

Quick Reference – FY19 Period ‘S’ (All Districts, All Windows)

Task	Completed	Initials
Task 1: Verify Student Admission and Withdrawals.	<input type="checkbox"/>	
Task 2: Reporting Preschool students with new How Received Codes. <u>Student Information</u> – <u>SIS</u> – <u>Student</u> – <u>Edit Student Profile</u> – <u>FS Tab</u>	<input type="checkbox"/>	
Task 3: Verify Student SSIDs. <u>Student Information</u> – <u>Management</u> – <u>Import/Export</u> – <u>State Student ID Export</u> to submit a batch or run <u>Student Information</u> – <u>SIS</u> – <u>School</u> – <u>Student Reports</u> – <u>Students with No SSID report</u>	<input type="checkbox"/>	
Task 4: Verify Non-reportable Students. <u>Student Information</u> – <u>EMIS</u> – <u>Student Reporting Collection (S)</u>	<input type="checkbox"/>	
Task 5: Run the STAT report to verify students’ EMIS Situation assignments. <u>Student Information</u> – <u>SIS</u> – <u>School</u> – <u>Student Reports</u> – <u>Student Status/Attendance Code (STAT)</u>	<input type="checkbox"/>	
Task 6: Verify the Percent of Time Field for students attending less than 100%. <u>Student Information</u> – <u>SIS</u> – <u>Student</u> – <u>Edit Student Profile</u>	<input type="checkbox"/>	
Task 7: Verify/Update County of Residence on FS tab. <u>Student Information</u> – <u>SIS</u> – <u>Student</u> – <u>Edit Student Profile</u>	<input type="checkbox"/>	
Task 8: Update Fiscal Year Began 9 th for all incoming Freshman. <u>Student Information</u> – <u>Management</u> – <u>Ad-Hoc Updates</u> – <u>Student Profile Bulk Update</u>	<input type="checkbox"/>	
Task 9: Update Disadvantage values on the FD tab. <u>Student Information</u> – <u>SIS</u> – <u>Student</u> – <u>Edit Student Profile</u>	<input type="checkbox"/>	
Task 10: Verify Race/Ethnicity for newly enrolled students. <u>Student Information</u> – <u>SIS</u> – <u>Student</u> – <u>Edit Student Profile</u>	<input type="checkbox"/>	
Task 11: Verify Home Language and Native Language fields. <u>Student Information</u> – <u>SIS</u> – <u>Student</u> – <u>Edit Student Profile</u>	<input type="checkbox"/>	
Task 12: Verify and Update CTE Program of Concentration. <u>Student Information</u> – <u>SIS</u> – <u>Student</u> – <u>Edit Student Profile</u>	<input type="checkbox"/>	
Task 13: Update October IEP Outcome field. <u>Student Information</u> – <u>SIS</u> – <u>Student</u> – <u>Edit Student Profile</u>	<input type="checkbox"/>	
Task 14: Update LEP Option for Students. <u>Student Information</u> – <u>SIS</u> – <u>Student</u> – <u>Edit Student Profile</u>	<input type="checkbox"/>	
Task 15: Update Retained Status. <u>Student Information</u> – <u>SIS</u> – <u>Student</u> – <u>Edit Student Profile</u>	<input type="checkbox"/>	
Task 16: Update Military Student Identifier. <u>Student Information</u> – <u>SIS</u> – <u>Student</u> – <u>Edit Student Profile</u>	<input type="checkbox"/>	
Task 17: Update Admitted from IRN and Withdrawn to IRN. <u>Student Information</u> – <u>SIS</u> – <u>Student</u> – <u>Edit Student Profile</u> <u>Student Information</u> – <u>SIS</u> – <u>Student</u> – <u>Withdraw Student</u>	<input type="checkbox"/>	
Task 18: Verify student demographic and disability information is correct. <u>Student Information</u> – <u>SIS</u> – <u>School</u> – <u>Student Reports</u> – <u>Student Roster Detail (R101-A)</u>	<input type="checkbox"/>	
Task 19: Run Verify – Student Demographic (UNCLEMIS) and correct any outstanding errors. <u>Student Information</u> – <u>EMIS</u> – <u>Student Reporting Collection (S)</u>	<input type="checkbox"/>	

COMMUNITY SCHOOL ONLY Task 20: Update FLICS IRN – Attending District IRN Last October. StudentInformation - SIS - Student – Edit Student Profile	<input type="checkbox"/>	
COMMUNITY SCHOOL ONLY Task 21: Update Transportation records for students who were transported any day of Count Week. StudentInformation - SIS - Student – Edit Student Profile	<input type="checkbox"/>	
COMMUNITY SCHOOL ONLY Task 22: Reporting FF – Student Contact records & FG – Student Contact Address records. StudentInformation - SIS - Student – Contacts Summary	<input type="checkbox"/>	
Task 23: Verify Sub-calendars and EMIS Exceptions are set up correctly. StudentInformation – EMIS – Calendar Reporting Collection C – Calendar Exception Management StudentInformation – EMIS – Calendar Reporting Collection C – Calendar Bulk Exception Management	<input type="checkbox"/>	
Task 24: Verify students are assigned to the proper attendance pattern and attendance calendar. StudentInformation – SIS – Attendance – Attendance Reports – District-wide Membership Report (R500) StudentInformation – EZ Query – Reports – SIS Student Search	<input type="checkbox"/>	
Task 25: Add Student Acceleration records. StudentInformation – SIS – Student – Assessment – Student Acceleration (FB)	<input type="checkbox"/>	
Task 26: Update Third Grade Reading Guarantee values. StudentInformation – SIS – Student – Edit Student Profile	<input type="checkbox"/>	
Task 27: Add Student Withdrawal Override (FC). StudentInformation - EMIS - Maintenance – Student Withdrawal Override (FC)	<input type="checkbox"/>	
Task 28: Add Summer Withdrawal record (FL) – optional. StudentInformation - EMIS - Maintenance – Student Summer Withdrawal Record	<input type="checkbox"/>	
Task 29: Update Student Gifted records. StudentInformation - SIS - Student – Gifted – Student Gifted Record	<input type="checkbox"/>	
Task 30: Run Gifted Students Missing Records report. StudentInformation - SIS – School – Student Reports – Gifted Students Missing Records	<input type="checkbox"/>	
Task 31: Create Student Special Education records. StudentInformation - SIS - Student – Special Education	<input type="checkbox"/>	
Task 32: Create FE Student Graduation Requirement record. StudentInformation - SIS - Student – Special Education	<input type="checkbox"/>	
Task 33: Verify Special Education records. StudentInformation - EMIS - Verify Special Education	<input type="checkbox"/>	
Task 34: Update Graduation Date and Diploma Type. StudentInformation – Management – Ad-Hoc Updates – Update Graduation Date StudentInformation – Management – Ad-Hoc Updates – Update Diploma Type	<input type="checkbox"/>	
Task 35: Power Withdraw Graduating Seniors from your district. StudentInformation – Management – Power Withdraw	<input type="checkbox"/>	
Task 36: Update Seniors Not Graduating from your district. StudentInformation – SIS – Student – Edit Student Profile	<input type="checkbox"/>	
Task 37: Update the DN District and Building records. StudentInformation - EMIS - Maintenance – District and Building Information	<input type="checkbox"/>	
Task 38: Verify and Update Membership Codes with Staff or Program Provider. StudentInformation – Management – School Administration – Membership Groups - Memberships	<input type="checkbox"/>	
Task 39: Add/Update Student Memberships (Programs). StudentInformation - SIS - Student – Edit Memberships StudentInformation - SIS - Student – Membership Members	<input type="checkbox"/>	

Task 40: Verify student memberships. <u><i>StudentInformation - SIS - School - Student Reports - Student Roster By Membership (R102)</i></u>	<input type="checkbox"/>	
Task 41: Run MEMBEMIS to verify student memberships. <u><i>StudentInformation - EMIS - Student Reporting Collection (S)</i></u>	<input type="checkbox"/>	
Task 42: Verify Discipline Data and begin reporting Discipline Data. <u><i>StudentInformation - SIS - Discipline - Discipline Incidents</i></u>	<input type="checkbox"/>	
Task 43: Run and save a copy of EMIS Attendance Hours Summary Report - <u><i>StudentInformation - SIS - Attendance - Attendance Reports - District-Wide Membership Report (R500)</i></u>	<input type="checkbox"/>	
Task 44: Run ATTUPEMIS in update mode. <u><i>StudentInformation - EMIS - Student Reporting Collection (S)</i></u>	<input type="checkbox"/>	
Task 45: 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 <u><i>StudentInformation - SIS - Student - Edit Student Profile</i></u>	<input type="checkbox"/>	
Task 46: Student Truancy and Excessive Absence (FT) record. <u><i>StudentInformation - SIS - Student - Attendance - Student Absence Intervention</i></u>	<input type="checkbox"/>	
Task 47: Run MAJOREMIS to calculate Majority of Attendance IRN. <u><i>StudentInformation - EMIS - Student Reporting Collection (S)</i></u>	<input type="checkbox"/>	
Task 48: Run CHECK_EMIS for Period S. <u><i>StudentInformation - EMIS - Student Reporting Collection (S)</i></u>	<input type="checkbox"/>	
Task 49: Period S Transfer. <u><i>StudentInformation - EMIS - Student Reporting Collection (S)</i></u>	<input type="checkbox"/>	
Task 50: Run the Collection.	<input type="checkbox"/>	