



## Quick Reference – FY17 Period ‘S’ (First Window) – Community Districts

Task	Completed	Initials
Task1: Verify Student Admission and Withdrawals	<input type="checkbox"/>	
Task 2: Reporting Preschool students with new How Received Codes <i>StudentInformation – SIS – Student – Edit Student Profile – FS Tab</i>	<input type="checkbox"/>	
Task 3: Verify Student SSID's <i>StudentInformation – Management – Import/Export – State Student ID Export</i> to submit a batch or run <i>StudentInformation – SIS – School – Student Reports – Students with No SSID report</i>	<input type="checkbox"/>	
Task 4: Verify Non-reportable Students <i>StudentInformation – EMIS – Student Reporting Collection (S)</i>	<input type="checkbox"/>	
Task 5: Run the STAT report to verify students' EMIS situation assignments <i>StudentInformation – SIS – School – Student Reports – Student Status/Attendance Code (STAT)</i>	<input type="checkbox"/>	
Task 6: Verify Percent of Time for students attending less than 100% <i>StudentInformation – SIS – Student – Edit Profile</i>	<input type="checkbox"/>	
Task 7: Verify/Update County of Residence on FS tab <i>StudentInformation – SIS – Student – Edit Profile</i>	<input type="checkbox"/>	
Task 8: Update Fiscal Year Began 9 <sup>th</sup> for all incoming Freshmen <i>StudentInformation – Management – Ad-Hoc Updates – Student Profile Bulk Update</i>	<input type="checkbox"/>	
Task 9: Update Disadvantagement Values on the FD Tab <i>StudentInformation – SIS – Student – Edit Profile</i>	<input type="checkbox"/>	
Task 10: Verify Race/Ethnicity for newly enrolled students <i>StudentInformation - SIS - Student - Edit Profile</i>	<input type="checkbox"/>	
Task 11: Verify Home Language and Native Language Fields <i>StudentInformation - SIS - Student - Edit Profile</i>	<input type="checkbox"/>	
Task 12: Verify and Update CTE Program of Concentration <i>StudentInformation - SIS - Student - Edit Profile</i>	<input type="checkbox"/>	
Task 13: Update October IEP Outcome field <i>StudentInformation – SIS – Student – Edit Profile</i>	<input type="checkbox"/>	
Task 14: Update LEP Option for Students <i>StudentInformation - SIS - Student - Edit Profile</i>	<input type="checkbox"/>	
Task 15: Update Admitted from IRN and Withdrawn to IRN <i>StudentInformation - SIS - Student – Edit Profile</i>	<input type="checkbox"/>	
Task 16: Update Third Grade Reading Guarantee Values <i>StudentInformation - SIS - Student – Edit Profile</i>	<input type="checkbox"/>	
Task 17: Update Attending District IRN Last October (FLICS IRN) <i>StudentInformation – SIS – Student – Edit Profile</i>	<input type="checkbox"/>	
Task 18: Run Student Verification (UNCLEMIS) and correct any outstanding errors <i>StudentInformation - EMIS - Student Reporting Collection (S)</i>	<input type="checkbox"/>	
Task 19: Run the Student Roster Detail (R101-A) to verify student demographic and disability information is correct <i>StudentInformation SIS - School – Student reports – Student Roster Detail (R101-A)</i>	<input type="checkbox"/>	

<p>Task 20: Update Transportation Records for Students who were Transported any day of Count Week</p> <p><i>StudentInformation – SIS – Student – Edit Profile</i></p>	<input type="checkbox"/>	
<p>Task 21: Reporting FF – Student Contact Records &amp; FG – Student Contact Address Records</p> <p><i>StudentInformation – SIS – Student – Contacts Summary</i></p>	<input type="checkbox"/>	
<p>Task 22: Verify Sub-calendars and EMIS Exceptions are set up correctly</p> <p><i>StudentInformation – EMIS – Calendar Reporting Collection C - Calendar Exception Management</i></p> <p><i>StudentInformation – EMIS – Calendar Reporting Collection C - Calendar Bulk Exception Management</i></p>	<input type="checkbox"/>	
<p>Task 23: Verify students are assigned to the proper attendance pattern and attendance calendar</p> <p><i>StudentInformation – SIS – Attendance – Attendance Reports– District-wide Membership Report (R500)</i></p> <p><i>StudentInformation – EZ Query – Reports – Sis Student Search</i></p>	<input type="checkbox"/>	
<p>Task 24: Add Student Missing Override Records (FC)</p> <p><i>StudentInformation - EMIS - Maintenance – Student Missing Override Record</i></p>	<input type="checkbox"/>	
<p>Task 25: Add Summer Withdrawal record (FL) optional</p> <p><i>StudentInformation - EMIS - Maintenance – Student Summer Withdrawal Record</i></p>	<input type="checkbox"/>	
<p>Task 26: Create Student Special Education Records</p> <p><i>StudentInformation - SIS - Student – Special Education</i></p>	<input type="checkbox"/>	
<p>Task 27: Create FE Student Graduation Requirement Record</p> <p><i>StudentInformation - SIS - Student – Special Education</i></p>	<input type="checkbox"/>	
<p>Task 28: Verify Special Education Records</p> <p><i>StudentInformation - EMIS - Verify Special Education</i></p>	<input type="checkbox"/>	
<p>Task 29: Update the DN District and Building Records</p> <p><i>StudentInformation - EMIS - Maintenance – District and Building Information</i></p>	<input type="checkbox"/>	
<p>Task 30: Verify and Update Membership Codes with Staff or Program Provider</p> <p><i>StudentInformation – Management – School Administration – Membership Groups - Memberships</i></p>	<input type="checkbox"/>	
<p>Task 31: Add/Update Student Memberships (Programs)</p> <p><i>StudentInformation - SIS - Student – Edit Memberships</i></p> <p><i>StudentInformation - SIS - Student – Membership Members</i></p>	<input type="checkbox"/>	
<p>Task 32: Run Student Roster by Membership (R102) to verify student memberships</p> <p><i>StudentInformation - SIS - School – Student Reports – student Roster By Membership (R102)</i></p>	<input type="checkbox"/>	
<p>Task 33: Run MEMBEMIS to verify student memberships</p> <p><i>StudentInformation - EMIS - Student Reporting Collection (S)</i></p>	<input type="checkbox"/>	
<p>Task 34: Run and save a copy of the District Wide Membership Report (Optional)</p> <p><i>StudentInformation - SIS - Attendance – Attendance Reports – District Wide Membership report (R500)</i></p>	<input type="checkbox"/>	
<p>Task 35: Run ATTUPEMIS in Verify/Update mode</p> <p><i>StudentInformation - EMIS - Student Reporting Collection (S)</i></p>	<input type="checkbox"/>	
<p>Task 36: Manually enter attendance on the FS Attendance Tab for non-preschool students who attend the ESC, Board of DD Students, College Credit Plus, and non-public students who are placed at district expense.</p> <p><i>StudentInformation - SIS - Student – Edit Profile</i></p>	<input type="checkbox"/>	
<p>Task 37: Run CHECK_EMIS for Period S</p> <p><i>StudentInformation - EMIS - Student Reporting Collection (S)</i></p>	<input type="checkbox"/>	

Task 38: Period S Transfer <i>StudentInformation - EMIS - Student Reporting Collection (S)</i>	<input type="checkbox"/>	
Task 39: Run the Collection	<input type="checkbox"/>	