



Quick Reference – FY17 Period ‘S’ (First Window) – Traditional

Task	Completed	Initials
Task 1: Verify Student Admission and Withdrawals	☐	
Task 2: Reporting Preschool students with new How Received Codes <i>StudentInformation – SIS – Student – Edit Student Profile – FS Tab</i>	☐	
Task 3: Verify Student SSIDs <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>	☐	
Task 4: Verify Non-reportable Students <i>StudentInformation – EMIS – Student Reporting Collection (S)</i>	☐	
Task 5: Run the STAT report to verify students’ EMIS situation assignments <i>StudentInformation – SIS – School – Student Reports – Student Status/Attendance Code (STAT)</i>	☐	
Task 6: Verify the Percent of Time Field for students attending less than 100% <i>StudentInformation – SIS – Student – Edit Profile</i>	☐	
Task 7: Verify County of Residence on FS tab <i>StudentInformation – SIS – Student – Edit Profile</i>	☐	
Task 8: Update Fiscal Year Began 9 th for all incoming Freshman <i>StudentInformation – Management – Ad-Hoc Updates – Student Profile Bulk Update</i>	☐	
Task 9: Update Disadvantage Values on the FD Tab <i>StudentInformation – SIS – Student – Edit Profile</i>	☐	
Task 10: Verify Race/Ethnicity for newly enrolled students <i>StudentInformation - SIS - Student - Edit Profile</i>	☐	
Task 11: Verify Home Language and Native Language Fields <i>StudentInformation - SIS - Student - Edit Profile</i>	☐	
Task 12: Verify and Update CTE Program of Concentration <i>StudentInformation - SIS - Student - Edit Profile</i>	☐	
Task 13: Update October IEP Outcome field <i>StudentInformation – SIS – Student – Edit Profile</i>	☐	
Task 14: Update LEP Option for Students <i>StudentInformation - SIS - Student - Edit Profile</i>	☐	
Task 15: Update Admitted from IRN and Withdrawn to IRN <i>StudentInformation - SIS - Student – Edit Profile</i> <i>StudentInformation - SIS - Student – Withdraw Student</i>	☐	
Task 16: Update Third Grade Reading Guarantee Values <i>StudentInformation - SIS - Student – Edit Profile</i>	☐	
Task 17: Run Student Verification (UNCLEMIS) and correct any outstanding errors <i>StudentInformation EMIS – Student Verification</i>	☐	
Task 18: Run the Student Roster Detail (R101-A) to verify student demographic and disability information is correct	☐	

Task 19: Verify Sub-calendars and EMIS Exceptions are set up correctly <i>StudentInformation – EMIS – Calendar Reporting Collection C – Calendar Exception Management</i> <i>StudentInformation – EMIS – Calendar Reporting Collection C – Calendar Bulk Exception Management</i>	☐	
Task 20: Verify students are assigned to the proper attendance pattern and attendance calendar <i>StudentInformation – SIS – Attendance – Attendance Reports– District-wide Membership Report (R500)</i> <i>StudentInformation – EZ Query – Reports – SIS Student Search</i>	☐	
Task 21: Add Student missing Override Records (FC) <i>StudentInformation - EMIS - Maintenance – Student Missing Override Record</i>	☐	
Task 22: Add Summer Withdrawal record (FL) optional <i>StudentInformation - EMIS - Maintenance – Student Summer Withdrawal Record</i>	☐	
Task 23: Create Student Special Education Records <i>StudentInformation - SIS - Student – Special Education</i>	☐	
Task 24: Create FE Student Graduation Requirement Record <i>StudentInformation - SIS - Student – Special Education</i>	☐	
Task 25: Verify Special Education Records <i>StudentInformation - EMIS - Verify Special Education</i>	☐	
Task 26: Update the DN District and Building Records <i>StudentInformation - EMIS - Maintenance – District and Building Information</i>	☐	
Task 27: Verify and Update Membership Codes with Staff or Program Provider <i>StudentInformation – Management – School Administration – Membership Groups - Memberships</i>	☐	
Task 28: Add/Update Student Memberships (Programs) <i>StudentInformation - SIS - Student – Edit Memberships</i>	☐	
Task 29: Run Student Roster by Membership (R102) to verify student memberships <i>StudentInformation - SIS - School – Student Reports – student Roster By Membership (R102)</i>	☐	
Task 30: Run MEMBEMIS to verify student memberships <i>StudentInformation - EMIS - Student Reporting Collection (S)</i>	☐	
Task 31: Run and save a copy of the District Wide Membership Report (Optional) <i>StudentInformation - SIS - Attendance – Attendance Reports – District Wide Membership report (R500)</i>	☐	
Task 32: Run ATTUPEMIS in update mode <i>StudentInformation - EMIS - Student Reporting Collection (S)</i>	☐	
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, College Credit Plus, and non-public students who are placed at district expense. <i>StudentInformation - SIS - Student – Edit Profile</i>	☐	
Task 34: Run CHECK_EMIS for Period S <i>StudentInformation - EMIS - Student Reporting Collection (S)</i>	☐	
Task 35: Period S Transfer <i>StudentInformation - EMIS - Student Reporting Collection (S)</i>	☐	
Task 36: Run the Collection	☐	