



# ProgressBook StudentInformation School Year Setup and Configuration Guide



*ProgressBook*<sup>®</sup>  
*StudentInformation*

Ohio

# **ProgressBook StudentInformation School Year Setup and Configuration Guide**

(This document is current for v18.4.0 or later.)

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# Change Log

The following Change Log explains by Product Version, Heading, Page, and Reason where changes in the *ProgressBook StudentInformation School Year Setup and Configuration Guide* have been made.

Product Version	Heading	Page	Reason
18.4.0	<i>"Attendance Configuration Tab"</i>	7	Updated images and text to reflect removal of <b>Attendance Officer</b> drop-down list.
17.2.0	Entire Guide	N/A	Updated inactive icon.
17.1.0	<i>"School Year Configuration – StudentInformation Options"</i>	2	Updated section to reflect new UI. Updated <b>DASL Options</b> to <b>StudentInformation Options</b> .
17.1.0	<i>"Master Calendar"</i>	40	Updated images and text to reflect new <b>Daily Start Time</b> and <b>Daily Stop Time</b> fields. Updated section to reflect new UI.
16.3.4	<i>"School Demographics"</i>	49	Updated images and text to reflect addition of field name change.

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# School Setup and Configuration Overview

Before using School Setup and Configuration, ensure you have run School Year Initialization in the appropriate school building and school year. Please see the *ProgressBook StudentInformation School Year Initialization Guide*.

A school year configuration is a set of properties that define the school/school year. A school will have one school year configuration record for each school year. Each school has tables, which are school year specific and in order to prevent the school from having to redefine these tables each year, StudentInformation has a process which creates the necessary tables for the next school year based on the previous school year and schedule.

This document concentrates on preparing the school scheduling year, and setting up and correcting the appropriate tables used in the day to day functions of a school.

Various code tables are defined throughout StudentInformation for applications such as Attendance, Discipline, and Student Registration to name a few. Each of the applicable code tables are discussed in those appropriate chapters. Included in this chapter are the remaining System Tables, which are applicable to several modules and not one module specifically.

# School Year Configuration – StudentInformation Options

## Navigation: StudentInformation – Management – School Administration – StudentInformation Options

This school year configuration maintenance screen must be completed for each building in the district. This screen has a tab for each functional area that must be configured. These areas include Scheduling, Marks, Fees, Attendance, Prog Track, INFOhio Export, and EMIS Options.

**Note:** The **EMIS Options** tab does not display for school year 2014-2015 and forward.

## Scheduling Configuration Tab

### Navigation: StudentInformation – Management – School Administration – StudentInformation Options

The **Scheduling Configuration** tab in StudentInformation has several fields that must be defined or completed, as applicable to that building.

- **Uses Enroll Weight** – Select this check box if the scheduling process uses the **Weight** designation for Programs (see the *ProgressBook StudentInformation Student and Registration Guide*). The Class Master Schedule (R407) takes the **Uses Enroll Weight** value into consideration when calculating filling counts.

- **Number of Digits for Student Numbers** – This value is the minimum number of digits that displays when the student ID appears on any report or user interface. This can be any number from 4 to 9. If the actual student number is fewer digits than the selected minimum number of digits, the student ID is padded with leading zeros. Student numbers with more digits than this minimum number of digits display normally.

Example: If the **Number of Digits for Student Numbers** is set to **8** and a student's ID is 1047, the ID displays as 00001047. If the **Number of Digits for Student Numbers** is set to **6** and a student's ID is 1047, the ID displays as 001047.

**Note:** This does **NOT** determine the number of digits for auto-assigned student numbers. Auto-assigned student numbers are determined in a different way. See the StudentInformation Student and Registration Guide for more information.

-  – The up and down arrows allow the user to increase or decrease the number displayed in the textbox. The number may also be entered manually.
- **Automatic Homeroom Assignment Method** – Select the method with which students are assigned when you run the automatic homeroom assignment process.
- **Automatic Homeroom Assignment Group by Grade Level** – Select this check box to assign students to only homerooms with other students in the same grade level when you run the automatic homeroom assignment process. De-select this check box to assign students to homerooms regardless of the students' grade levels.

**Note:** For more information on the automatic homeroom assignment process, see the Student Registration Documentation.

- **Default Calendar** (required) – Select the sub-calendar that is used as the default calendar if no calendar is specified when students are registered.
- **Default JVS IRN** – Select the default JVS IRN that is used when a JVS situation is selected in the EMIS Situation Wizard.
- **Final Schedule Result** – Once the final Master Schedule is selected for the school year, this displays as the default. If the school year has not been finalized, the available Master Schedules are listed in the drop-down list and a warning message explains that selecting a Final Schedule Result cannot be undone.

**Note:** If you are an ITC user with "Is Privileged" status, when a finalized schedule displays in this drop-down list, an **Unfinalize** button displays beside it. Click **Unfinalize** to unfinalize the schedule.

**Note:** You can no longer run the batch scheduler if the school year in context has a finalized schedule. If you unfinalize the schedule, you can run the batch scheduler again.

- **Save** – Click to save changes made to the Scheduling **tab**. You can also click a different tab on the **StudentInformation Options** screen to save any changes made to the **Scheduling** tab.

## Marks Configuration Tab

**Navigation: StudentInformation – Management – School Administration – StudentInformation Options**

Configuration of marks recording and averaging for a school involves multiple options that control how marks are used within the school for overall GPA calculation and Honor Roll Inclusion. Configuration is based on the **Mark Type Used** option selected from the drop-down list.

For more information on Marks, see the *ProgressBook StudentInformation Marks Guide*.

## Marks Configuration – Alpha Marks

**Navigation: StudentInformation – Management – School Administration – StudentInformation Options**

The screenshot shows the 'StudentInformation Options' web interface. At the top, a breadcrumb trail reads 'StudentInformation > Management > School Administration > StudentInformation Options'. Below this is the title 'StudentInformation Options' and a red instruction: 'From this screen, you can display and change data pertaining to school year configuration functions.' A row of six tabs is visible: 'Scheduling', 'Marks' (which is highlighted), 'Fees', 'Attendance', 'Prog Track', and 'INFOhio Export'. Below the tabs is a dropdown menu labeled 'Mark Type Used:' with a red asterisk, and the selected value is 'Alpha Marks'. A blue 'Save' button is located at the bottom left of the form area.

- **Mark Type Used** – Select Alpha Marks.
- **Save** – Click to save changes made to the **Marks** tab. You can also click a different tab on the **StudentInformation Options** screen to save any changes made to the **Marks** tab.

For more information on Alpha Marks reporting, see the *ProgressBook StudentInformation Marks Guide*.

## Marks Configuration – Numeric Marks

### Navigation: StudentInformation – Management – School Administration – StudentInformation Options

If numeric marks are used as the primary source of grade reporting and GPA calculations, then numeric marks must be selected from the drop-down list on the **Marks** tab.

Selecting numeric marks from the drop-down list refreshes the screen, and new fields display for configuring numeric marks.

StudentInformation > Management > School Administration > StudentInformation Options

### StudentInformation 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

- **Mark Type Used** – Select Numeric Marks.
- **Numeric Marks Min Value** (required) – Enter the minimum value of numeric marks allowed.
- **Numeric Marks Max Value** (required) – Enter the maximum value of numeric marks allowed (includes 2 decimal places).
- **Save** – Click to save changes made to the **Marks** tab. You can also click a different tab on the **StudentInformation Options** screen to save any changes made to the **Marks** tab.

For more information on Numeric Marks reporting, see the *ProgressBook StudentInformation Marks Guide*.

## Fees Configuration Tab

**Navigation: StudentInformation – Management – School Administration – StudentInformation Options**

The **Fees** tab defines if the school is using the fees accounting module of StudentInformation.

- **Uses Fees** – Select this check box if the building is using fees accounting to enable automatic assessment of fees as per the defined fee code tables. De-select this check box to disable automatic assignment of fees; you can also manually assign fees.
- **Has Fees Assigned** – Select this check box if the fees are assigned by the Fees Batch Creation application.
- **Reduced Fee – Fraction Reduced from Fee** – Enter or select the percentage by which fees should be reduced for students with a **Free/Reduced Lunch Status** selection of **Reduced** (on the **Edit Student Profile** screen **FD-Attributes** tab).
- **Use General Fee Waivers** – Select this check box if Free/Reduced Waivers are applied to General Fees.
- **Use Course Fee Waivers** – Select this check box if Free/Reduced Waivers are applied to Course Fees.
- **Use Program Fee Waivers** – Select this check box if Free/Reduced Waivers are applied to Program Fees.
- **Use Membership Fee Waivers** – Select this check box if Free/Reduced Waivers are applied to Membership Fees.
- **Show Fees from Past School Years** – Select this check box if you want past fees to display on all fees screens and reports.
- **Show Fees from Future School Years** – Select this check box if you want future fees to display on all fees screens and reports.
- **Show Fees from All Buildings** – Select this check box if you want fees from other buildings to display on all fees screens and reports.

- **Save** – Click to save changes made to the **Fees** tab. You can also click on a different tab on the **StudentInformation Options** screen to save any changes made to the **Fees** tab.

## Attendance Configuration Tab

### Navigation: StudentInformation – Management – School Administration – StudentInformation Options

The **Attendance** tab is used to define the attendance method as well as the default values used on the attendance collection screens in StudentInformation.

There are two attendance methods: period and daily. The building must define the method used for official attendance collection. Once you select a method, the screen refreshes and appropriate fields for the attendance method selected display.

The screenshot shows the 'StudentInformation Options' web interface. The breadcrumb trail is 'StudentInformation > Management > School Administration > StudentInformation Options'. The page title is 'StudentInformation Options'. Below the title is a red instruction: 'From this screen, you can display and change data pertaining to school year configuration functions.' There are six tabs: 'Scheduling', 'Marks', 'Fees', 'Attendance' (selected), 'Prog Track', and 'INFOhio Export'. A tooltip-like box is overlaid on the 'Attendance' tab, containing the text: 'You can control how attendance collection appears to teachers here.' The fields in this box are: 'Absence Cut-Off Time:' with a text input '12:01 PM' and a clock icon; 'Disable Late Option:' with an unchecked checkbox; 'Method:\*' with a dropdown menu showing 'Daily Attendance'; 'Frequency:\*' with a dropdown menu showing 'Twice per day'; and 'Allow Teacher to Override:' with an unchecked checkbox.

- **Absence Cut-Off Time** – Enter or click to select a cut-off time for student absences. This time determines whether an absence is considered a half day AM absence or a half day PM absence for period attendance conversion. If a student is absent for 3 periods in the morning and 2 periods in the afternoon, the period attendance conversion process looks at the **Absence Cut-Off Time** field on the **StudentInformation Options** screen and the **Start Time** and **End Time** entered on the **Periods of the Day Maintenance** screen to determine if the periods should be converted to a half day AM or half day PM absence. If a student has more absent periods before the cut-off than they do after, then that student receives an “AM Absence.” A tie between the absent periods before and after the cut-off time results in a “PM Absence.”
- **Disable Late Option** – Select this check box to remove the **Late** option from the teacher **Daily Attendance** entry.
- **Method** (required) – Select one of the two attendance methods: period or daily. It is required to select one method. Once you have selected the method of your choice, the screen updates to display the appropriate options for that method of attendance.

The rest of the fields for the **Attendance** tab are discussed under the applicable method of attendance.

For more information on attendance collection and reporting, see the *Attendance and Sub-Calendars Documentation*.

- **Frequency** (required) – Select **Once per day** or **Twice per day** to determine how often you collect daily attendance.

- **Allow Teacher to Override** – Select this check box to allow teachers to change attendance records for students in their classes, even after the teacher has submitted those records. If you select this check box, an additional field displays:

Allow Teacher to Override:  Max. Override Days:\*

- **Max. Override Days** (required) – If you select the **Allow Teacher Override** check box, you must set the number of days during which teachers are permitted to override previously submitted attendance records. You can enter a number or use the up and down arrows to adjust this value.
  - If the value is zero, teachers cannot change attendance once it is entered.
  - If the value is one, teachers can update attendance for the current day.
  - If the value is three, teachers can update attendance for the current day, previous 2 days, and 2 days in the future.

## Daily Attendance – Once Per Day

Navigation: StudentInformation – Management – School Administration – StudentInformation Options

StudentInformation > Management > School Administration > StudentInformation Options

Find Students | Go To

### StudentInformation Options

From this screen, you can display and change data pertaining to school year configuration functions.

Scheduling | Marks | Fees | **Attendance** | Prog Track | INFOhio Export

Attendance Officer: -- None -- You can control how attendance collection appears to teachers here.

Absence Cut-Off Time: 12:00 PM 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:\* EX TARDY EXCUSED

Save

- **Attendance Officer** (optional) – This field is non-functional.

- **Absence Cut-Off Time** – Enter or click  to select a cut-off time for student absences. This time determines whether an absence is considered a half day AM absence or a half day PM absence for period attendance conversion. If a student is absent for 3 periods in the morning and 2 periods in the afternoon, the period attendance conversion process looks at the **Absence Cut-Off Time** field on the **Student Information Options** screen and the **Start Time** and **End Time** entered on the **Periods of the Day Maintenance** screen to determine if the periods should be converted to a half day AM or half day PM absence. If a student has more absent periods before the cut-off than they do after, then that student receives an “AM Absence.” A tie between the absent periods before and after the cut-off time results in a “PM Absence.”
- **Disable Late Option** – Select this check box to remove the **Late** option from the teacher **Daily Attendance** entry.
- **Method** (required) – Select **Daily Attendance**.
- **Frequency** (required) – Select **Once per day**.
- **Allow Teacher to Override** – Select this check box to allow teachers to change attendance records for students in their classes, even after the teacher has submitted those records. If you select this check box, an additional field displays:

Allow Teacher to Override: <input checked="" type="checkbox"/>	Max. Override Days:*	<input type="text" value="1"/>
--	----------------------	--------------------------------

- **Max. Override Days** (required) – If you select the **Allow Teacher Override** check box, you must set the number of days during which teachers are permitted to override previously submitted attendance records. You can enter a number or use the up and down arrows to adjust this value.
  - If the value is zero, teachers cannot change attendance once it is entered.
  - If the value is one, teachers can update attendance for the current day.
  - If the value is three, teachers can update attendance for the current day, previous 2 days, and 2 days in the future.
- **Select the Periods during which Attendance is collected** (required) – For each rotation day (day of the week), you must select an available option from the corresponding drop-down list. You can collect attendance during different periods for each day or the same period every day, but each must be defined separately. **Administrative Homeroom** displays as an option when you collect attendance once a day.
- **Default Settings** (required) – You must define default settings for **Partial** and **Absence** types. The defaults you select will populate the corresponding fields on attendance collection screens. The **Partial** and **Absence** drop-down lists here are populated with Absence Type Codes that have the **Used for Daily Attendance** check box selected in the grid on the **Absence Type Maintenance** screen. For more information, see the *ProgressBook Student Information Attendance and Calendar Guide*.
- **Save** – Click to save changes made to the **Attendance** tab. You can also click a different tab on the **Student Information Options** screen to save any changes made to the **Attendance** tab.

## Daily Attendance – Twice per Day

Navigation: StudentInformation – Management – School Administration – StudentInformation Options

StudentInformation > Management > School Administration > StudentInformation Options

StudentInformation Options

From this screen, you can display and change data pertaining to school year configuration functions.

Scheduling Marks Fees Attendance Prog Track INFOhio Export

Attendance Officer: -- None -- You can control how attendance collection appears to teachers here.

Absence Cut-Off Time: 12:00 PM Disable Late Option:

Method:\* Daily Attendance Frequency:\* Twice per day

Allow Teacher to Override:

Select the Periods during which Attendance is collected.

Rotation Day	First Collection	Second Collection
M	1 - 1 *	5 - 5 *
T	1 - 1 *	5 - 5 *
W	1 - 1 *	5 - 5 *
R	1 - 1 *	5 - 5 *
F	1 - 1 *	5 - 5 *

Default Settings: Partial Absence

Default Absence Type:\* EX TARDY EXCUSED

Save

- **Attendance Officer** (optional) – This field is non-functional.
- **Absence Cut-Off Time** – Enter or click  to select a cut-off time for student absences. This time determines whether an absence is considered a half day AM absence or a half day PM absence for period attendance conversion. If a student is absent for 3 periods in the morning and 2 periods in the afternoon, the period attendance conversion process looks at the **Absence Cut-Off Time** field on the **StudentInformation Options** screen and the **Start Time** and **End Time** entered on the **Periods of the Day Maintenance** screen to determine if the periods should be converted to a half day AM or half day PM absence. If a student has more absent periods before the cut-off than they do after, then that student receives an “AM Absence.” A tie between the absent periods before and after the cut-off time results in a “PM Absence.”
- **Disable Late Option** – Select this check box to remove the **Late** option from the teacher **Daily Attendance** entry.
- **Method** (required) – Select **Daily Attendance**.
- **Frequency** (required) – Select **Twice per day**.

- **Allow Teacher to Override** – Select this check box to allow teachers to change attendance records for students in their classes, even after the teacher has submitted those records. If you select this check box, an additional field displays:

Allow Teacher to Override: <input checked="" type="checkbox"/>	Max. Override Days:*	<input type="text" value="1"/>
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- **Max. Override Days** (required) – If you select the **Allow Teacher Override** check box, you must set the number of days during which teachers are permitted to override previously submitted attendance records. You can enter a number or use the up and down arrows to adjust this value.
  - If the value is zero, teachers cannot change attendance once it is entered.
  - If the value is one, teachers can update attendance for the current day.
  - If the value is three, teachers can update attendance for the current day, previous 2 days, and 2 days in the future.
- **Select the Periods during which Attendance is collected** (required) – For each rotation day (day of the week), you must select an available option from the corresponding drop-down list. You can collect attendance during different periods for each day or the same period every day, but each must be defined separately.
- **First Collection** – Select the period of the day during which the first collection of attendance occurs.
- **Second Collection** – Select the period of the day during which the second collection of attendance occurs.
- **Default Settings** (required) – You must define default settings for **Partial** and **Absence** types. The defaults you select will populate the corresponding fields on attendance collection screens. The **Partial** and **Absence** drop-down lists here are populated with Absence Type Codes that have the **Used for Daily Attendance** check box selected in the grid on the **Absence Type Maintenance** screen. For more information, see the *ProgressBook Student Information Attendance and Calendar Guide*.
- **Save** – Click to save changes made to the **Attendance** tab. You can also click a different tab on the **Student Information Options** screen to save any changes made to the **Attendance** tab.

## Period Attendance Configuration

Navigation: StudentInformation – Management – School Administration – StudentInformation Options

StudentInformation > Management > School Administration > StudentInformation Options

StudentInformation Options

From this screen, you can display and change data pertaining to school year configuration functions.

Scheduling Marks Fees Attendance Prog Track INFOhio Export

Attendance Officer: -- None -- You can control how attendance collection appears to teachers here.

Absence Cut-Off Time: 12:00 PM Disable Late Option:

Method: Period Attendance Collect Reasons:  Collect Notes:

Allow Teacher to Override:

Default Types: Partial Absence

Default Absence Type: \*

Default Thresholds:  Half-Day Absence  Full-Day Absence

Period Threshold: \* 0 0

Unexcused Period Threshold: \* 0 0

Default Thresholds: Half-Day Absence Percentage Full-Day Absence Percentage

Period Threshold: \* 0 % 0 %

Unexcused Period Threshold: \* 0 % 0 %

Period to Daily Conversions: Half-Day Absence Full-Day Absence

Default Daily Absence Type: \*

Default Daily Absence Type (Unexcused): \*

Default Absence Reason:

Default Absence Note:

Save

- **Attendance Officer** (optional) – This field is non-functional.
- **Absence Cut-Off Time** – Enter or click  to select a cut-off time for student absences. This time determines whether an absence is considered a half day AM absence or a half day PM absence for period attendance conversion. If a student is absent for 3 periods in the morning and 2 periods in the afternoon, the period attendance conversion process looks at the **Absence Cut-Off Time** field on the **StudentInformation Options** screen and the **Start Time** and **End Time** entered on the **Periods of the Day Maintenance** screen to determine if the periods should be converted to a half day AM or half day PM absence. If a student has more absent periods before the cut-off than they do after, then that student receives an “AM Absence.” A tie between the absent periods before and after the cut-off time results in a “PM Absence.”
- **Disable Late Option** – Select this check box to remove the **Late** option from the teacher **Daily Attendance** entry.
- **Method** (required) – Select **Period Attendance**.
- **Collect Reasons** – Select this check box to add an **Absence Reason** drop-down list to Teacher Attendance screens. Whether or not you select the **Collect Reasons** check box, the **Absence Reason** entry always displays on the **Student’s School Absences** (Period Attendance) and **Absence Event Maintenance** screens.

- **Collect Notes** – Select this check box to add an **Absence Notes** drop-down list to Teacher Attendance screens. Whether or not you select the **Collect Notes** check box, the **Absence Note** entry always displays on the **Student’s School Absences** (Period Attendance) and **Absence Event Maintenance** screens.
- **Allow Teacher to Override** – Select this check box to allow teachers to change attendance records for students in their classes, even after the teacher has submitted those records. If you select this check box, an additional field displays:

Allow Teacher to Override: <input checked="" type="checkbox"/>	Max. Override Days:*	<input type="text" value="1"/>
--	----------------------	--------------------------------

- **Max. Override Days** (required) – If you select the **Allow Teacher Override** check box, you must set the number of days during which teachers are permitted to override previously submitted attendance records. You can enter a number or use the up and down arrows to adjust this value.
  - If the value is zero, teachers cannot change attendance once it is entered.
  - If the value is one, teachers can update attendance for the current day.
  - If the value is three, teachers can update attendance for the current day, previous 2 days, and 2 days in the future.
- **Default Types** (required) – You must define default types for **Partial** and **Absence** types. The defaults you select will populate the corresponding fields on attendance collection screens. The **Partial** and **Absence** drop-down lists here are populated with Absence Type Codes that have the **Used for Daily Attendance** check box selected in the grid on the **Absence Type Maintenance** screen. For more information, see the *ProgressBook Student Information Attendance and Calendar Guide*.
  -  – You can use the up and down arrows to increase or decrease the values in the textboxes. You can also enter the number manually.
- **Default Threshold** (required) – Enter or select the number of periods of the day (excused and unexcused absences) that a student must miss in order to consider the absence a half-day or full-day absence.

For example, if the **Period Threshold** row has the **Half-Day Absence** value set to **4** and the **Full-Day Absence** value set to **7**, after the 4th period absence, the student receives a half-day absence. If the student misses 5 or 6 periods, they still receive a half-day absence. After the 7th period absence, the student is updated with a full-day absence.

Continuing with this example, assume the **Unexcused Period Thresholds** row has the **Half-Day Absence** value set to **3** and **Full-Day Absence** value set to **5**. When a student misses the 4th period, the system checks if at least 3 of the 4 periods missed are unexcused. If at least 3 of the 4 periods are unexcused, then the half-day absence is unexcused. If not, the half-day absence is excused. When a student misses the 7th period, the system checks if at least 5 of the 7 periods missed are unexcused. If at least 5 of the 7 periods are unexcused, then the full-day absence is unexcused. If not, the full-day absence is excused.
- **Period to Daily Conversions** (required) – Select the default values from the drop-down list that you wish to display for half-day and full-day absences, which are used to convert period attendance to daily attendance for EMIS reporting purposes (both excused and unexcused).

**Note:** See “[Appendix A](#)” for period to daily conversion examples.

- **Default Absence Reason** (optional) – Select a default absence reason that displays when entering period attendance.
- **Default Absence Note** (optional) – Select a default absence note that displays when entering period attendance.
- **Save** – Click to save changes made to the **Attendance** tab. You can also click a different tab on the **StudentInformation Options** screen to save any changes made to the **Attendance** tab.

## Prog Track Tab

Navigation: StudentInformation – Management – School Administration – StudentInformation Options

The screenshot shows the 'StudentInformation Options' screen with the 'Prog Track' tab selected. The breadcrumb trail at the top reads 'StudentInformation > Management > School Administration > StudentInformation Options'. Below the title, a red message states: 'From this screen, you can display and change data pertaining to school year configuration functions.' A row of tabs includes 'Scheduling', 'Marks', 'Fees', 'Attendance', 'Prog Track', and 'INFOhio Export'. A dropdown menu for 'Default Building Progression Track' is open, showing 'ELDT - District Track' as the selected option. A blue 'Save' button is located at the bottom left of the form area.

- **Default Building Progression Track** – Select a default building progression track from the drop-down list. This field is populated by entries made on the **Building Progression Tracks** screen at the district level.

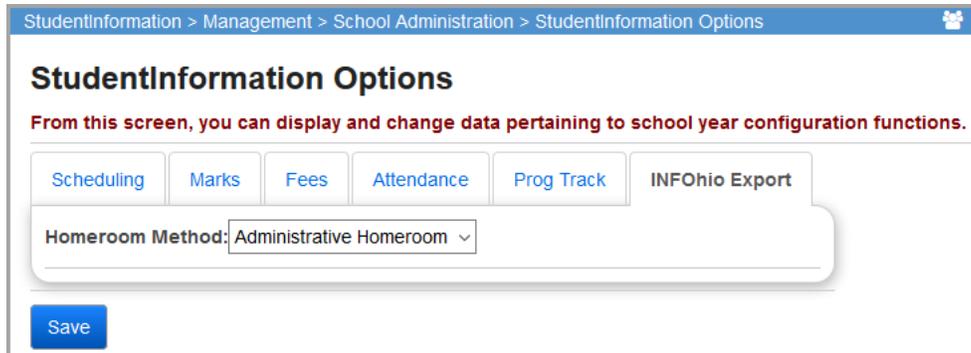
This default Progression Track is pre-selected for any students without progression tracks during the Student Promotion process. If you leave this field blank, no progression track is pre-selected during the Student Promotion process, and you will have to manually select a progression track for all students who do not have one. Students without a Progression Track do not get promoted.

- **Save** – Click to save changes made to the **Prog Track** tab. You can also click a different tab on the **StudentInformation Options** screen to save any changes made to the **Prog Track** tab.

## INFOhio Export Tab

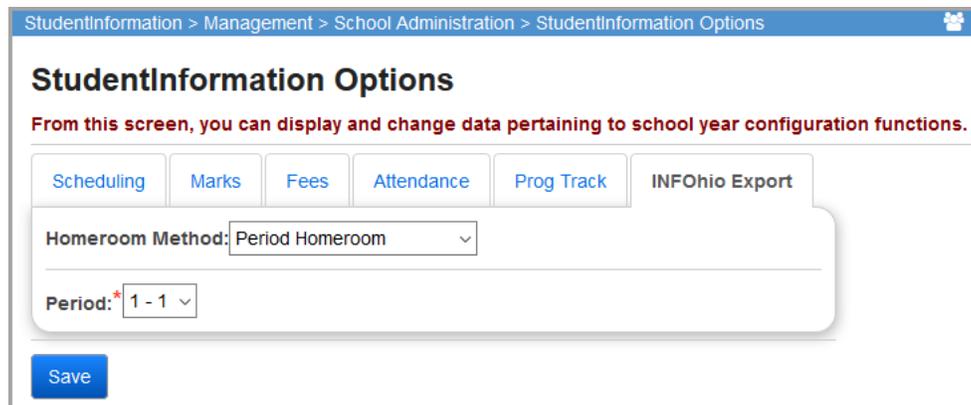
### Navigation: StudentInformation – Management – School Administration – StudentInformation Options

- **Homeroom Method** – Select a default method for exporting Homeroom in the INFOhio Export from the drop-down list. Valid choices are: **Administrative Homeroom**, **Period Homeroom**, and **Department Homeroom**. The default choice is **Administrative Homeroom**.



The screenshot shows the 'StudentInformation Options' page. The breadcrumb trail is 'StudentInformation > Management > School Administration > StudentInformation Options'. The page title is 'StudentInformation Options'. Below the title is a red instruction: 'From this screen, you can display and change data pertaining to school year configuration functions.' There are six tabs: 'Scheduling', 'Marks', 'Fees', 'Attendance', 'Prog Track', and 'INFOhio Export'. The 'INFOhio Export' tab is active. Below the tabs is a form with a label 'Homeroom Method:' and a dropdown menu showing 'Administrative Homeroom'. A 'Save' button is at the bottom left.

- If you select **Administrative Homeroom**, the student's administrative homeroom as assigned on the **Edit Student Profile** screen **Additional** tab is used. If a student has no administrative homeroom, the student's homeroom information is empty in the export file.



The screenshot shows the 'StudentInformation Options' page. The breadcrumb trail is 'StudentInformation > Management > School Administration > StudentInformation Options'. The page title is 'StudentInformation Options'. Below the title is a red instruction: 'From this screen, you can display and change data pertaining to school year configuration functions.' There are six tabs: 'Scheduling', 'Marks', 'Fees', 'Attendance', 'Prog Track', and 'INFOhio Export'. The 'INFOhio Export' tab is active. Below the tabs is a form with a label 'Homeroom Method:' and a dropdown menu showing 'Period Homeroom'. Below that is a label 'Period: \*' and a dropdown menu showing '1 - 1'. A 'Save' button is at the bottom left.

- If you select **Period Homeroom**, you must select the **Period** to use as the homeroom in the export file. Any course section to which a student is assigned that occurs during the selected period is used as the homeroom. The teacher and location from these course sections are used as the homeroom teacher and room in the export file.  
If a student has no course section assignments that meet the criteria for the selected period, the student's homeroom information is empty in the export file.

- If you select **Department Homeroom**, you must select the department code of the courses you wish to use as the homeroom period. Any course section to which a student is assigned that falls under the department group you selected is 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.  
If the student has no course section assignments that fall under the department group selected, the student’s homeroom information is empty in the export file.
- **Save** – Click to save changes made to the **INFOhio Export** tab. You can also click a different tab on the **StudentInformation Options** screen to save any changes made to the **INFOhio Export** tab.

## EMIS Options Tab

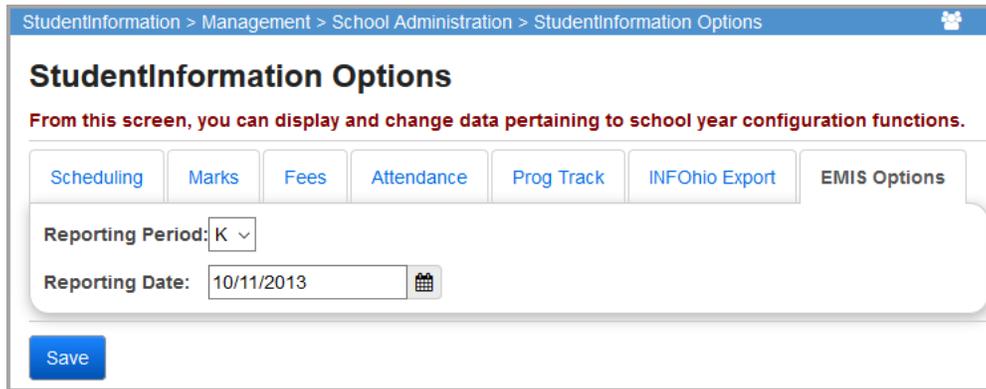
**Navigation: StudentInformation – Management – School Administration – StudentInformation Options**

*Note: The **EMIS Options** tab does not display for school year 2014-2015 and forward.*

This tab is used to specify alternate count week Friday dates for EMIS Reporting Period K. During EMIS Reporting Period N, the date listed is not editable.

*Note: This screen determines the alternate count week Friday only for the current building.*

- **Reporting Period** – Select the EMIS Reporting Period from the drop-down list for which you wish to set a count week Friday date.



The screenshot shows a web application interface for 'StudentInformation Options'. The breadcrumb trail at the top reads 'StudentInformation > Management > School Administration > StudentInformation Options'. The main heading is 'StudentInformation Options'. Below the heading is a red instruction: 'From this screen, you can display and change data pertaining to school year configuration functions.' There are seven tabs: 'Scheduling', 'Marks', 'Fees', 'Attendance', 'Prog Track', 'INFOhio Export', and 'EMIS Options'. The 'EMIS Options' tab is active. Under this tab, there are two fields: 'Reporting Period:' with a dropdown menu showing 'K', and 'Reporting Date:' with a text input field containing '10/11/2013' and a calendar icon. A blue 'Save' button is located at the bottom left of the form area.

- **Reporting Date** – If you select EMIS Reporting Period K, enter or select a date to use as count week Friday for that EMIS Reporting Period.
- **Save** – Click to save changes made to the **EMIS Options** tab. You can also click a different tab on the **StudentInformation Options** screen to save any changes made to the **EMIS Options** tab.

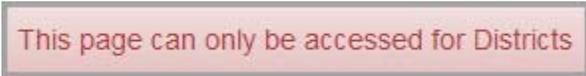
# System Table Maintenance

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## Grade Level Codes

**Navigation: StudentInformation – Management – School Administration – Grade Level Administration – Grade Level Codes**

Grade level codes are defined only at the district level on the **Grade level Codes Maintenance** screen. If you try to modify or view the grade level code table without a district in context, you receive the following error message:



This page can only be accessed for Districts

After selecting a district as the working school, the grade level code may be viewed, added, edited, or deleted. The grade level codes defined in this table would then be available to all buildings in the district for use with their Building Grade Level Code table.

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
		PS	PS	PS	PS	1	
		KG	KG	KG	KG	2	
		01	01	01	01	3	
		02	02	02	02	4	
		03	03	03	03	5	
		04	04	04	04	6	
		05	05	05	05	7	
		06	06	06	06	8	
		07	07	07	07	9	
		08	08	08	08	10	
		09	09	09	09	11	
		10	10	10	10	12	
		11	11	11	11	13	
		12	12	12	12	14	
		GR	GR	GR	GR	15	
		UG	UG	UG	UG	16	
		13	13	13	13	17	
		DR	DR	DR		18	
		23	23	23	23	19	
		**	**	**		25	

Show Active Only

20 Records Displayed [Back To Top](#)

This screen has standard add record, edit record, and delete record controls.

Records on this screen are not deleted, but are inactivated instead. For information on reactivating records, see the *ProgressBook StudentInformation Getting Started Guide*.

- Sorting – You may sort by any column (**Code**, **Name**, **EMIS**, **Description**, **Sort Order**, **Active**) in ascending or descending order by clicking on the column header.
- – Indicates that the grade level code is active and can be used on new student records.

-  – Indicates that the grade level code is inactive and cannot be used on new student records.

## Add/Edit Grade Level Codes

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.

Code:\*

Name:\*

EMIS Code:\*

Description:

Sort Order:\*

Is Active:

- **Code** (required) – Enter up to 4 alphanumeric characters for the grade level code. If you try to use an existing inactive grade level code, you are prompted to reactivate this inactive code if you wish.

Grade level codes must be defined at the district level per the chart below. The Grade level Code table is only visible at district level, but the grade levels display in drop-down lists throughout the StudentInformation application.

	Visibility and Use	Editable
<b>Global Level</b>	District	District
<b>District Level</b>	District	District
<b>School Level</b>	District	District

- **Name** (required) – Enter the name of the grade level.
- **EMIS Code** (required) – Select the EMIS applicable grade level code from the drop-down list to map it to the grade level code for EMIS reporting purposes.
- **Description** (optional) – Enter a description for the grade level code.
- **Sort Order** (required) – Enter a sort order number to determine the order in which the grade level codes appear in drop-down lists.

- **Is Active** – Select or de-select this check box to indicate if the grade level code is active or inactive; this check box is selected by default. Grade level codes must be active in order to use them on new student records.

## Building Grade Level Codes

**Navigation: StudentInformation – Management – School Administration – Grade Level Administration – Building Grade Levels**

You can define building grade level codes only at the building level. If you do not have a building in context, you cannot modify or view the building grade level codes. You can use only active codes on new student records.

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.

[Add Grade Level](#)

		Code	Name	EMIS	Description	Sort Order ▲	Active
		09	09	09	09	12	<input checked="" type="checkbox"/>
		10	10	10	10	13	<input checked="" type="checkbox"/>
		11	11	11	11	14	<input checked="" type="checkbox"/>
		12	12	12	12	15	<input checked="" type="checkbox"/>
		GR	GR	GR	GR	16	<input checked="" type="checkbox"/>
		13	13	13		16	<input checked="" type="checkbox"/>
		23	23	23		21	<input checked="" type="checkbox"/>

Show Active Only

## Add Building Grade Levels

1. On the **Building Grade Levels Maintenance** screen, click **Add Grade Level**.

The screen displays in add mode.

2. Enter information in the following fields:

- **Grade Level** (required) – Select the appropriate grade level to add to the building grade level codes. The options listed in the drop-down list are defined in the District Grade Level Code table.
- **Grade Specific Registration Default Data** (optional fields) – The values in these fields are automatically populated when you use the Registration Wizard to register a student into this grade level:
  - **Counselor** – Select a default counselor for students registering in this grade level.
  - **Scheduling Priority** – Select a default scheduling priority for students registering in this grade level.
  - **Include in Honor Roll** – Select **Yes** or **No** to indicate whether the **Include in Honor Roll** check box should be selected by default for students registering in this grade level.
  - **Include in Ranking** – Select **Yes** or **No** to indicate whether the **Include in Ranking** check box should be selected by default for students registering in this grade level.
  - **Include in GPA** – Select **Yes** or **No** to indicate whether the **Include in GPA** check box should be selected by default for students registering in this grade level.
  - **Pri. Graduation Rule** – Select a primary graduation rule to apply to new students; used in the graduation/eligibility module.

- **Alt. Graduation Rule** – Select a secondary graduation rule to apply to new students; used in the graduation/eligibility module.
  - **Expected Graduation Date** – Enter or select the date on which students in this grade level are expected to graduate.
3. Click **Save** to save the record or **Save and New** to save and continue adding records.

## Edit Building Grade Levels

**Note:** You cannot modify the **Code** field of an existing grade level as the codes come from the district-defined Grade Level Codes table.

1. On the **Building Grade Levels Maintenance** screen, in the row of the building grade level you want to edit, click  .
- The screen displays in edit mode.

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:

Grade Specific Registration Default Data

Counselor:

Scheduling Priority:

Include in Honor Roll:

Include in Ranking:

Include in GPA:

Pri. Graduation Rule:

Alt. Graduation Rule:

Expected Graduation Date:  

2. Edit any information in the following fields:
- **Counselor** – Default counselor for students registering in this grade level.
  - **Scheduling Priority** – Default scheduling priority for students registering in this grade level.

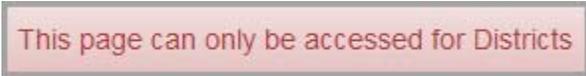
- **Include in Honor Roll** – Indicates whether the **Include in Honor Roll** check box should be selected by default for students registering in this grade level.
  - **Include in Ranking** – Indicates whether the **Include in Ranking** check box should be selected by default for students registering in this grade level.
  - **Include in GPA** – Indicates whether the **Include in GPA** check box should be selected by default for students registering in this grade level.
  - **Pri. Graduation Rule** – Primary graduation rule to apply to new students; used in the graduation/eligibility module.
  - **Alt. Graduation Rule** – Secondary graduation rule to apply to new students; used in the graduation/eligibility module.
  - **Expected Graduation Date** – Date on which students in this grade level are expected to graduate.
3. Click **Save**.

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## Grade Level Progression Table

**Navigation: StudentInformation – Management – School Administration – Grade Level Administration – Grade Level Progressions**

Grade level progressions are defined only at the district level on the **Grade Level Progressions Maintenance** screen. If you try to modify or view the grade level progressions table without a district in context, you receive the following error message:

A rectangular error message box with a light red background and a thin grey border. The text inside is "This page can only be accessed for Districts" in a red, sans-serif font.

This page can only be accessed for Districts

After selecting a district as the working school, you can view, add, edit, or delete the grade level progressions. The grade level progressions defined in this table are used to determine the next logical grade for students.

StudentInformation > Management > School Administration > Grade Level Administration > Grade Level Progressions

### Grade Level Progressions Maintenance

From this screen, you can display, add, change and delete data pertaining to grade level progressions.

[Add Progression](#)

		Current Grade ▲	Forecasted Grade
		01 - 01	02 - 02
		02 - 02	03 - 03
		03 - 03	04 - 04
		04 - 04	05 - 05
		05 - 05	06 - 06
		06 - 06	07 - 07
		07 - 07	08 - 08
		08 - 08	09 - 09
		09 - 09	10 - 10
		10 - 10	11 - 11
		11 - 11	12 - 12
		12 - 12	GR - GR
		23 - 23	23 - 23
		K - K	01 - 01
		PS - PS	PS - PS
		UG - UG	UG - UG

16 Records Displayed [Back To Top](#)

This screen has standard add record, edit record, and delete record controls.

Records on this screen are not deleted, but are inactivated instead. For information on reactivating records, see the *ProgressBook StudentInformation Getting Started Guide*.

- **Sorting** – You may sort by any column (**Current Grade**, **Forecasted Grade**) in ascending or descending order by clicking on the column header.

**Note:** School districts may have multiple grade level progressions for a single grade level. For example: PS may progress to PS, PS may progress to KG, etc.

The StudentInformation system cannot distinguish which is the appropriate progression. To solve this problem, additional grade levels may need to be added to the grade level codes and the grade level progressions. For example:

- PS0 (Preschool 0-1 years) may progress to PS1 (Preschool 1-2 years)
- PS1 (Preschool 1-2 years) may progress to PS2 (Preschool 2-3 years)
- PS2 (Preschool 2-3 years) may progress to PS3 (Preschool 3-4 years)
- PS3 (Preschool 3-4 years) may progress to PS4 (Preschool 4-5 years)
- PS4 (Preschool 4-5 years) may progress to KG

## Add/Edit Grade Level Progressions

StudentInformation > Management > School Administration > Grade Level Administration > Grade Level Progressions

### Grade Level Progressions Maintenance

From this screen, you can display, add, change and delete data pertaining to grade level progressions.

Current Grade:\*

Forecasted Grade:\*

**Current Grade Drop-down List** (required) – Select the current student grade level from the drop-down list.

**Forecasted Grade Drop-down List** (required) – Selected the forecasted grade level to which students would normally advance from the current grade level.

Grade level progressions may only be defined at the district level as per the chart below.

	Visibility and Use	Editable
<b>Global Level</b>	District	District
<b>District Level</b>	District	District
<b>School Level</b>	District	District

**Note:** School districts may have multiple grade level progressions for a single grade level. Example: PS may progress to PS. PS may progress to KG, etc.

The StudentInformation system cannot distinguish which is the appropriate progression. To solve this problem, additional grade levels may need to be added to the grade level codes and the grade level progressions. For example:

- PS0 (Preschool 0-1 years) may progress to PS1 (Preschool 1-2 years)
- PS1 (Preschool 1-2 years) may progress to PS2 (Preschool 2-3 years)
- PS2 (Preschool 2-3 years) may progress to PS3 (Preschool 3-4 years)
- PS3 (Preschool 3-4 years) may progress to PS4 (Preschool 4-5 years)
- PS4 (Preschool 4-5 years) may progress to KG

## Room/Location Table

### Navigation: StudentInformation – Management – School Administration – School Building Administration – Rooms/Location

The Rooms/Location table allows the building to define all locations within the school building where a course could potentially be scheduled. In addition to the physical rooms, this table may include locations where discipline incidents may take place such as a bus, restrooms, etc. Rooms/locations are building specific, but are *not* school year specific. If you change rooms/locations in one school year, it changes room/locations in all school years for that building.

StudentInformation > Management > School Administration > School Building Administration > Rooms/Locations

### 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
		01	01	Classroom	Regular Classroom	35	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
		02	02	Speech Services	Tutoring lab	35	<input type="checkbox"/>	<input type="checkbox"/>	
		03	03	Classroom	Regular Classroom	35	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
		04	04	Title Classroom	Tutoring lab	15	<input type="checkbox"/>	<input type="checkbox"/>	
		05	05	Classroom	Regular Classroom	35	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
		06	06	Special Ed Classroom	Tutoring lab	15	<input type="checkbox"/>	<input type="checkbox"/>	
		07	07	Classroom	Regular Classroom	35	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
		08	08	Classroom	Regular Classroom	35	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	

This screen has standard add record, edit record, and delete record controls.

Records on this screen are not deleted but are inactivated instead. For information on reactivating records, see the *ProgressBook StudentInformation Getting Started Guide*.

- **Sorting** – You may sort by any column (**Code**, **Name**, **Description**, **Location Type**, **Capacity**, **Schedulable**, **Homeroom**, **Active**) in ascending or descending order by clicking on the column header.
- – Indicates that this room/location code was entered at the global or district level and cannot be changed at the building level.
- – Indicates that this Room/Location code is active and can be used on student records.
- – Indicates that this Room/Location code is inactive and cannot be used on student records.

## Add/Edit Room/Location

StudentInformation > Management > School Administration > School Building Administration > Rooms/Locations

### Room/Location Maintenance

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

Code:\*

Name:\*

Description:

Location Type:\*

Capacity:\*

Is Schedulable:

Is Homeroom:

Is Active:

- **Code** (required) – Enter up to 5 characters (alphanumeric) to define the room/location code. If you try to use an existing inactive code, you are prompted to reactivate this inactive code if you wish.

Room/location codes may be defined globally (by the technology center), at the district level, or at the school level per the chart below.

	Visibility and Use	Editable
<b>Global Level</b>	Technology Center, District, School	Technology Center
<b>District Level</b>	Technology Center, District, School	Technology Center, District
<b>School Level</b>	Technology Center, District, School	Technology Center, District, School

- **Name** (required) – Enter the name of the room/location.
- **Description** (optional) – Enter a description of room/location code.
- **Location Type** (required) – Select from a predefined list of location types in the drop-down list, such as: regular classroom, auditorium, art room, etc. Location type is used for scheduling purposes.
- **Capacity** (required) – Enter the total capacity of the room/location. Capacity is used for scheduling and homeroom.
- **Is Schedulable** – Select this check box to indicate that the room/location can be used for scheduling courses and students. Otherwise, de-select this check box.
- **Is Homeroom** – Select this check box to indicate that the room/location can be used as a homeroom and appears in the applicable drop-down lists. Otherwise, de-select this check box.
- **Is Active** – Select this check box to indicate that the room/location is active and can be used on student records or for scheduling purposes. Otherwise, de-select this check box.

## District Addresses

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

Address verification determines whether or not students live within the district's boundaries. This process uses the **District Addresses** screen to define the addresses that are within the district. These addresses can only be defined at the district level. If you try to modify or view district addresses without a district in context, you receive the following error message:

This page can only be accessed for Districts

After selecting a district as the working school, you can view, add, edit, or delete the district addresses.

The top section of this screen has several fields which act as search criteria for the **Local Search** and **State Search** buttons.

- **Start Number** (optional) – Enter a starting address number for searching.
- **Stop Number** (optional) – Enter an ending address number for searching.
- **Pattern** (optional) – Select from the drop-down list: **Every**, **Even**, **Odd**, or **Other**. If you select **Other**, an additional field displays:

- **Every** (optional) – Enter a number for a non-standard address pattern (such as Every 4), or use the arrows to change the pattern number.
- **Pre-Direction** (optional) – Select a street direction (**N**, **S**, **E**, **W**, **NE**, **NW**, **SE**, or **SW**). Only results with this street direction display (e.g. N Main St) in the search results.
- **Street Name** (optional) – Enter a street name. Only results with this street name display in the search results.

- **Post-Direction** (optional) – Select a street direction (**N, S, E, W, NE, NW, SE, or SW**). Only results with this street direction display (e.g. Portage River Road SW) in the search results.
- **Zip Code** (required) – Enter a zip code. Only results with this zip code display in the search results. You must enter a zip code to search and you can only enter one at a time.
- **Street Type** (optional) – Select a street type (**Ave, Blvd, Cir, Ct, Cv, Dr, Hwy, Ln, Loop, Pike, Pkwy, Pl, Rd, St, Sta, Trl, Way, and Xing**). Only results with this street type display in the search results.
- **Voting Area/Place** (optional) – Select a voting area/place from the drop-down list. Only results with this voting area/place display in the search results.
- **Progression Track** (optional) – Select a progression track from the drop-down list. Only results with this progression track display in the search results.
- **Local Search** – Once you have entered your desired search criteria, click **Local Search** to display all addresses entered in the local database that match those criteria.
- **State Search** – Once you have entered your desired search criteria, click **State Search** to display all non-local addresses in the database that match those criteria.

Once you enter search criteria and click either **Local Search** or **State Search**, the screen displays a list of addresses that match those criteria, along with several buttons with which to control those addresses.

**Note:** If over 5,000 records are returned when searching, you are prompted to enter additional search criteria to narrow down the results.

<input type="checkbox"/>			Address ▲	City	State	Zip Code
<input type="checkbox"/>			100 N Main St	Lima	OH	45804
<input type="checkbox"/>			101 N Main St	Lima	OH	45804
<input type="checkbox"/>			102 Main St	Lima	OH	45804
<input type="checkbox"/>			103 N Main St	Lima	OH	45804

Show Active Only

- **Add New Address Range** – Click to add a range of addresses to the district. Once entered, these are saved as separate single addresses.
- **Add New Single Address** – Click to add an address to the district.
- – Select this check box to select an address entry.
- – Click to view and edit information about the corresponding address entry (you cannot edit the address entry itself).
- – Click to delete the corresponding address entry.

- **Show Active Only** – Select this check box to show only active address entries; de-select this check box to show both active and inactive address entries.
- **Edit Selected** – Click to view and edit the selected address entries (unlike , you can edit the address entries themselves).
- **Delete Selected** – Click to delete the selected address entries. Deleted entries are not actually deleted, they become inactive. You can display both active and inactive address entries by de-selecting the **Show Active Only** check box.

## Add District Address

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

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:

Click **Add New Single Address** to enter an address into the database.

StudentInformation > SIS > School > Address Verification > District Addresses

### View/Edit District Addresses - Add

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

Street Number:

Street Pre-Direction:

Street Name:\*

Street Type:  Street Post-Direction:

City:\*

State:

Zip Code:\*

---

Building Progression Track:

Voting Area/Place:

Date Added to District:  

Date Removed from District:  

Comments:

- **Street Number** (optional) – Enter the address number.
- **Street Pre-Direction** (optional) – Select a street direction (**N, S, E, W, NE, NW, SE, or SW**) that comes before the street name (e.g., N Main Street).
- **Street Name** (required) – Enter the street name.
- **Street Type** (optional) – Select a street type (**Ave, Blvd, Cir, Ct, Cv, Dr, Hwy, Ln, Loop, Pike, Pkwy, Pl, Rd, St, Sta, Trl, Way, and Xing**).
- **Street Post-Direction** (optional) – Select a street direction (**N, S, E, W, NE, NW, SE, or SW**) the comes after the street name (e.g., Portage River Road SW).
- **City** (required) – Enter the city name.
- **State** (optional) – Select a state from the drop-down list.
- **Zip Code** (required) – Enter the zip code.
- **Building Progression Track** (optional) – Select a progression track from the drop-down list. This progression track is associated with this address entry.
- **Voting Area/Place** (optional) – Select a voting area/place from the drop-down list. This voting area/place is associated with this address entry.
- **Date Added to District** (optional) – Enter the date this address was added to the district, or type T to populate the field with today's date.
- **Date Removed from District** (optional) – Enter the date this address was removed from the district, or type T to populate the field with today's date.
- **Comments** (optional) – Enter any comments associated with this address entry.

## Add Address Range

You can click **Add New Address Range** to enter a set of addresses into the database. Once entered, all addresses in this address range are saved as separate single addresses.

StudentInformation > SIS > School > Address Verification > District Addresses

### 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 Name:

Street Type:  Street Post-Direction:

City:

State:

Zip Code:

---

Building Progression Track:

Voting Area/Place:

Date Added to District:  

Date Removed from District:  

Comments:

- **Start Number** (optional) – Enter the starting address number to add.
- **Stop Number** (optional) – Enter the ending address number to add.
- **Pattern** (optional) – Select from the drop-down: **Every**, **Even**, **Odd**, or **Other**. If you select **Other**, an additional field displays.
- **Street Pre-Direction** – Select a street direction that comes before the street name from the drop-down list (e.g., N Main Street).
- **Street Name** – Enter a street name for your range.
- **Street Type** – Select a street type from the drop-down list.
- **Street Post-Direction** – Select a direction that comes after the street name from the drop-down list (e.g., Portage River Road SW).
- **City** - Enter a city for your range.
- **State** – Select a state for your range from the drop-down list.
- **Zip Code** – Enter a zip code for your range.
- **Building Progression Track** – Select a district building progression track from the drop-down list for your range.
- **Voting Area/Place** – Select a voting area or designated place from the drop-down list.

- **Date Added to District** – Select the date added for your range from the calendar picker.
- **Date Removed from District** – Select the date removed for your range from the calendar picker.
- **Comments** – Enter comments regarding your range as necessary.
- **Every** (optional) – Enter a number for a non-standard address pattern (such as Every 4), or use the arrows to change the pattern number.
- **Save** – Click to save the current address or address range and return to the **View/Edit District Addresses - List** screen, where the updated information displays.
- **Save and New** – Click to save the current address or address range and return to **View/Edit District Addresses – Add** or **Add Range** screen.
- **Cancel** – Click to clear out already entered data.

## View/Edit District Address Information

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

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:

<input type="checkbox"/>			Address ▲	City	State	Zip Code
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	100 N Main St	Lima	OH	45804
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	101 N Main St	Lima	OH	45804
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	102 Main St	Lima	OH	45804
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	103 N Main St	Lima	OH	45804

Show Active Only

Click  to view and edit address information about the corresponding address entry.

StudentInformation > SIS > School > Address Verification > District Addresses

### View/Edit District Addresses - Edit

**From this screen, you can edit individual valid district addresses.**

100 N Main St  
Lima, OH 45804

Building Progression Track:

Voting Area/Place:

Date Added:  

Date Removed:  

Comments:

The address displays at the top and cannot be edited from this screen. To edit an address, you must select the check box corresponding to the address entry and click **Edit Selected** (see [“Edit District Address”](#)).

- **Building Progression Track** (optional) – Select a progression track from the drop-down list. This progression track is associated with this address.
- **Voting Area/Place** (optional) – Select a voting area/place from the drop-down list. This voting area/place is associated with this address.
- **Date Added to District** (optional) – Enter the date this address was added to the district or type T to populate the field with today’s date.
- **Date Removed from District** (optional) – Enter the date this address was removed from the district or type T to populate the field with today’s date.
- **Comments** (optional) – Enter any comments associated with this address.
- **Save** – Click to save current address information and return to the **View/Edit District Addresses - List** screen.
- **Cancel** – Click to clear out already entered data.

## Edit District Address

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

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:

<input type="checkbox"/>			Address ▲	City	State	Zip Code
<input type="checkbox"/>			100 N Main St	Lima	OH	45804
<input type="checkbox"/>			101 N Main St	Lima	OH	45804
<input type="checkbox"/>			102 Main St	Lima	OH	45804
<input type="checkbox"/>			103 N Main St	Lima	OH	45804

Show Active Only

Select the check boxes to select one or more corresponding addresses, then click **Edit Selected** to edit the address entry or entries.

**Note:** Clicking **Edit Selected** is not the same as clicking  to view/edit address information, though clicking **Edit Selected** also allows you to edit anything that  allows you to edit.

StudentInformation > SIS > School > Address Verification > District Addresses

### View/Edit District Addresses - Edit All

From this screen, you can edit multiple valid district addresses.

Number of Records Affected:1

Street Number:\*

Street Pre-Direction:

Street Name:\*

Street Type:

Street Post-Direction:

City:\*

State:

Zip Code:\*

Building Progression Track:

Voting Area/Place:

Date Added:

Date Removed:

Comments:

- **Number of Records Affected** – This indicates how many address records you are editing. If you have multiple addresses selected, any fields that are different between the addresses are grayed out and/or display the value -- **Multiple Values** -- and cannot be edited.

StudentInformation > SIS > School > Address Verification > District Addresses

### View/Edit District Addresses - Edit All

From this screen, you can edit multiple valid district addresses.

Number of Records Affected:4

Street Number:\*

- **Street Number** (optional) – Enter the address number.
- **Street Pre-Direction** (optional) – Select a street direction that comes before before the street name (e.g. N Main Street).
- **Street Name** (required) – Enter the street name.
- **Street Type** (optional) – Select a street type.
- **Street Post-Direction** (optional) – Select a street direction that comes after the street name (e.g. Portage River Road SW).
- **City** (required) – Enter the city name.
- **State** (optional) – Select a state from the drop-down list.
- **Zip Code** (required) – Enter a zip code.

- **Building Progression Track** (optional) – Select a progression track from the drop-down list. This progression track is associated with these address(es).
- **Voting Area/Place** (optional) – Select a voting area/place from the drop-down list. This voting area/place is associated with these address(es).
- **Date Added to District** (optional) – Enter the date this address was added to the district or type T to populate the field with today’s date.
- **Date Removed from District** (optional) – Enter the date this address was removed from the district or type T to populate the field with today’s date.
- **Comments** (optional) – Enter any comments associated with these address(es).
- **Save** – Click to save the current address or set of addresses and return to the **View/Edit District Addresses - List** screen, where the updated information displays.
- **Cancel** – Click to clear out already entered data.

## Delete District Address

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

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:

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Address ▲	City	State	Zip Code
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	100 N Main St	Lima	OH	45804
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	101 N Main St	Lima	OH	45804
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	102 Main St	Lima	OH	45804
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	103 N Main St	Lima	OH	45804

Show Active Only

Click  to delete an address entry, or select the corresponding check box for one or more entries and click **Delete Selected**.

StudentInformation > SIS > School > Address Verification > District Addresses

### View/Edit District Addresses - Delete

**From this screen, you can delete individual valid district addresses.**

If you are sure you want to Delete the valid district address, enter the date for deletion.

100 N Main St  
Lima, OH 45804

Date for Deletion:

- **Date for Deletion** – Enter the date this address will be deleted from the district, or type T to populate the field with today’s date.
- **Ok** – Click to delete the selected address or addresses and return to the **View/Edit District Addresses - List** screen.
- **Cancel** – Click to cancel the deletion of the address or addresses.

**Note:** A district address is not actually deleted, it becomes inactive. You can display both active and inactive district addresses by de-selecting the **Show Active Only** check box.

# Master Calendar

## Navigation: StudentInformation – Management – School Administration – Scheduling Administration – Master Calendar

The master calendar details each day a school is in session or not in session. The master calendar is created when the Calendar Wizard is run at the building level. If a district has five buildings, each building can have its own unique master calendar. Master calendars are defined and viewed at the school building level only.

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.

Code:\*  Start Date:  Planned Days:

Name:\*  Stop Date:   Actual Days:

Daily Start Time:\*   Daily Stop Time:\*

Default Calendar	Default	<a href="#">View Calendars</a>
Default Job Parameter Set		<a href="#">View Schedule Job Parameter Sets</a>
Final Schedule Result Set	Default Schedule Result	<a href="#">View Schedule Result Sets</a>

Master Calendar Days

	Date	Planned Day Type	Actual Day Type	Planned Rotation Day	Actual Rotation Day
<input type="button" value="✎"/>	Aug 29, 2016	School Day	School Day	Monday	Monday
<input type="button" value="✎"/>	Aug 30, 2016	School Day	School Day	Tuesday	Tuesday
<input type="button" value="✎"/>	Aug 31, 2016	School Day	School Day	Wednesday	Wednesday

- **Code** (required) – Define the master calendar code (can be alphanumeric).
- **Name** (required) – Displays the name of the master calendar.
- **Start Date** – Displays the first day or start date of the current master calendar.
- **Stop Date** – Displays the last day or stop date of the current master calendar.

If the schedule has been finalized for the year in context, the **Start Date** and **Stop Date** fields are not editable and  displays beside **Stop Date**.

Code:\*  Start Date:  Planned Days:

Name:\*  Stop Date:   Actual Days:

- – Click to extend the last day or stop date if needed (due to calamity days, etc.).
- **Daily Start Time** – Displays the daily start time of the current master calendar.
- **Daily Stop Time** – Displays the daily stop time of the current master calendar.

- **Planned Days** (required) – The total number of Planned days that were defined in the master calendar.
- **Actual Days** (required) – The total number of actual days that were defined in the master calendar.
- **Non-Attending Days** – Non-attending days are when schools are not in session. Any day students aren't physically in the building is considered a non-attending day.
- **Default Calendar** – Displays the sub-calendar that is the default calendar used when enrolling students for attendance purposes.
- **Default Job Parameter Set** – Displays the job parameter set that has been defined as the default job parameter set used for scheduling purposes. (See the *ProgressBook StudentInformation Scheduling Guide* for further details on this item.)
- **Final Schedule Result Set** – Displays the final schedule result set (master schedule) that has been designated as the final schedule used in scheduling. (See the *ProgressBook StudentInformation Scheduling Guide* for further details on this item.)
- **View Calendars** – Click to view a listing of all sub-calendars.
- **View Schedule Job Parameter Sets** – Click to view a listing of all schedule job parameter sets.
- **View Schedule Result Sets** – Click to view a listing of all schedule results sets.
- **Master Calendar Days** – A list of all the days defined on the master calendar for the current month. You can select to display days from a different month or all months using the drop-down list. The information displayed for each day is **Date**, **Planned Day Type**, **Actual Day Type**, **Planned Rotation Day**, and **Actual Rotation Day**.

---

## Create Master Calendar – Calendar Wizard

**Navigation: StudentInformation – Management – School Administration – School Building Administration – Calendar Wizard**

The master calendar defines the start and end dates of a school/school year calendar and is building specific. A school can have only one master calendar per school, per school year. The master calendar can, and most likely will have, many sub-calendars. A sub-calendar is specific to the attendance module and is further defined in the *ProgressBook StudentInformation Attendance and Calendar Guide*.

To create the master calendar, the Calendar Wizard walks the user through the entire setup of the master calendar. You can only run the Calendar Wizard before the school year has been finalized. For more information and a detailed step-by-step walkthrough of the Calendar Wizard, see the *ProgressBook StudentInformation School Year Initialization Guide*.

# Master Calendar Summary

Navigation: StudentInformation – Management – School Administration – Scheduling Administration – Master Calendar Summary

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

**Master Calendar Summary**

This screen displays significant days, reporting terms, days that deviate from the planned days and teacher days for the master calendar.

Significant Days

Rotation Day	Date	Event
Monday	Aug 29, 2016	First Day
Monday	Aug 29, 2016	GP1 - First Day
	Sep 05, 2016	Holiday - Labor Day
Friday	Oct 28, 2016	GP1 - Last Day
Monday	Oct 31, 2016	GP2 - First Day
	Nov 23, 2016	Holiday - Thanksgiving
	Nov 24, 2016	Holiday - Thanksgiving
	Nov 25, 2016	Holiday - Thanksgiving
	Nov 28, 2016	Teacher In-Service Day - Teacher Inservice
	Dec 21, 2016	Holiday - Christmas
	Dec 22, 2016	Holiday - Christmas
	Dec 23, 2016	Holiday - Christmas
	Dec 26, 2016	Holiday - Christmas
	Dec 27, 2016	Holiday - Christmas
	Dec 28, 2016	Holiday - Christmas
	Dec 29, 2016	Holiday - Christmas
	Dec 30, 2016	Holiday - Christmas
Friday	Jan 13, 2017	GP2 - Last Day
	Jan 16, 2017	Holiday - MLK Jr Day
Tuesday	Jan 17, 2017	GP3 - First Day
	Feb 20, 2017	Holiday - Presidents Day
Friday	Mar 17, 2017	GP3 - Last Day
Monday	Mar 20, 2017	GP4 - First Day
	Apr 10, 2017	Vacation Day - Spring Break
	Apr 11, 2017	Vacation Day - Spring Break
	Apr 12, 2017	Vacation Day - Spring Break
	Apr 13, 2017	Vacation Day - Spring Break
	Apr 14, 2017	Vacation Day - Spring Break
	May 29, 2017	Holiday - Memorial Day
Thursday	Jun 01, 2017	GP4 - Last Day
Thursday	Jun 01, 2017	Last Day

31 Records Displayed [Back To Top](#)

Reporting Term Summary

Code	Name	Start Date	End Date	Planned Days	Actual Days
GP1	GP1	Aug 29, 2016	Oct 28, 2016	44.00	44.00
INT1	1st 9 week interim			0.00	0.00
GP2	GP2	Oct 31, 2016	Jan 13, 2017	43.00	43.00
INT2	2nd 9 week interim			0.00	0.00
EX1	EX1			0.00	0.00
AV1	AV1			0.00	0.00
GP3	GP3	Jan 17, 2017	Mar 17, 2017	43.00	43.00
INT3	3rd 9 week interim			0.00	0.00
GP4	GP4	Mar 20, 2017	Jun 01, 2017	48.00	48.00
INT4	4th 9 week interim			0.00	0.00
EX2	EX2			0.00	0.00
AV2	AV2			0.00	0.00
FIN	FIN			0.00	0.00

Calamity Make-Up Days

Actual Rotation Day	Date	Comments
There are no records to display		

Teacher Day Summary

Rotation Day	Date	Comments
	Nov 28, 2016	Teacher Inservice

This is a view-only screen listing master calendar information for significant days on the calendar (end of grading periods, Holidays, etc.), Reporting Terms summary, Calamity Days summary, and Teacher Days summary.

## Add Master Calendar Days

Navigation: StudentInformation – Management – School Administration – Scheduling Administration – Master Calendar

If the schedule has not been finalized:

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.

Code:*	Master	Start Date:*	08/22/2016		Planned Days:	178.00
Name:*	Master	Stop Date:*	05/26/2017		Actual Days:	178.00
Daily Start Time:*	07:30 pm	Daily Stop Time:*	02:30 pm			

Click to change the calendar's **Stop Date** [add day(s) to the end of the master calendar]. This only adds days on to the end of the school year.

If the schedule is finalized:

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.

Code:*	Master	Start Date:	8/29/2016		Planned Days:	178.00
Name:*	Master	Stop Date:	6/1/2017		Actual Days:	178.00
Daily Start Time:*	07:30 pm	Daily Stop Time:*	02:30 pm			

Click to change the calendar's **Stop Date** [add day(s) to the end of the master calendar].

**Note:** Changes made to the master calendar days affect all students in the building unless an override exists on a sub-calendar. Sub-calendar changes override the master calendar.

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.

In order to **extend** the school year, please select a new stop date and click "Go". You will then be able to configure each of the new calendar days.

New Stop Date: 06/02/2017

- **New Stop Date** – Enter the new stop date for the master calendar.
- **Go** – Click after inputting the new stop date.

All additional calendar days then display for configuration.

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.

**i** In order to **extend** the school year, please select a new stop date and click "Go". You will then be able to configure each of the new calendar days.

New Stop Date:  

Calendar Date	Rotation Day Type	School Day Type	Student Att. Day Count	Staff Att. Day Count
6/2/2017	Friday	Teacher In-Service Day *	0.00 *	1.00 *

- **Calendar Date** – The date of the new calendar day.
- **Rotation Day Type** – Select the appropriate rotation day type from the drop-down list that is used with the new date.
- **School Day Type** (required) – Displays the school day type for which the additional day is marked. Each day type has an attendance day count associated with that type. For instance, a **School Day** has an attendance day count of 1.00 associated and a **Snow Day** has an attendance day count of 0.00 associated.
- **Student Attendance Day Count** (required) – Displays the attendance day count for students for the actual date being added. This auto-populates with default values after you select a **School Day Type**, but may be changed.
- **Staff Attendance Day Count** (required) – Displays the attendance day count for staff for the actual date being added. This auto-populates with default values after you select a **School Day Type**, but may be changed.
- **Save** – Click to save the information for the newly added calendar days.
- **Cancel** – Click to clear out data already entered and cancel the application.

Once the information has been saved, the master calendar displays these additional days as actual days, not planned days.

If the calendar days that are added fall between schedule terms, then the application adds the day using these rules:

- First add the day to the schedule term with the fewest number of days.
- If the two schedule terms have an equal number of days, the new day is added to the earlier term.
- If the new day falls within a schedule term, the day is added to that schedule term.
- Users can change the start and end date of reporting terms by editing the master calendar days.
- If it is already past the start or stop date, the field is not editable.

## Edit Master Calendar Days

Navigation: StudentInformation – Management – School Administration – Scheduling Administration – Master Calendar

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.

Code: \*  Start Date:  Planned Days:

Name: \*  Stop Date:  Actual Days:

Daily Start Time: \*  Daily Stop Time: \*

<b>Default Calendar</b>	Default	<a href="#">View Calendars</a>
<b>Default Job Parameter Set</b>		<a href="#">View Schedule Job Parameter Sets</a>
<b>Final Schedule Result Set</b>	Default Schedule Result	<a href="#">View Schedule Result Sets</a>

Master Calendar Days

	Date	Planned Day Type	Actual Day Type	Planned Rotation Day	Actual Rotation Day
	Aug 29, 2016	School Day	School Day	Monday	Monday
	Aug 30, 2016	School Day	School Day	Tuesday	Tuesday
	Aug 31, 2016	School Day	School Day	Wednesday	Wednesday

Click to edit a specific day of the master calendar.

**Note:** Changes made to the master calendar days affect all students in the building unless an override exists on a sub-calendar. Sub-calendar changes override the master calendar.

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:	Aug 29, 2016
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:*	School Day
Actual Rotation Day:*	Monday
Actual Student Attendance Day Count:*	1.00
Actual Staff Attendance Day Count:*	1.00
Is Fixed:	<input type="checkbox"/>

Save Cancel

- **Date** (non-modifiable) – The date selected for editing purposes.
- **Planned School Day Type** (required) – Displays the school day type for which the original planned day was selected. Each day type has an attendance day count associated with that type. For instance, a **School Day** has an attendance day count of 1.00 associated and a **Snow Day** has an attendance day count of 0.00 associated.

***Note:** If you already had pre-entered absences (examples include field trips, vacations, and students on medical leave) for a school day that has been changed to a non-attending day (i.e. snow day), you need to delete the student absences on the **Daily Absence List** screen.*

- **Planned Rotation Day** (required) – Displays the planned rotation day (from the **Rotation Days Maintenance** screen) associated with the date being edited.
- **Planned Student Attendance Day Count** (required) – Displays the attendance day count for students for the planned date being edited.
- **Planned Staff Attendance Day Count** (required) – Displays the attendance day count for staff for the planned date being edited.

- **Actual School Day Type** (required) – Displays the actual school day type for which the original planned day is being edited.

*Note: Only the total number of days the students are physically in the building get reported to EMIS when the ATTUPEMIS process is run. Actual days and day types are not reported to EMIS.*

- **Actual Rotation Day** (required) – Displays the actual rotation day (from the **Rotation Days Maintenance** screen) associated with the date being edited.

*Note: The blank option for the **Actual Rotation Day** is only valid if the **Actual Student Attendance Day Count** is 0.*

- **Actual Student Attendance Day Count** (required) – Displays the actual attendance day count for students for the date being edited.
- **Actual Staff Attendance Day Count** (required) – Displays the actual attendance day count for staff for the date being edited.
- **Is Fixed** (optional) – Ignore and leave de-selected; this check box is not at this time.

If the **Actual Rotation Day** field is changed or updated, the **Tumble Rotation Day Duration** and **Add Additional Day To** sections display.

**Tumble Rotation Day Duration:**

None

End of School Year (6/1/2017)

End of Current Reporting Term (10/28/2016)

Override Fixed Days

**Add Additional Day To:**

Current Reporting Term

Final Natural Reporting Term

**Save** **Cancel**

### **Tumble Rotation Day Duration**

- **None** – Select this option if no change in rotation days is to be made after the day being modified. This is selected by default.
- **End Of School year** – Select this option to modify all school days (rotation) after the date being modified, through the end of the school year.
- **End of Current Reporting Period Term** – Select this option to modify all the school days (rotation) that are after the date being modified, through the end of the current reporting period.
- **Specific Date** – Select this option and define a date; all the days after the date being modified through to the specified date are changed.

- **Override Fixed Days** – When modifying rotation days, there may be days marked as fixed on the calendar. These will only be updated if this box has been checked.

**Add Additional Day To**

- **Current Reporting Term** – Select this check box to modify the current reporting term and the next reporting term, so that the current reporting term takes over the first day of the next reporting term.
- **Final Natural Reporting Term** – Select this check box to extend the school year. You receive a prompt for the new **End Date** for the school year and you can configure all of the new school days created.
- **Save** – Click to save changes made to the **Master Calendar Day** and **Master Calendar Days** listings where the updated information displays.
- **Cancel** – Click to clear out data already entered.

# School Demographics

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

This screen displays information about the current school building or district, and allows you to edit some information. The school demographics information is not school year specific, so changing it for one school year affects all other school years.

### School Demographics - District Level

StudentInformation > Management > School Administration > School Building Administration > School Demographics

Find Students   Go To

---

### School Demographics

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

<p>School Code: <input type="text" value="DO"/></p> <p>School Type: <input type="text" value="District"/></p> <p>IRN: <input type="text" value="300430"/> <input type="button" value="Q"/></p> <p>Website URL: <input type="text" value="http://www.MySchool.edu"/></p> <p>Student Success School Type: <input type="text" value="-- Select a School Type --"/></p> <p>Use Address Standardization: <input checked="" type="checkbox"/></p> <p>Telephone: <input type="text" value="(330) 555-0000"/></p> <p>Address: <input type="text" value="101 E Education Drive"/></p> <p>State: <input type="text" value="OH"/></p> <p>Feedback Email: <input type="text"/></p> <p>Comment: <div style="border: 1px solid #ccc; height: 40px; width: 100%;"></div></p>	<p>School Name: <input type="text" value="SADoc"/></p> <p>School Subtype: <input type="text" value="-- Select a School Subtype --"/></p> <p>Superintendent: <input type="text" value="Donald Young"/></p> <p>District: <input type="text" value="SADoc"/></p> <p>Use Address Verification: <input type="checkbox"/></p> <p>Fax: <input type="text" value="(330) 555-0001"/></p> <p>City: <input type="text" value="SADoc"/></p> <p>Zip: <input type="text" value="44320-0000"/></p>
---	---

Progress Book On:

JVS Integration On:  Select JVS Satellite School:

---

ProgressBook Data Warehouse On:

EZ Query Display Options:  Hide Absence Reasons  Hide Absence Notes  Hide Absence Comments

District Student Number Seed:

Maximum Increment from Seed:

District EMIS Seed:

Previous EMISId:

EMIS Maximum Increment from Seed:

## School Demographics - Building Level

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:*	DOHS	School Name:*	SADoc High School
School Type:*	School	School Subtype:	-- Select a School Subtype --
IRN:	300433 	Principal:	Mary Smiles
Website URL:	http://www.MySchool.edu	District:	SADoc
Student Success School Type:	-- Select a School Type --	Use Address Standardization:	<input checked="" type="checkbox"/>
Use Address Standardization:	<input checked="" type="checkbox"/>	Use Address Verification:	<input type="checkbox"/>
Telephone:	(330) 555-1002	Fax:	(330) 555-1003
Address:	104 Education Drive E	City:	SADoc
State:	OH	Zip:	44320-0000
Feedback Email:	<input type="text"/>		
Comment:	<input type="text"/>		
Progress Book On:	<input type="checkbox"/>		
JVS Integration On:	<input type="checkbox"/>	Select JVS Satellite School:	Select ...
ProgressBook Data Warehouse On:	<input type="checkbox"/>		
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"/>			

- **School Code** (unmodifiable or required) – This is a view-only field (editable by ITC personnel) that displays the current school building’s School Code.

**Note:** The StudentInformation Load process requires exactly matching school codes, so do not change this code prior to a school going live on StudentInformation.

- **School Name** (unmodifiable or required) – This is a view-only field (editable by ITC personnel) that displays the current school building’s school name.
- **School Type** (unmodifiable or required) – This is a view-only field (selectable by ITC personnel) that displays the current school building’s school type (School, District, and ITC).
- **School Subtype** (unmodifiable or optional) – This is a view-only field (selectable by ITC personnel) that displays the current school building’s school subtype (JVS, ESC, and Community).
- **IRN** (unmodifiable or optional) – This is a view-only field (editable by ITC personnel) that displays the current school building’s IRN.  links to the Ohio Department of Education’s Organization Search website.
- **Superintendent** (optional) – The name of the current district superintendent (only available when the district is in context).

- **Principal** (optional) – The name of the current school building’s principal (only available when the building is in context).
- **Website URL** (optional) – The web address of the current school building’s website.
- **Student Success School Type** (required for Student Success extract) – Select the type of school (Elementary, Middle, High School, Multi-Types, or Other).
- **District** (unmodifiable) – This is a view-only field that displays the current school building’s associated school district.
- **Use Address Standardization** – Select or de-select this check box to turn address standardization on or off for the entire Building. See the *ProgressBook StudentInformation Getting Started Guide* for details.
- **Use Address Verification** – Select or de-select this check box to turn address verification on or off for the entire Building. See “[District Addresses](#)” and the *ProgressBook StudentInformation Getting Started Guide* for details. You must have address standardization turned on in order to use address verification. If you turn address standardization off, this check box is de-selected and becomes unmodifiable.
- **Telephone** (optional) – The current school building’s telephone number.
- **Fax** (optional) – The current school building’s fax number.
- **Address** (optional) – The current school building’s street address; see **Zip** below.
- **City** (optional) – The current school building’s city; see **Zip** below.
- **State** (optional) – The current school building’s state; see **Zip** below.
- **Zip** (optional) – The current school building’s zip code. The address fields on this screen are informational fields only, so address standardization is not performed on these fields.

***Note:** The school address information from this screen displays on report cards, transcripts, and any other report that prints the school's address.*

- **Feedback Email** (optional) – Entering an email address here enables schools and districts to receive carbon copies of the emails sent by StudentInformation users via the **Feedback** link.
- **Comment** (optional) – Enter any additional information.
- **Progress Book On** (optional) – As of Release v9.0.1, StudentInformation still processes ProgressBook extracts as district-level extracts, but the user now has the ability to specify which buildings to include. When the flag is selected, all data from that school is extracted. When the flag is de-selected, all data from that school is excluded from the ProgressBook extraction.
- **JVS Integration On** – Select this check box with a JVS in context to turn on integration with a satellite building (see “[Set Up JVS Integration](#)”).
- **Select JVS Satellite School** – Select the satellite building integrated with the JVS (see “[Set Up JVS Integration](#)”).
- **EZ Query Display Options** (optional) – Three options are available: **Hide Absence Reasons**, **Hide Absence Notes**, and **Hide Absence Comments**. If you select any of these check boxes, **EZ Query Display Options** controls what displays in **EZ Query – Tools – Absence List**.
- **District Student Number Seed** (optional) – This is only available on the **School Demographics** screen when a district is in context. This is the number to begin with when creating new student numbers using Auto-Assign.

- **Maximum Increment from Seed** (optional) – This is only available on the **School Demographics** screen when a district is in context. This is the maximum number the Student Number Auto-Assign uses when incrementing to find an unused student number. It is essentially a range for the Student Number Auto-Assign to use when searching for the next unused student number.

***Note:** If **District Student Number Seed** (as defined above) is not used, StudentInformation starts from the largest student number currently in the district when auto-assigning student numbers. If the **Maximum Increment from Seed** (as defined above) is not set, StudentInformation increments by 1 to find the next unused student number. If the maximum student number allowable has been used, StudentInformation begins searching for unused student numbers beginning with the smallest student number in the district.*

- **District EMIS Seed** (optional) – This is only available on the **School Demographics** screen when a district is in context. This is the number to begin with when automatically creating EMIS ID numbers for newly registered students who do not already have one specified on the **Student Registration Wizard** screen. Automatically created EMIS IDs, unique to the district, are independent of the student's social security number. Enter a nine digit alphanumeric in this field. The first digit can be any alphabetic character A through Z, upper or lower case, or numerals 0 through 9. The following eight digits must be numerals 0 through 9. If left blank, a randomly-generated nine-digit numeral value is assigned.
- **Previous EMISId** – This is only available on the **School Demographics** screen when a District is in context. The first time the **District EMIS Seed** value is assigned (manually or automatically), the **District EMIS Seed** and **Previous EMISId** fields contain the same value. After that, the most recently generated EMIS ID is displays in this field.
- **EMIS Maximum Increment from Seed** (optional) – This is only available on the **School Demographics** screen when a district is in context. This is the maximum number the EMIS ID auto-generation feature uses when incrementing to find an unused EMIS ID number. Enter a value of 1 through 9. If left blank, a value of 1 is assigned.
- **Reset Emis Seed** – Click to clears values from the **District EMIS Seed**, **Previous EMISId**, and **EMIS Maximum Increment from Seed** fields.

***Note:** An EMIS ID is generated by adding the **EMIS Maximum Increment from Seed** value to the **Previous EMISId** value and checking the resulting EMIS ID for uniqueness within the district. If unique, the EMIS ID is assigned to the student and can be seen in the EMIS ID field on on the **Edit Student Profile** screen **FS-Standing** tab. If not unique, the EMIS ID auto-generation feature continues adding the **EMIS Maximum Increment from Seed** value to the non-unique EMIS ID and checking for uniqueness until a unique EMIS ID is found.*

- **Save** – Click to save any changes; a message displays describing whether the saving process was successful:

The school demographics information was saved successfully

- **Cancel** – Click to discard any changes; you are redirected to the **School Building Administration** screen.

# Registration Defaults

## **Navigation: StudentInformation – Management – School Administration – School Building Administration – Registration Defaults**

On this screen, you can set default registration information for new students who are registered at the current building. You can also set default registration information for new students who are registered at the current district, which is used for any field that does not have a building specific registration default.

Example: EX Example District has district-level Ethnicity codes. EX defines **W - White** as the registration default for the **Local Ethnic Category** field. Middle school building EXMS leaves the **Local Ethnic Category** field blank for their registration defaults. High school building EXHS specifies **M - Multiracial** as the registration default for the **Local Ethnic Category** field. New students registered at EXMS have **W - White** as their ethnicity code unless changed, and new students registered at EXHS have **M - Multiracial** as their ethnicity code unless changed.

From FY09 and forward, starting with StudentInformation v9.0, registration defaults are required for Student Registration and the Registration Wizard. These defaults are also used by bulk student transfer to determine default values when enrolling students in bulk.

## District Registration Defaults

**Navigation: StudentInformation – Management – School Administration – School Building Administration – Registration Defaults**

Ensure your district is in context when setting district registration defaults.

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:  Flags:  1  2  3  4  5

Country of Origin:

EMIS Situation:

Admission Reason:

District Relationship:

How Received:  District of Residence:  -

Percent of Time:  How Received IRN:  -

Attending Building IRN:  Tuition Type:

County of Residence:  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

**Note:** The **Local Ethnic Category**, **Admission Code**, and **Student Status** fields only have values if those codes are defined at the district level. When you leave these fields blank, each time a student is registered, the fields remain blank for newly-registered students unless a selection is made.

**Note:** For explanations on the fields below, see the *ProgressBook StudentInformation Student and Registration Guide* or the latest *ODE EMIS Manual*.

- **Hispanic/Latino** (required) – This drop-down list is populated with values from EMIS field GI580. From FY11 and forward, only the Y and N options display.

- **Local Ethnicity Category** (optional) – This is the 2009-2010 **Ethnicity** field renamed to avoid confusion. From FY11 and forward, this field is no longer associated with ethnicity for EMIS purposes.
- **Racial Group(s)** (required) – These fields are enabled on the Registration Wizard and **Edit Student Profile** screen **General** tab if the user selects Y or N in the **Hispanic/Latino** field.
- **Citizenship** – Specify the default citizenship for newly-registered students.
- **Admission Code** – Specify the default admission code for newly-registered students. Codes from the **Admission Codes Maintenance** screen populate this drop-down list.
- **Native Language** – Specify the default native language for newly-registered students. This is the language spoke at the onset of speech.
- **Home Language** – Specify the default home language for newly-registered students. This is the language spoken at home.
- **Student Status** – Specify the default student status for newly-registered students. Codes from the **Student Status Codes Maintenance** screen populate this drop-down list.
- **Free/Reduced Lunch Status** – Specify the default free/reduced lunch status for newly-registered students.
- **Building Prog Track** – Specify the default **Building Progression Track** for newly-registered students. Progression tracks from the **Building Progression Tracks** screen populate this drop-down list.
- **Grade** – Specify the default grade for newly-registered students. Codes from the **Grade Level Codes Maintenance** screen populate this drop-down list.
- **City** – Specify the default city for newly-registered students.
- **State** – Specify the default state for newly-registered students. This field defaults to **OH**.
- **Zip** – Specify the default zip code for newly-registered students.
- **Flags** – Specify the default values for the five **Flag** fields for newly-registered students.
- **Country of Origin** – Specify the default country of origin for newly-registered students.
- **EMIS Situation** – Specify the default EMIS situation for newly-registered students, or click  to use the EMIS Situation Wizard to select a situation. A default EMIS Situation must be set at the district or building level before students can be registered.
- **Admission Reason** – Specify the default admission reason for newly-registered students. A default admission reason must be set at the district or building level before students can be registered.
- **District Relationship** – Specify the default district relationship for newly-registered students. SMART logic helps determine the correct value.
- **District of Residence** – Specify the default district of residence for newly-registered students. Click  to go to the Ohio Department of Education Search Organization website. SMART logic helps determine the correct value.
- **How Received** – Specify the default how received value for newly-registered students. SMART logic helps determine the correct value.
- **How Received IRN** - Specify the default how received IRN for newly-registered students. Click  to go to the Ohio Department of Education Search Organization website. SMART logic helps determine the correct value.
- **Percent of Time** – Specify the default percent of time for newly-registered students.

- **Tuition Type** – Specify the default tuition type for newly-registered students. SMART logic helps determine the correct value.
- **Attending Building IRN** – Specify the default attending building IRN for newly-registered students.
- **County of Residence** – Select the default county of residence for newly- registered students.
- **Assigned Building IRN** – Specify the default assigned building IRN for newly-registered students.
- **Sent To 1 and 2:**
  - **Reason** – Specify the default sent to reason for newly-registered students. SMART logic helps determine the correct value.
  - **IRN** – Specify the default sent to IRN for newly-registered students. Click  to go to the Ohio Department of Education Search Organization website. SMART logic helps determine the correct value.
  - **Percent of Time** – Specify the default sent to percent of time for newly-registered students.
- **Family Group Defaults: Matching Criteria** – Specify default search criteria to use when searching for family groups on the **Family Group** tab of the **Student Registration Wizard** screen.
- **Save** – Click to save the registration default values. You receive the following message:



The registration defaults have been saved successfully.

- **Cancel** – Click to clear the changes made to the registration default values and return to the **School Building Administration** screen.

## Building Registration Defaults

**Navigation: StudentInformation – Management – School Administration – School Building Administration – Registration Defaults**

Ensure your building is in context when setting building registration defaults.

**Note:** All district level registration defaults are listed on the right side of the screen under **District Defaults**. Any registration defaults entered on this screen at the building level override the **District Defaults**. E.g., a building can leave one field blank and use the district default for that field, but specify a different field and use their own default instead of the district default for the second field.

**Note:** For explanations on the following fields, see the *ProgressBook StudentInformation Student and Registration Guide* or the latest *ODE EMIS Manual*.

- **Hispanic/Latino** (required) – This drop-down list is populated with values from EMIS field GI580. From FY11 and forward, only the Y and N options display.
- **Local Ethnicity Category** (optional) – This is the 2009-2010 **Ethnicity** field renamed to avoid confusion. From FY11 and forward, this field is no longer associated with ethnicity for EMIS purposes.
- **Racial Group(s)** (required) – These fields are enabled on the Registration Wizard and **Edit Student Profile** screen **General** tab if the user selects Y or N in the **Hispanic/Latino** field.

- **Citizenship** – Specify the default citizenship for newly-registered students.
- **Admission Code** – Specify the default admission code for newly-registered students. Codes from the **Admission Codes Maintenance** screen populate this drop-down list.
- **Native Language** – Specify the default native language for newly-registered students. This is the language spoke at the onset of speech.
- **Home Language** – Specify the default home language for newly-registered students. This is the language spoken at home.
- **Student Status** – Specify the default student status for newly-registered students. Codes from the **Student Status Codes Maintenance** screen populate this drop-down list.
- **Free/Reduced Lunch Status** – Specify the default free/reduced lunch status for newly-registered students.
- **Building Prog Track** – Specify the default **Building Progression Track** for newly-registered students. Progression tracks from the **Building Progression Tracks** screen populate this drop-down list.
- **Grade** – Specify the default grade for newly-registered students. Codes from the **Grade Level Codes Maintenance** screen populate this drop-down list.
- **City** – Specify the default city for newly-registered students.
- **State** – Specify the default state for newly-registered students. This field defaults to **OH**.
- **Zip** – Specify the default zip code for newly-registered students.
- **Flags** – Specify the default values for the five **Flag** fields for newly-registered students.
- **Country of Origin** – Specify the default country of origin for newly-registered students.
- **EMIS Situation** – Specify the default EMIS situation for newly-registered students, or click  to use the EMIS Situation Wizard to select a situation. A default EMIS Situation must be set at the district or building level before students can be registered.
- **Admission Reason** – Specify the default admission reason for newly-registered students. A default admission reason must be set at the district or building level before students can be registered.
- **District Relationship** – Specify the default district relationship for newly-registered students. SMART logic helps determine the correct value.
- **District of Residence** – Specify the default district of residence for newly-registered students. Click  to go to the Ohio Department of Education Search Organization website. SMART logic helps determine the correct value.
- **How Received** – Specify the default how received value for newly-registered students. SMART logic helps determine the correct value.
- **How Received IRN** - Specify the default how received IRN for newly-registered students. Click  to go to the Ohio Department of Education Search Organization website. SMART logic helps determine the correct value.
- **Percent of Time** – Specify the default percent of time for newly-registered students.
- **Tuition Type** – Specify the default tuition type for newly-registered students. SMART logic helps determine the correct value.
- **Attending Building IRN** – Specify the default attending building IRN for newly-registered students.

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## Registration Defaults

- **County of Residence** – Select the default county of residence for newly-registered students.
- **Assigned Building IRN** – Specify the default assigned building IRN for newly-registered students.
- Sent To 1 and 2:
  - **Reason** – Specify the default sent to reason for newly-registered students. SMART logic helps determine the correct value.
  - **IRN** – Specify the default sent to IRN for newly-registered students. Click  to go to the Ohio Department of Education Search Organization website. SMART logic helps determine the correct value.
  - **Percent of Time** – Specify the default sent to percent of time for newly-registered students.
- **Save** – Click to save these registration default values. You receive the following message:

The registration defaults have been saved successfully.

- **Cancel** – Click to clear the changes made to the registration default values and return to the **School Building Administration** screen.
- **Use District Defaults** – Click to clear all building-level registration defaults and use district-level defaults instead.

The School registration defaults have been removed successfully. District registration defaults will be used.

# Set Up JVS Integration

This section explains how to set up integration between a joint vocational school (JVS) and a home school where students are taking JVS satellite courses (such as a traditional high school). For purposes of this procedure, these buildings in StudentInformation are defined as:

- **Home school** – Outside building where the JVS satellite course is taught (such as a traditional high school).
- **JVS satellite building** – Building created in StudentInformation to contain the JVS satellite courses taught at the home school and to report student information to EMIS.

Setting up this integration gives the JVS the following additional capabilities:

- Track and report attendance in the JVS satellite classes taught at the home school building.
- Update student demographic information for students in the JVS satellite classes.
- Auto-generate course section assignments in the JVS satellite building.

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## Prerequisites

In order for the integration to work, the following prerequisites must be met:

1. Contact the StudentInformation State Support Team (SSST) to create a JVS satellite building in StudentInformation for each home school that offers JVS satellite courses:

***Note:** A one-to-one (1:1) relationship 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 satellite building for each.)*

2. Perform the setup shown on the following screens:
  - **Calendar Wizard** – Run the Calendar Wizard at the JVS satellite building with the same master calendar start and stop dates, and reporting term start and stop dates as the home school. Additionally, create at least one period to tie to the course section meeting times.
  - **Courses** – Manually enter the courses (they do not have to match the course code at the home school), or ask the SSST Database Administrator to copy the course catalog from the home school to the JVS satellite building.
  - **View Staff Members** – Manually enter the teachers who teach the JVS satellite courses at the home school into the JVS satellite building.
  - **Course Sections** – Create course sections that correspond to the course sections in which the students are enrolled at the home school.
  - **Rooms/Location Maintenance** – Create a room for use with all of the satellite course section meeting times.
  - **Building Grade Levels Maintenance** – Add applicable grade levels for the JVS satellite building.

- **Ethnicity Codes Maintenance** – Manually enter local ethnicity codes that mirror the home school, or ask the SSST Database Administrator to copy the home school's local ethnicity codes to the JVS satellite building.
- **Course Terms Maintenance** – Create course terms for the corresponding satellite sections.
- **Sub-Calendar Maintenance** – Create a sub-calendar.
- **Student Status Codes Maintenance** – Create student status code(s).
- **Master Schedule Maintenance** and **Schedule Result Set Maintenance** – Add a master schedule and result set.
- **Period Attendance by Course Section** – Create period attendance absence types for unexcused, excused, non-absence, and partial absence.
- **Student Information Options (Scheduling tab)** – Select a **Default Calendar** and **Final Schedule Result**.
- **Registration Defaults** – Configure registration defaults at the JVS Satellite building.

**Note:** For information on these screens and procedures, refer to the appropriate *Student Information guides*.

3. The home school must transfer the students to the JVS satellite building. (Students will be simultaneously enrolled at the home school and JVS satellite building.)

In addition, the following prerequisites must be met for each applicable student:

- Must be enrolled in both the JVS satellite building and the home school.
- State Student ID (SSID) must be the same for both schools.
- Home school IRN (JVS satellite building) must match the **Attending Building IRN** (home school).

---

## Process

There are several components to setting up the integration. Complete each step in order and take note of the building that must be in context for each step:

1. Turn on integration (JVS satellite building in context):
  - a. On the **School Demographics** screen, select the **JVS Integration On** check box.
  - b. In the **Select JVS Satellite School** drop-down list, select the home school where students will be taking JVS satellite classes. (This is the school from which the JVS satellite building will be accepting demographic changes and course section assignments.)

c. Click **Save**.

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:*	DOHS	School Name:*	SADoc High School
School Type:*	School	School Subtype:	-- Select a School Subtype --
IRN:	300433	Principal:	Mary Smiles
Website URL:	http://www.MySchool.edu	District:	SADoc
Student Success School Type:	-- Select a School Type --	Use Address Verification:	<input type="checkbox"/>
Use Address Standardization:	<input checked="" type="checkbox"/>	Telephone:	(330) 555-1002
Telephone:	(330) 555-1002	Fax:	(330) 555-1003
Address:	104 Education Drive E	City:	SADoc
State:	OH	Zip:	44320-0000
Feedback Email:			
Comment:			
Progress Book On:	<input type="checkbox"/>		
JVS Integration On:	<input checked="" type="checkbox"/>		Select JVS Satellite School:*
			Select ...
ProgressBook Data Warehouse On:	<input type="checkbox"/>		
EZ Query Display Options:	<input type="checkbox"/> Hide Absence Reasons <input type="checkbox"/> Hide Absence Notes <input type="checkbox"/> Hide Absence Comments		
<b>Save</b>	Cancel		

## 2. Set attendance options (JVS satellite building in context):

- On the **StudentInformation Options** screen **Attendance** tab, in the **Method** drop-down list, select **Period Attendance**.
- Select the second **Default Thresholds** option (percentage-based system).
- Set up your desired **Period Threshold** and **Unexcused Period Threshold** with both a **Half-Day Absence Percentage** and a **Full-Day Absence Percentage**. This is 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 (see examples below).

**Note:** For fractions of a course, the system rounds down and the minimum threshold is 1 course. (The system does not round down below 1.)

d. Click **Save**.

StudentInformation > Management > School Administration > StudentInformation Options

## StudentInformation Options

From this screen, you can display and change data pertaining to school year configuration functions.

Scheduling Marks Fees Attendance Prog Track INFOhio Export

Attendance Officer: -- None -- You can control how attendance collection appears to teachers here.

Absence Cut-Off Time: 10:30 AM Disable Late Option:

Method: Period Attendance Collect Reasons:  Collect Notes:

Allow Teacher to Override:

Default Types: Partial Absence

Default Absence Type: Tardy AB Excused AB

Default Thresholds: Half-Day Absence Full-Day Absence

Period Threshold: 0 0

Unexcused Period Threshold: 0 0

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

Default Daily Absence Type: AB Excused AB AB Excused AB

Default Daily Absence Type (Unexcused): Unexcused Unexcused

Default Absence Reason:

Default Absence Note:

Save

### Example 1 – Student with even number of JVS satellite courses

- **Full-Day Absence Percentage** is 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** is 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 the student is absent for 3 courses, the student is marked as full-day absence.

3. (Optional): Check a student's scheduled courses in both buildings:
  - a. With the Home school building and student in context, on the **Course Section Assignments** screen, note any JVS satellite courses.

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:  Schedule Result:  Status:  Assigned  Dropped  
 Removed

Course:  Course Term:

Date:  Teacher:

Period:

	Course	Course Name	Section	Meeting ▲	Teacher	Term	Type	Status	Start Date	End Date
	1225a	ENGLISH 11 SEM A	11	1 (0300)	DIANA MURANKO	1st Sem Only	Manual	Assigned	Sep 02, 2016	
	1225b	ENGLISH 11 SEM B	12	1 (0300)	DIANA MURANKO	2nd Sem Only	Manual	Assigned	Jan 17, 2017	
	2211a	CHEMISTRY SEMESTER A	21	2 (0300)	DIANA MURANKO	1st Sem Only	Manual	Assigned	Sep 02, 2016	
	2211b	CHEMISTRY SEMESTER B	22	2 (0300)	DIANA MURANKO	2nd Sem Only	Manual	Assigned	Jan 17, 2017	
	7650a	ALGEBRA II SEM A	31	3 (0300)	DIANA MURANKO	1st Sem Only	Manual	Assigned	Sep 02, 2016	
	7650b	ALGEBRA II SEM B	32	3 (0300)	DIANA MURANKO	2nd Sem Only	Manual	Assigned	Jan 17, 2017	
	3321	GOVERNMENT	47	4 (0300)	DIANA MURANKO	1st Sem Only	Manual	Assigned	Sep 02, 2016	
	1121	ECONOMICS	48	4 (0300)	DIANA MURANKO	2nd Sem Only	Manual	Assigned	Jan 17, 2017	
	3141	COSMETOLOGY	57	5,6,7 (0300)	PEGGY STEWARD	All Year	Manual	Assigned	Sep 02, 2016	

- b. With the JVS satellite building in context, on the **Course Section Assignments** screen, note the student's scheduled courses before the integration is run.

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:  Schedule Result:  Status:  Assigned  Dropped  
 Removed

Course:  Course Term:

Date:  Teacher:

Period:

	Course	Course Name	Section	Meeting ▲	Teacher	Term	Type	Status	Start Date	End Date
	HTC1 ANATOMY	HTC1 ANATOMY AND PHYSIOLOGY	1	9,10,11,12 (C18)	JAKE ADAMS	All Year	Manual	Assigned	Aug 22, 2016	
	HTC1 H&S TECH	HTC1 HEALTH & SCI TECHNOLOGY	2	9,10,11,12 (C18)	JAKE ADAMS	All Year	Manual	Assigned	Aug 22, 2016	

4. Map JVS courses in the JVS satellite building to the home school satellite course (JVS satellite building in context):
  - a. On the **JVS CourseSection Map** screen, review the course information for JVS satellite courses being offered at the JVS satellite building (which displays in all columns except the **Satellite School Course Section** column).

StudentInformation > Management > School Administration > JVS CourseSection Map

**JVS CourseSection Map**

From this screen, you can map home school and JVS course sections together

Satellite School Course Section	Code	Name	Section	Term	Details
Teacher: <input type="text"/> Course: <input type="text"/> Section: <input type="text"/>	150890	COSMETOLOGY	3	ALYR	Capacity: 25, Filling: 7.00 Teacher(s): TRISHA LUTTERIE3 (B24)
Teacher: <input type="text"/> Course: <input type="text"/> Section: <input type="text"/>	VCS	VIRTUAL LEARNING	3	ALYR	Capacity: 25, Filling: 13.00 Teacher(s): ROSI WOOD3 (A7)
Teacher: <input type="text"/> Course: <input type="text"/> Section: <input type="text"/>	VCS	PROJECT SEARCH RELATED	5	ALYR	Capacity: 25, Filling: 22.00 Teacher(s): PAULA RITZ5,6,7 C27

Select the home school course section to map to the JVS satellite course section

JVS satellite course section information

- b. For each satellite course at the home school, in the **Satellite School Course Section** column, select the appropriate **Teacher**, **Course**, and **Section** of the satellite building course that you want to map to the JVS satellite course.

Teacher: TRISHA LUTTERIE Course: 3141 - COSMETOLOGY Section: Year - 3	150890	COSMETOLOGY	3	ALYR	Capacity: 25, Filling: 7.00 Teacher(s): TRISHA LUTTERIE3 (B24)
---	--------	-------------	---	------	---

5. Contact your technology center to create a JAMS job to run the SoftwareAnswers.JVSIntegration console application. (This application is deployed with the ProgressBook Suite. You can find it in the folder with the other deployed StudentInformation applications.)

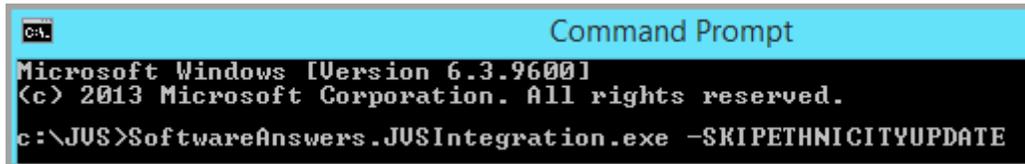
**Note:** You can set the job to run once nightly or at any other time interval you choose.

6. Optional: To turn off the ethnicity sync (**Hispanic/Latino**, **Racial Group(s)**, and **Summative Race** values), pass an optional command argument as shown below:
  - a. Open a command prompt.

- b. Enter the following:

```
C:\JVS\SoftwareAnswers.JVSIntegration.exe -SKIPETHNICITYUPDATE
```

**Note:** The folder **JVS** represents the root folder of the JVS Integration program. In production, this is likely located on the StudentInformation APP server where the rest of the console applications that are deployed with StudentInformation are located.

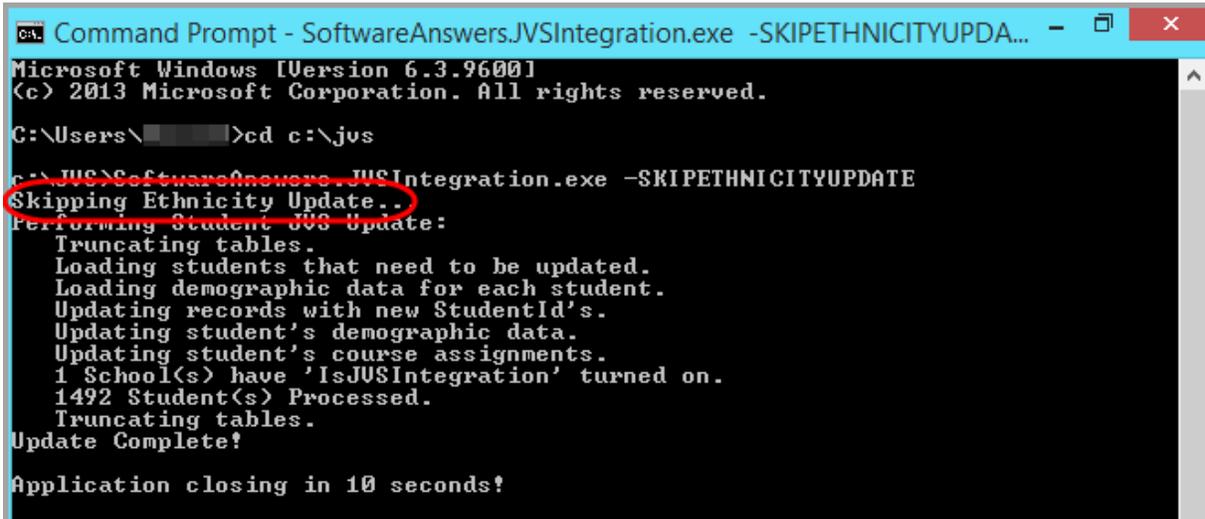


```

Command Prompt
Microsoft Windows [Version 6.3.9600]
(c) 2013 Microsoft Corporation. All rights reserved.
c:\JVS>SoftwareAnswers.JVSIntegration.exe -SKIPETHNICITYUPDATE

```

**Note:** When the system skips the ethnicity update, the message “Skipping Ethnicity Update...” displays near the top of the console window:



```

Command Prompt - SoftwareAnswers.JVSIntegration.exe -SKIPETHNICITYUPDA...
Microsoft Windows [Version 6.3.9600]
(c) 2013 Microsoft Corporation. All rights reserved.
C:\Users\>cd c:\jvs
c:\jvs>SoftwareAnswers.JVSIntegration.exe -SKIPETHNICITYUPDATE
Skipping Ethnicity Update..
Performing Student SOS Update:
Truncating tables.
Loading students that need to be updated.
Loading demographic data for each student.
Updating records with new StudentId's.
Updating student's demographic data.
Updating student's course assignments.
1 School(s) have 'IsJVSIntegration' turned on.
1492 Student(s) Processed.
Truncating tables.
Update Complete!
Application closing in 10 seconds!

```



# System Maintenance Reference

The following system tables need to be populated and reviewed before using StudentInformation.

<b>Code Table or Maintenance Screen</b>
<b>Batch/Report Management</b>
Queues
Batch Settings
Batch Management
<b>Management - Security</b>
Users
Groups
Roles
Staff Members
Staff Member Associations
<b>Management - School Administration - Grade Level Administration</b>
Absence Notes
Absence Reasons
Absence Types
<b>Management - School Administration - Scheduling Administration - Initialization</b>
Daily Pattern Rules
Periods of the Day
Rotation Days
Reporting Terms Maintenance
Master Calendar Periods
Schedule Terms
Course Terms
Homeroom Terms
Master Schedule
<b>Management - School Administration - StudentInformation Options</b>
Scheduling tab
Marks tab
Fees tab
Attendance tab
Prog Track tab
INFOhio Export tab
EMIS Options tab
<b>Management - School Administration - Student Codes Administration</b>
Admission Codes

<b>Code Table or Maintenance Screen</b>
Birthday Verification Codes
Contact Type Codes
Custody Types Codes
Ethnicity Codes
Program Codes
Student Status Codes
Team Codes
Withdraw Codes
<b>Management - School Administration - Scheduling Administration - Course Maintenance</b>
Course Rank Weight
Course Department
Course Language
Course Difficulty
Course Area of Study
Course Subject Area
Courses
Course Sections
Course Groups
If using Attendance Letters: <b>Management - School Administration - Attendance Administration</b>
Attendance Letter Rules
If using Daily Attendance Lunch Counts: <b>Management - School Administration - Attendance Administration</b>
Lunch Type
If using the Discipline module: <b>Management - School Administration - Discipline Administration</b>
Action Codes
Infraction Codes
Policy Codes
Type of Contact Maintenance
If using the Fees module: <b>Management - School Administration - Fees Administration</b>
Accounting Codes
Prorated Fees Schedules
Course Fees
General Fees
Program Fees
Membership Fees
Miscellaneous Fees

<b>Code Table or Maintenance Screen</b>
If using the Graduation / Eligibility module: <b>Management - School Administration - Graduation / Eligibility</b>
Miscellaneous Items
Rules Maintenance
If using the Medical module: <b>Management - School Administration - Medical Office Administration</b>
Care Type Codes
Common Medications
Common Immunizations Code Table
Disposition Codes
Health Log Reason Codes
If using Miscellaneous Data Groups: <b>Management - School Administration - Miscellaneous Data Groups</b>
Miscellaneous Data Groups
Miscellaneous Data Definitions
If using the Public Administration module for Student Course Requests: <b>Management - School Administration - Public Administration</b>
Application Configuration

# Appendix A

Below are two example configurations for period to daily conversion on the **Student Information Options** screen **Attendance** tab. The only time a student receives an unexcused daily absence is if all periods the student missed were unexcused.

Default Types:	Partial	Absence
Default Absence Type:*	Tardy	Absent
<input checked="" type="radio"/> Default Thresholds:	Half-Day Absence	Full-Day Absence
Period Threshold:*	4	7
Unexcused Period Threshold:*	6	7
<input type="radio"/> Default Thresholds:	Half-Day Absence Percentage	Full-Day Absence Percentage
Period Threshold:*	0 %	0 %
Unexcused Period Threshold:*	0 %	0 %
Period to Daily Conversions:	Half-Day Absence	Full-Day Absence
Default Daily Absence Type:*	Excused	Excused
Default Daily Absence Type (Unexcused):*	Unexcused	Unexcused
Default Absence Reason:		
Default Absence Note:		

	0 excused	1 excused	2 excused	3 excused	4 excused	5 excused	6 excused	7 excused	8 excused	9 excused	10 excused	11 excused
0 unexcused	No record created	No record created	No record created	No record created	Half day excused	Half day excused	Full day excused					
1 unexcused	No record created	No record created	No record created	Half day excused	Half day excused	Half day excused	Full day excused	n/a				
2 unexcused	No record created	No record created	Half day excused	Half day excused	Half day excused	Full day excused	n/a	n/a				
3 unexcused	No record created	Half day excused	Half day excused	Half day excused	Full day excused	Full day excused	Full day excused	Full day excused	Full day excused	n/a	n/a	n/a
4 unexcused	No record created	Half day excused	Half day excused	Full day excused	Full day excused	Full day excused	Full day excused	Full day excused	n/a	n/a	n/a	n/a
5 unexcused	No record created	Half day excused	Full day excused	Full day excused	Full day excused	Full day excused	Full day excused	n/a	n/a	n/a	n/a	n/a
6 unexcused	Half day unexcused	Full day excused	Full day excused	Full day excused	Full day excused	Full day excused	n/a	n/a	n/a	n/a	n/a	n/a
7 unexcused	Full day unexcused	Full day excused	Full day excused	Full day excused	Full day excused	n/a						
8 unexcused	Full day unexcused	Full day excused	Full day excused	Full day excused	n/a							
9 unexcused	Full day unexcused	Full day excused	Full day excused	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
10 unexcused	Full day unexcused	Full day excused	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
11 unexcused	Full day unexcused	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a

Default Types:	Partial	Absence
Default Absence Type:*	Tardy	Absent
<input checked="" type="radio"/> Default Thresholds:	Half-Day Absence	Full-Day Absence
Period Threshold:*	6	7
Unexcused Period Threshold:*	4	7
<input type="radio"/> Default Thresholds:	Half-Day Absence Percentage	Full-Day Absence Percentage
Period Threshold:*	0 %	0 %
Unexcused Period Threshold:*	0 %	0 %
Period to Daily Conversions:	Half-Day Absence	Full-Day Absence
Default Daily Absence Type:*	Excused	Excused
Default Daily Absence Type (Unexcused):*	Unexcused	Unexcused
Default Absence Reason:		
Default Absence Note:		

	0 excused	1 excused	2 excused	3 excused	4 excused	5 excused	6 excused	7 excused	8 excused	9 excused	10 excused	11 excused
0 unexcused	No record created	No record created	No record created	No record created	No record created	No record created	Half day excused	Full day excused				
1 unexcused	No record created	No record created	No record created	No record created	No record created	Half day excused	Full day excused	Full day excused	Full day excused	Full day excused	Full day excused	n/a
2 unexcused	No record created	No record created	No record created	No record created	Half day excused	Full day excused	Full day excused	Full day excused	Full day excused	Full day excused	n/a	n/a
3 unexcused	No record created	No record created	No record created	Half day excused	Full day excused	Full day excused	Full day excused	Full day excused	Full day excused	n/a	n/a	n/a
4 unexcused	No record created	No record created	Half day excused	Full day excused	Full day excused	Full day excused	Full day excused	Full day excused	n/a	n/a	n/a	n/a
5 unexcused	No record created	Half day excused	Full day excused	n/a	n/a	n/a	n/a	n/a				
6 unexcused	Half day unexcused	Full day excused	n/a	n/a	n/a	n/a	n/a	n/a				
7 unexcused	Full day unexcused	Full day excused	Full day excused	Full day excused	Full day excused	n/a	n/a	n/a	n/a	n/a	n/a	n/a
8 unexcused	Full day unexcused	Full day excused	Full day excused	Full day excused	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
9 unexcused	Full day unexcused	Full day excused	Full day excused	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
10 unexcused	Full day unexcused	Full day excused	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
11 unexcused	Full day unexcused	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a