard Changes

Restore Default

Task 28– Run Gifted Students Missing Records Report

Collection Request	Final Window
--------------------	--------------

StudentInformation > SIS > School > Student Reports > Gifted Students Missing Records

Gifted Students Missing Records

From this screen, you can select parameters to generate a report.

Selection Criteria | Selection Summary | Load Settings

School

E127 - Batavia High School E129 - BATAVIA MIDDLE SCHOOL	↔ ↔ ↔ ↔	E128 - BATAVIA ELEMENTARY
--	------------	---------------------------

Sorting Options

Student Name (DESC) Grade Level (DESC) Ethnicity (ASC) Ethnicity (DESC)	↔ ↔ ↔ ↔	Student Name (ASC) Grade Level (ASC)	↑ ↓
--	------------	---	-----

Delivery Method: Pickup

Email Address: debbie@noacsc.org

Report Format: Adobe PDF

Description:

For any student found to have a missing gifted record, do either of the following:

- Run the gifted mass update for the default blank rule with the Overwrite Existing box unchecked. (this will leave existing records intact and only create new records for students missing a record) OR
- Manually update gifted records for individual students by clicking Save on the Student Gifted Maintenance record.

StudentInformation > Management > School Administration > EMIS > Gifted > Gifted Mass Update

WARNING: You are about to delete data.

Gifted Mass Update

This screen allows for a mass update of student gifted records.

Gifted Rules:

1st grade screening rule 2nd grade screening rule 3rd grade screening rule 4th grade screening rule 5th grade gifted rule 6th grade gifted rule 7th grade gifted rule 8th grade gifted rule 9th grade gifted rule 10th grade gifted rule	↔ ↔ ↔ ↔	DEFAULT
---	------------	---------

Overwrite Existing Student Gifted records: ☐

Display results: ☒

Instructions: Use this section for resetting all served values on student gifted records.

Grade Level:

Graduate End-of-Year Updates

Task 29 – Update Graduation Date and Diploma Type

Collection Request	All 'S' Collections
--------------------	---------------------

New for FY17 – The following diploma types have been added:

- 4 – International Baccalaureate Honors Diploma**
- 5 – Career Tech Honors Diploma**
- 6 – STEM Honors Diploma**
- 7 – Arts Honors Diploma**
- 8 – Social Science and Civic Engagement Honors Diploma**

The Graduation Date and Diploma Type fields may be updated during the school year so the information will be available for final transcripts and for the final window for period S reporting. The actual Graduation date and Diploma Type will not be reported until period G data is submitted.

Graduating Underclassmen

Any non-senior who will be graduating needs to have his/her graduation date manually entered. If your district considers an 11th grade graduate to be a 12th grader upon graduation,

- Update the State Equivalent Grade Level field on the latest FD tab to grade 12
- Update the Grade Level Next Year on the FN tab to 'GR'
- On the general tab, update the student's grade level if you wish to show them as a 12th grade student at that point

Early Graduates

Student who graduated after the first day of school but before the end of the school year should already be withdrawn using withdraw reason '99'. Make sure their Graduation Date and Diploma Type values are filled in to reflect the actual date of graduation from your district.



Create a student status code named EG: Early Graduate with an overall status of Active. Assign this status code to all early graduates so the students will still be included in GPA calculations, honor roll and ranking even though they are withdrawn.

Late Graduates for the 16/17 School Year

Students who have not finished their course work by the district's graduation date, but who do finish their coursework and graduate before the 1st day of the 17/18 school year

are reported in period 17G. Students who graduate after the last day of the school year but before June 30th are reported in the period S Final Window and are also reported in period 17G as graduates. Students who graduate after June 30th should already have been promoted to the 17/18 school year. Upon graduating, these students should be withdrawn in the 16/17 school year a summer graduates with a withdraw date prior to the first day of the new school year.

Continuing Special Education Students

If all the following are true, use grade level '23' as the EMIS grade next year for the student and do not report a graduation date:

- Student has a disability condition
- Student completes education requirements
- Student elects to remain in the district for further training
- Student is under the age of 22
- Student has not graduated


On-time Graduating Students

Use the bulk updates available to update Diploma Date and Diploma Type. Best practice would indicate that this option should be applied no more than 10 days prior to the end of the school year.

Updating Diploma Date

Student Diploma dates may be updated individually by student on the Edit Student Profile page or using the bulk updates.

Manually update the Graduation Date and Diploma Type Fields

1. Change context to the building level and the current school year.
2. Navigate to **StudentInformation** > **SIS** > **Student** > **Edit Profile**.
3. On the FN Graduate tab, fill in the student's graduation date in the **Graduation Date:** field.
4. Next, select the appropriate diploma type from the **Diploma Type:** dropdown.
5. Click .

Bulk Update Student Graduation Date:

1. Change context to the building level and the current school year.
2. Navigate to **StudentInformation** > **Management** > **Ad-Hoc Updates** > **Update Graduation Date**.
3. By default, only students with an EMIS Grade Level of 12 are updated. All other grade levels will need to be updated manually.
4. Select the applicable status codes in the **Select the Student Statuses to be included:** dual select.

- In the **File Download Options** section select **CSV** and **Download**.
- Enter the graduation date in the **Graduation Date:** field.
- If **Override Existing:** ☒ is marked, any student who is a 12th grader and matches the status codes selected above will have their graduation date updated.
- Next select **Verify** in the **Run Type:** section.
- Click **Submit**. View the output file and verify the students who will be updated with the correct date.

Line	Name	Status	Graduation Date	Address	City	State	Zip
1	12000 STUDENT12000A, DAJUAN	ACTIVE RE	05/27/2016	12000 S Main St	Lima	OH	43004
2	12000 STUDENT12000B, JESSICA	ACTIVE RE	05/27/2016	12000 S Main St	Youngstown	OH	44612
3	12000 STUDENT12000C, JACOB	ACTIVE RE	05/27/2016	12000 S Main St	Lima	OH	43004
4	12000 STUDENT12000D, KAREN	ACTIVE RE	05/27/2016	12000 S Main St	Lima	OH	43004
5	12000 STUDENT12000E, ANASTAS	ACTIVE RE	05/27/2016	12000 S Main St	Lima	OH	43004
6	12000 STUDENT12000F, KARLA	ACTIVE RE	05/27/2016	12000 S Main St	Lima	OH	43004
7	12000 STUDENT12000G, TONYA	ACTIVE RE	05/27/2016	12000 S Main St	Lima	OH	43004

- Once you have verified the output, choose **Update** in the **Run Type:** section.
- Once the process is complete the following message will be displayed:

There were 109 EMIS graduation dates and 109 SIS graduation years updated

- Now navigate to a student's profile.
- Verify the student's **Graduation Date:** on the **FN-Graduate** tab has been updated and the **Graduation Year** field on the **Additional** tab has also been updated.



Students included in the output file who aren't going to graduate will need to have the Graduation Date manually removed from their FN-Graduate tab.

Bulk update Diploma Type:

- Navigate to **StudentInformation » Management » Ad-Hoc Updates » Update Diploma Type**.
- In the **Assigned Graduation Dates** dual select, select the graduation date you used in the Bulk Update Graduation Date process above.

All Graduation Dates

Assigned Graduation Dates

05/27/2016

- Choose a diploma type from the **Set diploma type to:** dropdown.
- If you would like to use Graduation Verification rules to further narrow down students who will be updated with the selected diploma type, fill in the **for students passing rule:** and **Mark Type:** fields.

Click **Submit**.

6. The following message will be displayed:

The update student diploma type job has been successfully submitted

7. Verify the **Diploma Type:** field on the **FN-Graduate** tab has been updated.

Task 30– Power Withdraw graduating Seniors from your district

Collection Request

All 'S' Collections



Power Withdraw is a very powerful tool. Verify the list of students to withdraw before executing the bulk withdrawal

Power Withdraw has the ability to select students by ad-hoc membership, Grade Next Year, or Home School IRN.



Seniors should be withdrawn using the last day of student attendance, not the last day of school.

The Power Withdraw process doesn't perform a complete withdrawal. Power Withdraw only enters a withdraw date and code. Power Withdraw doesn't drop course section assignments, apply fee waivers, or change the student's status. If seniors are Power Withdrawn prior to running their final transcripts, their transcripts will include their withdrawal date.

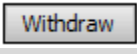


If you fail to withdraw graduating students in 16/17, they will show on the Missing Student Report for FY18 Period S – First Window.

The Honor Roll Report is one of the few reports in StudentInformation that honors the homeroom date on the submission screen. If attempting to generate an Honor Roll for seniors that have already been power withdrawn, make sure you use their withdrawal date as the homeroom date on the Honor Roll Report submission screen.

1. At the building level navigate to **Home » Management » Power Withdraw.**
2. The **School:** dropdown will default to the building in context.
3. In the **Withdraw Reason:** dropdown select
99 - Completed HS Grad require./course requir. & passed assessments re
4. The **Withdraw Date:** will default to the last day of school and can be changed if desired.
5. The **Withdrawn to IRN:** will default to *****.
6. In the **Search Mode:** section select the **Search Criteria** radio button.
7. Use the filters to narrow down your search criteria.
8. Ensure ☒ **Students Selected by Default** is checked.
9. Click **Search**.

10. Verify the students on the list are correct.
11. Uncheck the students who won't be graduating and don't need withdrawn.
12. Double check the list to make sure it is correct before continuing.

13. Click .

14. The following message will display when the process is complete

All selected students were successfully withdrawn

15. If errors occur the following message will be displayed

Errors occurred while withdrawing students. Students with errors were not withdrawn unless otherwise noted.

16. The students will be listed below the **Search Mode:** section.

17. View the students and correct the errors.

18. Rerun the Power Withdraw if needed.

Task 31 – Update Seniors not graduating from your district

Collection Request	Final 'S' Window
--------------------	------------------

Students Graduating Elsewhere

For those seniors who are residents of your district attending elsewhere and graduating from another district (such as open enrollment students), do NOT report a graduation date or diploma type. These students will need to be withdrawn with a withdraw reason of '41' or '45' and the Withdrawn to IRN should be the district they are graduating from. This applies to any senior attending elsewhere as open enrollment, special education cooperative, tuition students and proprietary school students. The resident district should either use their own senior withdrawal date or their own last day of school and not the attending school's withdrawal date.

Students who pass course requirements, but not the OGT in 16/17

For yearend reporting, if there is a possibility the student will take the test over the summer, the district should keep the student enrolled in 16/17 and promote him to the 17/18 school year. Next Update the student's **EMIS Grade Next Year:** on the FN Attributes Tab to grade level '13' for period S Final window reporting.

If the student takes and passes the test over the summer

The student must be reported as a summer graduate in period G.

If the student doesn't take or pass the test and doesn't enroll in courses in 17/18

Report the student as a summer withdrawal (withdrawing the student in the 17/18 school year) with a withdrawal reason code of '75'.

If the student doesn't take or pass the test but enrolls in courses in 17/18

Do not withdraw the student. Report the student in 16/17 with Grade Level '13' on the FD Attributes Tab.

Task 32 – Run Student Verification (UNCLEMIS) and correct errors

Collection Request	All 'S' Collections
--------------------	---------------------

Unclemis checks are no longer EMIS Reporting Period specific.

1. Change context to the district level and the current year.
2. Navigate to **StudentInformation > EMIS > Student Collection Request (S)**.
3. On the **Request Type** tab choose the ☒ **Verify Student Data** option.
4. Click **Next >**.
5. On the **Program Selection** tab select ☒ **Verify - Student Demographic (UNCLEMIS)**.
6. Click **Next >**.
7. Next, choose the buildings in the district you would like to run Student Verification for.
8. Choose how many students you would like to see per page in the **Number of Students Per Page:** dropdown.
9. Click **Verify**.
10. Once the process is complete the Student Verification errors will display on the page.

Depending on your StudentInformation security role you may have access to run UNCLEMIS only at a specific building. Contact the Security Administrator at your district or ITC if you have questions concerning your StudentInformation security role.

How to run Student Verification at the building level

1. Change context to the building level and the current year.
2. Navigate to **StudentInformation > EMIS > Student Verification**.
3. Choose how many students you would like to see per page in the **Number of Students Per Page:** dropdown.
4. Click **Verify**.
5. Once the process is complete the Student Verification errors will display at the bottom of the page.

Unclemis errors are interactive links which allow you to navigate to the profile of the student with the error and correct the error without leaving the Unclemis page.

Please review the ***UNCLEMIS Error Resolution*** document for detailed explanations on how to correct each Student Verification error.

Student Special Education Records

Task 33 – Create Student Special Education Records

Collection Request	All 'S' Collections
--------------------	---------------------

Report all events that occur from July 1, 2016, through June 30, 2017.

StudentInformation > SIS > Student > Special Education

Items to note:

- **NIEP** – No IEP is used for students who continue to receive services even though they have no active IEP. Outcome Begin Date would be the same as Event Date. The Outcome End Date is usually left blank.
Non-Compliance IDs to be used with NIEP:
 - **10 – Student newly transferred in** – IEP adoption determination not complete, service being provided based on prior IEP
 - **11 – IEP expired, new IEP not in place** – service being provided based on prior IEP
 - **12 – IEP current but not reported in EMIS in prior reporting period** - services provided based on current IEP
- **SEMD** – Special Education Manifestation Determination Date Type is used for students with a disability who have accumulated more than 10 days of suspension or expulsion. The actual manifestation determination meeting is required to be held within 10 days of the date the district decided to suspend or expel the student that causes the number of suspensions/expulsion days for the student for the school year to exceed 10 days.

Returning students:

- Any student with a disability or suspected of having a disability who was enrolled in 15/16 and continues to be enrolled in 16/17 should have a Special Education record reported for all events that occur from July 1, 2016 through June 30, 2017. Not every student with a disability will have a Special Education record reported in the first or final 'S' Collection Request.

Newly enrolled students:

- Students with a disability or suspected of having a disability that were newly enrolled in 16/17 should have at least one Special Education record reported by the end of the Final Collection Request for the school year
- Since the student is new to the district, it is possible to have a record with a date prior to July 1, 2016.

AIEPs may be reported when any of the following have occurred:

- Change to an existing Outcome ID Element
- Change in IEP Test Type Element

- Change to the Secondary Planning Element
- Change in the exemption from consequences of OGT or EOC

CIEP – Parent withdrawals consent

A CIEP event is reported when a parent/guardian of a special education student with an IEP withdraws consent to the current IEP. CIEP cannot be reported unless a TIEP, RIEP, or IIEP is already in effect. Once a CIEP Date Type is reported, the student immediately becomes a non-special education student. Accordingly, if a parent changes their mind after withdrawing IEP consent, the student will go through the same process as a student entering special education for the first time. Once a CIEP Date Type is reported, modifications to the FD record and/or the Accommodations Elements on all applicable tests may be needed. When a CIEP Date Type is reported, the only other Student Special Education Record data element reported with a value other than “Not Applicable” is the Outcome ID and Date Elements.

The **Secondary Planning:** element on the Special Education record is used for students age 14 and above and determines when a student will have completed coursework and will graduate, or will have completed coursework but needs additional education services in preparation for employment or enrollment in college.

IMPORTANT: Make sure all events that take place on or before 6/30/17 are entered in StudentInformation and reported in FY17S or these students will appear on your FTE Adjustments report and you will not receive the special education weighted funding for these students.

In addition, if you had students in 17S that were not funded because their spring IEP event was not reported in 16S, make sure you code this year’s IEP event for those students with the 09 out-of-compliance code. This will let ODE know you were not out of compliance - you only failed to report the data correctly in EMIS last year.

ESCs do not report Special Education records for Preschool students. The resident district is responsible for reporting the Special Education records.

Task 34 – Create FE Student Graduation Requirement Record

Collection Request	All 'S' Collections
--------------------	---------------------

End of Course exams and OGT Subject Areas are available in the Assessment Area options for the Special Education Graduation Requirement Records.

An FE record is to be reported for **any** student who is exempt from the Graduation Requirement. This includes students who are taking Alternate Assessments.

This record is reported whenever an IEP determination is made to add, confirm, or cancel an exemption from the consequences of any graduation assessment and/or individual graduation assessment areas. FE records are reported in all Period S Collections.

If the record is being used to report a granting of an exemption in a particular Assessment Type/Area combination, it is reported in the first school year of the IEP determination and every year thereafter, thereby confirming the IEP team has continued the exemption on the IEP. This is true even if there is no change in the granted exemptions from one IEP to the next. **End of Course Exemptions must exist on the latest IEP event in order for the student to be considered Exempted from the subject assessment. If the student had exemptions on a prior IEP but not on the most recent, the student will no longer be considered exempt from the assessment.**


If the record is being used to report removing or cancelling an exemption in a particular Assessment Type/Area combination, removal of the exemption is reported in the initial year of the IEP change and optionally thereafter.

If a student is never exempted from a particular Assessment Type/Area combination, then it is not necessary to report a Student Special Education Graduation Requirement Record for that combination.

Separate records are submitted per graduation Assessment Type/Area. For example, if the student no longer needs to meet the passing requirements of three of the five OGT subjects, then three records must be reported.

NOTE: When this record is reported, a matching Student Special Education Record (GE), matching on Date and Date Type, **MUST** be reported for the IEP that reflects the determination of the exemption(s).

NOTE: Who Needs It, Graduation Eligibility, and Transcripts still look at the 'Required for Graduation' checkbox on the test record.





StudentInformation > SIS > Student > Special Education 


Special Education

From this screen, you can display, add, change and delete Special Education records.

The grad requirement was successfully saved

Events | **Grad Requirement** | Services

	IEP Date ▾	Date Type	Assessment Area	Exemption Flag	Event Match	Last Modified	Active
 	Sep 16, 2015	IIEP	M	N		10/5/2015 1:11 PM By User: DEBBIE	

☒ Show Active Requirements Only  = Record has a matching IEP for date on Events tab.

Task 35 – Verify Special Education Records

Collection Request	All 'S' Collections
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Once Special Ed Event records have been entered, run the Special Education Verification at the district level to check for errors.

Each error listed when choosing Download File – Verification messages is an interactive link which brings you to the student's Special Education record. Correct any of the students who have missing events or have errors on any events for the 16/17 school year and rerun the verification to ensure the errors have been corrected.

If you are running Verify Special Education for a specific S Collection Request, populate the Run Date with the last reportable date for that period

- SOES First S Window – 1/31/17
- SOES Final S Window – 06/30/17

To view a report of missing Special Ed events, choose the following

StudentInformation > EMIS > Verify Special Education

Verify Special Education - Batavia Local SD

From this screen, you can verify and update special education information.

Include Buildings:*

☒ Select All Buildings ☐ Clear All Buildings

☒ E128 - Batavia Elementary (Update not run yet)

☒ E127 - Batavia High School (Update not run yet)

☒ E129 - Batavia Middle School (Update not run yet)

Run Date:* 06/30/2017

Screen output:

Number of students per page: All

File output:

Download File: ☒ Verification messages ☐ Student Special Ed. Events ☐ Student Special Ed. Grad. Req.

File Download Options

CSV Download

Submit Cancel

To receive a report of all special education events, not just the students with errors, choose Download File – Student Special Ed. Events.

StudentInformation > EMIS > Verify Special Education

Verify Special Education - Batavia Local SD

From this screen, you can verify and update special education information.


Include Buildings:*

☒ Select All Buildings ☐ Clear All Buildings


☒ E128 - Batavia Elementary (Update not run yet)

☒ E127 - Batavia High School (Update not run yet)

☒ E129 - Batavia Middle School (Update not run yet)



Run Date: * 06/30/2017 


Screen output:



Number of students per page: All 

File output:

Download File: ☐ Verification messages ☒ Student Special Ed. Events ☐ Student Special Ed. Grad. Req.

Event range: 07/01/2016  to 06/30/2017 

 File Download Options

CSV  Download 

To receive a report listing all of the Student Special Education Graduation Requirements choose Download File – Student Special Ed. Grad. Req.

StudentInformation > EMIS > Verify Special Education

Verify Special Education - Batavia Local SD

From this screen, you can verify and update special education information.


Include Buildings:*

☒ Select All Buildings ☐ Clear All Buildings


☒ E128 - Batavia Elementary (Update not run yet)

☒ E127 - Batavia High School (Update not run yet)

☒ E129 - Batavia Middle School (Update not run yet)


Run Date: * 06/30/2017 



Screen output:

Number of students per page: All 

File output:

Download File: ☐ Verification messages ☐ Student Special Ed. Events ☒ Student Special Ed. Grad. Req.

 File Download Options

CSV  Download 

District & Building Records

Task 36 – Update the DN District and Building Records: DN & DT

DN District Records

Collection Request	All 'S' Collections
--------------------	---------------------

NEW for FY17: The following attribute changes are new for end of year reporting:

- The attributes **TRANSPTCNT** and **TRANSPTMIL** are no longer reported.
- The following attributes were added to the district DN record (Available in 16.3.5):
 - CCPDENIALS** – the count of CCP students denied participation because they did not give notice of CCP participation by the deadline date
 - CCPREIMBCT** – the count of students who failed or dropped a course where districts sought reimbursement from the student for the cost of the course
 - CCPRESTITU** – the total dollar amount a district is seeking for CCP reimbursement due to a dropped or failed course for all students

For the three new attributes, it is possible that the value should be zero for some districts, if not applicable, then leave the field blank.

If an attribute on the Maintenance page contains a value, a record for that attribute will be included in the transfer file for the Calendar Collection (C).

If you submit data through a different ITC, the **Reporting ITC IRN:** field will need updated. Use the following table to determine when to report each attribute.

1 st	Final	Attribute	Description
✓	✓	C_STUEEPOL	Early Entrance to Kindergarten Policy
✓	✓	INFOTECIRN	Reporting ITC IRN
✓	✓	STUKGBRDAY	Date student is required to be 5 years old to be admitted to kindergarten
✓	✓	STULNCHFRE	Count of students attending this building who are eligible to receive free lunches
✓	✓	STULNCHRDC	Count of students attending this building who are eligible to received reduced price lunch
✓	✓	STULNCHNOT	School does not participate in free/reduced Lunch
✓	✓	STUELGEXAC	Amount of time a student is required to attend district to be eligible for extracurricular activities
	✓	SIG Time Extended Group, all Attributes	Required only for districts with a School Improvement Grant
	✓	Physed Evaluation Group	All attributes

	✓	LCLWELLPOL	Local Wellness Policy
	✓	Initial Eye Examination Group	All Attributes (see below)
	✓	STUNPNTELG	Count of resident and non-resident public students within the district boundaries evaluated and determined ineligible for special ed services
	✓	STUPSTCBTR	Count of Preschool transition conferences held by 3 rd birthday, no disability suspected, no add'l eval
	✓	STUPSTCATR	Count of Preschool Transition conferences held after 3 rd birthday, no disability suspected, no add'l eval
✓	✓	MGMTCOMPYS	Report if your community or STEM school utilizes the services of a management company. Report the IRN and the date the management company became, or continued to be, responsible for the school's performance
✓	✓	MGMTCOMPNO	Report if your community or STEM school does not utilize the services of a management company. If your school doesn't use management company at beginning of fiscal year report with 7/1/XX date. Or if the school ends its contract with a management company before the school year ends, another MGMTCOMPNO attribute would be reported with an attribute date that reflects the first day on which the services of the management company were no longer being utilized.

Comprehensive Eye Exam values are required to be reported at the district level. These values are a summative count which apply to special education students only.

StudentInformation > EMIS > Maintenance > District and Building Information

District and Building Information
From this screen, you can update your District and Building Information.

District Testing - Year End (DT) | District Organization Info (DN) | Building Organization Info (DN)

Information Technology Center Group

Reporting ITC IRN: 085639 - NOACSC

Student Group

Date student is required to be five years old to be admitted into kindergarten: A - September 30th

Count of home schooled resident students: 9

Amount of time a student is required to attend district to be eligible for extracurricular activities:

Count of resident and non-resident nonpublic students within district boundaries eligible for special education services but not being served by the district: 3

Count of resident and non-resident nonpublic students within district boundaries evaluated and determined ineligible for special education services: 13

Count of preschool transition conferences held by 3rd birthday, no disability suspected, no additional evaluation: 14

Count of preschool transition conferences held after 3rd birthday, no disability suspected, no additional evaluation: 22

Local Wellness Policy

Local Wellness Policy: Yes

Preschool Special Education Agreements

IRN of entity providing Preschool Special Ed Services that district has authorized ODE to transfer funds to:

IRN of entity providing Preschool Special Ed Services that district has NOT authorized ODE to transfer funds to:

Add Cancel

District Transportation

Count of qualified riders: 1235

Miles students are transported: 122685

Comprehensive Eye Exams

Number of students with an IIEP written within the stated timeframe: 68

Number of students with an IIEP written within the stated timeframe who received an eye exam within three months of beginning services: 45

Number of students with an IIEP written within the stated timeframe who received an eye exam more than three months after beginning services: 14

Number of students with an IIEP written within the stated timeframe who received an eye exam within nine months immediately prior to being identified with disabilities: 2

Number of students with an IIEP written within the stated timeframe who did not receive an eye exam due to withdrawing within three months of beginning services: 0

Number of students with an IIEP written within the stated timeframe who did not receive an eye exam due to the student's hospitalization: 0

Number of students with an IIEP written within the stated timeframe who did not receive an eye exam due to parent refusal: 2

Number of students with an IIEP written within the stated timeframe who did not receive an eye exam due to the lack of a conveniently available provider: 0

Number of students with an IIEP written within the stated timeframe who have not received an eye exam and are still within three months of beginning services: 0

Number of students with an IIEP written within the stated timeframe who did not receive an eye exam due to a reason not accounted for by another attribute name: 0

SOES only

Early Entrance for KG:

Enter zeroes
for fields that
have zero
values

DN Building Record

Collection Request

All 'S' Collections

Due to the new calendar reporting attributes, the items contained in the Teacher Group section and Calamity Group section below do not need to be completed on the DN

record. ODE will derive this information using the reported exceptions in the calendar Collection Request.

StudentInformation > EMIS > Maintenance > District and Building Information

District and Building Information
 From this screen, you can update your District and Building Information.

District Testing - Year End (DT) | District Organization Info (DN) | Building Organization Info (DN)

School:

Feeder School Group

Feeder School:

Teacher Group

Professional Teacher Meetings FTE: Parent/Teacher conference FTE:

Only community schools whose contracts are in hours, not days, should report the Professional Teacher Meetings hours and the Parent/Teacher conference hours.

Professional Teacher Meetings hours: Parent/Teacher conference hours:

Calamity Group

Calamity days taken: Calamity days made up:

Shortened days due to weather: Shortened days, non-weather:

First Day Next Year Group

First Day Next Year:

PE Performance Measures

Enter counts for grade bands that are needed. Enter zeroes for the remaining fields in the grade band if no values apply. If the building being reported does not have any students in a specific grade band, leave all fields for that grade band blank. Only enter a value for "Evaluation not conducted at this grade band for the building" if a building in the district includes one or more of the grades in a band, but the students are not evaluated at that building.

KG-02 Total students scoring limited:	<input type="text"/>	06-08 Total students scoring limited:	<input type="text"/>
KG-02 Total students scoring proficient:	<input type="text"/>	06-08 Total students scoring proficient:	<input type="text"/>
KG-02 Total students scoring advanced:	<input type="text"/>	06-08 Total students scoring advanced:	<input type="text"/>
KG-02 Total students not evaluated:	<input type="text"/>	06-08 Total students not evaluated:	<input type="text"/>
KG-02 Evaluation not conducted at this grade band for the building:	<input type="text"/>	06-08 Evaluation not conducted at this grade band for the building:	<input type="text"/>
03-05 Total students scoring limited:	<input type="text"/>	09-12 Total students scoring limited:	<input type="text"/>
03-05 Total students scoring proficient:	<input type="text"/>	09-12 Total students scoring proficient:	<input type="text"/>
03-05 Total students scoring advanced:	<input type="text"/>	09-12 Total students scoring advanced:	<input type="text"/>
03-05 Total students not evaluated:	<input type="text"/>	09-12 Total students not evaluated:	<input type="text"/>
03-05 Evaluation not conducted at this grade band for the building:	<input type="text"/>	09-12 Evaluation not conducted at this grade band for the building:	<input type="text"/>

SIG Time Extended Group

Increased learning time by extending the school year:

Increased learning time by extending the school day:

Increased learning time in before and after school settings:

Increased learning time on the week end:

Increased learning time in summer school:

Increased learning time in some other time frame not listed above:

Free and Reduced Price Lunch

Free Lunch count:

Reduced Lunch count:

The PhysEd Evaluation Group reported under **PE Performance Measures** are to be reported during Period S for each city, local, exempted village school district, community school and STEM districts. The PhysEd Evaluation building records include students who are enrolled in the building for each grade range.

The four bands of grade ranges to be reported are as follows:

- Grades KG-2
- Grades 3-5
- Grades 6-8
- Grades 9-12

Each Grade Band will have 5 different options to be reported. These values indicate the count of students by ability level at each grade band. They are as follows:

- Total students scoring Limited
- Total students scoring Proficient
- Total students scoring Advanced
- Total students Not Evaluated
- Total students not Applicable

On the Building Organization Info (DN) tab, when reporting the values for each grade band, note the following:

1. Only report a value for Grade Bands that are in the building being reported in the Building Organization Info record. Example, if you are completing the high school building DN record, and only have grades 9-12 in that building, you would only fill in values for the 09-12 grade bands. The other grade bands would be left blank.
2. Total Students Not Applicable should only be completed for a grade band if a building in the district includes one or more of the grades in the grade band, but the students are not evaluated at that building. For example, if a district has a Kindergarten only building, but the district elects to evaluate students in 2nd grade only, then at the Kindergarten only building, you would complete the number of students not being evaluated and insert that on the Total Students Not Applicable field for the KG-02 grade band.
3. If a specific school building's grade levels served as reported in ODE's OEDS system overlap a grade band, the building should either have the first options reported (Limited, Proficient, Advanced, Not Evaluated) or report only the ** (Not Applicable); it cannot be both.
4. Report zeroes if no value applies to an attribute (Limited, Proficient, Advanced) in the building. For example, if a building only has proficient students in a grade band, enter zeros for the limited and advanced levels in that same grade band.

DT Records

Create a record for each off-year assessment test administered for each grade level. If a district does not have any test records to be reported, a single record must be reported with the 'NT' None Tested value. Third Grade Reading Guarantee Assessments are not included in the DT records.

StudentInformation > EMIS > Maintenance > District and Building Information

District and Building Information

From this screen, you can update your District and Building Information.

District Testing - Year End (DT) **District Organization Info (DN)** Building Organization Info (DN)

Grade Level Assessed:	None Tested	⌵ ⚡
Local Assessment Number:	0	⬆ ⬆ ⚡
Number Of Students Taking Assessment:	0	⬆ ⬆ ⚡
Assessed Students With Disabilities Headcount:	0	⬆ ⬆ ⚡
Administered with Accommodations/Modifications:	No, Accomodations were not available	⌵ ⚡
Accommodations/Modifications Headcount:	0	⬆ ⬆ ⚡
Alternate Assessments Provided:	No, Alternate Assessments Were not Available	⌵ ⚡
Alternate Assessment Headcount:	0	⬆ ⬆ ⚡

Save Cancel

Membership/Program Reporting

Task 37 – Verify and Update Membership Codes with Staff or Program Provider

Collection Request	All 'S' Collections
--------------------	---------------------

All buildings must report student programs from the EMIS Manual, Section 2.9 Student Program Record, for the program codes that have to be reported in each 'S' Collection Request.

Certain program codes require that a staff member be reported. Navigate to **StudentInformation** > **Management** > **School Administration** > **Membership Groups** > **Memberships** and edit the membership code. Check the

Require Staff Member: checkbox and select the staff member from the dropdown.

The following EMIS program codes require a staff member to be reported:

305003 – Career Assessment program code

206XXX – Gifted program codes

220100 – Preschool Itinerant Services program code

StudentInformation requires start dates on all memberships, but not stop dates. Preschool Itinerant 220100 is the only program code which requires effective start and end dates to be reported. Edit the program code through the breadcrumb trail above and check the **Require Dates:** checkbox. If Preschool Itinerant services are given through the ESC, the resident district does not report the program code.

Memberships with Contracted Staff:

Fill out the following default values on the membership:

Credential ID (aka State Staff ID on Staff record in StudentInformation)

Program Provider element

Memberships with Non-Contracted Staff

EMIS ID

Program Provider should be *****

NOTE: Any student assigned to the membership will show the default staff member and Program Provider IRN. If the staff member or Program Provider IRN differs from the default value assigned, edit the student's membership record and change the value of the credential id or program provider IRN element.

Task 38 – Add/Update Student Memberships (Programs)

Collection Request	All 'S' Collections
--------------------	---------------------

New for FY17

The following programs should no longer be reported:

- 120030 – Closing the Gap
- 120020 – Seniors to Sophomores
- 121001 – The Metro School

All other Program/Memberships

Student memberships may be entered in multiple places in StudentInformation.

StudentInformation > SIS > Student > Edit Memberships
StudentInformation > SIS > School > Membership Members

It is best to get your program/membership records added now regardless of the collection the program gets reported in.

Program codes should be reported according to the following table:

Code Category	Program Series	S Traditional			Report Staff	Report Dates
		Initial	Mid	Final		
Educational Options	115XXX		√	√		
Early College High School	120010		√	√		
Chartered Non-Public or Private Sch	160110		√	√		
Gifted Education Programs	205XXX		√	√		
	206XXX		√	√	√	
Alt. Placement for Students With Disability Conditions	211001		√	√		
Preschool Itinerant Services	220100	√	√	√	√	√
Academic Intervention – Summer	151490		√	√		
Academic Intervention – Regular School Year	152330		√	√		
Reading Improvement and Monitoring Plan Intervention – Summer	151500		√	√		
Reading Improvement and Monitoring Plan Intervention Regular School year	152500-152699		√	√		
Title I Subject Areas	231001-231010		√	√		
Title I Subject Areas – Summer Sch	231101-231110		√	√		
Title I Supporting Areas	232001-232007		√	√		
Title I Supporting Areas – Summer School	2321XX		√	√		
Title I Services	233XXX		√	√		
Title I Students Attending Neglected or Delinquent School	2340XX		√	√		
Title I Students Attending Neglected or Delinquent Summer School	2341XX		√	√		
Limited English Proficient (ESL)	235XXX		√	√		
Emergency Immigrant Education	240XXX		√	√		
Career Technical Programs Except	305XXX	√	√	√	√	

Code Category	Program Series	S Traditional			Report Staff	Report Dates
		Initial	Mid	Final		
305003 – Career Assessment						
CTE – Career Placement	305003		√	√		
CTE Single Parent Subgroup	305010		√	√		
Academic/Extracurricular Programs & Services	405XXX		√	√		
Academic Intracurricular Descriptions	410XXX		√	√		
School Related Service	415XXX		√	√		
Athletics & Related Programs/Interscholastic Athletics	420XXX		√	√		
Previous Dropout Codes	50000X		√	√		

Use the Program Provider IRN field to indicate the service being reported is provided by a contracted entity. Blank values in the Program Provider IRN are not valid. StudentInformation will default a blank value to *****.

The 215XXX Service Codes are no longer EMIS reportable, but can continue to be maintained on the Services tab of the student's Special Education page, if so desired.

Reading Improvement and Monitoring Plan Intervention Programs.

Reading Improvement and Monitoring Plans are required for K-3 students identified by the reading diagnostic assessment as not reading at grade level. Districts and community schools are required to report reading improvement interventions/programs provided during the school year in EMIS during the 'S' data collection. One or more interventions (RIMP) must be reported for any K-3 student identified who is not on track for reading.

Copy Membership functionality

- Allows selected student membership assignments to be copied from the previous year to the current year
- Will not copy memberships from one building to another if student changed buildings this year
- If the membership code has already been added to the student's memberships for the current year, the student will not appear on the list of students available to copy up for that membership.

StudentInformation > Management > Ad-Hoc Updates > Student Membership Copy [Find Students] Q

Student Membership Copy

From this screen, you can promote Student Memberships.

Search Criteria Select Student Memberships

The dual select boxes work independently of one another. To choose only one program code from a membership group, make selection in only the Membership dual select box.

Membership Group

10 - 10
11 - Intervention
12 - Post-secondary Enrollment Options Program
13 - 13

Membership

115002 - Educational travel
115004 - Mentor program
115005 - Tutorial program
120010 - Early College high School

☐ Include Student Memberships with Stop Dates

Search

Task 39 – Run Student Roster by Membership (R102) to verify student memberships

Collection Request	All 'S' Collections
--------------------	---------------------

For each Collection Request, run Student Roster by Membership and verify the student memberships to ensure that the proper students are appearing with the correct membership records.

StudentInformation > SIS > School > Student Reports > Student Roster By Membership (R102)

Report: R102

Printed Mon, Aug 03, 2:20 PM

High School

Student Roster By Membership

STUDENT CONTROL GROUP: 20 Specialized Instructions		Membership Date Range:		ALL DATES					
ID	STUDENT NAME AND ADDRESS	TELEPHONE	AGE	ST	GR	GD	HIGH	STUDENT MEMBERSHIP CODE	EFFECTIVE DATE
11075	Student03855, NATHANIEL 645 S Main St Lima, OH 45804-1241	(555) 555-5555	16	A	11	H		206070 Resource/Pull-Out Room for Gifted Students led by GIS	Start Date: 8/26/2009 Stop Date:

Task 40 – Run MEMBEMIS to verify student memberships

Collection Request	All 'S' Collections
--------------------	---------------------

Process MEMBEMIS to determine if there are any issues with existing student memberships and services that will be reported. If errors are encountered, make the corrections and then rerun MEMBEMIS to verify that the issue has been taken care of.

MEMBEMIS runs in verify mode only. Any EMIS reportable membership added for a student will be included in the transfer file regardless of which Collection ODE will be looking for them in. ODE will ignore any program that is not to be reported in the Collection of a collection.

Running MEMBEMIS

StudentInformation > EMIS > Verify/Update Memberships

Verify/Update Memberships - Ada Ex Vill SD

From this screen, you can verify and update student memberships.

AVEL - ADA ELEMENTARY
AVHS - ADA HIGH SCHOOL

Run Type: ☒ Verify Memberships ☐ Verify Special Education Services

File Download Options

CSV

MEMBEMIS has an option to verify Special Education Services separately from all other memberships. The verification process for Special Education Services can still be used to verify any service codes that you may have entered.

How to correct **Student Membership outside the range of the fiscal year** MEMBEMIS errors:

1. Navigate to **StudentInformation** » **Management** » **School Administration** » **Membership Groups**.
2. Click on the blue link of the membership code in the **Name** column.
3. The page will refresh and you will be brought to the Memberships page where a listing of all memberships for the two-digit code will display
4. Click on the corresponding blue link of the membership
5. The page will refresh and the **StudentInformation** » **SIS** » **School** » **Membership Members** will display.
6. Choose the membership group from the **Membership Group:** dropdown.
7. Select **Membership:** from the dropdown.
8. Click **Go**.
9. Verify each student has a start or end date within the school year.

Discipline Reporting

Task 41 – Verify Discipline Data and begin reporting Discipline Data

Collection Request	Final S Window
--------------------	----------------

The reporting of discipline data now occurs earlier in the reporting cycle and is on-going. From now until the end of the school year, districts may verify their discipline information and report any records that exist. The DISCEMIS process is now only a verify process, there is no 'update'. Districts should now run DISCEMIS periodically to clear up any errors on any existing discipline incidents.

In addition to DISCEMIS being only a 'verify' process, **all discipline incident data that is to be reported to EMIS MUST be entered as an incident record in the discipline module. This will be the only source for EMIS discipline data.** Records may no longer be added manually on the EMIS Discipline Maintenance records. Refer to the Discipline Step by Step Checklist for instructions on how to add discipline incidents in the discipline module.

To run DISCEMIS in Verify mode, with the district in context, navigate to StudentInformation > EMIS > Student Reporting Collection (S) and select Verify Student Data:

StudentInformation > EMIS > Student Reporting Collection (S)

Student Verify/Update - Collection (S)

From this screen, you can transfer Student Collection (S) records.

Request Type Program Selection

- ☒ Verify - Discipline (DISCEMIS)
- ☐ Verify - EMIS Run Requests (CHECK_EMIS)
- ☐ Verify - Membership Programs (MEMBEMIS)
- ☐ Verify - Non-reportable Students
- ☐ Verify - Student Demographic (UNCLEMIS)
- ☐ Verify - Student Gifted Records
- ☐ Verify - Student Special Education
- ☐ Verify/Update - Majority of Attendance IRN (MAJOREMIS)
- ☐ Verify/Update - Student Attendance (ATTUPEMIS)

< Back Next > Cancel

From the DISCEMIS Verify page, select the schools you wish to verify and the output method. Errors will display in the lower portion of the page with interactive links to assist in correcting the records.

Error messages with "W" at the end of the code are warning messages. Corrective action may or may not be necessary.

Error messages ending with "E", must be corrected.

Once you have corrected your errors, include the GD – Student Discipline records in your next period 'S' Collection request transfer.

Attendance Reporting

Task 42 – Run and save a copy of the District Wide Membership Report (Optional)

StudentInformation > SIS > Attendance > Attendance Reports > District-wide Membership Report (R500)

The District Wide Membership Report (R500) provides you with a report of the days present, excused and unexcused absences for a specified time period. You may wish to run a copy of this report the first day of school, at the end of each 'S' Collection Request and again the last day of school. Since there is no longer a count week for attendance, you may use this report for your own purposes. All attendance updates for the school year should be completed prior to running the R500 for the end of year report.

Report: R500

Printed Thu, Mar 29, 9:11 AM

ELEMENTARY

District Wide Membership Report

Grade: KG										Admission - Withdraw		Membership Days					
Id	Student Name	Stat	Prgm	Sex	Grd	Dist of Res.	Cal	Hm Rm		Date	Cde	FTE (%)	All	Pres.	Exc	Tardy	Unexc
00099019	Student59851, Bailey	A	**	F	KG	043984	DFLT	RADA		08/24/11	-	100	141.0	135.0	6.0	0.0	0.0
00099034	Student59828, Ethan	A		M	KG	043984	DFLT	REDMA		08/24/11	-	100	141.0	137.0	4.0	1.0	0.0
00099069	Student59770, Alana	T		F	KG	043984	DFLT	RADA		08/24/11	-	100	141.0	140.5	0.5	4.0	0.0
00099075	Student59761, Danny	N		M	KG	043992	DFLT	BRINK		08/24/11	-	100	141.0	139.5	1.5	2.0	0.0
00099092	Student59743, Riley	A		M	KG	043984	DFLT	RADA		08/24/11	-	100	141.0	141.0	0.0	0.0	0.0

Attendance on the District Wide Membership Report does not take the student's percent of time into consideration.

Task 43 - Run ATTUPEMIS in Update mode

Collection Request	All 'S' Collections
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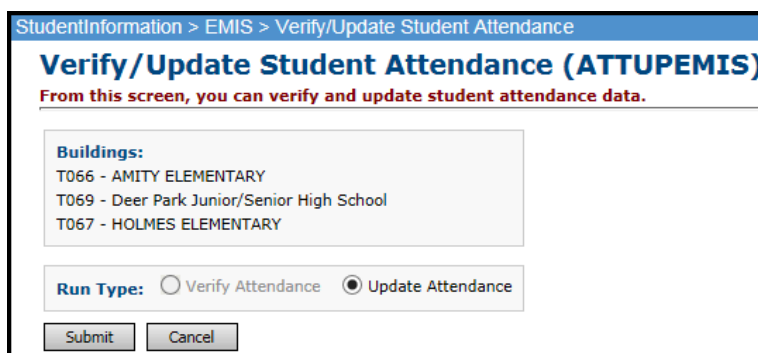
New for FY17: Student's attending CCP part time will have attendance calculated for the time they attending the district and attending CCP. If any absences occurred at the CCP institution that are not in StudentInformation, you must make manual adjustments to the attendance totals on the FS Attendance Tab of the Student Profile.

For students who are attending CCP 100% of the time, if they are on a DNAC their attendance will not be automatically calculated for them and will need to be calculated manually. However, if these students are placed on an attending calendar, their attendance will be calculated according to the days set forth on that calendar when running Attupemis.

Run ATTUPEMIS in update mode to calculate attendance for students prior to submitting the data. Your ITC may be running ATTUPEMIS in update mode nightly, however, it is a good idea to refresh your attendance prior to submitting a collection.

Attupemis calculates attendance in hours and days, although the 'days' field displays on the FS Attending tab as a reasonableness check.

Due to the attendance reporting requirements for the Final Collection, Attupemis should be run in update mode **prior to every submission** so that it contains the most up-to-date attendance information available.



Attupemis calculates the attendance for each student using the attributes of the Reporting Calendar the student is assigned to on the FD Attributes tab of the Student Profile. For a Reporting Calendar to be included in the Attupemis process, the

Include in Attendance Calculation: ☒ must be checked on the Sub-calendar.

Student Attendance Calculation: The student's School Year Attendance Hours are calculated based on the number of hours of expected attendance for each day they are in session according to their calendar assignment minus the School Year Excused Absence Hours and the School Year Unexcused Absence Hours. The student's FTE is

applied to both the number of hours in attendance and the number of absence hours. Any student EMIS exceptions on the Reporting Calendar are included in the calculation.

Example 1A, John Smith is on a calendar that begins August 26 and ends May 15. His reporting calendar has an 'Hours per Day' value of 6. The school expected to have 180 days in session. The student's FTE is 100%.

This calendar had 2 weather related school delays where they attended 4 hours each day. They also had 2 calamity days that they did not attend at all. EMIS Exceptions were reported for all four of these incidents.

John Smith missed 2 days due to illness (excused absence).

Calculation:

180 days minus the 4 days with EMIS Exceptions = 176 days.
 $176 \times 6 = 1056$ hours

2 days (delay days) with EMIS Exceptions with 4 hours attendance
 $2 \times 4 = 8$ hours

2 days (calamity days) with EMIS Exceptions with 0 hours attendance
 $2 \times 0 = 0$ hours

2 days of excused absences at 6 hours per day
 $2 \times 6 = 12$ hours

$(1056 + 8 + 0) - 12 = 1064 - 12$
 $1064 - 12 = 1052$ hours of attendance and 12 hours of excused absences

Example 1B, Jane Smith is on a calendar that begins August 26 and ends May 15. Her reporting calendar has an 'Hours per Day' value of 6. The school expected to have 180 days in session. The student's FTE is 75%.

This calendar had 2 weather related school delays where they attended 4 hours each day. They also had 2 calamity days that they did not attend at all. EMIS Exceptions were reported for all four of these incidents.

Jane Smith missed 2 days due to illness (excused absence).

Calculation:

180 days minus the 4 days with EMIS Exceptions = 176 days.
 $176 \times (6 \times .75) = 792$ hours

2 days (delay days) with EMIS Exceptions with $(4 \times .75) = 3$ hours attendance
 $2 \times 3 = 6$ hours

2 days (calamity days) with EMIS Exceptions with 0 hours attendance
 $2 \times 0 = 0$ hours

2 days of excused absences at $(6 \times .75) = 4.5$ hours per day
 $2 \times 4.5 = 9$ hours

$(792 + 6 + 0) - 9 = 798 - 9$
 $798 - 9 = 789$ hours of attendance and 9 hours of excused absences

Half day calendars. The student's School Year Attendance Hours is based on the number of hours of expected attendance for each day they are in session, minus the School Year Excused Absence Hours and the School Year Unexcused Absence Hours. The student's FTE is applied to both the number of hours in attendance and the number of absence hours. Any student EMIS exceptions on the Reporting Calendar are included in the calculation. Students on these calendars are 50% FTE or less with a Max Absence Level of a half day (0.50).

When applying days shortened or days lengthened EMIS exceptions to a half day calendar, districts must take into consideration that the student is going 50% of time. If a student typically attends 3 hours, but school is delayed for 1 hour, they need to report an EMIS unplanned shortened day with 4 hours instead of 5. If they report 5 hours, the student would receive 2.5 hours of attendance, which would be incorrect. If they report the exceptions with 4 hours, then the student receives the correct attendance of 2 hours. This is not just for the hours reporting in StudentInformation, but we have been advised that this is how ODE will be calculating hours for the EMIS exceptions as well.

Example 2A, James Smith is on an a.m. calendar that begins August 26 and ends May 15. His reporting calendar has an Hours per Day value of 6. The school expected to have 180 days in session. The student's FTE is 50%.

This calendar had 2 weather related school delays where they were delayed 1 hour each day. The EMIS Exceptions for C_HSHRTWEA would be reported with 4 hours for each of those delayed days. They also had 2 calamity days that they did not attend at all. EMIS Exceptions were reported for all four of these incidents.

James Smith missed 2 days due to illness (excused absence).

Calculation:

180 days minus the 4 days with EMIS Exceptions = 176 days.
 $176 \times (6 \times .5) = 528$ hours

2 days (delay days) with EMIS Exceptions with $(4 \times .5) = 2$ hours attendance
 $2 \times 2 = 4$ hours

2 days (calamity days) with EMIS Exceptions with 0 hours attendance
 $2 \times 0 = 0$ hours

2 days of excused absences at $(6 \times .5) = 3.0$ hours per day
 $2 \times 3 = 6$ hours

$(528 + 4 + 0) - 6 = 532 - 6$
 $532 - 6 = 526$ hours of attendance and 6 hours of excused absences

Attupemis Update populates the Current Entity fields circled in the screenshot below.

StudentInformation > SIS > Student > Edit Profile

Edit Student Profile

From this screen, you can display and change information regarding a students profile.

General Additional Custom Private FS-Standing FS-Attendance FD-Attributes FN-Attributes FN-Graduate Transportation

	Start Date	Withdraw Date	Withdraw Reason	School Year Attendance Hours	School Year Excused Absence Hours	School Year Unexcused Absence Hours	Other SY Attendance Hours	Other SY Excused Absence Hours	Other SY Unexcused Absence Hours
	7/1/2016		**	658.13	20.25	10.13	0.00	0.00	0.00

☒ Show Current Year Only

Save **Cancel**

Last Modified: 04/21/2016 10:43 AM by User: bataswart

Effective Start Date: 7/1/2016

District Withdraw Date:

The relation between Days and Hours may not be equal due to the accuracy of the calculations and values entered on the calendars. Days are for reference only, hours will be reported.

	Current Entity		Other Entity	
	Days	Hours	Days	Hours
Attendance	97.50	658.13	0.00	0.00
Excused Absence	3.00	20.25	0.00	0.00
Unexcused Absence	1.50	10.13	0.00	0.00

If any additional hours are specified in the 'Other Entity' attendance fields, the values are added to the Current Entity values and reported as a combined total in the FS Transfer file. See the next task for details on manually entered attendance.

Task 44 – Manually enter attendance on the FS Attendance Tab for non-preschool students who attend the ESC or Board of DD students, College Credit Plus or non-public students placed at the district's expense

Collection Request	All 'S' Collections
--------------------	---------------------

For students who attend the ESC, Board of DD, College Credit Plus or non-public students placed at the district's expense, attendance will need to be entered manually on the FS Attendance tab if you are not tracking it in StudentInformation.

Attupemis now calculates attendance in hours instead of days, although the 'days' field displays too. The values in the Other Entity field are manually entered and are not updated by Attupemis. These can be used for reporting attendance for students that are not on a calendar within your district that calculates attendance.

Examples of students who may need to have their attendance calculated manually:

1. Non-Preschool Students attending the ESC
2. Students at the Board of DD
3. Full Time College Credit Plus Students
4. Non-public Students placed at District Expense

During the transfer process, the FS EMIS record transfer adds together the values in the current entity hours of attendance fields to the other entity attendance and reports the total on the FS records.

StudentInformation > SIS > Student > Edit Profile

Edit Student Profile

From this screen, you can display and change information regarding a students profile.

General
Additional
Custom
Private
FS-Standing
FS-Attendance
FD-Attributes
FN-Attributes
FN-Graduate
Transportation

	Start Date	Withdraw Date	Withdraw Reason	School Year Attendance Hours	School Year Excused Absence Hours	School Year Unexcused Absence Hours	Other SY Attendance Hours	Other SY Excused Absence Hours	Other SY Unexcused Absence Hours
	9/27/2016		**	904.50	0.00	0.00	0.00	0.00	0.00

☒ Show Current Year Only

Save
Cancel

Last Modified: 04/4/2017 1:34 PM by User: melissa.bauer

Effective Start Date:

District Withdraw Date:

The relation between Days and Hours may not be equal due to the accuracy of the calculations and values entered on the calendars. Days are for reference only, hours will be reported.

	Current Entity		Other Entity	
	Days	Hours	Days	Hours
Attendance	<input style="width: 50px;" type="text" value="134.00"/>	<input style="width: 50px;" type="text" value="904.50"/>	<input style="width: 50px;" type="text" value="0.00"/>	<input style="width: 50px;" type="text" value="0.00"/>
Excused Absence	<input style="width: 50px;" type="text" value="0.00"/>	<input style="width: 50px;" type="text" value="0.00"/>	<input style="width: 50px;" type="text" value="0.00"/>	<input style="width: 50px;" type="text" value="0.00"/>
Unexcused Absence	<input style="width: 50px;" type="text" value="0.00"/>	<input style="width: 50px;" type="text" value="0.00"/>	<input style="width: 50px;" type="text" value="0.00"/>	<input style="width: 50px;" type="text" value="0.00"/>

Majority of Attendance Reporting

Task 45 – Run MAJOREMIS to calculate Majority of Attendance IRN

Collection Request	Second & Final
--------------------	----------------

Majority of Attendance is the IRN of the building or district where a student is continuously enrolled from the end of October Count Week through the spring test administration date. The following chart indicates the end dates used for each of the subgroups of students.


Grade	Test	MOA End Date	Participation Date
Students in grades K-8 and untested students			
Any	Untested	March 19	NA
	Alternate Assessment: ELA, Math	March 19	March 19
3	Next Gen Spring: All Subject	April 13	April 13
Students who were first time ninth graders <i>before</i> July 1, 2014			
9-12	OGT (Reading, Writing, Math, Science, Social Studies); <i>not</i> taking American History or American Government	March 19	March 19 (R/M only)
9-12	OGT (Reading, Writing, Math, Science, Social Studies); <i>taking</i> American History or American Government	April 13th	March 19 (R/M only)
Students who were first time ninth graders <i>on or after</i> July 1, 2014			
9-12	Next Gen Fall Block: taking ELA or Math and not taking any spring assessments	April 13	December 15
	Next Gen Spring: All spring Assessments	April 13	April 13

Majority of attendance will never be an IRN outside of the district boundary. When the determination is made, the following rules are applied:

- If the student was continuously enrolled in the building for the designated time period, the student's majority of attendance IRN will be equal to the building IRN
- If the student is continuously enrolled in the district but has changed buildings in the district during the designated time period, the student's majority of attendance IRN will be equal to the district IRN
- If the student was not continuously enrolled within the building or district during the designated time period, the student's majority of attendance IRN will be equal to "*****".

The resident district is responsible for reporting the Majority of Attendance IRN using the above rules for the following students:

- Post-Secondary Institution
- MRDD
- JVS
- Contract Career-Technical
- School age ESC

 The ESC is responsible for reporting the Majority of Attendance element for preschool students. **Majority of Attendance fields are used for the Local Report Card, so you will want to be certain the data is as accurate as possible.**

EMIS Subject Codes used for MOA determination.



High school end of course exam	High school course(s) expected to take end of course exam		Notes/clarification
	EMIS Course code	Course Title	
English Language Arts I	050160	Integrated English Language Arts I	District course titles may include English 9, Freshman English, Humanities 9
English Language Arts II	050170	Integrated English Language Arts II	District course titles may include English 10, Sophomore English, Humanities 10
Algebra I	110065	Advanced Mathematics 8	All students should be taking an end-of-course exam, either Algebra I or Math I.
	110301	Algebra I	
	110480	Applied Algebra or Applied Mathematics I	These students may not take an end-of-course exam if used as first year of a two-year program.
Geometry	111200	Geometry	
	110490	Applied Geometry or Applied Mathematics II	These students may not take an end-of-course exam if used as first year of a two-year program.
Integrated Math I	110065	Advanced Mathematics 8	All students should be taking an end-of-course exam, either Algebra I or Math I.
	110010	Mathematics I (Integrated math course)	
Integrated Math II	110480	Applied Algebra or Applied Mathematics I	These students may not take an end-of-course exam if use as first year of a two-year program.
	110020	Mathematics II (Integrated math course)	
	110490	Applied Geometry or Applied Mathematics II	These students may not take an end-of-course exam if use as first year of a two-year program.
Physical Science	132220	Physical Science	
Biology	132230	Biology	
	132330	Advance Biology	
American History	150810	History (American)	
	152300	History (Integrated)	
American Government	150300	Government (American)	
	150308	Government/Economics (American)	
	159950	Government & Politics (United States)	

Running MAJOREMIS

MAJOREMIS is located on the Period S Menu of options. When selecting the period S Student Reporting Collection option from the menu, select 'Verify Student Data'. Next, select Verify/Update – Majority of Attendance IRN (MAJOREMIS) from the program selection menu.

Student Verify/Update - Collection (S)

From this screen, you can transfer Student Collection (S) records

Request Type
Program Selection

☐ Verify - Discipline (DISCEMIS)
☐ Verify - EMIS Run Requests (CHECK_EMIS)
☐ Verify - Membership Programs (MEMBEMIS)
☐ Verify - Non-reportable Students
☐ Verify - Student Demographic (UNCLEMIS)
☐ Verify - Student Gifted Records
☐ Verify - Student Special Education
☒ Verify/Update - Majority of Attendance IRN (MAJOREMIS)
☐ Verify/Update - Student Attendance (ATTUPEMIS)

< Back
Next >
Cancel

The next tab will display a series of tabs needed to complete both the verify and update process. It is **imperative** that both the verify and update process is run for each tab. If only the verification is run, the MOA field on the Student Profile FN Attributes tab **will not be** updated with the MOA value. Each tab works with a specific group of students according to the effective end date of the period Majority is calculated for according to the table above.

Verify/Update Majority of Attendance IRN - (S) Ba

Updates must be completed for each of the student groups below

Grade 3-8

9th Prior to FY15

9th on/after FY15

Untested and Alternate

Grades 3-8 Tab

This tab will verify or update the Majority of Attendance IRN for all students in Grades 3-8 using the correct MOA end date dependent upon the options chosen.

StudentInformation > EMIS > Verify/Update Majority of Attendance IRN

Find Students [] Go To []

Verify/Update Majority of Attendance IRN - (N) Batavia Local SD

Updates must be completed for each of the student groups below

Grade 3-8 **9th Prior to FY15** 9th on/after FY15 Untested and Alternate

Include Buildings:*

- ☒ Select all buildings
- ☒ E128 - Batavia Elementary
- ☒ E127 - Batavia High School
- ☒ E129 - Batavia Middle School

This tab will verify or update the Majority of Attendance IRN for all students in Grades 3-8.

Update not run yet

Run Type: ☒ Verify ☐ Update (You must have all buildings selected for update)

File Download Options

Select A File Type Select A Download Method

Submit **Cancel**

9th Prior to FY15

This tab will verify or update the Majority of Attendance IRN for all students who took the OGT or were supposed to take the test and did not ***and*** were first time 9th graders before July 1, 2014 according to their 'Fiscal Year Began 9th' on the FN Attributes Tab of the student profile. The update process will use EMIS subject codes 150300 and 150810 to determine if a student in this group is taking American History or American Government.

If the student ***IS NOT*** taking American History or American Government, their MOA Effective date is March 19th. If the student ***IS*** taking American History or American Government, the MOA Effective date is April 13th.

StudentInformation > EMIS > Verify/Update Majority of Attendance IRN

Find Students [] Go To []

Verify/Update Majority of Attendance IRN - (N) Batavia Local SD

Updates must be completed for each of the student groups below

Grade 3-8 9th Prior to FY15 **9th on/after FY15** Untested and Alternate

Include Buildings:*

- ☒ Select all buildings
- ☒ E128 - Batavia Elementary
- ☒ E127 - Batavia High School
- ☒ E129 - Batavia Middle School

This tab will verify or update the Majority of Attendance IRN for all students who took the OGT and were first time 9th graders before July 1, 2014. The Majority of Attendance update process will use the EMIS subject codes 150300 and 150810 to determine if a student is taking American History or American Government.

Update not run yet

Run Type: ☒ Verify ☐ Update (You must have all buildings selected for update)

File Download Options

Select A File Type Select A Download Method

Submit **Cancel**

9th on/after FY15

This tab will verify or update the Majority of Attendance IRN for all students who took the OGT or who were required to take the test but did not ***and*** who were first time ninth graders on or after July 1, 2014. Their MOA effective date is dependent upon the EMIS Subject Codes for specific courses the students may have taken, as well as the End of Course Assessment Area value for those courses. The subject codes used are from the Ohio Department of Education table displayed earlier in this task for all subjects with End of Course Exams.

The courses listed in the dual selection boxes no longer need to be pulled over in order to calculate the MOA for students. These dual entry course selections will be removed from the screen at a later date.

Due to the limited number of MOA effective dates, the AdHoc Membership for Science or Social Studies no longer needs to be included when processing Majoremis in verify or update mode, and they will also be removed from the screen at a later date.

Grade 3-89th Prior to FY159th on/after FY15Untested and Alternate

Include Buildings:*

☒ Select all buildings

☒ E128 - Batavia Elementary

☒ E127 - Batavia High School

☒ E129 - Batavia Middle School

This tab will verify or update the Majority of Attendance IRN for all students who were first time 9th graders on or after July 1, 2014. It will determine the MOA end date to use based on the options chosen below.

Next Gen Fall Block ELA or Math

Subject Codes Available

E127 - 0005 - 23 - ENGLISH 9

E127 - 0005 - 53 - ENGLISH 9

E127 - 0005 - 93 - ENGLISH 9

E127 - 0009 - 43 - CP ENGLISH 12

Subject Codes Selected

Next Gen Spring ELA or Math

Subject Codes Available

E127 - 0005 - 23 - ENGLISH 9

E127 - 0005 - 53 - ENGLISH 9

E127 - 0005 - 93 - ENGLISH 9

E127 - 0009 - 43 - CP ENGLISH 12

Subject Codes Selected

Next Gen Spring Block ELA or Math

Subject Codes Available

E127 - 0005 - 23 - ENGLISH 9

E127 - 0005 - 53 - ENGLISH 9

E127 - 0005 - 93 - ENGLISH 9

E127 - 0009 - 43 - CP ENGLISH 12

Subject Codes Selected

Next Gen Spring: Science or Social Studies Only

-- Select an Ad-Hoc Membership --

Public And Private

Next Gen Spring Block: Science or Social Studies Only

-- Select an Ad-Hoc Membership --

Public And Private

FY17 Period S SOES Checklist For
5/31/2017
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StudentInformation ©

Untested and Alternate Assessment

Contact your Special Ed Coordinator for a list of alternate assessment students. This tab will verify or update students who are in the untested grade levels of KG, 01, 02, PS and Alternate Assessment students. It is recommended that this task be updated last, however, you may process the tabs out of order. To update the students who took the alternate assessments, add them to the Alternate Assessment ad-hoc membership group used on this tab. If the students were supposed to take an alternate assessment but did not test, include them in the ad-hoc group anyway. Untested students and alternate assessment students all have the same Majority of Attendance Effective end date of March 19th.

StudentInformation > EMIS > Verify/Update Majority of Attendance IRN

Find Students | Go To

Verify/Update Majority of Attendance IRN - (N) Batavia Local SD

Updates must be completed for each of the student groups below

Grade 3-8 | 9th Prior to FY15 | 9th on/after FY15 | **Untested and Alternate**

Include Buildings:

- ☒ Select all buildings
- ☒ E128 - Batavia Elementary
- ☒ E127 - Batavia High School
- ☒ E129 - Batavia Middle School

This tab will include students in all untested grade levels and use the appropriate MOA end date for any student listed in the Alternate Students ad-hoc group if chosen. This update should be run last to ensure all students listed in the Alternate ad-hoc group are given the correct MOA value.

Ad-Hoc Membership for Alternative Assessment Students:

-- Select an Ad-Hoc Membership --

Public And Private ☐

Update not run yet

Run Type: ☒ Verify ☐ Update (You must have all buildings selected for update)

File Download Options

Select A File Type | Select A Download Method

Submit | Cancel

Running MAJOREMIS In Verify Mode

On each tab, a verify option is available. Rather than working with the entire district, MAJOREMIS works with only the students affected by the tab you're currently working on. In addition, when running MAJOREMIS in Verify mode, you can verify each building individually or all buildings at the same time. When you select the option to verify, the output report you receive only indicates the students being updated by that tab. The following columns will appear on the Verify report:

- StudentNumber – student's local ID number
- EMISId – Student's EMIS ID
- DisplayName – Student's name
- IRN – School IRN of the student
- Building – Building Code
- StateEquivalentGradeLevel – Grade level reported to EMIS for student

- IRNMajorityAttendance – the calculated Majority of Attendance IRN that will be updated to the student when processed in Update mode
- MatchTypeID – Internal value indicating the type of match that was determined for the student. Values are:
 - 1 – School IRN will be used for MOA IRN for the student
 - 2 – District IRN will be used for MOA IRN for the student. The student was continuously enrolled in the district but was not continuously enrolled in a specific building
 - 3 - ***** will be used for MOA IRN as student was not continuously enrolled in the district

Running MAJOREMIS In Update Mode

On each tab, when processing MAJOREMIS in Update mode, all buildings must be selected to update. Once the update is complete, an output report is created to show the results of the students updated for that tab. Each tab may be processed in update mode again independently of another tab.

Data Submission

Task 46 – Run CHECK_EMIS for Period S to ensure all updates have been completed before transfers are performed

Collection Request	All 'S' Collections
--------------------	---------------------

CHECK_EMIS is available on each reporting period menu. The version under each menu will check only those processes specific to that particular reporting period.

Run CHECK_EMIS to get an audit trail of what processes have been performed for each building in your district. The CHECK_EMIS page lists which EMIS Verify, Update, and Transfer processes have been run. The CHECK_EMIS report will provide you with a listing of when each process was run, what time, and which user completed the process for each building in the district.

At this point in the checklist, it is important to verify the following has been completed:

1. Make sure all processes have been run in Verify mode for each building
2. Make sure all update processes have been run in Update mode at least one time for the district
3. Make sure all the necessary transfers were performed after the update processes were run
4. **If updates were rerun, also make sure transfers were rerun as well**
5. If any processes were run too early, make sure they are rerun during the appropriate timeframe.

CHECK_EMIS may be processed at any time during the reporting period for a status report.

StudentInformation > EMIS > Student Reporting Collection (S)

Student Verify/Update - Collection (S)

From this screen, you can transfer Student Collection (S) records.

Request Type Program Selection

☐ Verify - Discipline (DISCEMIS)

☒ Verify - EMIS Run Requests (CHECK_EMIS)

☐ Verify - Membership Programs (MEMBEMIS)

☐ Verify - Non-reportable Students

☐ Verify - Student Demographic (UNCLEMIS)

☐ Verify - Student Gifted Records

☐ Verify - Student Special Education

☐ Verify/Update - Majority of Attendance IRN (MAJOREMIS)

☐ Verify/Update - Student Attendance (ATTUPEMIS)

< Back Next > Cancel

Task 47 - Period S Transfer

Collection Request	All 'S' Collections
--------------------	---------------------

Once you have completed the data updates, transfer your data to the Data Collector. Navigate to the Student Collection Request (S) menu and choose Select All Transfers. Transfers that are not required for the first, second or final 'S' Collection Requests will be grayed out and unavailable until required for reporting.

StudentInformation > EMIS > Student Reporting Collection (S)

EMIS - Create Flat Files - Select Files

From this screen, you can transfer Student Collection (S) records.

Request Type **Program Selection**

- ☒ Select all transfers
- ☒ Transfer - District Testing (DT)
- ☒ Transfer - Organization - General Information (DN)
- ☒ Transfer - Student Acceleration (FB)
- ☒ Transfer - Student Attributes - Effective Date (FD)
- ☒ Transfer - Student Attributes - No Date (FN)
- ☒ Transfer - Student Contact (FF)
- ☒ Transfer - Student Contact Address (FG)
- ☒ Transfer - Student Demographic (GI)
- ☒ Transfer - Student Demographic - Race Detail (GJ)
- ☒ Transfer - Student Discipline (GD)
- ☒ Transfer - Student Gifted Education (GG)
- ☒ Transfer - Student Missing Override (FC)
- ☒ Transfer - Student Program (GQ)
- ☒ Transfer - Student Special Ed. Graduation Requirement (FE)
- ☒ Transfer - Student Special Education (GE)
- ☒ Transfer - Student Standing (FS)
- ☒ Transfer - Student Summer Withdrawal (FL)
- ☒ Transfer - Student Transportation (FP)

Transfer Type:*

☐ Flat file transfer

☒ Flat file transfer for Data Collector

< Back **Submit** Cancel

Task 48 – Run the Collection

Collection Request	All 'S' Collections
--------------------	---------------------

Before running the Data, Collector make sure the most recent version of the manifest is downloaded.

1. While logged into the Data Collector, click on the **Collection Requests** tab.
2. Begin the collection.
3. Mark the Data Sources section.

All Files data sources		
Data Sources	Availability	Collection Status
<input checked="" type="checkbox"/> BA-Files	Ready	Not Started

4. Once the collection has been completed, proceed to the Prepare step.
5. Once the Prepare has completed, review the Level 1 Validation errors.
6. Return to StudentInformation to make corrections and updates resolving the Level 1 Validation errors.
7. After creating a new transfer file in StudentInformation and submitting it to the Data Collector, begin a new collection.
8. If satisfied with the results, go ahead and submit the collection to ODE for processing.
9. Once the collection has been processed by ODE, you should receive Level 2 Report errors. Review the Level 2 Report errors and make corrections in StudentInformation.



Don't forget – once you correct errors and rerun any required updates in StudentInformation, a new transfer to the Data Collector must be performed. Once the transfer is complete rerun your collection.



16/17 Admission and Withdrawal Scenarios With Appendix

Change Log

Date	Section Number/Name	Change Description
2/28/17	Scenario #22	Updated to include information for a new FD record and update to general tab
10/25/16		Updated for 16/17
8/3/15		Updated for 15/16

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Reminders

Several scenarios in this document reference 'whacking' a student from the new school year. In FY16, ODE EMIS reporting began requiring students that are reported to EMIS be reported to EMIS for the entire school year. Whacking students can still be performed, but it needs to be performed prior to the district submitting their first Period S SCR Data Collector collection. Once that has been submitted, the student has likely been reported and will need to be reported with a withdraw reason of '81' for the entire school year. You may need to work with your EMIS coordinator if utilizing the 'whacking' procedure for a student in the 'new' school year if the withdraw is being processed on or after 7/1/xx of that fiscal year.

Scenario #1 – A student finishes out the 15/16 school year and lets the district know by June 30 that they will not be back for 16/17

A student finished out the 15/16 school year and has already been promoted to the 16/17. The student's parents let the district know before June 30, 2016, that their child will not be returning to the district for the 16/17 school year.

Enroll	Whack	Withdrawal
N/A	Whack the student from 16/17	Withdraw the student in 15/16 using the last day of school as the withdrawal date.

Complete Solution:

If you know prior to June 30, 2016 that the student will not be returning to the district for the 16/17 school year, you can withdrawal the student in 15/16 using the last day of school. The student does not need to be reported in 16/17 and would need whacked from the 16/17 school year.

Steps to Complete:


1. Withdraw the student in 15/16. (See Appendix D for instructions on completing a withdrawal.)
2. Whack the student from 16/17. (See Appendix F for instructions on whacking a student.)

Outcome:

1. The withdrawal date and code will be posted to the latest FS record in 15/16.
2. The withdrawal date and code will display on the FD record.
3. The FS and FD records will be updated with an effective end date equal to the student's withdrawal date.
4. The student's **EMIS Grade Next Year** on the **FN-Attributes** tab will be updated to **** - Not Applicable**.
5. The student will be deleted out of 16/17 once the whack is performed.

Scenario #2 – Previously Attending Student Summer Withdrawal

A student finished out the 15/16 school year and was promoted to 16/17. The student will not be returning to the district in 16/17.

Enroll	Whack	Withdrawal
N/A	N/A	Do a summer withdrawal in 16/17 with a date of 7/1/16 thru the day before school starts. The student must be reported in the upcoming school year. 

Complete Solution:

In 16/17, withdraw the student and use a date of 7/1/16 thru the day before school starts. You will be prompted by StudentInformation to confirm the student is a summer withdrawal. Student must still be reported in EMIS for period S.

Steps to Complete:

1. Perform a summer withdrawal in 16/17. (See Appendix C for instructions on completing a summer withdrawal.)

Outcome:

1. The withdrawal date, code, and withdrawal to IRN (if applicable) will be posted to the latest FS record.
2. The withdrawal date and code will display on the FD record.
3. The FS and FD records will be updated with an effective end date equal to the student's withdrawal date.
4. The student's **EMIS Grade Next Year** on the **FN-Attributes** tab will be updated to **** - Not Applicable**.



Students who were summer withdrawn appear on the Student Archive page with Type = Summer Withdraw.

StudentInformation > SIS > School > Student Archive				
View Archived Student Data				
From this page users can view Student's deleted enrollment data.				
	Student	Type	By	Date
Q		Summer Withdraw		8/9/2016 1:04:00 PM
Q		Summer Withdraw		8/15/2016 12:38:00 PM
Q		Summer Withdraw		8/1/2016 10:33:00 AM
Q		Withdraw		6/20/2016 7:27:00 AM

Scenario #3 – A Student Who Was Previously Summer Withdrawn Returns in the Winter of the 16/17 School Year

A student finished out the 15/16 school year and was promoted to 16/17. The student will not be returning to the district in 16/17. A summer withdrawal is processed at that time. In December 2016, the student returns to the district.

Enroll	Whack	Withdrawal
Use registration wizard to register the student upon his return to the district.	N/A	N/A

Complete Solution:

In 16/17, use Registration Wizard to enroll the student in the district

Steps to Complete:

1. Register Student in 16/17.

Outcome:

1. A new FS and FD record will be created with an effective start date equal to the student's new admission date.

Scenario #4 – A Student Who Previously Withdrew in 16/17, returns a couple weeks or months later

A student began the 16/17 school year, but withdrew a couple of weeks into the school year to move out of state to live with his father. The student decides he would rather live with his grandma and returns to your district one week later.

Enroll	Whack	Withdrawal
Use registration wizard to register the student upon his return to the district.	N/A	N/A

Complete Solution:

In 16/17, use Registration Wizard to enroll the student in the district

Steps to Complete:

1. Register Student in 16/17.
2. The student's schedule will need to added back in by hand, course by course.

Outcome:

1. A new FS and FD record will be created with an effective start date equal to the student's new admission date.



The student must be registered again. Simply editing the student's FS records will not work. The student needs an FS record showing the district withdrawal and a separate FS record showing the return admission a couple of weeks later.

Scenario #5 – Student withdrawals before school is out in 15/16, but has already been promoted to 16/17

A student withdraws the day before school is out and has already been promoted to 16/17.

Enroll	Whack	Withdrawal
N/A	Whack the student from 16/17	Withdraw the student in 15/16

Complete Solution:

Withdraw the student in 15/16 and whack the student from 16/17 since they withdrew prior to the end of the current school year and do not need to be reported in 16/17.


Steps to Complete:

1. Withdraw the student in 15/16 using a day before school is out. (See Appendix D for instructions on withdrawing a student.)
2. Whack the student from 16/17. (See Appendix F for instructions on whacking a student.)

Outcome:

1. The student's FS, FD, FN and Student annual records will be deleted for the 16/17 school year.

Students who were whacked appear on the Student Archive page with Type = Withdraw.



StudentInformation > SIS > School > Student Archive				
View Archived Student Data				
From this page users can view Student's deleted enrollment data.				
	Student	Type	By	Date
Q		Summer Withdraw		8/9/2016 1:04:00 PM
Q		Summer Withdraw		8/15/2016 12:38:00 PM
Q		Summer Withdraw		8/1/2016 10:33:00 AM
Q		Withdraw		6/20/2016 7:27:00 AM

Scenario #6 – Student decides to attend another building. The student never attended one of the buildings

A district has two elementary schools, North and South. A student is promoted to North Elementary for 16/17, but her parent decides to send her to South. The student never attended North Elementary.

Enroll	Whack	Withdrawal
In 16/17, use Registration Wizard, Student Transfer or Promotion/Enrollment to get the student into South.	Whack the student from the building they are not attending in 16/17, which in this example would be North	N/A

Whacking the student from one building in your district will not affect the Student Cross Reference (SCR) IF the student is still in another building in the district for the school year.

Complete Solution:

There are several ways to handle the situation, but most importantly the student needs whacked from North since she will not be attending one day there. Now the school can student transfer the student from 15/16 to South 16/17. Or they can use Registration Wizard in South 16/17 and StudentInformation will find a match and they can enroll the match. Or they can change the progression track on the student's profile in 15/16 and redo promotion/bulk enrollment.

Steps to Complete:

1. Whack the student from the old building. (See Appendix F for instructions on whacking a student.)
2. Register the student in the new building. Make sure you use a registration day that is before the first day of school. StudentInformation will find a match. When you receive the following prompt, choose **Yes**.

StudentInformation > SIS > Registration Wizard

Student Registration Wizard

From this screen users can register students

Registration Pre-requisites Possible Matches Complete Registration Family Group EMIS

Change primary / EMIS attending building?

☒ Yes

☐ No

Next >

Outcome:

1. A new FS and FD record will be created for the student's admission into South, the new building.
2. If you register the student in the new school in the district first and then whack them out of the other building, the student's original FS and FD record for the old building will not be deleted and will still show in the summary section on the FS and FD tabs. It will be considered a closed record.

Scenario #7 – Student is being retained after they have already been promoted to the same building next year. The 16/17 school year has not started yet.

A student is a 5th grader in the elementary in 15/16. She is promoted to a 6th grader in 16/17 at the same elementary. The student is being retained in the 5th grade. The 16/17 school year has not started yet.

Enroll	Whack	Withdrawal
N/A	N/A	Edit the student's profile in 16/17 and change their grade level. Adjust their homeroom, locker, and schedule accordingly.

Complete Solution:

Edit the student's profile in 16/17 and change their grade level. Adjust their homeroom, locker, and schedule accordingly.

Steps to Complete:

1. The following steps would be considered a correction to a student's situation, not a change – since school has not started.
2. Edit the **General** tab in 16/17 and correct the student's **Building Grade** dropdown and **Grade Next Year** dropdown to the correct year. Also, correct **Grade Next Year** in 15/16.
3. Navigate to the **FD-Attributes** tab and edit the latest event record by clicking on the **Edit Pencil** icon.
4. Choose the correct grade level from the **State Equivalent Grade** dropdown.
5. Place a check in the **Exclude FD Records from Fall Initialization Updates** option.
6. Click **Save** to save your corrections.
7. Next, navigate to the **FN-Attributes** tab and correct the student's **EMIS Grade Next Year** dropdown. Also, correct **EMIS Grade Next Year** in 15/16.
8. In the **Retained Status** dropdown, select the appropriate Retained Status.
9. Place a check in the **Exclude FN Records from Fall Initialization Updates** option.
10. Click **Save** to save your corrections.
11. Adjust the student's homeroom, locker and schedule as needed.

Outcome:

1. This is a correction not a change since school has not started.
2. No effective date needs to be updated and no records need closed because we are working with a new record which was created for the 16/17 school year.

Scenario #8 – Student is being retained after they have already been promoted to a different building next year. School has not started yet.

A student is in the 8th grade in 15/16 at the elementary. The student was promoted to the 9th grade at the high school for 16/17. The student is being retained in the 8th grade. The 16/17 school year has not started yet.

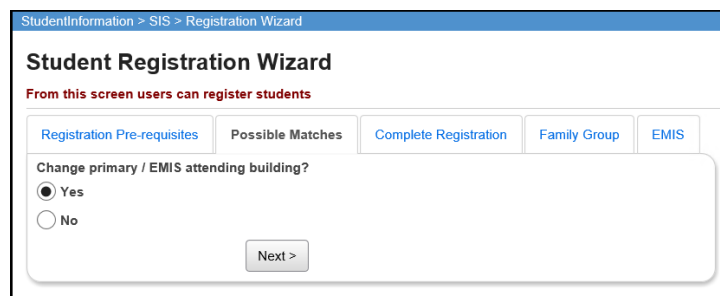
Enroll	Whack	Withdrawal
In 16/17, use Registration Wizard, Student Transfer or Promotion/Enrollment to get the student into the Elementary	Whack the student from the high school in 16/17 since they will not be attending that building	N/A

Complete Solution:

Whack the student from the high school. Use registration wizard, promotion, or student transfer to get the student into 16/17 at the elementary.

Steps to Complete:

1. Whack the student from the high school in 16/17 since they will not be attending that building. (See Appendix F for instructions on whacking a student.)
2. Register the student in the new building. StudentInformation will find a match. When you receive the following prompt, choose **Yes**.
3. Don't forget to edit the **FN-Attributes** tab and select the appropriate Retained Status from the **Retained Status** field.
4. Mark the appropriate tabs to be excluded from Fall Initialization.



Outcome:

1. A new FS and FD record will be created for the student's admission into the elementary.
2. If you register the student in the new school in the district first and then whack them out of the other building, the student's original FS and FD record for the old building will not be deleted and will still show in the summary section on the FS and FD tabs. It will be considered a closed record.

Scenario #9 – Student is new to your district, but will attend elsewhere full time. School has not started yet.

A student is newly registered in the district over the summer. The student is going to attend elsewhere full time as of the first day of school.

Enroll	Whack	Withdrawal
Use registration wizard to register the student in the building he would attend if he were physically attending the district.	N/A	N/A

Complete Solution:

Student is registered using Registration Wizard; the student's EMIS Situation reflects the situation applicable for attending elsewhere at the time of registration.

Steps to Complete:

1. Register the student in 16/17.

Outcome:

1. All appropriate records created at the time of registration. No further action is needed since the correct situation was chosen at time of registration.



Make sure all new students are registered in StudentInformation within 30 days of registering within the district, and reported to EMIS within 30 days of their registration date.

Scenario #10 – Student is new to your district and decides to attend the JVS full time. School has not started yet.

A student is newly registered in the district over the summer. The student is enrolled as attending full time, but later decides to attend the JVS full time. The decision to attend elsewhere is made prior to the first day of school.

Enroll	Whack	Withdrawal
Use registration wizard to register the student in the building he would attend if he were physically attending the district.	N/A	N/A

Complete Solution:

Student is registered using Registration Wizard. When the student was originally registered their EMIS Situation reflected a resident attending full time. The student's EMIS Situation needs corrected to reflect a new non-attending situation. This is a correction and no new FS needs created since school has not started yet.

Steps to Complete:

1. Navigate to the **FS-Standing** tab and edit the latest event record by clicking on the **Edit Pencil** icon.
2. Correct the **EMIS Situation** dropdown to reflect the correct situation.
3. Edit checks on the page will guide in making the remainder of the required corrections.
4. Click **Save** to save your corrections.
5. You will receive the following message: **The FS – Student Standing information was successfully saved.**
6. Navigate to the **FD-Attributes** tab and edit the latest event record by clicking on the **Edit Pencil** icon.
7. Correct the **Reporting Calendar and Attendance Pattern** to reflect the correct calendar. Click **Save** to save your corrections.
8. Navigate to the **General** tab and select the correct **Attendance Calendar**. Click **Save**. You will be prompted for a **Calendar Change Effective Date**. Complete this field with the appropriate date, click **OK**. You will receive the following message: **The General Information was successfully saved.**

Outcome:

1. This is a correction to the existing FS, FD and General records since school has not started.
2. The original FS record is edited to reflect the new EMIS Situation.
3. No new FS or FD records need to be created.

Scenario #11 – A new student enrolls, but never shows up.

A new student enrolls during the summer to begin attending in the fall, however, he never shows up.

Enroll	Whack	Withdrawal
N/A	N/A	Withdraw the student using Withdrawal Code 81 and a day before the first day of school



F.Y.I.

Complete Solution:

Starting in FY15, No Shows must be reported in EMIS for the entire year.

Steps to Complete:

1. Withdraw the student with the same start and end date (at least one day prior to the start of school) with withdraw code 81.

Outcome:

1. The withdrawal date, code, and withdrawal to IRN (if applicable) will be posted to the latest FS record.
2. The withdrawal date and code will display on the FD record.
3. The FS and FD records will be updated with an effective end date equal to the student's withdrawal date.
4. The student's **EMIS Grade Next Year** on the **FN-Attributes** tab will be updated to **** - Not Applicable**.



F.Y.I.

Student will be reported as withdrawn, and the admission date and withdrawal date will be the same date in the EMIS transfer file if withdraw reason '81- Student reported in error, never should have been' is used.

Scenario #12 – Preschool student ineligible to receive services.

A Preschool student is screened for services, but is found ineligible. The student must be admitted and withdrawn on the same day.

Enroll	Whack	Withdrawal
Register the student in 16/17	N/A	Withdraw the student from 16/17

Complete Solution:

Since the student is ineligible and will not be attending the district, we have to record the fact that the student was screened by the district, but is not going to receive any instruction or services from the district.

Steps to Complete:

1. Register the student in the 16/17 school year.
2. Use **EMIS Situation 372 – PS evaluated but ineligible**.
3. Withdraw the student in 16/17 and use a withdrawal date equal to the student's admission date and a **Withdraw Reason 36 – Withdrew from Preschool/PS student WD from PS program for any reason**.
4. See Appendix D for instructions on withdrawing a student.

Outcome:

1. When the student is registered, a FS, FD, and FN record are created.
2. When the student is withdrawn, the withdrawal date, code, and withdrawal to IRN (if applicable) will be posted to the latest FS record.
3. The withdrawal date and code will display on the FD record.
4. The FS and FD records will be updated with an effective end date equal to the student's withdrawal date.
5. The student's **EMIS Grade Next Year** on the **FN-Attributes** tab will be updated to **** - Not Applicable**.

Scenario #13 – A student moved over the summer, but never officially withdrew.

A student attended in the 15/16 school year, but moved out of the district over the summer, but never informed the district he has withdrawn.

Enroll	Whack	Withdrawal
N/A	N/A	*see solution below

Complete Solution:

The district has two options:

1. The student is counted absent until the time he officially withdraws from the district.
2. The student is withdrawn as a summer withdrawal using a dropout withdrawal reason.
3. Student may be withdrawn if student shows up in another district according to ODDEX Student Cross Reference System.

Steps to Complete:

Option 1 – No steps to complete, continue marking the student absent until he officially withdraws.

Option 2 – Perform a summer withdrawal in 16/17. (See Appendix C for instructions on completing a summer withdrawal.)

Option 3 – Student is withdrawn using the day prior to his start date at the new district as set forth in ODDEX.

Outcome:

Option 1:

1. No changes can be made to the FS and FD records until the student withdraws from the district.
2. The FS and FD records must remain open until the student actually withdraws from the district.

Option 2 and 3:

1. The withdrawal date, code, and withdrawal to IRN (if applicable) will be posted to the latest FS record.
2. The withdrawal date and code will display on the FD record.
3. The FS and FD records will be updated with an effective end date equal to the student's withdrawal date.
4. The student's **EMIS Grade Next Year** on the **FN-Attributes** tab will be updated to ** - **Not Applicable**.

Scenario #14 – Expelled student, not receiving services in 15/16, coming back for the 16/17 school year

A student was expelled in the 15/16 school year prior to the end of school. He was withdrawn at the time of promotion so the student was never promoted to the 16/17 school year. The student is returning in 16/17 for the first day of school.

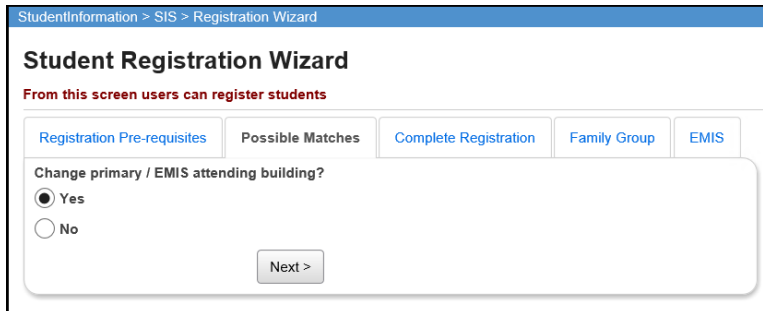
Enroll	Whack	Withdrawal
Register the student in 16/17	N/A	N/A

Complete Solution:

Student must be re-enrolled in the 16/17 school year since they were previously withdrawn from the district.

Steps to Complete:

1. Register the student in the new building. StudentInformation will find a match. When you receive the following prompt, choose **Yes**.



The screenshot shows the 'Student Registration Wizard' interface. At the top, a breadcrumb trail reads 'StudentInformation > SIS > Registration Wizard'. Below this, the title 'Student Registration Wizard' is displayed. A red note states 'From this screen users can register students'. There are five tabs: 'Registration Pre-requisites' (selected), 'Possible Matches', 'Complete Registration', 'Family Group', and 'EMIS'. The main content area asks 'Change primary / EMIS attending building?' with two radio buttons: 'Yes' (selected) and 'No'. A 'Next >' button is located at the bottom right of the form.

Outcome:

1. A FS and FD record will be created for the student's readmission into the district in 16/17.

Scenario #15 – Student, not receiving services, is expelled in the fall and then comes back in the winter.

A student was expelled in fall of the 16/17 school year. The student returns in a couple of months after his expulsion is served. He was withdrawn at the time of his suspension and now is returning to the district.

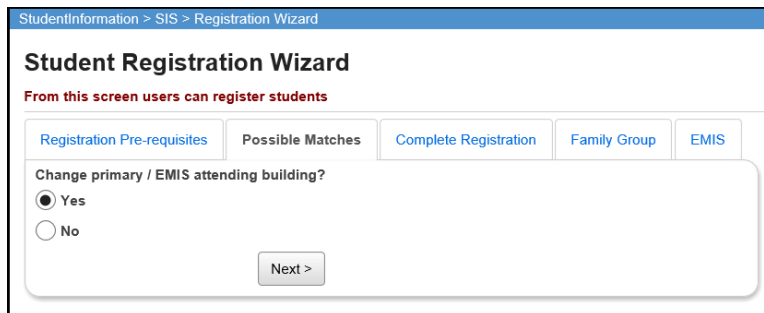
Enroll	Whack	Withdrawal
Register the student in 16/17	N/A	N/A

Complete Solution:

Student must be re-enrolled in the 16/17 school year since they were previously withdrawn from the district.

Steps to Complete:

1. Register the student. StudentInformation will find a match. When you receive the following prompt, choose **Yes**.



The screenshot shows the 'Student Registration Wizard' interface. At the top, a breadcrumb trail reads 'StudentInformation > SIS > Registration Wizard'. Below this, the title 'Student Registration Wizard' is displayed. A red note states 'From this screen users can register students'. There are five tabs: 'Registration Pre-requisites' (selected), 'Possible Matches', 'Complete Registration', 'Family Group', and 'EMIS'. The main content area asks 'Change primary / EMIS attending building?' with two radio buttons: 'Yes' (selected) and 'No'. A 'Next >' button is located at the bottom right of the form.

Outcome:

1. A FS and FD record will be created for the student's readmission into the district in 16/17.

Scenario #16 – A student's percent of time is incorrect and has been since the first day of school.

A student currently is attending elsewhere part-time, however, his percent of time is incorrect. His current record indicates that he is attending the resident district 75 percent of time and the other district 25 percent of time. The time the student is attending has not changed; it is just incorrect on the record.

Enroll	Whack	Withdrawal
N/A	N/A	N/A

Complete Solution:

No new records need to be added, this would be considered a correction. Edit the existing FS record to make the necessary corrections.

Steps to Complete:

1. Navigate to the **FS-Standing** tab and edit the latest event record by clicking on the **Edit Pencil** icon.
2. Correct the appropriate **Percent of Time** field so the percent of time is accurate.
3. Click **Save** to save your corrections.

Outcome:

1. This is a correction not a change.
2. The student's current FS event is edited and the date corrected.

Scenario #17 – A new student enrolls and is supposed to start the first day of school, but he does not show up until the 2nd week of school

A student enrolls in the summer to begin attending in the fall. His admission date is entered as the first day of school however, he does not start attending until the 2nd week school is in session.

Enroll	Whack	Withdrawal
N/A	N/A	N/A

Complete Solution:

Since the student did not start attending until the 2nd week of school, the student's admission date needs to be corrected.

Steps to Complete:

1. Navigate to the **FS-Standing** tab and edit the latest event record by clicking on the **Edit Pencil** icon.
2. Correct the **District Admission Date** field so the date reflects the first day of attendance for the student.
3. Click **Save** to save your corrections.
4. Navigate to **StudentInformation** » **SIS** » **Student** » **Admission History** » **Edit History Details** and correct the student's admission date.

Outcome:

1. This is a correction not a change.
2. The student's current FS event is edited and the date corrected.

Scenario #18 – A student is withdrawn by mistake

A student is accidentally withdrawn.



Enroll	Whack	Withdrawal
N/A	N/A	N/A

Complete Solution:

The withdrawal date and reason will need deleted. The student's next grade level will also need corrected. The student's schedule will need to be added back in by hand, course by course.

Steps to Complete:

1. Navigate to the **StudentInformation** » **SIS** » **Student** » **Admission History** » **Edit History Details** page.
2. Click on the **Trash Can** icon that corresponds with the Building Withdraw.

		2016 - 2017	Oct 13, 2016	Building Withdraw		HS	Not Applicable, Did not withdraw/was not truant
---	---	-------------	--------------	-------------------	--	----	---

3. You will receive the following message:

StudentInformation > SIS > Student > Admission History > Edit History Details

Admission/Calendar History Details

Click on the edit and delete icons to manage the student's admission events.

Are you sure you want to delete the following admission event?

Building Withdraw on 10/13/2016

4. Click **OK**.
5. Edit the **General** tab and correct the student's **Grade Next Year** dropdown to the correct year.
6. Navigate to the **FS-Standing** tab and edit the latest event record by clicking on the **Edit Pencil** icon.
7. Delete the date in the **District Withdraw Date** field.
8. Correct the **Withdraw Reason** dropdown to say **** - Not Applicable, Did not withdraw/was not truant**.
9. Remove the **Withdrawn To IRN**, if applicable.
10. Click **Save** to save your corrections.
11. You will receive the following message: **The FS – Student Standing information was successfully saved.**
12. Edit the **FN-Attributes** tab and correct the **EMIS Grade Next Year** dropdown to say the appropriate grade level next year.

Outcome:

1. This is a correction and not a change since the district is correcting a mistake.
2. The FS record is manually corrected and the corrections are also displayed on the FD and FN tabs.

Scenario #19 – A student is withdrawn using the 1st day of school by mistake. The student is supposed to be a summer withdrawal.

A student is accidentally withdrawn using the 1st day of school by mistake. The student is supposed to be a summer withdrawal.

Enroll	Whack	Withdrawal
N/A	N/A	Process a summer withdrawal

Complete Solution:

The erroneous withdrawal needs deleted from the Edit History Details. Next, go to the Withdrawal Student page and enter a withdrawal date of a day before the first day of school, which will invoke the summer withdrawal logic. Carry out the withdrawal.

Steps to Complete:

1. Navigate to the **StudentInformation** » **SIS** » **Student** » **Admission History** » **Edit History Details** page.
2. Click on the **Trash Can** icon next to the erroneous withdrawal.

		2016 - 2017	Oct 13, 2016	Building Withdraw		HS	Not Applicable, Did not withdraw/was not truant
--	--	-------------	--------------	-------------------	--	----	---

3. The screen will refresh and you will see the following message:

StudentInformation > SIS > Student > Admission History > Edit History Details

Admission/Calendar History Details

Click on the edit and delete icons to manage the student's admission events.

Are you sure you want to delete the following admission event?

Building Withdraw on 10/13/2016
4. Click **OK**.
5. Now perform a summer withdrawal in 16/17. (See Appendix C for instructions on completing a summer withdrawal.)

Outcome:

1. No action is needed on the FS, FD, or FN tabs.
2. The new summer withdrawal date is automatically populated on the FS tab, overriding the erroneous date that was entered the first time.

Scenario #20 – A student withdraws from the district, but the wrong withdrawal date was used.



A student withdraws from the district, but the wrong withdrawal date was used.

Enroll	Whack	Withdrawal
N/A	N/A	N/A

Complete Solution:

The withdrawal date needs updated on the Edit History Detail page and the **FS-Standing** tab.

Steps to Complete:

1. Navigate to the [StudentInformation](#) » [SIS](#) » [Student](#) » [Admission History](#) » [Edit History Details](#) page.
 2. Click on the **Edit Pencil** icon that corresponds with the District Withdraw.
- | | | | | | | | |
|---|---|-------------|--------------|-------------------|---------------------|----|-----------------------------------|
|  |  | 2016 - 2017 | Oct 18, 2016 | Building Withdraw | Batavia High School | HS | Moved: not known to be continuing |
| | | 2016 - 2017 | Oct 18, 2016 | District Withdraw | Batavia Local SD | | |
3. Edit the **Withdrawal Date** field and enter the correct withdrawal date.
 4. Click **Save**.
 5. The following message will display: **The admission event was saved successfully. The student's FS record will need to be updated manually.**
 6. Next, navigate to the **FS-Standing** tab and edit the latest event record by clicking on the **Edit Pencil** icon.
 7. Correct the date in the **District Withdraw Date** field.
 8. Click **Save** to save your corrections.
 9. You will receive the following message: **The FS – Student Standing information was successfully saved.**

Outcome:

1. This is a correction and not a change since the district is correcting a mistake.
2. The student's Edit History Detail page needs manually corrected and so does the FS record.

Scenario #21 – A student enrolls in your district, but the wrong admission date is used.

A student enrolls in your district, but the wrong admission date is used.



Enroll	Whack	Withdrawal
N/A	N/A	In district A, the student is withdrawn from the district.

Complete Solution:

The admission date needs updated on the Edit History Detail page and the **FS-Standing** tab.

Steps to Complete:

1. Navigate to the **StudentInformation** » **SIS** » **Student** » **Admission History** » **Edit History Details** page.
2. Click on the **Edit Pencil** icon that corresponds with the District Admission.
3. Edit the **Admission Date** field and enter the correct admission date.

	2015 - 2016	Aug 25, 2015	District Admission	Batavia Local SD		
		2015 - 2016	Aug 25, 2015	Building Admission	Batavia High School	DFT FROM ANOTHER PUBLIC SCHOOL DIST IN OHIO-NOT SM CO.

4. Click **Save**.
5. The following message will display: **The admission event was saved successfully. The student's FS record will need to be updated manually.**
6. Next, navigate to the **FS-Standing** tab and edit the latest event record by clicking on the **Edit Pencil** icon.
7. Correct the date in the **District Admission Date** field.
8. Click **Save** to save your corrections.
9. You will receive the following message: **The FS – Student Standing information was successfully saved.**

Outcome:

1. This is a correction and not a change since the district is correcting a mistake.
2. The student's Edit History Detail page needs manually corrected and so does the FS record.

Scenario #22 – Student decides to attend another building in your district after school starts

A district has two elementary schools, North and South. A student is promoted to North Elementary for 16/17, but her parent decides to send her to South in late November.

Enroll	Whack	Withdrawal
In 16/17, use Registration Wizard or Student Transfer	N/A	Since school has already started, the student will need to remain in the old building. Do a building withdraw to record the date of the student's withdraw from this building

Complete Solution:

Since school had already started, the student cannot be whacked from North elementary so a building withdrawal must be recorded and the student admitted to the new building, South. The withdrawal date from North needs to be the day prior to the admission date into South.

Steps to Complete:

1. Building withdraw the student in 16/17 in the building they are no longer attending. (See Appendix E for instructions on withdrawing a student.)
2. Register the student in 16/17 in the new building. Make sure the enrollment date is the day after the withdrawal date.

Outcome:

1. Once the student is enrolled at South, which is the new building, a new FS record will be created with an effective date equal to the student's building admission date to South.
2. The prior FS record will have an effective end date equal to the date prior to the effective start date on the new FS record.
3. Add a new FD record with the same effective start date as the new FS record, and update the Reporting Calendar by selecting the calendar the student will be on in the new building.
4. Review the general tab Attendance Calendar and verify that it is correct. If not, update the Attendance Calendar and save the record.

Scenario #23 – Student is expelled mid-year and is not receiving services

A student is expelled and not receiving services. The student is expelled during the current school year.

Enroll	Whack	Withdrawal
N/A	N/A	Withdraw the student performing a district withdrawal.

Complete Solution:

If the student is not receiving services while expelled, withdraw the student. If the student comes back for this school year, you will need to re-register her.

Steps to Complete:

1. Withdraw the student in 15/16. (See Appendix D for instructions on withdrawing a student.)
2. Whack the student from 16/17. If the student is not whacked prior to being reported in the SCR Collection for 16/17, they will need to be reported in 16/17 with the withdraw code of '81'. (See Appendix F for instructions on whacking a student.)

Outcome:

1. The withdrawal date, code, and withdrawal to IRN (if applicable) will be posted to the latest FS record.
2. The withdrawal date and code will display on the FD record.
3. The FS and FD records will be updated with an effective end date equal to the student's withdrawal date.
4. The student's **EMIS Grade Next Year** on the **FN-Attributes** tab will be updated to **** - Not Applicable**.

Scenario #24 – Student is expelled before the end of the school year and is not receiving services, but has already been promoted to the new school year.

A student is expelled and not receiving services. The student is expelled during the current school year, but has already been promoted to 16/17.

Enroll	Whack	Withdrawal
N/A	Whack the student from 16/17	Withdrawal the student performing a district withdrawal.

Complete Solution:

If the student is not receiving services while expelled, withdraw the student. Since the student left the district, they will need whacked from 16/17. If the student does decide to come back in 16/17, use Registration Wizard to enroll the student.

Steps to Complete:

1. Withdraw the student in 15/16. (See Appendix D for instructions on withdrawing a student.)
2. Whack the student from 16/17. If the student is not whacked prior to being reported in the SCR Collection for 16/17, they will need to be reported in 16/17 with the withdraw code of '81'. (See Appendix F for instructions on whacking a student.)

Outcome:

1. The withdrawal date, code, and withdrawal to IRN (if applicable) will be posted to the latest FS record.
2. The withdrawal date and code will display on the FD record.
3. The FS and FD records will be updated with an effective end date equal to the student's withdrawal date.
4. The student's **EMIS Grade Next Year** on the **FN-Attributes** tab will be updated to **** - Not Applicable**.

Scenario #25 – A Special Ed student is expelled and still receiving services

A Special Ed student is expelled and still receiving services.

Enroll	Whack	Withdrawal
N/A	N/A	N/A

Complete Solution:

If the student is expelled and still receiving services, you cannot withdraw the student, you just report the discipline.

Steps to Complete:

None – the student cannot be withdrawn because they are still receiving services.

Outcome:

No changes to FS and FD records.

Scenario #26 – Student who was a resident moves out, but still wants to attend your district

A student is attending as a resident but moves out of the district and wants to continue as a non-resident open enrolled to your district.

Enroll	Whack	Withdrawal
N/A	N/A	N/A

Complete Solution:

The student's EMIS Situation is changed from one of a resident attending to a non-resident attending.

Steps to Complete:

1. Navigate to the **FS-Standing** tab and click the **New Student Standing** button.
2. Enter the date the change in the EMIS Situation takes effect in the **Effective Start Date** field.
3. Next, change the **EMIS Situation** dropdown to reflect the new situation.
4. Edit checks on the page will guide in making the remainder of the required changes.
5. Click **Save** to create the new record.
6. You will receive the following message: **The FS – Student Standing information was successfully saved.**
7. Navigate to the **FD-Attributes** tab and choose **New Student** Attributes. Start on the same **Effective Start Date** as the new **FS – Student Standing Effective Start Date**.
8. Update the **Reporting Calendar and Attendance Pattern** to reflect the correct calendar. Click **Save** to save your corrections.
9. Navigate to the **General** tab and select the correct **Attendance Calendar**. Click **Save**. You will be prompted for a **Calendar Change Effective Date**. Complete this field with the appropriate date, click **OK**. You will receive the following message: **The General Information was successfully saved.**

Outcome:

1. This is a change not a correction.
2. The previous FS and FD records will be closed and a new FS and FD record created.

Scenario #27 – Student is withdrawn from one building in the district, but never enrolls in another building in the district

Student withdraws from a building within the district, but never enrolls in another building within the same district. School has already started.

Enroll	Whack	Withdrawal
N/A	N/A	Student is building withdrawn from the current building.

Complete Solution:

Building withdraw the student from the current building. Since the student has not registered yet in another building within the district, no record is going to be updated or created until the student is registered in the new building. Student admission history will show the building withdrawal.

Steps to Complete:

None

Outcome:

1. No changes are made to the FS or FD records.

Scenario #28 – Student is transferred to a different district. What should the original district do?

District A is student transferring a student to district B. The student is withdrawing from district A to reside in and attend district B. District A uses student transfer to move the student to the new district and then district withdraws the student since they have left the district. This situation addresses the student being withdrawn from District A.

Enroll	Whack	Withdrawal
N/A	N/A	In district A, the student is withdrawn from the district.

Complete Solution:

The student is transferred out of the district and then withdrawn from the district.

Steps to Complete:

1. Complete the student transfer process for the individual student.
2. Withdraw the student from 16/17. (See Appendix D for instructions on withdrawing students.)

Outcome:

1. The student transfer process does not touch the FS and FD records.
2. The students FS and FD records are updated when the student is district withdrawn.

Scenario #29 – Student is transferred to a different district. What should the receiving district do?

District A is student transferring a student to district B. The student is withdrawn in district A and is currently in the pending transfers queue in district B. This situation addresses receiving the student in district B.

Enroll	Whack	Withdrawal
Enroll the student using the Pending Students page	N/A	N/A

Complete Solution:

Student is registered in the receiving district as a new student to the district.

Steps to Complete:

1. Enroll the student via the Pending Students page.

Outcome:

1. When the student is registered, a FS, FD, and FN record are created.

Scenario #30 – A student is a resident attending fulltime. In October, the student decides to open enroll in another district.

Enroll	Whack	Withdrawal
N/A	N/A	N/A

Complete Solution:

The resident district is still responsible for reporting the student. The student's calendar needs changed to the non-attending calendar. The student's EMIS Situation needs changed.

Steps to Complete:

1. Navigate to the **FS-Standing** tab.
2. Click on the **New Student Standing** button to create a new record.
3. Enter the date the change in the EMIS Situation is effective in **Effective State Date** field.
4. Next, change the **EMIS Situation** dropdown to reflect the new situation.
5. Edit checks on the page will guide you in making the remainder of the required changes.
6. Click **Save** to create the new record.
7. You will receive the following message: **The FS – Student Standing information was successfully saved.**
8. Navigate to the **FD-Attributes** tab and choose **New Student** Attributes. Start on the same **Effective Start Date** as the new **FS – Student Standing Effective Start Date**.
9. Update the **Reporting Calendar and Attendance Pattern** to reflect the correct calendar. Click **Save** to save your corrections.
10. Navigate to the **General** tab and select the correct **Attendance Calendar**. Click **Save**. You will be prompted for a **Calendar Change Effective Date**. Complete this field with the appropriate date, click **OK**. You will receive the following message: **The General Information was successfully saved.**

Outcome:

1. This is a change not a correction.
2. The previous FS and FD records will be closed and a new FS and FD record created.

Scenario #31 – A student decides to attend the JVS part-time as a satellite student for 2nd semester.

A student is a resident attending full-time, but is going to attend the JVS as a part-time satellite student starting second semester. This situation addresses the changes that need to be made at the home school.

Enroll	Whack	Withdrawal
N/A	N/A	N/A

Complete Solution:

Since the student will still be educated by the home district, the student cannot be withdrawn. A new FS record must be created for the student since this is a change to his EMIS attending situation.

Steps to Complete:

1. Navigate to the **FS – Standing** tab.
2. Click on the **New Student Standing** button to create a new record.
3. Enter the date the change in the EMIS Situation is effective in **Effective Start Date** field.
4. Next, change the **EMIS Situation** dropdown to reflect the new situation.
5. Edit checks on the page will guide you in making the remainder of the required changes.
6. Click **Save** to create the new record.
7. You will receive the following message: **The FS – Student Standing information was successfully saved.**

Outcome:

1. This is a change not a correction.
2. The previous FS record will be closed and a new FS record created.
3. No change is needed to the current open FD record.

Scenario #32 – A student switches grade level mid-year

A student started the 16/17 school year as a 10th grader. As of November 15, 2016, the student has enough credits to be promoted to the 11th grade.

Enroll	Whack	Withdrawal
N/A	N/A	N/A

Complete Solution:

Edit the student's General, FD, and FN tabs.

Steps to Complete:

1. Navigate to the **General** tab of the student's profile.
2. Edit the **Building Grade** dropdown and choose the student's new grade level.
3. Click **Save**.
4. The **Grade Next Year** field will automatically update after saving.
5. Next, edit the **FD-Attributes** tab.
6. Click the **New Student Attributes** button.
7. Enter the date the student's grade level change is effective in **Effective Start Date** field.
8. Next, in the **State Equivalent Grade** dropdown, select the student's new grade level. This should be the same grade level you chose on the **General** tab.
9. Click **Save** to create the new record.
10. You will receive the following message: **The FD – Student Attributes – Effective Date information was successfully saved.**
11. Now, navigate to the **FN-Attributes** tab.
12. In the **EMIS Grade Next Year** field, choose the correct value.
13. Click **Save**.

Outcome:

1. This is a change not a correction.
2. A new FD record will be created.

Scenario #33 - Summer Graduate

A senior in the 15/16 school year needs one more class to graduate. The student takes and completes the class in summer school and is considered a summer graduate.

Enroll	Whack	Withdrawal
N/A	N/A	Process a summer withdrawal.

Complete Solution:

Since the student did not meet the graduation requirements in 15/16, they will need reported in Period G as a graduate. Once the graduation requirements have been met - summer withdraw the student.

Steps to Complete:

1. Perform a summer withdraw in 16/17. (See Appendix C for instructions on completing a summer withdrawal.)
2. On the **FN-Graduate** tab, enter the student's graduation date in the **Graduation Date** field and enter a diploma type in the **Diploma Type** field.
3. Click **Save**.
4. Go back into 15/16 and re-transfer EMIS demographic records.

Outcome:

1. The withdrawal date, code, and withdrawal to IRN (if applicable) will be posted to the latest FS record.
2. The withdrawal date and code will display on the FD record.
3. The FS and FD records will be updated with an effective end date equal to the student's withdrawal date.
4. The student's **EMIS Grade Next Year** on the **FN-Attributes** tab will be updated too.



NOTE: Summer Withdrawn students will continue to be reported in Reporting Period 'S' for the entire school year.

Scenario #34 - Middle school student taking two classes at the high school. The high school would like to enter marks for the student while they are in the building.

A middle school student is taking two courses at the high school. The high school would like monitor the student's classroom attendance and progress in the courses using StudentInformation.

Enroll	Whack	Withdrawal
In 16/17, use Registration Wizard or Student Transfer	N/A	N/A

Complete Solution:

Register the student in the high school and place them on the non-attending calendar at the high school.

Steps to Complete:

1. Register the student at the high school for 16/17, when asked if you want to change the primary/EMIS attending building, answer NO.
2. Assign the student to the non-attending calendar at the high school.
3. The student remains enrolled at the middle school on the attending calendar.

StudentInformation > SIS > Registration Wizard

Student Registration Wizard

From this screen users can register students

Registration Pre-requisites Possible Matches Complete Registration Family Group EMIS

Change primary / EMIS attending building?

☐ Yes

☒ No

Next >

Outcome:

1. FS and FD records are not changed.
2. As long as student is on a non-attending calendar in one building and on the attending calendar in another building in the district, ATTUPEMIS will calculate the student's attendance correctly.
3. Currently, UNCLEMIS generates an error saying the student has overlapping admission records. This error can be ignored.

Scenario #35 - The JVS has a Satellite student that has completed requirements in 15/16 and will not be returning to the JVS in 16/17

A JVS Satellite student has completed the course requirements in 15/16 and will not be coming back to the JVS for the 16/17 school year. What should the JVS do?

Enroll	Whack	Withdrawal
N/A	Whack the student in 16/17	Withdraw the student in 15/16

Complete Solution:

If the JVS has a Satellite student that has completed the course requirements in 15/16, the student should be withdrawn from the JVS in the 15/16 school year with a withdrawal date of the last day of school and withdrawal code of 99. The student should be reported in 15S. The student does not need reported in the 16/17 school year so the student should be whacked out of the JVS in 16/17.

Steps to Complete:

1. Withdraw the student in 15/16 using the last day of school and withdrawal code = 99. (See Appendix D for instructions on withdrawing a student.)
2. Whack the student from 16/17. (See Appendix F for instructions on whacking a student.)

Outcome:

The student's FS, FD, FN and Student annual records will be deleted for the 16/17 school year.

Scenario #36 - The JVS has a Satellite student that will complete the course requirements in 15/16. The JVS knows before the last day of school that the student will be returning to the JVS to pursue a program in 16/17

A JVS Satellite student has completed the course requirements in 15/16 and will be coming back to the JVS for the 16/17 school year. What should the JVS do?

Enroll	Whack	Withdrawal
In 16/17, use Registration Wizard, Student Transfer or Promotion/Enrollment to get the student into the JVS	N/A	N/A

Complete Solution:

If the JVS has a Satellite student that will complete the course requirements in 15/16, but the JVS knows the student will be returning to the JVS to pursue a program full or part-time, the student should be promoted to 16/17. Once the student has been promoted, edit their FS record and change their EMIS Situation to reflect the appropriate situation.

Scenario #37 - A non MR/DD student finished out the 15/16 school year as a certain EMIS Situation and now has a different EMIS Situation for 16/17

A non MR/DD student was a Resident attending full-time in 15/16 and is now a Resident Attending the JVS full-time for 16/17.

Enroll	Whack	Withdrawal
N/A	N/A	N/A

Complete Solution:

StudentInformation does not carry the prior year's EMIS record over, but rather starts off the school year with a new record for all students who were enrolled the previous year with an effective start date of 7/1/2016. Since they have a new record for the year, we are telling them that they do not have to close this record and open a new one if the student is starting the school year out with a new EMIS Situation.

Steps to Complete:

None

Outcome:

The student will have a single FS record in 16/17 which reflects the student's EMIS Situation for 16/17.

Scenario #38 - A student attended a MR/DD school for 15/16. The student will be attending a regular district for 16/17.

If a student was attending an MR/DD last school year and will be attending the regular district this school year, but the student was being educated by the MR/DD through the summer, the student's July 1st FS record would need closed with an effective end date and a new FS record added to reflect the new EMIS Situation.

Enroll	Whack	Withdrawal
N/A	N/A	N/A

Complete Solution:

StudentInformation does not carry the prior year's EMIS record over, but rather starts off the school year with a new record for all students who were enrolled the previous year with an effective start date of 7/1/2016. Since the student continued to be educated over the summer, the student's FS record dated 7/1/16 will be closed and a new FS record opened to reflect the student's new EMIS Situation for the 16/17 school year.

Steps to Complete:

1. Navigate to the **FS – Standing** tab.
2. Close out the student's 7/1/16 record by adding a new FS record clicking on the **New Student Standing** button.
3. Select the student's new EMIS Situation from the **EMIS Situation** dropdown.
4. Edit checks on the page will guide you in making the remainder of the required changes.
5. Click **Save** to create the new record.
6. You will receive the following message: **The FS – Student Standing information was successfully saved.**
7. Navigate to the **FD-Attributes** tab and choose **New Student Attributes**. Start on the same **Effective Start Date** as the new **FS – Student Standing Effective Start Date**.
8. Update the **Reporting Calendar and Attendance Pattern** to reflect the correct calendar. Click **Save** to save your corrections.
9. Navigate to the **General** tab and select the correct **Attendance Calendar**. Click **Save**. You will be prompted for a **Calendar Change Effective Date**. Complete this field with the appropriate date, click **OK**. You will receive the following message: **The General Information was successfully saved.**

Outcome:

The student will have two FS and two FD records in 16/17. The latest FS record will reflect the student's current EMIS Situation for 16/17.

Scenario #39 - A student is evaluated at the JVS

A student is evaluated at the JVS for possible future enrollment.

Enroll	Whack	Withdrawal
In 16/17, use Registration Wizard, Student Transfer or Promotion/Enrollment to get the student into the JVS	N/A	Withdraw the student at the JVS with the date as admission date.

Complete Solution:

The student's home school does not need to do anything. The JVS should enroll and withdraw the student using the same date with an EMIS Situation of **358 – Vocational Evaluation** only. Put the student on the non-attending calendar and zero percent of time.

Steps to Complete:

1. Register the student at the JVS using 358 as the EMIS Situation.
2. Withdraw the student using the same date as admission date.

Outcome:

The student will have a single FS record in 16/17 which reflects the student's EMIS Situation for 16/17.

Scenario #40 - A student was promoted or enrolled into wrong building

A student was accidentally promoted to the wrong building in the district for 16/17.

Enroll	Whack	Withdrawal
In 16/17, use Registration Wizard, Student Transfer or Promotion/Enrollment to get the student into the correct building.	Whack the student from the building they were accidentally enrolled into for 16/17.	N/A

Complete Solution:

There are several ways to handle the situation, but most importantly the student needs whacked from the building they were accidentally enrolled into, since they will not be attending one day there.

Now the school can student transfer the student from 15/16 to the correct building in 16/17. Or they can use Registration Wizard in the correct building for 16/17 and StudentInformation will find a match and they can enroll the match. Or they can change the progression track on the student's profile in 15/16 and redo promotion/bulk enrollment.

Steps to Complete:

1. Whack the student from the old building. (See Appendix F for instructions on whacking a student.)
2. Register the student in the new building. Make sure you use a registration day that is before the first day of school. StudentInformation will find a match. When you receive the following prompt, choose **Yes**.

StudentInformation > SIS > Registration Wizard

Student Registration Wizard

From this screen users can register students

Registration Pre-requisites Possible Matches Complete Registration Family Group EMIS

Change primary / EMIS attending building?

☒ Yes
☐ No

Next >

Outcome:

1. A new FS and FD record will be created for the student's admission into the new building.
2. If you register the student in the new school in the district first and then whack them out of the other building, the student's original FS and FD record for the old building will not be deleted and will still show in the summary section on the FS and FD tabs. It will be considered a closed record.

Scenario #41 - A student graduated on time last year, but was not reported as a graduate in Period S in 15/16

A student graduated on time in 15/16 with his class but was not withdrawn and reported as a graduate in Period S for the 15/16 school year. Period S is now closed.

Enroll	Whack	Withdrawal
N/A	N/A	Withdraw the student in 16/17 with a withdrawal code of 81

Complete Solution:

1. Report the student as a graduate in 16G using the Flat File Editor to add a record for the student.
2. Withdraw the student in 16/17 with a withdrawal code of 81.
3. In 16/17, add a Student Missing Override record in EMIS Maintenance using a withdrawal code of 99.

Appendix A: Registration Defaults

1. Navigate to **StudentInformation » Management » School Administration » School Building Administration » Registration Defaults** at the district level or building level.
2. In the **Hispanic/Latino** dropdown, choose Yes or No from the dropdown that best describes the majority of students in the district or building in context.
3. In the **Local Ethnic Category** dropdown, select an ethnicity from the dropdown that best describes the majority of students in the district or building in context. Local Ethnic Category will be used on reports and is not reported to EMIS.
4. In the **Racial Group(s)** section, mark the appropriate racial groups that best describes the majority of students in the district or building in context.
5. In the **Citizenship** dropdown, choose a citizenship type that best describes the majority of students in the district or building in context.
6. The **Admission Code** dropdown should be left blank at the district level and defined at the building level. NOTE: Admission Code is not reported to EMIS.
7. In the **Native Language** dropdown, choose a native language value that best describes the majority of students in the district or building in context.
8. In the **Home Language** dropdown, choose a home language value that best describes the language the majority of students speak at home.
9. Leave the **Student Status** dropdown blank at the district level unless the student status codes are set up at the district level. A majority of districts will define the Student Status dropdown at the building level.
10. In the **Free/Reduced Lunch** dropdown, choose a status value that best describes the majority of students in the district or building in context.
11. In the **Building Prog Track** dropdown, choose a progression track that best describes the majority of students in the district.
12. Leave the **Grade** dropdown blank.
13. In the **City** field, enter a city that best describes the city the majority of students live in.
14. The **State** dropdown automatically defaults to **OH**.
15. In the **Zip** field, enter the zip code that best describes the zip code the majority of students live in. In larger metropolitan areas, the school may choose to leave the zip code field blank.
16. In the five **Flags** fields, enter applicable data.
17. In the **Country of Origin** dropdown, choose a value that best describes the majority of students.
18. Next, in the **EMIS Situation** dropdown, select an EMIS Situation or use the elipse.
19. Based on the selection in the **EMIS Situation** dropdown, other fields that comprise the student's EMIS Situation will be automatically filled-in.
20. In the **Admission Reason** dropdown, select an admission reason that best describes the majority of students.

21. The following fields are populated based on the EMIS Situation:
District Relationship, District of Residence, How Received, How Received IRN, and Tuition Type.
22. In the **Percent of Time** field, enter the corresponding time percentage.
23. Leave the **Attending Building IRN** and **Assigned Building IRN** fields blank at the district level.
24. In the **County of Residence** dropdown, select an optional county.
25. The Sent To 1 section is automatically populated based on the EMIS Situation chosen.
26. At the district level, select **Family Group Defaults Matching Criteria** to be used by default on Registration Wizard pages.
27. Click **Save**.

StudentInformation > Management > School Administration > School Building Administration > Registration Defaults

Registration Defaults

From this screen, you can set default values for the Student Registration Screen.

Registration Information

Hispanic/Latino: Local Ethnic Category:

Racial Group(s):
☐ A-Asian ☐ B-Black or African American ☐ I-American Indian or Alaska Native ☐ P-Native Hawaiian or Other Pacific Islander ☒ W-White

Citizenship: Admission Code:

Native Language: Home Language:

Student Status:

Free/Reduced Lunch:

Building Prog Track: Grade:

City: State:

Zip:

Country of Origin: Flags:

EMIS Situation:

Admission Reason:

District Relationship:

How Received:

Percent of Time:

Attending Building IRN:

County of Residence:

District of Residence: -

How Received IRN: -

Tuition Type:

Assigned Building IRN:

Sent To 1:
 Reason:
 IRN: -
 Percent of Time:

Sent To 2:
 Reason:
 IRN: -
 Percent of Time:

Family Group Defaults:
 Matching Criteria:
☒ Address ☐ City ☐ State
☒ Zip Code ☒ Student Last Name ☐ Phone Number

Appendix B: Registering a student using Registration Wizard

1. Navigate to **StudentInformation** » **SIS** » **Registration Wizard** at the building level.
2. In the **First Name** field, enter the student's first name, which is a required field.
3. Tab or click into the **Middle Name** field and enter an optional middle name.
4. Next, tab or click into the **Last Name** field and enter the student's last name, which is a required field.
5. In the **Called Name** field, enter an optional nickname.
6. In the **Social Security** field, enter the student's social security number which is optional.
7. The **EMIS ID** field is optional. If no EMIS ID is entered, StudentInformation will automatically assign an EMIS ID.
8. Next, in the **Student Number** field, enter the unique number that identifies the student in the district. This number is most likely different than the student's EMIS ID and StudentInformation State Support does not recommend using the student's social security number.
Note: Student Numbers are district specific. If you would like StudentInformation to automatically assign the student an ID, leave the Student Number field empty. If your district has assigned a Student Number 1001, there is nothing preventing a district in another county from assigning one of their students number 1001.
Student Numbers are not school year specific. If a student in your district was assigned number 5000, you will not be able to assign number 5000 to a new student in the current school year even if number 5000 is not currently an active student; the number is still assigned to someone who previously attended your district.
9. Enter the student's date of birth in the **Birthdate** field.
10. The student's **Age** will automatically be calculated when you tab or click out of the Birthdate field.
11. Next, fill in the student's gender in the **Gender** field.
12. Finally, choose the student's grade level from the **Grade** dropdown.
13. Click **Next**.
14. If StudentInformation finds a student matching the one you entered, the 2nd tab named **Possible Matches** will display.
15. If StudentInformation does not find a match, the 3rd tab named **Complete Registration** will display instead.
16. Several of the fields on the Complete Registration tab are populated based on what is filled out on the Registration Defaults page. Please see Appendix A for more information about Registration Defaults.
17. The following are required fields:
Hispanic/Latino, Racial Group(s), Admission Date, Student Status, Attendance Calendar, Free/Reduced Lunch Status, Grade, Address of

Residence, Mailing Address, Admission Reason, and County of Residence. NOTE: The **Admitted From IRN** field is enabled and required for students newly enrolled after July 1 with an admission reason 3, 6 or 7. Joint Vocational School Districts (JVSDs) and Education Service Centers (ESCs) are required to report ***** in this field. This field is defaulted to ***** and disabled when re-registering a student into a building in the same district as the building from which the student was withdrawn. This field is disabled and given a value of ***** when the school or district in context is a Joint Vocational School District (JVSD) or Educational Service Center (ESC).

18. If you click **Finish**, a new Family Group will be created and the student will automatically be assigned to the Family Group.
19. Click **Next** to advance to the **Family Group** tab where you can assign the student to an existing Family Group or click **Next** again to advance to the **EMIS** tab. In the **Family Group Search** selection section, choose how you want to search for the Family Group – by Name or by Criteria.
20. Place a check next to the Family Group you wish to add the student too and click **Next** to advance to the **EMIS** tab or **Finish** to complete the registration process.
21. After clicking **Finish**, regardless of what tab you are on, the following message will display: **The student was successfully saved.**
22. Now, navigate to **StudentInformation » SIS » Student.**
23. Type the students name in the **Find Students** box to verify the student is registered.

Appendix C: Summer Withdrawal



FYI.

A summer withdrawal is a partial whack. All student records are deleted except for those needed for EMIS reporting. A summer withdrawal is performed when a student finished out the previous school year, but will not be returning in the fall to the next school year.

1. Navigate to **StudentInformation** » **SIS** » **Student** » **Withdraw Student**.
2. The page defaults to the **District** tab.
3. Enter a withdrawal date of 7/1/2016 thru the day before the 1st day of school in the **Withdraw Date** field. This will invoke the Summer Withdrawal logic.
4. Choose the appropriate Withdrawal Code in the **Withdraw Reason** dropdown.
5. The **Withdraw to District IRN** field is enabled and required when withdraw reason 41, 42 or 45 is selected. Click to go to the Ohio Department of Education Search Organization Web page. The default value is *****. This field is disabled and given a value of ***** when the school or district in context is a Joint Vocational School District (JVSD) or Educational Service Center (ESC).
6. Enter optional comments about the withdrawal in the **Withdraw to District Comments** field.
7. Choose the appropriate Student Status from the **Student Status** dropdown. (Most users choose Inactive.)
8. If you would like to remove the student's locker assignment which frees up the locker to be assigned to another student, leave the box marked next to **Remove Locker Assignment**.
9. If you would like to remove the student's homeroom assignment which lowers the homeroom capacity, leave the box marked next to **Remove Homeroom Assignment**.
10. Click **Submit**.
11. The following message will display: **The withdraw date (08/01/2016) indicates a summer withdraw. A summer withdraw will delete all student records for the current school year except those required for EMIS reporting. Choose OK to proceed with a summer withdraw. Choose Cancel to select a date with the school year (8/17/2016 – 5/24/2017).**
12. Click **OK**.
13. The page will refresh and you will be brought to the Admission/Calendar History page. The page details the district withdrawal.
14. Next, go to the **StudentInformation** » **SIS** » **School** » **Student Archive** page and the student is listed as a summer withdraw.

Appendix D: Withdrawing a student from the district

1. Navigate to **StudentInformation** » **SIS** » **Student** » **Withdraw Student**.
2. The page defaults to the **District** tab.
3. Enter the student's withdrawal date in the **Withdraw Date** field.
4. Choose the appropriate Withdrawal Code in the **Withdraw Reason** dropdown.
5. The **Withdraw to District IRN** field is enabled and required when withdraw reason 41, 42 or 45 is selected. Click to go to the Ohio Department of Education Search Organization Web page. The default value is *****. This field is disabled and given a value of ***** when the school or district in context is a Joint Vocational School District (JVSD) or Educational Service Center (ESC).
6. Enter optional comments about the withdrawal in the **Withdraw to District Comments** field.
7. Choose the appropriate Student Status from the **Student Status** dropdown. (Most users choose Inactive.)
8. If you would like to remove the student's locker assignment which frees up the locker to be assigned to another student, leave the box marked next to **Remove Locker Assignment**.
9. If you would like to remove the student's homeroom assignment which lowers the homeroom capacity, leave the box marked next to **Remove Homeroom Assignment**.
10. Click **Submit**.
11. The page will refresh and you will be brought to the Admission/Calendar History page. The page details the district withdrawal.

Appendix E: Withdrawing a student from a building

1. Navigate to **StudentInformation** » **SIS** » **Student** » **Withdraw Student**.
2. Select the **Building** tab.
3. Enter the student's withdrawal date in the **Withdraw Date** field.
4. Choose **** - Not Applicable, Did not withdraw/was not truant** from the **Withdraw Reason** dropdown. This signifies the student is moving to a new building in the district.
5. Enter the IRN of the building the student is going too, if known, otherwise leave the **Withdraw to School IRN** field blank. If an IRN is entered, the student will show on the Portal as a Pending Enrollment for the IRN used.
6. Enter optional comments about the withdrawal in the **Withdraw to School Comments** field.
7. Choose the appropriate Student Status from the **Student Status** dropdown. (Most users choose Inactive.)
8. If you would like to remove the student's locker assignment which frees up the locker to be assigned to another student, leave the box marked next to **Remove Locker Assignment**.
9. If you would like to remove the student's homeroom assignment which lowers the homeroom capacity, leave the box marked next to **Remove Homeroom Assignment**.
10. Click **Submit**.
11. The page will refresh and you will be brought to the Admission/Calendar History page. The page details the building withdrawal.

Appendix F: Whacking a student

'No Shows' should no longer be whacked



F.Y.I.

Whacking a student is the process of permanently deleting the student from the school building in context. Whacking a student will permanently delete all records associated with the student, including the student's transfer history. If the student was sent to another district and the other district has not accepted the transfer yet, the transfer will be deleted. **** SEE NOTE BELOW

The only evidence the student was ever in the building the year the whack was performed is on the Student Archive page.

If a student is accidentally whacked, the only way to get them back in the system is to re-register them and all the information that was deleted by hand.

1. In 16/17, with the student in context, navigate to **StudentInformation** » **SIS** » **Student** » **Admission History** » **Edit History Details**.
2. Click the **Trash Can** icon next to the year the student is being permanently deleted from.
3. The following message will display: **Deleting this admission record will completely remove the student for the selected school year. This includes all records associated with the student, course history, fees, grades, etc.**
4. Click **OK**.
5. You are brought to the **StudentInformation** » **SIS** » **School** » **Student Archive** page and the student is listed as withdrawn.

Appendix G: Change versus Correction

Change: A change to a student's record means the previous value on the record was correct, but now is different than it was before. There is always a new Effective Start Date when reporting a change.

Examples of changes include:

1. At the beginning of the school year, Sally is not eligible to receive free/reduced lunch. Her father loses his job in November and now Sally is eligible as of December 1st. This would be a change and the **New Student Attributes** button would need clicked on the **FD-Attributes** tab.
2. Tommy begins the 16/17 school year as a 4th grader. Two months into the school year, it is decided that it is in Tommy's best interest to repeat the 3rd grade. This would be a change to Tommy's record.

Correction: You are editing an existing record because the wrong information was entered.

Examples of a correction include:

1. The school's EMIS Coordinator noticed that Linda's **Disability Condition** field on her **FD-Attributes** tab is incorrect. The field says **** - Not Applicable**. The field should have said **02 – Deaf-Blindness** all along. The EMIS Coordinator would want to edit the latest FS record and correct it.
2. Heather was a 1st grader last year and was accidentally promoted to 5th grade in 16/17. She should be in 2nd grade in 16/17. Since the school is correcting a mistake, they would edit the latest FS record and correct it.

Appendix H: FS – Standing tab

EMIS ID - Local EMIS ID given to the student by the district. Example: Social Security number or number with state assigned prefix.

State Student ID (SSID) - The state assigned unique identifier.

Effective State Date - The first day that all values on this page go into effect.

District Admission Date - The day the student entered the school district or the re-entry date into the district for the student.

Admission Reason - Describes how the student arrived at the district.

Admitted From IRN - The field is enabled and required for students newly enrolled after July 1 with an admission reason 3, 6 or 7. Joint Vocational School Districts (JVSDs) and Education Service Centers (ESCs) are required to report ***** in this field. This field is defaulted to ***** and disabled when re-registering a student into a building in the same district as the building from which the student was withdrawn. This field is disabled and given a value of ***** when the school or district in context is a Joint Vocational School District (JVSD) or Educational Service Center (ESC).

District Withdraw Date - The day the student left the district.

Withdraw Reason - Why the student left the district.

Withdrawn To IRN - The field is enabled and required when withdraw reason 41, 42 or 45 is selected. Click to go to the Ohio Department of Education Search Organization Web page. The default value is *****. This field is disabled and given a value of ***** when the school or district in context is a Joint Vocational School District (JVSD) or Educational Service Center (ESC).

EMIS Situation - Defines why the student is either attending the district or a resident attending elsewhere.

District Relationship - The educational relationship between the student and the district. Example: The student is receiving instruction, in whole or in part, from the reporting district or the student is receiving services from the district, but not instruction.

District of Residence - The six-digit IRN number of the school district in which the parent(s) is a resident.

How Received - How the student arrived at the district.

How Received IRN - The district from which the student is received.

Percent of Time - The amount of time the student is educated by the reporting district.

Tuition Type - Defines the manner in which the student is paying tuition to the reporting district. Example: Non-tuition student or Tuition student.

Attending Building IRN - The IRN of the building within the district that the student attends.

Assigned Building IRN - The IRN of the building the student would normally attend according to the standard district attendance policy.

County of Residence - The Ohio county in which the student lives in.

Sent To 1:

Reason – Reason a student is sent to another district.

IRN - The IRN of the district to which a student is sent.

Percent of Time - The average percent of time, for the week, that the student participates in any instruction provided by an employee at a non-EMIS reporting entity.

Sent To 2:

Reason – Reason a student is sent to another district if the student is sent to second district.

IRN – The IRN of the district the student is sent to if the student is simultaneously being sent to a second district.

Percent of Time - The average percent of time, for the week, that the student participates in any instruction provided by an employee at a non-EMIS reporting entity.

Exclude FS Records from Fall Initialization Updates - If checked, will exclude student from Fall Initialization. By default, it is unchecked. There is only one flag that applies to all FS records. The 'Exclude from Fall Initialization' flags will be set to false when:

- A student is newly enrolled or re-enrolls in the district
- A student is promoted/bulk enrolled into a new school year
- A student transfers into a new school district

Appendix I: FS – Attendance tab

Effective State Date - The first day that all values on this page go into effect.

District Withdraw Date - The day the student left the district.

Current Entity

Attendance Days - The number of days during the student was present for the FS record. This field is not editable.

Excused Absence Days - The number of days during the student was excused for the FS record. This field is not editable.

Unexcused Absence Days - The number of days during the student was unexcused for the FS record. This field is not editable.

Attendance Hours - The number of hours the student was present for the FS record.

Excused Absence Hours - The number of hours the student was excused for the FS record.

Unexcused Absence Hours - The number of hours the student was unexcused for the FS record.

Other Entity

Attendance Days - The number of days during the student was present in a school outside your district.

Excused Absence Days - The number of days during the student was excused in a school outside your district.

Unexcused Absence Days - The number of days during the student was unexcused in a school outside your district.

Attendance Hours - The number of hours the student was present in a school outside your district.

Excused Absence Hours - The number of hours the student was excused in a school outside your district.

Unexcused Absence Hours - The number of hours the student was unexcused in a school outside your district.

Appendix J: FD – Attributes tab

Effective State Date - The first day that all values on this page go into effect.

District Withdraw Date - The day the student left the district.

Withdraw Reason - Why the student left the district.

State Equivalent Grade - The grade level in which the student will be included for reporting purposes.

Disability Condition - Describes the disability of a student at or below 22 years of age who has been officially identified with a disability by an ETR (Evaluation Team Report), an IEP (Individualized Education Program), and one of the valid disability condition options.

Section 504 Plan - Student who is identified with a disability under Section 504 of the Rehabilitation Act of 1973, and is being served by a 504 plan that has been developed to meet the specific needs of the student.

Disadvantage - Identifies the student who meets the definition of economic and/or academic disadvantage.

Free/Reduced Lunch Status – Indicates if the student qualifies for free or reduced school lunches.

Limited English Proficiency - Indicates if a student speaks limited English.

LEP Reclass Date - Date the student is no longer considered Limited English Proficient (LEP).

Homeless Status - Student who lacks a fixed regular and adequate night-time residence.

Homeless Unaccompanied Youth - A homeless student not in the physical custody of a parent or guardian.

Migrant Status - A migrant student or migratory child is a child who is, or whose parent, spouse, or guardian is, a migratory agricultural worker, including a migratory dairy worker, or a migratory fisherman, and who, in the preceding 36 months, in order to obtain, or accompany such parent, spouse, or guardian in order to obtain, temporary or seasonal employment in agricultural or fishing work has moved from one school district to another, or from one administration area to another in a single school district [this is a state with only one school district], or resides in a school district of more than 15,000 square miles, and migrates a distance of 20 miles or more to a temporary residence for fishing purposes.

Immigrant Status - A student who was born outside the United States regardless if the student's parents are citizens of the United States.

Foreign Exchanged Graduation Plan - The foreign exchange status of a student as it relates to the student's graduation plans. Example: Not applicable (Student is not a foreign exchange student) or Foreign exchange student does not plan to graduate in Ohio.

Attendance Pattern - The pattern of attendance which a student attends on a weekly basis. Applicable to PS and KG students.

Preschool Poverty Level - The poverty level of the preschool student's family, as determined by Federal Poverty Guidelines.

Reporting Calendar – The student's reporting calendar. Your selection in this field determines the associated Attendance Pattern.

Exclude FD Records from Fall Initialization Updates - If checked will exclude student from Fall Initialization. By default, it is unchecked. There is only one flag that applies to all FD records. The 'Exclude from Fall Initialization' flags will be set to false when:

- A student is newly enrolled or re-enrolls in the district
- A student is promoted/bulk enrolled into a new school year
- A student transfers into a new school district

Appendix K: FN – Attributes tab

EMIS Grade Next Year - The grade level the student is assigned to next year.

Retained Status - Indicates if a student was retained at the end of a school year and whether he/she will advance to the next grade level.

Examples: Student was not retained at the end of the previous school year.

Student was retained at the end of the previous school year and is still retained.

Oct Childcount IEP Outcome - Least Restrictive Environment (LRE) outcome as of the October count week for a student whose IEP currently on file with ODE does not reflect the current LRE for a student with a disability.

CTE Program Area - The Career Technical Education program the student is considered a concentrator in.

Fiscal Year Began 9th - The fiscal year in which the student first began ninth grade. Applicable to high school students only.

CTE Program of Concentration - The primary CTE Workforce Development Program for which a student has met the requirements to be considered a concentrator.

Tech Prep Completer - Indicates if a student completed a Tech Prep program.

Majority Of Attendance IRN - The IRN of the building or district where a student is continuously enrolled from the end of October Count Week through the spring test administration dates.

Accountability IRN - The building IRN within the district that is responsible for the student's performance measures.

Attending Building IRN Next Year – The building IRN within the district the student will attend next year.

Admission to Current High School Date – The date the student was admitted to the current high school the student attends.

Attending District IRN Last October – The district IRN the student attended as of the past October.

Third Grade Reading Guarantee

Math Diagnostic Result Code – The Math diagnostic result code for the student.

Reading Diagnostic Result Code – The Reading diagnostic result code for the student.

Writing Diagnostic Result Code – The Writing diagnostic result code for the student.

Latest Third Grade Reading Promotion Status – Indicates the student's promotion status based on the most recent assessment entered on the Next Generation Assessment Grades 3-8 screen.

Report To EMIS - Indicates if the student is required to be reported to the state.

Exclude FN Records from Fall Initialization Updates - If checked will exclude student from Fall Initialization. By default, it is unchecked. There is only one flag that applies to all FN records. The 'Exclude from Fall Initialization' flags will be set to false when:

- A student is newly enrolled or re-enrolls in the district
- A student is promoted/bulk enrolled into a new school year
- A student transfers into a new school district

Appendix L: FN – Graduate tab

CORE Economics and Financial Literacy Requirement Met - Indicates if a student has met the CORE Economics and Financial Literacy Requirement.

CORE Fine Arts Requirement Met - Indicates if a student has met the CORE Fine Arts Requirement.

CORE Graduation Requirement Exemption – Indicates if a student qualifies for the CORE Graduation Requirement Exemption. Refer to the ODE EMIS Manual for more details on reporting this element.

CORE Graduation Requirement Exemption Date – The effective date of the CORE Graduation Requirement Exemption.

CORE Graduation Requirement Met – If selected, indicates if a student has met the CORE Graduation Requirement.

Exempted from Physical Education Graduation Requirement - Indicates if the district has adopted a policy to exempt certain students from the Physical Education graduation requirement and if the student has met the policy's requirements.

Expected Graduation Date – The date a student at this grade level is expected to graduate.

Graduation Date - The date the student received his/her diploma.

Diploma Type - The type of diploma received by the graduating student. Example: Not Applicable (not a graduating student) or Regular Diploma.

OGT Graduation Alternative - Identifies that passage on one graduation test was met using the alternative criteria.

Military Compact Graduation Alternative - Indicates if the student is not using the military compact graduation alternative criteria or how many Ohio graduation assessments the student does not have to pass. Refer to the ODE EMIS Manual for more details on reporting this element.

Appendix M: Intrabuilding Progression versus Building Admission

Intrabuilding Progression: If a student is promoted to another grade or retained in the same building, an Intrabuilding Progression will display.

Building Admission: If a student is new to the district or to a building in the district, a Building Admission will display.

Appendix N: Strict versus Possible (Non-strict) Registration Matches

All of the following must be identical for StudentInformation to find a *Possible Match*:

1. First initial of First Name
2. Entire Last Name
3. Birthday
4. Gender

Either of the following must be identical for StudentInformation to find a *Strict Match*:

1. EMIS ID
2. Social Security Number



16/17 Admission and Withdrawal Scenarios With No Appendix

Change Log

Date	Section Number/Name	Change Description
2/28/17	Scenario #22	Updated to include information for a new FD record and update to general tab
10/25/16		Updated for 16/17
8/3/15		Updated for 15/16

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Reminders

Several scenarios in this document reference 'whacking' a student from the new school year. In FY16, ODE EMIS reporting began requiring students that are reported to EMIS be reported to EMIS for the entire school year. Whacking students can still be performed, but it needs to be performed prior to the district submitting their first Period S SCR Data Collector collection. Once that has been submitted, the student has likely been reported and will need to be reported with a withdraw reason of '81' for the entire school year. You may need to work with your EMIS coordinator if utilizing the 'whacking' procedure for a student in the 'new' school year if the withdraw is being processed on or after 7/1/xx of that fiscal year.

Scenario #1 – A student finishes out the 15/16 school year and lets the district know by June 30 that they will not be back for 16/17

A student finished out the 15/16 school year and has already been promoted to the 16/17. The student's parents let the district know before June 30, 2016, that their child will not be returning to the district for the 16/17 school year.

Enroll	Whack	Withdrawal
N/A	Whack the student from 16/17	Withdraw the student in 15/16 using the last day of school as the withdrawal date.

Complete Solution:

If you know prior to June 30, 2016 that the student will not be returning to the district for the 16/17 school year, you can withdrawal the student in 15/16 using the last day of school. The student does not need to be reported in 16/17 and would need whacked from the 16/17 school year.

Steps to Complete:


1. Withdraw the student in 15/16. (See Appendix D for instructions on completing a withdrawal.)
2. Whack the student from 16/17. (See Appendix F for instructions on whacking a student.)

Outcome:

1. The withdrawal date and code will be posted to the latest FS record in 15/16.
2. The withdrawal date and code will display on the FD record.
3. The FS and FD records will be updated with an effective end date equal to the student's withdrawal date.
4. The student's **EMIS Grade Next Year** on the **FN-Attributes** tab will be updated to **** - Not Applicable**.
5. The student will be deleted out of 16/17 once the whack is performed.

Scenario #2 – Previously Attending Student Summer Withdrawal

A student finished out the 15/16 school year and was promoted to 16/17. The student will not be returning to the district in 16/17.

Enroll	Whack	Withdrawal
N/A	N/A	Do a summer withdrawal in 16/17 with a date of 7/1/16 thru the day before school starts. The student must be reported in the upcoming school year. 

Complete Solution:

In 16/17, withdraw the student and use a date of 7/1/16 thru the day before school starts. You will be prompted by StudentInformation to confirm the student is a summer withdrawal. Student must still be reported in EMIS for period S.


Steps to Complete:

1. Perform a summer withdrawal in 16/17. (See Appendix C for instructions on completing a summer withdrawal.)

Outcome:

1. The withdrawal date, code, and withdrawal to IRN (if applicable) will be posted to the latest FS record.
2. The withdrawal date and code will display on the FD record.
3. The FS and FD records will be updated with an effective end date equal to the student's withdrawal date.
4. The student's **EMIS Grade Next Year** on the **FN-Attributes** tab will be updated to **** - Not Applicable**.

Students who were summer withdrawn appear on the Student Archive page with Type = Summer Withdraw.



StudentInformation > SIS > School > Student Archive				
View Archived Student Data				
From this page users can view Student's deleted enrollment data.				
	Student	Type	By	Date
Q		Summer Withdraw		8/9/2016 1:04:00 PM
Q		Summer Withdraw		8/15/2016 12:38:00 PM
Q		Summer Withdraw		8/1/2016 10:33:00 AM
Q		Withdraw		6/20/2016 7:27:00 AM

Scenario #3 – A Student Who Was Previously Summer Withdrawn Returns in the Winter of the 16/17 School Year

A student finished out the 15/16 school year and was promoted to 16/17. The student will not be returning to the district in 16/17. A summer withdrawal is processed at that time. In December 2016, the student returns to the district.

Enroll	Whack	Withdrawal
Use registration wizard to register the student upon his return to the district.	N/A	N/A

Complete Solution:

In 16/17, use Registration Wizard to enroll the student in the district

Steps to Complete:

1. Register Student in 16/17.

Outcome:

1. A new FS and FD record will be created with an effective start date equal to the student's new admission date.

Scenario #4 – A Student Who Previously Withdrew in 16/17, returns a couple weeks or months later

A student began the 16/17 school year, but withdrew a couple of weeks into the school year to move out of state to live with his father. The student decides he would rather live with his grandma and returns to your district one week later.

Enroll	Whack	Withdrawal
Use registration wizard to register the student upon his return to the district.	N/A	N/A

Complete Solution:

In 16/17, use Registration Wizard to enroll the student in the district

Steps to Complete:

1. Register Student in 16/17.
2. The student's schedule will need to added back in by hand, course by course.

Outcome:

1. A new FS and FD record will be created with an effective start date equal to the student's new admission date.



The student must be registered again. Simply editing the student's FS records will not work. The student needs an FS record showing the district withdrawal and a separate FS record showing the return admission a couple of weeks later.

Scenario #5 – Student withdrawals before school is out in 15/16, but has already been promoted to 16/17

A student withdraws the day before school is out and has already been promoted to 16/17.

Enroll	Whack	Withdrawal
N/A	Whack the student from 16/17	Withdraw the student in 15/16

Complete Solution:

Withdraw the student in 15/16 and whack the student from 16/17 since they withdrew prior to the end of the current school year and do not need to be reported in 16/17.


Steps to Complete:

1. Withdraw the student in 15/16 using a day before school is out. (See Appendix D for instructions on withdrawing a student.)
2. Whack the student from 16/17. (See Appendix F for instructions on whacking a student.)

Outcome:

1. The student's FS, FD, FN and Student annual records will be deleted for the 16/17 school year.

Students who were whacked appear on the Student Archive page with Type = Withdraw.



StudentInformation > SIS > School > Student Archive				
View Archived Student Data				
From this page users can view Student's deleted enrollment data.				
	Student	Type	By	Date
Q		Summer Withdraw		8/9/2016 1:04:00 PM
Q		Summer Withdraw		8/15/2016 12:38:00 PM
Q		Summer Withdraw		8/1/2016 10:33:00 AM
Q		Withdraw		6/20/2016 7:27:00 AM

Scenario #6 – Student decides to attend another building. The student never attended one of the buildings

A district has two elementary schools, North and South. A student is promoted to North Elementary for 16/17, but her parent decides to send her to South. The student never attended North Elementary.

Enroll	Whack	Withdrawal
In 16/17, use Registration Wizard, Student Transfer or Promotion/Enrollment to get the student into South.	Whack the student from the building they are not attending in 16/17, which in this example would be North	N/A

Whacking the student from one building in your district will not affect the Student Cross Reference (SCR) IF the student is still in another building in the district for the school year.

Complete Solution:

There are several ways to handle the situation, but most importantly the student needs whacked from North since she will not be attending one day there. Now the school can student transfer the student from 15/16 to South 16/17. Or they can use Registration Wizard in South 16/17 and StudentInformation will find a match and they can enroll the match. Or they can change the progression track on the student's profile in 15/16 and redo promotion/bulk enrollment.

Steps to Complete:

1. Whack the student from the old building. (See Appendix F for instructions on whacking a student.)
2. Register the student in the new building. Make sure you use a registration day that is before the first day of school. StudentInformation will find a match. When you receive the following prompt, choose **Yes**.

StudentInformation > SIS > Registration Wizard

Student Registration Wizard

From this screen users can register students

Registration Pre-requisites Possible Matches Complete Registration Family Group EMIS

Change primary / EMIS attending building?

☒ Yes
☐ No

Next >

Outcome:

1. A new FS and FD record will be created for the student's admission into South, the new building.
2. If you register the student in the new school in the district first and then whack them out of the other building, the student's original FS and FD record for the old building will not be deleted and will still show in the summary section on the FS and FD tabs. It will be considered a closed record.

Scenario #7 – Student is being retained after they have already been promoted to the same building next year. The 16/17 school year has not started yet.

A student is a 5th grader in the elementary in 15/16. She is promoted to a 6th grader in 16/17 at the same elementary. The student is being retained in the 5th grade. The 16/17 school year has not started yet.

Enroll	Whack	Withdrawal
N/A	N/A	Edit the student's profile in 16/17 and change their grade level. Adjust their homeroom, locker, and schedule accordingly.

Complete Solution:

Edit the student's profile in 16/17 and change their grade level. Adjust their homeroom, locker, and schedule accordingly.

Steps to Complete:

1. The following steps would be considered a correction to a student's situation, not a change – since school has not started.
2. Edit the **General** tab in 16/17 and correct the student's **Building Grade** dropdown and **Grade Next Year** dropdown to the correct year. Also, correct **Grade Next Year** in 15/16.
3. Navigate to the **FD-Attributes** tab and edit the latest event record by clicking on the **Edit Pencil** icon.
4. Choose the correct grade level from the **State Equivalent Grade** dropdown.
5. Place a check in the **Exclude FD Records from Fall Initialization Updates** option.
6. Click **Save** to save your corrections.
7. Next, navigate to the **FN-Attributes** tab and correct the student's **EMIS Grade Next Year** dropdown. Also, correct **EMIS Grade Next Year** in 15/16.
8. In the **Retained Status** dropdown, select the appropriate Retained Status.
9. Place a check in the **Exclude FN Records from Fall Initialization Updates** option.
10. Click **Save** to save your corrections.
11. Adjust the student's homeroom, locker and schedule as needed.

Outcome:

1. This is a correction not a change since school has not started.
2. No effective date needs to be updated and no records need closed because we are working with a new record which was created for the 16/17 school year.

Scenario #8 – Student is being retained after they have already been promoted to a different building next year. School has not started yet.

A student is in the 8th grade in 15/16 at the elementary. The student was promoted to the 9th grade at the high school for 16/17. The student is being retained in the 8th grade. The 16/17 school year has not started yet.

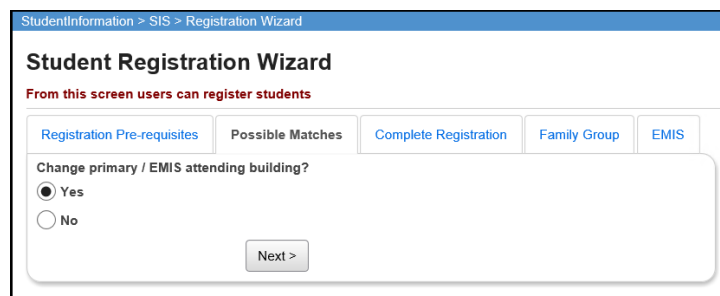
Enroll	Whack	Withdrawal
In 16/17, use Registration Wizard, Student Transfer or Promotion/Enrollment to get the student into the Elementary	Whack the student from the high school in 16/17 since they will not be attending that building	N/A

Complete Solution:

Whack the student from the high school. Use registration wizard, promotion, or student transfer to get the student into 16/17 at the elementary.

Steps to Complete:

1. Whack the student from the high school in 16/17 since they will not be attending that building. (See Appendix F for instructions on whacking a student.)
2. Register the student in the new building. StudentInformation will find a match. When you receive the following prompt, choose **Yes**.
3. Don't forget to edit the **FN-Attributes** tab and select the appropriate Retained Status from the **Retained Status** field.
4. Mark the appropriate tabs to be excluded from Fall Initialization.



Outcome:

1. A new FS and FD record will be created for the student's admission into the elementary.
2. If you register the student in the new school in the district first and then whack them out of the other building, the student's original FS and FD record for the old building will not be deleted and will still show in the summary section on the FS and FD tabs. It will be considered a closed record.

Scenario #9 – Student is new to your district, but will attend elsewhere full time. School has not started yet.

A student is newly registered in the district over the summer. The student is going to attend elsewhere full time as of the first day of school.

Enroll	Whack	Withdrawal
Use registration wizard to register the student in the building he would attend if he were physically attending the district.	N/A	N/A

Complete Solution:

Student is registered using Registration Wizard; the student's EMIS Situation reflects the situation applicable for attending elsewhere at the time of registration.

Steps to Complete:

1. Register the student in 16/17.

Outcome:

1. All appropriate records created at the time of registration. No further action is needed since the correct situation was chosen at time of registration.



Make sure all new students are registered in StudentInformation within 30 days of registering within the district, and reported to EMIS within 30 days of their registration date.

Scenario #10 – Student is new to your district and decides to attend the JVS full time. School has not started yet.

A student is newly registered in the district over the summer. The student is enrolled as attending full time, but later decides to attend the JVS full time. The decision to attend elsewhere is made prior to the first day of school.

Enroll	Whack	Withdrawal
Use registration wizard to register the student in the building he would attend if he were physically attending the district.	N/A	N/A

Complete Solution:

Student is registered using Registration Wizard. When the student was originally registered their EMIS Situation reflected a resident attending full time. The student's EMIS Situation needs corrected to reflect a new non-attending situation. This is a correction and no new FS needs created since school has not started yet.

Steps to Complete:

1. Navigate to the **FS-Standing** tab and edit the latest event record by clicking on the **Edit Pencil** icon.
2. Correct the **EMIS Situation** dropdown to reflect the correct situation.
3. Edit checks on the page will guide in making the remainder of the required corrections.
4. Click **Save** to save your corrections.
5. You will receive the following message: **The FS – Student Standing information was successfully saved.**
6. Navigate to the **FD-Attributes** tab and edit the latest event record by clicking on the **Edit Pencil** icon.
7. Correct the **Reporting Calendar and Attendance Pattern** to reflect the correct calendar. Click **Save** to save your corrections.
8. Navigate to the **General** tab and select the correct **Attendance Calendar**. Click **Save**. You will be prompted for a **Calendar Change Effective Date**. Complete this field with the appropriate date, click **OK**. You will receive the following message: **The General Information was successfully saved.**

Outcome:

1. This is a correction to the existing FS, FD and General records since school has not started.
2. The original FS record is edited to reflect the new EMIS Situation.
3. No new FS or FD records need to be created.

Scenario #11 – A new student enrolls, but never shows up.

A new student enrolls during the summer to begin attending in the fall, however, he never shows up.

Enroll	Whack	Withdrawal
N/A	N/A	Withdraw the student using Withdrawal Code 81 and a day before the first day of school



F.Y.I.

Complete Solution:

Starting in FY15, No Shows must be reported in EMIS for the entire year.

Steps to Complete:

1. Withdraw the student with the same start and end date (at least one day prior to the start of school) with withdraw code 81.

Outcome:

1. The withdrawal date, code, and withdrawal to IRN (if applicable) will be posted to the latest FS record.
2. The withdrawal date and code will display on the FD record.
3. The FS and FD records will be updated with an effective end date equal to the student's withdrawal date.
4. The student's **EMIS Grade Next Year** on the **FN-Attributes** tab will be updated to **** - Not Applicable**.



F.Y.I.

Student will be reported as withdrawn, and the admission date and withdrawal date will be the same date in the EMIS transfer file if withdraw reason '81- Student reported in error, never should have been' is used.

Scenario #12 – Preschool student ineligible to receive services.

A Preschool student is screened for services, but is found ineligible. The student must be admitted and withdrawn on the same day.

Enroll	Whack	Withdrawal
Register the student in 16/17	N/A	Withdraw the student from 16/17

Complete Solution:

Since the student is ineligible and will not be attending the district, we have to record the fact that the student was screened by the district, but is not going to receive any instruction or services from the district.

Steps to Complete:

1. Register the student in the 16/17 school year.
2. Use **EMIS Situation 372 – PS evaluated but ineligible**.
3. Withdraw the student in 16/17 and use a withdrawal date equal to the student's admission date and a **Withdraw Reason 36 – Withdrew from Preschool/PS student WD from PS program for any reason**.
4. See Appendix D for instructions on withdrawing a student.

Outcome:

1. When the student is registered, a FS, FD, and FN record are created.
2. When the student is withdrawn, the withdrawal date, code, and withdrawal to IRN (if applicable) will be posted to the latest FS record.
3. The withdrawal date and code will display on the FD record.
4. The FS and FD records will be updated with an effective end date equal to the student's withdrawal date.
5. The student's **EMIS Grade Next Year** on the **FN-Attributes** tab will be updated to **** - Not Applicable**.

Scenario #13 – A student moved over the summer, but never officially withdrew.

A student attended in the 15/16 school year, but moved out of the district over the summer, but never informed the district he has withdrawn.

Enroll	Whack	Withdrawal
N/A	N/A	*see solution below

Complete Solution:

The district has two options:

1. The student is counted absent until the time he officially withdraws from the district.
2. The student is withdrawn as a summer withdrawal using a dropout withdrawal reason.
3. Student may be withdrawn if student shows up in another district according to ODDEX Student Cross Reference System.

Steps to Complete:

- Option 1 – No steps to complete, continue marking the student absent until he officially withdraws.
- Option 2 – Perform a summer withdrawal in 16/17. (See Appendix C for instructions on completing a summer withdrawal.)
- Option 3 – Student is withdrawn using the day prior to his start date at the new district as set forth in ODDEX.

Outcome:

Option 1:

1. No changes can be made to the FS and FD records until the student withdraws from the district.
2. The FS and FD records must remain open until the student actually withdraws from the district.

Option 2 and 3:

1. The withdrawal date, code, and withdrawal to IRN (if applicable) will be posted to the latest FS record.
2. The withdrawal date and code will display on the FD record.
3. The FS and FD records will be updated with an effective end date equal to the student's withdrawal date.
4. The student's **EMIS Grade Next Year** on the **FN-Attributes** tab will be updated to ** - **Not Applicable**.

Scenario #14 – Expelled student, not receiving services in 15/16, coming back for the 16/17 school year

A student was expelled in the 15/16 school year prior to the end of school. He was withdrawn at the time of promotion so the student was never promoted to the 16/17 school year. The student is returning in 16/17 for the first day of school.

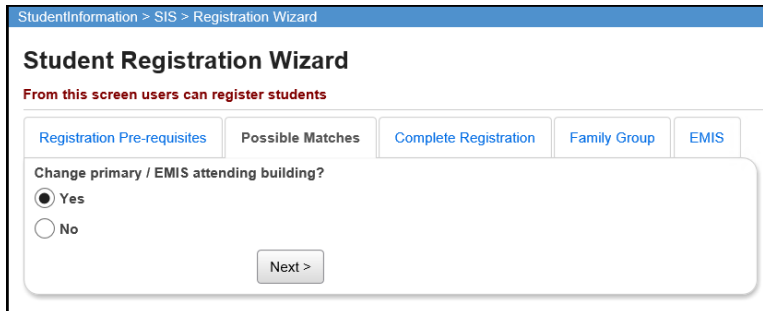
Enroll	Whack	Withdrawal
Register the student in 16/17	N/A	N/A

Complete Solution:

Student must be re-enrolled in the 16/17 school year since they were previously withdrawn from the district.

Steps to Complete:

1. Register the student in the new building. StudentInformation will find a match. When you receive the following prompt, choose **Yes**.



The screenshot shows the 'Student Registration Wizard' interface. At the top, a breadcrumb trail reads 'StudentInformation > SIS > Registration Wizard'. Below this, the title 'Student Registration Wizard' is displayed. A red note states 'From this screen users can register students'. There are five tabs: 'Registration Pre-requisites' (selected), 'Possible Matches', 'Complete Registration', 'Family Group', and 'EMIS'. The main content area asks 'Change primary / EMIS attending building?' with two radio buttons: 'Yes' (selected) and 'No'. A 'Next >' button is located at the bottom right of the form.

Outcome:

1. A FS and FD record will be created for the student's readmission into the district in 16/17.

Scenario #15 – Student, not receiving services, is expelled in the fall and then comes back in the winter.

A student was expelled in fall of the 16/17 school year. The student returns in a couple of months after his expulsion is served. He was withdrawn at the time of his suspension and now is returning to the district.

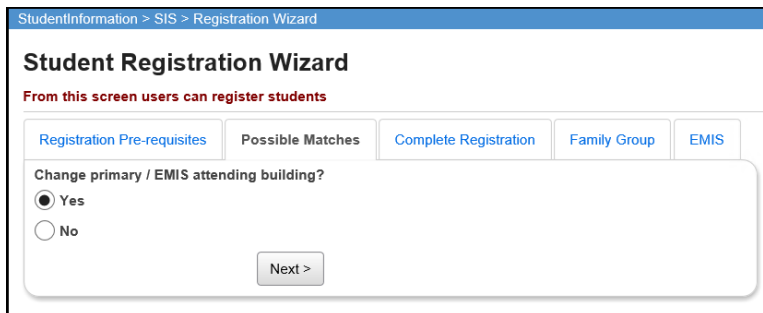
Enroll	Whack	Withdrawal
Register the student in 16/17	N/A	N/A

Complete Solution:

Student must be re-enrolled in the 16/17 school year since they were previously withdrawn from the district.

Steps to Complete:

1. Register the student. StudentInformation will find a match. When you receive the following prompt, choose **Yes**.



The screenshot shows the 'Student Registration Wizard' interface. At the top, a breadcrumb trail reads 'StudentInformation > SIS > Registration Wizard'. Below this, the title 'Student Registration Wizard' is displayed. A red note states 'From this screen users can register students'. There are five tabs: 'Registration Pre-requisites' (selected), 'Possible Matches', 'Complete Registration', 'Family Group', and 'EMIS'. The main content area asks 'Change primary / EMIS attending building?' with two radio buttons: 'Yes' (selected) and 'No'. A 'Next >' button is located at the bottom right of the form.

Outcome:

1. A FS and FD record will be created for the student's readmission into the district in 16/17.

Scenario #16 – A student's percent of time is incorrect and has been since the first day of school.

A student currently is attending elsewhere part-time, however, his percent of time is incorrect. His current record indicates that he is attending the resident district 75 percent of time and the other district 25 percent of time. The time the student is attending has not changed; it is just incorrect on the record.

Enroll	Whack	Withdrawal
N/A	N/A	N/A

Complete Solution:

No new records need to be added, this would be considered a correction. Edit the existing FS record to make the necessary corrections.

Steps to Complete:

1. Navigate to the **FS-Standing** tab and edit the latest event record by clicking on the **Edit Pencil** icon.
2. Correct the appropriate **Percent of Time** field so the percent of time is accurate.
3. Click **Save** to save your corrections.

Outcome:

1. This is a correction not a change.
2. The student's current FS event is edited and the date corrected.

Scenario #17 – A new student enrolls and is supposed to start the first day of school, but he does not show up until the 2nd week of school

A student enrolls in the summer to begin attending in the fall. His admission date is entered as the first day of school however, he does not start attending until the 2nd week school is in session.

Enroll	Whack	Withdrawal
N/A	N/A	N/A

Complete Solution:

Since the student did not start attending until the 2nd week of school, the student's admission date needs to be corrected.

Steps to Complete:

1. Navigate to the **FS-Standing** tab and edit the latest event record by clicking on the **Edit Pencil** icon.
2. Correct the **District Admission Date** field so the date reflects the first day of attendance for the student.
3. Click **Save** to save your corrections.
4. Navigate to **StudentInformation** » **SIS** » **Student** » **Admission History** » **Edit History Details** and correct the student's admission date.

Outcome:

1. This is a correction not a change.
2. The student's current FS event is edited and the date corrected.

Scenario #18 – A student is withdrawn by mistake

A student is accidentally withdrawn.



Enroll	Whack	Withdrawal
N/A	N/A	N/A

Complete Solution:

The withdrawal date and reason will need deleted. The student's next grade level will also need corrected. The student's schedule will need to be added back in by hand, course by course.

Steps to Complete:

1. Navigate to the **StudentInformation** » **SIS** » **Student** » **Admission History** » **Edit History Details** page.
2. Click on the **Trash Can** icon that corresponds with the Building Withdraw.

		2016 - 2017	Oct 13, 2016	Building Withdraw		HS	Not Applicable, Did not withdraw/was not truant
---	---	-------------	--------------	-------------------	--	----	---

3. You will receive the following message:

StudentInformation > SIS > Student > Admission History > Edit History Details

Admission/Calendar History Details

Click on the edit and delete icons to manage the student's admission events.

Are you sure you want to delete the following admission event?

Building Withdraw on 10/13/2016

4. Click **OK**.
5. Edit the **General** tab and correct the student's **Grade Next Year** dropdown to the correct year.
6. Navigate to the **FS-Standing** tab and edit the latest event record by clicking on the **Edit Pencil** icon.
7. Delete the date in the **District Withdraw Date** field.
8. Correct the **Withdraw Reason** dropdown to say **** - Not Applicable, Did not withdraw/was not truant**.
9. Remove the **Withdrawn To IRN**, if applicable.
10. Click **Save** to save your corrections.
11. You will receive the following message: **The FS – Student Standing information was successfully saved.**
12. Edit the **FN-Attributes** tab and correct the **EMIS Grade Next Year** dropdown to say the appropriate grade level next year.

Outcome:

1. This is a correction and not a change since the district is correcting a mistake.
2. The FS record is manually corrected and the corrections are also displayed on the FD and FN tabs.

Scenario #19 – A student is withdrawn using the 1st day of school by mistake. The student is supposed to be a summer withdrawal.

A student is accidentally withdrawn using the 1st day of school by mistake. The student is supposed to be a summer withdrawal.

Enroll	Whack	Withdrawal
N/A	N/A	Process a summer withdrawal

Complete Solution:

The erroneous withdrawal needs deleted from the Edit History Details. Next, go to the Withdrawal Student page and enter a withdrawal date of a day before the first day of school, which will invoke the summer withdrawal logic. Carry out the withdrawal.

Steps to Complete:

1. Navigate to the **StudentInformation** » **SIS** » **Student** » **Admission History** » **Edit History Details** page.
2. Click on the **Trash Can** icon next to the erroneous withdrawal.

		2016 - 2017	Oct 13, 2016	Building Withdraw		HS	Not Applicable, Did not withdraw/was not truant
--	--	-------------	--------------	-------------------	--	----	---

3. The screen will refresh and you will see the following message:

StudentInformation > SIS > Student > Admission History > Edit History Details

Admission/Calendar History Details

Click on the edit and delete icons to manage the student's admission events.

Are you sure you want to delete the following admission event?

Building Withdraw on 10/13/2016
4. Click **OK**.
5. Now perform a summer withdrawal in 16/17. (See Appendix C for instructions on completing a summer withdrawal.)

Outcome:

1. No action is needed on the FS, FD, or FN tabs.
2. The new summer withdrawal date is automatically populated on the FS tab, overriding the erroneous date that was entered the first time.

Scenario #20 – A student withdraws from the district, but the wrong withdrawal date was used.



A student withdraws from the district, but the wrong withdrawal date was used.

Enroll	Whack	Withdrawal
N/A	N/A	N/A

Complete Solution:

The withdrawal date needs updated on the Edit History Detail page and the **FS-Standing** tab.

Steps to Complete:

1. Navigate to the **StudentInformation** » **SIS** » **Student** » **Admission History** » **Edit History Details** page.
 2. Click on the **Edit Pencil** icon that corresponds with the District Withdraw.
- | | | | | | | | |
|---|---|-------------|--------------|-------------------|---------------------|----|-----------------------------------|
|  |  | 2016 - 2017 | Oct 18, 2016 | Building Withdraw | Batavia High School | HS | Moved: not known to be continuing |
| | | 2016 - 2017 | Oct 18, 2016 | District Withdraw | Batavia Local SD | | |
3. Edit the **Withdrawal Date** field and enter the correct withdrawal date.
 4. Click **Save**.
 5. The following message will display: **The admission event was saved successfully. The student's FS record will need to be updated manually.**
 6. Next, navigate to the **FS-Standing** tab and edit the latest event record by clicking on the **Edit Pencil** icon.
 7. Correct the date in the **District Withdraw Date** field.
 8. Click **Save** to save your corrections.
 9. You will receive the following message: **The FS – Student Standing information was successfully saved.**

Outcome:

1. This is a correction and not a change since the district is correcting a mistake.
2. The student's Edit History Detail page needs manually corrected and so does the FS record.

Scenario #21 – A student enrolls in your district, but the wrong admission date is used.

A student enrolls in your district, but the wrong admission date is used.



Enroll	Whack	Withdrawal
N/A	N/A	In district A, the student is withdrawn from the district.

Complete Solution:

The admission date needs updated on the Edit History Detail page and the **FS-Standing** tab.

Steps to Complete:

1. Navigate to the **StudentInformation** » **SIS** » **Student** » **Admission History** » **Edit History Details** page.
2. Click on the **Edit Pencil** icon that corresponds with the District Admission.
3. Edit the **Admission Date** field and enter the correct admission date.

	2015 - 2016	Aug 25, 2015	District Admission	Batavia Local SD		
		2015 - 2016	Aug 25, 2015	Building Admission	Batavia High School	DFT FROM ANOTHER PUBLIC SCHOOL DIST IN OHIO-NOT SM CO.

4. Click **Save**.
5. The following message will display: **The admission event was saved successfully. The student's FS record will need to be updated manually.**
6. Next, navigate to the **FS-Standing** tab and edit the latest event record by clicking on the **Edit Pencil** icon.
7. Correct the date in the **District Admission Date** field.
8. Click **Save** to save your corrections.
9. You will receive the following message: **The FS – Student Standing information was successfully saved.**

Outcome:

1. This is a correction and not a change since the district is correcting a mistake.
2. The student's Edit History Detail page needs manually corrected and so does the FS record.

Scenario #22 – Student decides to attend another building in your district after school starts

A district has two elementary schools, North and South. A student is promoted to North Elementary for 16/17, but her parent decides to send her to South in late November.

Enroll	Whack	Withdrawal
In 16/17, use Registration Wizard or Student Transfer	N/A	Since school has already started, the student will need to remain in the old building. Do a building withdraw to record the date of the student's withdraw from this building

Complete Solution:

Since school had already started, the student cannot be whacked from North elementary so a building withdrawal must be recorded and the student admitted to the new building, South. The withdrawal date from North needs to be the day prior to the admission date into South.

Steps to Complete:

1. Building withdraw the student in 16/17 in the building they are no longer attending. (See Appendix E for instructions on withdrawing a student.)
2. Register the student in 16/17 in the new building. Make sure the enrollment date is the day after the withdrawal date.

Outcome:

1. Once the student is enrolled at South, which is the new building, a new FS record will be created with an effective date equal to the student's building admission date to South.
2. The prior FS record will have an effective end date equal to the date prior to the effective start date on the new FS record.
3. Add a new FD record with the same effective start date as the new FS record, and update the Reporting Calendar by selecting the calendar the student will be on in the new building.
4. Review the general tab Attendance Calendar and verify that it is correct. If not, update the Attendance Calendar and save the record.

Scenario #23 – Student is expelled mid-year and is not receiving services

A student is expelled and not receiving services. The student is expelled during the current school year.

Enroll	Whack	Withdrawal
N/A	N/A	Withdraw the student performing a district withdrawal.

Complete Solution:

If the student is not receiving services while expelled, withdraw the student. If the student comes back for this school year, you will need to re-register her.

Steps to Complete:

1. Withdraw the student in 15/16. (See Appendix D for instructions on withdrawing a student.)
2. Whack the student from 16/17. If the student is not whacked prior to being reported in the SCR Collection for 16/17, they will need to be reported in 16/17 with the withdraw code of '81'. (See Appendix F for instructions on whacking a student.)

Outcome:

1. The withdrawal date, code, and withdrawal to IRN (if applicable) will be posted to the latest FS record.
2. The withdrawal date and code will display on the FD record.
3. The FS and FD records will be updated with an effective end date equal to the student's withdrawal date.
4. The student's **EMIS Grade Next Year** on the **FN-Attributes** tab will be updated to **** - Not Applicable**.

Scenario #24 – Student is expelled before the end of the school year and is not receiving services, but has already been promoted to the new school year.

A student is expelled and not receiving services. The student is expelled during the current school year, but has already been promoted to 16/17.

Enroll	Whack	Withdrawal
N/A	Whack the student from 16/17	Withdrawal the student performing a district withdrawal.

Complete Solution:

If the student is not receiving services while expelled, withdraw the student. Since the student left the district, they will need whacked from 16/17. If the student does decide to come back in 16/17, use Registration Wizard to enroll the student.

Steps to Complete:

1. Withdraw the student in 15/16. (See Appendix D for instructions on withdrawing a student.)
2. Whack the student from 16/17. If the student is not whacked prior to being reported in the SCR Collection for 16/17, they will need to be reported in 16/17 with the withdraw code of '81'. (See Appendix F for instructions on whacking a student.)

Outcome:

1. The withdrawal date, code, and withdrawal to IRN (if applicable) will be posted to the latest FS record.
2. The withdrawal date and code will display on the FD record.
3. The FS and FD records will be updated with an effective end date equal to the student's withdrawal date.
4. The student's **EMIS Grade Next Year** on the **FN-Attributes** tab will be updated to **** - Not Applicable**.

Scenario #25 – A Special Ed student is expelled and still receiving services

A Special Ed student is expelled and still receiving services.

Enroll	Whack	Withdrawal
N/A	N/A	N/A

Complete Solution:

If the student is expelled and still receiving services, you cannot withdraw the student, you just report the discipline.

Steps to Complete:

None – the student cannot be withdrawn because they are still receiving services.

Outcome:

No changes to FS and FD records.

Scenario #26 – Student who was a resident moves out, but still wants to attend your district

A student is attending as a resident but moves out of the district and wants to continue as a non-resident open enrolled to your district.

Enroll	Whack	Withdrawal
N/A	N/A	N/A

Complete Solution:

The student's EMIS Situation is changed from one of a resident attending to a non-resident attending.

Steps to Complete:

1. Navigate to the **FS-Standing** tab and click the **New Student Standing** button.
2. Enter the date the change in the EMIS Situation takes effect in the **Effective Start Date** field.
3. Next, change the **EMIS Situation** dropdown to reflect the new situation.
4. Edit checks on the page will guide in making the remainder of the required changes.
5. Click **Save** to create the new record.
6. You will receive the following message: **The FS – Student Standing information was successfully saved.**
7. Navigate to the **FD-Attributes** tab and choose **New Student** Attributes. Start on the same **Effective Start Date** as the new **FS – Student Standing Effective Start Date**.
8. Update the **Reporting Calendar and Attendance Pattern** to reflect the correct calendar. Click **Save** to save your corrections.
9. Navigate to the **General** tab and select the correct **Attendance Calendar**. Click **Save**. You will be prompted for a **Calendar Change Effective Date**. Complete this field with the appropriate date, click **OK**. You will receive the following message: **The General Information was successfully saved.**

Outcome:

1. This is a change not a correction.
2. The previous FS and FD records will be closed and a new FS and FD record created.

Scenario #27 – Student is withdrawn from one building in the district, but never enrolls in another building in the district

Student withdraws from a building within the district, but never enrolls in another building within the same district. School has already started.

Enroll	Whack	Withdrawal
N/A	N/A	Student is building withdrawn from the current building.

Complete Solution:

Building withdraw the student from the current building. Since the student has not registered yet in another building within the district, no record is going to be updated or created until the student is registered in the new building. Student admission history will show the building withdrawal.

Steps to Complete:

None

Outcome:

1. No changes are made to the FS or FD records.

Scenario #28 – Student is transferred to a different district. What should the original district do?

District A is student transferring a student to district B. The student is withdrawing from district A to reside in and attend district B. District A uses student transfer to move the student to the new district and then district withdraws the student since they have left the district. This situation addresses the student being withdrawn from District A.

Enroll	Whack	Withdrawal
N/A	N/A	In district A, the student is withdrawn from the district.

Complete Solution:

The student is transferred out of the district and then withdrawn from the district.

Steps to Complete:

1. Complete the student transfer process for the individual student.
2. Withdraw the student from 16/17. (See Appendix D for instructions on withdrawing students.)

Outcome:

1. The student transfer process does not touch the FS and FD records.
2. The students FS and FD records are updated when the student is district withdrawn.

Scenario #29 – Student is transferred to a different district. What should the receiving district do?

District A is student transferring a student to district B. The student is withdrawn in district A and is currently in the pending transfers queue in district B. This situation addresses receiving the student in district B.

Enroll	Whack	Withdrawal
Enroll the student using the Pending Students page	N/A	N/A

Complete Solution:

Student is registered in the receiving district as a new student to the district.

Steps to Complete:

1. Enroll the student via the Pending Students page.

Outcome:

1. When the student is registered, a FS, FD, and FN record are created.

Scenario #30 – A student is a resident attending fulltime. In October, the student decides to open enroll in another district.

Enroll	Whack	Withdrawal
N/A	N/A	N/A

Complete Solution:

The resident district is still responsible for reporting the student. The student's calendar needs changed to the non-attending calendar. The student's EMIS Situation needs changed.

Steps to Complete:

1. Navigate to the **FS-Standing** tab.
2. Click on the **New Student Standing** button to create a new record.
3. Enter the date the change in the EMIS Situation is effective in **Effective State Date** field.
4. Next, change the **EMIS Situation** dropdown to reflect the new situation.
5. Edit checks on the page will guide you in making the remainder of the required changes.
6. Click **Save** to create the new record.
7. You will receive the following message: **The FS – Student Standing information was successfully saved.**
8. Navigate to the **FD-Attributes** tab and choose **New Student** Attributes. Start on the same **Effective Start Date** as the new **FS – Student Standing Effective Start Date**.
9. Update the **Reporting Calendar and Attendance Pattern** to reflect the correct calendar. Click **Save** to save your corrections.
10. Navigate to the **General** tab and select the correct **Attendance Calendar**. Click **Save**. You will be prompted for a **Calendar Change Effective Date**. Complete this field with the appropriate date, click **OK**. You will receive the following message: **The General Information was successfully saved.**

Outcome:

1. This is a change not a correction.
2. The previous FS and FD records will be closed and a new FS and FD record created.

Scenario #31 – A student decides to attend the JVS part-time as a satellite student for 2nd semester.

A student is a resident attending full-time, but is going to attend the JVS as a part-time satellite student starting second semester. This situation addresses the changes that need to be made at the home school.

Enroll	Whack	Withdrawal
N/A	N/A	N/A

Complete Solution:

Since the student will still be educated by the home district, the student cannot be withdrawn. A new FS record must be created for the student since this is a change to his EMIS attending situation.

Steps to Complete:

1. Navigate to the **FS – Standing** tab.
2. Click on the **New Student Standing** button to create a new record.
3. Enter the date the change in the EMIS Situation is effective in **Effective Start Date** field.
4. Next, change the **EMIS Situation** dropdown to reflect the new situation.
5. Edit checks on the page will guide you in making the remainder of the required changes.
6. Click **Save** to create the new record.
7. You will receive the following message: **The FS – Student Standing information was successfully saved.**

Outcome:

1. This is a change not a correction.
2. The previous FS record will be closed and a new FS record created.
3. No change is needed to the current open FD record.

Scenario #32 – A student switches grade level mid-year

A student started the 16/17 school year as a 10th grader. As of November 15, 2016, the student has enough credits to be promoted to the 11th grade.

Enroll	Whack	Withdrawal
N/A	N/A	N/A

Complete Solution:

Edit the student's General, FD, and FN tabs.

Steps to Complete:

1. Navigate to the **General** tab of the student's profile.
2. Edit the **Building Grade** dropdown and choose the student's new grade level.
3. Click **Save**.
4. The **Grade Next Year** field will automatically update after saving.
5. Next, edit the **FD-Attributes** tab.
6. Click the **New Student Attributes** button.
7. Enter the date the student's grade level change is effective in **Effective Start Date** field.
8. Next, in the **State Equivalent Grade** dropdown, select the student's new grade level. This should be the same grade level you chose on the **General** tab.
9. Click **Save** to create the new record.
10. You will receive the following message: **The FD – Student Attributes – Effective Date information was successfully saved.**
11. Now, navigate to the **FN-Attributes** tab.
12. In the **EMIS Grade Next Year** field, choose the correct value.
13. Click **Save**.

Outcome:

1. This is a change not a correction.
2. A new FD record will be created.

Scenario #33 - Summer Graduate

A senior in the 15/16 school year needs one more class to graduate. The student takes and completes the class in summer school and is considered a summer graduate.

Enroll	Whack	Withdrawal
N/A	N/A	Process a summer withdrawal.

Complete Solution:

Since the student did not meet the graduation requirements in 15/16, they will need reported in Period G as a graduate. Once the graduation requirements have been met - summer withdraw the student.

Steps to Complete:

1. Perform a summer withdraw in 16/17. (See Appendix C for instructions on completing a summer withdrawal.)
2. On the **FN-Graduate** tab, enter the student's graduation date in the **Graduation Date** field and enter a diploma type in the **Diploma Type** field.
3. Click **Save**.
4. Go back into 15/16 and re-transfer EMIS demographic records.

Outcome:

1. The withdrawal date, code, and withdrawal to IRN (if applicable) will be posted to the latest FS record.
2. The withdrawal date and code will display on the FD record.
3. The FS and FD records will be updated with an effective end date equal to the student's withdrawal date.
4. The student's **EMIS Grade Next Year** on the **FN-Attributes** tab will be updated too.



NOTE: Summer Withdrawn students will continue to be reported in Reporting Period 'S' for the entire school year.

Scenario #34 - Middle school student taking two classes at the high school. The high school would like to enter marks for the student while they are in the building.

A middle school student is taking two courses at the high school. The high school would like monitor the student's classroom attendance and progress in the courses using StudentInformation.

Enroll	Whack	Withdrawal
In 16/17, use Registration Wizard or Student Transfer	N/A	N/A

Complete Solution:

Register the student in the high school and place them on the non-attending calendar at the high school.

Steps to Complete:

1. Register the student at the high school for 16/17, when asked if you want to change the primary/EMIS attending building, answer NO.
2. Assign the student to the non-attending calendar at the high school.
3. The student remains enrolled at the middle school on the attending calendar.

StudentInformation > SIS > Registration Wizard

Student Registration Wizard

From this screen users can register students

Registration Pre-requisites Possible Matches Complete Registration Family Group EMIS

Change primary / EMIS attending building?

☐ Yes

☒ No

Next >

Outcome:

1. FS and FD records are not changed.
2. As long as student is on a non-attending calendar in one building and on the attending calendar in another building in the district, ATTUPEMIS will calculate the student's attendance correctly.
3. Currently, UNCLEMIS generates an error saying the student has overlapping admission records. This error can be ignored.

Scenario #35 - The JVS has a Satellite student that has completed requirements in 15/16 and will not be returning to the JVS in 16/17

A JVS Satellite student has completed the course requirements in 15/16 and will not be coming back to the JVS for the 16/17 school year. What should the JVS do?

Enroll	Whack	Withdrawal
N/A	Whack the student in 16/17	Withdraw the student in 15/16

Complete Solution:

If the JVS has a Satellite student that has completed the course requirements in 15/16, the student should be withdrawn from the JVS in the 15/16 school year with a withdrawal date of the last day of school and withdrawal code of 99. The student should be reported in 15S. The student does not need reported in the 16/17 school year so the student should be whacked out of the JVS in 16/17.

Steps to Complete:

1. Withdraw the student in 15/16 using the last day of school and withdrawal code = 99. (See Appendix D for instructions on withdrawing a student.)
2. Whack the student from 16/17. (See Appendix F for instructions on whacking a student.)

Outcome:

The student's FS, FD, FN and Student annual records will be deleted for the 16/17 school year.

Scenario #36 - The JVS has a Satellite student that will complete the course requirements in 15/16. The JVS knows before the last day of school that the student will be returning to the JVS to pursue a program in 16/17

A JVS Satellite student has completed the course requirements in 15/16 and will be coming back to the JVS for the 16/17 school year. What should the JVS do?

Enroll	Whack	Withdrawal
In 16/17, use Registration Wizard, Student Transfer or Promotion/Enrollment to get the student into the JVS	N/A	N/A

Complete Solution:

If the JVS has a Satellite student that will complete the course requirements in 15/16, but the JVS knows the student will be returning to the JVS to pursue a program full or part-time, the student should be promoted to 16/17. Once the student has been promoted, edit their FS record and change their EMIS Situation to reflect the appropriate situation.

Scenario #37 - A non MR/DD student finished out the 15/16 school year as a certain EMIS Situation and now has a different EMIS Situation for 16/17

A non MR/DD student was a Resident attending full-time in 15/16 and is now a Resident Attending the JVS full-time for 16/17.

Enroll	Whack	Withdrawal
N/A	N/A	N/A

Complete Solution:

StudentInformation does not carry the prior year's EMIS record over, but rather starts off the school year with a new record for all students who were enrolled the previous year with an effective start date of 7/1/2016. Since they have a new record for the year, we are telling them that they do not have to close this record and open a new one if the student is starting the school year out with a new EMIS Situation.

Steps to Complete:

None

Outcome:

The student will have a single FS record in 16/17 which reflects the student's EMIS Situation for 16/17.

Scenario #38 - A student attended a MR/DD school for 15/16. The student will be attending a regular district for 16/17.

If a student was attending an MR/DD last school year and will be attending the regular district this school year, but the student was being educated by the MR/DD through the summer, the student's July 1st FS record would need closed with an effective end date and a new FS record added to reflect the new EMIS Situation.

Enroll	Whack	Withdrawal
N/A	N/A	N/A

Complete Solution:

StudentInformation does not carry the prior year's EMIS record over, but rather starts off the school year with a new record for all students who were enrolled the previous year with an effective start date of 7/1/2016. Since the student continued to be educated over the summer, the student's FS record dated 7/1/16 will be closed and a new FS record opened to reflect the student's new EMIS Situation for the 16/17 school year.

Steps to Complete:

1. Navigate to the **FS – Standing** tab.
2. Close out the student's 7/1/16 record by adding a new FS record clicking on the **New Student Standing** button.
3. Select the student's new EMIS Situation from the **EMIS Situation** dropdown.
4. Edit checks on the page will guide you in making the remainder of the required changes.
5. Click **Save** to create the new record.
6. You will receive the following message: **The FS – Student Standing information was successfully saved.**
7. Navigate to the **FD-Attributes** tab and choose **New Student Attributes**. Start on the same **Effective Start Date** as the new **FS – Student Standing Effective Start Date**.
8. Update the **Reporting Calendar and Attendance Pattern** to reflect the correct calendar. Click **Save** to save your corrections.
9. Navigate to the **General** tab and select the correct **Attendance Calendar**. Click **Save**. You will be prompted for a **Calendar Change Effective Date**. Complete this field with the appropriate date, click **OK**. You will receive the following message: **The General Information was successfully saved.**

Outcome:

The student will have two FS and two FD records in 16/17. The latest FS record will reflect the student's current EMIS Situation for 16/17.

Scenario #39 - A student is evaluated at the JVS

A student is evaluated at the JVS for possible future enrollment.

Enroll	Whack	Withdrawal
In 16/17, use Registration Wizard, Student Transfer or Promotion/Enrollment to get the student into the JVS	N/A	Withdraw the student at the JVS with the date as admission date.

Complete Solution:

The student's home school does not need to do anything. The JVS should enroll and withdraw the student using the same date with an EMIS Situation of **358 – Vocational Evaluation** only. Put the student on the non-attending calendar and zero percent of time.

Steps to Complete:

1. Register the student at the JVS using 358 as the EMIS Situation.
2. Withdraw the student using the same date as admission date.

Outcome:

The student will have a single FS record in 16/17 which reflects the student's EMIS Situation for 16/17.

Scenario #40 - A student was promoted or enrolled into wrong building

A student was accidentally promoted to the wrong building in the district for 16/17.

Enroll	Whack	Withdrawal
In 16/17, use Registration Wizard, Student Transfer or Promotion/Enrollment to get the student into the correct building.	Whack the student from the building they were accidentally enrolled into for 16/17.	N/A

Complete Solution:

There are several ways to handle the situation, but most importantly the student needs whacked from the building they were accidentally enrolled into, since they will not be attending one day there.

Now the school can student transfer the student from 15/16 to the correct building in 16/17. Or they can use Registration Wizard in the correct building for 16/17 and StudentInformation will find a match and they can enroll the match. Or they can change the progression track on the student's profile in 15/16 and redo promotion/bulk enrollment.

Steps to Complete:

1. Whack the student from the old building. (See Appendix F for instructions on whacking a student.)
2. Register the student in the new building. Make sure you use a registration day that is before the first day of school. StudentInformation will find a match. When you receive the following prompt, choose **Yes**.

StudentInformation > SIS > Registration Wizard

Student Registration Wizard

From this screen users can register students

Registration Pre-requisites Possible Matches Complete Registration Family Group EMIS

Change primary / EMIS attending building?

☒ Yes
☐ No

Next >

Outcome:

1. A new FS and FD record will be created for the student's admission into the new building.
2. If you register the student in the new school in the district first and then whack them out of the other building, the student's original FS and FD record for the old building will not be deleted and will still show in the summary section on the FS and FD tabs. It will be considered a closed record.

Scenario #41 - A student graduated on time last year, but was not reported as a graduate in Period S in 15/16

A student graduated on time in 15/16 with his class but was not withdrawn and reported as a graduate in Period S for the 15/16 school year. Period S is now closed.

Enroll	Whack	Withdrawal
N/A	N/A	Withdraw the student in 16/17 with a withdrawal code of 81

Complete Solution:

1. Report the student as a graduate in 16G using the Flat File Editor to add a record for the student.
2. Withdraw the student in 16/17 with a withdrawal code of 81.
3. In 16/17, add a Student Missing Override record in EMIS Maintenance using a withdrawal code of 99.



How to Mass Update Core Subject Area or Dual Credit field in Course Maintenance

Change Log

Date	Section Number/Name	Change Description
11/5/14	Entire document	Update screenshot and breadcrumb trails
09/29/14	Entire document	Added Dual Credit option
11/1/11	Entire document	Updated sch yr
9/29/11	Objective	12.0.0 Updates - Updated Screenshot

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F.Y.I.

One year or “unit” of instruction is defined as a minimum of 120 hours of course instruction, except that for a laboratory course, “one unit” means a minimum of one hundred fifty hours of course instruction.



F.Y.I.

“One-half unit” means a minimum for 60 hours of course instruction, except for physical education courses, “one-half unit” means a minimum of one hundred twenty hours of course instruction.



F.Y.I.

All courses in which high school credit is earned need to have the Core Subject Area updated for the current year, the future year, and prior years, regardless if where the course was taken. (Taken at the JVS, Post Secondary Institution, another district, or the middle school.)



F.Y.I.

Ultimately it’s the District’s decision as to which Core Subject Area they choose for a course. There are no steadfast rules.



F.Y.I.

Dual Credit field on General tab of course needs updated for any course in which a student is earning dual credit for HS and college.

Task #1 – Run CRSE report to verify courses are marked appropriately

F.Y.I.

All courses that earn High School Credit need a CORE Subject Area value.

1. Change Context to the building level and 10/11.
2. Navigate to : **StudentInformation » SIS » Scheduling » Scheduling Reports » Course Curriculum (CRSE).**
3. In the **Course Type** dual select, choose the course types that count for high school credit. (Course type examples: Class, Satellite, PS, ESC, etc.)
4. Leave the other dual selects empty except for **Fields To Display** dual select.
5. In the **Fields To Display** filter pull the CORE Subject Area and Is Dual Credit fields to the right.
6. Choose the report sorting options in the **Sorting Options** filter.
7. Click **Submit**.
8. Wait for the report to complete on the **Batch/Report Management** screen.
9. The following is a sample of the report output:


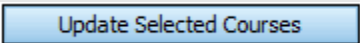
REPORT: DASL - REPO CRSE			HIGH SCHOOL			COURSE CURRICULUM					PAGE 1 OF 1		
SCHOOLYEAR: 2014-2015			RUN AT 9:58 AM 11/5/2014										
COURSE CODE	COURSE NAME	GR	Incd Crdt	Incd GPA	Hon Roll	High Sch Crd	Rept To EMIS	Credit Units	Dual Crd	CORE Subj Area			
137	CORE GEOMETRY	11;12	Y	Y	Y	Y	Y	1.000000	N	MTO			
138	PRE-ALGEBRA	09	Y	Y	Y	Y	Y	1.000000	N	MTO			
139	CORE ALGEBRA I	10	Y	Y	Y	Y	Y	1.000000	N	MTO			
140	ALGEBRA I	09;10;11;12	Y	Y	Y	Y	Y	0.000000	N	MTO			
142	CORE ALGEBRA II	10;11	Y	Y	Y	Y	Y	1.000000	N	MTA			
143	ALGEBRA II	09;10;11;12	Y	Y	Y	Y	Y	1.000000	N	MTA			
144	GEOMETRY	10;11;12	Y	Y	Y	Y	Y	1.000000	N	MTO			
150	COLLEGE PREP ALGEBRA	12	Y	Y	Y	Y	Y	1.000000	N	MTO			
931	ONU ALGEBRA/TRIGONOMETRY	11;12	Y	Y	Y	Y	Y	1.000000	N	MTO			
136-2	CONSUMER MATH OL	12	Y	Y	Y	Y	Y	1.000000	N	MTO			
142-2	ALGEBRA II CCSS OL	10;11	Y	Y	Y	Y	Y	1.000000	N	MTA			

10. Use the report to:
 - a. Make sure courses that marked as Is High School Credit do have a credit amount listed. Course 140, outlined in red in the example report output, is marked as Report to EMIS and Is HS Credit but is worth zero credits.
 - b. Make sure the Dual Credit flag is marked for the appropriate courses.
11. Districts can use the EMIS Subject Area and Subject Area for Credit values to determine what the CORE Subject Area value should be but ultimately it is the District's decision.

Task #2 – Mass update CORE Subject Area or Dual Credit fields on Course in Course Maintenance in a prior year



This task needs completed at the High School level and Middle School level (provided your Middle School offers courses for high school credit)

1. Navigate to : **StudentInformation** » **Management** » **Ad-Hoc Updates** » **Bulk Course Update.**
2. Use the Filters to select courses that need updating.
 - a. Since only courses that are High School credit and reportable to EMIS need updated make sure the ☒ **Is High School Credit Only** and ☒ **Report To EMIS Only** boxes are checked.
 - b. Click .
3. The screen refreshes and the Course Filters are hidden. Click **[Show Course Filters]** to view the filters.
 - a. Now the Update Directives section displays at the top of the screen and the list of courses is below the Update Directives section.
 - b. In the **School Years To Update** filter pull all years over to the right.
 - c. The current school year isn't listed in the filter by design. SI automatically assumes the courses in the year in context need updated.
4. In the I want to update section, either choose CORE Subject Area or Dual Credit radio button.
 - a. If Core Subject Area is selected then choose a CORE Subject Area from the dropdown that all courses selected will be updated to.
 - b. If Dual Credit is selected then click the Dual Credit checkbox to update that field for the selected courses or unclick the Dual Credit checkbox to uncheck the Dual Credit field for the selected courses.
 - c. Click .
 - d. The following message will display

All selected courses were successfully updated with the selected CORE Subject Area.

Task #3 – Run Bulk Course Update with each prior year in context



Repeat Task #2 with each prior year in context to catch any courses that were prior year but marked as do not roll course to next year.

Example: Spanish 1 is a course in 13/14. It is not marked to **Roll course to next year:** in Course Maintenance, therefore the Spanish 1 didn't get copied up to 14/15 during SYI.

How to Mass Update Core Subject Area or Dual Credit Fields on Manual Course History Records



Change Log

Date	Section Number/Name	Change Description
11/5/14	Entire document	Update screenshots and breadcrumb trails
09/29/14	Entire document	Added Dual Credit option
12/18/13	Objective	14.2.0 Updates – updated screenshot
09/29/11	Objective	12.0.0 Updates - Updated screenshot

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F.Y.I.

One year or “unit” of instruction is defined as a minimum of 120 hours of course instruction, except that for a laboratory course, “one unit” means a minimum of one hundred fifty hours of course instruction.



F.Y.I.

“One-half unit” means a minimum for 60 hours of course instruction, except for physical education courses, “one-half unit” means a minimum of one hundred twenty hours of course instruction.



F.Y.I.

All courses in which high school credit is earned need to have the Core Subject Area updated for the current year, the future year, and prior years, regardless if where the course was taken. (Taken at the JVS, Post Secondary Institution, another district, or the middle school.)



F.Y.I.

Ultimately it's the District's decision as to which Core Subject Area they choose for a course. There are no steadfast rules.



F.Y.I.

Dual Credit field on General tab of course needs updated for any course in which a student is earning dual credit for HS and college.

Task #1 – Mass update CORE Subject Area or Dual Credit fields on Manual Course History Records

F.Y.I.

All manual course history records that are marked as IS High School Credit need a CORE Subject Area value.

1. Change your context to the building level in the current school year.
2. Navigate to : **StudentInformation** » **Management** » **Ad-Hoc Updates** » **Bulk Manual Course Update.**
3. In the **Manually Entered Course School Years** filter, select the years to update.
4. Click **Next >** to advance to the **Choose originating schools** tab.
5. Make sure there is a check in the box next to **High School Credit Manually Entered Courses Only** ☒.
6. The district can choose to update the manual course history for all originating schools at one time or by each originating school individually.
7. State Support recommends running the Manual Bulk Update by one Originating School at a time.

Bulk Update Manual Course Core Subject Area
From this screen you can bulk update the Core Subject Area on Manually Entered Courses

Choose school years | Choose originating schools | Choose filters | View courses and update records | View summary

< Prev | Next > | Summary >>

Choose whether to view and update manually entered courses included in High School Credit only.

High School Credit Manually Entered Courses Only ☒

Choose the originating schools to update.
If no originating schools are chosen, records for all originating schools will be updated.
The list contains the originating schools on the manually entered courses for the school years chosen.

Manually Entered Course Originating Schools	Chosen
ELIDA HIGH SCHOOL KALIDA LOCAL SD POST SECONDARY/OUT OF STATE SHAWNEE HIGH SCHOOL	APOLLO JVSD

8. In the **Manually Entered Course Originating Schools** filter, select the desired schools and move them over to the **Chosen** filter box.
9. Click **Next >** to advance to the **Choose filters** tab.
10. Use the filters to narrow down the list of courses to update.

11. In the screenshot below, the Subject Area of Mth-MATH is used as a filter.

Choose school years Choose originating schools **Choose filters** View courses and update records View summary

< Prev Next > Summary >>

Chose filters to limit the manually entered courses to view and update.
The filters contain a distinct list of values from the manually entered courses in the school years and originating schools chosen in previous tabs.
To view all courses, do not select any filters. If a filter is chosen, only records matching the filter(s) will be returned.

Subject Areas

EMP - EMPLOYABILITY ENG - ENGLISH FA - FINE ARTS SCI - SCIENCE SS - SOCIAL STUDIES	Chosen MTH - MATH	Or like	
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Areas Of Study

AGR - AGR AGR - AGRICULTURE BUS - BUS BUS - BUSINESS DE - MKT/MGT	Chosen	Or like	
---	--------	---------	--

Course Codes

1000 1001 1003 1010 1011	Chosen	Or like	
--------------------------------------	--------	---------	--

Course Short Names

ACT1LAB ACT1REL ACT2LAB ACT2REL1 ACT2REL2	Chosen	Or like	
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Course Names

ACT1LAB ACT1REL ACT2LAB ACT2REL1 ACT2REL2	Chosen	Or like	
---	--------	---------	--

12. Often times manual course history records are entered in a variety of different ways. One user typed in an Algebra course using only the appreviation of ALG, another user used the complete name of Algebra.

13. Users can utilize the Or like filter to search for courses.

Course Short Names

ACT1LAB ACT1REL ACT2LAB ACT2REL1 ACT2REL2	Chosen	Or like	alg
---	--------	---------	-----

14. Click to view the courses found that match the search criteria and advance to the **View courses and update records** tab.

15. As you can see from the screenshot below, some Algebra courses were entered into manual course history using the abbreviation ALG and other manual courses history records were typed into using the full word ALGEBRA.

	<u>Code ^</u>	<u>Short Name</u>	<u>Name</u>	<u>Is HS Credit</u>	<u>CORE Subject Area</u>	<u>Records</u>
<input type="checkbox"/>	1015	ALGI	ALGI	<input checked="" type="checkbox"/>		1
<input type="checkbox"/>	70047	ADVANCEDALG	ADVANCEDALG	<input checked="" type="checkbox"/>		1
<input type="checkbox"/>	70050	TECHNICALGEOM	TECHNICALGEOM	<input checked="" type="checkbox"/>		8
<input type="checkbox"/>	70052	ALGEBRA1	ALGEBRA1	<input checked="" type="checkbox"/>	SCP	16
<input type="checkbox"/>	70053	ALG2	ALG2	<input checked="" type="checkbox"/>		23
<input type="checkbox"/>	70053	ALGII	ALGII	<input checked="" type="checkbox"/>		8
<input type="checkbox"/>	ALGII	ALGII	ALGII	<input checked="" type="checkbox"/>		28
<input type="checkbox"/> Show Manually Entered Courses Missing CORE Subject Area Only						

16. The **Records** column details how many manual course history records will be affected if the update is completed.

17. In the I want to update section, either choose CORE Subject Area or Dual Credit radio button.

- If Core Subject Area is selected then choose a CORE Subject Area from the dropdown that all courses selected will be updated to.
- If Dual Credit is selected then click the Dual Credit checkbox to update that field for the selected courses or unclick the Dual Credit checkbox to uncheck the Dual Credit field for the selected courses.

18. Place a check in the box next to the courses that you want to be updated.

19. If a course already had a CORE Subject Area or the Dual Credit field marked that will display in the corresponding column.

20. Click **Update Selected Records**.

21. The screen will flash and the same list of courses will be displayed except now the corresponding column will be filled in for every course you selected to update.

22. Click **Summary >>** to view the number of manual course history records that still need updating from the originating school selected on the second tab named **Choose originating schools**.

Click **< Prev** twice to return to the **Choose filters** tab.

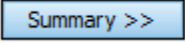
23. Repeat the process of filtering and updating courses again until all manual course history records from the originating school selected on tab two have been updated.

Task #2 – Repeat process in Task 1 for each originating school



All manual course history records that are marked as Is High School Credit need updated with a CORE Subject Area.

Task #3 – Verify the appropriate manual course history records were updated with a CORE Subject Area.

1. Navigate to : **StudentInformation » Management » Ad-Hoc Updates » Bulk Update Manual Course Core Subj Area.**
2. Click  to view the number of courses missing a CORE Subject Area.



Once the marks are imported from the JVS using the Home School Import, please verify again that all manual course history records have a CORE Subject Area. JVSDs aren't required to report CORE Subject Area so there is a good chance manual course history imported from the JVS will not have the CORE Subject Area filled out.

Appendix A – How to erase the CORE Subject Area field on manual course history entries if they were erroneously updated

1. Navigate to : **Student Information » Management » Ad-Hoc Updates » Bulk Update Manual Course Core Subj Area.**
2. Select the school years of the manual course history and originating school you wish to clear the CORE field on 1st and 2nd tabs.
3. Use the filters on the **Choose filters** tab to select the manual course history records you wish to clear the CORE field on.
4. On the 4th tab named **View courses and update records**, choose **View courses and update records** in the **CORE Subject Area:** dropdown.
5. Enter a check in the box next to the courses you wish to clear the CORE field.

Choose school years Choose originating schools Choose filters **View courses and update records** View summary

< Prev Next > Summary >>

Select the manually entered courses to update. Choose a CORE subject area value and click the 'Update Selected Records' button. Only records matching the school years and originating schools selected in the previous tab will be updated.

CORE Subject Area: [Clear CORE Subject Area]

☐ Select All

	Code ^	Short Name	Name	Is HS Credit	CORE Subject Area	Records
<input type="checkbox"/>	70002	H.S.MATH	H.S.MATH	<input checked="" type="checkbox"/>	MTA	11
<input checked="" type="checkbox"/>	70002	SENIORMATH	SENIORMATH	<input checked="" type="checkbox"/>	MTO	1
<input checked="" type="checkbox"/>	BUSMA	BUSINESSMATH	BUSINESSMATH	<input checked="" type="checkbox"/>	MTO	7
<input checked="" type="checkbox"/>	SSMTH	SSINTMTH3	SSINTMTH3	<input checked="" type="checkbox"/>	MTO	2
<input checked="" type="checkbox"/>	SSMTH	SSINTMTH3	SSINTMTH3	<input checked="" type="checkbox"/>	MTO	1
<input type="checkbox"/>	TRMTH	TRANMATH	TRANMATH	<input checked="" type="checkbox"/>	MTO	1
<input type="checkbox"/>	TRMTH	TRANSMATH	TRANSMATH	<input checked="" type="checkbox"/>	MTO	2
<input type="checkbox"/>	TRNMT	TRANMATH	TRANMATH	<input checked="" type="checkbox"/>	MTO	1

☐ Show Manually Entered Courses Missing CORE Subject Area Only

Total Manual Course Records
26

6. Click .

- The screen will flicker and the same list of filtered courses will be displayed except the courses you chose to update will no longer have the CORE Subject Area column filled out.

	<u>Code ^</u>	<u>Short Name</u>	<u>Name</u>	<u>Is HS Credit</u>	<u>CORE Subject Area</u>	<u>Records</u>
<input type="checkbox"/>	70002	H.S.MATH	H.S.MATH	<input checked="" type="checkbox"/>		11
<input type="checkbox"/>	70002	SENIORMATH	SENIORMATH	<input checked="" type="checkbox"/>		1
<input type="checkbox"/>	BUSMA	BUSINESSMATH	BUSINESSMATH	<input checked="" type="checkbox"/>		7
<input type="checkbox"/>	SSMTH	SSINTMTH3	SSINTMATH3	<input checked="" type="checkbox"/>		2
<input type="checkbox"/>	SSMTH	SSINTMTH3	SSINTMTH3	<input checked="" type="checkbox"/>		1
<input type="checkbox"/>	TRMTH	TRANMATH	TRANMATH	<input checked="" type="checkbox"/>	MTO	1
<input type="checkbox"/>	TRMTH	TRANSMATH	TRANSMATH	<input checked="" type="checkbox"/>	MTO	2
<input type="checkbox"/>	TRNMT	TRANMATH	TRANMATH	<input checked="" type="checkbox"/>	MTO	1
<input type="checkbox"/> Show Manually Entered Courses Missing CORE Subject Area Only						



Gifted Step by Step Checklist

Change Log

Date	Section Number/Name	Change Description
10/5/16	Task 7 & 8	Adjusted dates for 2016/2017
4/26/16	Tasks 4, 5, 6, 7 and Appendix A	15.3.3 Updates – updated screenshots
10/15/15	Entire document	Adjusted dates for 2015/2016
11/5/14	Entire document	Cosmetic fixes
10/9/14	Entire document	Adjusted dates for 2014/2015 & updated breadcrumb trails & screenshots
09/27/13	Entire document	Adjusted dates for 2013/2014
08/24/12	Task 2 & 3	Added fyi's about creating building specific screenings
08/20/12	Entire document	Adjusted dates for 2012/2013
9/6/11	Entire document	Adjusted dates for 11/12
2/11/11	Task 3	Fix image in item 4.


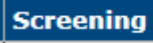
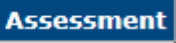

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Task 1 - Create a default Gifted Rule to assign to all students in the district that are not being screened

As soon as your district knows what grade levels they are going to screen, State Support recommends the district run the Gifted Mass Update to assign all students a gifted record. This usually takes place in the fall. Once records have been created with default rule values, any subsequent updates could override any manual updates to the records.

A student can only have one gifted record per school year.





1. Change your context to the district level in the current school year.
2. Navigate to **Student Information** » **Management** » **School Administration** » **EMIS** » **Gifted** » **Gifted Rules Maintenance**.
3. Click .
4. In the **Rule Name:** field enter the text District Rule.
5. Leave the **Grade Level:** dropdown blank.
6. Do not check any of the   checkboxes.
7. Click .


Task 2 - Create a separate grade level specific Gifted Rule for the students who will be screened

Be sure to include all screenings for a specific grade level when creating the grade level rule. Once records have been created with default rule values, any subsequent updates could override any manual updates to the records.

If a district has multiple buildings that serve the same grade levels, it is possible that students in the same grade level may not be administered the same screenings, or if they do have the same screenings, they may not be administered on the same dates. For this type of situation, grade level specific gifted rule can be created at the building(s) that where the values are different than the District level grade level rule. Follow the steps below with the building in context.

Building Level Rules will only be displayed on the Gifted Rules Maintenance page in the buildings where they are created.

1. Change your context to the district level in the current school year.
2. Navigate to **Student Information** » **Management** » **School Administration** » **EMIS** » **Gifted** » **Gifted Rules Maintenance**.
3. Click **Add Gifted Rule**.
4. In the **Rule Name:** field enter the text that will help you and others easily identify the rule, such as 3rd Grade Screening Rule.
5. In the **Grade Level:** dropdown select grade 03.
6. Place a check in the box next to the screening(s) the students will undergo.
7. Example: If 3rd grade students are going to be screened in Math and Science then place a checkbox in the **Screening** column only next to
Specific Academic Ability - Math
Specific Academic Ability - Science.
8. Enter the **Screened Date** for the screening to be administered (ex. Specific Academic Ability - Math) in the **Screened Date**   .If the district performs screening for two or more areas during the school year, place a checkmark in the **Screening** column for each area along with the appropriate **Screened Date**   for each of the Screened areas.

9. Ninety-nine percent of districts will never create a rule to mass update the **Assessment** column on gifted records. Instead districts typically update individual student gifted records after the student is assessed.
10. Click  .

Task 3 - Run Gifted Mass Update to assign students the District Default Rule and the Grade Level Screening Rules simultaneously followed by running any screenings set up at the building level

If you are running a building specific screening after running the district screening check the **Overwrite Existing Student Gifted records:** and the building level rule will be applied to the students that already have the district rule. Any manual updates will be overwritten.

1. Change your context to the district level in the current school year.
2. Navigate to **StudentInformation » Management » School Administration » EMIS » Gifted » Gifted Mass Update**.
3. In the **Gifted Rules:** dual select move all rules applicable to this year, including but not limited to **District Default** , **3rd Grade Screening Rule** , and **4th Grade Screening Rule** over to the right.
4. StudentInformation recommends checking the **Overwrite Existing Student Gifted records:** checkbox when you run the mass update for the first time. This will insure that any erroneous gifted records that were entered are cleaned up and replaced by the District Default Rule. When the **Overwrite Existing Student Gifted records:** is checked, all previously entered Screening and Assessment records will be removed and overwritten with the values of the rule currently being run in the gifted mass update.
5. Leave the **Display results:** box checked.
6. Click .
7. The page will refresh and the results will be displayed at the bottom of the screen.

1210 Records Displayed			
Student	Grade Level	Rule	Status
	12	Default Rule	Updated
	01	Default Rule	Updated
	09	Default Rule	Updated
	03	Third Grade Screening Rule	Updated
	01	Default Rule	Updated
	02	Default Rule	Updated
	11	Default Rule	Updated
	02	Default Rule	Updated
	02	Default Rule	Updated
	05	5th Grade Screening Rule	Updated

Task 4 - After screening is administered manually update Assessed for those students who are undergoing further testing

1. At the building level with a student in context.
2. Navigate to **StudentInformation** » **SIS** » **Student** » **Gifted** » **Student Gifted Record**.
3. Place a check in the box in the **Assessment** column next to the area being assessed.
4. Example: If a third grade student was screened in Math and Science but only showed that she needed further assessment in Science, place a check in the box in the **Assessment** column next to

Specific Academic Ability - Science

5. Since the student didn't require further assessment in Math nothing further needs to be done for Math.

Student Gifted Record

From this screen, you can display, add, change and delete data pertaining to a student's gifted record.

	Screening	Assessment	Identified	Served	Identified Date
Superior Cognitive Ability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Specific Academic Ability - Math	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Specific Academic Ability - Science	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Specific Academic Ability - Reading/Writing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Specific Academic Ability - Social Studies	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Creative Thinking Ability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Visual/Performing Arts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Save
Discard Changes
Restore Default

6. Click **Save**.
7. Repeat the steps above for each student who was assessed in a certain area.

8. Some students may be assessed in all areas they were tested. Their gifted record would look as follows:

Student Gifted Record
From this screen, you can display, add, change and delete data pertaining to a student's gifted record.

	Screening	Assessment	Identified	Served	Identified Date
Superior Cognitive Ability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Specific Academic Ability - Math	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Specific Academic Ability - Science	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Specific Academic Ability - Reading/Writing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Specific Academic Ability - Social Studies	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Creative Thinking Ability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Visual/Performing Arts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Save

Discard Changes



Restore Default

Task 5 - Edit the individual gifted records for those students identified as being gifted

Once a student has been identified as gifted, his identified area and identified date will copy forward on his gifted record each year.

1. At the building level with a student that was identified as gifted in context.
2. Navigate to **StudentInformation** » **SIS** » **Student** » **Gifted** » **Student Gifted Record**.
3. Place a check in the box in the **Identified** column next to the area in which the student was identified as gifted.
4. Next enter the date the student was identified as being gifted in the **Identified Date** field.
5. In the example below the student was identified on 11/13/15 as being gifted in Math, the **Identified** box and **Identified Date** field have both been filled in. The student was not identified as gifted in Science so no further action is needed for Science.

Student Gifted Record
From this screen, you can display, add, change and delete data pertaining to a student's gifted record.

	Screening	Assessment	Identified	Served	Identified Date
Superior Cognitive Ability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Specific Academic Ability - Math	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	11/13/2015  
Specific Academic Ability - Science	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Specific Academic Ability - Reading/Writing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Specific Academic Ability - Social Studies	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Creative Thinking Ability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Visual/Performing Arts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	



6. Click **Save**.

Task 6 - If your district provides gifted services to students identified as gifted, update the student's gifted record

1. At the building level with a student that was identified as gifted in context.
2. Navigate to **StudentInformation** » **SIS** » **Student** » **Gifted** » **Student Gifted Record**.
3. Place a check in the box in the **Served** column next to the area in which the student is being served.

Student Gifted Record





From this screen, you can display, add, change and delete data pertaining to a student's gifted record.

	Screening	Assessment	Identified	Served	Identified Date
Superior Cognitive Ability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Specific Academic Ability - Math	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	11/13/2015  
Specific Academic Ability - Science	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Specific Academic Ability - Reading/Writing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Specific Academic Ability - Social Studies	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Creative Thinking Ability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Visual/Performing Arts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Task 7 - Copy Student Served Values from one year to another

1. With a building in context, navigate to **StudentInformation** » **Management** » **School Administration** » **EMIS** » **Gifted** » **Gifted Initialization**.
2. In the **Copy From School Year:** select the school year to copy the Served values from.
3. In this example 15/16 is selected in the dropdown because the Served values need copied up to 16/17.

Student Gifted Record
From this screen, you can display, add, change and delete data pertaining to a student's gifted record.

	Screening	Assessment	Identified	Served	Identified Date
Superior Cognitive Ability	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
Specific Academic Ability - Math	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	11/9/2012  
Specific Academic Ability - Science	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
Specific Academic Ability - Reading/Writing	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	11/9/2012  
Specific Academic Ability - Social Studies	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
Creative Thinking Ability	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
Visual/Performing Arts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>





4. In the **Grade Levels to Copy:** filter, select the grade levels in the current grade level that you would like to copy the Served values for.
5. Click .
6. A message will display detailing how many records were updated.

The served values have been successfully copied. 0 records were created, 55 records were updated.

7. Now navigate to a student's gifted record to verify the Served checkboxes were copied up to the year in context.

Student Gifted Record

From this screen, you can display, add, change and delete data pertaining to a student's gifted record.

	Screening	Assessment	Identified	Served	Identified Date
Superior Cognitive Ability	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
Specific Academic Ability - Math	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	11/9/2012  
Specific Academic Ability - Science	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
Specific Academic Ability - Reading/Writing	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	11/9/2012  
Specific Academic Ability - Social Studies	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
Creative Thinking Ability	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
Visual/Performing Arts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>



Save

Discard Changes

Restore Default

Task 8 - Adding gifted records to new students who enter the district after the screening is administered

If you have a gifted grade level rule that has screenings on different dates, such as Math screening on 9/1/16 and Social Studies screening on 3/1/17, and if you run the gifted mass update for this grade level rule, the late enrollee student will be updated as follows: (a) If the student enrolls on 9/15/16, the student will receive only the screening for 3/1/17 on his gifted record; (b) If the student enrolls on 3/2/17, the student will received a gifted record with no items checked.

1. Students who register in your district after the gifted mass updates have been processed will need to be updated. This includes students that are the same grade level of those previously screened (Grade Level Rule).
Since the **Screened Date**   is now required with any rules where Screening is updated, the Gifted Mass Update can be run for all the rules, both District Default and Grade Level specific rules, in order to add the correct gifted record for students who are late enrollees.
2. Change your context to the district level in the current school year.
3. Navigate to **StudentInformation** » **Management** » **School Administration** » **EMIS** » **Gifted** » **Gifted Mass Update**.
4. In the **Gifted Rules:** dual select move all rules applicable to this year, including but not limited to **District Default**, **3rd Grade Screening Rule**, and **4th Grade Screening Rule** over to the right.
5. This will update each student who does not have a gifted record with the appropriate gifted record for their grade level.
6. Leave the **Overwrite Existing Student Gifted records:** checkbox unchecked because we don't want to overwrite any records that were previously added or updated. If this item is checked, all manual updates for screening and assessed values will be overwritten.
7. Click the **Display results:** box checked.
8. Click .
9. The screen will flash and the following message will display

The student gifted records have been successfully updated.

10. The students who had a gifted rule added will display at the bottom of the screen.

2 Records Displayed

Student	Grade Level	Rule	Status
Gifted, Sample	01	Default Rule	Created
Gifted, Testing	03	Third Grade Screening Rule	Created

Appendix A

Samples of a Student's Gifted Record

1. Create a default Gifted Rule to assign to all students in the district that are not being screened (Task 1).

- a. A default gifted record appears as follows

Student Gifted Record

From this screen, you can display, add, change and delete data pertaining to a student's gifted record.

	Screening	Assessment	Identified	Served	Identified Date
Superior Cognitive Ability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Specific Academic Ability - Math	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Specific Academic Ability - Science	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Specific Academic Ability - Reading/Writing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Specific Academic Ability - Social Studies	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Creative Thinking Ability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Visual/Performing Arts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Save
Discard Changes
Restore Default

2. 3rd Grade Screening tests are administered to all 3rd graders in the district. (Task 3)

- a. Screening shows student was screened in a specific area.



	Screening	Assessment	Identified	Served	Identified Date
Superior Cognitive Ability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Specific Academic Ability - Math	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Specific Academic Ability - Science	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Specific Academic Ability - Reading/Writing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Specific Academic Ability - Social Studies	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Creative Thinking Ability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Visual/Performing Arts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

- b. Through Screening, students shown to need additional assessment in an area, and said assessment is performed, are then manually updated on the student's gifted record. (Task 4)

	Screening	Assessment	Identified	Served	Identified Date
Superior Cognitive Ability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Specific Academic Ability - Math	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Specific Academic Ability - Science	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Specific Academic Ability - Reading/Writing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Specific Academic Ability - Social Studies	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Creative Thinking Ability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Visual/Performing Arts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	



3. Students identified as gifted.

- a. Assessment process indicated the student is gifted. Manually update the student's gifted record, check Identified and enter an Identified Date. (Task 5)

	Screening	Assessment	Identified	Served	Identified Date
Superior Cognitive Ability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Specific Academic Ability - Math	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	11/13/2015  
Specific Academic Ability - Science	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Specific Academic Ability - Reading/Writing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Specific Academic Ability - Social Studies	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Creative Thinking Ability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Visual/Performing Arts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

4. Does your district provide gifted services?

- a. If the district doesn't provide gifted services then no further action is needed.
- b. If the district does provide gifted services, check Served on the Student's gifted record who is receiving said services. (Task 6)

	Screening	Assessment	Identified	Served	Identified Date
Superior Cognitive Ability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Specific Academic Ability - Math	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	11/13/2015  
Specific Academic Ability - Science	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Specific Academic Ability - Reading/Writing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Specific Academic Ability - Social Studies	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Creative Thinking Ability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Visual/Performing Arts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

5. Students without a gifted record.

- a. Students who have not received a gifted record will display the gifted record as follows:

Student Gifted Record

From this screen, you can display, add, change and delete data pertaining to a student's gifted record.

This student does not have an existing gifted record for this school year

	Screening	Assessment	Identified	Served	Identified Date
Superior Cognitive Ability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Specific Academic Ability - Math	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Specific Academic Ability - Science	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Specific Academic Ability - Reading/Writing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Specific Academic Ability - Social Studies	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Creative Thinking Ability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Visual/Performing Arts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Save
Cancel

Appendix B Gifted Reports

1. Gifted Area Students

StudentInformation > SIS > School > Student Reports > Gifted Area Students

The Gifted Area Students report displays the selected students by gifted area, school, and grade level. It shows the identified date and served flag for each gifted area that was selected. The output is grouped by school, and grade level. Subtotals on the report included totals by grade level, school, and by gifted area. Detail output on the report includes student number, student name, gender, ethnicity, FTE, identified date, and served flag for each gifted area.

Report: Gifted Area Students

Printed Wed, Oct 13, 2010 3:37 PM

ELEMENTARY SCHOOL

Gifted Area Students

School: ELEMENTARY SCHOOL

Grade: 03 School: ELEMENTARY SCHOOL

Student Name	Student Number	Gender	Ethnicity	FTE	Grade	
DANAE		F	WHITE	100	03	
Superior Cognitive	Math	Science	Reading/Writing	Social Studies	Creative Thinking	Visual/Performing Arts
Identified Date	6/1/2010					
Served	N	N	N	N	N	N
JOSIE		F	WHITE	100	03	
Superior Cognitive	Math	Science	Reading/Writing	Social Studies	Creative Thinking	Visual/Performing Arts
Identified Date	6/1/2010					
Served	N	N	N	N	N	N
SAMANTHA		F	WHITE	100	03	
Superior Cognitive	Math	Science	Reading/Writing	Social Studies	Creative Thinking	Visual/Performing Arts
Identified Date	6/1/2010					
Served	N	N	N	N	N	N

2. Gifted Student Courses

StudentInformation > SIS > School > Student Reports > Gifted Student Courses

The Gifted Student Courses report displays the courses (schedule) for the selected students along with the gifted area flags. Sorting options include student name, grade, or teacher/homeroom. Grouping options include homeroom, teacher, or grade level. Detail output on the report includes student name, student number, gifted area flags, course name, course section, credits, teacher, meeting time, EMIS Subject Code, and Core Subject Area. The total student credits are also displayed.

This report is run at the school level.

Report: Gifted Student Courses

Printed Wed, Oct 13, 1, 3:46 PM

ELEMENTARY SCHOOL

Gifted Student Courses

Grade: 03

Student Name	Student Number	Grade	Homeroom
LOGAN		03	3C

Student Gifted Areas:	Cognitive	Math	Science	Reading/Writing	Social Studies	Creative Thinking	Visual/Performing Arts
	N	N	N	N	Y	N	N

Course Name	Course Section	Credits	Teacher	Meeting Time	EMIS Subject Code	Core Subject Area
HOMEROOM 3C	HR3C -1	0.00	Marie	0 (209)		
READING GRADE 3	300-3	0.00	Marie	1 (209)	050102	
MATH GRADE 3	301-3	0.00	Marie	2 (209)	110003	
LANGUAGE ARTS GRADE 3	302-3	0.00	Marie	3 (209)	050152	
SPELLING GRADE 3	303-3	0.00	Marie	4 (209)	050152	
SOCIAL STUDIES GRADE 3	304-3	0.00	Marie	5 (209)	151209	
SCIENCE/HEALTH GRADE 3	305-3	0.00	Marie	6 (209)	132110	
WRITING GRADE 3	306-3	0.00	Marie	7 (209)	050152	
EFFORT GRADE 3	307-3	0.00	Marie	8 (209)		
CONDUCT GRADE 3	308-3	0.00	Marie	9 (209)		
MUSIC	801-9	0.00	Tamara	F: 11 (209)	122000	
ART	800-9	0.00	Megan	M: 10 (209)	020012	
PHYSICAL EDUCATION	802-9	0.00	Kyle	T,W: 12 (GYM)	080300	
Student Total Credits: 0.00						

3. Gifted Student Detail Report

[StudentInformation > SIS > School > Student Reports > Gifted Student Detail Report](#)

The Gifted Student Detail Report displays the detailed gifted area information for each student selected. Sorting options include student name, grade, or teacher/homeroom. Grouping options include homeroom, teacher, or grade level. Detail output on the report includes student name, student number, grade, ethnicity, disability condition, gifted area and screen, assessed, identified, served, and identified date for each gifted area.

This report is run at the school level.

Report: Gifted Student Detail

Printed Wed, Oct 13, 3:59 PM

ELEMENTARY SCHOOL

Gifted Student Detail

Homeroom Teacher:		Kim				
Student	Student Number	Grade	Ethnicity	Disability Condition	Homeroom	
GRACE A		02	MULTIRACIAL	**	2A	
Gifted Area	Screened	Assessed	Identified	Served	Identified Date	
Creative Thinking	Y	N	N	N		
Visual/Performing Arts	Y	N	N	N		

Student	Student Number	Grade	Ethnicity	Disability Condition	Homeroom	
ALEXA		02	WHITE	**	2A	
Gifted Area	Screened	Assessed	Identified	Served	Identified Date	
Creative Thinking	Y	N	N	N		
Visual/Performing Arts	Y	N	N	N		

Student	Student Number	Grade	Ethnicity	Disability Condition	Homeroom	
JACOB		02	WHITE	**	2A	
Gifted Area	Screened	Assessed	Identified	Served	Identified Date	
Visual/Performing Arts	Y	N	N	N		
Creative Thinking	Y	N	N	N		

4. Gifted Students Missing Records

StudentInformation > SIS > School > Student Reports > Gifted Students Missing Records

The Gifted Students Missing Records report displays a list of students who are missing a gifted record. Sorting options include student name, grade level, ethnicity, and sent to IRN. Detail output on the report includes school code, school name, school IRN, student name, student number, grade, gender, ethnicity, FTE, sent to IRN, admission date, and withdrawal date. The Gifted Students Missing Records report will return all students who are missing a yearly gifted record, whether they have identified data or not.

This report can be run at the district or school level.

Report: Gifted Students Missing Printed Wed, Oct 13, 4:05 PM						ELEMENTARY SCHOOL		
Gifted Students Missing Records								
School Code:		School Name:			ELEMENTARY SCHOOL		IRN: 012120	
Name	Student Number	Grade	Gender	Ethnicity	FTE	Sent To IRN	Admission Date	Withdrawal Date
ALEXIS		06	F	WHITE	100	*****	8/22/2008	

Assessment Error Resolution

Change Log

Date	Section Number/Name	Change Description
2/19/15	Assessment Verification FAQ	14.7.0 Updates – Change reference from Brerprof to Assessment Import
11/5/14	Entire document	Update screenshots and breadcrumb trail
6/28/13	Tasks 2 - 7	Updated screenshots
2/28/11	Assessment Verification FAQ	Updated the required reporting periods

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Assessment Verification FAQ:



When do I run Assessment Verifications?

Assessment Verifications can be run at anytime. The chart below contains specific reporting periods for each of the Assessments.

ASSESSMENT	REPORTED PERIOD K	REPORTED PERIOD N	IMPORT METHOD
KRAL	✓		Manually
OTELA		✓	Assessment Import
Preschool ECO	✓	✓	Manually
Preschool Assessment (GGG)	✓	✓	Manually
Student Achievement		✓	Assessment Import
OGT		✓	Assessment Import



Why do I run Assessment Verifications?

The Assessment Verification finds EMIS reporting errors and helps you clean-up or perfect your data before reporting to ODE.



Does the Assessment Verification fix the errors?

No, the Assessment Verification only finds the errors. It is up to you to fix the errors and then run the Assessment Verification again to verify the errors are no longer present.



Can the Assessment Verification be run multiple times?

Yes, the Assessment Verification can be run multiple times.



Can Assessment Verification be run from the building level as well as from the district and ITC levels?


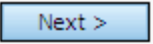

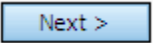








No, it can only be run at the District Level.



Is there anything else I should review prior to running the Assessment Verification?

Yes. For the OGT, Student Achievement and OTELA Assessments, you should go to the Assessment Import History and check the Assessment Import Management errors tab for records that could not be loaded because of mismatches. These records need to be corrected prior to running the Assessment Verification validations.

Task 1: Run Assessment Verification for any Assessment

1. Change your context to the district level and the current year.
2. Navigate to **StudentInformation** » **EMIS** » **Verify/Update and Transfer**.
3. On the **Request Type** tab, choose the  **Verify/Update DASL EMIS** option.
4. Click .
5. On the **Program Selection** tab, choose the appropriate EMIS **Reporting Period:** in the dropdown. Assessment Verification errors are reporting period specific.
6. Next, select .
7. Click .
8. Next, choose the buildings in the district you would like to run the Assessment Verification for.
9. Next, select from the following choices the test type for which you would like to run the Assessment Verification
 -  Kindergarten Readiness Assessment (K-RAL)
 -  OTELA
 -  Preschool ECO
 -  Preschool GGG
 -  Student Achievement
 -  Student Ohio Graduation Test
10. Click .
11. You will see the following on your screen while the Assessment Verification processes. .
12. Please be patient.
13. Once the process is complete, the Assessment Verification errors will display on the page.

Task 2: Correcting Assessment Verification - KRAL Errors

1. Assessment Verification errors are not interactive links. You can print the list from the screen and then review each of the student's records to make the necessary corrections. The correction may be needed on the student's profile, i.e., a disability condition or grade level, or it may be needed on the KRAL records.

Kindergarten Readiness Assessment - Literacy Record
From this screen, you can display, add, change and delete data pertaining to a student's KRA-L results.

Add KRA-L Record

	Test Part	Test Date	Accomm	Score Not Reported	Total Score
	Reading	05/2009	NO	*	025

2. For updates to the profile, correct the error and save your changes to the profile.
3. For errors in the KRAL testing record, either add or edit the KRAL record as required and save your changes.
4. See Appendix A for a list of common errors and resolutions for the KRAL Assessment Verification.

Task 3: Correcting Assessment Verification - OTELA Errors

1. Assessment Verification errors are not interactive links. You can print the list from the screen and then review each of the student's records to make the necessary corrections. OTELA corrections can be made on the student's Profile or on the Assessment/OTELA page.

Student Profile, FD-Attributes-Eff Date Tab

[Limited English Proficiency:](#) M - LEP Trial Mainsream, student is LEP & in trial mainsream [LEP Reclass Date:](#)

[StudentInformation](#) » [SIS](#) » [Student](#) » [Assessment](#) » [OTELA](#)

Ohio Test of English Language Acquisition

From this screen, you can display, add, change and delete data pertaining to a student's OTELA assessment results.

Add OTELA Record

				Reading		Writing		Listening		Speaking									
	Test Date	Grade	Acc	Score Not Reported	Score	Acc	Score Not Reported	Score	Acc	Score Not Reported	Score	Acc	Score Not Reported	Score	Comp	Prod Level	Prod Scored	Compos / Prod	
		12/2012	05	NO	*	895	NO	*	895	**	A	***	**	*	***	400	2	300	3
		03/2013	04	NO	*	902	NO	*	911	NO	*	929	NO	*	709	608			4
		03/2013	05	NO	*	980	NO	*	981	NO	*	987	NO	*	736	824			2
		03/2014	05	NO	*	291	NO	*	279	NO	*	300	NO	*	293	296			2
		03/2009	01	NO	*	276	NO	*	276	NO	*	309	NO	*	324	294			2

2. For updates to the profile, correct the error and save your changes to the profile.
3. For updates to the OTELA Assessment record, correct or add the record and save your changes.
4. See Appendix B for a list of common errors and resolutions for the OTELA Assessment Verification.

Task 4: Correcting Assessment Verification – Preschool ECO Errors

1. Assessment Verification errors are not interactive links. You can print the list from the screen and then review each of the student's records to make the necessary corrections. Preschool ECO corrections can be made on the student's Profile or on the Assessment/Preschool ECO page.

Preschool ECO Assessment Record					
From this screen, you can display, add, change and delete data pertaining to a student's Preschool ECO assessment results.					
Add Preschool ECO Record					
	Test Date	Test Part	Score Not Reported	Score	Progress
✗	Mar 29, 2012	Acquiring and Using Knowledge and Skills	*	3	F
✗	Mar 29, 2012	Positive Social Emotional Skills	A	*	*
✗	Mar 29, 2012	Taking Appropriate Action to Meet Needs	*	5	Y

2. For updates to the profile, correct the error and save your changes to the profile.
3. For updates to the Preschool ECO Assessment record, correct or add the record and save your changes.
4. See Appendix C for a list of common errors and resolutions for the Preschool ECO Assessment Verification.

Task 5: Correcting Assessment Verification – Preschool Assessment Errors (GGG)

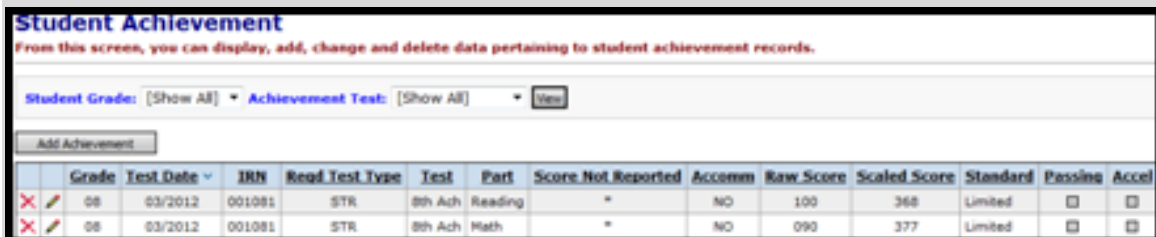
1. Assessment Verification errors are not interactive links. You can print the list from the screen and then review each of the student's records to make the necessary corrections. Preschool Assessment (GGG) corrections can be made on the student's Profile or on the Assessment/Preschool Assessment (GGG) page.

Preschool GGG Assessment Record										
From this screen, you can display, add, change and delete data pertaining to a student's Preschool GGG assessment results.										
Add Preschool GGG Record										
	Test Date	Picture Naming			Rhyming			Alliteration		
		Accomm	Score Not Reported	Score	Accomm	Score Not Reported	Score	Accomm	Score Not Reported	Score
X	10/2012	NO	*	010	NO	*	010	NO	*	010

2. For updates to the profile, correct the error and save your changes to the profile.
3. For updates to the Preschool (GGG) Assessment record, correct or add the record and save your changes.
4. See Appendix D for a list of common errors and resolutions for the Preschool GGG Assessment Verification.

Task 6: Correcting Assessment Verification – Student Achievement

1. Assessment Verification errors are not interactive links. You can print the list from the screen and then review each of the student's records to make the necessary corrections. Student Achievement corrections can be made on the student's Profile or on the Assessment/Student Achievement page.



Student Achievement
From this screen, you can display, add, change and delete data pertaining to student achievement records.

Student Grade: [Show All] Achievement Test: [Show All] [View]

Add Achievement

	Grade	Test Date	IRN	Read Test Type	Test	Part	Score Not Reported	Accom	Raw Score	Scaled Score	Standard	Passing	Accel
✖	08	03/2012	001081	STR	8th Ach Reading		*	NO	100	368	Limited	<input type="checkbox"/>	<input type="checkbox"/>
✖	08	03/2012	001081	STR	8th Ach Math		*	NO	090	377	Limited	<input type="checkbox"/>	<input type="checkbox"/>

2. For updates to the profile, correct the error and save your changes to the profile.
3. For updates to the Student Achievement Assessment record, correct or add the record and save your changes.
4. See Appendix E for a list of common errors and resolutions for the Student Achievement Assessment Verification.

Task 7: Correcting Assessment Verification – OGT

1. Assessment Verification errors are not interactive links. You can print the list from the screen and then review each of the student's records to make the necessary corrections. Ohio Graduation Test corrections can be made on the student's Profile or on the Assessment/OGT page.

From this screen, you can display, add, change and delete data pertaining to a student's Ohio graduation test results.

ADD NEW TEST

	Part	Test Date	Test Type	Grade at Test Time	Accommodations	Score Not Reported	Raw Score	Scaled Score	Grad Ring	Standard	Passing	Mar Admin ID#	Transferred From ID#	Re-report Time Period
✖	Math	03/2010	STR - Standard	10	NO	*	270	417	Y	Proficient		020910	*****	
✖	Reading	03/2010	STR - Standard	10	NO	*	280	419	Y	Proficient		020910	*****	
✖	Science	03/2010	STR - Standard	10	NO	*	275	413	Y	Proficient		020910	*****	
✖	Social Studies / Citizenship	03/2010	STR - Standard	10	NO	*	333	423	Y	Accommodated		020910	*****	
✖	Writing	03/2010	STR - Standard	10	NO	*	360	434	Y	Accommodated		020910	*****	

2. For updates to the profile, correct the error and save your changes to the profile.
3. For updates to the OGT Assessment record, correct or add the record and save your changes.
4. See Appendix F for a list of common errors and resolutions for the OGT Assessment Verification.

Appendix A: Assessment Verification Errors - KRAL

All are Period K Checks:

KG Student is missing a KRAL Test Record

Cause: All kindergarten students should have a KRAL Test Record. This message is received when the KG student does not have a KRAL Test Record.

Solution: Navigate to [StudentInformation](#) » [SIS](#) » [Student](#) » [Assessment](#) » [KRA-L](#) and add one for the student. If the student did not take the KRAL, then Reason Test Not Taken should have a value other than “*” for this assessment record.

KRAL Record has Reason Test Not Taken = L but FD record does not have Deaf/Blind Disability

Cause: The student's KRAL record indicates they did not take the test with a Reason Test Not Taken of L – The student has a disability condition and is deaf/or blind and is not required to take test. The student's profile, FD tab, disability condition does not have Disability Code 02, 03 or 04 which are the disability codes for vision and deafness.

Solution: Confirm this student's disability, and update his profile, FD tab, to have the correct disability code of 02, 03, or 04. Or if the L should not have been entered as the Reason Test Not Taken, update the KRAL record to have the correct information in the Reason Test Not Taken field.

Non KG Grade Level Student has a KRAL Assessment Record

Cause: The KRAL is only valid for KG students. The student has a KRAL test but his profile is showing that he has a different grade level than KG.

Solution: Verify the student's grade level. If he is a KG student, but is marked with a different grade level, correct the grade level on the student profile. If he is not a KG student, then the KRAL record needs to be removed.

KG Student should not have Reason Test Not Taken if not withdrawn

Cause: The KRAL record for the student has the Reason Test Not Taken field populated with J – Student moved in or out of district before test administered and the student has a null withdrawal date.

Solution: If the student withdrew prior to the KRAL being administered, then the student's admission history and Student Profile FS records should be corrected to show the withdrawal date. If the student was never withdrawn in StudentInformation, use the ‘withdraw student’ function to properly withdraw the student.

Appendix B: Assessment Verification Errors - OTELA

All are Period N Checks:

LEP Student missing an OTELA Assessment Record

Cause: A test record is to be submitted for each student identified as Limited English Proficient with a Y, L or M option reported on the LEP Status Element on the Student Demographic Record. This message is received if a student is reported with a Y, L or M option on the LEP field of the FD tab on the student profile and does not have an OTELA Assessment Record.

Solution: Navigate to [StudentInformation](#) » [SIS](#) » [Student](#) » [Assessment](#) » [OTELA](#) and add an OTELA assessment record for the school year in context. Or if the student should not have been marked LEP, correct the FD tab of his student profile indicating that he is not an LEP student.

Non-LEP Student has an OTELA Assessment Record but is not required to be reported

Cause: A student whose LEP field on the FD tab of the Student Profile is marked N - Not of Limited English Proficiency has an OTELA Assessment Record but it is not required to be reported.

Solution: If the OTELA Assessment Record is listed in error, go to [StudentInformation](#) » [SIS](#) » [Student](#) » [Assessment](#) » [OTELA](#) and delete the Assessment Record. If the student should actually be classified as being of Limited English Proficiency, navigate to the FD tab of the Student Profile [StudentInformation](#) » [SIS](#) » [Student](#) » [Edit Profile FY09](#) and correct the LEP field. Save the student's record.

Appendix C: Assessment Verification Errors – Preschool ECO

Period K Checks:

PS Student is missing a PS ECO Assessment Record

Cause: A PS student with a disability does not have an ECO Assessment Record.

Solution: Navigate to [StudentInformation](#) » [SIS](#) » [Student](#) » [Assessment](#) » [Preschool ECO](#) and add a Preschool ECO assessment record for the school year in context.

Non PS Grade Level Student has an ECO Assessment Record

Cause: A Preschool ECO assessment record exists for a student who is not a preschool student.

Solution: Navigate to [StudentInformation](#) » [SIS](#) » [Student](#) » [Assessment](#) » [Preschool ECO](#) and remove the Preschool ECO assessment record for the school year in context. Or if the student should actually be a preschool student, correct the student's grade level on the student profile.

Non-handicapped PS Student has ECO Assessment record in Period K reporting

Cause: A test record is to be submitted for each preschool student with a disability. In this instance, there is a PS ECO record for a student who does not have a disability code.

Solution: Navigate to [StudentInformation](#) » [SIS](#) » [Student](#) » [Assessment](#) » [Preschool ECO](#) and remove the Preschool ECO assessment record for the school year in context. Or if the student does have a disability, navigate to the FD-Attributes-Eff Date tab of the student profile, and update the disability condition field.

Period N Checks:

PS Student enrolled after December 1st is missing an ECO Assessment Record

Cause: PS students with a disability enrolled after December 1 are required to have a PS ECO assessment record be reported in Period N. This error occurs for students enrolled after December 1 who do not have a PS ECO assessment record.

Solution: Navigate to [StudentInformation](#) » [SIS](#) » [Student](#) » [Assessment](#) » [Preschool ECO](#) and add a Preschool ECO assessment record for the school year in context.

PS Student who withdrew from District is Missing an ECO Assessment Record

Cause: A PS student withdrew from the school, but does not have an ECO Assessment Record.

Solution: Navigate to [StudentInformation](#) » [SIS](#) » [Student](#) » [Assessment](#) » [Preschool ECO](#) and add a Preschool ECO assessment record for the school year in context. If the student moved out of the district prior to the test being administered, select J for Score Not Reported element.

Non-handicapped PS Student has ECO Assessment record in End of Year reporting

Cause: A test record is to be submitted for each preschool student with a disability. In this instance, there is a PS ECO record for a student who does not have a disability code.

Solution: Navigate to [StudentInformation](#) » [SIS](#) » [Student](#) » [Assessment](#) » [Preschool ECO](#) and remove the Preschool ECO assessment record for the school year in context. Or if the student does have a disability, navigate to the FD-Attributes-Eff Date tab of the student profile, and update the disability condition field.

Appendix D: Assessment Verification Errors – Preschool GGG

Period K & N Checks:

PS Student is missing a PS Assessment Record

Cause: A PS student does not have a Preschool Assessment Record.

Solution: Navigate to [StudentInformation](#) » [SIS](#) » [Student](#) » [Assessment](#) » [Preschool](#) and add a Preschool Assessment (GGG) record for the school year in context.

Non PS Grade Level Student has a Preschool Assessment Record

Cause: A Preschool assessment record exists for a student who is not a preschool student.

Solution: Navigate to [StudentInformation](#) » [SIS](#) » [Student](#) » [Assessment](#) » [Preschool](#) and remove the Preschool Assessment (GGG) record for the school year in context. Or if the student should actually be a preschool student, correct the student's grade level on the student profile.

Period N Checks:

PS Student not enrolled in the district at the time of the test needs a record with Reason Test Not Taken = J

Cause: A PS student enrolled in the district after May 2nd, and does not have a Preschool Assessment (GGG) Test Record, or (s)he has Preschool Assessment (GGG) Test Record with a value other than J in the Reason Test Not Taken field.

Solution: Navigate to [StudentInformation](#) » [SIS](#) » [Student](#) » [Assessment](#) » [Preschool](#) and if the student does not have a Preschool Assessment Record, add one with the Reason Test not Taken value as 'J'. If the student does have a Preschool Assessment (GGG), update the Reason Test not Taken field to J.

Appendix E: Assessment Verification Errors – Student Achievement

Period K Checks:

Grade 03 student is missing a 3rd grade reading achievement test record

Cause: A student in EMIS grade level 03 who was enrolled during the fall testing window does not have a 3rd grade reading achievement test record.

Solution: Navigate to [StudentInformation](#) » [SIS](#) » [Student](#) » [Assessment](#) » [Student Achievement](#) and add a Reading Achievement record for the school year in context.

Period N Checks:

Student is missing '05' grade 'Reading' Achievement Test Record

Cause: Students in EMIS Grades 03 through 08 must have a test record in the spring for the following test parts:

- Grade 03 – Math, Reading
- Grade 04 – Math, Reading, Writing
- Grade 05 – Math, Reading, Science, Social Studies
- Grade 06 – Math, Reading
- Grade 07 – Math, Reading, Writing
- Grade 08 – Math, Reading, Science, Social Studies

If the grade level student does not have the required Achievement Test for their grade level, this error message will be received.

Solution: Navigate to [StudentInformation](#) » [SIS](#) » [Student](#) » [Assessment](#) » [Student Achievement](#) and add the required test record.

Student has Achievement Test Record for Alternate Assessment but is not Handicapped

Cause: Alternate Assessment Achievement Tests are for students with a disability. This message is received when the Alternate Assessment is chosen for a student who does not have a disability code on the FD tab of the Student Profile.

Solution: Navigate to the FD Tab of the Student Profile and update the disability condition.

Appendix F: Assessment Verification Errors – OGT

Foreign Exchange Option ‘N’ – Student not required to have an OGT Record

Cause: A foreign exchange student who does not plan to graduate in Ohio AND who is not in the 10th grade is not required to have an OGT record. When a foreign exchange student who has ‘N’ specified in the Foreign Exchange Student Graduation Plan Element and is not in the 10th grade, but has an OGT record, this error message is received.

Solution: Navigate to [StudentInformation](#) » [SIS](#) » [Student](#) » [Assessment](#) » [OGT](#) and remove the OGT record for this student.

Foreign Exchange Option ‘L’ – Student not required to have an OGT record for Citizenship

Cause: A foreign exchange student who plans to leave the United States after graduation and who is not in the 10th grade, is not required to have a Citizenship OGT record. When a foreign exchange student who has ‘L’ specified in the Foreign Exchange Student Graduation Plan Element and is not in the 10th grade, but has a Citizenship OGT record, this error message is received.

Solution: Navigate to [StudentInformation](#) » [SIS](#) » [Student](#) » [Assessment](#) » [OGT](#) and remove the Citizenship OGT record for this student.

Student is on 504 Plan but has an OGT Assessment Record for Test Part (subject test part) with required test type not ‘STR’

Cause: A student who has a 504 Plan also has an OGT Test Type of ALT.

Solution: Navigate to [StudentInformation](#) » [SIS](#) » [Student](#) » [Assessment](#) » [OGT](#) for the subject test part where this error is being received, and change the test type to STR.

Student with no disability cannot have required test type = “ALT” on OGT assessment test part (subject test part)

Cause: A student without a disability code (‘**’ in disability code field) has the Alternate Test Type reported for his OGT.

Solution: Navigate to the FD Tab of the Student Profile and update the disability condition. Or if the student does not actually have a disability, navigate to [StudentInformation](#) » [SIS](#) » [Student](#) » [Assessment](#) » [OGT](#) for the subject test part where this error is being received, and change the test type to STR.

Student with ‘score not reported’ value = ‘P’ for Alternate assessment – invalid combination for test part (subject test part)

Cause: A student with Option P – Due to Timing of Alternate Assessment Determination selected in the Score Not Reported Element does not have Alternate test type selected for the test part (subject test part) indicated.

Solution: Navigate to [StudentInformation](#) » [SIS](#) » [Student](#) » [Assessment](#) » [OGT](#) for the subject test part where this error is being received, and change the test type to ALT.

Request Test Type ALT requires Accommodations value to be ‘NO’ for test part (subject test part)

Cause: A student with the ALT test type for his OGT has something other than ‘No’ in the Type of Accommodation Element field for the OGT.

Solution: Navigate to [StudentInformation](#) » [SIS](#) » [Student](#) » [Assessment](#) » [OGT](#) for the subject test part where this error is being received, and change the Accommodations value to No.

Student with Raw score or Scaled Score > 0 cannot have accommodations = ‘’ for test part (subject test part)**

Cause: A student has a raw score or a scaled scorer higher than 0 and has ‘**’ Not Applicable – student did not take the test selected for Accommodation field.

Solution: Navigate to [StudentInformation](#) » [SIS](#) » [Student](#) » [Assessment](#) » [OGT](#) for the subject test part where this error is being received, and change the Accommodations value to the correct selection other than ‘**’.

Student is missing required test record for test part (subject test part)

Cause: A student in grade 10-13 who was enrolled in the district prior to the last day of the school year is missing a spring OGT Assessment Record for the subject area indicated.

Solution: Navigate to [StudentInformation](#) » [SIS](#) » [Student](#) » [Assessment](#) » [OGT](#) for the subject test part where this error is being received, and add the required OGT Assessment Record.

OGT Assessment record for test part (subject test part) with Invalid Combination for Required Test Type and Raw Score

Cause: A student has a raw score value of ‘***’ and the required Test Type is ALT. This is an invalid combination.

Solution: Navigate to **StudentInformation** » **SIS** » **Student** » **Assessment** » **OGT** for the subject test part where this error is being received. Update the Raw Score value to something other than '***'.



CTRMEMIS for L Error Resolution

Change Log

Date	Section Number/Name	Change Description
8/11/15	Task #3 Rerun CTRMEMIS/CLISEMIS in Update Mode	Removed Step 5 – reference to reporting period
8/11/15	Task #1 Run CTRMEMIS/CLISEMIS in Verify Mode	Removed Step 5 – reference to reporting period
8/11/15	FAQ Post Secondary	Updated to include College Credit Plus Courses
10/29/14	Entire Doc	Period L changes

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CTRMEMIS/CLISEMIS FAQ



Why do I run CTRMEMIS/CLISEMIS?

CTRMEMIS/CLISEMIS creates the Staff Class Master records and Student Subject records to be reported to EMIS. Records are available in the EMIS Maintenance pages in StudentInformation once CTRMEMIS/CLISEMIS has been processed in Update mode.



Does CTRMEMIS/CLISEMIS fix the errors?

No, CTRMEMIS/CLISEMIS only finds the errors. It is up to you to fix the errors and then run CTRMEMIS/CLISEMIS again to verify the errors are no longer present. In verify mode, however, CTRMEMIS/CLISEMIS provides you with an interactive page where you can see the errors you have, click on the links to be taken to the appropriate record to make your corrections and then return to the error report to work on other errors.



Can CTRMEMIS/CLISEMIS be run multiple times?

Yes, starting in the 14/15 School Year, CTRMEMIS/CLISEMIS must be run in update mode each time you submit data to ODE to capture any changes to student schedules and course section information. This is different than in prior years. Each time CTRMEMIS/CLISEMIS is processed in update mode, it completely deletes all Staff Classroom records and Student Subject records in EMIS Maintenance.



Can CTRMEMIS/CLISEMIS be run from the building level as well as from the district and ITC levels?

No, CTRMEMIS/CLISEMIS can only be processed from the district level, however, at the district level, it can be processed in verify mode for a single building.



What areas does CTRMEMIS check for errors?

1. Course Messages: Includes error checks based on the EMIS fields on the Course Record. Only records that have the “report to EMIS” check box on the course record are checked for errors.
2. Staff Messages: Includes error checks based on the staff data, including HQT coding errors
3. Course Section Messages: Includes error checks related to the EMIS fields on a course section record.
4. Staff Course Section Messages: Includes error checks related to the staff member assigned to a course section.



How does CTRMEMIS handle course sections where multiple teachers are assigned to the course section as teacher of record?

When a course section has multiple teachers assigned to it and each teacher is flagged as a Teacher of Record, CTRMEMIS creates one CN – Course Master Record Master record for the course and a CU – Staff Course Record for each teacher of record.



Why doesn't a course show up in EMIS Maintenance – Student Staff Classroom records after CTRMEMIS has been processed in Update mode?

A course must have the “report to EMIS” checkbox checked on the course record in order for the record to have a Staff classroom record created. Also, if the course has no EMIS Subject Code filled in on the EMIS tab, no Student Staff Classroom record will be created.



How is the local classroom code constructed?

The local classroom code is constructed by taking the four character school code, the course ID and the section number and stringing them together (ex: SCHS-100-01).



Why am I seeing student subject records with a stop date but no start date or a start date but no stop date?

When a student is assigned to a course section after the course section has already started, a start date will be reported for the student. As long as the student stays in the course section and doesn't drop it prior to its scheduled ending date, no stop date will be reported for the student. The stop date for this student is assumed to be the course section stop date. When a student starts a course section on the regularly scheduled start date for the course section, no start date is reported on the course section. If the student drops the course section prior to the course sections scheduled end date, then a stop date equal to the date the course section was dropped for the student is reported to EMIS. Start or stop dates are only to be reported when the value for the student in the course section differs from the regularly scheduled start and stop dates.



On the student subject records, why am I seeing a value of “Y” in the ‘High School Credit Earned’ field when the course hasn’t ended yet and the student hasn’t earned the credit at this point in the school year?


The ‘High School Credit Earned’ field is not reported until the student has earned credit in the course, however, a default value gets reported in the field for all reporting windows. As you move through the school year and run CTRMEMIS in Update mode after credit has been earned, the credit values will reflect credit earned. The default per ODE is “Y”. When CTRMEMIS/CLISEMIS is processed, CTRMEMIS will determine whether the student earned full, partial or no credit for a course that is marked as a course where high school credit is earned. If the student earned full or partial credit, the value “P” gets updated to the ‘High School Credit Earned’ field and the amount of credit the student earned in the course section gets updated to the credit amount field on the student subject record.



For Post Secondary courses (14/15 and prior) and College Credit Plus (CCP) courses (15/16 and forward), if I put them in Course history, will CTRMEMIS create the necessary record for EMIS reporting?

No, CTRMEMIS does not look at course history to create the records for EMIS reporting, it only looks at the Course sections and the student subject records. A staff classroom record and a student subject record needs to be reported for PostSecondary and College Credit Plus courses and not all the necessary information to create these records is collected in course history. Define a course section for the post secondary course or college credit plus course and then put it on the student’s schedules. CTRMEMIS will create the staff classroom record and the student subject records required for reporting using this method.

Task #1: Run CTRMEMIS/CLISEMIS in Verify Mode

1. Change your context to the district level and the current year.
2. Navigate to **StudentInformation** » **EMIS** » **Staff/Course Reporting Collection (L)**.
3. On the **Request Type** tab choose the ☒ **Verify Staff/Course Data** option.
4. Click **Next >**.
5. On the **Program Selection** tab choose ☒ **Verify/Update - Course and Class List (CLISEMIS/CTRMEMIS)**.
6. Click **Next >**.
7. Next, choose the buildings in the district you would like to run CTRMEMIS/CLISEMIS for.
8. Next select **Run Type:** ☒ **Verify EMIS Reportable Only**.
9. Next, select how many errors you would like to be displayed per page:
Number of Courses Per Page: 
10. Click **Submit**.
11. Once the process is complete the CTRMEMIS/CLISEMIS errors will display on the page. Click on the links in each error message to make corrections.

Task #2: Correcting CTRMEMIS/CLISEMIS Errors

1. CTRMEMIS/CLISEMIS errors are interactive links which allow you to navigate to the profile of the student with the error and correct the error without leaving the CTRMEMIS/CLISEMIS page.
2. To correct errors, click on the Link in each error message.

Building IRN	Building	Course Code	Course Name	EMIS Subject Code
010181	ELEE	ART	ART	020012
Staff Messages:		JENNIFER Teacher1493	HQ Definition must be 'I' if the Core Subject Area for HQT is '****' or not specified, or if EMIS Course Type is one of 'S01', 'I00', 'D00', 'D08', 'P08', 'G00', 'X01' or 'X02'	

3. Depending on the error message, you will be taken to the Course screen, the course section or the staff HQT page for corrective action. Links display in blue on the error.
4. Correct the errors and save your changes.
5. After cleaning up the errors run CTRMEMIS/CLISEMIS again to verify the errors are no longer there.

Task #3: Rerun CTRMEMIS/CLISEMIS in Update mode

1. Change your context to the district level and the current year.
2. Navigate to **StudentInformation** » **EMIS** » **Staff/Course Reporting Collection (L)**.
3. On the **Request Type** tab choose the ☒ **Verify Staff/Course Data** option.
4. Click **Next >**.
5. On the **Program Selection** tab choose the ☒ **Verify/Update - Course and Class List (CLISEMIS/CTRMEMIS)**.
6. Click **Next >**.
7. Next, select the buildings.
8. Select ☒ **Update (Delete all and create)**.
9. Click **Submit**.

Error Troubleshooting

Error Message	Resolution:
Error 2: Invalid highly qualified definition code	The HQT code is invalid for the combination of options selected or there is no record on the HQT page for the combination of EMIS Subject Code, Curriculum, Delivery Method and Student Population selected and a record will need added.
Error 3: Subject code not selected	The EMIS Subject Code field on the EMIS tab of the course can't be blank.
Error 4: Hours of Instruction must be greater than zero	The Hours of Instruction field on the course can't be zero.
Course grade level not selected	Verify at least one Grade Level is selected on the Miscellaneous tab of the course.
Language Used in Teaching Course is not specified (F)	The EMIS Language Used field on the EMIS tab of the course is a required field and must be filled in.
Error 7: High School Credit Area is invalid	If the Is High School Credit flag is checked on the General tab then the EMIS Subject Area For Credit on the EMIS tab can't be ***.
High School Credit Area has an invalid option specified XXX (F)	The EMIS Subject Area for Credit field on the EMIS tab has a value that is no longer valid.
Error 8: High school credit amount is invalid	If the Is High School Credit flag is checked on the General tab, then the Credit Units field on the Marks tab can't be zero.
Error 11: No course section meeting times with at least one teacher of record	The course section must have at least one Teacher of Record marked on the Meeting Time tab.
Missing staff class master record (No staff member assigned)	The course section has a Teacher of Record indicated for a meeting time but the specific teacher is not chosen.
Staff member must have either a Social Security Number or a State Staff Id	A Staff Member must have a Social Security # or a State Staff Id filled out on their staff record.
Error 14: Staff ID cannot be all 9's if course is not Post Secondary	A Staff Member of all 9's can only be used when PS or PI is selected in the Curriculum field.
Course Term is not specified	The Course Term dropdown on the General tab of the course section can't be blank.
Course Term is mapped to an invalid EMIS Semester code	The EMIS Semester Code field is invalid for the selected term in Course Terms Mtnce.
CTE College Credit not selected	The CTE College Credit field can't be blank on the EMIS tab of the course.

Error Message	Resolution:
CTE College Credit is invalid	The CTE College Credit value is invalid on EMIS tab of the course.
Curriculum not selected	The Curriculum field can't be blank on the EMIS tab of the course.
Error 24: Curriculum is invalid	The Curriculum field value is invalid on the EMIS tab of the course.
Delivery Method not selected	The Delivery Method field can't be blank on the EMIS tab of the course.
Error 26: Delivery Method is invalid	The Delivery Method field is invalid on the EMIS tab of the course.
Educational Option not selected	The Educational Option field can't be blank on the EMIS tab of the course.
Error 28: Educational Option is invalid	The Educational Option field is invalid on the EMIS tab of the course.
Student Population not selected	The Student Population field can't be blank on the EMIS tab of the course.
Error 30: Student Population is invalid	The Student Population field is invalid on the EMIS tab of the course.
Error 35: Subject code is invalid	The EMIS Subject Code field on the course contains an invalid option.
Program Provider IRN is required	The EMIS Program Provider IRN field can't be blank on the EMIS tab of the course.
Program Provider IRN is invalid	The EMIS Program Provider IRN field is invalid or ***** on the EMIS tab of the course.
Error 40: Invalid Location IRN for Post-Secondary course (Curriculum = PS or PI)	If the Curriculum field on the EMIS tab of the course is 'PS' or 'PI' then the Location IRN must exist in the EMIS IRN table and must not be within the district
Error 41: HQT Definition must be "I" if the Core Subject Area for HQT is "****" or not specified.	Refer to EMIS Guide to determine if course has a CORE HQT subject code.
Error 42: HQT Definition must be "I" for the chosen value of Curriculum, Delivery Method or Student Population (refer to EMIS Manual)	HQT Definition for the teacher should be "I" on the Highly Qualified Teacher Update page if the CORE Subject Area is blank, the Curriculum field is OC, PS or PI or Delivery Method is CC, ET, CI, OL with Educational Option = YS or ID or the Student Population is D8, DP, or PR.

Error Message	Resolution:
Error 43: HQT Definition cannot be "I" for the chosen value of Curriculum, Delivery Method or Student Population (refer to EMIS Manual)	HQT Definition for the teacher can't be "I" on the Highly Qualified Teacher Update page if the: CORE Subject Area isn't blank, the Curriculum field isn't OC, PS or PI, the Delivery Method field isn't CC, ET, CI, OL with Educational Option = YS or ID, and the Student Population isn't D8, DP, or PR.
Error 44: Highly Qualified Teacher IRN must be "*****" if the Core Subject Area for HQT is "****" or not specified	The Highly Qualified Teacher IRN field on the EMIS tab of the course must be ***** if the CORE Subject Area field is '****' or blank.
Error 45: Highly Qualified Teacher IRN must be "*****" for the chosen value of Curriculum, Delivery Method or Student Population (refer to EMIS Manual)	The Highly Qualified Teacher IRN field on the EMIS tab of the course must be ***** if Core Subject Area for HQT isn't blank, the Curriculum field is OC, PS or PI, or Delivery Method is CC, ET, CI, OL with Educational Option = YS or ID, or Student Population is D8, DP, or PR and Highly Qualified Teacher IRN is not '*****'
Error 46: Highly Qualified Teacher IRN must be a valid IRN for the chosen value of Curriculum, Delivery Method or Student Population (refer to EMIS Manual)	The Highly Qualified Teacher IRN field on the EMIS tab of the course must be a valid IRN if Core Subject Area for HQT isn't blank, the Curriculum field isn't OC, PS or PI, or Delivery Method isn't CC, ET, CI, OL with Educational Option = YS or ID, or Student Population isn't D8, DP, or PR.
Warning 47: Staff member is missing a State Staff ID on Staff Record	Each teaching staff member is required to have a State Staff ID unless they are teaching Post Secondary courses.
Error 48: More than one lead teacher assigned to a course section during a specific time period.	The lead teacher must be the only teacher.
Error 49: A lead and co-teacher assigned to a course section during a specific time.	The lead teacher must be the only teacher. You cannot have a co-teacher and a lead teacher simultaneously. If multiple teachers simultaneously, they would both need to be co-teachers.
Error 50: Only one co-teacher assigned to a course section during a specific time.	There must be more than one co-teacher.
Error 51: The course section does not have a teacher history record for a specific time.	A teacher history record must exist for the entire course term.
Error 52: No teacher history record found for this course section.	No teacher history record exists for the section.

Error Message	Resolution:
Error 55: More than one lead teacher assigned to a course section during overlapping time periods.	There must only be one lead teacher. If multiple teachers simultaneously, they would both need to be co-teachers.
Error 56: Student has the same start date for multiple assignments of the same course section.	Navigate to the course section involved, locate the student who has multiple course section assignments with the same start date and update the course section assignment for that student to remove the duplicate start date.
Error 57: First 10 characters of course code are not unique. CTRMEMIS UPDATE PROCESS WILL NOT RUN.	Update the affected course code to be unique within the first 10 characters.

Student Verification (UNCLEMIS) Error Resolution

Change Log

Date	Section Number/Name	Change Description
2/28/17	FN22W	Updated the dates that the check is in effect
11/15/16	Appendix C Appendix F	16.1.4 Updates – removed FD16E Updated smart error that referenced Postsecondary to College Credit Plus
8/23/16	Entire Document	Updated for FY17
2/29/16	FN22W	Updated the record requiring correction
8/17/15	Entire Document	Updated Name from Unclemis to Student Verification
5/26/15	FN22W	Updated with dates the check is active
11/5/14	Entire document	Update screenshots and breadcrumb trail
10/21/14	Appendix D	Removed the following error checks: FN14E, FN15E, FN16W, FN18W
10/21/14	Entire Document	Removed references to Period K and N
10/21/14	Appendix C	Removed the following error checks: FD04E, FD05E, FD06E, FD07E, FD08E
10/21/14	Entire Document	Updated breadcrumb trails & screenshots where needed
06/20/14	Entire document FNG04E	Updated dates Added another scenario
06/21/13	Appendix D	Corrected solution for FN19E
06/17/13	Appendix D	Added FN19E, FN20E, FN21E
06/13/13	Appendix D	Added FN22W
10/30/12	Appendix B	Added FS33E

	Appendix F	Added missing County of Res check
05/17/12	Appendix B	Added FS32E
10/24/11	Appendix A	Clarified AH02W
10/3/11	Appendix B	Added FS30W and FS31W
2/17/11	Appendix G	Added GI01E & GI05E

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Student Verification (UNCLEMIS) FAQ:



When do I run Student Verification (UNCLEMIS)?

Student Verification can be run at anytime. Student Verification is an ongoing process that should be run regularly throughout the year.



Why do I run Student Verification?

Student Verification finds EMIS reporting errors and helps you clean-up or perfect your data before transmitting data to ODE.



Does Student Verification fix the errors?

No, Student Verification only finds the errors. It is up to you to fix the errors and then run Student Verification again to verify the errors are no longer present.



Can Student Verification be run multiple times?

Yes, Student Verification can be run multiple times.



Can Student Verification be run from the building level as well as from the district and ITC levels?

Yes, depending on your security, Student Verification can be run at the district or building level. However, Student Verification can't be run at the ITC level. Please contact your District's Security Administrator if you have questions concerning your StudentInformation security role.



What is the difference between the three types of errors I see when I run Student Verification?

LCE: Checks options selected for a specific field validated against ODE's valid options defined in the EMIS Manual.

SMART: Checks the values for the student's EMIS Situation to make sure the student is coded correctly.

Student Verification: Checks the validity of certain field combinations.

Task #1: Run Student Verification (Unclemis)

1. Change your context to the district level and the current year.
2. Navigate to **StudentInformation** » **EMIS** » **Student Reporting Collection(S)**.
3. On the **Request Type** tab choose the ☒ **Verify Student Data** option.
4. Click **Next >**.
5. On the **Program Selection** tab select ☒ **Verify - Student Demographic (UNCLEMIS)**.
Student Verification errors are no longer reporting period specific.
6. Click **Next >**.
7. Next, choose the buildings in the district you would like to run Student Verification for.
8. Choose how many students you would like to see per page in the **Number of Students Per Page:** dropdown.
9. Leave the checkbox checked for the prompt to ignore any student overlapping admission history warnings:
Ignore "Student has overlapping admission history records" warning: By checking the box, this will exclude these errors from printing. (If you're a newly converted district, you will want to ignore these errors).
10. Click **Verify**.
11. Once the process is complete the Student Verification errors will display on the page.

Depending on your StudentInformation security role you may have access to run Student Verification only at a specific building. Contact your ITC or the Security Administrator at your district if you have questions concerning your StudentInformation security role.

How to run Student Verification at the building level?

1. Change your context to the building level and the current year.
2. Navigate to **StudentInformation** » **EMIS** » **Student Verification**.
3. Choose how many students you would like to see per page in the **Number of Students Per Page:** dropdown.
4. Leave the checkbox checked for the prompt to ignore any student overlapping admission history warnings:
Ignore "Student has overlapping admission history records" warning: By checking the box, this will exclude these errors from printing. (If you're a newly converted district, you will want to ignore these errors).
5. Click **Verify**.
6. Once the process is complete the Student Verification errors will display at the bottom of the page.

Task #2: Correcting Student Verification Errors

1. Student Verification errors are interactive links which allow you to navigate to the profile of the student with the error and correct the error without leaving the Student Verification page.
2. To correct errors for a student, click on the student's name.

Building IRN	Building	Student	Student Number	EMIS ID
000067	AVHS	Apple, Candy	111222333	111222444
UNCLEMIS:		<ul style="list-style-type: none">- FS33E - 07/01/2014 - Warning: County of Residence is incorrect based on the student's residence zip code.- GI02E - ERROR: Student with change of District of Residence between FY10 and FY11 cannot have Hispanic/Latino = *		

3. The student's profile displays in a new window.
4. Correct the errors and save your changes to the profile. Close this window and return to the original window.
5. Run Student Verification again to verify the errors are no longer there.

Appendix A: Admission History Errors (AH)

AH01W Student does not have any Admission History Records for the Current School Year

Cause: The student can be found in the building but doesn't have an admission record for the current school year. One reason a student can be found in the current school year but has no record in admission history is the student was improperly summer withdrawn or whacked at the district level. All withdrawals or whacks must be done at the building level.

Solution: Navigate to StudentInformation » SIS » Student » Admission History » Edit History Details and verify the student doesn't have admission history for the school year in context. If indeed the student doesn't have an admission history record register the student. Please consult the **Admissions & Withdrawal Scenarios** document for detailed instructions on how to register a student.

AH02W Student has Overlapping Admission History Records

Cause: The student has admission dates on the Edit History Details page that overlap.
Example1: A student is withdrawn from one building using today's date and registered in the new building also using today's date.

	Year	Date	Event	School	Calendar	Code
	2010 - 2011	Aug 01, 2010	District Admission	Bowling Green SD		
	2010 - 2011	Aug 01, 2010	Building Admission	Bowling Green Kenwood Elementary	DFLT	Parent enrolled student
	2010 - 2011	Oct 15, 2010	Building Withdraw	Bowling Green Kenwood Elementary	DFLT	Not applicable (did not withdraw/was not truant)
	2010 - 2011	Oct 18, 2010	Building Admission	Elementary 2	Kam	Parent enrolled student
	2011 - 2012		Intrabuilding Progression	Elementary 2	DFLT	
	2012 - 2013		Intrabuilding Progression	Elementary 2	DFLT	
	2013 - 2014	Jul 01, 2013	Building Admission	Elementary 1	DFLT	
	2014 - 2015		Intrabuilding Progression	Elementary 1	DFLT	
	2014 - 2015	Oct 03, 2014	Building Withdraw	Elementary 1	DFLT	Not Applicable, Did not withdraw/was not truant
X	2014 - 2015	Oct 03, 2014	Building Admission	Elementary 2	DFLT	Parent enrolled student

Example2: A student decides to attend another building in your district. The student is admitted to the new building but never is withdrawn from the old building.

	Year	Date	Event	School	Calendar	Code
	2009 - 2010	Aug 01, 2009	District Admission	Bowling Green SD		
	2009 - 2010	Aug 01, 2009	Building Admission	Bowling Green Milton Elementary	Kam	4E
	2010 - 2011		Intrabuilding Progression	Bowling Green Milton Elementary	DFLT	
	2011 - 2012	Jul 01, 2011	Building Admission	Bowling Green Kenwood Elementary	DFLT	
	2012 - 2013		Intrabuilding Progression	Bowling Green Kenwood Elementary	DFLT	
	2013 - 2014		Intrabuilding Progression	Bowling Green Kenwood Elementary	DFLT	
	2014 - 2015	Jul 01, 2014	Building Admission	Elementary 1	DFLT	Parent enrolled student
X	2014 - 2015	Jul 01, 2014	Building Admission	Elementary 2	DFLT	Parent enrolled student
	2014 - 2015		Intrabuilding Progression	Bowling Green Kenwood Elementary	DFLT	

Solution: Navigate to StudentInformation » SIS » Student » Admission History » Edit History Details and correct the student's admission date to the new building (Example1) or complete the withdrawal process from the building the student is no longer attending (Example2).

******The error can be ignored if the student is taking classes at more than one building in the district as long as they are on the default calendar at one building and the non-attending calendar at the other.

NOTE: Depending on when the student left the original building, the student may need whacked or summer withdrawn. Please consult the ***Admissions & Withdrawal Scenarios*** document for more details.

AH03W Student Missing EMIS ID

Cause: In order for a student to be reported to EMIS, the student must have an EMIS ID. This is a separate ID from the student's SSID and social security number.

Solution: Enter the student's EMIS ID in the **EMIS ID:** field on the **FS-Standing** tab of the student's profile.

NOTE: EMIS ID's may be auto-generated at time of student registration if the district sets a district EMIS Seed starting number on the School Demographics page at the district level.

Appendix B: FS-Standing Errors

FS01E FS Record(s) Missing

Cause: An FS Record was not created for the student.

Solution: Create an FS Record for the student on the **FS-Standing** tab, by clicking **New Student Standing** button and filling in all required fields based on the student's EMIS situation.

FS03E Invalid EMIS Situation Assigned to Student

Cause: The student is assigned an EMIS situation that is no longer in use.

Solution: Go to the student's **FS-Standing** tab and edit all the affected **FS-Standing** records and choose the correct EMIS Situation from the **EMIS Situation:** dropdown. Based on the **EMIS Situation:** chosen, checks on the page will guide you in filling out the remainder of the fields.

FS05E District of Residence IRN cannot be a non-public school IRN

Cause: The student has a non-public IRN specified in the **District of Residence:** value on the **FS-Standing** . The District of Residence IRN must always be the IRN of a public school district.

Solution: Find the IRN of the district the student resided in. Edit the affected **FS-Standing** records and correct **District of Residence:** .

FS06E If District Relationship = 1, then Percent of Time must be greater than 0 or Sent To Reason (1 or 2) must be PS, NP, or PI

Cause: The student's **EMIS Situation:** and **District Relationship:** indicate the student is attending full or part time. The student's **Percent of Time:** field on **FS-Standing** tab must be greater than 0.

Solution: Edit the student's incorrect **FS-Standing** record and update the student's **Percent of Time:** field to the correct value.

FS07E If District Relationship = 2 or 3, then Percent of Time must be 0

Cause: The student's **EMIS Situation:** and **District Relationship:** indicate the student is not receiving instruction from the reporting district. The student's **Percent of Time:** must be zero.

Solution: Edit the student's incorrect **FS-Standing** record and update the student's **Percent of Time:** field to the correct value.

FS09E If Sent To Reason 2 = NA, then Sent To IRN 2 must be *****

Cause: If the student isn't going onto a 2nd entity the **Sent To 2: Reason:** should be **NA - Not sent to another district (default)** on the **FS-Standing** tab. The **Sent To 2: IRN:** must be ********* and the **Sent To 2: Percent of Time:** must be zero.

Solution: Edit the affected **FS-Standing** records and correct the fields.

FS10E If Sent to Reason 2 not = NA, then IRN Must be a Valid IRN or 999999

Cause: If the student has a **Sent To 2: Reason:** other than **NA - Not sent to another district (default)** on the **FS-Standing** tab of the student profile, the **Sent To 2: IRN:** field must be a valid IRN or 999999. The only time **Sent To 2: IRN:** can be ********* is when **NA - Not sent to another district (default)** is selected in the **Sent To 2: Reason:** dropdown.

Solution: Edit the affected FS records and correct the **Sent To 2: IRN:**.

FS15E FS Record with Withdraw Reason/Date does not have a matching FD record with the Effective End date = Withdraw Date

Cause: The student's **District Withdraw Date:** on the **FS-Standing** record doesn't match the **District Withdraw Date:** field on the corresponding **FD-Attributes** tab.

Solution: The **District Withdraw Date:** field on the **FD-Attributes** tab is grayed out by design. When a student is withdrawn, the **District Withdraw Date:** field on the **FD-Attributes** tab is automatically populated based on the date used during the withdrawal process. Resave the FS record to correct the display on the FD tab.

General	Additional	Custom	Private	FS-Standing	FS-Absence	FD-Attributes	FN-Attributes	FN-Graduate	Transportation			
Start Date	Withdraw Date	Withdraw Reason	EMIS Situation	District Relationship	District Of Residence	How Received	How Received IRN	Percent Of Time	Attending Building IRN	Sent To Reason 1	Sent To IRN 1	Sent To % Of Time 1
7/1/2016		**	5	1	046300	*	*****	100	001701	NA	*****	0
<input checked="" type="checkbox"/> Show Current Year Only												
<div> <div>Save</div> <div>Cancel</div> <div>New Student Standing</div> <div><input type="checkbox"/> Ignore EMIS Situation Errors</div> </div> <div>Last Modified: 04/21/2016 10:49 AM by User: bataswart</div> <div> <div>EMIS ID: 306062573</div> <div>State Student ID (SSID): XX8765433</div> </div> <div> <div>Effective Start Date: 7/1/2016</div> <div>Admission Reason: 4 - Student enroll. first time in Ohio pub sch/comm sch age (PS or KG)</div> </div> <div> <div>District Admission Date: 9/6/2005</div> <div>Admitted From IRN: *****</div> </div> <div> <div>District Withdraw Date: 09/01/2016</div> <div>Withdraw Reason: 41 - Tr. to another Ohio SD, local/exem vill/city, tr. req on file</div> </div> <div> <div>Withdrawn To IRN: 045773</div> <div>Elida Local SD</div> </div>												

General	Additional	Custom	Private	FS-Standing	FS-Absence	FD-Attributes	FN-Attributes	FN-Graduate	Transportation		
Start Date	Withdraw Date	Withdraw Reason	St. Eq. Gr. Lvl.	Disability	504 Plan	Disadvantage	Free/Reduced Lunch	LEP	Migrant Status	Immigrant Status	Preschool Poverty
8/20/2016		**	09	**	N	*	None	N	N	N	N
<input checked="" type="checkbox"/> Show Current Year Only											
<div> <div>Save</div> <div>Cancel</div> <div>New Student Attributes</div> </div> <div>Last Modified: 08/23/2016 2:41 PM by User: debbie.barbee</div> <div> <div>Effective Start Date: 8/20/2016</div> </div> <div> <div>District Withdraw Date:</div> <div>Withdraw Reason: ** - Not Applicable, Did not withdraw/was not truant</div> </div>											

FS18W Attending Building IRN does not match Primary Building IRN

Cause: This error occurs when the **Primary Building:** field on the **Additional** tab differs from the **Attending Building IRN:** on the **FS-Standing** tab. It may also occur when there is a district **Attending Building IRN:** field but Primary Building can only specify a building IRN and not a district IRN.

If the attending building IRN is correctly set to the District IRN, then ignore the warning error in this situation.

Solution: Edit the student's **Additional** tab and correct the **Primary Building:** field or edit the **FS-Standing** and correct the **Attending Building IRN:** field value.

FS22E If Sent to Reason 1 = AU, PI, NP, or PS then Sent To % of Time 1 must be >0

Cause: If any of the following are selected in the **Sent To 1: Reason:** dropdown the **Percent of Time:** field must be greater than zero.

PI - Proprietary institution program participant	▼
NP - Non public school placement at district expense	▼
PS - Post Secondary Enrollment Options program participant	▼
AU - Autism Scholarship Program Participant	▼

Solution: Edit the affected FS records and correct the % of time.

FS23E If Sent to Reason 1 not = AU, PI, NP, or PS then Sent To % of Time 1 must be = 0

Cause: If anything but one of the following is selected in the **Sent To 1: Reason:** dropdown the **Percent of Time:** field must be equal to zero.

PI - Proprietary institution program participant	▼
NP - Non public school placement at district expense	▼
PS - Post Secondary Enrollment Options program participant	▼
AU - Autism Scholarship Program Participant	▼

Solution: Edit the affected FS records and correct the % of time.

FS24E If Sent to Reason 2 = AU, PI, NP, or PS then Sent To % of Time 2 must be >0

Cause: If any of the following are selected in the **Sent To 2:** Reason: dropdown the **Percent of Time:** field must be greater than zero.

PI - Proprietary institution program participant	▼
NP - Non public school placement at district expense	▼
PS - Post Secondary Enrollment Options program participant	▼
AU - Autism Scholarship Program Participant	▼

Solution: Edit the affected FS records and correct the % of time.

FS25E If Sent to Reason 2 not = AU, PI, NP, or PS then Sent To % of Time 2 must be = 0

Cause: If any of the following are selected in the **Sent To 2:** Reason: dropdown the **Percent of Time:** field must be greater than zero.

PI - Proprietary institution program participant	▼
NP - Non public school placement at district expense	▼
PS - Post Secondary Enrollment Options program participant	▼
AU - Autism Scholarship Program Participant	▼

Solution: Edit the affected FS records and correct the % of time.

FS26W A District Withdraw in Admission History does not have a corresponding FS record with the same Withdraw Date and EMIS Withdraw Reason.

Cause: The student shows a district withdrawal on the Edit History Details page but there is no record of the withdrawal on the FS record.

District Admission Date: 8/23/2010 Admission Reason: 4 - Student enroll. first time in Ohio pub sch/comm sch age (PS or KG) [v] [i]

District Withdraw Date: [] [Withdraw] Admitted From IRN: [] - [] [i] [i]

Withdraw Reason: ** - Not Applicable, Did not withdraw/was not truant [v] [i]

Withdrawn To IRN: [] - [] [i] [i]

Student Information > SIS > Student > Admission History > Edit History Details

Admission/Calendar History Details

Click on the edit and delete icons to manage the student's admission events.

School Year Type: Regular [v]

	Year	Date	Event	School	Calendar	Code
	2014 - 2015	Oct 03, 2014	District Admission	Batavia Local SD		
	2014 - 2015	Oct 03, 2014	Building Admission	Batavia High School	09	FROM ANOTHER PUBLIC SCHOOL DIS. IN SAME COUNTY
	2015 - 2016		Intrabuilding Progression	Batavia High School	DFT	
	2016 - 2017		Intrabuilding Progression	Batavia High School	DFT	
[i] [d]	2016 - 2017	Aug 23, 2016	Building Withdraw	Batavia High School	DFT	Tr. to another Ohio SD, local/exem vill/city, tr.
	2016 - 2017	Aug 23, 2016	District Withdraw	Batavia Local SD		

Solution:

1. Edit the appropriate FS record for the time period and enter a withdrawal date and code to match the Edit History Details page,
- or
2. If the student wasn't supposed to be withdrawn, delete the withdrawal from the Edit History Details page.

FS27E Student Percent of Time + Sent to Percent of Time 1 + Sent to Percent of Time 2 cannot exceed 100

Cause: The values of the following three fields add up to more than 100

District Relationship: 1 - Stud. rcvg instr. in whole/part from rep. dist [v] District of Residence: 045187 - Ada Ex Vill SD [i] [i]

How Received: * - Not Applicable [v] How Received IRN: [] - [] [i] [i]

Percent of Time: 100 [v] Tuition Type: N - Non-tuition student (default) [v]

Attending Building IRN: 000059 - Ada Elementary School [v] Assigned Building IRN: [] [v]

County of Residence: 33 - Hardin [v] [i]

Sent To 1: Reason: NA - Not sent to another district [v] Sent To 2: Reason: NA - Not sent to another district (default) [v]

IRN: [] - [] [i] [i] IRN: [] - [] [i] [i]

Percent of Time: 100 [v] Percent of Time: 100 [v] x

Solution: Edit the affected FS records and correct the % of time fields.

FS28E If Sent Reason 2 = AU or NP then Sent to IRN 2 must be a non-public IRN or 999999

Cause: The **Sent To 2:** **IRN:** doesn't contain all 9s or a non-public school IRN.

Sent To 2:
Reason: AU - Autism Scholarship Program participant
IRN: 010199 - Eli High School
Percent of Time: 0

Solution: Edit the affected FS records and correct the **Sent To 2:** **IRN:** field.

FS29E Assigned Building IRN cannot be the same as Attending Building IRN (usually it is *****)

Cause: If the student's Assigned Building is the same as their Attending Building then the **Assigned Building IRN:** must be *****.

District Relationship: 1 - Stud. rcvg instr. in whole/part from rep. dist
How Received: * - Not Applicable
Percent of Time: 100
Attending Building IRN: 040576 - West Middle School
District of Residence: 044222 - Lima City SD
How Received IRN: *****
Tuition Type: N - Non-tuition student (default)
Assigned Building IRN: 040576 - West Middle School

Solution: Edit the affected FS records and correct the **Assigned Building IRN:** field.

FS30W Admitted From IRN cannot be blank when Admission Reason is 3, 6 or 7

Cause: If the student's Admission Reason is 3, 6, or 7 and their admission date is after 7/1/XX of the current school year, an Admitted from IRN must be entered.

District Admission Date: 7/1/2011
Admission Reason: 3 - Student transferred from nonpublic school in Ohio
Admitted From IRN:
District Withdraw Date: 10/3/2011
Withdraw Reason: 41 - Tr. to another Ohio SD, local/exem vill/city, tr. req on file
Withdrawn To IRN:

Solution: Edit the affected FS records and enter a **Admitted From IRN:** .

FS31W Withdrawn To IRN cannot be blank when Withdraw Reason is 41, 42 or 45

Cause: If the student's withdrawal reason is 41, 42, or 45 and district withdrawal date is after 7/1/XX a Withdrawn to IRN must be entered.

The screenshot shows a form with the following fields and values:

- District Admission Date: 7/1/2011
- Admission Reason: 3 - Student transferred from nonpublic school in Ohio
- District Withdraw Date: 10/3/2011
- Admitted From IRN: (blank)
- Withdraw Reason: 41 - Tr. to another Ohio SD, local/exem vill/city, tr. req on file
- Withdrawn To IRN: (blank)

The "Withdrawn To IRN" field is circled in red, indicating it is the focus of the error.

Solution: Edit the affected FS records and enter a **Withdrawn To IRN:** .

FS32E Withdrawn To IRN should be ***** when the Withdraw Reason is not 41, 42, or 45

Cause: Only students who have been withdrawn with a withdrawal reason of 41, 42, 45 should have a Withdrawn to IRN entered.

Solution: Edit the affected FS records and remove the Withdrawn to IRN.

FS33E Warning: County of Residence is incorrect based on the student's residence zip code.

Cause: Student's County of Residence field on FS-Standing tab is incorrect based on the student's zip code.

Solution: Edit the affected FS records and change the County of Residence dropdown to the appropriate value.



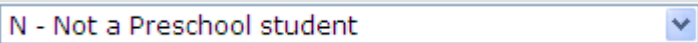
Appendix C: FD-Student Attributes Errors


FD01E FD Record(s) Missing

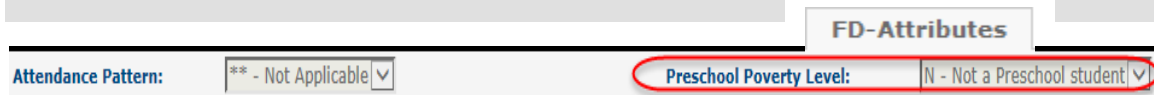
Cause: An FD record was never created for the student.

Solution: Click the  button on the  tab. Fill in the required fields with the appropriate values.

FD09E Preschool Poverty Level cannot be N for PS Student


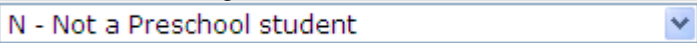


Cause: If the student's Grade Level is PS, then the  on the  tab can't be .


Solution: Edit the affected FD records and correct the  field.



The screenshot shows the 'FD-Attributes' tab. The 'Attendance Pattern' is set to '** - Not Applicable'. The 'Preschool Poverty Level' field is highlighted with a red circle and contains the value 'N - Not a Preschool student'.

FD10E Preschool Poverty Level must be N for Non-PS Student

Cause: If the student has a grade level other than PS, the  value has to be  on the  tab. Only Preschool students can have a  value.

Solution: Edit the affected FD records and correct the  field.

FD11E Disability Condition 16 only valid for PS Student

Cause: If the **Disability Condition:** on the **FD-Attributes** tab is 16, the student's State Equivalent Grade Level must be PS.

Solution: Edit the affected FD record and correct the **Disability Condition:**.

General	Additional	Custom	Private	FS-Standing	FS-Attendance	FD-Attributes	FN-Attributes	FN-Graduate	Transportation			
	Start Date	Withdraw Date	Withdraw Reason	St. Eq. Gr. Lvl.	Disability	504 Plan	Disadvantage	Free/Reduced Lunch	LEP	Migrant Status	Immigrant Status	Preschool Poverty
	7/1/2016	8/23/2016	41	11	**	N	*	None	N	N	N	N

☒ Show Current Year Only

Save **Cancel** **New Student Attributes**

Last Modified: 08/23/2016 3:44 PM by User: debbie.barbee

Effective Start Date: 7/1/2016

District Withdraw Date: 8/23/2016

Withdraw Reason: 41 - Tr. to another Ohio SD, local/exem vill/city, tr. req on file

State Equivalent Grade: 07 - Seventh Grade

Changing the State Equivalent Grade does not change the Building Grade. The General tab can be used to change the Building Grade.

Disability Condition: 16 - Developmental Delay Section 504 Plan: N

FD12E Student with a Disability Condition cannot have a 504 Plan = Y

Cause: If the student's **Disability Condition:** on the **FD-Attributes** tab is anything other than **** - Not Applicable**, the **Section 504 Plan:** dropdown must be **N**. Students without a **Disability Condition:** are the only students that are allowed to have **Y** selected in the **Section 504 Plan:** dropdown.

Solution: Edit the affected FD record and correct the **Section 504 Plan:** field.

NOTE: In rare circumstances, a student can have a disability condition and a 504 Plan specified. If that is the case, ignore the error.

Disability Condition:	10 - Specific Learning Disabilities	Section 504 Plan:	Y
Disadvantage:	* - Not Applicable	Free/Reduced Lunch Status:	None
Limited English Proficiency:	N - No, the student is not of Limited English Proficiency	LEP Reclass Date:	
Homeless Status:	* - Not Applicable	Homeless Unaccompanied Youth:	*

FD13E If the Homeless Status = * then Homeless Unaccompanied Youth must be *

Cause: If the student's **Homeless Status:** field on the **FD-Attributes** tab has *** - Not Applicable** selected then the **Homeless Unaccompanied Youth:** field must also be *****.

Solution: Edit the affected FD records and select the correct values.

FD-Attributes

Disability Condition:	01 - Multiple Disabilities (other than Deaf-Blind)	Section 504 Plan:	N
Disadvantage:	* - Not Applicable	Free/Reduced Lunch Status:	None
Limited English Proficiency:	N - No, the student is not of Limited English Proficiency	LEP Reclass Date:	
Homeless Status:	* - Not Applicable	Homeless Unaccompanied Youth:	*

FD14E If Homeless Status Not = * then Homeless Unaccompanied Youth must not be *

Cause: If the student's **Homeless Status:** field on the **FD-Attributes** tab has a value besides *** - Not Applicable** selected, the **Homeless Unaccompanied Youth:** field can't be *****.

Solution: Edit the affected FD records and select the correct values.

FD-Attributes

Homeless Status:	B - Unsheltered	Homeless Unaccompanied Youth:	*
-------------------------	-----------------	--------------------------------------	---

FD15E FD Record with an Effective Date does not have a matching FS record with Withdraw Reason/Date

Cause: The withdrawal date and reason fields on **FD-Attributes** are populated, but the same fields on the **FS-Standing** tab aren't populated or are populated with different values than those on the **FD-Attributes** tab.

Solution: Verify a district withdrawal still exists in Admission History. If a district withdrawal does exist on the Edit History Details page, edit the corresponding FS record and enter the correct Withdrawal Date and Reason to match the FD record and Edit History Details. If the district withdrawal doesn't exist in Admission History, perform a district withdrawal by going to **Student Information** » **SIS** » **Student** » **Withdraw Student**.

FD17W Warning: State Equivalent Grade Level does not match primary building grade level

Cause: If the EMIS Equivalent of the Grade Level on the **General** tab does not match the value of the **State Equivalent Grade:** on the **FD-Attributes** then the grade levels are mismatched and need to be corrected.

Solution: Correct the Grade level field on the General tab or correct the State Equivalent Grade level field value on the FD Attributes Tab.

State Equivalent Grade: **FD-Attributes**
PS - Preschool (Ages 3-5) ▼

Appendix D: FN-Student Attributes-No Date Errors

FN01E FN Records Missing

Please contact your ITC if you receive this Student Verification error.

FN05E OGT Graduation Alternative = 1 is only valid for Levels 10-13

Cause: If the student's **OGT Graduation Alternative:** field on the **FN-Graduate** tab equals **1 - Used for one test not yet passed**, the **State Equivalent Grade:** field on the **FD-Attributes** tab must be 10-13.

Solution: Edit all values which are incorrect and correct the applicable fields.

FN-Graduate	
Diploma Type:	* - Not Applicable
OGT Graduation Alternative:	1 - Used for one test not yet passed
Military Compact Graduation Alternative:	0 - Student is not using the military compact alternative

FN06E Grade Level 13 Student – Grade Level Next Year is not GR or DR

Cause: If the student's **State Equivalent Grade:** field on the **FD-Attributes** tab is **13 - Enrolled, compl. course requ., not passed graduation test**, the **EMIS Grade Next Year:** field on the **FN-Attributes** tab has to be either **GR - Student will complete educational requirements** or **DR - Student has dropped out, is not enrolled, not known to be enrolled**.

Solution: Edit all values which are incorrect and correct the applicable fields.

FN07E High School Student is missing “Fiscal Year Began 9th Grade”

Cause: If the student is in grade 9,10,11,12, 13 or 23, the **Fiscal Year Began 9th:** field on the **FN-Attributes** tab must be filled in.

Solution: Edit all values which are incorrect and correct the applicable fields.

FN09E Grade Level Next Year must be GR when Withdraw Reason is 99

Cause: If the student has a **Withdraw Reason:** of **99 - Completed HS Grad require./course requir. & passed assessments re**, the student's **EMIS Grade Next Year:** field on the **FN-Attributes** tab must be **GR - Student will complete educational requirements**.

Solution: Edit all values which are incorrect and correct the applicable fields.

FN10E Grade Level Next Year should be DR with a Dropout Withdrawal Reason

Cause: If the student's **Withdraw Reason:** on the **FS-Standing** tab is a dropout withdrawal reason 71-79, the student's **EMIS Grade Next Year:** field on the **FN-Attributes** tab must be **DR - Student has dropped out, is not enrolled, not known to be enrolled**.

Solution: Edit all values which are incorrect and correct the applicable fields.

FN-Attributes

EMIS Grade Next Year: **DR - Student has dropped out, is not enrolled, not known to be enrolled**

Changing the EMIS Grade Next Year does not change the District Grade Next Year. The General tab can be used to change the District Grade Next Year.

FN11E Grade Level Next Year must be '**' when Student is Withdrawn but not Dropped Out or Graduated

Cause: If the student withdrew from the district and isn't a dropout or graduated, the student's

EMIS Grade Next Year: field on the **FN-Attributes** tab must be

** - Not Applicable

Solution: Edit all values which are incorrect and correct the applicable fields.

FN-Attributes

EMIS Grade Next Year: ** - Not Applicable

Changing the EMIS Grade Next Year does not change the District Grade Next Year.
The General tab can be used to change the District Grade Next Year.

FN12E Grade Level Next Year cannot be DR with a non-dropout Withdrawal Reason

Cause: Only students who have a **Withdraw Reason:** that designates they are a dropout can have an **EMIS Grade Next Year:** of

DR - Student has dropped out, is not enrolled, not known to be enrolled on the

FN-Attributes

tab.

Solution: Edit all values which are incorrect and correct the applicable fields.

FN19E Invalid math diagnostics score value for student grade level

Cause: A student with a state equivalent grade level higher than 3rd grade does not have the required **Math Diagnostic Result Code** of '** - Not Required

Solution: Edit the affected FN records and correct the value for the **Math Diagnostic Result Code** field.

FN20E Invalid reading diagnostics score value for student grade level

Cause: a student with a state equivalent grade level higher than 3rd grade does not have the required **Reading Diagnostic Result Code** of "*** - Not Required".

Solution: Edit the affected FN records and correct the value for the **Reading Diagnostic Result Code** field.

FN21E Invalid writing diagnostics score value for student grade level

Cause: a student with a state equivalent grade level higher than 3rd grade does not have the required **Writing Diagnostic Result Code** of "*** - Not Required".

Solution: Edit the affected FN records and correct the value for the **Writing Diagnostic Result Code** field.

FN22W Warning: Invalid Attending Building IRN Next Year for student grade level (This check is active from 5/1/xx through 6/30/xx)

Cause: Student is not withdrawn, does not have a State Equivalent Grade of 'GR' (on FD Attributes Tab) and has the Attending Building IRN Next Year set to '*****' or student is not withdrawn, has a State Equivalent Grade of '12' (on FD Attributes Tab) and has the Attending Building IRN Next Year set to '*****'

Solution: Edit the affected FN records and correct the value of the Attending Building IRN Next Year.

Appendix E: FNG- Reporting Period G Errors

FNG01E Diploma Date must be specified for a graduating student

Cause: If the student has a **District Withdraw Date:** date on **FS-Standing** that is between the 1st day of school in the prior year and the day before school starts in the upcoming year and also has a **Withdraw Reason:** of **99 - Completed HS Grad require./course requir. & passed assessments re** but the **Graduation Date:** date on the **FN-Graduate** is blank, this error will be generated.

Solution: Edit the **FN-Graduate** tab and correct the **Graduation Date:**.

FNG02E Diploma Date is not within the correct timeframe

Cause: If the student has a **District Withdraw Date:** date on **FS-Standing** that is between the 1st day of school in the prior year and the day before school starts in the future year and also has a **Withdraw Reason:** of **99 - Completed HS Grad require./course requir. & passed assessments re** but has a **Graduation Date:** date on the **FN-Graduate** that is outside the date range above, this error will be generated.

Solution: Edit the **FN-Graduate** tab and correct the **Graduation Date:**.

FNG03E Diploma Type must not = * for a graduating student

Cause: If the student has a **District Withdraw Date:** date on **FS-Standing** that is between the 1st day of school in the prior year and the day before school starts in the future year and also has a **Withdraw Reason:** of **99 - Completed HS Grad require./course requir. & passed assessments re** but the **Diploma Type:** field on the **FN-Graduate** is blank, this error will be generated.

Solution: Edit the **FN-Graduate** tab and correct the **Diploma Type:**.

FNG04E Student has a Diploma Date but is still enrolled

Cause: If the student doesn't have a **District Withdraw Date:** date on **FS-Standing** that is between the 1st day of school in the prior year and the day before school starts in the future year and a **Withdraw Reason:** of **99 - Completed HS Grad require./course requir. & passed assessments re** but has the **Graduation Date:** field filled in with a date within the same date range as above, this error will be generated. Or the student was withdrawn but already promoted to the future school year.

Solution: Withdrawal the student by either using the Power Withdrawal or Withdrawal Student functionality in StudentInformation. If the student was promoted to the future school year but withdrawn from the current school year as a graduate, then whack the student from the future year and the error will go away.

FNG05E Student has a Diploma Date but has not been withdrawn as graduating (Withdrawal Reason = 99)

Cause: If the student has a **District Withdraw Date:** date on **FS-Standing** and a **Graduation Date:** on the **FN-Graduate** that is between the 1st day of school in prior year and the day before school starts in future year but has a **Withdraw Reason:** other than **99 - Completed HS Grad require./course requir. & passed assessments re**, this error will be generated.

Solution: Edit the appropriate FS record and correct the **Withdraw Reason:**.

FNG06E Student has a Diploma Date, has been withdrawn as graduating but the Withdraw Date is not within the correct timeframe

Cause: If the student has a **District Withdraw Date:** date on **FS-Standing** that is between the 1st day of school in the prior year and the day before school starts in the future year

but has a **Withdraw Reason:** of

99 - Completed HS Grad require./course requir. & passed assessments re ▾ and a

Graduation Date: that is between the 1st day of school in the prior year and the day before school starts in the future year, this error will be generated.

Solution: Edit the appropriate FS record and correct the **District Withdraw Date:** .

FNG07E Student has a Diploma Date, has been withdrawn as graduating but the Withdraw Date is not within the correct timeframe

Cause: If the student has a **District Withdraw Date:** date on **FS-Standing** that is not between the 1st day of school in the prior year and the day before school starts in the future year

and doesn't have a **Withdraw Reason:** of

99 - Completed HS Grad require./course requir. & passed assessments re ▾ but does

have a **Graduation Date:** that is between the 1st day of school in the prior year and the day before school starts in the future year, this error will be generated.

Solution: Edit the appropriate FS record and correct the **District Withdraw Date:** and

Withdraw Reason: .

Appendix F: SMART Validation Errors

SMART validations check for missing values based on the EMIS situation code chosen for the student. Some errors may be avoided by setting up registration defaults at the district or building level. This will ensure all fields are filled in at the time of student registration.

FS 7/1/XX District Relationship is not Specified (E)

FS = FS Standing or Attendance Tab

Date = Effective date record which requires correction

Cause: The **District Relationship:** field on the **FS-Standing** tab is blank.

Solution: Edit the affected FS records and fill in the correct value.

FS-Standing

District Relationship:	1 - Stud. rcvg instr. in whole/part from rep. dist. ▾	District of Residence:	043885 - Delphos City SD 🔍
How Received:	* - Not Applicable ▾	How Received IRN:	***** - 🔍
Percent of Time:	100	Tuition Type:	N - Non-tuition student (default) ▾
Attending Building IRN:	018184 - Jefferson High School ▾	Assigned Building IRN:	***** ▾
County of Residence:	02 - Allen ▾ ⚡		

FS 7/1/XX Tuition Type is not Specified (E)

FS = FS Standing or Attendance Tab

Date = Effective date record which requires correction

Cause: The **Tuition Type:** field on the **FS-Standing** tab is blank.

Solution: Edit the affected FS records and fill in the correct value.

FS-Standing

District Relationship:	1 - Stud. rcvg instr. in whole/part from rep. dist. ▾	District of Residence:	043885 - Delphos City SD 🔍
How Received:	* - Not Applicable ▾	How Received IRN:	***** - 🔍
Percent of Time:	100	Tuition Type:	N - Non-tuition student (default) ▾
Attending Building IRN:	018184 - Jefferson High School ▾	Assigned Building IRN:	***** ▾
County of Residence:	02 - Allen ▾ ⚡		

FS 7/1/XX How Received IRN is not Specified (E)

FS = FS Standing or Attendance Tab

Date = Effective date record which requires correction

Cause: The **How Received IRN:** field on the **FS-Standing** tab is blank.

Solution: Edit the affected FS records and fill in the correct value.

FS-Standing

District Relationship:	1 - Stud. rcvg instr. in whole/part from rep. dist	District of Residence:	043885	-	Delphos City SD
How Received:	* - Not Applicable	How Received IRN:	*****	-	
Percent of Time:	100	Tuition Type:	N - Non-tuition student (default)		
Attending Building IRN:	018184 - Jefferson High School	Assigned Building IRN:	*****		
County of Residence:	02 - Allen				

FS 7/1/XX How Received is not Specified (E)

FS = FS Standing or Attendance Tab

Date = Effective date record which requires correction

Cause: The **How Received:** field on the **FS-Standing** tab is blank.

Solution: Edit the affected FS records and fill in the correct value.

FS-Standing

District Relationship:	1 - Stud. rcvg instr. in whole/part from rep. dist	District of Residence:	043885	-	Delphos City SD
How Received:	* - Not Applicable	How Received IRN:	*****	-	
Percent of Time:	100	Tuition Type:	N - Non-tuition student (default)		
Attending Building IRN:	018184 - Jefferson High School	Assigned Building IRN:	*****		
County of Residence:	02 - Allen				

FS 8/19/XX Legal District of Residence is not Specified (E)

FS = FS Standing or Attendance Tab

Date = Effective date record which requires correction

Cause: The **District of Residence:** on the **FS-Standing** tab is blank.

Solution: Edit the affected FS records and fill in the correct value.

FS-Standing

District Relationship:	1 - Stud. rcvg instr. in whole/part from rep. dist	District of Residence:	043885 - Delphos City SD
How Received:	* - Not Applicable	How Received IRN:	*****
Percent of Time:	100	Tuition Type:	N - Non-tuition student (default)
Attending Building IRN:	018184 - Jefferson High School	Assigned Building IRN:	*****
County of Residence:	02 - Allen		

FS 7/1/XX Sent to IRN 1 is not Specified (E)

FS = FS Standing or Attendance Tab

Date = Effective date record which requires correction

Cause: The **Sent To 1:** **IRN:** field on the **FS-Standing** tab is blank.

Solution: Edit the affected FS records and fill in the correct value.

FS-Standing

Sent To 1:		Sent To 2:	
Reason:	NA - Not sent to another district	Reason:	NA - Not sent to another district (default)
IRN:	*****	IRN:	*****
Percent of Time:	0	Percent of Time:	0

FS 7/1/XX How Received IRN must be: XXXXX (any IRN could be listed here)

FS = FS Standing

Date = Effective date record which requires correction

Cause: The **How Received IRN:** chosen on the **FS-Standing** tab is not valid based on the student's EMIS Situation.

FS-Standing

District Relationship:	1 - Stud. rcvg instr. in whole/part from rep. dist	District of Residence:	043885 - Delphos City SD
How Received:	* - Not Applicable	How Received IRN:	*****
Percent of Time:	100	Tuition Type:	N - Non-tuition student (default)
Attending Building IRN:	018184 - Jefferson High School	Assigned Building IRN:	*****
County of Residence:	02 - Allen		

Solution: Edit the affected FS records and fill in the correct value.

FS 7/1/XX Sent to Reason Must be: XX (any reason code could be listed here) (E)

FS = FS Standing

Date = Effective date record which requires correction

Cause: The student's **Sent To 1: Reason:** is incorrect based on the student's current EMIS Situation.

Solution: Edit the affected FS records and fill in the correct value.

FS-Standing

Sent To 1:		Sent To 2:	
Reason:	NA - Not sent to another district	Reason:	NA - Not sent to another district (default)
IRN:	*****	IRN:	*****
Percent of Time:	0	Percent of Time:	0

FS 7/1/XX Percent of Time must be Greater than 0 and less than or equal to 100 (E)

FS = FS Standing or Attendance Tab

Date = Effective date record which requires correction

Cause: The student's **Percent of Time:** field on the **FS-Standing** tab is not in the correct range based on the student's EMIS Situation.

Solution: Edit the affected FS records and fill in the correct value.

FS-Standing

District Relationship:	1 - Stud. rcvg instr. in whole/part from rep. dist	District of Residence:	043885 - Delphos City SD
How Received:	* - Not Applicable	How Received IRN:	*****
Percent of Time:	0	Tuition Type:	N - Non-tuition student (default)
Attending Building IRN:	018184 - Jefferson High School	Assigned Building IRN:	*****
County of Residence:	02 - Allen		

FS 7/1/XX Percent of Time must be 0 (E)

FS = FS Standing or Attendance Tab

Date = Effective date record which requires correction

Cause: The student's **Percent of Time:** field on the **FS-Standing** tab is not in the correct range based on the student's EMIS Situation.

Solution: Edit the affected FS records and fill in the correct value.

FS-Standing

District Relationship:	1 - Stud. rcvg instr. in whole/part from rep. dist	District of Residence:	043885 - Delphos City SD
How Received:	* - Not Applicable	How Received IRN:	*****
Percent of Time:	100	Tuition Type:	N - Non-tuition student (default)
Attending Building IRN:	018184 - Jefferson High School	Assigned Building IRN:	*****
County of Residence:	02 - Allen		

FS 7/1/XX Sent to IRN has an invalid District IRN specified (E)

FS = FS Standing

Date = Effective date record which requires correction

Cause: The student's [Sent To 1:](#) [IRN:](#) on the [FS-Standing](#) tab is invalid according to the student's EMIS Situation.

Solution: Edit the affected FS records and fill in the correct value.

FS-Standing

Sent To 1:	Sent To 2:
Reason: JV - Joint Vocational School District program participant	Reason: NA - Not sent to another district (default)
IRN: ***** - [Search]	IRN: ***** - [Search]
Percent of Time: 0	Percent of Time: 0

FS 7/1/XX Sent to IRN has an invalid College Credit Plus IRN specified (E)

FS = FS Standing

Date = Effective date record which requires correction

Cause: The student's [Sent To 1:](#) [IRN:](#) on the [FS-Standing](#) tab is invalid according to the student's EMIS Situation.

Solution: Edit the affected FS records and fill in the correct value.

FS-Standing

Sent To 1:	Sent To 2:
Reason: PS - Post Secondary Enrollment Options program participant	Reason: NA - Not sent to another district (default)
IRN: ***** - [Search]	IRN: ***** - [Search]
Percent of Time: 0	Percent of Time: 0

FS 7/1/XX Assigned Building Area IRN must be a building IRN in the current school district, or *****

FS = FS Standing

Date = Effective date record which requires correction

Cause: The student's **Assigned Building IRN:** field should be ***** only if it is different from the **Attending Building IRN:** on the **FS-Standing** tab.


Solution: Edit the affected FS records.

FS 7/1/XX How Received IRN must be: *****

FS = FS Standing

Date = Effective date record which requires correction

Cause: The student's **How Received:** field has an invalid value chosen.


Solution: Edit the affected FS record and click . Error checks built-in on the page will guide you in selecting the correct values.

FS 7/1/XX District Relationship is not in the valid range: 2 to 3

FS = FS Standing


Date = Effective date record which requires correction

Cause: The student's **District Relationship:** field has an invalid value chosen.

Solution: Edit the affected FS record and click . Error checks built-in on the page will guide you in selecting the correct values.


FS **7/1/XX** **Sent-To IRN must be *******
FS = FS Standing
Date = Effective date record which requires correction

Cause: The student's **Sent To 1:** **IRN:** field has an invalid value chosen.

Solution: Edit the affected FS record and click . Error checks built-in on the page will guide you in selecting the correct values.


FS **7/1/XX** **Sent-To IRN has an invalid non-public building IRN specified**
FS = FS Standing
Date = Effective date record which requires correction

Cause: The student's **Sent To 1:** **IRN:** field has an invalid value chosen.

Solution: Edit the affected FS record and click . Error checks built-in on the page will guide you in selecting the correct values.

FS **7/1/XX** **FS Attending Building IRN must be a building IRN in the current school district.**
FS = FS Standing
Date = Effective date record which requires correction

Cause: The student's **Attending Building IRN:** field has a district IRN value specified in the building IRN field.

Solution: Edit the affected FS record and click . Error checks built-in on the page will guide you in selecting the correct values.

FS **7/1/XX** **County of Residence is not specified (F)**
FS = FS Standing
Date = Effective date record which requires correction

Cause: The student's **County of Residence:** field is blank.

Solution: Edit the affected FS record and click .

Appendix G: GI Record Errors

GI01E Student with a District Admission Date on or after 7/1/20XX cannot have Hispanic/Latino = *

Cause: Since the student was admitted on or after 7/1/2012, the student's ethnicity must be recollected.

Solution: Correct the value of the Hispanic/Latino field on the General tab. Depending on the value selected for the Hispanic/Latino question, it may be necessary to specify one or more racial groups for the student.

Hispanic/Latino:	<input checked="" type="radio"/> N - No, the student is not Hispanic/Latino	Birthplace City:	LIMA
Racial Group(s):	<input type="checkbox"/> A-Asian <input type="checkbox"/> B-Black or African American <input type="checkbox"/> I-American Indian or Alaska Native <input type="checkbox"/> P-Native Hawaiian or Other Pacific Islander <input type="checkbox"/> W-White		

GI02E Student with change of District of Residence between FYXX and FYXX cannot have Hispanic/Latino = “*”

Cause: The Value of the student's **District of Residence:** on the **FS-Standing** record has changed from last year to this year indicating a change of residency. The student's **Hispanic/Latino:** field value on the **General** tab contains the value of . Students with a residency change must be reclassified for race/ethnicity.

Solution: Correct the value of the Hispanic/Latino field on the General tab. Depending on the value selected for the Hispanic/Latino question, it may be necessary to specify one or more racial groups for the student.

Hispanic/Latino:	<input checked="" type="radio"/> N - No, the student is not Hispanic/Latino	Birthplace City:	LIMA
Racial Group(s):	<input type="checkbox"/> A-Asian <input type="checkbox"/> B-Black or African American <input type="checkbox"/> I-American Indian or Alaska Native <input type="checkbox"/> P-Native Hawaiian or Other Pacific Islander <input type="checkbox"/> W-White		

GI03E Student with change of District of Residence cannot have Hispanic/Latino = “*”

Cause: The Value of the student's **District of Residence:** on the **FS-Standing** record has changed within the current school year indicating a change of residency. The student's **Hispanic/Latino:** field value on the **General** tab contains the value of *** - Not Re-Collected**. Students with a residency change must be reclassified for race/ethnicity.

Solution: Correct the value of the Hispanic/Latino field on the General tab. Depending on the value selected for the Hispanic/Latino question, it may be necessary to specify one or more racial groups for the student.

Hispanic/Latino:	N - No, the student is not Hispanic/Latino	Birthplace City:	LIMA
Racial Group(s):	<input type="checkbox"/> A-Asian <input type="checkbox"/> B-Black or African American <input type="checkbox"/> I-American Indian or Alaska Native <input type="checkbox"/> P-Native Hawaiian or Other Pacific Islander <input type="checkbox"/> W-White		

GI04E When Hispanic/Latino = N or Y at least one Race option must be selected

Cause: The Value of the student's *** - Not Re-Collected** on the **General** tab has been selected, however no **Racial Group(s):** have been specified for the student.

Solution: Select at least one Racial Group by checking the box next to the appropriate option.

Hispanic/Latino:	N - No, the student is not Hispanic/Latino	Birthplace City:	LIMA
Racial Group(s):	<input type="checkbox"/> A-Asian <input type="checkbox"/> B-Black or African American <input type="checkbox"/> I-American Indian or Alaska Native <input type="checkbox"/> P-Native Hawaiian or Other Pacific Islander <input type="checkbox"/> W-White		

GI05E Data consistency error: Invalid combination of Hispanic/Latino and Summative Race'

Cause: The Value of the student's * - Not Re-Collected on the General tab has been selected, however the student's Summative Race: field contains an invalid value.

Solution: Select at least one Racial Group by checking the box next to the appropriate option.

Hispanic/Latino:	N - No, the student is not Hispanic/Latino ▼ ⚡	Birthplace City:	LIMA
Racial Group(s):	<div style="border: 1px solid red; border-radius: 10px; padding: 5px;"><input type="checkbox"/> A-Asian <input type="checkbox"/> B-Black or African American <input type="checkbox"/> I-American Indian or Alaska Native <input type="checkbox"/> P-Native Hawaiian or Other Pacific Islander <input type="checkbox"/> W-White ⚡</div>		



Direct Certification Input File for Free and Reduced Procedural Checklist

The EZ Query – Reports – SIS Student Search function can be used to produce the Direct Certification input file to be submitted to the State Department for Free and Reduce (CRRS).

Change Log

Date	Section Number/Name	Change Description
10/30/14	Entire document	Update breadcrumb trail
7/20/11	New Document	New Document

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Task #1 – Generate output using EZ Query – Reports – SIS Student Search.

1. Navigate to **StudentInformation » EZ Query » Reports » SIS Student Search.**
2. On the Select School tab, the school displays. Click Next.
3. On the Filter Criteria tab, if you want all the students, click Next. If you want to limit the selected students, use the different filter tabs to locate the field(s) you want to filter on. Ex.the Free/Reduced Lunch Status field is on the EMIS tab. Click Next.
4. On the Field Selection tab, use the selection tabs to mark the fields to include in the output.
 - a. On the Students tab, select First Name, Last Name, Student Number, Birthdate and Gender.
 - b. On the Enrollment tab, select Home School IRN.
 - c. On the Addresses & Contacts tab, select Student Home Phone, Mailing Address Street, Mailing Address Street2, Mailing Address City, Mailing Address State, Mailing Address Zip, Primary Contact First Name, and Primary Contact Last Name.
 - d. On the EMIS tab, select District of Residence.
 - e. Click Next.
5. On the Summary tab, under File Download Options, for the File Download Type, select TAB and for the Download Method, select Download. Click Finish.
6. A Download File pop-up screen will display. Click Download File. Click Save to save the file to your desktop. When the Download is Complete, click Close.



F.Y.I.

The input file must be tab-delimited and have the fieldnames in the header record. The required fields are **lastname**, **firstname**, and **dateofbirth**. If you supply any other data, the header must contain the fieldname. The fieldname must match their list.



F.Y.I.

The data in the input file must match the corresponding ODE data for the student to appear in the output file. The IRN is exempt from this rule, this is not needed to be compared. The IRN is there for your information in the output file.

Task #2 – Import the file into Excel to manipulate the data.

1. Open Excel.
2. On the main menu bar, click Data. Under Get External Data, click From Text.
3. Locate the EZ Query output file that was saved to your desktop. Select the file and click Import. In the Text Import Wizard:
 - a. Step 1 – Leave the file type set to Delimited. Click Next.
 - b. Step 2 – Leave the Delimiters set to Tab. Click Next.
 - c. Step 3 – Leave the Column Data Format set to General. Click Finish.
 - d. An Import Data pop-up screen will display. Leave it set to Existing Worksheet (since already in a new worksheet), default location. Click OK.
4. Now the data is in an excel spreadsheet. Rearrange the columns so they are in the correct order. You will need to add blank columns for the following: middleinitial, partmiddleinitial, districtcode1 and districtcode2. You will also need to change the column headers to match the list. Once you are finished, save the file as type Text (Tab delimited).

<u>Direct Certification File Fieldnames</u>	<u>EZ Query Fieldnames</u>
lastname	lastname
firstname	firstname
dateofbirth	birthdate
middleinitial	
parentlastname	primarycontactlastname
parentfirstname	primarycontactfirstname
parentmiddleinitial	
address1	mailingaddressstreet
address2	mailingaddressstreet2
city	mailingaddresscity
state	mailingaddressstate
zip	mailingaddresszip
districtcode1	
districtcode2	
childgender	gender
dhsirn	homeschoolirn
phone number	student home phone
studentid	studentnumber
irn	districtofresidence

Example:

File Edit Format View Help													
zip	districtcode1	First Name	districtcode2	dateofbirth	childgender	middleinitial	parentlastname	parentfirstn	parentmiddleinitial	address1	address2	city	state
Student103271	5555555555	CASSIDY	14464	7/27/1995		Student103271	SCOTT & MONICA	645 S Main St	Lima	OH	45804-1241	M	M
Student103275	5555555555	DUSTAN	14462	10/11/1994		Student103275	THOMAS	645 S Main St	Lima	OH	45804-1241	M	M
Student103279	5555555555	RANDY	14460	11/9/1994		Student103279	CARLIN	645 S Main St	Lima	OH	45804-1241	M	M
Student103281	5555555555	KIONNA	14459	3/10/1995		Student103281	BUNNY	645 S Main St	Lima	OH	45804-1241	F	F
Student103283	5555555555	RONALD	14458	11/23/1995		Student103283	DONALD	645 S Main St	Lima	OH	45804-1241	M	M