ProgressBook StudentInformation Student and Registration Guide

ProgressBook®
StudentInformation

Ohio

ProgressBook StudentInformation Student and Registration Guide

(This document is current for v18.3.0 or later.)

Change Log

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

Product Version	Heading	Page	Reason
18.3.0	*"Miscellaneous Data Definitions"*	*33*	Updated images and text to reflect removal of the **Is Searchable** check box.
18.3.0	*"Registration Wizard – EMIS Tab"*	*53*	Updated images and text to reflect addition of the **Legal Name Suffix** field and **Birth Gender** drop-down list.
18.0.2	*"Student Profile"*	*60*	Updated images to reflect new informational message on the **FS-Standing**, **FD-Attributes**, and **FN-Attributes** tabs.
18.0.0	*"Registration Wizard – Non-Attending Graduate Registration Tab"*	*44*	Updated text for **Email** field to reflect new OAuth feature in GradeBook.
18.0.0	*"Registration Wizard – Complete Registration Tab"*	*47*	Updated text for **Email** field to reflect new OAuth feature in GradeBook.
18.0.0	*"Student Profile – General Tab"*	*64*	Updated text for **Email** field to reflect new OAuth feature in GradeBook.
17.3.3	*"Student Profile – FN-Graduate Tab"*	*99*	Updated image and text to reflect new **Proficient Foreign Language** multi-select list.
17.3.3	*Entire Guide*	N/A	Updated text to match style guide.
17.3.1	*"Edit Calendar Percentages"*	*106*	Added new section.

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Marking Pattern Mapping   **306**

Student and Registration Overview

The ProgressBook StudentInformation Student and Student Registration program is used by school personnel to enter all types of information on new and existing students. This data is used by the district as well as for EMIS reporting needs.

The student program is made up of several elements that are defined by code tables. These tables work in combination with the various student screens as validation for fields within the applications. This helps to maintain the integrity of data entered. Once these code tables have been defined, you can begin adding records for students. Staff members also have the capability to modify, change, and delete various student records as needed. The StudentInformation modules, such as miscellaneous data, memberships, alerts, and contact information, help to meet the reporting needs of the school and/or district.

Understanding Student and Student Registration

The student master or profile record, as it is called in StudentInformation, has many properties. Some properties are specific to the student at the school building level, while other properties are specific to the student at the district level. EMIS reporting requirements necessitate the addition of other properties as well. Each are outlined and explained in this chapter.

The student and student registration modules encompass several collection and reporting capabilities as well. Those areas include the following:

- Registration of new students and updating of existing students' demographic information
- Admission and withdrawal history for all students
- Ability to define disability, medical, custody, and miscellaneous alerts for individual students
- Collection and reporting of all EMIS student demographic requirements
- Create contact information for students with the ability to view and edit
- Define student memberships with beginning and ending dates
- Capability to set up miscellaneous screens for collection of other/miscellaneous data

Student Registration Outline and Flow

1. **Student Codes Maintenance**

   - **Student Status Codes** – Codes used to define the enrollment status of a student, indicating if they are actively enrolled, inactive, expelled, etc.
   - **Team Codes** – Available to group students together according to academic levels for the purpose of scheduling students as a common group to common course sections.
   - **Ethnicity Codes** – Codes used to describe a student's ethnic background.
   - **Program Codes** – Defines a collective course of study and typically used to group students in a common education program.
   - **Custody Type Codes** – Codes used to describe parental or guardianship custody of a student.
   - **Contact Type Codes** – Defines the type of contact or relationship of a contact to the associated student. Some contact codes require that the custody code be included as well.
   - **Admission Codes** – Codes used to describe the reason a student is being admitted to a school, such as new resident, from non-public school, first school attended, etc.
   - **Withdrawal Codes** – Codes used to describe the reason a student is leaving the school, such as moving, drop out, etc.
   - **Birthdate Verification Codes** – Codes that signify permitted methods of birthdate verification.
   - **Membership Group Codes** – Used to group related memberships together, such as fall sports teams, academic clubs, etc.
   - **Membership Codes** – Used to group related students to indicate a common affiliation or activity.
   - **Miscellaneous Data Groups Maintenance** – Defines the valid miscellaneous groups with field definitions, for entry of additional student data not currently stored in any other area.
   - **Miscellaneous Data Definitions Maintenance** – Used to define the field definitions for the **Miscellaneous Data Group Maintenenace**.

2. **Registering Students**

   a. **Registration Wizard** – Initial screen used to register students in the working school.

      i. **Registration Pre-requisites** tab

      ii. **Possible Matches** tab

      iii. **Complete Registration** tab

      iv. **EMIS** tab

   b. **Student Profile** – Series of tabs used for input of student information.

      i. **General** tab – Detailed student demographic information.

      ii. **Additional** tab – Additional demographic info and some scheduling information.

      iii. **Custom** tab – Miscellaneous data definitions.

      iv. **Private** tab – Private student information.

    v. **FS-Standing** tab – EMIS FS Student Standing records.

    vi. EMIS Situation Wizard

    vii. **FS-Attendance** tab – EMIS FS Student Attendance records.

    viii. **FD-Attributes** tab – EMIS FD Attributes records.

    ix. **FN-Attributes** tab – EMIS FN Attributes records.

    x. **FN-Graduate** tab – EMIS FN Graduate record.

    xi. **Transportation** tab – Student transportation info.

3. **Student Information**

  a. **Admission/Calendar History** – Displays admission and withdrawal history as well as calendar changes for the selected student.

  b. **View Calendar History** – Displays calendar history for the selected student.

  c. **Edit Calendar Percentages** – Displays and allows editing of the selected student's attendance percentage for multiple buildings.

  d. **View Admission History** – Displays admission and withdrawal history for the selected student.

  e. **Edit History Details** – Displays and allows editing and deletion of the selected student's admission events.

  f. **Withdraw Student** – Used to withdraw students from the district.

  g. **Student Transfers** – Used to track transfer students.

  h. **Student Community Service Hours** – Used to track community service hours for each student.

  i. **Student Contact Information** – Viewable information for all contacts designated for the selected student.

  j. Student Memberships and Membership Staff Members

    i. **View Student Memberships** – View the selected student's associated memberships.

    ii. **Membership Staff Members** – View of student's memberships and the staff member (if applicable) assigned to that code.

    iii. **Memberships Members** – Used for adding students in bulk to a specific membership.

    iv. View Memberships

    v. Add Students to Membership

    vi. Delete Students from Membership

    vii. Bulk Addition of Students

    viii. **Copy Ad-Hoc Membership to Membership** – Copy students in a selected ad-hoc membership to a regular membership.

    ix. **Copy Membership from Year to Year** – Copy selected student's membership from the previous year to the current year in context.

k. **Family Groups** – Enables you to create a group of students who are living in the same household so that when the district or school needs to notify the parents of an event, such as by phone or mail, only one notification is set per household.

l. **Student Alerts**

   i. **Custody Alert** – Used to display and remove existing custody alerts for a student.

   ii. **Disability Alert** – Used to display and remove existing disability alerts for a student.

   iii. **Miscellaneous Alert** – Used to display and remove existing miscellaneous alerts for a student.

   iv. **Medical Alert** – Used to display and remove existing medical alerts for a student; see the *ProgressBook StudentInformation Student Medical Guide.*

m. **Student Note** – This screen provides the ability to maintain the properties of a student note or to create a new student note.

n. **Student Miscellaneous Data** – Provides the ability to define the valid miscellaneous groups with field definitions for entry of additional student data not currently stored in any other area.

o. **Student Counselor Assignment** – View students assigned to a specific counselor.

4. **View-Only Student Profile** – Basic demographic information for selected student, including picture of student if available; screen has links to other areas of the student's records.

5. **Student Reports**

   • **Student Lunch Free/Reduced (LUNCH)** – Lists students on the free/reduced lunch program.

   • **Student Alerts (STD_ALERT)** – Lists all student alerts for students meeting the specified criteria and having the selected alerts.

   • **Student With No SSID (SSID)** – Lists all students meeting the specified criteria with no State Student ID (SSID) recorded in their demographic record; the report can also display a listing of students meeting the specified criteria and the SSID record in their demographic record.

   • **Student With No SSNO (SSNO)** – Lists students meeting the specified criteria with no Social Security Number (SSN) record in their demographic record; the report can also display a listing of students meeting the specified criteria and the SSN recorded in their demographic record.

   • **Student Contact List (CONT)** – Displays contact information for contact of specified types and students meeting specified criteria.

   • **Student Locker Allocation (LOCK)** – Displays all lockers of specified type and status when assigned to students meeting the user specified student selection criteria; additional options permit printing of unassigned lockers as well, and locker combinations may be optionally displayed in the report.

   • **Withdrawal List (WITH)** – Displays all students who have withdrawn within a specified date range.

   • **Student Status/Attendance Code (STAT)** – Displays students' EMIS situations. The students reported can be limited by EMIS handicap situation and other student properties.

- **Admission/Withdrawals (AWEX)** – Displays school admission and withdrawal events for specified date ranges and specified admission and withdrawal types.
- **Ethnicity Summary Report** – Displays students by ethnic origin classification; the report displays ethnicity codes specific to the school in context as well as EMIS standard ethnicity codes.
- **Student Roster Detail (R101-A)** – Generates a detailed listing of all students as well as create address labels. This report can be used to generate student rosters for specific groups of students by grade, age, program, previous school, etc.
- **Student Roster Summary (R101-B)** – Generates a summary listing of all students attending the school as well as create address labels.
- **Student Roster Summary (R101-B By Home School)** – Generates a summary listing of all students attending a selected group of schools by grade, gender, and home school. Similar to the **Student Roster Summary (R101-B)** report.
- **Student Roster Summary (R101-B By Homeroom) –** Generates a summary listing of all students attending a selected group of schools by grade, gender, and homeroom.
- **Student Roster Summary (R101-B By Program)** – Generates a summary listing of all students attending a selected group of schools by grade, gender, and program.
- **Administrative Homeroom Summary (R201-B)** – Prints a summary of student information by homeroom.
- **Administrative Homeroom Detail (R201-A)** – Prints detailed student information by homeroom.
- **Student Roster by Membership (R102)** – Generates a list of students that all belong to a group/membership.
- **Principals Report of Enrollment (R305)** – Displays enrollment by grade, age, and gender.
- **Year-End Enrollment Summary (R306B)** – This interactive report shows enrollment by grade and admission/withdrawal codes.

Student Codes Maintenance

Most Student Codes may be defined globally (by the ITC), at the district level, or at the school level per the chart below.

	Visibility and Use	**Editable**
Global Level	ITC, District, School	ITC
District Level	ITC, District, School	ITC, District
School Level	ITC, District, School	ITC, District, School

🔒 – Codes with this icon in place of the 🗑 (delete) and ✏ (edit) icons have been defined at a higher level, as described above. You can only delete or edit codes at the same level they were defined.

The list of student codes are as follows:

- *"Student Status Codes"*
- *"Team Codes Maintenance"*
- *"Ethnicity Codes Maintenance"*
- *"Student Program Codes"*
- *"Custody Type Codes"*
- *"Contact Type Codes Maintenance"*
- *"Admission Codes Maintenance"*
- *"Withdraw Codes Maintenance"*
- *"Birthdate Verification Codes"*
- *"Membership Group Codes"*
- *"Membership Codes Maintenance"*
- *"Miscellaneous Data Groups"*
- *"Miscellaneous Data Definitions"*

Student Status Codes

Navigation: StudentInformation – Management – School Administration – Student Codes Administration – Student Status Codes

Student status codes are used to define the enrollment status of a student, indicating if they are actively enrolled, inactive, expelled, etc.

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 can sort by any column (**Code**, **Name**, **Overall Student Status**, **Description**, **Active**) in ascending or descending order by clicking the column header.

Add/Edit Student Status Codes

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

Name (required) – Enter the name of the status code.

Overall Student Status (required) – Select if this new student status code is to be considered with an overall status of **Deleted**, **Inactive**, or **Active**.

Description (optional) – Enter a description for the status code.

Team Codes Maintenance

Navigation: StudentInformation – Management – School Administration – Student Codes Administration – Team Codes

Team codes are used to group students together according to academic levels for purposes of scheduling students as a common group to common course sections.

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 can sort by any column (**Code**, **Name**, **Description**, **Active**) in ascending or descending order by clicking the column header.

Add/Edit Team Codes

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

Name (required) – Enter the name of the team code.

Description (optional) – Enter a description of the team code.

Ethnicity Codes Maintenance

Navigation: StudentInformation – Management – School Administration – Student Codes Administration – Ethnicity Codes

The ethnicity codes describe a student's ethnic background. The ethnicity values located on the **Ethnicity Codes Maintenance** screen displays in the **Local Ethnic Category** field located on the **General** tab of the **Edit Student Profile** screen. StudentInformation uses these values in many reports that include values for ethnicity. Ethnicity is also reported to EMIS; however, the values reported to EMIS are reported from the **Summative Race** field, which is also located on the **General** tab of the **Edit Student Profile** screen.

StudentInformation > Management > School Administration > Student Codes Administration > Ethnicity Codes

Ethnicity Codes Maintenance

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

Add Ethnicity Code

		Code ▲	Name	Description	Active
🔒	🔒	A	Asian	Origins in Far East, Southeast Asia or India. EX: Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, Philippine Islands, Thailand, & Vietnam.	🟢
🔒	🔒	B	Black or African American	Persons having origins in any of the black racial groups in Africa.	🟢
🔒	🔒	H	Hispanic	Persons of Mexican, Puerto Rican, Cuban, Central or South America or Other Spanish culture or origin, regardless of race.	🟢
🔒	🔒	I	American Indian	Origins in any of the original peoples of North & South America, Central America, & who maintain tribal affiliation or community attachment.	🟢
🔒	🔒	M	Multiracial	Person having origins in two or more of the above options.	🟢
🔒	🔒	P	Hawaiian or Pacific Islander	Persons having origins in any of the original peoples of Hawaii, Guan, Samoa, or other Pacific Islands.	🟢
🔒	🔒	W	White	People who have origins in any of the original peoples of Europe, North Africa, or the Middle East.	🟢

☑ **Show Active Only**

The **Ethnicity Code Maintenance** screen has standard add, edit, 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 can sort by any column (**Code**, **Name**, **EMIS Code**, **Description**, **Active**) in ascending or descending order by clicking the column header.

Add/Edit Ethnicity Codes

Ethnicity Codes Maintenance

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

Code:*

Name:*

Description:

Is Active: ☑

[Save] [Save and New] [Cancel]

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

Name (required) – Enter the name of the ethnicity code.

Description (optional) – Enter a description of the new ethnicity code.

Student Program Codes

Navigation: StudentInformation – Management – School Administration – Student Codes Administration – Program Codes

Student program codes give the school the ability to define special programs, groups, or activities that students may participate in. Programs are typically used by Joint Vocational Schools (JVS) to indicate the area of study in which a student has enrolled. Each program code may contain a weight indicator that is used when calculating course filling counts.

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 can sort by any column (**Code**, **Name**, **Description**, **Weight**, **Active**) in ascending or descending order by clicking the column header.

Add/Edit Program Codes

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

Name (required) – Enter the name of the program code.

Description (optional) – Enter a description of the program code.

Weight (optional) – Numeric value used as a multiplier for calculating course fillings. For example, you can enter 1.5 and any student with that particular program would count as 1.5 students when filling courses during scheduling process.

Custody Type Codes

Navigation: StudentInformation – Management – School Administration – Student Codes Administration – Custody Type Codes

Use custody type codes to define types of custody arrangements that you can assign to a student's contact.

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 can sort by any column (**Code**, **Name**, **Description**, **Weight**, **Active**) in ascending or descending order by clicking the column header.

Add Custody Type Codes

1. On the **Custody Type Code Maintenance** screen, click **Add Custody Type**.

   The screen displays in add mode.

2. Enter information in the following fields:

   • **Code** – Enter up to 4 alphanumeric characters.

   • **Name** – Enter a name for this custody type code.

   • **Description** (optional) – Enter a description for this custody type code.

   • **Custody** – If a person assigned this custody type does not have any type of custody, de-select this check box.

   • **Is Active** – To inactivate the custody type, de-select this check box.

3. Click **Save** to save the record or click **Save and New** to save and continuing adding records.

Edit Custody Type Codes

1. On the **Custody Type Code Maintenance** screen, in the row of the custody type code you want to edit, click 🖊.

   The screen displays in edit mode.

Custody Type Code Maintenance

From this screen, you can display, add, change and delete data pertaining to custody type codes.

Code:*

Name:*

Description:

Custody: ☑
Is Active: ☑

[Save] [Save and New] [Cancel]

2. Edit any information in the following fields:

   - **Code** – Up to 4 alphanumeric characters.
   - **Name** – Name of this custody type code.
   - **Description** (optional) – Description of this custody type code.
   - **Custody** – If selected, it indicates that a person assigned this custody type has some type of custody.
   - **Is Active** – Indicates if the custody type record is active or inactive.
   - Click **Save**.

Contact Type Codes Maintenance

Navigation: StudentInformation – Management – School Administration – Student Codes Administration – Contact Type Codes

Use contact type codes to define the relationship of a student contact to the student, such as mother, father, grandparent, aunt, etc.

If you maintain contact type codes at the district level, you can map your building-level codes to them. (See *"Map Building Contact Type Codes to District Contact Type Codes."*) You can also map district-level contact type codes to professional codes. (See *"Map District Contact Type Codes to Professional Contact Type Codes."*)

Contact Type Codes Maintenance – District Level

Contact Type Codes Maintenance – Building Level

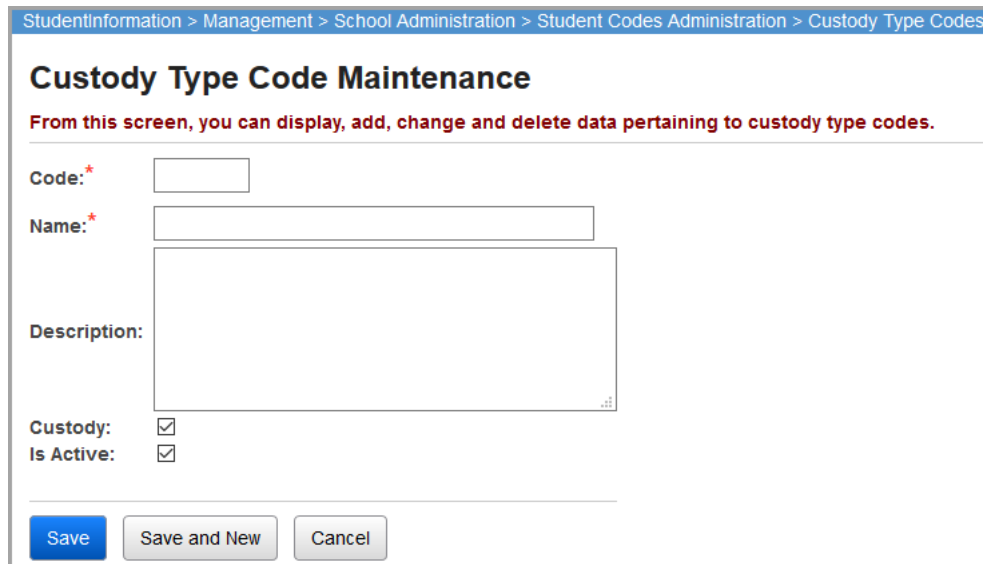This screen contains standard add record, edit record, and delete record controls.

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

Sorting – Click any column header to sort by that column in ascending or descending order.

Count – Displays the number of student contact records using the contact type.

Professional Contact – 👤 indicates that the contact is a professional contact, such as a day care center, doctor, dentist, parole officer, etc. and displays for preloaded professional contacts when you have a district in context. Students can share this type of contact.

> ***Note:*** *The **Professional Contact** column is blank at the building level.*

Add/Edit Contact Type Codes

Code (required) – Enter up to 4 alphanumeric characters for the contact type code. If you try to use an existing inactive contact type code, you are prompted to reactivate this inactive contact type code, if desired.

Name (required) – Enter a name for the contact type code.

Description (optional) – Enter a description of the contact type code.

Default Settings for Contacts of this type – Select the applicable check boxes for default settings that you want to use the next time you use this contact type when adding student contacts. These values are only initial settings. If you change them in a contact type code, this does not affect existing contacts of this type. For more information on these settings, see *"Student Contact Information."*

NCES Contact Type Code (optional) – Select the appropriate eTranscript-identified National Center for Education Statistics (NCES) contact type for this contact type code. This drop-down list is only available at the district level.

Is Publicly Viewable – If this check box is selected, and the **Publicly Viewable** check box is also selected on the contact record and existing contacts of this type display in ParentAccess.

Map Building Contact Type Codes to District Contact Type Codes

1. On the **Contact Type Codes Maintenance** screen, with the building in context, in the **District Codes** drop-down list in the row of the code you want to map to a district code, select the district-level contact type code.

2. Click **Map Contact Codes**.

StudentInformation maps the building-level contact type code to the selected district-level contact type code.

Map District Contact Type Codes to Professional Contact Type Codes

1. On the **Contact Type Codes Maintenance** screen, with the district in context, in the **District Codes** drop-down list in the row of the code you want to map to a professional contact code, select the professional code.

2. Click **Map Professional Contact Codes**.

StudentInformation maps the district-level contact type code to the selected professional contact code.

Admission Codes Maintenance

Navigation: StudentInformation – Management – School Administration – Student Codes Administration – Admission Codes

Admission codes are used to define the reason a student is being admitted to a school, such as new resident, from non-public school, first school attended, etc.

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 can sort by any column (**Code**, **Name**, **Description**, **Active**) in ascending or descending order by clicking the column header.

Add/Edit Admission Codes

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

Name (required) – Enter the name of the admission code.

Description (optional) – Enter a description of the admission code.

Withdraw Codes Maintenance

Navigation: StudentInformation – Management – School Administration – Student Codes Administration – Withdraw Codes

Withdraw codes are used to describe the reason a student is leaving school, such as moving, dropping out, etc. Withdraw codes are also reported to EMIS, so they must be mapped to valid EMIS withdraw codes.

		Code	EMIS Code	Name ▲	Description	Active
🗑	✏	99	99	Completed HS Grad require./course requir. & passed	Completed graduation requirements	🟢
🗑	✏	52	52	Death	Death	🟢
🗑	✏	48	48	Expelled	Expelled	🟢
🗑	✏	74	74	Moved: not known to be continuing	Moved, not known to be continuing	🟢
🗑	✏	79	79	No longer eligible to be enrolled in district	No longer eligible to be enrolled in district	🟢
🗑	✏	76	76	Non-attendance according to 105 hour rule (communi	Non-attendance according to 105 hour rule (community schools only)	🟢
🗑	✏	39	39	Non-enrolled student no longer receiving services	Non-enrolled student no longer receiving services	🟢
🗑	✏	**	**	Not Applicable, Did not withdraw/was not truant	Not applicable, includes transfer within district	🟢
🗑	✏	73	73	Over 18 years of age	Over 18 years of age	🟢
🗑	✏	72	72	Pursued employment/work permit - Supt. approval on	Pursued employment/work permit	🟢
🗑	✏	35	35	Res. District no longer Responsible for Student	Resident Student Withdrew from Educating Entity with a Reason Code that indicates the Resident District no longer has a Responsibility for the Student	🟢
🗑	✏	75	75	Student compl. course require./did NOT pass requ.	Completed course requirement, did NOT pass testing	🟢
🗑	✏	38	38	Student promoted beyond max grade/entity	Student promoted beyond max grade/entity	🟢
🗑	✏	81	81	Student reported in error - never should have been	Student reported in error - never should have been reported	🟢
🗑	✏	45	45	Tr. by Court Order/Adj/if court ordered other pub	Transfer by court order/adjudication	🟢
🗑	✏	41	41	Tr. to another Ohio SD, local/exem vill/city, tr.	Transfer to another Ohio Public School district	🟢
🗑	✏	42	42	Tr. to prive school, transcript req on file, Ed Ch	Transfer to private school	🟢
🗑	✏	46	46	Transferred out of the United States	Transfer out of the United States	🟢
🗑	✏	40	40	Transferred to another School District outside of	Transfer to another district outside of Ohio	🟢
🗑	✏	43	43	Transferred to home schooling, superint. approval	Transfer to home schooling - supt. approval on fil	🟢
🗑	✏	51	51	Verified Medical Reasons - Dr. authorization on fi	Verified Medical Reason - doctor auth. on file	🟢
🗑	✏	77	77	Withdrew due to 3314.26(non-tested 2 yr e-School (	Withdrew due to 3314.26(non-tested 2 yr e-School (Comm. Sch only)	🟢
🗑	✏	71	71	Withdrew due to truancy/non-attendance	Withdrew due to truancy/nonattendance	🟢
🗑	✏	37	37	Withdrew from Kindergarten	KG Student has withdrawn because it has been deemed to be in the best interest of the student if he/she waits one more year until starting his/her KG experience	🟢
🗑	✏	36	36	Withdrew from Preschool/PS student WD from PS prog	PS student has completed the preschool program requirements and will not be enrolled in the same district next year for preschool or KG programs	🟢
🗑	✏	47	47	Withdrew pursuant to Yoder vs. Wisconsin	Withdrew pursuant to Yoder vs Wisconsin	🟢

☑ **Show Active Only**

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.*
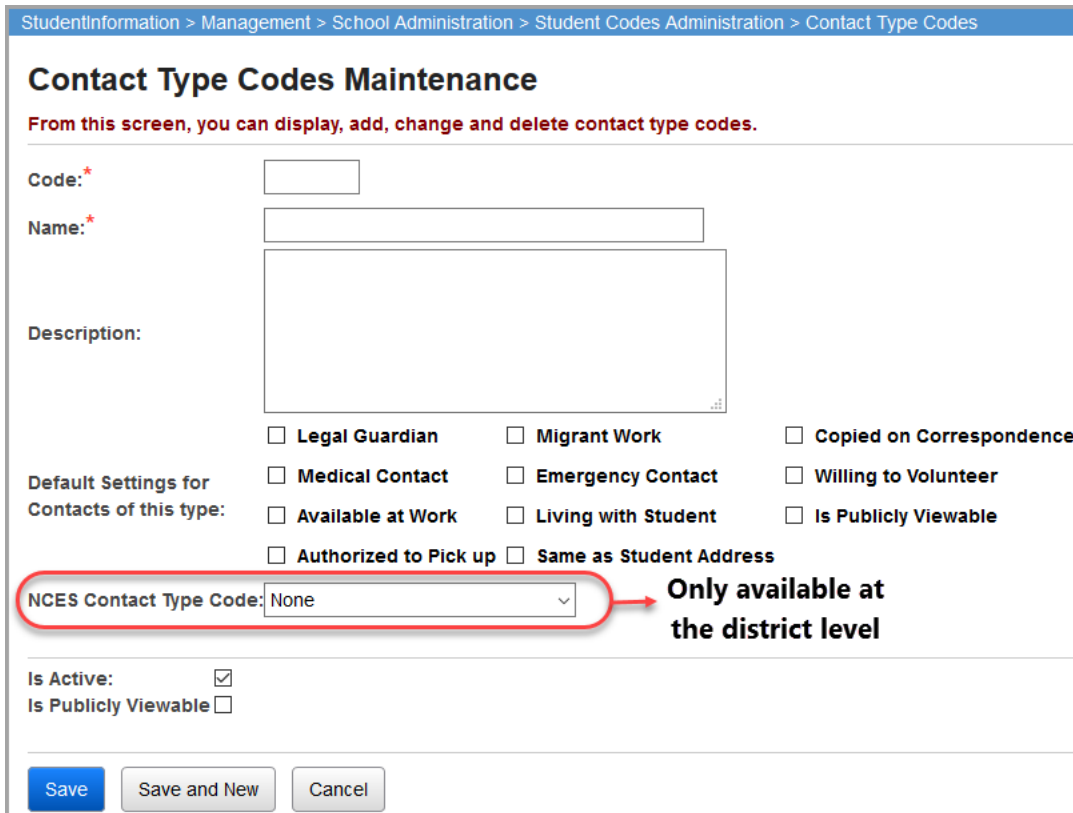
Sorting – You can sort by any column (**Code**, **EMIS Code**, **Name**, **Description**, **Active**) in ascending or descending order by clicking the column header.

Add/Edit Withdraw Codes

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

Name (required) – Enter the name of the withdraw code (50-character limit).

EMIS Code (required) – Select the appropriate EMIS code that the new withdraw code should be mapped to for EMIS reporting purposes (withdraw codes must have an EMIS withdraw code, and some withdraw codes loaded from SIS may not have an EMIS code assigned yet).

Description (optional) – Enter a description of the new withdraw code.

Birthdate Verification Codes

Navigation: StudentInformation – Management – School Administration – Student Codes Administration – Birthdate Verification Codes

Birthdate verification codes signify permitted methods used for verification of student birthdates.

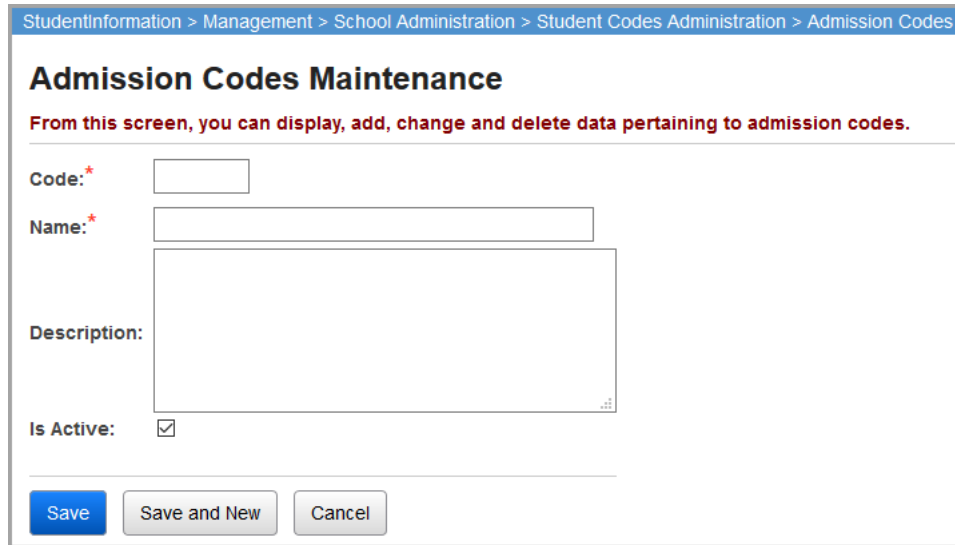This screen has standard add record, edit record, and delete record controls.

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 can sort by any column (**Code**, **Name**, **Description**, **Active**) in ascending or descending order by clicking the column header.

Add/Edit Birthdate Verification Codes

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

Name (required) – Enter the name of the birthdate verification code.

Description (optional) – Enter a description for the birthdate verification code.

Membership Group Codes

Navigation: StudentInformation – Management – School Administration – Membership Groups

A membership group code is used to define a group that can then be used to group related membership codes together.

Memberships codes are used to group related students to indicate a common affiliation or activity, such as athletic team members, band members, special education program, etc.

StudentInformation > Management > School Administration > Membership Groups

Membership Group Maintenance

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

Add Membership Group

		Code ▲	Name	Description	Active
🗑	✏	11	Intervention	Intervention	🟢
🗑	✏	12	Post-secondary Enrollment Options Program	Post-secondary Enrollment Options Program	🟢
🗑	✏	15	15	15	🟢
🗑	✏	16	16	16	🟢
🗑	✏	20	Specialized Instructions	Specialized Instructions	🟢
🗑	✏	21	Placement Options	Placement Options	🟢
🗑	✏	22	Disadvantaged Pupil Programs (DPPF)	Disadvantaged Pupil Programs (DPPF)	🟢
🗑	✏	23	Title I	Title I	🟢
🗑	✏	24	Emergency Immigrant Education Program	Emergency Immigrant Education Program	🟢
🗑	✏	30	Vocational Programs	Vocational Programs	🟢
🗑	✏	40	Extracurricular/Intracurricular Programs and Servi	Extracurricular/Intracurricular Programs and Services	🟢
🗑	✏	41	Academic Intracurricular Descriptions (Vocational	Academic Intracurricular Descriptions (Vocational Student Organizat	🟢
🗑	✏	42	Interscholastic Athletics	Interscholastic Athletics	🟢
🗑	✏	48	Not Signed FERPA Forms	Parent did not sign FERPA forms. Use to send to military and other	🟢
🗑	✏	49	Other	Other	🟢
🗑	✏	50	50	50	🟢
🗑	✏	60	60	60	🟢

☑ **Show Active Only**

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 can sort by any column (**Code**, **Name**, **Description**, **Active**) in ascending or descending order by clicking the column header.

🔒 – Indicates that this membership group code has been entered at the global level or district level and cannot be changed at the building level, or it is a pre-defined group (such as AD-HOC).

Interscholastic Athletics – If you click the blue name of a membership group, you are taken to the **Memberships Maintenance** screen for the members of that group (see *"Add/Edit Membership Group"*).

Add/Edit Membership Group

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

Name (required) – Enter the name of the membership group code.

Description (optional) – Enter a description of the membership group code.

Membership Codes Maintenance

Navigation: StudentInformation – Management – School Administration – Membership Groups

Membership codes are used to group related students together to indicate a common affiliation or activity, such as athletic team members, band members, etc. Each membership must belong to one and only one membership group.

To see which membership codes belong to which membership group, or to add, update, or delete Membership Codes, first access the **Membership Groups Maintenance** screen, and then click the blue group name to view memberships.
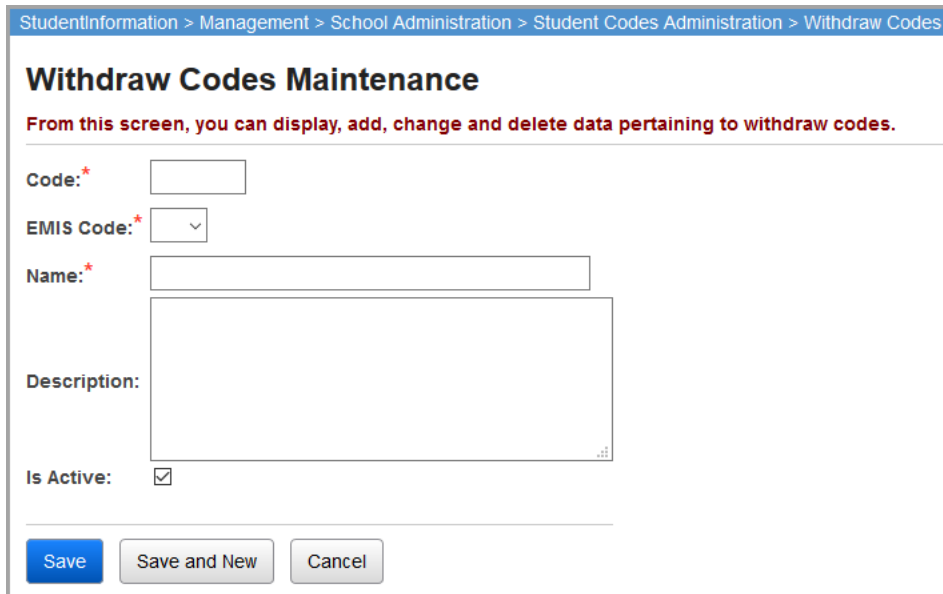
This screen has standard add record, edit record, and delete record controls.

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 can sort by any column (**Code**, **EMIS Program Code**, **Name**, **Description**, **Active**) in ascending or descending order by clicking the column header.

Back to Groups – Return to the **Membership Groups Maintenance** screen.

Educational travel – If you click a blue membership name, you are taken to the **Membership Members** screen with this membership pre-selected. This lets you see a list of all students listed as active members of that membership. This screen is detailed in *"Membership Members Screen."*

Add/Edit Membership

Code (required) – Enter up to 6 characters (alphanumeric) for the membership code. If you try to use an existing inactive membership code, you are prompted to reactivate this inactive membership code if you wish.

EMIS Program Code (optional) – If the new membership code you are adding should be reported to EMIS, select an EMIS program code from the drop-down list.

Require Staff Member – Select this check box if the membership code also requires a staff member to be reported to EMIS; otherwise, de-select this check box.

Require Dates – Select this check box to indicate that the effective start and end dates for a program should be reported to EMIS; otherwise, de-select this check box.

Default Staff Member (optional) – Select a staff member from the drop-down list that displays as the default staff member when a membership code requires a staff member (as per the **Require Staff Member** field). If more than one staff member provides the service, specify one staff member as a default and then select the appropriate staff member who is providing the service on the individual student membership record.

Default Program Provider IRN (required) – Enter an IRN to use as the default program provider for students in this membership. If not applicable, you must enter ******. Click 🔍 for assistance with the search for the IRN by accessing the ODE IRN Search.

Name (required) – Enter the name of the membership code.

Description (optional) – Enter a description for the membership code.

Miscellaneous Data Groups

Navigation: StudentInformation – Management – School Administration – Miscellaneous Data Groups

Miscellaneous data groups are used to group related miscellaneous data items together. Miscellaneous data groups may be defined at the ITC level, district level, or building level.

Miscellaneous data provides a way to store additional information for a student to support special requirements that are currently not provided in the StudentInformation application. Miscellaneous data groups must be established, and then data definitions for each data group defined. Once the data definitions are defined, students can be added to the group.

StudentInformation > Management > School Administration > Miscellaneous Data Groups

Miscellaneous Data Groups Maintenance

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

Add Miscellaneous Group

		Code	Name ▲	Description	# Fields	Data Definitions	Active	Read Only
🔒	🔒	100	County of Residence		1	View Definitions	🟢	⭕
🗑	✏	1	Emergency Contact	Emergency Contact	12	View Definitions	🟢	⭕
🗑	✏	97	Gifted Assessment - SAA	Gifted Assessment - SAA	7	View Definitions	🟢	⭕
🗑	✏	98	Gifted Identification	Gifted Identification	9	View Definitions	🟢	⭕
🗑	✏	16	SAT Subject Tests	SAT Subject Tests	12	View Definitions	🟢	⭕
🗑	✏	3	Sibling Information	Sibling Information	14	View Definitions	🟢	⭕
🗑	✏	50	Vehicle Information	Vehicle Information	8	View Definitions	🟢	⭕
	☑	**Show Active Only**						

This screen has standard add record, edit record, and delete record controls.
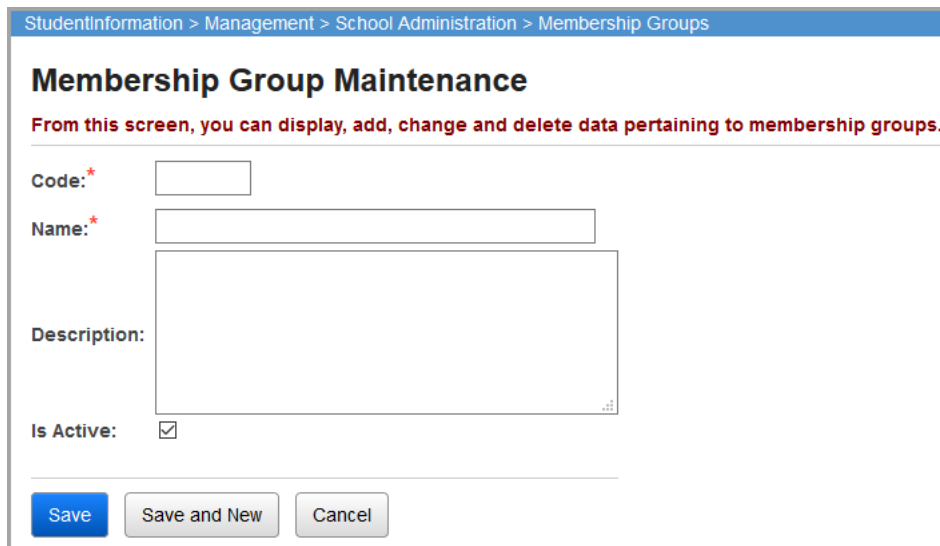
Records on this screen are not deleted but are inactivated instead. For information on reactivating records, see the *ProgressBook StudentInformation Getting Started Guide*.

Sorting – You can sort by any column (**Code**, **Name**, **Description**, **# Fields**, **Data Definitions**, **Active**, **Read Only**) in ascending or descending order by clicking the column header.

View Definitions – View miscellaneous data definitions for this group (see *"Add Miscellaneous Data Group"*).

🟢 (Read-Only Miscellaneous Data Group Code) – Cannot be used on new student records but you can view existing information.

⭕ (Non Read-Only Miscellaneous Data Group Code) – Can be used on new student records.

Add Miscellaneous Data Group

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

Name (required) – Enter the name for the miscellaneous data group code.

Description (optional) – Enter a description for the miscellaneous data group code.

Is Read-Only (optional) – Select this check box to make information only available for viewing; the information cannot be modified and no new members can be added (for instance, miscellaneous data groups with testing data that has been converted using the Misc To AAT procedure becomes read-only). De-select this check box to let users modify the miscellaneous data group code and add new members.

> *Note: If the **Read Only** check box is selected, the miscellaneous data group displays with* ● *in the **Read-Only** column as shown below.*

Once the miscellaneous data group has been added, Miscellaneous data definitions must be defined for the miscellaneous data group. For more information, refer to *"Miscellaneous Data Definitions."*

Miscellaneous Data Definitions

Navigation: StudentInformation – Management – School Administration – Miscellaneous Data Groups – Miscellaneous Data Definitions

Miscellaneous data definitions are used to define the values that are valid for each field in the miscellaneous group. A miscellaneous group can have up to 14 fields or data elements defined. The user can define the item name, data type from a predefined list of available types, and maximum length, and can specify the appropriate values via a regular expression pattern. You can also specify a display format for pure numeric data types and date/time items.

Each miscellaneous data item is associated with one and only one miscellaneous data group.

Once the miscellaneous group has been established, the data definitions for that group must be defined. To view or define miscellaneous data definitions, click the **View Definitions** link, as shown above.

This screen has screen 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 can sort by any column (**Field Title**, **Field Type**, **Data Type**, **Used By**, **Field Length**, **Value Expression**, **Sort Order**, **Searchable**, **On Profile**, **Active**, and **Read Only**) in ascending or descending order by clicking the column header

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🟢 (Read-Only Miscellaneous Data Definition) – Cannot be used on new student records but you can view existing information.

🟡 (Non Read-Only Miscellaneous Data Definition) – Can be used on new student records.

Back to Groups – Click to return to the **Miscellaneous Data Groups Maintenance** screen.

Used By – This column displays the number of students with data in this definition. Click the blue number to display a list of students with data, as well as their data value for this field.

This screen shows up to 10 records. Select the **Show All** check box to view all records (the number of records is listed).

[Student's Last name, Student's First and Middle Name] – Click a blue student name to view that student's **View Profile** screen.

Back to Definitions – Click to go back to the **Miscellaneous Data Definitions** screen.

Add/Edit Miscellaneous Data Definition

Field Title (required) – Enter a title for the field that displays for this item in labels and StudentInformation.

Field Type (required) – Select **Textbox**, **Pre-Defined List**, or **Checkbox** for the type of field. Each field type has different values and fields, as described in the sections below.

Sort Order (required) – Enter the sort order for this item to determine its order of appearance in the list of data definitions.

On Student Profile (optional) – Select this check box to display this field on the **Edit Student Profile** screen **Custom** tab. Otherwise, de-select this check box. These fields are sorted by the sort order of the data definition first, and then by the definition field title, each in ascending order. Only active data definitions are included on the **Edit Student Profile** screen **Custom** tab.

Is Read-Only (optional) – Select this check box to make the miscellaneous data definition available only for viewing; the information cannot be modified and no new members can be added. De-select this check box to let users modify the miscellaneous data definition and add new members.

Field Type: Textbox

The **Textbox** field type requires the user to enter a value.

Data Type (required) – Select a type of data from the following list: **Alpha Numeric**, **Whole Number**, **Decimal**, **Currency**, **Date**, **Phone Number**, **Email Address**, **Web Address**, and **Time**. Each of these data types has a different default **Field Length** value.

Field Length (required) – The field length indicates the number of characters allowed for data input for the field. Defaults are **10** for **Whole Number**, **Decimal**, and **Date**; **8** for **Currency** and **Time**; **14** for **Phone Number**; and **100** for **Email Address** and **Web Address**. These default values (except for **Phone Number**) can be edited once the data type is selected.

> *Note: if you select a **Data Type** of **Alpha Numeric**, the additional **Regular Expression** field displays.*

Regular Expression (optional) – Enter a regular expression for the field.

Field Type: Pre-Defined List

The **Pre-Defined List** field type requires the user to select an option from a list defined on this screen.

List Type (required) – Select either **Radio Buttons** or **Drop Down List**.

View Pre-Defined List – Click to define values for the radio buttons or drop-down list options. (You must enter a **Field Title** and **Sort Order** for the miscellaneous data definition before clicking this button.)

Add Option – Click to add an option to the list.

🗑 – Click to delete an option from the list.

✏ – Click to edit an option in the list.

Adding a list option is very similar to adding other types of records.

Option Value (required) – Indicate the option(s) that should display in the pre-defined list.

Sort Order (required) – Enter the sort order for this item to determine its order of appearance in the pre-defined list.

Field Type: Checkbox

Field Type:	○ Textbox ○ Pre-Defined List ◉ Checkbox
Sort Order:*	

The **Checkbox** field type simply displays as a regular check box available for selection and you do not need to select any additional options or set any values.

Registering Students

The student is the primary entity of the StudentInformation application. A student is described by many properties. Some properties are specific to the student at the district level, others are specific to the student at the school level. EMIS reporting requirements necessitate additional properties for the student as well.

A student must have a master record before any additional elements can be defined for the student. A master record or student profile should include all required fields such as name, birthdate, gender, etc. Instructions on creating a student profile or master record is described later in this chapter. There should be one district record for a student, but a student can have information in several buildings within the district.

To begin entering data for any student, they must first be registered in the building for which you wish to report that student's information.

As part of EMIS Reporting Period G requirements, the following rules now apply when registering a student or using the Registration Wizard.

- If a student is not newly enrolled in the district (i.e., was previously enrolled), do not update the graduate fields.
- If a student is newly enrolled in the district, initialize the graduate fields as shown in the table below.

Field	Default
CORE Economics and Financial Literacy Requirement Met	N
CORE Fine Arts Requirement Met	N
CORE Graduation Requirement Exception	*
Exempted from Physical Education Graduation Requirement	N
Graduation Date	Blank (null)
Diploma Type	*
OGT Graduation Alternative	0
Military Compact Graduation Alternative	0

Registration Wizard

Navigation: StudentInformation – SIS – Registration Wizard

The student Registration Wizard is used to register or re-enroll students. Users can use the Registration Wizard to create a new student record or enroll a new or previously-attending student to the school.

Students must first be registered in the working building before data can be collected for EMIS reporting, attendance, grades, etc. Student registration automatically creates new FS, FN, and FD records for the student with the proper effective dates where applicable.

The **Exclude from Fall Initialization** flags are set to false when:

- A student is newly enrolled or re-enrolls in the district.
- A student is promoted/bulk enrolled into a new school year.
- A student transfers into a new school district.

Three specific situations must now be identified when registering a student:

1. The student is new to the district or is re-enrolling after previously withdrawing from the district. This situation requires the EMIS data to be updated to reflect that the student is now enrolled in the district. The **Effective Start Date** should be the same as the **Admission Date**.

2. The student is currently registered in the district at another building and this registration changes the primary building/EMIS attending building. This situation requires the EMIS data to be updated to reflect that the student's EMIS attending building has changed. The **Effective Start Date** should be the same as the **Admission Date**.

3. The student is currently registered in the district at another building and this registration does not change the primary building/EMIS attending building. EMIS data does not have to be updated in this situation.

To use the **Registration Wizard** screen, specific Registration Defaults must be entered at either the district or building level. If the proper defaults are not entered, you will receive the message shown below.
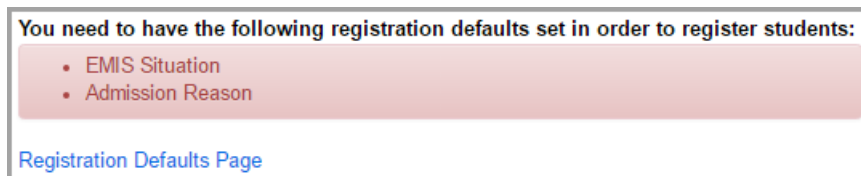
Click **Registration Defaults Page** to go to the **Registration Defaults** screen.

Registration defaults can be entered at the district or building level to pre-populate registration fields. The **Registration Defaults** screen can be found at **StudentInformation – Management – School Administration – School Building Administration – Registration Defaults**. Refer to the *ProgressBook StudentInformation School Setup and Configuration Guide* for more information on registration defaults.

Registration Wizard – Registration Pre-requisites Tab

Navigation: StudentInformation – SIS – Registration Wizard – Registration Pre-requisites Tab

Fill out all required fields and any additional fields desired, then click **Next**. The wizard then checks to see if a record already exists for the student even if you have entered only the minimum required information for the verification process. If no existing student record has a possible match, the wizard proceeds to the **Complete Registration** tab and you can skip the next several steps.

First Name (required) – Legal first name of student, up to 50 characters.

Middle Name (optional) – Legal middle name of student, up to 50 characters.

Last Name (required) – Legal last name of student, up to 100 characters.

Called Name (optional) – Student's called name; e.g., Becky for Rebecca, or TJ for Thomas James, etc.

Social Security (optional) – Student's social security number.

EMIS ID (optional) – You can manually enter the EMIS ID number (a combination of your school code and a random number) or you can configure the automatic assignment of EMIS ID numbers on the **School Demographics** screen for the district (refer to the *ProgressBook StudentInformation School Setup and Configuration Guide* for more details).

Student Number (optional) – If you do not enter a specific number in this field, StudentInformation automatically creates a student number for this student.

> ***Note on Auto-Assign Student Numbers:*** *Auto-assign begins with the **District Student Number Seed** (as defined on the district **School Demographics** screen) when creating new student numbers using Auto-assign. The **Maximum Increment from Seed** (as defined on the district **School Demographics** screen) is the maximum number the Student Number Auto-Assign feature uses when incrementing to find an unused student number.*

> *If the **District Student Number Seed** is not entered (as defined on the district **School Demographics** screen), StudentInformation starts from the largest student number currently in the district when auto-assigning student numbers. If the **Maximum Increment from Seed** is not set (as defined on the district **School Demographics** screen), StudentInformation uses increments of 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. Refer to the* ProgressBook StudentInformation School Setup and Configuration Guide *for more information on the **School Demographics** screen.*

Birthdate (required) – Enter the student's birthdate.

Age – This field automatically calculates the student's age from the student's birthdate field.

Gender (required) – Select the student's gender from the drop-down list.

Grade (required) – Select the appropriate student's grade from the drop-down list.

Student is a Non-Attending Graduate – Select this check box to indicate that the student is a non-attending graduate (grad only). The Registration Wizard enters Grad Only Registration Mode after you click **Next>**.

> *Note: Non-attending graduates can only be registered at community schools and traditional schools.*

> *Note: Transfer students cannot be registered as non-attending graduates.*

Next> – Click to move to the next appropriate tab in the Registration Wizard. If there are no possible matches, clicking **Next>** skips the **Possible Matches** tab and takes the user to the **Complete Registration** tab or **Non-Attending Graduate Registration** tab.

Registration Wizard – Possible Matches Tab

Navigation: StudentInformation – SIS – Registration Wizard – Possible Matches Tab

If certain parts of a student's required information (on the **Registration Pre-requisites** tab) matches any existing student's information, this tab displays.

StudentInformation finds a **Strict Match** if the social security number or EMIS ID matches an existing student in the district or the school building. StudentInformation finds a **Non-Strict Match** if the first initial of the student's **First Name**, as well as the student's **Last Name**, **Birthdate**, and **Gender** all match an existing student in the district or the school building.

These possible matches fall into the following four categories:

- Strict Match, Same School
- Strict Match, Different School
- Non-Strict Match, Same School
- Non-Strict Match, Different School

Depending on the possible match category, follow the steps below to continue to the **Complete Registration** tab or **Non-Attending Graduate Registration** tab of the Registration Wizard.

Strict Match

If the social security number or EMIS ID number for a student being registered matches an existing student, StudentInformation does not permit registration of that new student. This helps prevent the duplication of students.

Select a matching student and click **Next>** to edit that student's profile instead of registering a new student.

<Back – Click to return to the **Registration Pre-requisites** tab and edit the entered information.

> *Note: StudentInformation does not automatically update the student's **Building Progression Track** when a **Strict Match** is found and used for student registration. You must manually update the student's **Building Progression Track**.*

Non-Strict Match

If a student's **First Name**'s first initial, **Last Name**, **Gender**, and **Birthdate** all match an existing student or students in the school, StudentInformation warns the user of a possible **Non-Strict Match**. You can either continue registering the new student as a brand new student (not using any information from any matching student's record), edit a matching student's profile (if the student is found in the current building and year), or enroll a matching student to the current building and year (if the student is found, but is not in the current building and year). A non-strict match can contain multiple students from the same or different schools.

Select a matching student and click **Next>** to edit that student's profile instead of registering a new student.

Select the **Register New Student** option and click **Next>** to register the new student (not using any information from the matching record or records).

<Back – Click to return to the **Registration Pre-requisites** tab and edit the entered information.

If a strict or non-strict match is found for the student in another building, you must indicate whether or not this is a change of the student's primary building/EMIS attending building.

If you select **Yes**, the primary/EMIS attending building is changed to the new building. If you select **No**, the primary/EMIS attending building remains as it is and does not change.

Registration Wizard – Non-Attending Graduate Registration Tab

Navigation: StudentInformation – SIS – Registration Wizard – Non-Attending Graduate Registration Tab

Fill out all required fields and any optional fields on the **Registration** screen. A student must have a master record before any additional elements can be defined for that student. Any **Registration Defaults** previously defined (refer to the *ProgressBook StudentInformation School Setup & Configuration Guide*) already populate this screen.

Hispanic/Latino (required) – This drop-down list populates with values from EMIS field **GI580**.

> **Note:** *If the student must be coded with the new Race/Ethnicity options, then only the "Y" and "N" options display.*

Local Ethnic Category (required) – This is the 2009-2010 **Ethnicity** field renamed to avoid confusion. Changing the value of this field no longer sets the EMIS Ethnicity. However, since the field is still used by most of the StudentInformation reports, we recommend you update it accordingly.

Racial Group(s) (required) – These fields are enabled if you select "Y" or "N" in the **Hispanic/Latino** field or if the student must be coded with the new Race/Ethnicity coding. These fields are disabled if you select "*" in the **Hispanic/Latino** field.

Summative Race (read-only) – This field is calculated based on the values set in the **Hispanic/Latino** and **Racial Group(s)** fields when the screen is saved. If the **Hispanic/Latino** field is set to "Y," **Summative Race** displays **H – Hispanic/Latino**. If the **Hispanic/Latino** field is set to "N" and only one racial group is selected, **Summative Race** displays the selected group (**A – Asian**, for example). If the **Hispanic/Latino field** is set to "N" and multiple racial groups are selected, **Summative Race** displays **M – Multiracial**. Values from EMIS field **GI090** are used to populate this field.

State Student ID (SSID) (required) – Enter the student's 9-digit alphanumeric ID code unique to each public school student in Ohio; this code can be hidden through security settings. See the *ProgressBook StudentInformation Security Guide* for details.

Graduation Date (required) – The date the student received his/her diploma. Refer to the *ODE EMIS Manual* for more details on reporting this element.
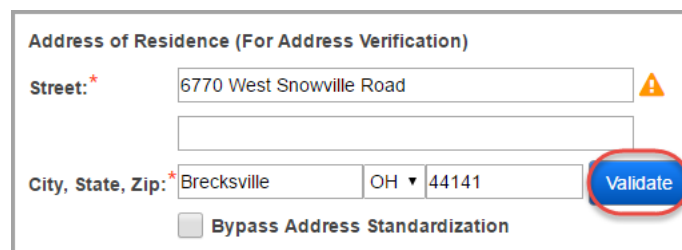
Student Status (required) – Select the appropriate option from drop-down list.

Attendance Calendar (required) – Select the appropriate attendance calendar from the drop-down list. Direct any questions concerning which calendar to use to your building's designated EMIS personnel. Defaults to the **Default Calendar** selected on the **StudentInformation Options** screen.

Grade (required) – Automatically populates from the **Pre-requisites** tab.

Address of Residence (required) – Enter the street address, city, state, and zip code where the student lives in these fields (the second address line is optional). If you have Address Standardization and Address Verification enabled, ⚠️ displays to alert you that you must validate the address by clicking **Validate**.

Bypass Address Standardization/Verification – Select this check box to leave the **Address of Residence** as entered, and to ignore Address Standardization and Address Verification on the address. Use this option only if you are certain that the address is accurate.

> *Note: If you select the **Bypass** check box for either address, a new field displays.*

Use Address of Residence – Select this check box to duplicate the **Address of Residence** data in the **Mailing Address** fields.

Bypass Comments (required) – If bypassing standardization or verification, you must enter a reason in this field.

Mailing Address (required or optional) – In these fields, enter the street address, city, state, and zip code where the student receives mail (the second address line is optional). If you have Address Standardization and Address Verification enabled, ⚠ displays to alert you that you must click **Validate** to validate the address.

Bypass Address Standardization – Select this check box to leave the **Mailing Address** as entered and not run Address Standardization on the address. Select this check box only if you are certain that the address is accurate.

Phone Number (optional) – Enter the student's phone number with an area code.

Unlisted (optional) – Select this check box so that the student phone number does not print or display on various screens/reports for privacy purposes.

Email (optional) – Enter the student's email address. When registering a student that has been transferred to the district or school in context, the student's email address from the previous district or school displays here. If your district has OAuth enabled, students can log into ParentAccess using this email after it is imported through GradeBook. (*ProgressBook ParentAccess Administration Guide, ProgressBook GradeBook Principal Guide*).

County of Residence (required) – Select the county in which the student resides from the drop-down list.

Diploma Type – The type of diploma received by the graduating student. Refer to the *ODE EMIS Manual* for more details on reporting this element.

Courses Completed IRN – Enter the IRN of the district in which the student completed the course requirements for a diploma. Click 🔍 for assistance with the search for the IRN by accessing the ODE IRN Search. SMART logic helps determine the correct value.

Courses Completed Date – Enter the month and year in which the student completed the course requirements for a diploma.

<Back – Click to return to the **Registration Pre-requisites** tab.

Finish – Click to finish registration for this student and continue to register new students.

Registration Wizard – Complete Registration Tab

Navigation: StudentInformation – SIS – Registration Wizard – Complete Registration Tab

Fill out all required fields and any optional fields on the **Registration** screen. A student must have a master record before any additional elements can be defined for the student. Any **Registration Defaults** previously defined (refer to the *ProgressBook StudentInformation School Setup & Configuration Guide*) are already filled in on this screen.

Hispanic/Latino (required) – This drop-down list populates with values from EMIS field **GI580**.

> *Note: If the student must be coded with the new Race/Ethnicity options, then only the "Y" and "N" options display.*

Local Ethnic Category (optional) – This is the 2009-2010 **Ethnicity** field renamed to avoid confusion. Changing the value of this field no longer sets the EMIS Ethnicity. However, since the field is still used by most of the StudentInformation reports, it is recommended that you update it accordingly.

Racial Group(s) (required) – These fields are enabled if you select "Y" or "N" in the **Hispanic/Latino** field or if the student must be coded with the new Race/Ethnicity coding. These fields are disabled if you select "*" in the **Hispanic/Latino** field.

Summative Race (read-only) – This field is calculated based on the values set in the **Hispanic/Latino** and **Racial Group(s)** fields when the screen is saved. If the **Hispanic/Latino** field is set to "Y," **Summative Race** displays **H – Hispanic/Latino**. If the **Hispanic/Latino** field is set to "N" and only one racial group is selected, **Summative Race** displays the selected group (**A – Asian**, for example). If the **Hispanic/Latino field** is set to "N" and multiple racial groups are selected, **Summative Race** displays **M – Multiracial**. Values from EMIS field **GI090** are used to populate this field.

Citizenship (optional) – Select the appropriate option from drop-down list.

Native Language (optional) – Select the language the student spoke at the onset of speech.

Birthplace City (optional) – Enter the student's city of birth.

Birthdate Verified (optional) – Select the method used to verify the student's birthdate.

Admission Date (required) – Enter the student's admission date; defaults to the current date.

Home Language (optional) – Select the language the student speaks at home.

Student Status (required) – Select the appropriate option from drop-down list.

Building Prog Track (optional) – Building progression tracks describe the path a student can take through schools within a district. Select the appropriate option from drop-down list.

Admission Code (optional) – Select the appropriate option from drop-down list.

Attendance Calendar (required) – Select the appropriate attendance calendar from the drop-down list. Direct any questions concerning which calendar to use to your building's designated EMIS person. Defaults to the **Default Calendar** selected on the **StudentInformation Options** screen.

Mother's Maiden Name (optional) – Enter the student's mother's maiden name (for security purposes).

Program (optional) – Select the appropriate option from drop-down list.

Locker Assignment – Click **Assign Primary Locker** to open a window that lets you quickly find and select a locker for the student using the Locker Selection Wizard. If desired, you can also change the combination series of the locker to be assigned as part of the process. Refer to the *ProgressBook StudentInformation Student Lockers Guide* for more information about using the Locker Selection Wizard.

Free/Reduced Lunch Status (required) – Select the appropriate option from the drop-down list.

> *Note: Selecting **Free** or **Reduced** sets the student's **Disadvantagement** to **1 – Economic Disadvantagement**.*

Last Name Suffix (optional) – Enter the student's last name suffix if applicable; for example, Jr. or III.

Homeroom (optional) – Select a homeroom from the drop-down list. For more details or to update the list of homeroom options, refer to the *ProgressBook StudentInformation Student Homeroom Guide*.

Include in Ranking (optional) – De-select this check box if the student should have no bearing on GPA calculations and ranks. Defaults to the value selected for the student's building grade level.

Include in Honor Roll (optional) – Select or de-select this check box to determine if the student should be included or excluded from the honor roll. Defaults to the value selected for the student's building grade level.

Counselor (optional) – Select the student's counselor from the drop-down list. Defaults to the value selected for the student's building grade level.

Scheduling Priority (optional) – Select a priority level from 1-9 to set the priority of this student's scheduling in the scheduling process. Defaults to the value selected for the student's building grade level.

Include in GPA (optional) – Select or de-select this check box to determine if the student should be included or excluded from GPA calculations. Defaults to the value selected for the student's building grade level.

Home School IRN (optional) – Used with JVS students. Refers to the IRN of the sending or home building. Click $\mathbf{Q}$ for assistance with the search for the IRN by accessing the ODE IRN Search. SMART logic helps determine the correct value. This is the building IRN and not the district IRN.

Primary Grad. Rule (optional) – Select the student's primary graduation rule used for Graduation Verification.

Secondary Grad. Rule (optional) – Select the student's secondary graduation rule used for Graduation Verification.

Flags (optional) – These flags were converted from SIS, and are used for marking students with various letters or numbers, as determined by the school, for use with reports and grouping like students together.
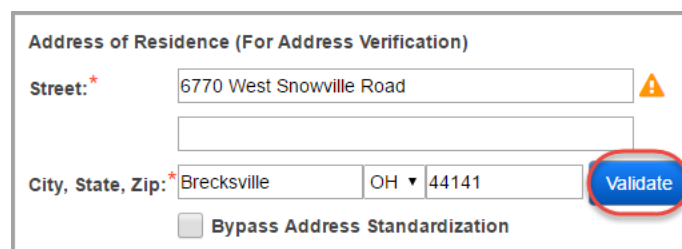
Country of Origin (optional) – Select the student's country of origin.

Grade (required) – Automatically populates from the **Pre-requisites** tab.

Graduation Year (optional) – Enter the school year in which the student will graduate. When registering a student that has been transferred to the district or school in context, the student's graduation year from the previous district or school displays here.

Address of Residence (required) – Enter the street address, city, state, and zip code where the student lives in these fields (the second address line is optional). If you have Address Standardization and Address Verification enabled, ⚠ displays to alert you that you must validate the address by clicking **Validate**.

Bypass Address Standardization/Verification – Select this check box to leave the **Address of Residence** as entered and to ignore Address Standardization and Address Verification on the address. Use this option only if you are certain that the address is accurate.

*Note: If you select the **Bypass** check box for either address, a new field displays.*

Use Address of Residence – Select this check box to duplicate the **Address of Residence** data in the **Mailing Address** fields.

Bypass Comments (required) – If bypassing address standardization or verification, you must enter a reason in this field.

Mailing Address (required or optional) – In these fields, enter the street address, city, state, and zip code where the student receives mail (the second address line is optional). If you have Address Standardization and Address Verification enabled, ⚠ displays to alert you that you must click **Validate** to validate the address.

Bypass Address Standardization – Select this check box to leave the **Mailing Address** as entered and not run Address Standardization on the address. Select this check box only if you are certain that the address is accurate.

Phone Number (optional) – Enter student's phone number with the area code.

Unlisted (optional) – Select this check box so that the student phone number does not print or display on various screens/reports for privacy purposes.

Email (optional) – Enter the student's email address. When registering a student that has been transferred to the district or school in context, the student's email address from the previous district or school displays here. If your district has OAuth enabled, students can log into ParentAccess using this email after it is imported through GradeBook. (*ProgressBook ParentAccess Administration Guide, ProgressBook GradeBook Principal Guide*).

Transfer Options (required) – Choose to transfer this student's course history (not available for ITC to ITC student transfers), attendance, assessments (not available for ITC to ITC student transfers), or any combination of these options when transferring a student between ITCs or districts. The **Course History**, **Attendance**, and **Assessment** tab headings are visible when transferring a student. These tabs are available and used when the appropriate transfer options are selected. These options are not available when transferring a student between buildings within the same district.

Admission Reason (required) – Select the reason this student entered the district from the drop-down list.

Admitted From IRN (required) – Enter the IRN of the district from which the student was admitted.

Click 🔍 for assistance with the search for the IRN by accessing the ODE IRN Search. This field is enabled and required for students newly enrolled after July 1 with an admission reason 3, 6, or 7. Joint Vocational School Districts (JVSDs) and Education Service Centers (ESCs) are required to report ****** in this field. This field defaults to ****** and is disabled when re-registering a student into a building in the same district as the building from which the student was withdrawn. This field is disabled and given a value of ****** when the school or district in context is a Joint Vocational School District (JVSD) or Educational Service Center (ESC).

County of Residence (required) – Select the county in which the student resides from the drop-down list.

Edit Profile – Click to continue adding information for this particular student.

<Back – Click to return to the **Registration Pre-requisites** tab.

Next> – Click to continue to the **Family Group** tab for this student.

Finish – Click to finish registration for this student and continue to register new students.

Registration Wizard – Family Group Tab

Navigation: StudentInformation – SIS – Registration Wizard – Family Group Tab

Add the student you are registering to an existing family group.

1. To search for an existing family group to which to add the student, in the **Family Group Search** area, select either to **Search By Family Group Name** or **Search By Family Group Criteria**.

2. If you are searching by name, in the **Family Group Name** field, enter the family group name. If you are searching by criteria, in the **Matching Criteria** section, select your search criteria.

3. Click **Search**.

The family groups (if any) that match your search criteria display in a grid.

4. Select the check box in the row of the correct family group.

5. To proceed to the **EMIS** tab, click **Next >**. To finish registration for this student, click **Finish**.

Registration Wizard – EMIS Tab

Navigation: StudentInformation – SIS – Registration Wizard – EMIS Tab

Complete all required fields and any desired optional fields on the **EMIS** tab. A student must have a master record before any additional elements can be defined for the student.

EMIS Situation (required) – Select student's EMIS situation from drop-down list that is validated against EMIS situation codes.

⬚ – Click to open the EMIS Situation Wizard window to assist with selecting the appropriate EMIS situation. This sets several of the following fields according to the **EMIS Situation**.

District Relationship (optional) – Select the appropriate educational relationship between the student and the district from the drop-down list.

District of Residence (optional) – Enter the district of the student's legal residence. Click 🔍 for assistance with the search for the IRN by accessing the ODE IRN Search. SMART logic helps determine the correct value.

How Received (optional) – Select how the student arrived at the district from the drop-down list.

How Received IRN (optional) – Enter the district IRN from which a student is received. Click 🔍 for assistance with the search for the IRN by accessing the ODE IRN Search. SMART logic helps determine the correct value.

Percent of Time (optional) – Enter the average percent of time for the week that the student participates in any instruction provided by a certified/licensed employee.

Tuition Type (optional) – Select the appropriate manner in which the student is paying tuition to the reporting district from the drop-down list.

Attending Building IRN (optional) – Enter the IRN of the building within the district that the student attends between the effective dates inclusive of the record being reported. Click 🔍 for assistance with the search for the IRN by accessing the ODE IRN Search. SMART logic helps determine the correct value. The **Attending Building IRN** can be a district IRN only when the **How Received** value is one of the following:

- **6 – Non-Public (Services Only)**
- **F – Career Assessment Only**
- **I – Non-instructional, Supplementary, or Related Services**
- **P – Court Placed Students, Excluding foster Care**
- **T – Students Placed in Institutions, Non-Court Ordered**
- **V – Pre-school, Evaluated Only, Found Ineligible**

Assigned Building IRN (optional) – Enter the IRN of the building the student would normally attend according to the standard district attendance policy. Click 🔍 for assistance with the search for the IRN by accessing the ODE IRN Search. SMART logic helps determine the correct value.

Sent To Reason 1 (optional) – Select the reason a student is sent to another district from the drop-down list.

Sent To Reason 2 (optional) – Select the reasons the student is sent to another district from the drop-down list if the student is sent to a second district.

Sent To IRN 1 (optional) – Enter the district to which a student is sent. Click 🔍 for assistance with the search for the IRN by accessing the ODE IRN Search. SMART logic helps determine the correct value.

Sent To IRN 2 (optional) – Enter the district to which a student is sent if the student is simultaneously being sent to a second district. Click 🔍 for assistance with the search for the IRN by accessing the ODE IRN Search. SMART logic helps determine the correct value.

Sent to Percent of Time 1 (optional) – Enter the average percent of time for the week that the student participates in any instruction provided by an employee at a non-EMIS reporting entity.

Sent to Percent of Time 2 (optional) – Enter the average percent of time for the week that the student participates in any instruction provided by an employee at a non-EMIS reporting entity.

Legal First Name (optional) – Enter if different from the name on the **Pre-requisites** tab.

Legal Middle Name (optional) – Enter if different from the name on the **Pre-requisites** tab.

Legal Last Name (optional) – Enter if different from the name on the **Pre-requisites** tab.

Legal Name Suffix (optional) – Enter if different from the suffix on the **Pre-requisites** tab.

Birth Gender (optional) – Select an option if different from the gender on the **Pre-requisites** tab.

State Student ID (SSID) (optional) – Enter the student's 9-digit alphanumeric ID code unique to each public school student in Ohio; this code can be hidden through security settings. See the *ProgressBook StudentInformation Security Guide* for details.

Disability Condition (optional) – Select the student's primary handicap code from the drop-down list; selecting ** updates any prior disability.

Edit Profile – Click to continue adding information for this particular student.

<Back – Click to return to the **Family Group** tab

Next> – Click to continue to the **Course History** tab for this student if marks are being transferred.

Finish – Click to finish registration for this student and continue to register new students.

Registration Wizard – Course History Tab

Navigation: StudentInformation – SIS – Registration Wizard – Course History Tab

The **Course History** tab is available when you are registering a pending transfer student (already transferred from another school or district within the same ITC) and selected the **Transfer Course History** transfer option on the **Complete Registration** tab. Only marks of high school credit courses are transferred. Fill out all required fields and any optional fields on this screen. A student must have a master record before any additional elements can be defined for the student.

Sending School – Indicates the school(s) from which marks can be transferred.

Marks Available to Transfer From School Year – Indicates the school year from which to transfer marks.

Mapping Status – Indicates the current status of the mapping for this sending school, receiving school, and school year combination. The following explains the different status types:

- **No Mapping** – Indicates that no mapping for this combination has been saved or it is currently inactive.
- **Default Mapping** – Indicates that a mapping for this combination is already active in the system and is in use.
- **Temporary Mapping** – Indicates that the mapping for this combination has been created or activated using 🖊 for this combination.

Select the years of course history you wish to transfer. Not all years of course history need to be transferred.

> *Note: This is the only opportunity to transfer a student's course history.*

Click ✏ to retrieve the marking pattern and marking pattern rule information for the selected school and school year, which displays in a table similar to the following image. This table determines which marks are transferred.

Receiving Marking Pattern (required) – Select the marking pattern of the receiving school that corresponds to the marking pattern and reporting term combination of the sending school for the marks to be transferred.

Receiving Reporting Term (required) – Select the appropriate reporting term of the sending marking pattern of the receiving school for the marks to be transferred.

Use Alpha Marks (required) – Transfer alpha marks from the sending school to the receiving school. A table similar to the following image displays. Select the receiving school's alpha mark that corresponds to each sending school's alpha mark.

Sending School Alpha Marks	Sending School Numeric Marks	Receiving School Alpha Marks	Receiving School Numeric Marks
A+		A+	
A		A	
A-		A-	
AU		-- Not Loaded --	
B+		B+	
B		B	
B-		B-	
BLK		-- Not Loaded --	
C+		C+	
C		C	
C-		C-	
D+		D+	
D		D	
D-		D-	
EX		-- Not Loaded --	
F		F	
I		I	
N		-- Not Loaded --	
P		P	
S		S	
U		U	
WD		WD	
WF		WF	
WP		WP	

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- **Use Numeric Marks (Both Sending and Receiving School must be Numeric Marks)** (required) – Transfer numeric marks from the sending school to the receiving school. A table similar to the following image displays. This table lists the numeric scale of the sending and receiving schools. Select the receiving school's alpha mark that corresponds to each sending school's alpha mark listed.

Sending School Alpha Marks	Sending School Numeric Marks	Receiving School Alpha Marks	Receiving School Numeric Marks
*		-- Not Loaded --	
A+		A	
A	91.50 - 125.00	A	94.50 - 100.00
A-		A-	89.50 - 94.49
AUD		-- Not Loaded --	
B+		B+	86.50 - 89.49
B	82.50 - 91.49	B	82.50 - 86.49
B-		B-	79.50 - 82.49
C+		C+	76.50 - 79.49
C	73.50 - 82.49	C	72.50 - 76.49
C-		C-	69.50 - 72.49
D+		D+	66.50 - 69.49
D	64.50 - 73.49	D	62.50 - 66.49
D-		D-	59.50 - 62.49
F	0.00 - 64.49	F	0.00 - 59.49
I		I	
O		O	
P		P	
S		S	
U		U	
WD		WD	
WF		WF	
WP		WP	

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Add – Click to compile the marks information for this student and create a temporary mapping that is stored in memory for use by this registration for only this student. You then return to the initial **Course History** tab grid.

<Back – Click to return to the **EMIS** tab.

Next> – Click to continue to the **Attendance** tab for this student if attendance is being transferred.

Finish – Click to finish registration for this student and continue to register new students. If all school years for the student have not been mapped, you receive a prompt asking if you want to proceed with the transfer.

Registration Wizard – Attendance Tab

Navigation: StudentInformation – SIS – Registration Wizard – Attendance Tab

The **Attendance** tab is available when registering a pending transfer student (already transferred from another school or district) and selecting the **Attendance** option on the **Complete Registration** tab. Select the years of attendance you wish to transferred. Not all years of attendance need to be transferred; however, this is the only opportunity to transfer a student's attendance. A student must have a master record before any additional elements can be defined for the student.

<Back – Click to return to the **Course History** or **EMIS** tab.

Next> – Click to continue to the **Assessment** tab for this student if assessments are being transferred.

Finish – Click to finish registration for this student and continue to register new students. If all school years for the student have not been mapped or all attendance school years have not been selected, you receive a prompt asking if you want to proceed with the transfer.

Registration Wizard – Assessment Tab

Navigation: StudentInformation – SIS – Registration Wizard – Assessment Tab

The **Assessment** tab is available when you are registering a pending transfer student (already transferred from another school or district within the same ITC) and selected the **Transfer Assessment** option on the **Complete Registration** tab **Transfer Options** section (for more information, see *"Student Transfers"*). Select the high school assessments (ACT, PSAT, SAT, OGT, and PLAN) to transfer. A student must have a master record before any additional elements can be defined for the student.
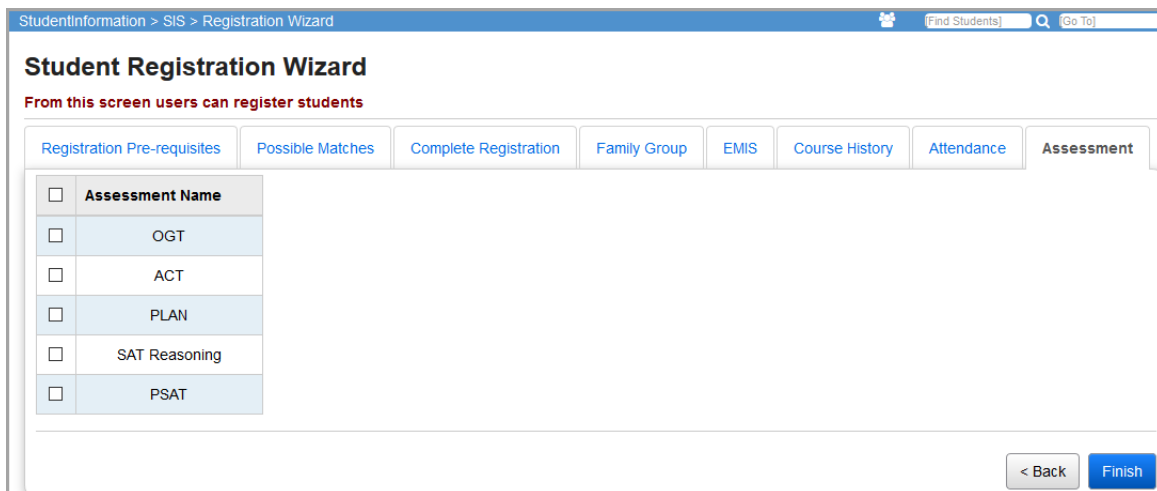
<Back – Click to return to the **Attendance**, **Course History**, or **EMIS** tabs.

Finish – Click to finish registration for this student and continue to register new students. If all course history has not been mapped, all attendance school years have not been selected, or all assessments have not been selected, you receive a prompt asking if you want to proceed with the transfer.

Student Profile

Navigation: StudentInformation – SIS – Student – Edit Student Profile

Once a student is registered, you can edit the student's profile as shown in the image below.

From FY09 and forward, the tabs on the **Edit Student Profile** screen are now configured to capture EMIS data according to the record it should be reported on. Student profiles from prior years still display the old format. Additionally, there is no longer a LIVE record for the student profile. Instead FN – EMIS Time period records are created specifically for each time period.

StudentInformation/GradeBook Integration Note

If specific students are not properly extracted from StudentInformation into GradeBook, please check the following information:

- **Student Profile** – **Additional** tab: Ensure the **Primary Building** is the actual building the student is in and not the district.
- **Student Profile**: Ensure the student has an FS record with an **Effective Start Date** that is not in the future.
- **Student Profile**: Ensure the student has an FD record with an **Effective Start Date** that is not in the future.

This profile contains the following tabs for entering information for the selected student:

- **General** – Basic information such as name, birthdate, gender, address, etc.
- **Additional** – Homeroom, building, graduation, etc.
- **Custom** – This tab lists miscellaneous data definitions that have been specified to be included on the student profile. Active miscellaneous definitions display in their sort order and are grouped by their miscellaneous data group.
- **Private** – Private information such as SSN, SSID, birthplace city, mother's maiden name, etc.
- **FS-Standing** – EMIS FS student standing data which describes the standing of the student within the district reporting the student.
- **FS-Attendance** – EMIS FS student attendance totals for the school year.
- **FD-Attributes** – EMIS FD attributes data for a student that can change over time and the date of change can have a financial or other impact.
- **FN-Attributes** – EMIS FN student attributes data that needs to be reported for the student each reporting period or at year end.
- **FN-Graduate** – This is data for reporting in Period G. These fields are not school or reporting period specific and are only reported once during Period G when the student graduates.
- **Transportation** – Information related to the student's transportation to and from school.

> *Note: Users must have proper security access in order to view and/or **update** the **FS-Standing**, **FS-Attendance**, **FD-Attributes**, **FN-Attributes**, and **Custom** tab. These profile tabs are controlled by **Extra System Permissions**. In the **EMIS – Extra System Permissions** folder, **Edit Student Profile** controls the **EMIS** and **Private** tabs. In the **SIS – Extra System Permissions** folder, **Custom Profile Data** controls the **Custom** tab.*

> *Note: If the student is a non-attending graduate (grad-only), the following message displays on the **General** and **FN-Graduate** tabs: "This Student is a Non-Attending Graduate."*

Common Profile Controls

Last Modifed: 07/30/2008 9:31 AM by User: noacsc.chris – This shows the date, time, and user that most recently updated this student profile. This last modified information applies only to updates made through the **Edit Student Profile** screen; updates made through the **Student Profile Bulk Update** screen do not affect the **Last Modified** information.

> *Note: The **Last Modified** date/time/name information is not tab specific, it reflects the last time any data on the student record was updated.*

Save – Click to save information on the tab you are working on.

Cancel – Click to clear already entered data.

If your search for a student yields multiple results, the following four buttons display on the top and bottom of the search results so you can navigate between screens of results. Each screen displays up to 25 student search results.

- ⏮ – Navigates to the first screen of the search results

- ⏭ – Navigates to the last screen in the search results

- ◀ – Navigates to the previous screen in the search results

- ▶ – Navigates to the next screen in the search results

The **Edit Student Profile** screen warns you when you make changes on a tab but then select another tab without saving the prior changes. If the changes on the previous tab are valid, you are given the option to save the changes and proceed to the chosen tab or cancel changes and proceed to the chosen tab. If the changes on the previous tab are not valid, you are given the option to return to the previous tab to re-enter the changes or cancel changes and proceed to the chosen tab.

> ***Note:*** *You can also access the **Edit Student Profile** screen by selecting **Edit This Student's Profile** in the **I want to…** drop-down list on either the **View Profile** screen or in the student in context area of the masthead.*

Student Profile – General Tab

Information entered during initial registration populates many fields on this screen, but can be modified at this time if needed.

> *Note: Student demographic information and student pictures are **not** school year specific. If you change student demographic information or re-load student pictures in one school year, the information changes it in all school years.*

Student Number (required) – You can manually modify the student number here or have the system automatically assign a number.

Auto-Assign – Select this check box if you want the system to automatically assign the student number.

> *Note: The **Auto-Assign** check box is not selectable if the user does not have the **Extra System Permissions – Reassign Student Number** security setting enabled.*

> *Note: Auto-assign begins with the **District Student Number Seed** (as defined on the district **School Demographics** screen) when creating new student numbers using Auto-assign. The **Maximum Increment from Seed** (as defined on the district **School Demographics** screen) is the maximum number the Student Number Auto-Assign feature uses when incrementing to find an unused student number.*

> *Note: If the **District Student Number Seed** is not entered (as defined on the district **School Demographics** screen), StudentInformation starts from the largest student number currently in the district when auto-assigning student numbers. If the **Maximum Increment from Seed** is not set (as defined on the district **School Demographics** screen), StudentInformation uses increments of 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. Refer to the* ProgressBook StudentInformation School Setup and Configuration Guide *for more information on the **School Demographics** screen.*

Student Status (required) – You can select a different option from the drop-down list. This status is not EMIS related, but refers to the student's status in the building.

First Name (required) – First name of student, up to 50 characters.

Middle Name (optional) – Middle name of student, up to 50 characters.

Last Name (required) – Last name of student, up to 100 characters.

Called Name (optional) – Student's called name; e.g., Becky, TJ, etc.

Last Name Suffix (optional) – Suffix if applicable; e.g., Jr. or III.

Gender (required) – Select the appropriate option from the drop-down list.

Birthdate (required) – Student's birthdate in mm/dd/yyyy format.

Age (automatic) – Once a birthdate is entered, the student's current age automatically displays in this field.

Local Ethnicity Category (optional) – Select the appropriate option from the drop-down list. This field is not associated with ethnicity for EMIS purposes.

Verified With (optional) – Select the appropriate option from the drop-down list.

Hispanic/Latino (required) – This drop-down list populates with values from EMIS field **GI580**.

> *Note: If the student must be coded with the new Race/Ethnicity options, then only the "Y" and "N" options display.*

Birthplace City (required for SSID assignment) – Place/name of the location where the student was born as it appears on the birth certificate (see the *ODE EMIS Manual* for more details on reporting this element).

Racial Group(s) (required) – Select the racial groups to which the student is a member. Hovering your cursor over a racial group displays an explanation of that group.

Summative Race (read-only) – This field is calculated based on the values set in the **Hispanic/Latino** and **Racial Group(s)** fields when the screen is saved. If the **Hispanic/Latino** field is set to "Y," **Summative Race** displays **H – Hispanic/Latino**. If the **Hispanic/Latino** field is set to "N" and only one racial group is selected, **Summative Race** displays the selected group (**A – Asian**, for example). If the **Hispanic/Latino field** is set to "N" and multiple racial groups are selected, **Summative Race** displays **M – Multiracial**. Values from EMIS field **GI090** are used to populate this field.

Native Language (optional) – Select the language the student spoke at the onset of speech.

Home Language (optional) – Select the language the student speaks at home.

Address of Residence (required) – Enter the street address, city, state, and zip code where the student lives in these fields (the second address line is optional). If you have Address Standardization and Address Verification enabled, ⚠ displays to alert you that you must validate the address by clicking **Validate**. See the *ProgressBook StudentInformation Getting Started Guide* for more information on Address Standardization and Verification.

> *Note: If you change the student's address and the student has any contacts with the **Same As Student Address** check box selected in the contact record, a grid displays with these contacts and lets you select or de-select which contact address(es) you want to update along with the student's address.*

Bypass Address Standardization/Verification – Select this check box to leave the **Address of Residence** as entered and to ignore Address Standardization and Address Verification on the address. Use this option only if you are certain that the address is accurate.

> *Note: If you select the **Bypass** check box for either address, a new field displays.*

Use Address of Residence – Select this check box to duplicate the **Address of Residence** data in the **Mailing Address** fields.

Bypass Comments (required) – If bypassing address standardization or verification, you must enter a reason in this field. Click **View Log** to see a log of all comments used to bypass standardization and/or verification, including the name of the user who entered each comment.

If the student's address was previously bypassed, the **Bypass Comments** field is still present, but it is not required.

Mailing Address (required or optional) – In these fields, enter the street address, city, state, and zip code where the student receives mail (the second address line is optional). If you have

Address Standardization and Address Verification enabled, ⚠ displays to alert you that you must click **Validate** to validate the address.
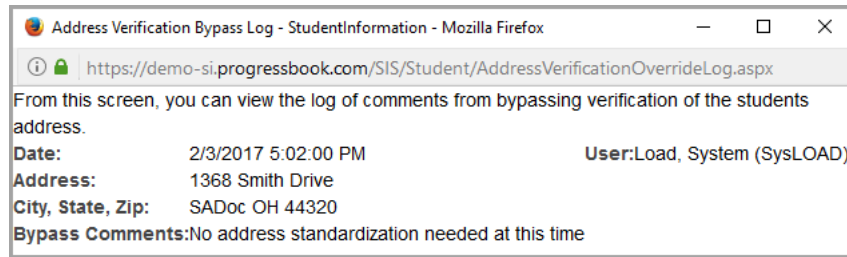
Bypass Address Standardization – Select this check box to leave the **Address of Residence** as entered and to ignore Address Standardization and Address Verification on the address. Use this option only if you are certain that the address is accurate.

Phone Number (optional) – Enter student's phone number with the area code.

Unlisted (optional) – Select this check box so that the student phone number does not print or display on various screens/reports for privacy purposes.

Email (optional) – Enter the student's email address. If your district has OAuth enabled, students can log into ParentAccess using this email after it is imported through GradeBook. (*ProgressBook ParentAccess Administration Guide, ProgressBook GradeBook Principal Guide*).

Building Grade (required) – Grade level in which the student is currently enrolled at this building.

> *Note: Changing the **Building Grade** does not change the **EMIS Grade**. Please see the **FD-Attributes** tab to change the **EMIS Grade**.*

Grade Next Year (optional) – Grade level that the student will be in next year.

> *Note: Changing the **Grade Next Year** does not change the **EMIS Grade Next Year**. See the **FN-Attributes t**ab to change the **EMIS Grade Next Year**. Whenever you edit a student's **General** tab and save, the **Grade Next Year** is auto-populated based on the **Building Progression Track**, unless it is overridden manually.*

EMIS Grade (view only) – The EMIS grade from the **FD-Attributes** tab.

EMIS Grade Next Year (view only) – The EMIS grade next year from the **FN-Attributes** tab.

Program (optional) – Select the appropriate program from drop-down list if applicable.

Home School IRN (optional) – Used with JVS students. Refers to the IRN of the sending or home building. Click 🔍 for assistance with the search for the building IRN by accessing the ODE IRN Search.

> ***Note:*** *This is the building IRN and not the district IRN. In some cases (i.e.,community schools), the district and building IRN are the same.*

> ***Note:*** *If a student is direct enrolled to the JVS, the home school field should be left blank.*

Home School (view only) – The home school name displays based on the **Home School IRN** entered.

Attendance Calendar – Select the appropriate attendance calendar from the drop-down list if the student should not be assigned the default attendance calendar. For more information, see the *ProgressBook StudentInformation Attendance and Calendar Guide*.

Report to EMIS (view only) – Indicates if the student is reported to EMIS based on the selection on the **FN-Attributes** tab.

Save – Click to save your changes.

The **Edit Student Profile** screen warns you when you make changes on a tab but then select another tab without saving the prior changes. If the changes on the previous tab are valid, you are given the option to save the changes and proceed to the chosen tab or cancel changes and proceed to the chosen tab. If the changes on the previous tab are not valid, you are given the option to return to the previous tab to re-enter the changes or cancel changes and proceed to the chosen tab.

Cancel – Click to clear already entered data.

Student Profile – Additional Tab

Primary Building (optional) – The drop-down list populates with all the schools with which a student is involved this year. It defaults to the working building in which the student record was added. If a student is enrolled in more than one building in the district, this field should reflect the primary/reporting building for the student (for EMIS reporting purposes).

> *Note: If this value contains a district (and not a building), the student will be in the DASL/ProgressBook StudentPersonal.xml extract file but will not be in the DASL/ProgressBook SchoolEnrollment.xml extract file. This could cause the student not to display properly in ProgressBook.*

Special Ed (optional) – Field for entering information pertaining to special education. As of 9.0, this field is no longer used and can be updated to a zero or blank value.

Country of Origin (optional) – Select the student's country of origin.

Citizenship (optional) – Select the student's citizenship.

Building Progression Track – Building progression tracks describe a path a student can take through schools within a district. Select the appropriate option from the drop-down list.

Graduation Year (optional) – Enter the student's graduation year. This displays in the student context area in parentheses between the school name and school year.

New School (optional) – Select the school the student will attend for the next year based on the progression track and the grade next year. If you choose to select a different new school from the expected one based on the **Building Progression Track**, you should remove any **Building Progression Track** assigned; otherwise, the **New School** field will be overwritten and replaced by the Student Promotion process.

Pri. Graduation Rule (optional) – Select the primary graduation rule to apply to the student and use with the graduation verification package.

Alt. Graduation Rule (optional) – Select the alternative graduation rule to apply to the student and use with the graduation verification package.

Counselor (optional) – Select the appropriate counselor from the drop-down list. The teacher must have been defined (in security) as a counselor job function (*see the ProgressBook StudentInformation Security Guide*).

Show grade appropriate counselors only – Select this check box if you wish to only see counselors with the selected student's grade level assignment in the **Counselor** drop-down list.

Scheduling Priority (optional) – Select a student scheduling priority from the drop-down list. Valid options are 1-9 with 9 being the highest priority.

Locker Assignments – Click the **Locker Assignments** link to display the **Student Locker Assignment** screen. See the *ProgressBook StudentInformation Student Lockers Guide* for more information about using the Locker Assignment functionality.

Assign Primary Locker – Click to open the Locker Selection Wizard window that lets you quickly find and select a locker. If desired, you can also change the combination series of the locker assigned. See the *ProgressBook StudentInformation Student Lockers Guide* for more information about using the Locker Assignment functionality.

> *Note: If you wish to use the **Locker Assignment** or **Assign Primary Locker** screen, you must first click **Save** on the **Additional** tab to save any modifications made.*

Team (optional) – Select from the drop-down list populated based on the **Team Codes Maintenance** screen; this field is used in the scheduling process.

Homeroom – Select from the drop-down list or click **Auto Assign** to randomly assign an available grade-level appropriate homeroom to the student.

> *Note: If you wish to use the **Homeroom Assignment** screen, you must first click **Save** on the **Additional** tab to save any modifications made.*

Include in Honor Roll (optional) – Select this check box to include the student in honor roll calculations. When you register a student, the registration process looks at the student's building grade level and selects or de-selects the **Include in Honor Roll** check box according to the configured grade level default. If no grade level default value is defined, the **Include in Honor Roll** check box is selected by default when the student is registered.

Flags (optional) – These flags were converted from SIS and can be used for marking students with various letters or numbers, as determined by the school, for use with reports and grouping like students together.

Flags:	1	2	3	4	5

Include in Ranking (optional) – Select this check box to include the student in class ranking calculations (selected by default). When a class ranking is calculated, only students with **Include in Ranking** selected are considered in the calculation, and only these students display on any ranking reports. Students not included in ranking have no bearing on the ranking reports and calculations. Students who have **Include in Ranking** de-selected are still included in the GPA set and have their GPA calculated.

When you register a student, the registration process looks at the student's building grade level and selects or de-selects the **Include in Ranking** check box according to the configured grade level default. If no grade level default value is defined, the **Include in Ranking** check box is selected by default when the student is registered.

Include in GPA (optional) – Select this check box to include the student in GPA calculations (selected by default). When you register a student, the registration process looks at the student's building grade level and selects or de-selects the **Include in GPA** check box according to the configured grade level default. If no grade level default value is defined, the **Include in GPA** check box is selected by default when the student is registered.

District's Non-Public SSID Prefix – This is your district's 4-letter prefix for non-public SSIDs. The prefix in this field must be assigned by ODE and added on the **Non-Public SSID Management** screen before you can add or edit the student's non-public SSID on the **Edit Student Profile** screen. See the *ProgressBook StudentInformation Ad-Hoc Updates Guide* for instructions on updating the non-public SSID prefix.

Non-Public SSID – This is the state student identifier for students of non-public schools. The 9-digit alphanumeric identification code is unique to this student. The non-public SSID must be assigned to non-public school students during pre-identification for OCBA. Refer to the *ODE EMIS Manual* for more details on reporting this element.

Add or edit the student's non-public SSID. Enter your 4-letter district prefix and 5 digits unique to the student. Only new SSID numbers can be entered.

Requires Paper Copy of Report Card – Select this check box if a paper copy of the student's report card is required.

Save – Click to save your changes.

The **Edit Student Profile** screen warns you when you make changes on a tab but then select another tab without saving the prior changes. If the changes on the previous tab are valid, you are given the option to save the changes and proceed to the chosen tab or cancel changes and proceed to the chosen tab. If the changes on the previous tab are not valid, you are given the option to return to the previous tab to re-enter the changes or cancel changes and proceed to the chosen tab.

Cancel – Click to clear out already entered data.

Student Profile – Custom Tab

The **Custom** tab lists all of the miscellaneous data definitions that have been specified to be included on the student profile. These fields display according to the sort order of the data definition first, and then by the definition field title, each in ascending order. Only active data definitions display on the screen.

Users must have proper security access in order to view and/or update the data on the **Custom** tab (**Extra Systems Permissions – Custom Profile Data**). If the user does not have access to this node, the **Custom** tab is disabled. If the user has only read access to this node, the **Custom** tab is enabled but all fields are disabled. The user must have read and write access in order to view and update the fields.

Save – Click to save your changes.

The **Edit Student Profile** screen warns you when you make changes on a tab but then select another tab without saving the prior changes. If the changes on the previous tab are valid, you are given the option to save the changes and proceed to the chosen tab or cancel changes and proceed to the chosen tab. If the changes on the previous tab are not valid, you are given the option to return to the previous tab to re-enter the changes or cancel changes and proceed to the chosen tab.

Cancel – Click to clear out already entered data.

Student Profile – Private Tab

This tab contains the student's private information for reporting. Reported names are only needed **if** they are different from the names located on the **General** tab.

Legal First Name (optional) – Legal first name of student (used for SSID assignment purposes). Only necessary if different from name on **General** tab.

Legal Middle Name – Legal middle name of student (used for SSID assignment purposes). Enter ***** if the student has no middle name.

Legal Last Name (optional) – Legal last name of student (used for SSID assignment purposes). Only necessary if different from name on **General** tab.

Birth Gender (optional) – Birth gender of the student (used for transcript purposes). Only necessary if different from gender on **General** tab.

Mother's Maiden Name (optional for SSID assignment) – Maiden name of the student's mother.

Social Security – Social Security Number of the student.

Save – Click to save your changes.

The **Edit Student Profile** screen warns you when you make changes on a tab but then select another tab without saving the prior changes. If the changes on the previous tab are valid, you are given the option to save the changes and proceed to the chosen tab or cancel changes and proceed to the chosen tab. If the changes on the previous tab are not valid, you are given the option to return to the previous tab to re-enter the changes or cancel changes and proceed to the chosen tab.

Cancel – Click to clear out already entered data.

Student Profile – FS-Standing Tab

This tab is used to view and enter the data describing the standing of a student within the district reporting that student. You can also enter data describing situations in which the reporting district receives a student from another district and/or in which the reporting district sends a student to another district.

The tasks that can be performed on this tab are as follows:

- View the student standing history and individual record details.
- Add a new FS record.
- Correct a previously entered FS record.
- Adjust the effective start date of a previously entered FS record.
- Delete an FS record.

You can also select the proper EMIS situation or launch the EMIS Situation Wizard to aid you in entering some of the required student standing data along with the appropriate data validation. The new EMIS situation options and EMIS Situation Wizard help you code the following fields:

- EMIS Situation
- District Relationship
- District of Residence IRN
- How Received
- How Received IRN
- Tuition Type
- Percent of Time
- Sent to 1 Reason
- Sent to 1 IRN

Smart Logic has been built into the screen to perform checks on field values based on the selected **EMIS Situation**. The Smart Logic guides the user in coding the student correctly the first time.

> ⚠️ **Caution:** *Because the FS record is a date-effective record that captures the changing events for data related to the student, it is very important to understand the difference between a change and a correction.*

Change – Means a change to the value of the element for the student. This requires the creation of a new FS record. See *"Student Profile – Create New FS Record."*

Correction – Means correcting a value on an existing record because it is wrong, not because it has changed. This requires editing an existing FS record. See *"Student Profile – Edit FS Record."*

At the top of the tab is a history grid that displays a summary of the student's FS records. At the bottom of the tab is a detail area where you can view or modify student standing details. When the **FS-Standing** tab initially displays, the most recent FS record displays in the detail area. When a record displays in the detail area, the corresponding row in the history grid is highlighted.

EMIS ID (required) – ID assigned during initial registration used for EMIS reporting purposes (this is for local use only; ODE does not receive this information).

State Student ID (SSID) – State student identifier. The 9-digit alphanumeric identification code unique to this student. Refer to the *ODE EMIS Manual* for more details on reporting this element. This field can be hidden by the security settings.

Effective Start Date (required) – The effective start date of this FS record. It is recommended by StudentInformation State Support to use **July 1** as the **Effective Start Date** for students who are promoted. For new students who are registered in the summer, it is recommended to use **August 1**. Using a date before the first day of school also ensures that ProgressBook extracts on the first day of school will pick up these students.

District Admission Date (required) – Indicates the date of the student's most recent admission to the district. Refer to the *ODE EMIS Manual* for more details on reporting this element.

Admission Reason (required) – Select from the drop-down list. You should select a value if the student needs an SSID assigned via SSID Import or Export.

Admitted From IRN (required) – Enter the IRN of the district from which the student was admitted.

Click **Q** for assistance with the search for the IRN by accessing the ODE IRN Search. This field is enabled and required for students newly enrolled after July 1 with an admission reason 3, 6, or 7. Joint Vocational School Districts (JVSDs) and Education Service Centers (ESCs) are required to report ****** in this field. This field defaults to ****** and is disabled when re-registering a student into a building in the same district as the building from which the student was withdrawn. This field is disabled and given a value of ****** when the school or district in context is a Joint Vocational School District (JVSD) or Educational Service Center (ESC).

District Withdraw Date – Indicates the most recent date a student withdrew from the district. Refer to the *ODE EMIS Manual* for more details on reporting this element.

Withdrawn To IRN – IRN of the school to which the student was withdrawn. This field is enabled and required when withdraw reason 41, 42, or 45 is selected. Click **Q** for assistance with the search for the IRN by accessing the ODE IRN Search. The default value is ******. This field is disabled and given a value of ****** when the school or district in context is a Joint Vocational School District (JVSD) or Educational Service Center (ESC).

Withdraw Reason (optional) – Choose the reason for withdrawal from the drop-down list.

EMIS Situation (required) – Choose from a drop-down list (or use the EMIS Situation Wizard) validated against the EMIS options file of all valid EMIS situations. Both the EMIS Situation number and description display. Refer to the *ODE EMIS Manual* for more details on reporting this element.

District Relationship (optional) – Select the appropriate educational relationship between the student and the district.

District of Residence (optional) – Enter the district of the student's legal residence. Click **Q** for assistance with the search for the IRN by accessing the ODE IRN Search. SMART logic helps determine the correct value.

How Received (optional) – Select how the student arrived at the district. SMART validation may require that you select a value.

How Received IRN (optional) – Enter the district from which a student is received. Click 🔍 for assistance with the search for the IRN by accessing the ODE IRN Search. SMART logic helps determine the correct value.

Percent of Time (optional) – Enter the average percent of time, for the week, that the student participates in any instruction provided by a certified/licensed employee at the district.

Tuition Type (optional) – Select the appropriate manner in which the student is paying tuition to the reporting district.

Attending Building IRN (optional) – Enter the IRN of the building within the district that the

student attends between the effective dates inclusive of the record being reported. Click 🔍 for assistance with the search for the IRN by accessing the ODE IRN Search. SMART logic helps determine the correct value. The **Attending Building IRN** can be a district IRN only when the value of **How Received** is one of the following:

- **6 – Non-Public (Services Only)**
- **F – Career Assessment Only**
- **I – Non-instructional, Supplementary, or Related Services**
- **P – Court Placed Students, Excluding foster Care**
- **T – Students Placed in Institutions, Non-Court Ordered**
- **V – Pre-school, Evaluated Only, Found Ineligible**

County of Residence (required) – Select the county in which the student resides.

Assigned Building IRN (optional) – Enter the IRN of the building the student would normally

attend according to the standard district attendance policy. Click 🔍 for assistance with the search for the IRN by accessing the ODE IRN Search. SMART logic helps determine the correct value.

The value in the **Assigned Building IRN** field should only be an IRN if the student is attending a building other than the building the student would normally attend. If the student is attending the building to which a student would normally be assigned, the value in this field must remain **********.

Sent To Reason 1 (optional) – Select the reason a student is sent to another district.

Sent To Reason 2 (optional) – Select the reason the student is sent to another district if the student is sent to a second district.

Sent To IRN 1 (optional) – Enter the district IRN to which a student is sent. Click 🔍 for assistance with the search for the IRN by accessing the ODE IRN Search. SMART logic helps determine the correct value.

Sent To IRN 2 (optional) – Enter the district IRN to which a student is sent if the student is

simultaneously being sent to a second district. Click 🔍 for assistance with the search for the IRN by accessing the ODE IRN Search. SMART logic helps determine the correct value.

Sent to Percent of Time 1 (optional) – Enter the average percent of time for the week that the student participates in any instruction provided by an employee at a non-EMIS reporting entity.

Sent to Percent of Time 2 (optional) – Enter the average percent of time for the week that the student participates in any instruction provided by an employee at a non-EMIS reporting entity.

Exclude FS Record from Fall Initialization Updates – Select this check box to exclude the student's FS records from Fall Initialization. This check box is de-selected by default when the following scenarios apply:

- A student is newly enrolled or re-enrolls in the district.
- A student is promoted/bulk enrolled into a new school year.
- A student transfers into a new school district.

Ignore EMIS Situation Errors – Select this check box to ignore certain required EMIS fields for this session only, so that the user can continue working with the student information or another StudentInformation module.

> **Note:** *See the following sections for creating, editing, and deleting an FS record.*

FS-Student Standing History Grid

		Start Date	Withdraw Date	Withdraw Reason	EMIS Situation	District Relationship	District Of Residence	How Received	How Received IRN	Percent Of Time	Attending Building IRN	Sent To Reason 1	Sent To IRN 1	Sent To % Of Time 1
🔒	✏️	7/1/2016		**	5	1	300430	*	******	100	300433	NA	******	0

The history grid displays the FS records for the student in context. By default, only current fiscal year records display. De-select the **Show Current Year Only** check box to show all FS records.

The history grid is sorted in descending order by **Effective Start Date**.

When a detail record displays in the **FS-Standing** tab, the corresponding history record is highlighted.

The first FS record in a school year cannot be deleted.

When you move and hover your cursor over individual fields in the history grid, tooltips display.

District Of Residence	How Received
300430	*
SADoc SD	

Student Profile – Create New FS Record

Navigation: StudentInformation – SIS – Student – Edit Student Profile – FS-Standing tab

You can insert a record with an **Effective Start Date** that falls between the **Effective Start Dates** of 2 existing FS records if the information in the new record meets the following criteria:

- At least 1 value in the inserted record is different than the values in the existing records.
- The inserted record does not have the same **Effective Start Date** as another record.
- The **Effective Start Date** in the inserted record must be greater than the earliest **Effective Start Date** for this school.
- The **District Admission Date** is greater than or equal to the current **District Admission Date**.

To add a new FS record for the student in context, complete the following steps:

1. Click **New Student Standing**.

2. The detail area (bottom of the tab) of the **FS-Standing** tab displays with auto-populated values of the most recent FS record for this student with the exception of the **Effective Start Date** field.

3. Enter an **Effective Start Date** for this FS record and modify fields as needed in the detail area for the new FS record.

   > *Note: It is recommended by StudentInformation State Support to use **July 1** as the **Effective Start Date** for students who are promoted. For new students who are registered in the summer, it is recommended to use **August 1**. Using a date before the first day of school also ensures that ProgressBook extracts on the first day of school will pick up these students.*

4. Click **Save** to save the new FS record in the history grid at the top of the **FS-Standing** tab. If there are any data errors preventing this new FS record from saving correctly, they display on the screen. You must correct any errors before saving the new FS record.

5. If your save is successful, you receive a confirmation message and the new FS record displays in the history grid. The history grid is sorted in descending order by **Effective Start Date**.

		Start Date	Withdraw Date	Withdraw Reason	EMIS Situation	District Relationship	District Of Residence	How Received	How Received IRN	Percent Of Time	Attending Building IRN	Sent To Reason 1	Sent To IRN 1	Sent To % Of Time 1
🗑	✏	2/7/2017		**	8	1	300430	*	******	100	300433	NA	******	0
🔒	✏	7/1/2016		**	5	1	300430	*	******	100	300433	NA	******	0

> *Note: When the most recent FS record indicates a withdrawal (i.e.,the record has a **Withdraw Date** and the **Withdraw Reason** is not **), then a new FS record cannot be created. You must re-register the student or remove the **Withdraw Date** and **Withdraw Reason**.*

Student Profile – Edit FS Record

To edit an FS record for the student in context, complete the following steps:

1. Click ✏ in the row in the history grid (top of the tab) that you wish to edit.

2. The **FS-Standing** tab displays the data from the selected record in the detail area (bottom of the tab).

3. Modify the FS fields as needed in the detail area of the **FS-Standing** tab. It is recommended by StudentInformation State Support to use **July 1** as the **Effective Start Date** for students who are promoted. For new students who are registered in the summer, it is recommended to use **August 1**. Using a date before the first day of school also ensures that ProgressBook extracts on the first day of school will pick up these students.

4. Click **Save** to save the new FS record in the history grid (top of the tab) of the **FS-Standing** tab. If there any data errors preventing this new FS record from saving correctly, they display on the screen. You must correct any errors before saving the new FS record.

5. If your save is successful, you receive a confirmation message and the new FS record displays in the history grid. The history grid is sorted in descending order by **Effective Start Date**.

Student Profile – Delete an FS Record

Navigation: StudentInformation – SIS – Student – Edit Student Profile – FS-Standing tab

To delete an FS record for the student in context, complete the following steps:

1. In the FS history grid, click 🗑 in the row of the FS record you wish to delete.

You receive a confirmation message. Click **OK** to continue with the delete or **Cancel** to not continue with the delete.

> Are you sure you want to delete the following FS Student Standing Record?
>
> 2/7/2017 12:00:00 AM
>
> [OK]   [Cancel]

2. After clicking **OK**, you receive the following successful delete message:

> The selected Student EMIS FS record was successfully deleted
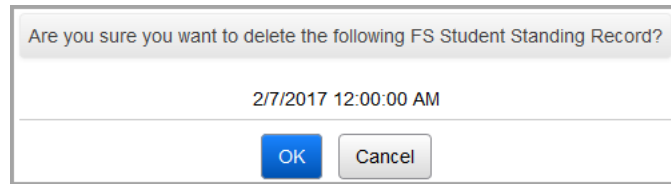
3. The record no longer displays on the FS history grid.

    Note: The first FS record in a school year is locked (indicated by 🔒) and cannot be deleted.

EMIS Situation Wizard

Click [...] next to any **EMIS Situation** drop-down list to access the EMIS Situation Wizard, which walks you through selecting the appropriate EMIS situation.

This wizard opens in a new window. If you do not see this window, you may need to disable your pop-up blocker or authorize pop-ups from your StudentInformation site.

EMIS Situation Wizard – Standard School Screen

> BrerFox - StudentInformation - Mozilla Firefox
>
> ⓘ 🔒 https://demo-si.**progressbook**.com/EMIS/Smart/BrerFox.as
>
> Standard School
>
> From this screen, you can select the appropriate EMIS situation.
>
> ↪ Resident
> ↪ Non-resident attending
>
> [Cancel]
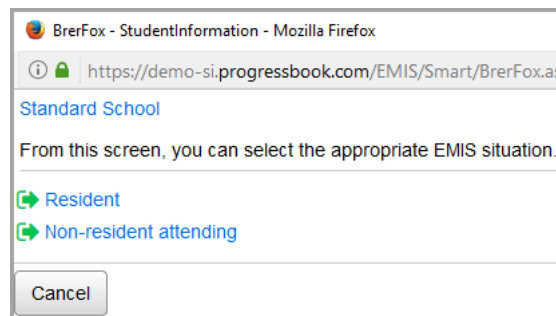
Continue selecting the appropriate options from each screen.

EMIS Situation Wizard – Resident Screen
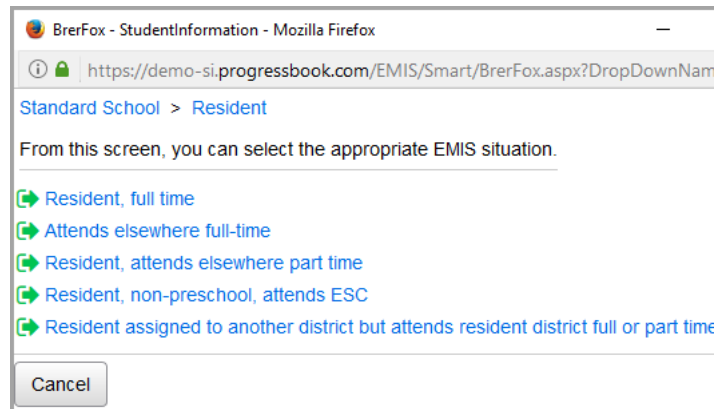
EMIS Situation Wizard – Attends Elsewhere Full-Time

.
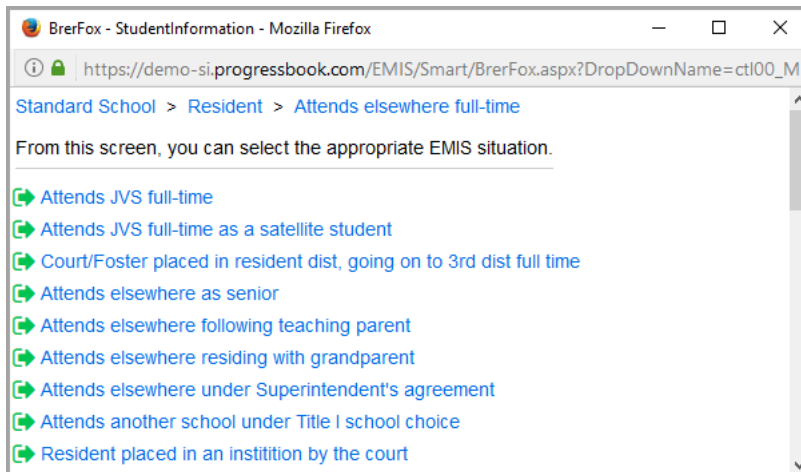
EMIS Situation Wizard – Review Selections
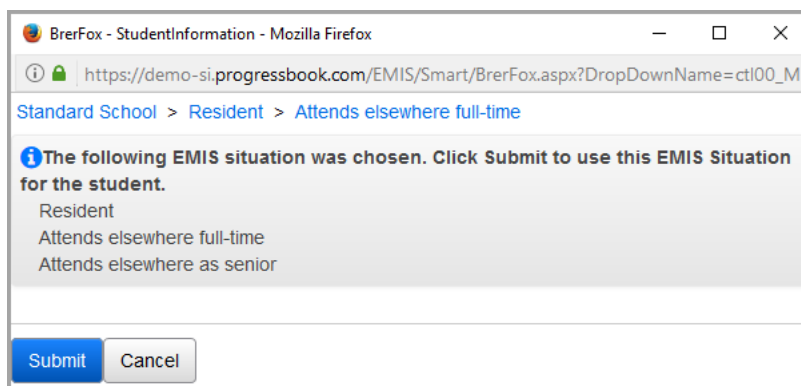
Submit – Click to submit the EMIS situation that you have worked out using the wizard and update specific EMIS fields on the EMIS-related tabs of the student profile.

Cancel – Click to cancel the EMIS Situation Wizard and return to the student profile.

After submitting the results of the EMIS Situation Wizard, the following fields on the **FS-Standing** tab may auto-populate with the results indicated by the wizard selection if applicable.

- EMIS Situation
- District Relationship
- District of Residence IRN
- How Received
- How Received IRN
- Tuition Type
- Percent of Time
- Sent to 1 Reason
- Sent to 1 IRN

Once the information populates and you click **Save**, you may receive notification if some of the EMIS fields do not have valid data according to the **EMIS Situation**.

To continue to save without correcting the errors, you must select the **Ignore EMIS Situation Errors** check box to continue. The next time a user accesses this screen, they will receive the error(s) again and must either ignore or correct the error.

> *Note: The fields to which the **Ignore EMIS Situation Errors** check box applies are in the above list. If you select the **Ignore EMIS Situation Errors** check box, you can leave the screen if there are errors in any of the above fields. If the errors apply to any other fields, you must make the correction before leaving the screen.*

Student Profile – FS-Attendance Tab

You can use this tab to view and enter student attendance absence totals for the school year.

> *Note: You cannot add new FS records on this tab. You can only add new FS records on the **FS-Standing** tab. (For more information about editing an FS record, see "Student Profile – Edit FS Record.")*

The top of the screen contains a link to the **Student Absence Intervention** screen (see the *ProgressBook StudentInformation Attendance and Calendar Guide*) and a historical list showing a summary of the attendance records. The bottom of the screen contains an area where you can view or modify details of the most recent attendance record.

Effective Start Date (read-only) – From the **FS-Standing** tab.

District Withdraw Date (read-only) – From the **FS-Standing** tab.

Current Entity – Reports attendance information for the student at the current school.

> *Note: The value in the **Hours** fields is reported to EMIS. These fields are automatically updated by the verify attendance process (ATTUPEMIS). After running the verify process, you can manually update these fields as needed to correct attendance values. The **Days** fields contain calculated values for reference purposes only.*

Other Entity – Reports attendance information for the student at any other school the student attended.

> *Note: The value in the **Hours** fields is reported to EMIS. You must enter these values manually. The **Days** fields contain calculated values for reference purposes only.*

Attendance – Number of hours and days the student was in attendance during the selected FS record.

Excused Absence – Number of hours and days the student was absent for excused reasons during the selected FS record.

Unexcused Absence – Number of hours and days the student was absent for any reasons not listed as excused, including truancy, during the selected FS record.

Edit FS-Attendance Records

The FS-attendance history grid displays the student's historical FS-attendance records. By default, only the attendance records for the school year in context display in the list. To display the records for the school year in context and all prior years, de-select the **Show Current Year Only** check box.

	Start Date	Withdraw Date	Withdraw Reason	School Year Attendance Hours	School Year Excused Absence Hours	School Year Unexcused Absence Hours	Other SY Attendance Hours	Other SY Excused Absence Hours	Other SY Unexcused Absence Hours
✎	12/1/2016		**	0.00	0.00	0.00	0.00	0.00	0.00
✎	8/1/2016		**	378.70	0.00	0.00	0.00	0.00	0.00
✎	7/1/2016		**	0.00	0.00	0.00	0.00	0.00	0.00
✎	7/1/2015		**	931.30	151.00	6.16	0.00	0.00	0.00
✎	7/1/2014		**	982.32	54.04	6.16	0.00	0.00	0.00
✎	8/1/2013		**	0.00	0.00	0.00	0.00	0.00	0.00
☐ Show Current Year Only									

> *Note: When a record displays in the detail area, the corresponding row in the history grid is highlighted.*

To edit the current record, make any needed changes in the detail area at the bottom of the screen.

To edit a previous year's record, complete the following steps:

1. In the row of the record you want to edit, click ✏.

|	Start Date	Withdraw Date	Withdraw Reason	School Year Attendance Hours	School Year Excused Absence Hours	School Year Unexcused Absence Hours	Other SY Attendance Hours	Other SY Excused Absence Hours	Other SY Unexcused Absence Hours
✏	12/1/2016		**	0.00	0.00	0.00	0.00	0.00	0.00
✏	8/1/2016		**	378.70	0.00	0.00	0.00	0.00	0.00
✏	7/1/2016		**	0.00	0.00	0.00	0.00	0.00	0.00
✏	7/1/2015		**	931.30	151.00	6.16	0.00	0.00	0.00
✏	7/1/2014		**	982.32	54.04	6.16	0.00	0.00	0.00
✏	8/1/2013		**	0.00	0.00	0.00	0.00	0.00	0.00
☐ Show Current Year Only									

2. Make any needed changes in the detail area at the bottom of the screen.

3. Click **Save**.

Save   Cancel
Last Modified: 12/9/2016 3:22 PM by User:

Effective Start Date: 12/1/2016

District Withdraw Date:

ⓘ The relation between Days and Hours may not be equal due to the accuracy of the calculations and values entered on the calendars. Days are for reference only, hours will be reported.

	Current Entity		Other Entity	
	Days	Hours	Days	Hours
Attendance	0.00	320 ⬍	0.00	0.00 ⬍
Excused Absence	0.00	⬍	0.00	0.00 ⬍
Unexcused Absence	0.00	⬍	0.00	0.00 ⬍

A confirmation message displays, and the updated FS-attendance record displays in the history grid.

StudentInformation > SIS > Student > Edit Profile   [Find Students] 🔍 [Go To]

Edit Student Profile

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

The FS - Attendance information was successfully saved   ✕

| General | Additional | Custom | Private | FS-Standing | **FS-Attendance** | FD-Attributes | FN-Attributes | FN-Graduate | Transportation |

	Start Date	Withdraw Date	Withdraw Reason	School Year Attendance Hours	School Year Excused Absence Hours	School Year Unexcused Absence Hours	Other SY Attendance Hours	Other SY Excused Absence Hours	Other SY Unexcused Absence Hours
✏	12/1/2016		**	320.00	0.00	0.00	0.00	0.00	0.00
✏	8/1/2016		**	378.70	0.00	0.00	0.00	0.00	0.00

Student Profile – FD-Attributes Tab

Navigation: StudentInformation – SIS – Student – Edit Student Profile – FD-Attributes tab

The **FD-Attributes** tab is used to view and enter the data attributes for a student that change over time; the date of change can have a financial or other impact.

The tasks that can be performed on this tab are as follows:

- View the FD history and individual record details
- Add a new FD record
- Correct a previously entered FD record
- Adjust the **Effective Start Date** of a previously entered FD record
- Delete an FD record

> ⚠️ ***Caution:****Because the FD Attributes record is a date-effective record that captures the change events for data related to the student, it is very important to understand the difference between a change and a correction.*

Change – Means a change to the value of the element for the student. This requires creating a new FD record. See *"Student Profile – Create New FD Record."*

Correction – Means correcting a value on an existing record because it is wrong, not because it has changed. This requires editing an existing FD record. See *"Student Profile – Edit FD-Attributes Record."*

At the top of the tab is a history grid that displays a summary of the student's FD records. At the bottom of the tab is a detail area where you can view or modify student attribute details. When the **FD-Attributes** tab initially displays, the most recent FD record displays in the detail area. When a record displays in the detail area, the corresponding row in the history grid is highlighted.

Effective Start Date (required) – The effective start date of this FD record. It is recommended by StudentInformation State Support to use **July 1** as the **Effective Start Date** for students who are promoted. For new students who are registered in the summer, it is recommended to use **August 1**. Using a date before the first day of school also ensures that ProgressBook extracts on the first day of school will pick up these students.

District Withdraw Date (read-only) – Displays from the **FS-Standing** tab.

Withdraw Reason (read-only) – Displays from the **FS-Standing** tab.

State Equivalent Grade – The grade level in which the student is included for ODE reporting purposes.

> *Note: Changing the **State Equivalent Grade** does not change the **Building Grade**. The **General** tab can be used to change the **Building Grade**.*

Disability Condition – Indicates a student's primary disability condition, if applicable. Refer to the *ODE EMIS Manual* for more details on reporting this element. Selecting ****** updates any prior disability condition.

Section 504 Plan – Select **Y** to indicate that the student is identified with a disability under Section 504 Code; otherwise, select **N**. Refer to the *ODE EMIS Manual* for more details on reporting this element.

Disadvantagement – Select the level of economical or academic disadvantagement the student meets. Refer to the *ODE EMIS Manual* for more details on reporting this element.

> *Note: Selecting a **Free/Reduced Lunch Status** value of **Free** or **Reduced** automatically sets this field to **1 - Economically Disadvantaged**.*

Free/Reduced Lunch Status – Select the applicable lunch status to indicate if the student is eligible to receive the free or reduced-price lunch (a program through the National School Lunch and Child Nutrition Programs).

> *Note: Selecting **Free** or **Reduced** automatically sets the **Disadvantagement** field to **1 - Economically Disadvantaged**.*

> *Note: The **Free/Reduced Lunch Status** field only displays if the user has been granted **Display** access to **Extra System Permissions – EMIS – Free And Reduced Lunch Status**.*

Limited English Proficiency – Select the applicable limited English proficiency level for the student. Refer to the *ODE EMIS Manual* for more details on reporting this element.

LEP Reclass Date – Enter or select a date to indicate when the student was reclassified as no longer LEP. Refer to the *ODE EMIS Manual* for more details on reporting this element.

Homeless Status – If the student lacks a fixed and adequate night-time residence, select an applicable residence type from the drop-down list. Refer to the *ODE EMIS Manual* for more details on reporting this element.

Unaccompanied Youth – Select **Y** to indicate that a student is not in the physical custody of a parent or guardian; otherwise, select **N**. Refer to the *ODE EMIS Manual* for more details on reporting this element.

Migrant Status – Select **Y** to indicate that the student or his/her parents or guardian is a migratory agricultural worker; otherwise, select **N**. Refer to the *ODE EMIS Manual* for more details on reporting this element.

Immigrant Status – Select **Y** if the student meets all of the following criteria to be considered an immigrant; otherwise, select **N**. Yes or No.

- Age 3 through 21
- Not born in the United States of America (any of the 50 states, District of Columbia, Commonwealth of Puerto Rico, United States Virgin Islands, Guam, American Samoa, and Commonwealth of the Northern Mariana Islands)
- Has not attended any school or schools in the United States of America for more than 3 full academic years

Foreign Exchange Graduation Plan – Select the foreign exchange status of a student as it relates to the student's graduation plans.

Attendance Pattern (read-only) – Indicates the student's attendance pattern used to calculate attendance. This field populates based on your **Reporting Calendar** selection. Refer to the *ODE EMIS Manual* for more details on reporting this element.

Reporting Calendar – Select the student's reporting calendar. Your selection in this field determines the associated **Attendance Pattern**.

Preschool Poverty Level – Select the applicable preschool poverty level of the student's family. Refer to the *ODE EMIS Manual* for more details on reporting this element.

Exclude FD Records from Fall Initialization Updates − Select this check box to exclude the student's FD-attribute records from Fall Initialization. This check box is de-selected by default when the following scenarios apply:

- A student is newly enrolled or re-enrolls in the district.
- A student is promoted/bulk enrolled into a new school year.
- A student transfers into a new school district.

> **Note:** *See the following sections for creating, editing, and deleting an FD record.*

FD History Grid

The history grid displays the FS records for the student in context. By default, only current fiscal year records display. De-select the **Show Current Year Only** check box to show all FS records.

The history grid is sorted in descending order by Effective Start Date.

When a detail record displays in the **FD-Attributes** tab, the corresponding history record is highlighted.

When you move and hover your cursor over individual fields in the history grid, tooltips display.

Student Profile – Create New FD Record

You can insert a record with an **Effective Start Date** that falls between the **Effective Start Dates** of 2 existing FD records if the information in the new record meets the following criteria:

- At least 1 value in the inserted record is different than the values in the existing records.
- The inserted record does not have the same **Effective Start Date** as another record.
- The **Effective Start Date** in the inserted record must be greater than the earliest **Effective Start Date** for this school.

To add a new FD record for the student in context, complete the following steps:

1. Click **New Student Attributes**.
2. The detail area (bottom of the tab) of the **FD-Attributes** tab displays with auto-populated values of the most recent FD record for this student with the exception of the **Effect Start Date** field.

3. Enter an **Effective Start Date** for this FD record and modify fields as needed in the detail area for the new FD record.

   > **Note:** *It is recommended by StudentInformation State Support to use **July 1** as the **Effective Start Date** for students who are promoted. For new students who are registered in the summer, it is recommended to use **August 1**. Using a date before the first day of school also ensures that ProgressBook extracts on the first day of school will pick up these students.*

4. Click **Save** to save the new FD record in the history grid at the top of the **FD-Attributes** tab. If there are any data errors preventing this new FD record from saving correctly, they display on the screen. You must correct any errors before saving the new FD record.

   If your save is successful, you receive a confirmation message and the new FD record displays in the history grid. The history grid is sorted in descending order by **Effective Start Date**.

		Start Date	Withdraw Date	Withdraw Reason	St. Eq. Gr. Lvl.	Disability	504 Plan	Disadvantagement	Free/Reduced Lunch	LEP	Migrant Status	Immigrant Status	Preschool Poverty
🗑	✎	2/8/2017		**	12	**	N	1	Reduced	N	N	N	N
🔒	✎	7/1/2016		**	12	**	N	*	None	N	N	N	N

☑ **Show Current Year Only**

[Save] [Cancel] [New Student Attributes]

Student Profile – Edit FD-Attributes Record

To edit an FD record for the student in context, complete the following steps:

1. Click ✎ in the row in the FD history grid (top of the tab) that you wish to edit.

2. The **FD-Attributes** tab displays the data from the selected record in the detail area (bottom of the tab).

3. Modify the FD fields as needed in the detail area of the **FD-Attributes** tab. It is recommended by StudentInformation State Support to use **July 1** as the **Effective Start Date** for students who are promoted. For new students who are registered in the summer, it is recommended to use **August 1**. Using a date before the first day of school also ensures that ProgressBook extracts on the first day of school will pick up these students.

4. Click **Save** to save the new FD record in the history grid at the top of the **FD-Attributes** tab. If there any data errors preventing this new FD record from saving correctly, they display on the screen. You must correct any errors before saving the updated FD record.

5. If your save is successful, you receive a confirmation message and the new FD record displays in the history grid. The history grid is sorted in descending order by **Effective Start Date**.

Student Profile – Delete FD-Attribute Record

Navigation: StudentInformation – SIS – Student – Edit Student Profile – FD-Attributes tab

To delete an FD record for the student in context, complete the following steps:

1. In the FD history grid, click 🗑 in the row of the FD record you wish to delete.

2. You receive a confirmation message. Click **OK** to continue with the delete or **Cancel** to not continue with the delete.

3. After clicking **OK**, you receive the following successful delete message:

4. The record no longer displays on the FD history grid.

   Note: The first FD record in a school year is locked (indicated by 🔒) and cannot be deleted.

Student Profile – FN-Attributes Tab

Navigation: StudentInformation – SIS – Student – Edit Student Profile – FN-Attributes tab

The **FN-Attributes** tab is used to enter student data that has only a single value that needs to be reported.

EMIS Grade Next Year – Select the grade level to which the student will be promoted, or the grade level to which they will be retained. Refer to the *ODE EMIS Manual* for more details on reporting this element.

> ***Note:*** *Changing the **EMIS Grade Next Year** does not change the **District Grade Next Year**. The **General** tab can be used to change the **District Grade Next Year**.*

Retained Status – Select the appropriate retained status of the student. Refer to the *ODE EMIS Manual* for more details on reporting this element.

Oct Childcount IEP Outcome – Select the LRE outcome as of the October count week for a student whose IEP currently on file with ODE does not reflect the current LRE for a student with a disability. Refer to the *ODE EMIS Manual* for more details on reporting this element.

Military Student – Indicates whether a student has a parent, step-parent, or legal guardian who is an active member of the Armed Forces or National Guard. Refer to the *ODE EMIS Manual* for more details on reporting this element.

Fiscal Year Began 9th – Select the fiscal year that the student began 9th grade. This value must be reported for all students in grades 09-12. Refer to the *ODE EMIS Manual* for more details on reporting this element.

CTE Program Area – Choose a program area for the **CTE Program of Concentration** field.

CTE Program of Concentration – Choose an element that designates the program of concentration for a CTE concentrator. The list of available values in the **CTE Program of Concentration** drop-down list is dependent on the value selected for the **CTE Program Area**.

Tech Prep Completer – Select **Y** if the student completed a tech prep program; otherwise, select **N**.

Majority of Attendance IRN – Indicates the building IRN within the district (or district IRN) where the student was enrolled for at least 120 consecutive days. Refer to the *ODE EMIS Manual* for more details on reporting this element.

Accountability IRN – Only use this field if the district determines that another building within the district (other than the building designated in the **Majority of Attendance IRN** field) should be accountable for testing results. You must enter ****** if there is no **Accountability IRN** that applies. Refer to the *ODE EMIS Manual* for more details on reporting this element.

Attending Building IRN Next Year – This field is only visible for FY13 and forward and indicates the building within the school district that the student will attend next year. The drop-down list includes the available IRNs and school names within the district in context. ****** indicates that the student is withdrawn, graduating in the current year, or newly registered. When you run the Promotion/Bulk Enrollment process to move students to the next school year, the process updates the **Attending Building IRN Next Year** field on the **FN-Attributes** tab in the current school year. Students who are switching buildings in the upcoming year have their field updated with the new value. Newly registered students in the current year (who have a default value of ******) have the value updated to correspond with the building they will attend in the next school year. Refer to the *ODE EMIS Manual* for more details on reporting this element.

Admission to Current High School Date – Enter the date the student was admitted to the current high school the student attends.

Attending District IRN Last October – This field is only visible for FY15 and forward and indicates the district the student attended as of the past October. If you leave this field blank, the transfer reports this element as asterisks (******).

Third Grade Reading Guarantee – This field is only visible for FY13 and forward and indicates the student's math, reading, and writing diagnostic result codes using values of **** – Not Required**, **AO – Assessed, On Track**, **NO – Assessed, Not On Track**, **RN – Required, Not Completed**, and (for the Reading Diagnostic Result Code only) **EX – Exempt from Diagnostic Assessment**. Refer to the *ODE EMIS Manual* for more details on reporting this element.

Latest Third Grade Reading Promotion Status – This field displays and reports the student's promotion status based on the most recent assessment entered on the **Next Generation Assessment Grades 3-8** screen. 1 of 3 statuses displays:

- **Yes – Student meets reading promotion score**
- **No – Student does not meet reading promotion score**
- **This student has not taken the 3rd Grade Reading Promotion Assessment**

Refer to the *ProgressBook StudentInformation Assessment Guide* for more details on reporting this element.

Report to EMIS – Select this check box to report the student to EMIS (default); otherwise, de-select this check box.

Exclude FN Records from Fall Initialization Updates – Select this check box to exclude the student's FN-attribute records from Fall Initialization. This check box is de-selected by default when the following scenarios apply:

- A student is newly enrolled or re-enrolls in the district.
- A student is promoted/bulk enrolled into a new school year.
- A student transfers into a new school district.

Save – Click to save your changes.

The **Edit Student Profile** screen warns you when you make changes on a tab but then select another tab without saving the prior changes. If the changes on the previous tab are valid, you are given the option to save the changes and proceed to the chosen tab or cancel changes and proceed to the chosen tab. If the changes on the previous tab are not valid, you are given the option to return to the previous tab to re-enter the changes or cancel changes and proceed to the chosen tab.

Cancel – Click to clear out already entered data.

Student Profile – FN-Graduate Tab

This tab lets you enter reported graduation information for the student in context.

CORE Economics and Financial Literacy Requirement Met – Indicates if a student has met the CORE Economics and Financial Literacy Requirement. If you select "Y," the **Student Exemptions / Requirements** screen and all relevant Graduation Points screens automatically mark the student as having completed the Economics and Financial Literacy requirement. Refer to the *ODE EMIS Manual* for more details on reporting this element.

CORE Fine Arts Requirement Met – Indicates if a student has met the CORE Fine Arts Requirement. If you select "Y," the **Student Exemptions / Requirements** screen and all relevant Graduation Points screens automatically mark the student as having completed the Fine Arts requirement. Refer to the *ODE EMIS Manual* for more details on reporting this element.

CORE Graduation Requirement Exemption – Indicates if a student qualifies for the CORE Graduation Requirement Exemption. Refer to the *ODE EMIS Manual* for more details on reporting this element.

CORE Graduation Requirement Exemption Date – Enter the effective date of the CORE Graduation Requirement Exemption.

CORE Graduation Requirement Met – Select this check box to indicate that the student has met the CORE Graduation Requirement.

Exempted from Physical Education Graduation Requirement – Indicates that the district has adopted a policy to exempt certain students from the Physical Education Graduation Requirement and that the student has met the policy's requirements. If you select "Y," the **Student Exemptions / Requirements** screen and all relevant Graduation Points screens automatically mark the student as being exempt from the Physical Education requirement. Refer to the *ODE EMIS Manual* for more details on reporting this element.

Expected Graduation Date – The date a student at this grade level is expected to graduate. Leave this field blank to accept the default value shown. You can set the default values for each grade on the **Building Grade Levels Maintenance** screen.

Graduation Date – Enter or select the date the student received his/her diploma. Refer to the *ODE EMIS Manual* for more details on reporting this element.

Diploma Type – Select the type of diploma received by the graduating student. Refer to the *ODE EMIS Manual* for more details on reporting this element.

OGT Graduation Alternative – Select if the student passed a graduation test using alternative criteria. Refer to the *ODE EMIS Manual* for more details on reporting this element.

Military Compact Graduation Alternative – Use to indicate if the student is using the Military Compact Graduation Alternative criteria and the number of Ohio graduation assessments the student is not required to pass. Refer to the *ODE EMIS Manual* for more details on reporting this element.

Proficient Foreign Language – To indicate that a student has demonstrated high levels of proficiency in one or more languages and have the language(s) print on their transcript, select the languages in the multi-select list on the left, then click ➡ to move them to the multi-select list on the right (you can hold down CTRL or SHIFT to make multiple selections and use any of the arrow icons to move the languages between the two multi-select lists).

If the student is a non-attending graduate (grad only), the message ⚠ *This Student is a Non-Attending Graduate* displays at the top of the screen, and a Non-Attending Graduates section displays at the bottom of the screen.

Courses Completed IRN – Enter the IRN of the district in which the student completed the course requirements for a diploma. Click 🔍 for assistance with the search for the IRN by accessing the ODE IRN Search. SMART logic helps determine the correct value.

Courses Completed Date – Enter the month and year in which the student completed the course requirements for a diploma.

Save – Click to save your changes.

The **Edit Student Profile** screen warns you when you make changes on a tab but then select another tab without saving the prior changes. If the changes on the previous tab are valid, you are given the option to save the changes and proceed to the chosen tab or cancel changes and proceed to the chosen tab. If the changes on the previous tab are not valid, you are given the option to return to the previous tab to re-enter the changes or cancel changes and proceed to the chosen tab.

Cancel – Click to clear out already entered data.

Student Profile – Transportation Tab

This tab is available for entering transportation information that is reported for the student in context.

Parking Permit (optional) – Enter up to 4 characters to designate the student's parking permit number.

Assigned Space (optional) – Enter up to 30 characters to designate the student's assigned parking space.

Vehicle Description (optional) – Enter up to 65 characters to describe the student's vehicle.

License Plate (optional) – Enter up to 12 characters to designate the student's license plate number.

Driver's License Number (optional) – Enter the student's driver's license number.

State – Choose state of student's driver's license from drop-down list.

Bus Number 1 (optional) – Enter the bus number.

Bus Number 2 (optional) – Enter the additional bus number.

Comments (optional) – Enter any additional comments (up to 200 characters) needed for student transportation.

Distance To School (optional) – Enter the number of miles a student lives from school.

Transportation – Select all applicable check boxes. Options are **Student Drives**, **Student is Bussed**, and **Student Walks**.

Distance student was transported from residence to school building (community schools only) – Select the distance the student is transported during the selected days in the **Countweek Transportation Days** section.

Countweek Transportation Days (community schools only) – Select the check box for each day of count week in which the student uses school-provided transportation.

Save – Click to save your changes.

The **Edit Student Profile** screen warns you when you make changes on a tab but then select another tab without saving the prior changes. If the changes on the previous tab are valid, you are given the option to save the changes and proceed to the chosen tab or cancel changes and proceed to the chosen tab. If the changes on the previous tab are not valid, you are given the option to return to the previous tab to re-enter the changes or cancel changes and proceed to the chosen tab.

Cancel – Click to clear out already entered data.

Students Failing Address Verification

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

This screen displays a listing of all students whose addresses have failed Address Verification. If a student is listed on this screen and should not be, you should enter that student's address on the **District Addresses** screen (**StudentInformation – SIS – School – Address Verification – District Addresses**) with the district in context.

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

BOARD, NICHOLAS LEE
1720 W State Rd
Lima, OH 45807-9578

Ignore Bypassed Addresses ☑

By ignoring bypassed addresses, ⍰
students who have been selected
to bypass Address Verification will
not be included in the list.

Please note that a maximum of 250
students will be shown.

Ignore Bypassed Addresses – Select this check box to hide any addresses that have the **Bypass Residence Address Verification** check box selected. De-select this check box to display all addresses that fail Address Verification whether or not they were bypassed.

[Student's Last name, Student's First and Middles Name] – Click a student's name to take you to their **Edit Student Profile** screen **General** tab so that you can edit their **Residence Address**.

Student Information

Admission/Calendar History

Navigation: StudentInformation – SIS – Student – Admission History – Admission/Calendar History

The **Admission/Calendar History** screen displays admission and withdrawal history as well as calendar changes for the selected student.

Each admission and withdrawal per building as well as calendar changes are listed in ascending chronological order.

Admission Date – Most recent admission date to the building/district.

Admission Code – Admission code that describes the reason a student was admitted to the school.

School Code – The school building code for the admission record; these are the 4-character building codes that are used in StudentInformation.

School Name – Name of the school.

Withdraw Date – Withdrawal date if applicable.

Withdraw Code – Withdrawal code to describe the reason a student is leaving school if applicable. Otherwise,****** displays.

Comments – The additional comments entered when the student withdrawal occurred.

Calendar Name – The attendance calendar the student was assigned during this admission history record.

School Year – School year applicable to this admission history record.

Dates – Dates enrolled during the school year.

View Calendar History

Navigation: StudentInformation – SIS – Student – Admission History – View Calendar History

The **View Calendar History** screen displays calendar history for the selected student.

The calendar history is listed in ascending chronological order.

School Year – School year applicable to this calendar history record. E.g., **School Year: 2016** designates the 2016-2017 school year.

School Name – Name of the school.

Calendar Name – The attendance calendar the student was assigned during this calendar history record.

Dates – Dates that the student was assigned to a particular calendar.

Edit Calendar Percentages

Navigation: StudentInformation – SIS – Student – Admission History – Edit Calendar Percentages

The **Edit Calendar Percentages** screen lets you view and modify a student's attendance percentage for multiple buildings at the district level. It displays the start and stop date range during which a student attends one or more schools, the calendar(s) to which they are assigned during each time period, and the student's attendance percentage for each building.

The calendar grid is listed in ascending chronological order.

Start Date – The date the student started attending the building(s).

Stop Date – The date the student stopped attending the building(s).

School – The school(s) the student attends during the start date and stop date range.

Calendar – The calendar(s) assigned to the student during the start date and stop date range.

Attendance Percentage (%) – The percentage of time the student attends each building. Defaults to 100 for 1 building, 50/50 for 2 buildings, 33/33/34 for 3 buildings, etc. If the student attends more than one building during a time period, you can edit the percentages to receive accurate attendance calculations.

> *Note: Each time the student's admission records change, the* **Attendance Percentage** *values are reset to the default amounts. You must return to this screen to adjust the percentage(s) again even if you had already done so before.*
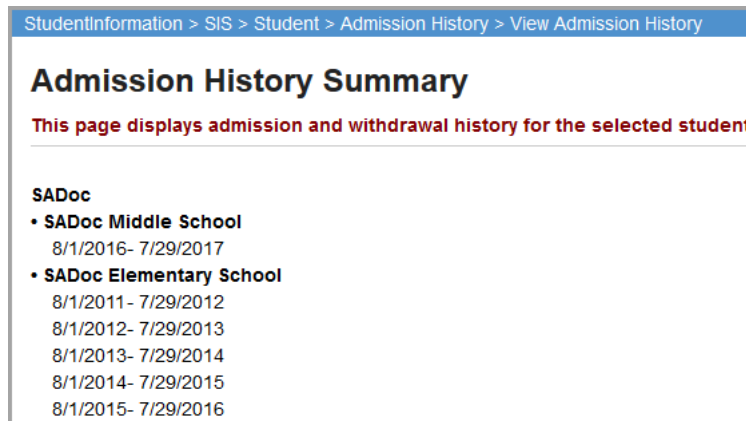
Click **Save** to retain the new percentages you entered.

Click **Cancel** to undo the percentages you entered and use the defaults.

View Admission History

Navigation: StudentInformation – SIS – Student – Admission History – View Admission History

The **View Admission History** screen displays the admission and withdrawal history for the selected student.

The admission history is listed in ascending chronological order.

School District – Name of the school district to which the student was admitted.

School Name – Name of the school building to which the student was admitted.

Dates – Dates that the student was assigned to a particular school building.

Description – Description of the **Withdraw Code.**

Edit History Details

Navigation: StudentInformation – SIS – Student – Admission History – Edit History Details

The **Edit History Details** screen lets the user edit and delete the selected student's admission events.

The admission history is listed in ascending chronological order.

> *Note: The initial admission into the district generates both a **District Admission** event and a **Building Admission** event. A **District Admission** event is shaded in pale orange. The withdrawal from the district generates both a **District Withdraw** event and a **Building Withdraw** event. A **District Withdraw** event is shaded in orange.*

School Year Type – Choose from **Regular** or **Summer School**; filters admission events accordingly.

Year – School year of the admission event.

Date – Date that admission event took place. Dates are not applicable to admission events generated by progression tracks.

Event – Type of admission event. Examples are: **District Admission**, **Building Admission**, **Intrabuilding Progression**, **Summer Withdraw**, **Building Withdraw**, and **District Withdraw**.

School – School Name where the admission event took place.

Calendar – Attendance calendar for this admission event.

Code – Description of admission event.

🗑 – Click to delete the admission event. Only the latest admission or withdrawal event in each school year can be deleted.

> ⚠️ **Caution:***Deleting the first admission event for a school year for a student completely removes the student's record from StudentInformation for the selected school year only, and archives all student records. If a student is completely removed by accident, all student data has to be re-entered manually. As a safety feature, delete/edit buttons display only for those records where the school building and school year match the school building and school year in the current context to prevent a student from accidentally getting expunged.*

✏️ – Click to edit the admission event. Only building admission events can be edited. When editing a building withdrawal, only withdrawal codes that are linked to the EMIS withdrawal code of ** display in the **Withdrawal Code** drop-down list.

Delete Admission Event

Navigation: StudentInformation – SIS – Student – Admission History – Edit History Details

The **Edit History Details** screen lets the user edit and delete the selected student's admission events.

> **Note:** *Make sure you have the correct building and year in context.*

If you are completely removing a student from a building in a particular school year, you must have that building and school year in context. As a safety feature, only delete/edit buttons display for those records where the school building and school year match the school building and school year in the current context to prevent a student from accidentally getting expunged.

Click 🗑 to delete a specific admission event. Only the last building admission or withdrawal event in each year can be deleted.
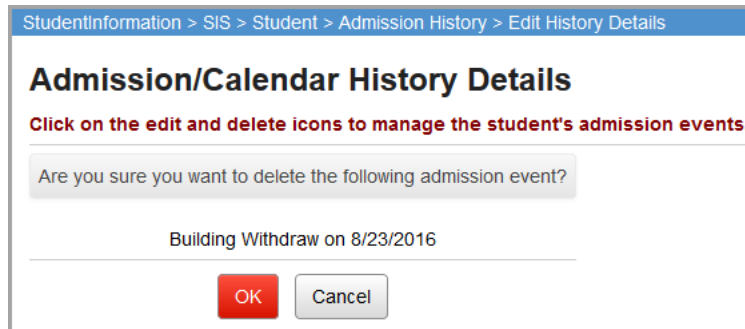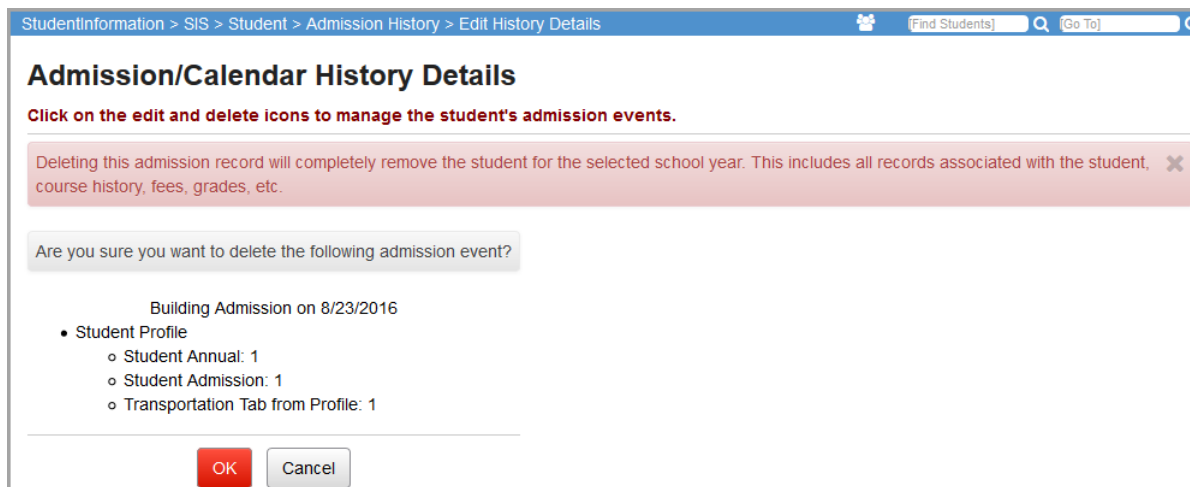

OK – Click to delete the admission event. You return to the **Edit History Details** screen and receive a confirmation message.

Cancel – Click to cancel the deletion of the admission event and return to the **Edit History Details** screen.

> ⚠ *Caution:If you delete the first admission event for a school year for a student, this action will completely remove the student's record from StudentInformation, and archive all student records. If a student is completely removed by accident, all student data will have to be re-entered manually. Students can only be completely removed from a selected school year when the building the student is being removed from is also the building in context.*

As a safety feature, only delete/edit buttons display for those records where the school building and school year match the school building and school year in the current context to prevent a student from accidentally getting expunged.

Edit Admission Event

Navigation: StudentInformation – SIS – Student – Admission History – Edit History Details

The **Edit History Details** screen lets the user edit and delete the selected student's admission events.

Click ✏ to edit a specific admission event. Only the last building admission or withdrawal event in each school year can be edited.

School Year – School year of admission.

Event – Type of admission.

School – School name where admission event occurred.

Admission Date – Enter the date for the admission event.

Admission Code – Choose the code from the drop-down list for the admission event.

Calendar – Choose the attendance calendar for this admission event from drop-down list.

Withdraw comments display on the following screens:

School Year – School year of withdrawal event.

Event – Type of withdrawal event.

School – School name where the withdrawal event took place.

Withdrawal Date – Enter the date for the admission or withdrawal event.

Withdrawal Code – Choose the code for the withdrawal event from the drop-down list. When editing a building withdrawal, only withdrawal codes that are linked to the EMIS withdrawal code of ****** display in the **Withdrawal Code** drop-down list. When editing a district withdrawal, only withdrawal codes that are linked to EMIS district withdrawal codes display in the **Withdrawal Code** drop-down list.

Withdrawal to School Comments – Enter an additional comment concerning the withdrawal.

Save – Click to save the current updates to the admission event and return to the **Edit History Details** screen. A confirmation message displays along with a reminder to manually change the student's FS record.

Cancel – Click to cancel the updates to the admission event and return to the **Edit History Details** screen.

Withdraw Student

Navigation: StudentInformation – SIS – Student – Withdraw Student

The **Withdraw Student** screen is used to withdraw the student from the building or district.

The withdraw student process functions as follows:

- Updates latest FS record with **Withdraw Date** and **Withdraw Reason** on district withdrawals.
- Sets **Withdraw Date** on FD record.
- Deletes any FS or FD records in the current year with an **Effective Start Date** after the **Withdraw Date**.
- Updates **EMIS Grade Next Year** on FN record effective as of the **Withdraw Date**.
- Building withdrawal leaves current open date records alone until student is admitted into new building within district.
- Removes assigned course sections that have not yet started (sets stop date equal to start date).
- The student's FS, FD, and FN records are only expunged in the following scenarios:
  - The student's admission date on current **Withdrawal Code** is in the current fiscal year.
  - EMIS **Attending Building IRN** on the record is the same as the school in context.
  - Only current fiscal year FS, FD, and FN records are deleted.

Withdraw the student from the building or entire district by selecting the **Building** or **District** (default) tab respectively.

> *Note: If a student is enrolled in 2 buildings, the **District** tab is disabled. You must do a building withdraw for the student from one building. Then, once the student is only actively enrolled in one building in the district you can then district withdraw them, thus completing the district withdraw for the student.*

Admission Date (read-only) – Most recent date that the student was admitted to school.

Withdraw Date (required) – Date that the selected student is withdrawing from the school or district. If you set this as a future date, it creates a Pending Withdrawal Enrollment Alert for that date, allowing users to continue entering data for this student until that withdrawal is processed. For more information, refer to the *ProgressBook StudentInformation Portal Guide*.

Withdraw Reason (required) – Select the withdraw reason from the drop-down list that describes why the student is withdrawing from school. If the **District** tab is chosen, the withdraw reason of ** does not display in the drop-down list, only district withdraw reasons display. If the **Building** tab is chosen, only withdraw reasons mapped to the EMIS withdrawal code of ** display in the drop-down list. Additional building withdrawal codes can be set up and linked to the EMIS withdrawal code of ** if desired.

Withdraw to School/District IRN (optional) – IRN of the school that the withdrawing student will

attend. Click 🔍 for assistance with the search for the building IRN by accessing the ODE IRN Search. This field is required when a **Withdraw Reason** of 41, 42, or 45 is selected. This field is disabled and given a value of ****** when the school or district in context is a Joint Vocational School District (JVSD) or Educational Service Center (ESC).

Withdraw to School/District Comments (optional) – Enter any additional comments regarding the student's withdrawal from school. This field only displays for a building withdraw.

Student Status (required) – Select the student's new student status at the current school from the drop-down list.

Remove Locker Assignment – Select this check box to remove the student's current locker assignment, which leaves the locker free; otherwise, de-select this check box. This is selected by default.

Remove Homeroom Assignment – Select this check box to remove the student's current homeroom assignment; otherwise, de-select this check box. This is selected by default.

Submit – Click to save current student withdrawal information and display the student's **Admission/Calendar History** screen.

Cancel – Click to cancel already entered data and return to the previous screen.

> *Note: When a student is withdrawn, their **EMIS Grade Next Year** assignment is set to ** on the student's **Edit Student Profile** screen **General** and **FN-Attributes** tabs, unless they are withdrawn with a **Withdrawal Code** of 71-75 (in which case their **EMIS Grade Next Year** is set to DR) or 99 (in which case their **EMIS Grade Next Year** is set to GR).*

> *Note: When a student is withdrawn, StudentInformation does not prevent them from receiving marks through an import process.* See the ProgressBook StudentInformation Import Export Guide *for more details.*

Student Transfers

Navigation: StudentInformation – SIS – Student – Student Transfer

The student transfer screens are used to move student profile data from the current school building to another school building or district. The data included in this process updates at the time of enrollment in the destination school. The fields updated are as follows:

- **General** tab
  - First Name
  - Middle Name
  - Last Name
  - Called Name
  - Last Name Suffix
  - Gender
  - Birthdate
  - Age
  - Native Language
  - Home Language
  - Birthplace City
  - Residence Address
  - Mailing Address
  - Phone Number
  - EMIS ethnicity value logic for FY11 and forward
    - If the EMIS ethnicity values [**Hispanic/Latino**, **Summative Race**, and **Racial Group(s)**] have not been collected, you must provide the EMIS ethnicity values at the time of the student transfer.
    - If the EMIS ethnicity values [**Hispanic/Latino**, **Summative Race**, and **Racial Group(s)**] have been collected and a student is transferred, the EMIS ethnicity values are moved with the student at the time of the transfer.
- **Additional** tab
  - Country of Origin
- **Private** tab
  - Legal First Name
  - Legal Middle Name
  - Legal Last Name
  - Mother's Maiden Name
  - Social Security
- **FS-Standing** tab
  - EMIS ID
  - SSID

- • If the receiving school is a JVS school, the following rules apply:
    - • **EMIS Situation** at the JVS should be **302 - Regular student attending JVS F/T or P/T**.
    - • **District of Residence** IRN at the JVS should be initialized to the sending district's IRN.
    - • **Attending Building IRN** at the JVS should be initialized to the sending district's IRN.
    - • **Sent To 1** and **Sent To 2** areas at the JVS should have **Reason** of **NA - Not sent to another district** and **IRN** of ******.
- • **FD-Attributes** tab:
    - • A new FD record is created in the following circumstances:
        - • When the student is transferred to another building in the same district and the **Change Primary/EMIS Attending Building** option has **Yes** selected.
        - • When the student is transferred to a new district.

        *Note: The student's reporting calender is set to the calendar from the **Registration Defaults** of the building into which the student is transferring.*

- • **FN-Attributes** tab:
    - • **Accountability IRN** is be set to a default of ****** during registration.
- • **Transportation** tab:
    - • Vehicle Description
    - • License Plate
    - • Driver's License Number
    - • Driver's License State

The **Exclude FS/FD/FN Records from Fall Initialization** check boxes are de-selected by default when the following scenarios apply:

- • A student is newly enrolled or re-enrolls in the district.
- • A student is promoted/bulk enrolled into a new school year.
- • A student transfers into a new school district.

Student Transfer

Navigation: StudentInformation – SIS – Student – Transfer Student

This screen requires a student in context and is used to move the profile data for the student from the current school building in context to the selected school building or district.

If the student is moving within the district, the **FN-Graduate** tab data should not be changed and move with the student.

If the student is moving between districts, the **FN-Graduate** tab data should not move with the student.

*Note: This screen is used by the school or district **sending** the student.*

To Building – Displays the name of the school building, if any, that the student is being transferred to for all previous and pending transfers.

To District – Displays the name of the school district the student is being transferred to for all previous and pending transfers.

JVS – Displays whether or not the destination school is a JVS for all previous and pending transfers.

Transfer Date – Displays the date the transfer was processed for all previous and pending transfers.

Status – Displays the status (**Pending**, **Accepted**, or **Rejected**) of all previous and pending transfers.

Make students available in (required) – Select the school year in which the transferred student is enrolled.

Search for District (required) – Enter the appropriate search text until the school district to receive the student is listed and then select that school district.

Building (optional) – Select the school building to receive the student. If you do not select a building, all buildings in the selected district can see the pending transfer until one of them accepts it.

Transfer – Click to process the student transfer.

Cancel – Click to cancel the student transfer.

Once you click **Transfer**, the transfer displays in a data grid and the screen lets you continue entering additional transfers if necessary.

View Pending Transfers

Navigation: StudentInformation – Management – School Administration – Student Transfer – Pending Students

On this screen with a school in context, a school building can view any incoming transfers, enroll all (or selected) pending students, or view an individual student's details and enroll or reject those students.

> **Note:** *This screen is used by the school **receiving** the student.*

The fields in the search box act as search criteria, which limit the results that display.

Transfer Job ID – Enter a job ID to only display transfers matching that job ID.

Transfer Date Range – Select a start date and an end date to only display transfers processed during that range of dates.

Transferred From – Enter the appropriate search text until the school or district sending the student is listed and then select that school or district.

Search – Click to display student transfers matching the selected criteria. You can sort the search results by clicking the appropriate column heading.

Check for Marking Patterns Mapping – Select this check box to review each pending student's course history for marking patterns mapping; if you do not need to transfer any course history, you can leave this check box de-selected to speed up the process.

> *Note: The message REMOTE SERVICE ERROR in the **Student** column indicates that the Remote Transfer Service of the ITC sending that student is not active or malfunctioning.*

Hide Building List and **Hide District List** – Click to hide the building and/or district transfers list.

Show Building List and **Show District List** – Click to show the building and/or district transfers list.

Building transfers are transfers of students between buildings in the same district (determined by the building in context).

District transfers are transfers of students from outside the district (determined by the building in context).

Bulk Enroll Building Transfers – Click to enroll all (or selected) students awaiting building transfers using the same **Grade**, **Student Status**, **Admission Date**, and **Attendance Calendar**. You can also use the same **Admission Code**, **Building Prog Track**, or **Program**, if desired. See *"Bulk Enroll Pending Students"* for additional details.

Delete Selected Transfers – Click to delete the selected building or district student transfers.

Bulk Enroll District Transfers – Click to enroll all (or selected) students awaiting districts transfers using the same **Grade**, **Student Status**, **Admission Date**, and **Attendance Calendar**. You can also use the same **Admission Code**, **Building Prog Track**, **Program**, or additional **EMIS** fields. See *"Bulk Enroll Pending Students"* for additional details.

⚠ – Indicates that one or more years of course history cannot be transferred because a mapping for those specific combinations of sending school, receiving school, and school year have not yet been saved or are inactive.

⚠ – Indicates that mappings for all available years of course history have been saved and are active.

Detail – Click to display a detail screen for this student transfer. See *"Pending Student Detail"* for more information.

Pending Student Detail

Navigation: StudentInformation – Management – School Administration – Student Transfer – Pending Students

> **Note:** *This screen is used by the school receiving the student.*

Click the **Detail** link to display a detail screen for the building or district transfer of this student.

Pending Student Detail Screen – Building Transfer

Pending Student Detail Screen – District Transfer

Transfer Job ID – ID number assigned to transfers made between districts or schools within the same ITC.

If at least 1 year of course history cannot be transferred because a mapping for that specific combination of sending school, receiving school, and school year has not yet been saved, a warning displays. You do not need to provide these mappings for years of course history that are not being transferred.

To provide these mappings, complete the following steps:

1. Select **Click Here** to open the **Marking Mapping Summary** screen.

This screen lists all the years of course history that can be transferred and indicates the status of the mapping for each sending school, receiving school, and school year combination. ⚠ indicates that this combination has not yet been mapped and saved or is inactive. ⚠ indicates that this combination has been mapped and saved and is active.

2. Click ✏ for the combination that needs to be mapped and saved.

3. Complete and save the mapping in the **Marking Pattern Mapping Detail** screen. You will be returned to the **Marking Pattern Summary** screen. Refer to *"Registration Wizard – Course History Tab"* for more detailed information about mapping marks.

- ▶ – Click to register the student into the building in context; this takes you to the **Registration Wizard** screen **Registration Pre-requisites** tab on which you begin the process of registering a student. If this student was transferred to a district, other schools in the district no longer see this student on their **Pending Students** screen.

- 🗑 – Click to reject the student transfer. You return to the **View Pending Students** screen and the student no longer displays.

Bulk Enroll Pending Students

Navigation: StudentInformation – Management – School Administration – Student Transfer – Pending Students

> ***Note:*** *This screen is used by the school either within the same district or in another district **receiving** the student.*

The **Exclude FS/FD/FN Records from Fall Initialization** check boxes are de-selected by default when the following scenarios apply:

- A student is newly enrolled or re-enrolls in the district.
- A student is promoted/bulk enrolled into a new school year.
- A student transfers into a new school district.

Bulk Enroll Building Transfers

> ***Note:*** *This screen is used by the school **receiving** the student.*

1. On the **View Pending Students** screen, select the students you want to enroll in the building list area, or select the check box in the header row to select all of the students.

2. Click **Bulk Enroll Building Transfers** to enroll the selected students awaiting building transfers.

The **Bulk Enroll Pending Students** screen building transfers displays. The students you selected on the **View Pending Students** screen display in the grid.

Student Status (required) – Select the student status with which to enroll all selected students.

Admission Date (required) – Enter the enrollment date for all selected students.

Admission Code (optional) – Select an admission code for all selected students. This is an optional field, so you can set different codes later for individual students.

Attendance Calendar (required) – Select an attendance calendar for all selected students.

Program (optional) – Select a program for all selected students. This is an optional field, so you can set different programs later for individual students.

Building Prog Track (optional) – Select a building progression track for all selected students. This is an optional field, so you can set different building progression tracks later for individual students.

Change Primary / EMIS Attending Building? (optional) – Select **Yes** if the **Primary Building** on the **Student Profile** screen **Additional** tab and the **EMIS Attending Building** on the **Student Profile** screen **FS-Standing** tab should be updated.

To Grade (required) – Select the grade level in which to enroll each student. If the school year in context is equal or prior to the current school year, this field defaults to the grade shown in the **From Grade** field for this student. If the school year in context is newer than the current school year, this field defaults to the next valid grade level of the school in context based on the configured **Grade Level Progressions**.

View Pending Students – Click to return to the **View Pending Students** screen.

Building Register Selected Students – Click to register the listed students in the specified building. The following confirmation screen displays.

Cancel – Click to cancel the transfer and return to the **View Pending Students** screen.

Continue with Registration – Click to process the transfer and register selected students.

If a student was already enrolled in the destination school, a list of the students that were not enrolled and the reason(s) display:

Bulk Enroll District Transfers

> **Note:** *This screen is used by the school **receiving** the student.*

1. On the **View Pending Students** screen, select the students you want to enroll in the building list area, or select the check box in the header row to select all of the students.

2. Click **Bulk Enroll District Transfers** to enroll the selected students awaiting district transfers.

3. The **Bulk Enroll Pending Students** screen for district transfers displays. The students you selected on the **View Pending Students** screen display in the grid.

Student Status (required) – Select the student status with which to enroll all selected students.

Admission Date (required) – Enter the enrollment date for all selected students.

Admission Code (optional) – Select an admission code for all selected students. This is an optional field, so you can set different codes later for individual students.

Attendance Calendar (required) – Select an attendance calendar for all selected students.

Program (optional) – Select a program for all selected students. This is an optional field, so you can set different programs later for individual students.

Building Prog Track (optional) – Select a building progression track for all selected students. This is an optional field, so you can set different building progression tracks later for individual students.

EMIS Situation (required) – Choose from a drop-down list (or use the EMIS Situation Wizard) validated against the EMIS options file of all valid EMIS situations. Refer to the *ODE EMIS Manual* for more details on reporting this element.

Admission Reason (required) – Select from drop-down list of valid admission reasons.

District Relationship (optional) – Select the appropriate educational relationship between the student and the district.

District of Residence (optional) – Enter the district of the student's legal residence. Click $\mathbf{Q}$ for assistance with the search for the building IRN by accessing the ODE IRN Search.

How Received (optional) – Select how the student arrived at the district.

How Received IRN (optional) – Enter the district from which a student is received. Click $\mathbf{Q}$ for assistance with the search for the building IRN by accessing the ODE IRN Search.

Percent of Time (optional) – Enter the average percent of time, for the week, that the student participates in any instruction provided by a certified/licensed employee.

Tuition Type (optional) – Select the appropriate code to indicate whether a student is a tuition student or not.

Attending Building IRN (optional) – Enter the IRN of the building within the district that the student attends. Click $\mathbf{Q}$ for assistance with the search for the building IRN by accessing the ODE IRN Search. The **Attending Building IRN** can be a district IRN only when the **How Received** value is one of the following:

- **6 – Non-Public (Services Only)**
- **F – Career Assessment Only**
- **I – Non-instructional, Supplementary, or Related Services**
- **P – Court Placed Students, Excluding foster Care**
- **T – Students Placed in Institutions, Non-Court Ordered**
- **V – Pre-school, Evaluated Only, Found Ineligible**

Assigned Building IRN (optional) – Enter ****** unless the student attends another building within the district that is not the normal building they would be assigned. Click $\mathbf{Q}$ for assistance with the search for the building IRN by accessing the ODE IRN Search.

Sent to Reason 1 (optional) – Select the reason a student is sent to another district.

Sent to Reason 2 (optional) – Select the reason the student is sent to another district if the student is sent to a second district.

Sent to IRN 1 (optional) – Enter the district to which a student is sent. Click $\mathbf{Q}$ for assistance with the search for the building IRN by accessing the ODE IRN Search.

Sent to IRN 2 (optional) – Enter the district to which a student is sent if the student is simultaneously being sent to a second district. Click $\mathbf{Q}$ for assistance with the search for the building IRN by accessing the ODE IRN Search.

Percent of Time 1 (optional) – Enter the average percent of time, for the week that the student participates in any instruction provided by an employee at a non-EMIS reporting entity.

Percent of Time 2 (optional) – Enter the average percent of time, for the week that the student participates in any instruction provided by an employee at a non-EMIS reporting entity.

Transfer Attendance (optional) – Select this option to transfer student attendance when enrolling students in bulk.

Transfer Assessments (optional) – Select this option to transfer student assessments when enrolling students in bulk. The assessments currently available for ITC to ITC transfers are ACT, OGT, PLAN, PSAT, and SAT Reasoning.

Transfer Course History (optional) – Select this option to transfer student course history when enrolling students in bulk. This option is currently not available for ITC to ITC transfers.

Status – Displays the following information about the student you have selected to transfer:

- ⚠ – Indicates that the marking pattern mapping is set up between the sending and receiving school.

- ⚠ – Indicates that additional marking patterns need to be set up between the sending and receiving school.

- ⚠ – Indicates that the student has transferred from a school in another ITC and no course history can be transferred.

To Grade (required) – Select the grade level in which to enroll each student. If the school year in context is equal or prior to the current school year, this field defaults to the grade shown in the **From Grade** field for this student. If the school year in context is newer than the current school year, this field defaults to the next valid grade level of the school in context based on the configured **Grade Level Progressions**.

View Pending Students – Click to return to the **View Pending Students** screen.

District Register Selected Students – Click to register the listed students in the specified district. The following confirmation screen displays:

Cancel – Click to cancel the transfer and return to the **View Pending Students** screen.

Continue with Registration – Click to process the transfer and register selected students.

If a student was already enrolled in the destination school, a list of the students that were not enrolled and the reason(s) why display.

Transfer History

StudentInformation provides two screens for viewing the transfer history for students who have transferred into or out of the building in context:

- **Transfer In History** – Displays the information for students who have transferred into the building from another building or district.
- **Transfer Out History** – Displays the information for students who have transferred from the building to another building or district.

Transfer In History

Navigation: StudentInformation – Management – School Administration – Student Transfer – Transfer In History

From the **Transfer In History** screen, you can view the history of all students who transferred into the building in context.

Enter a range of dates for the transfer history and click **Search**. Clicking **Search** without entering any dates displays all transfer records.

Select the **This School Year Only** check box to view all of the transfers that have occurred within the current school year. StudentInformation automatically completes the **Transfer Date Range** fields with the start and end dates for the current fiscal year.

Click the **Detail** link to view the attendance, course history, and assessments that have been transferred into StudentInformation for the student from the sending school district.

Transfer Out History

Navigation: StudentInformation – Management – School Administration – Student Transfer – Transfer Out History

From the **Transfer Out History** screen, you can view the history of all students who transferred out of the building in context.

StudentInformation > Management > School Administration > Student Transfer > Transfer Out History

Transfer Out History

From this screen, you can view students that have been previously transferred from your building to another building or district.

Transfer Date Range: [   ] 📅 to [   ] 📅 [Search]

Enter a range of dates for the transfer history and click **Search**. Clicking **Search** without entering any dates displays all transfer records.

StudentInformation > Management > School Administration > Student Transfer > Transfer Out History

Transfer Out History

From this screen, you can view students that have been previously transferred from your building to another building or district.

Transfer Date Range: 08/25/2016 📅 to 08/30/2016 📅 [Search]

	Student	Grade	To School	To District	To Year	Job ID	Transfer Date
Detail	Carter, William	KG	SATest Elementary	SATest	2016-2017	5767	08/30/2016 10:07 AM
Detail	Pollock, Kathy	03	SATest Elementary	SATest	2016-2017	5753	08/29/2016 09:47 AM
Detail	Miller, Paul	KG	SATest Middle	SATest	2016-2017	5742	08/25/2016 10:15 AM
Detail	Austin, Luke	KG	SADoc Middle	SADoc	2016-2017	5741	08/25/2016 10:10 AM

Bulk Student Transfer

Navigation: StudentInformation – Management – School Administration – Student Transfer – Bulk Student Transfer

This screen is used to move the profile data for all students in an ad-hoc membership from the current school building in context to the selected school building.
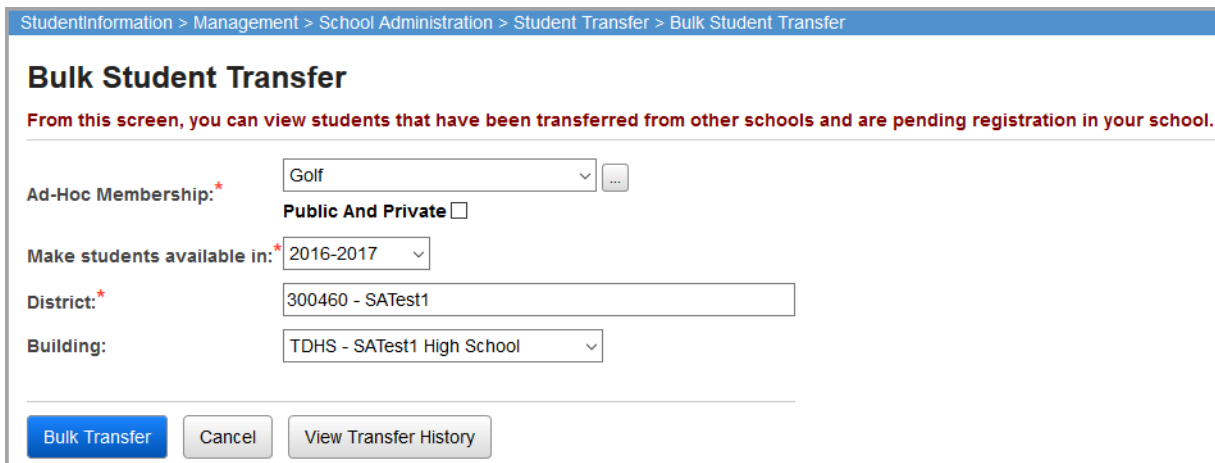
If the student is moving within the district, then the data on the **Edit Student Profile** screen **FN-Graduate** tab moves with the student unchanged.

If the student is moving between districts, then data on the **Edit Student Profile** screen **FN-Graduate** tab does not move with the student.

During the transfer of students from a regular school into a JVS, the following EMIS fields now retain their values from the sending school:

- **How Received**
- **District of Residence**
- **How Received IRN**

> *Note: This screen is used by the school sending the students.*

Ad-Hoc Membership (required) – Select an ad-hoc membership from the drop-down list, or click

[...] to view the **Ad-Hoc Membership Maintenance** screen and create or view existing ad-hoc memberships. Click **Public** and **Private** to display both public and private ad-hoc memberships.

Make students available in (required) – Select the school year in which the transferred students are enrolled.

District (required) – Select the school district receiving the students.

Building (optional) – Select the school building receiving the students. If you do not select a building, all buildings in the selected district can see the pending transfers until one of them accepts each one or processes a bulk enroll.

Bulk Transfer – Click to process the bulk student transfer. You receive a confirmation message.

Cancel – Click to cancel the bulk student transfer and reset the drop-down lists.

View Transfer History – Click to go to the **Transfer History** screen.

WebService Administration

Navigation: StudentInformation – ITC – WebService Administration

This screen is used to check the status of ITCs that are connected to this ITC by a web service called Remote Transfer Service. This service handles ITC to ITC student transfers. If you are experiencing ITC to ITC student transfer problems, consult your ITC for assistance.

Click ⟳ to verify the connection to an individual ITC site. Click **Refresh All** to verify the connection to all ITC sites. A green status indicates an active connection while a red status indicates a broken or inactive connection.

Student Community Service Hours

Navigation: StudentInformation – SIS – Student – Community Service

Community service hours may be entered for individual students as needed. You can use this feature in conjunction with graduation eligibility.

🗑 – Click to delete this community service hours record. You receive a confirmation message asking if you are sure you want to delete the record.

✏ – Click to edit this community service hours record.

Add Hours – Click to add a community service record.

Add/Edit Community Service Hours

Navigation: StudentInformation – SIS – Student – Community Service

When you add or edit a community service record, the following screen displays:

Date Served (required) – Date the community service task was performed.

Hours (required) – Time spent on the community service task. The value defaults to **1**. You can enter or use ▲▼ to select a value between 0.25 to 999.00 hours in increments of 0.25 (1/4) hours.

Include in Graduation/Eligibility (optional) – Select this check box to have the community service task count toward graduation eligibility requirements; otherwise, de-select this check box.

Description (required) – Enter a description of the community service task.

Save – Click to save the community service record and return to the **Student Community Service Hours** screen listing where the updated information displays.

Save and New – Click to save the new community service record and immediately add another community service record.

Cancel – Click to clear out already entered data and return to the **Student Community Service Hours** screen listing.

Student Contact Information

Navigation: StudentInformation – SIS – Student – Contacts Summary

Add personal and professional contacts to students on the **Student Contacts Summary** screen. A student can have only one primary contact. The primary contact is listed first and displays ⭐.

> **Note:** *You can also access this screen by selecting **View Contacts** in the **I want to…** drop-down list on either the **View Profile** screen or in the student in context area of the masthead.*

View Student Contacts from the View Profile Screen

View Student Contacts from Masthead
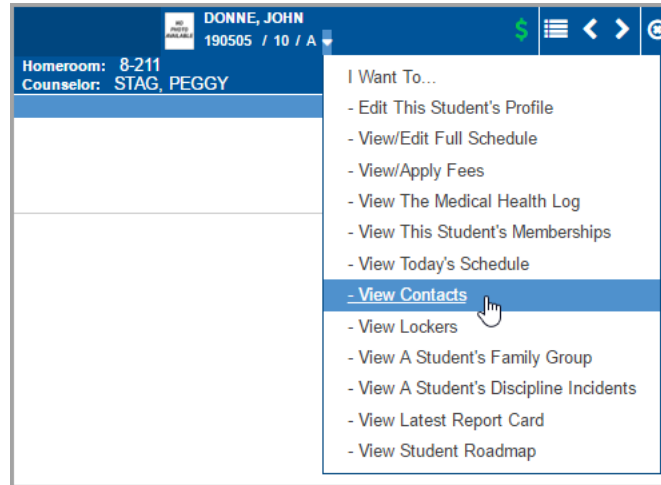
Add Contact

> *Note: This procedure adds a contact to an individual student. To add a contact to a family group, see "Add Contacts to a Family Group."*

You can add personal and professional contacts, such as a day care provider, doctor, or dentist, to a student in one of the following ways:

To search for a professional contact that already exists in the system for another student, complete the following steps:

1. With a student in context, on the **Student Contacts Summary** screen, in the **Search Professional Contacts** area, enter all or part of an existing contact's name. (Do not press ENTER.)

2. If a contact record is found, it displays in a drop-down list.

3. In the drop-down list, click the contact's name.

4. Click **Add**.

   The contact is added to the student.

To add a new personal or professional contact, complete the following steps:

1. With a student in context, on the **Student Contacts Summary** screen, click **Add Contact**.

The **Add Student Contact** window displays.

2. Complete the required contact information in the following fields.

   Note: The fields that display vary based on the contact type you select at the top of the window.

   • Contact type – This drop-down list populates based on the **Contact Type Codes Maintenance** screen.
   • Title – Salutation title, such as Mr., Mrs., Ms., or Dr.
   • **First Name** – First name of this contact.
   • **Middle Name** – Middle name of this contact.
   • **Last Name** (required) – Last name of this contact.
   • **Suffix** – Any suffix, such as Jr. or III.

- **Phone Number** area – Phone number information for the contact, including the type of phone number (home, work, cell, pager, etc.), the number, and any extension.

    - **Unlisted** – Select this check box to mark the number as unlisted for privacy purposes.

    - **Available** start time and end time fields – Time period during which the contact can be reached at this phone number.

    Note: To add another phone number, click 🟢 *. To delete a phone number,*
    click 🗑️ *.*

- **Address section** – Address information for the contact, including the type of address (mailing, other home, employer, etc.).

    Note: If you choose to enter an address, you must enter it completely, including street, city, state and zip code. The system does not let you save a partial address.

    - **Same As Student Address** – Automatically populate a home address from the student's home address on record.

        Note: To add another address, click 🟢 *. To delete an address, click* 🗑️ *.*

        *Note: You can designate only one primary **Home** address, but you can add additional homes as **Other home**.*

- **Email Address** area – Email address information for the contact, including the type of email address (primary, work, home, etc.).

    Note: To add another email address, click 🟢 *. To delete an email address,*
    click 🗑️ *.*

- **Place of Employment** – Contact's place of employment.
- **Occupation** – Occupation of this contact.
- **Custody Code** – Drop-down list populates based on the **Custody Code Type Maintenance** screen.
- **Language** – Language spoken by the contact.
- **Legal District of Residence Change Date** (community schools only) – Effective date when a legal guardian's district of residence changed.
- **Contact Comments** – Additional comments for this contact, such as work schedule or any other comments that would be helpful when trying to contact this person.
- **Relationship Comments** – Additional comments related to this contact's relationship with the student.
- **Contact Flags** – Select the applicable check boxes that display based on the contact type.

    - **Legal Guardian** – If you select this option, the contact displays on the student's **View Profile** screen.

    - **Emergency Contact** – Informational only.

- **Living with Student** – Informational only.
- **Copied on Correspondence** – If you select this check box and also select the **Include Copied on Correspondence** check box on student reports and labels (including report cards), extra copies are printed specifically for this contact.
- **Willing to Volunteer** – Informational only.
- **Medical Contact** – If you select this check box, the contact's information also displays as the student's medical contact on the **Medical Contacts** screen.
- **Available at Work** – Informational only.
- **Migrant Worker** – Informational only.
- **Authorized to Pickup** – Informational only.
- **Publicly Viewable** – If you select this check box and the **Is Publicly Viewable** check box for the associated contact type code is also selected, the contact's information displays in ParentAccess.

3. Click **Save**.
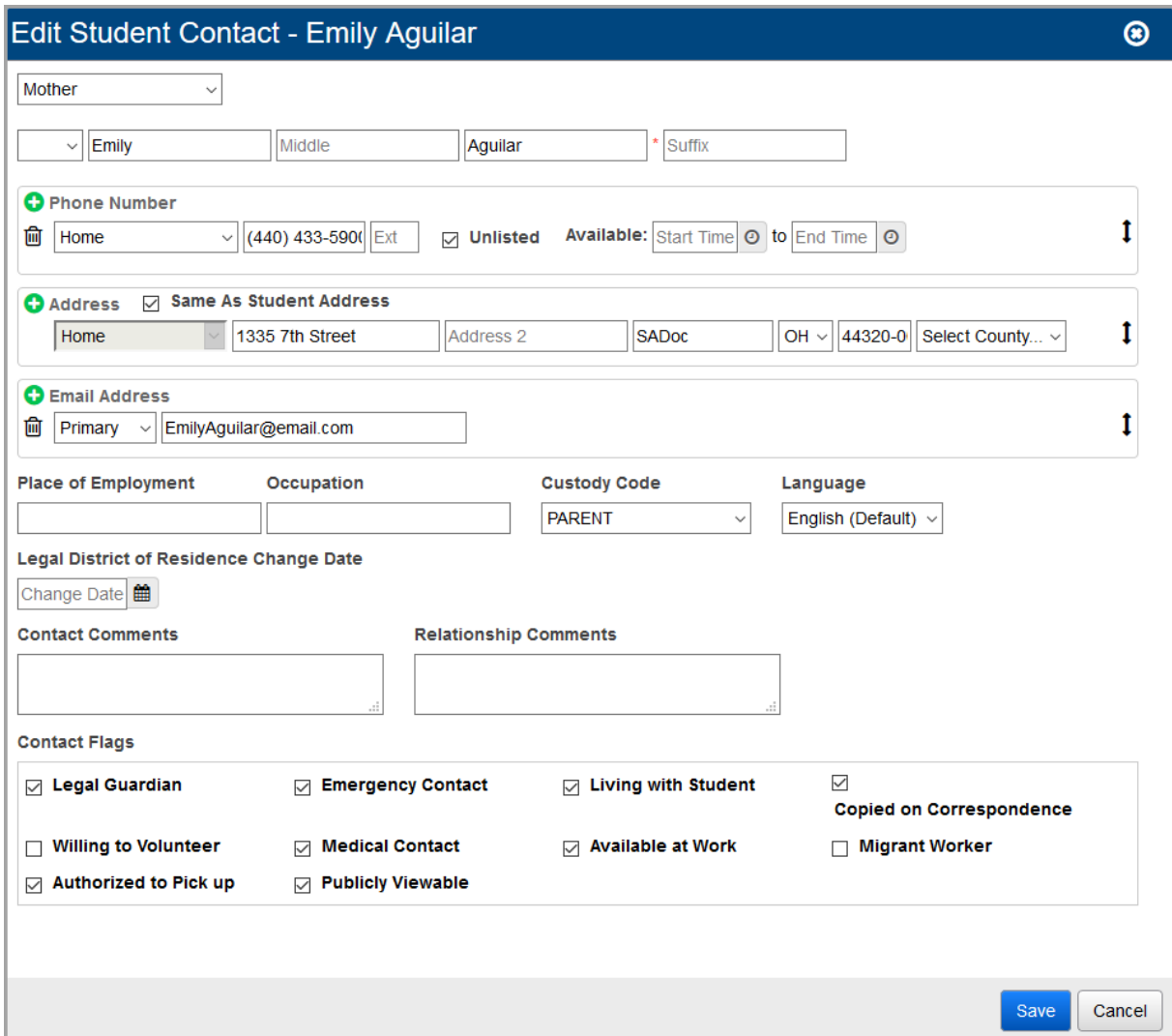
   The new contact displays on the **Student Contact Summary** screen.

   Note: The first contact you enter for a student becomes the student's primary contact. To change the primary contact, see "Change Primary Contact."

Edit Contact

1. On the contact you want to edit, click ✏.

   The **Edit Student Contact** window displays.

2. Edit the contact information. For field descriptions, see *"Add Contact."*

   Note: The fields that display vary based on the contact type you select at the top of the window.

3. Click **Save**.

   The updated contact displays on the **Student Contact Summary** screen.

Change Primary Contact

To make a different contact the student's primary contact, click ☆ to change it to ⭐ .

> **Note:** *You can also drag and drop a contact to the top position to make it the primary contact. See* *"Reorder Contacts"* *for details.*

Reorder Contacts

Drag and drop contacts to reorder how they display on screen.

Note: *The primary contact (denoted by* ⭐ *) is always listed first. If you drag and drop a contact to the top of the list, it becomes the new primary contact.*

Delete Contact

1. On the contact you want to delete, click 🗑 .

2. On the **Delete Student Contact** confirmation window, click **Yes**.
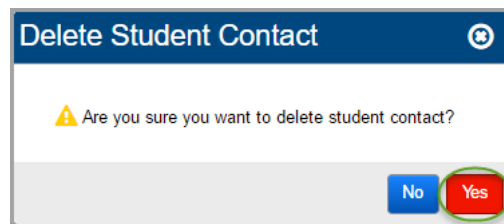
The contact is inactivated and no longer displays on the **Student Contacts Summary** screen.

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

Note: If the deleted contact is associated with a discipline incident, the contact remains viewable on the **Discipline Incident** *screen under* **Parent Involvement**. *(*) displays next to the deleted contact name, indicating it is inactive.*

Student Memberships

Navigation: StudentInformation – SIS – Maintenance – School – Student Memberships

Student memberships codes are used to designate that a student is part of common affiliation or activity, such as athletic team members, band members, special education program, etc.

Membership codes may be associated with a state defined program code for EMIS reporting purposes, but not all membership codes are required to be EMIS reportable.

A student's inclusion in a membership is tracked by date so that inclusion in a membership can be determined at any point during the school year.

View Student Memberships

Navigation: StudentInformation – SIS– Student – Student Memberships

On the **Student Memberships** screen, you can view the selected student's current memberships.

Note: You can also access this screen by selecting **View This Student's Memberships** *in the* **I want to…** *drop-down list on either the* **View Profile** *screen or in the student in context area of the masthead.*

Click **Back to Student Profile** to go back to the **View Profile** screen.
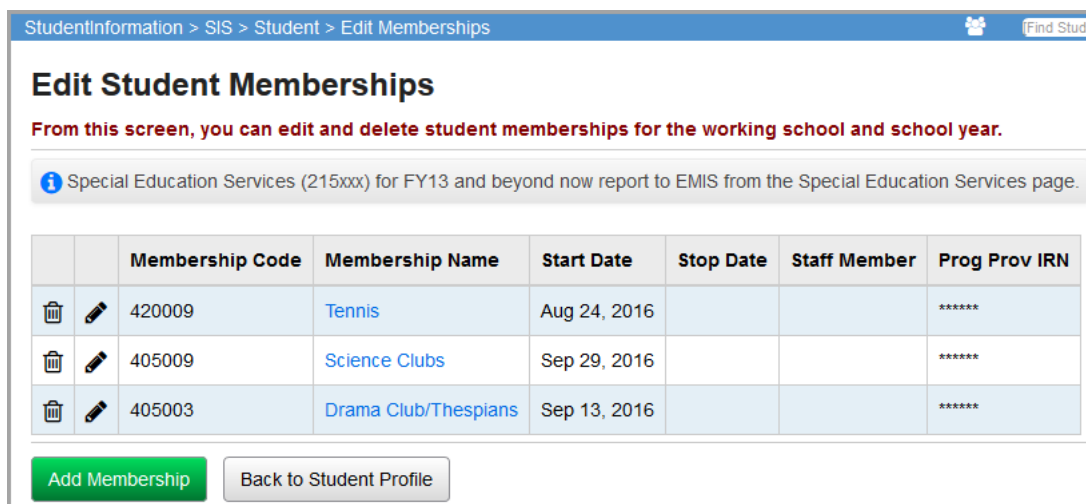
Edit Student Memberships

Navigation: StudentInformation – SIS – Student – Edit Memberships

To view membership details for a student, use the **Edit Memberships** link on the **Student** menu. This screen lists memberships that have been associated with the selected student.

From FY09 and forward, the start and end dates on student memberships are used to determine which student memberships to report to EMIS. The EMIS reporting period on the membership definitions give MEMBEMIS control over which membership codes transfer to EMIS.

As of FY13, special education services (215xxx codes) are no longer assigned as memberships on the **Edit Student Memberships** screen. You must enter any special education services assigned to this student on the **Services** tab on the **Special Education** screen. For more information about the **Special Education** screen, refer to the *ProgressBook StudentInformation EMIS Guide*.

🗑 – Click to remove this student from this membership.

✏ – Click to edit this student's membership details.

Add Membership – Click to add membership to the student in context.

Back to Student Profile – Click to return to the **View Profile** screen.

Delete Student Membership

Navigation: StudentInformation – SIS – Student – Edit Memberships

Click 🗑 to remove the student in context from the membership.

End Membership as of – The current date is listed and can be changed. When you select this option, the listed date is entered as the **Stop Date** for the student's association with this membership.

Completely Remove Student's Membership – Select this option to delete the student's association with this membership completely, removing all records relating to the association.

OK – Click to remove the membership from the student's record using the method selected.

Cancel – Click to cancel the removal of the membership from the student's record and return to the **Edit Student Memberships** screen.

Edit Student Membership Details

Navigation: StudentInformation – SIS – Student – Edit Memberships

Click 🖉 to edit the membership details for the student in context.

Membership Name (read-only) – Lists the name of the membership.

Start Date (required) – The date the student became associated with the membership.

Stop Date (optional) – The date the student stopped being associated with the membership.

Staff Member (optional) – Select a staff member to be associated with this membership, if applicable.

Program Provider IRN – This field is used by EMIS processing. Click 🔍 for assistance with the search for the IRN by accessing the ODE IRN Search.

Save – Click to save the changes and return to the **Edit Student Memberships** screen. You receive a confirmation message.

Cancel – Click to discard your changes and return to the **Edit Student Memberships** screen.

Add Student Membership

Navigation: StudentInformation – SIS – Student – Edit Memberships

Click **Add Membership** to add a student membership.

Membership Group (required) – Select the membership group.

Membership (required) – Select the membership. This drop-down list populates based on the **Membership Group** selected.

> *Note: When FY13 and forward is in context, you must enter special education services (215xxx codes) on the Services tab on the Special Education screen. For more information, refer to the ProgressBook StudentInformation EMIS Guide.*

Start Date (required) – The date the student became associated with the membership.

Stop Date (optional) – The date the student stopped being associated with the membership.

Staff Member (optional) – Select a staff member to be associated with this membership, if applicable.

Program Provider IRN – Used by EMIS processing. Click 🔍 for assistance with the search for the IRN by accessing the ODE IRN Search.
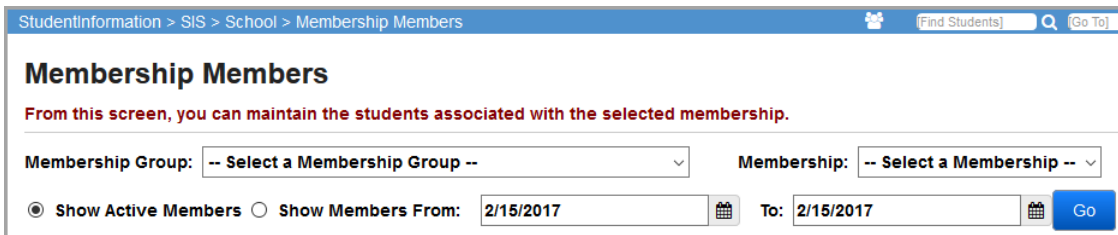
Save – Save changes and return to the **Edit Student Memberships** screen. You receive a confirmation message and the newly added student membership displays in the student membership grid.

Cancel – Click to discard your changes and return to the **Edit Student Memberships** screen.

Membership Members Screen

Navigation: StudentInformation – SIS – School – Membership Members

The **Membership Members** screen displays all students associated with a specific membership code. You can also add students to memberships either by searching for students using various criteria or typing in specific student IDs and adding them to the selected membership.

Show Active Members – Select this option to display students who are currently associated with the selected membership (have no **Stop Date**).

Show Members From/To – Select this option to display students who are associated with the selected membership for the entire duration between the date range.

Go – Click to display students based on the search criteria.

View Membership Members

Navigation: StudentInformation – SIS – School – Membership Members

To view the members of a membership, first select a **Membership Group** from the drop-down list. This populates the **Membership** drop-down list with applicable membership codes for selection.

Sorting – You can sort by any column (**ID**, **Name**, **Homeroom**, **Staff Member**, **Start**, **End**, **Grade**) in ascending or descending order by clicking the column header.

Add Students to Membership – Click to search for individual students to add to the selected membership code.

Bulk Addition of Students – Click to add several students based on their student ID to the selected membership code.

🗑 – Click to delete this student from the Membership.

Contrary, Mary – Clicking a student's name takes you to that student's **View Student Memberships** screen.

Add Students to Membership

Navigation: StudentInformation – SIS – School – Membership Members

Click **Add Students to Membership** to search for students and add them to the selected membership code.

Membership Group (read-only) – Membership group name.

Membership (read-only) – Membership name.

First Name – Enter a name to use as a search criterion or enter part of a name and select the check box to perform a wild card search.

Last Name – Enter a name to use as a search criterion or enter part of a name and select the check box to perform a wild card search.

Grade Level – Select a grade level from the drop-down list to narrow your search results.

Last Initial – Select an initial from the drop-down list to search by the first initial of the students' last name.

Search – Click to perform a search based on the criteria you selected.

Available Students Found – Results of your search display in this multi-select list. Select the students you wish to add to the membership, then click ➡ to move them to the **Students to Add to Membership** multi-select list on the right. (You can hold down CTRL or SHIFT to make multiple selections and use any of the arrow icons to move students between the 2 multi-select lists.)

Students to Add to Membership – Displays students selected from the **Available Students Found** list that you wish to add to the membership code.

Effective Start Date (required) – Start date of the membership that should be added to the students' records.

Effective End Date (optional) – End date of the membership so that it will be removed from students' record. Only include if the membership has a specific end date.

Staff Member (optional) – Select a staff member to be associated with this membership, if applicable.

Title I Public School Choice IRN (Transfer from IRN) (optional) – This field is only available prior to FY09. Select a school IRN from the drop-down list. This designates the IRN from which this student membership is transferring. This field can be selected here or selected separately later for each student.

Program Provider IRN (optional) – Used by EMIS processing. Click 🔍 for assistance with the search for the IRN by accessing the ODE IRN Search. This field can be selected here or selected separately later for each student.

Add Students to Membership – Click to add the selected students to the membership.

Cancel – Click to cancel the membership assignment for the selected students and return to the **Membership Members** screen.

Delete Students from Membership

Navigation: StudentInformation – SIS – School – Membership Members

Click 🗑 to delete a student from the selected membership code.

End Membership as of – The current date is listed and can be changed. Select this option to enter the listed date as the **Stop Date** for the student's association with this membership.

Completely Remove Student's Membership – Select this option to delete the student's association with this membership completely, removing all records relating to the association.

OK – Click to remove the membership from the student's record using the method selected.

Cancel – Click to cancel the removal of the membership from the student's record and return to the **Membership Members** screen.

If you selected **End Membership as of** and entered a date, it displays on the **Membership Members** screen.

If you selected **Completely Remove Student's Membership**, the student no longer displays on the membership list.

Bulk Addition of Students

Navigation: StudentInformation – SIS – School – Membership Members

Several students can be added at the same time to a membership code using the **Bulk Addition of Students** option. You must know the Student IDs for all students you wish to add to the membership.

Click **Bulk Addition of Students** to add several students at once to the selected membership code.

Student ID (required) – Enter student ID numbers separated by commas for all students that you wish to add to the selected membership code.

Effective Date (required) – Start date of the membership that should be added to the students' records.

End Date (optional) – End date of the membership so that it will be removed from students' record. Only include if the membership has a specific ending date.

Staff Member (optional) – Select a staff member to be associated with this membership, if applicable.

Title I Public School Choice IRN (Transfer from IRN) (optional) – This field is only available prior to FY09. Select a school IRN from the drop-down list. This designates the IRN from which this student membership is transferring. This field can be selected here or selected separately later for each student.

Program Provider IRN (optional) – Used by EMIS processing. Click 🔍 for assistance with the search for the IRN by accessing the ODE IRN Search. This field can be selected here or selected separately later for each student.

View Students – Click to display a list of all student names based on the entered student IDs in a new window. Any invalid student IDs entered also display.
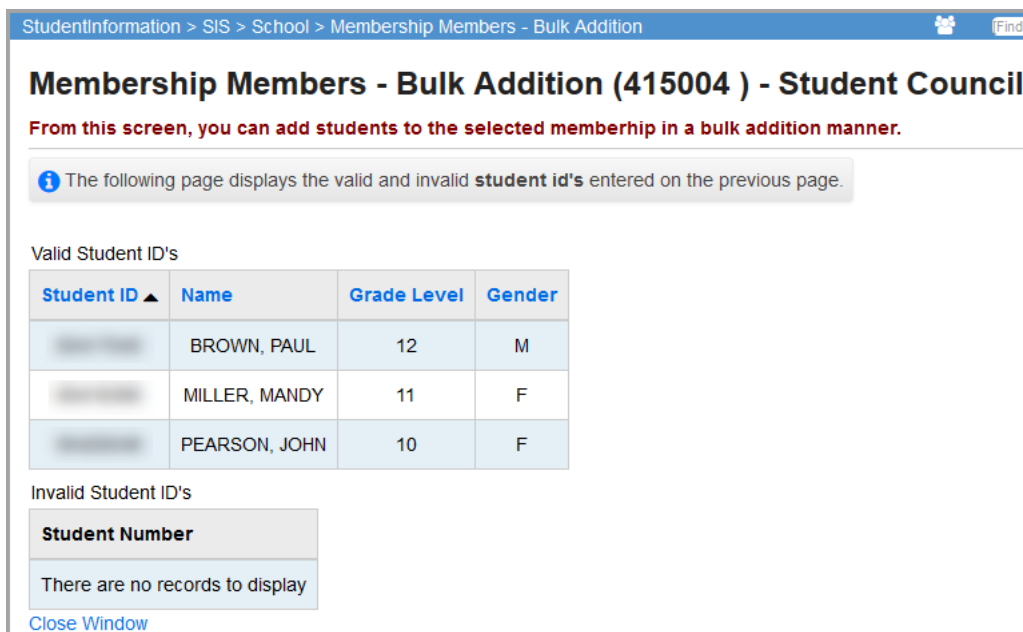
Save – Click to save students with the selected membership code or remove the membership code from selected students according to the selected options.

If any listed student IDs are invalid, you receive an error message when you click **Save**.

Cancel – Click to cancel the membership assignment for the selected students and return to the **Membership Members** screen.

Copy Ad-Hoc Membership to Membership

Navigation: StudentInformation – Management – School Administration – School Building Administration – Ad Hoc Copy

This screen lets you copy students who are in an ad-hoc membership to a regular membership within a membership group.

Select Ad Hoc Membership Tab

Ad-Hoc Membership (required) – Choose an ad-hoc membership from the drop-down list. By default, the **Ad-Hoc Membership** drop-down list populates with private ad-hoc memberships assigned to the user. Select the **Public and Private** check box to display both public (assigned to others and marked as public) and private (assigned to the user) ad-hoc memberships in the **Ad-Hoc Membership** drop-down list.

Click ⌷ to find or build an ad-hoc membership. See the *ProgressBook StudentInformation Getting Started Guide* for details on creating or editing an ad-hoc membership.

After selecting an ad-hoc membership from the drop-down list, click **Next** to proceed to the **Copy** tab.

Copy Tab

Membership Name (required) – The ad-hoc membership from which you are copying displays.

Start Date (optional) – Enter the start date for the new memberships you are creating. Date must be within the current school year. This field is available from FY09 and forward.

End Date (optional) – Enter the end date for the new memberships you are creating. Date must be within the current school year. This field is available from FY09 and forward.

Staff Member (optional) – Choose the staff member associated with this membership, if applicable. This field is available from FY09 and forward.

Program Provider IRN (optional) – Used by EMIS processing. Click 🔍 for assistance with the search for the IRN by accessing the ODE IRN Search. This field is available from FY09 and forward.

Membership Group (required) – Choosing a membership group populates the **Membership** drop-down list with memberships that belong to the chosen group.

Membership (required) – Choose the membership to which you are copying students.

School Year (read-only) – Defaults to the school year in context.

Click **Back** to return to the **Select Ad Hoc Membership** tab.

Click **Copy** to copy these students from the selected ad-hoc membership to the selected regular membership. A confirmation message displays if it is successful.

If the students being copied are already in the chosen membership, you receive the following message instead:

No students were copied.
Total Students Already in Membership : 8

Family Groups

Navigation: StudentInformation – Management – District Administration – Family Groups

The **Family Groups** screen lets you select students who reside in the same household so that when the district or school needs to notify the parents of an event, such as by phone or mail, only one notification is sent per household. You can set up family groups by school or district.

You can designate one of the students in the family group as the courier. The courier is the student through whom all correspondence from the school or district is sent. On the **Family Groups** screen, ✉ displays next to the student selected as the courier.

> *Note:* You can also access this screen by selecting ***View a Student's Family Group*** in the ***I want to…*** drop-down list on either the ***View Profile*** screen or in the student in context area of the masthead.

Once a student has been assigned to a family group, it displays on the student's profile.

Create a Family Group

1. On the **Family Groups** screen, click **Add Family Group**.

   The add/edit screen displays.

2. On the **Group** tab, in the **Name** field, enter a short description for the group.

3. (Optional) In the **Description** field, enter a long description for the group.

4. Click the **Students** tab.

5. Search for a student you want to add to this group by entering any of the following values, and then click **Search**.

- In the **Student Name** field, enter all of the student's last name. If you want to search using part of the student's name, type ***** to indicate a wildcard search. For example, to return all the students with a last name that starts with s, type **s***.

- In the **Phone Number** field, enter the student's phone number. You must type all 10 digits (dashes and parentheses are not required).

- In the **Street Address** field, enter all or part of the student's street address.

The search results display at the bottom of the screen.

6. Select the check box in the row of the student(s) you want to add to the family group. To select all of the students, select the check box in the heading row of the grid.

7. When you have selected all of the applicable students, click **Add Selected Students.**

The students you selected display in the grid on the **Students** tab.

*Note: Your changes on the **Students** tab are saved automatically.*

8. To assign a student as the courier for the family, click ✉ in the **Is Courier** column next to the student.

    ✉ becomes ✉ into indicate that the student is selected.

    Note: *Only one student can be selected as the courier at a time. When you click ✉ in the **Is Courier** column for another student, the previous student is de-selected as the courier.*

9. (Optional) To add contacts to a family group, see *"Add Contacts to a Family Group."*

Modify a Family Group

1. On the **Family Groups** screen, in the **Search By** field, search for the family group you want to modify by entering all or part of the family group name or student last name, and then click **Search**.

    The family groups meeting the search criteria you enter display in the grid at the bottom of the screen.

2. Click ✏ in the row of the family group you want to modify.

    The **Students** tab on the **Family Groups** maintenance screen displays.

3. Perform one of the following actions to change the students assigned to the family group:

- Click 🗑 in the row of a student to remove that student from the family group.

- Click ✉ or ✉ in the **Is Courier** column next to the student's name to assign or remove that student as courier for the family group. The icon for the student who is assigned as the courier displays ✉.

- To add a student to the group, refer to steps *6* through *8* in *"Create a Family Group."*

4. Click the **Group** tab, and then perform one of the following actions to change the basic information for the family group:

- In the **Name** field, change the short name for the family group.

- In the **Description** field, change the long description for the family group.

5. When you are done modifying the family group, click **Save**.

Add Contacts to a Family Group

You can add personal and professional contacts, such as a day care provider, doctor or dentist, to more than one student in a family group. Your system administrator determines whether or not you have access to update contacts for students in the family group who are outside the building in context. See *"Set Page Level Security for Family Groups Contacts."*

1. With a building in context, on the **Family Groups** screen, in the **Family Group Name** field, search for the family group to which you want to add contacts by entering all or part of the family group name, and then click **Search**.

   The family groups meeting the search criteria you entered display in the grid at the bottom of the screen.

2. Click ✏ in the row of the family group.

   The **Students** tab on the **Family Groups** maintenance screen displays.

3. Click the **Contacts** tab.
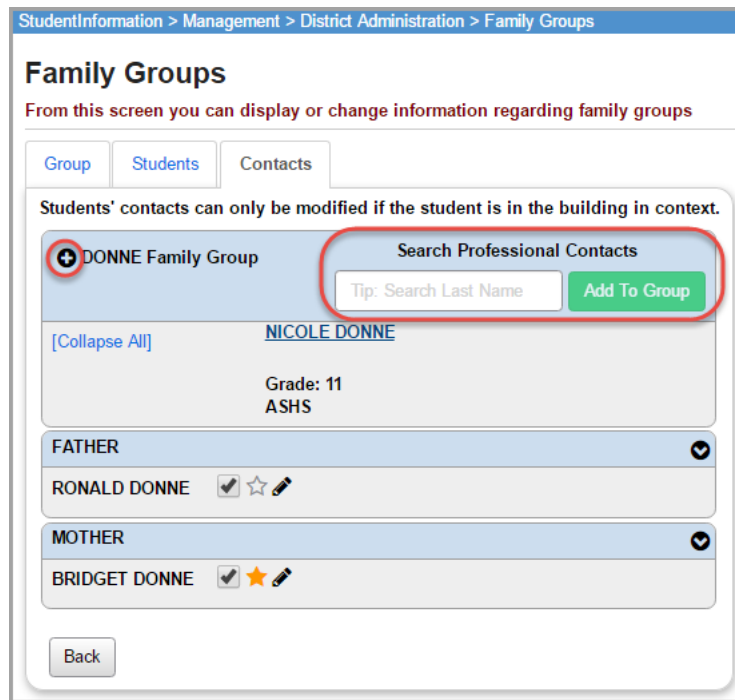
4. Add a contact in one of the following ways:

- To search for a professional contact that already exists in the system for another student:

  i. In the **Search Professional Contacts** area, enter all or part of an existing contact's name. (Do not press ENTER.)

     If a contact record is found, it displays in a drop-down list.

  ii. In the drop-down list, click the contact's name.

  iii. Click **Add To Group**.

     The contact is added to all students in the family group who are within the building in context.

- To add a new personal or professional contact:

  i. Click ⊕.

     The **Add Student Contact** window displays.

  ii. Add the contact. For information on adding contacts, see *"Add Contact."*

The contact is added to all students in the family group for whom you have permission to add contacts (based on your security). See *"Set Page Level Security for Family Groups Contacts."*

Note: The following fields on the contact record are tied to the contact itself. Therefore, they apply to all students having this contact:

- *Phone Number*
- *Address*
- *Email Address*
- *Contact Comments*
- *Available at Work*
- *Migrant Worker*

The following fields on the contact record are tied to the student. Therefore, if more than one student has this contact, you need to set these field values individually for each student:

- *Relationship Comments*
- *Legal Guardian*
- *Emergency Contact*
- *Living with Student*

- *Copied on Correspondence*
- *Willing to Volunteer*
- *Medical Contact*
- *Authorized to Pickup*

5. (Optional) To remove the contact from a specific student who is within the building in context, in the row of the contact, de-select the check box for the student.

Delete a Family Group

When you delete a family group, it no longer displays.

1. On the **Family Groups** screen, search for the family group you want to delete by entering all or part of the family group name in the **Family Group Name** field, and then click **Search**.

2. Click 🗑 in the row of the family group you want to delete.

   A confirmation message displays, and the family group is deleted.

Set District Courier Policy

StudentInformation − Management − District Administration – District Options

The **District Options** screen lets you set the courier policy at the district level. The Student Registration Wizard uses this policy to assign family couriers. If you withdraw a student who is assigned to be a family courier, StudentInformation assigns a new courier to the family group based on the district policy.

1. In the **Select a method to assign a Family Courier** area, select one of the following options:

   - **No Family Courier assignment** – Does not assign a family courier to the family group.
   - **Assign Family Courier to youngest family member** – Assigns the youngest student in the family group as the family courier.

- **Assign Family Courier to oldest family member** – Assigns the oldest student in the family group as the family courier

2. (Optional) To exclude students in certain grade levels (for example, preschool) from being selected as the courier for family groups, in the **Grade** multi-select list, select the grade(s) you wish to exclude, then click ➡ to move them to the multi-select list on the right. (You can hold down CTRL or SHIFT to make multiple selections and use any of the arrow icons to move students between the 2 multi-select lists.)

3. Click **Save**.

> *Note:* To reassign couriers based on your updated district policy, see *"Set Page Level Security for Family Groups Contacts."*

Set Page Level Security for Family Groups Contacts

StudentInformation − Management − District Administration – District Options

The **District Options** screen lets you control page level security on the **Family Groups Contacts** tab.

1. In the **Select a method to edit Family Group Contacts** area, select one of the following options:

    - **Allow edits per school** – Users can only add or remove contacts for students in in the family group who are within the building in context. Contacts check boxes for students in other buildings are disabled.

    - **Allow edits per district** – All contacts check boxes are enabled, and users can add or edit contacts for all students in the family group in the district.

2. Click **Save**.

Link ParentAccess Accounts to Contacts

Navigation: StudentInformation – Management – District Administration – ParentAccess Accounts/ParentAccess Account Administration (old)

You can link ParentAccess accounts to family group contacts. This can help you identify which contact is using a specific ParentAccess account. You can also manage security access to viewing and editing contact information for family groups in ParentAccess.

Link ParentAccess Accounts

You can search for ParentAccess accounts through the **ParentAccess Accounts** or **ParentAccess Account Administration (old)** screen.

1. Search for ParentAccess accounts through the **ParentAccess Account Administration (old)** screen.

   - The **ParentAccess Account Administration (old)** screen displays a listing of the ParentAccess accounts in the district or school in context.

     *Note: The **Active** column is for display only and cannot be edited by any user.*

- (Optional) Filter the listing and/or include additional types of accounts as follows:
   - To include both active and inactive ParentAccess accounts in the list, select the **Show Inactive ParentAccess Accounts** check box.
   - To search for a specific account, enter all or part of the account name or user's name, and then click **Search**.

The screen displays your refined search results.
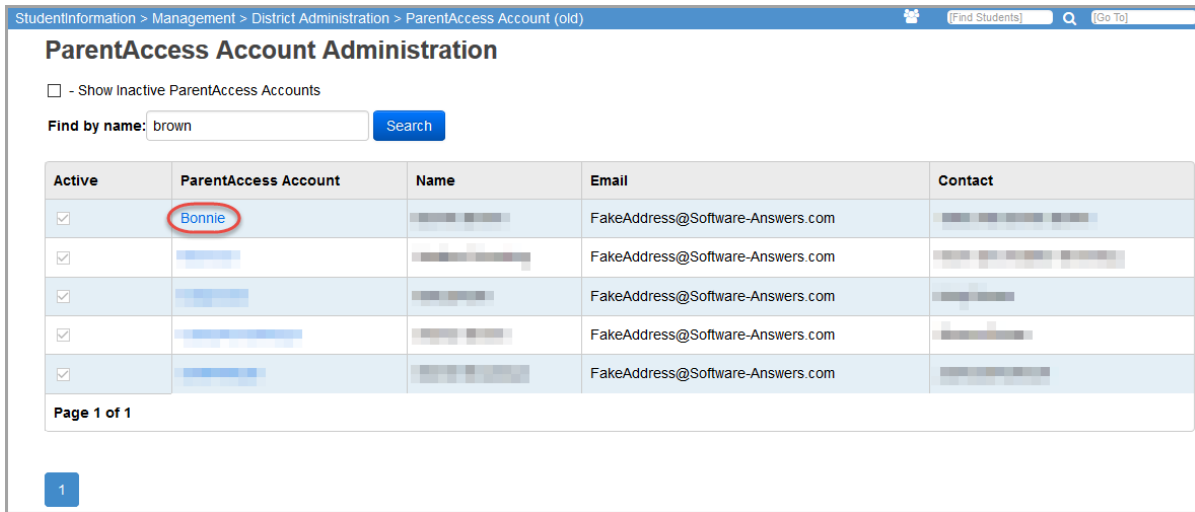
- Click a ParentAccess Account to view more details.
- The new **ParentAccess Accounts** screen displays with search results for the username of the ParentAccess account you selected.
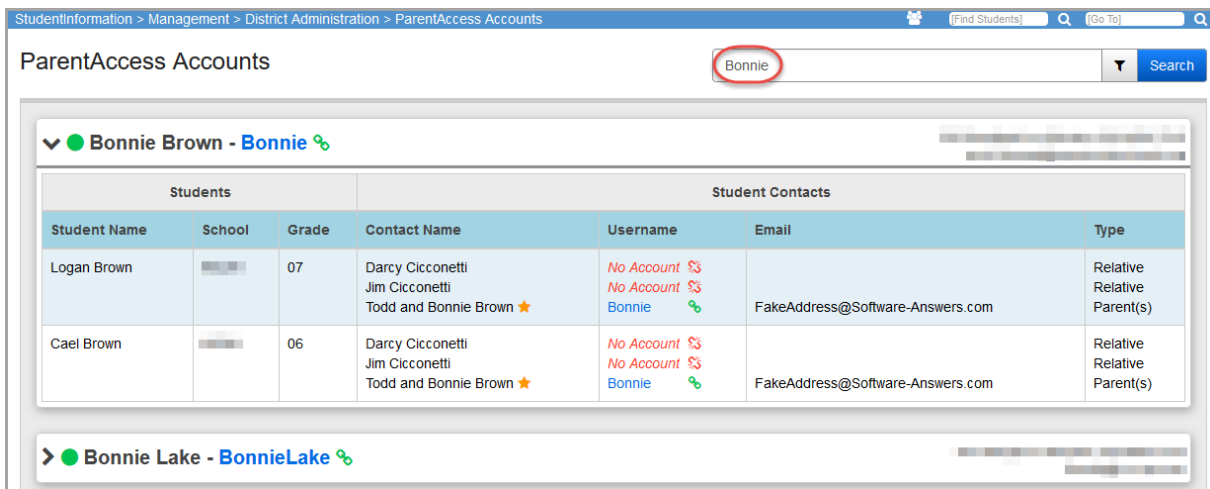
2. Search for ParentAccess accounts through the **ParentAccess Accounts** screen.

   a. On the **ParentAccess Accounts** screen, with the district or school in context, you must first conduct a search to display a listing of the related ParentAccess accounts.

b. (Optional) Select ▼ to filter the listing and/or include additional types of accounts as follows:

- **Username** (default) – Select the check box to apply the search terms to Usernames; de-select the check box to exclude Usernames in the search.
- **Last Name** (default) – Select the check box to apply the search terms to Last Names; de-select the check box to exclude Last Names in the search.
- **First Name** (default) – Select the check box to apply the search terms to First Names; de-select the check box to exclude First Names in the search.
- **Address** – Select the check box to apply the search terms to Addresses.
- **Email** – Select the check box to apply the search terms to Emails.
- **Include Inactive ParentAccess Accounts** – Select the check box to include both active and inactive ParentAccess accounts in the search.
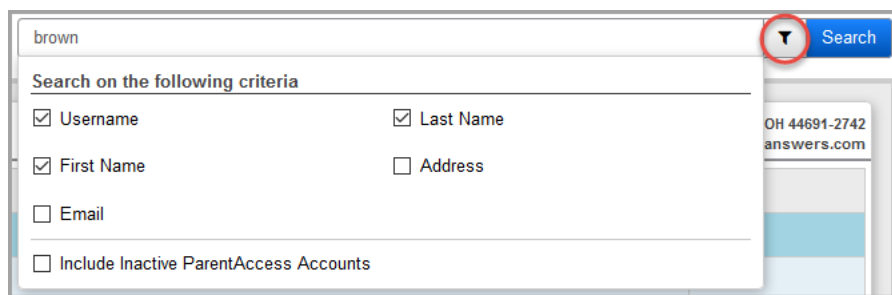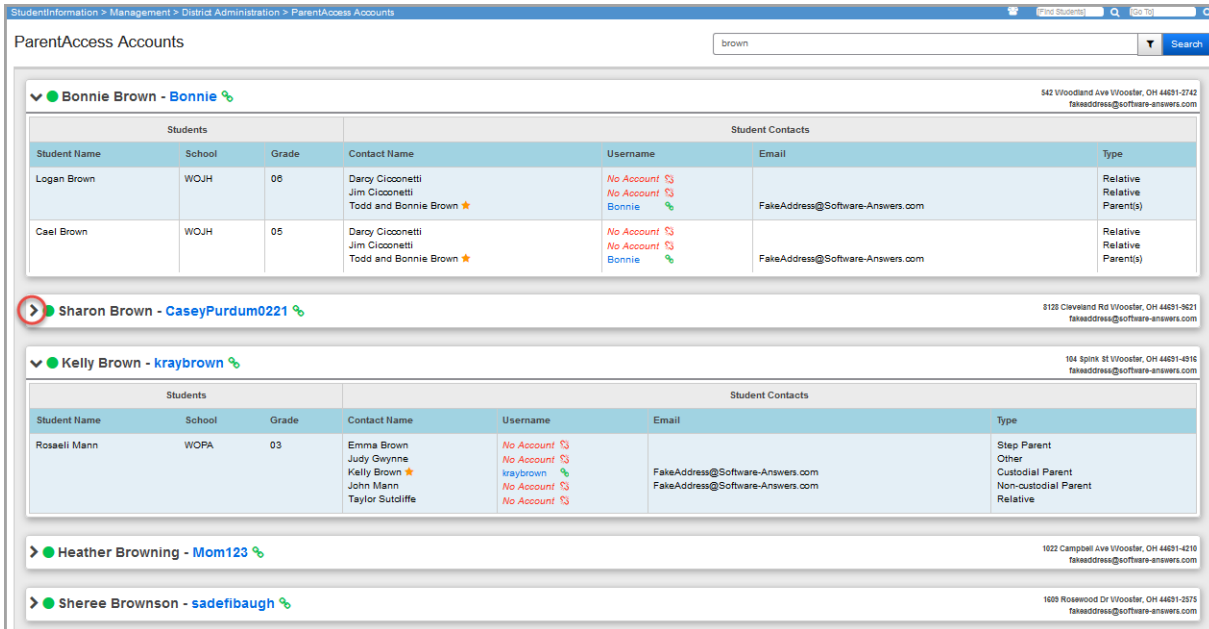
3. The first listing in the search results is always expanded to reveal additional details. You can expand each account in the list by clicking on ❯ to reveal additional details. Details for students associated with a family group display as follows:

- **Student Name** – Name of student.
- **School** – Student's current attending school.
- **Grade** – Student's current grade level.
- **Contact Name** – Family group contacts associated with the student; primary contact is identified with ★.
- **Username** – The username of a linked ParentAccess account displays in **blue** with 🔗 next to it; unlinked contacts display **No Account** 🔗 .
- **Email** – Email address(es) of associated contact(s).

- **Type** – Type of associated contact; e.g. parent, grandparent, aunt etc.

   Note: The Active icon ⬤ is for display only and cannot be edited by any user.

4. On the header row, when a ParentAccess account is linked to a contact, the username displays in **blue** with 🔗 next to it; when a ParentAccess account is not linked to a contact, the username displays in black with ⚙ next to it.

5. To link the ParentAccess account to a contact, click ⚙ on the header row or in the details area. A **Link Account to Contact** window opens.

a. In the header row, when you click ⚙, all contacts associated with the student display as options.

b. In the details area, when you click ⚙ next to a contact name, only that contact associated with the student displays.
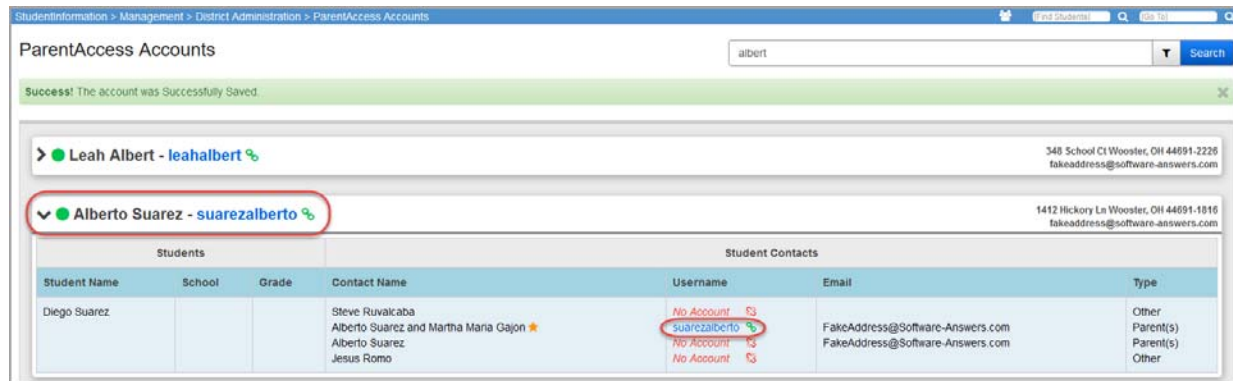
6. From the available contacts, in the row of the contact you want to link to the ParentAccess account in context, click **Link**.

   Note: Only one contact can be linked to one ParentAccess account at any time. To change the linked contact, you must first unlink the current contact and then choose a new contact to link.

7. The **ParentAccess Accounts** screen refreshes and displays at the top of the screen: "Success! The account was Successfully Saved." Now, the ParentAccess account shows the username in **blue** with %b to indicate it is linked.
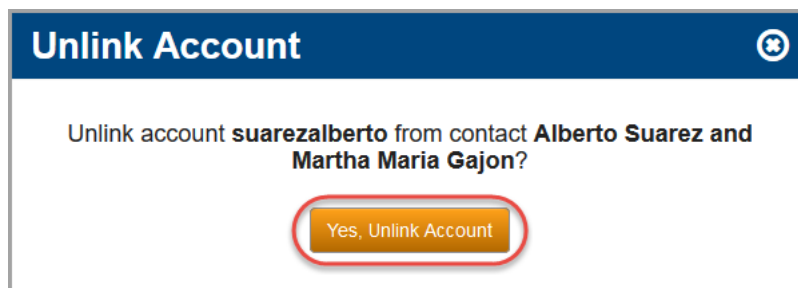
Unlink ParentAccess Accounts

1. To unlink a ParentAccess account, on an existing linked account, click %b. The **Unlink Account** window opens.

2. Click **Yes, Unlink Account**. The **ParentAccess Accounts** screen refreshes and no longer shows a linked account. You can now link the ParentAccess Account to a different contact.

Edit ParentAccess Account Security Access

1. You can grant/remove permissions for a ParentAccess account to view/edit a student's contacts data through the **ParentAccess Accounts** screen. This determines which contacts the ParentAccess account holder can view and/or edit through their account.

2. On the **ParentAccess Accounts** screen listing, on the header row or details area, select the **blue** username of a linked ParentAccess account.

The **Account Permissions** window opens.

3. For each associated contact in the student's family group, you can select the check boxes to indicate which associated contacts the ParentAccess account in context can view and/or edit through ParentAccess.

   *Note: If you select the **Edit** check box for a contact, you must also select the **View** check box in order to grant the ParentAccess account **Edit** permissions.*

4. To remove permissions for the ParentAccess account in context, de-select the appropriate view/edit check boxes corresponding to each contact.

5. After granting/removing the permissions, click **Update Permissions** to save the changes.

Family Groups Wizard

Home − StudentInformation − District Administration − Family Groups Wizard

The Family Groups Wizard guides you through the process of creating all of the family groups for a school or district at once. You can create family groups by matching on address, city, state, zip code, contact last name, contact first name, and/or phone number.

Create Family Groups with the Family Groups Wizard

> *Note: In order for the Family Groups Wizard to recognize new students, the default school year must be the year in which the new students will start. For example, if you are registering new Kindergarten students with an admission date of 8/1/14, the default school year must be 2014-2015 when you run the Family Groups Wizard.*

1. On the **Family Groups Wizard** screen, select one of the following options:

   a. **Build groups with single and multiple students** – Creates a family group for a single student if StudentInformation does not find another with matching information.

   b. **Build only groups with multiple students** – Creates only groups where two or more students have matching information.

   c. **Add Students to existing groups** – Searches existing family groups based on your chosen criteria and attempts to match students who are not yet included in the group.

   d. **Reassign Courier based on Family Courier District Policy** – Reassigns the courier in all family groups based on the school district's courier policy. See *"Set District Courier Policy."*

   If you select one of the first three above options, the following selectable check boxes display: **Address**, **City**, **State**, **Zip Code**, **Contact LastName**, and **Contact FirstName**.

1. (Optional) In the **Matching Criteria** area, select applicable check boxes criteria by which you want StudentInformation to match the students to create a family group.

2. (Optional) If you want to delete all of the existing groups in the district, select **Remove existing groups in the district**.

   Note: This option is only available for users with delete access to this screen and if the above radio options (a) and (c) are selected.

   ⚠️ **Caution:** If you select this option, all of the currently existing family groups in the district are deleted. Ensure that you do not have any existing family groups that you want to keep before selecting this option.

3. Click **Next**.

The **Selection Summary** tab displays.

4. Review the criteria you selected, and then click **Next**.

StudentInformation matches students based on the criteria you selected and creates the family groups. Once the process is complete, the created family groups display on the **Display Groups** tab.

5. From the **Display Groups** tab, you can perform the following tasks:

   - Delete a family group by clicking 🗑.
   - Edit a family group as described in *"Modify Groups in Family Groups Wizard."*
   - Search for a family group by entering the **Family Group Name** or **Student Last Name** in the **Search By** field.

6. Save the family group(s) you want to keep.

   - To save one or more of the family groups, select the check box next to the family group(s) you want to save, and then click **Save**.
   - To save all of the family groups on the current tab, select the check box in the table heading to select all of the family groups, and then click **Save**.

Modify Groups in Family Groups Wizard

1. On the **Family Groups Wizard** screen, click ✏ next to the family group you want to modify.

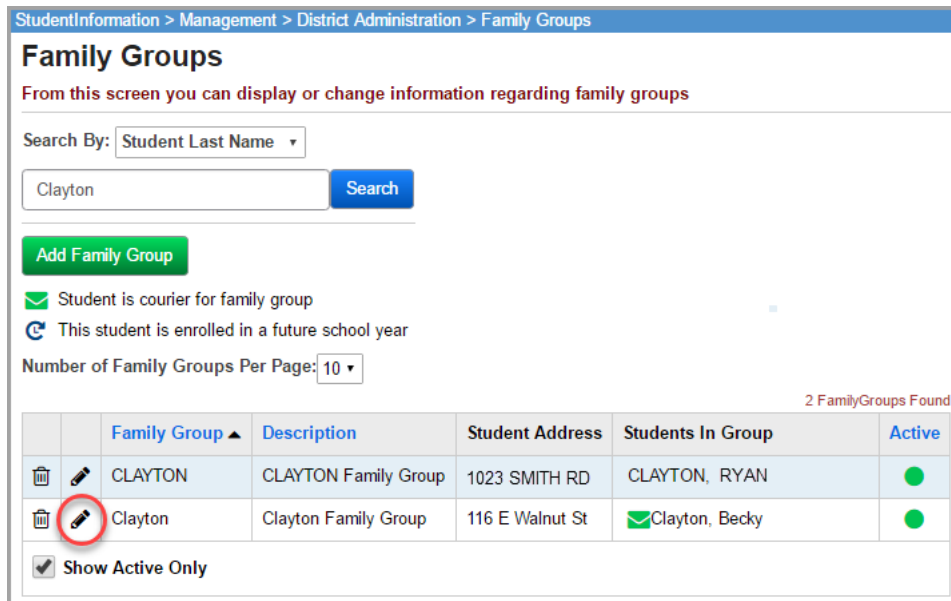   On the **Family Groups** maintenance screen, the **Students** tab displays.

2. Perform one of the following actions to change the students assigned to the family group:

   - Click 🗑 in the row of a student to remove that student from the family group.

   - Click ✉ or ✉ in the **Is Courier** column next to the student's name to assign or remove that student as courier for the family group. The icon for the student who is assigned as the courier displays ✉.

3. To add additional students to the group:

   a. Search for a student you want to add to this group by entering any of the following values, and then click **Search**:

      - Enter all of the student's last name in the **Student Name** field. If you want to search using part of the student's name, type ***** to indicate a wildcard search. For example, to return all the students with a last name that starts with s, type **s***.

      - Enter the student's phone number in the **Phone Number** field. You must type all 10 digits (dashes and parentheses are not required).

      - Enter all or part of the student's street address in the **Street Address** field.

The search results display at the bottom of the screen.

b. Select the check box in the row of the student(s) you want to add to the family group, or click the box in the heading row of the grid to select all of the students.

c. When you have selected all of the applicable students, click **Add Selected Students**.

The students you selected display in the grid on the **Students** tab.

4. To change the name of the family group, click the **Group** tab, and then perform one of the following actions to change the basic information for the family group:

    *   Change the short name for the family group in the **Name** field.

    *   Change the long description for the family group in the **Description** field.

5. When you are done modifying the family group, click **Save**.

    The **Family Groups Wizard** screen displays with the changes you made to the family group.

Student Alert Screens

StudentInformation has several alert capabilities that let the appropriate school personnel view at a glance if there is a situation to which they need to be alerted for the selected student. When alerts have been added for the selected student, the applicable icon displays in the context area as shown below.

Available Alerts in StudentInformation include:

- – Custody

- – Medical

- – (Life Threatening) Medical

- – Disability

- – Miscellaneous

- – Outstanding Fees

Student Alerts and Student Promotion/Bulk Enrollment

Custody, medical, disability, and miscellaneous alerts copy to the new school year as part of the Student Promotion and Bulk Enrollment process as shown in the following table.

Alert	No Ending Date	End Date in previous school year	End Date in future school year
Custody	Yes, copies	Yes, copies	Yes, copies
Disability	Yes, copies	Yes, copies	Yes, copies
Medical	Yes, copies	Yes, copies	Yes, copies
Miscellaneous	Yes, copies	No, does not copy	Yes, copies

Custody Alert

Navigation: StudentInformation – SIS – Student – Custody Alert

Custody alerts can be designated for individual students as needed.

Sorting – You can sort by any column (**Date**, **Alert Description**, **Priority**, **Starting Date**, **Ending Date**, **Author**, **Critical**, **Active**) in ascending or descending order by clicking the column header.

🗑 – Click to delete (inactivate) this custody alert.

✏ – Click to edit this custody alert.

⚠ – Indicates the custody alert is critical.

🟢 – Indicates an active custody alert.

🟡 – Indicates an inactive custody alert.

Show Active Only – Select this check box to show only active custody alerts; de-select this check box to show both active and inactive custody alerts.

Add Custody Alert – Click to add a new custody alert.

Add/Edit/Delete Custody Alert

Navigation: StudentInformation – SIS – Student – Custody Alert

Do one of the following:

- Click **Add Custody Alert** to add a new custody alert.

- Click ✏ to edit a specific custody alert.

- Click 🗑 to delete (inactivate) a specific custody alert.

Date (read-only) – Defaults to current date; cannot be modified.

Priority (required) – Priority is used when more than one alert exists. Highest priority is listed first on the screen. Valid range of 1-10 with 10 being the highest priority.

Starting Date (optional) – Date this custody alert begins.

Ending Date (optional) – Date alert ends if applicable.

Custody Alert Description (required) – Enter a description of the custody alert.

Critical (optional) – Select this check box to mark the alert as critical and display the applicable icon.

Is Active – Selected by default. If an **Ending Date** is specified, the alert becomes inactive when that date passes.

Save – Click to save the custody alert information and return to the **Custody Alert** listing screen where the new information displays.

Save and New – Click to save the custody alert information and return to the **Custody Alert** add/edit screen.

Cancel – Click to clear out already entered data and return to the **Custody Alert** listing screen.

If you click 🗑 to delete a specific custody alert, a confirmation screen displays.
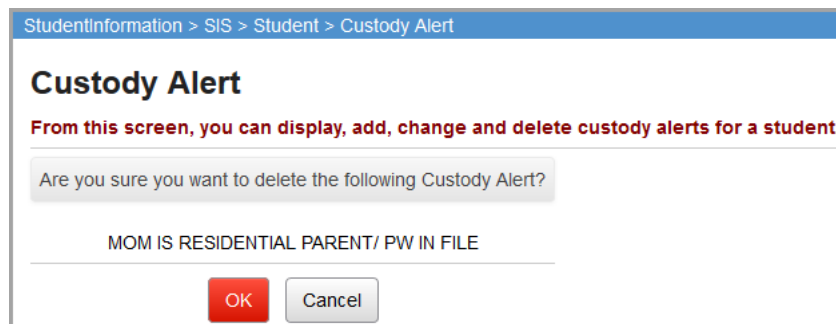
OK – Click to delete the custody alert.

Cancel – Click to cancel the delete action and return to the **Custody Alert** listing screen.

> *Note: When you delete a custody alert, it is not actually deleted. It is made inactive as notated by* 🔘 *in the* ***Active*** *column. Display both active and inactive custody alerts by selecting or de-selecting the* ***Show Active Only*** *check box. To activate an inactive custody alert, see "Add/Edit/Delete Custody Alert."*

Disability Alert

Navigation: StudentInformation – SIS – Student – Disability Alert

Disability alerts may be designated for individual students as needed.

Sorting – You can sort by any column (**Date**, **Alert Description**, **Priority**, **Starting Date**, **Ending Date**, **Author**, **Active**) in ascending or descending order by clicking the column header.

🗑 – Click to delete (inactivate) this disability alert.

✏ – Click to edit this disability alert.

🟢 – Indicates an active disability alert.

🟡 – Indicates an inactive disability alert.

Show Active Only – Select this check box to display only active disability alerts. De-select this check box to show both active and inactive disability alerts.

Add Disability Alert – Click to add a new disability alert.

Add/Edit/Delete Disability Alert

Navigation: StudentInformation – SIS – Student – Disability Alert
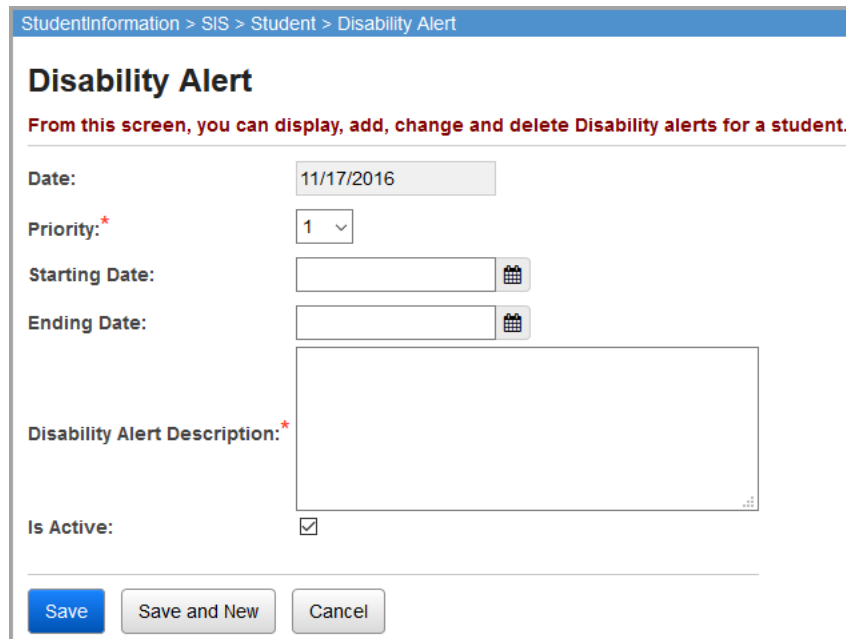
Do one of the following:

- Click **Add Disability Alert** to add a new disability alert.

- Click ✏ to edit a specific disability alert.

- Click 🗑 to delete (inactivate) a specific disability alert.

Date (read-only) – Defaults to current date; cannot be modified.

Priority (required) – Priority is used when more than one alert exists. Highest priority is listed first on the screen. Valid range of 1-10 with 10 being the highest priority.

Starting Date (optional) – Date this disability alert begins.

Ending Date (optional) – Date this disability alert ends if applicable.

Disability Alert Description (required) – Enter a description of the disability alert.

Is Active – Selected by default. If an **Ending Date** is specified, the alert becomes inactive when the date passes.

Save – Click to save the disability alert information and return to the **Disability Alert** listing screen where the new information displays.

Save and New – Click to save the disability alert information and return to the **Disability Alert** add/edit screen.

Cancel – Click to clear out already entered data and return to the **Disability Alert** listing screen.

> *Note: When you delete a disability alert, it is not actually deleted. It is made*
> *inactive as notated by* ⭕ *in the **Active** column. Display both active and inactive*
> *disability alerts by selecting or de-selecting the **Show Active Only** check box.*
> *To activate an inactive miscellaneous alert, see "Add/Edit/Delete Disability Alert."*

Miscellaneous Alert

Navigation: StudentInformation – SIS – Student – Miscellaneous Alert

Miscellaneous alerts can be designated for individual students as needed.

Sorting – You can sort by any column (**Date**, **Alert Description**, **Priority**, **Starting Date**, **Ending Date**, **Author**, **Active**) in ascending or descending order by clicking the column header.

🗑 – Click to delete (inactivate) this miscellaneous alert.

✏ – Click to edit this miscellaneous alert.

🟢 – Indicates an active miscellaneous alert.

🟡 – Indicates an inactive miscellaneous alert.

Show Active Only – Select this check box to display only active miscellaneous alerts. De-select this check box to show both active and inactive miscellaneous alerts.

Add Miscellaneous Alert – Click to add a new miscellaneous alert.

Add/Edit/Delete Miscellaneous Alert

Navigation: StudentInformation – SIS – Student – Miscellaneous Alert

Do one of the following:

- Click **Add Miscellaneous Alert** to add a new miscellaneous alert.

- Click ✏ to edit a specific miscellaneous alert.

- Click 🗑 to delete (inactivate) a specific miscellaneous alert.

Date (read-only)– Defaults to current date; cannot be modified.

Priority (required) – Priority is used when more than one alert exists. Highest priority is listed first on the screen. Valid range of 1-10 with 10 being the highest priority.

Starting Date (optional) – Date the miscellaneous alert begins.

Ending Date (optional) – Date the alert ends, if applicable.

Miscellaneous Alert Description (required) – Enter a description of the miscellaneous alert.

Is Active – Selected by default. If an **Ending Date** is specified, the alert becomes inactive when the date passes.

Save – Click to save the miscellaneous alert information and return to the **Miscellaneous Alert** listing screen where the new information displays.

Save and New – Click to save the miscellaneous alert information and return to the **Miscellaneous Alert** add/edit screen.

Cancel – Click to clear out already entered data and return to the **Miscellaneous Alert** listing screen.

> *Note: When you delete a miscellaneous alert, it is not actually deleted. It is made inactive as notated by ⭘ in the **Active** column. Display both active and inactive miscellaneous alerts by selecting or de-selecting the **Show Active Only** check box. To activate an inactive miscellaneous alert, see "Add/Edit/Delete Miscellaneous Alert."*

Medical Alert

Navigation: StudentInformation – SIS – Student – Medical – Medical Alert

Medical alerts may be designated for individual students as needed.

> **Note:** See the ProgressBook StudentInformation Student Medical Guide for details on setting up a medical alert.

Outstanding Fees Alert

Navigation: StudentInformation – SIS – Student – Fees

Click $ to display the **Student Open Fees** screen.
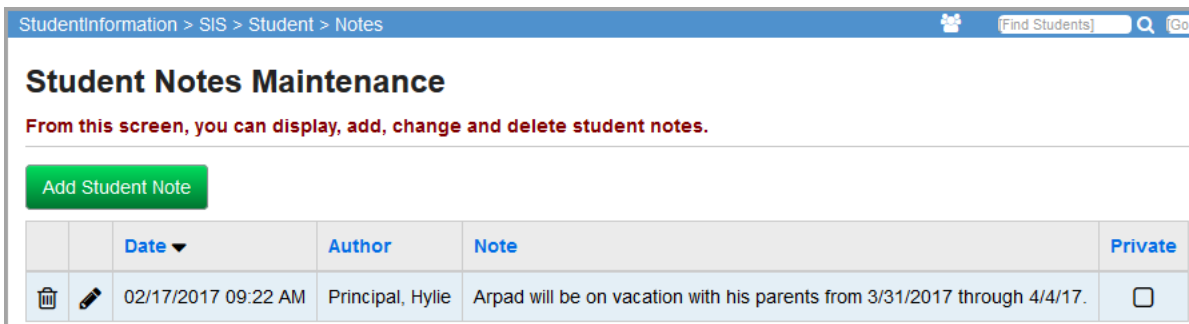
> **Note:** *For more information about student open fees, see the* ProgressBook StudentInformation Fees Guide.

Student Note Maintenance

Navigation: StudentInformation – SIS – Student – Notes

The student **Notes** screen lets you add, modify, or delete notes pertaining to an individual student.

Student notes will copy to the new school year as part of the Student Promotion and Bulk Enrollment process.

Sorting – You can sort by any column (**Date**, **Author**, **Note**, **Private**) in ascending or descending order by clicking the column header.
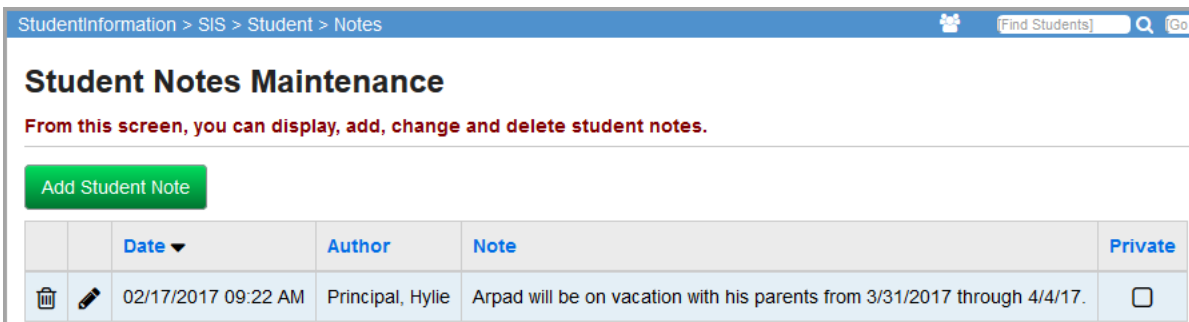
🗑 – Click to delete this student note.

✏ – Click to edit this student note.

Add Student Note – Click to add a new student note.

Add/Edit/Delete Student Note

Navigation: StudentInformation – SIS – Student – Notes

Do one of the following:

- Click **Add Student Note** to add a new student note.
- Click ✏ edit a specific student note.
- Click 🗑 to delete a specific student note.

Note (required) – Enter up to 1,000 characters of text for the student note.

Private (optional) – Select this check box if you want the note to only be viewable to the author of the note; otherwise, de-select this check box.

Save – Click to save the new note and return to the **Student Notes Maintenance** listing screen where the updated information displays.

Save and New – Click to save the student note and return to **Student Notes Maintenance** add/edit screen.
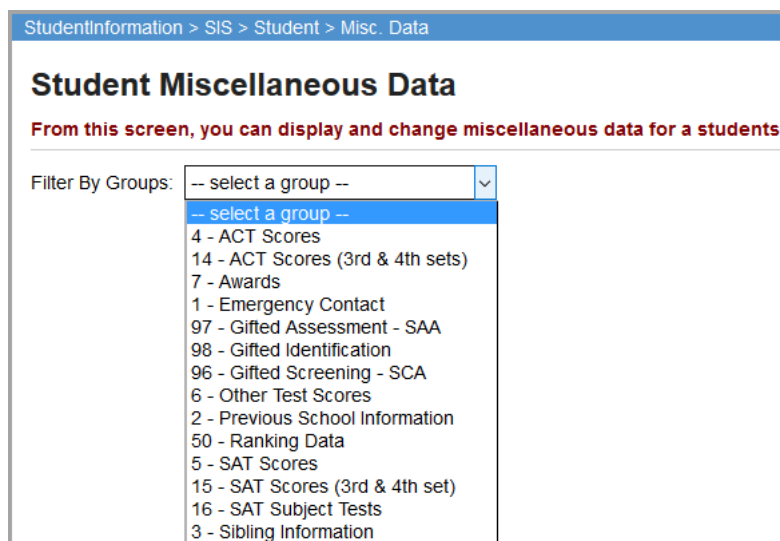
Cancel – Click to clear out already entered data and return to the **Student Notes Maintenance** listing screen.

Student Miscellaneous Data

Navigation: StudentInformation – SIS – Student – Misc. Data

Miscellaneous data is used to track any other ad hoc student miscellaneous data. It can be configured as needed.

Filter By Group – Select a miscellaneous group from the drop-down list.

The grid for the selected miscellaneous group with all the miscellaneous data definitions displays for input. See the following example.

Value – Enter or select the applicable value(s) you wish to add or edit for the selected student.

Save – Click to save the current miscellaneous data and return to **Student Miscellaneous Data** filter by group screen.

Cancel – Click to clear out already entered data and return to **Student Miscellaneous Data** filter by group screen.

Student Counselor Assignment

Navigation: StudentInformation – SIS – School – Counselors

The **Student Counselor Assignment** screen displays students assigned to the selected counselor.

Filter by Counselor (required) – Choose a counselor from the drop-down list. Counselors are identified with the job function of **Counselor** on their **Staff Member Schools** record (**Management – Security – View Staff Members – Add/Edit Staff Member Schools** tab). Job functions are school and school year specific.

Sorting – You can sort by any column (**Student ID**, **Student Name**, **Student Status**, **Grade**, **Gender**, **Homeroom**, **Phone Number**, **Program**, **Age**) in ascending or descending order by clicking the column header.

Student Name – You can click any student name to go to their **View Profile** screen.

View-Only Student Profile

Navigation: StudentInformation – SIS – Student – View Profile

The view-only student profile displays basic student information and a photo (if available) of the selected student. From this screen, there are several links to other areas within the StudentInformation application, such as the student's schedule, contact information, etc. (For more information, see the *ProgressBook StudentInformation Getting Started Guide* and *ProgressBook StudentInformation Quick Reference Card*.)

Student Photographs

You can load student pictures into StudentInformation. Contact your ITC for more information. Use the following guidelines to determine the optimal photograph size for your application:

- The standard U.S. passport size photograph works well with StudentInformation.

- The second best photograph size is 200x200 pixels with a file size of 10kB or less. If you require rectangular photographs, the first dimension (width) can be less than the second (height).

- The maximum photograph size should not exceed 225x225 pixels with a maximum file size of 10 kilobytes.

- The minimum useful photograph size is 128x165 pixels with a file size of about 6 kilobytes.

Student Reports

Please see the Batch/Report Management documentation for more detailed information about running and viewing reports.

Student Lunch Free/Reduced (LUNCH)

Navigation: StudentInformation – SIS – School – Student Reports – Student Lunch Free/Reduced (LUNCH)

The Student Lunch Free/Reduced (LUNCH) report lists students and total students on the free and reduced lunch program.

.

Homeroom Date (required) – Specify the date to use to retrieve the students' homerooms. Defaults to the current date.

Effective Date (required) – Specify the date to use to select students with free lunches as of the date selected. Defaults to the current date.

School (required) – Select the schools you wish to include in the report. Defaults to all available schools.

Lunch Status (required) – Select which lunch statuses you wish to include in the report. You must select at least one lunch status.

Grade (optional) – Select one or more grades you wish to include in the report. If no grades are selected, all grades are included in the report.

Student Status (optional) – Select one or more student statuses to include in the report. If no student statuses are selected, all student statuses are included in the report.

Gender (optional) – Select one or more genders you wish to include in the report. If no genders are selected, all genders are included in the report.

Group By (required) – Select to group by **Grade**, **Homeroom**, or **Counselor**. Defaults to **Grade**.

Sorting Options (optional) – Select one or more sort options for your report.

Output – Select **Report**, **Labels**, or **Both Report and Labels**.

If you select labels, use the following Adobe page settings when printing the labels to ensure that the labels print correctly on the page.

For Adobe 9:

- Page Scaling = None
- Auto Rotate and Center = Unchecked

For Adobe 10:

- Size Options = Actual Size
- Orientation = Portrait

> *Note: If you are using Firefox, you must change a setting before printing labels. In Firefox, go to **Options**. In the **Applications** area, under the **Content Type** column, locate **Portable Document Format (PDF)**. In the **Action** column of that row, change the selection from **Preview in Firefox** to an Adobe option (such as **Use Adobe Acrobat**).*

Label Type (optional) – If you select **Labels**, specify the size of the labels in the **Label Type** by selecting the appropriate label format from the drop-down list. Labels for this report have a default sort by grade level, then alphabetically by name. If a different sort is selected for the report, labels sort in the same order as the report.

Address – Select the address to use for labels. If you select the **Use custom address text** check box, the text you enter in the field is added to the top of each label.

Include Copied On Correspondence – Select **Yes** to have address labels for contacts with the **Copied on Correspondence** check box selected included when creating labels; otherwise, select **No**.

Delivery Method (required) – See the Batch/Report Management documentation for further details.

Email Address (auto populated from your StudentInformation profile)

Report Format – Select an output format of **Adobe PDF**, **Rich Text File (RTF)**, **Text**, **Excel Spreadsheet**, or **HTML**.

Description (optional) – Displays on the **Batch/Report Management** screen.

Submit – Click to submit this report to the Batch/Report Management application; see the Batch/Report Management documentation for further details

Report: Lunch
Printed Mon, Jul 13, 2009, 1:57 PM

2009-2010
DASL - LUNCH

ID	STUDENT NAME	GN	GR	STATUS	ETHNICITY	LUNCH STATUS	SCHOOL CODE	HOMEROOM
58	Student47415, MADISON	F	01	A	W	Reduced	EL	109
58	Student47420, CORY	M	01	A	W	None	EL	110
58	Student47407, JACOB	M	01	A	W	None	EL	110
58	Student47424, NICHOLAS	M	01	A	W	None	EL	109
58	Student47438, LEONA	F	01	A	W	Free	EL	110

Student Alerts (STD_ALRT)

Navigation: StudentInformation – SIS – School – Student Reports – Student Alerts (STD_ALRT)

The Student Alerts (STD_ALRT) report displays all student alerts for students meeting the specified criteria and having the selected alerts – medical, custody, miscellaneous, disability, fees, pending enrollment, and/or pending withdraw alerts.

Student Alerts (STD_ALRT)

From this screen, you can select parameters to generate a report.

| Selection Criteria | Selection Summary | Load Settings |

Selecting an Ad-Hoc Membership Group will limit the report the students associated with that membership group. All other criteria will be ignored.

Ad-Hoc Membership: -- Select an Ad-Hoc Membership -- ⌄

Public And Private ☐

If not limiting to an Ad-Hoc Membership Group, you may select as many other criteria as desired. Each selection will limit your results further.

Date Range: *   8/1/2016   🗓   2/17/2017   🗓

Homeroom Date: *   2/17/2017   🗓

Alert Type:

☑ **Custody**   ☑ **Fee**   ☑ **Medical**   ☑ **Pending Enrollment**

☑ **Disability**   ☑ **Fee Negative**   ☑ **Miscellaneous**   ☑ **Pending Withdraw**

Grade

```
9 - 9th Grade
10 - 10th Grade
11 - 11th Grade
12 - 12th Grade
```

Student Status

```
A - ACTIVE RES
D - DELETED
I - INACTIVE
J - JVS RES
```

Administrative Homeroom

```
DOHS56 - Cook (Full Year)
DOHS57 - Morgan (Full Year)
DOHS58 - Bell (Full Year)
DOHS59 - Murphy (Full Year)
```

Membership Group

```
A - Athletic
B - Clubs
C - Academic
I - Intervention
```

Membership

Special Education Services

```
215001 - Adapted Physical Education Se
215002 - Aide Services
215003 - Attendant Services
215004 - Audiological Services
```

Sorting Options

```
Grade (ASC)
Grade (DESC)
Student Name (DESC)
Homeroom (ASC)
```

```
Student Name (ASC)
```

Delivery Method: Pickup ⌄   [Set As Default]

Email Address: Principal1@SADoc.edu

Report Format: Adobe PDF ⌄

Description:

[Submit]

Ad-Hoc Membership (optional) – Select an ad-hoc membership from the drop-down list if you wish to only include students associated with the membership for this run of the report. Select the **Public and Private** check box to see memberships created by other users in your drop-down list. Selecting an ad-hoc membership group limits the report to the students associated with that ad-hoc membership group. All other criteria are ignored.

Date Range (required) – Specify the date range in which you want to look for specific alerts; the start date defaults to the first day of school of the school and school year in context and the end date defaults to today's date.

Homeroom Date (required) – Specify the date to use to retrieve students' homerooms. Defaults to the current date or the most recent valid school day for the school and school year in context.

Alert Type (required) – Select one or more alert types for this report.

Grade (optional) – Select one or more grades you wish to include in the report. If no grades are selected, all grades are included in the report.

Student Status (optional) – Select one or more student statuses you wish to include in the report. If no student statuses are selected, all student statuses are included in the report.

Administrative Homeroom (optional) – Select one or more administrative homerooms to include in the report. If no administrative homerooms are selected, all administrative homerooms are included in the report.

Membership Group (optional) – Select one or more membership groups to include in the report. If no membership groups are selected, all membership groups are included in the report.

Membership (optional) – Select one or more memberships to include in the report. If no memberships are selected, all memberships are included in the report.

Special Education Services (optional) – Select the special education services to include students in the report who are assigned those services. If no special education services are selected, the report includes students assigned to all services. This list box contains the 215xxx codes and refers to the records entered for a student on the **Special Education** screen **Services** tab.

> *Note: The **Special Education Services** list only displays when FY13 and forward is in context. In prior years, the special education services were entered on the **Edit Student Memberships** screen and are selected for this report in the **Membership Code** list.*

Sorting Options (optional) – Select one or more sort options for your report.

Delivery Method (required) – See the Batch/Report Management documentation for further details.

Email Address (auto populated from your StudentInformation profile)

Report Format – Select an output format of **Adobe PDF**, **Rich Text File (RTF)**, **Text**, **Excel Spreadsheet**, or **HTML**.

Description (optional) – Displays on the **Batch/Report Management** screen.

Submit – Click to submit this report to the Batch/Report Management application; see the Batch/Report Management documentation for further details.

```
REPORT: SI - REPO STD_ALRT                     ASHLAND HIGH SCHOOL                          RUN AT 9:51 AM 8/10/2017

SCHOOLYEAR: 2016-2017                          STUDENT ALERT REPORT                         PAGE      1    OF      16

FROM: 08/23/2016 TO: 02/17/2017


ID          STUDENT NAME              GN   GR    COUNSELOR              HMRM         HMRM TEACHER
            TYPE                                 START DATE   STOP DATE    ALERT DETAIL INFORMATION

            , HOPE                    F    09    JONATHAN
            Disability                              11/21/2016                 test
            , COLTON                  M    09    JONATHAN
            Disability                                        10/21/2016       sprained ankle
            Medical                                                            asthma
            Fee                                                                Student owes fees
            , CANDACE                 F    10    JONATHAN
            Fee                                                                Student owes fees
            , CARMEN                  F    10    JONATHAN
            Fee                                                                Student owes fees
            , LOGAN                   M    09    JONATHAN
            Fee                                                                Student owes fees
            , REAGAN                  F    09    JONATHAN
            Fee                                                                Student owes fees
```

Student with No SSID (SSID)

Navigation: StudentInformation – SIS – School – Student Reports – Student With No SSID (SSID)

The Student with No SSID (SSID) report lists all students meeting the specified criteria with no state student ID (SSID) recorded in their FS record. The report can also display a listing of students meeting the specified criteria and the SSID record in their FS record.

Homeroom Date (required) – Specify the date to use to retrieve students' homerooms. Defaults to the current date or the most recent valid school day for the school and school year in context.

Grade (optional) – Select one or more grades you wish to include in the report. If no grades are selected, all grades are included in the report.

Student Status (optional) – Select one or more student statuses to include in the report. If no student statuses are selected, all student statuses are included in the report.

Administrative Homeroom (optional) – Select one or more administrative homerooms to include in the report. If no administrative homerooms are selected, all administrative homerooms are included in the report.

Only show students missing the SSID on one or more of their FS records (optional) – Select this check box to display only students without an SSID on one or more of their FS records; otherwise, de-select this check box to display only students with an SSID. Selected by default.

Group By (required) – Select to group by **Grade**, **Homeroom**, or **Counselor**. Defaults to **Grade**.

Sorting Options (optional) – Select one or more sort options for your report.

Delivery Method (required) – See the Batch/Report Management documentation for further details.

Email Address (auto populated from your StudentInformation profile)

Report Format – Select an output format of **Adobe PDF**, **Rich Text File (RTF)**, **Text**, **Excel Spreadsheet**, or **HTML**.

Description (optional) – Displays on the **Batch/Report Management** screen.

Submit – Click to submit this report to the Batch/Report Management application; see the Batch/Report Management documentation for further details.

Report: SSID				#2 High School
Printed Tue, Mar 17, 2009, 8:51 PM				2008-2009
				Students with no SSID

Id	Last *	First *	Middle *		
12519	Student62700	BRIANNA	JANAE		

	Gender *	Native Language *	Ethnicity *	Birthdate *	Birth Place *
	F	ENG	B	12/14/93	LIMA

	Grade	Homeroom	Homeroom Teacher	Counselor
	09			

		Student FS records	Effective Start Date	Admission Reason	State Student Id
			09/26/2008	6	87617
			09/30/2008	6	!88879

Id	Last *	First *	Middle *		
12518	Student62702	ZACHAIRA	TYREE		

	Gender *	Native Language *	Ethnicity *	Birthdate *	Birth Place *
	M	ENG	M	02/06/92	BELLEFONTAINE

	Grade	Homeroom	Homeroom Teacher	Counselor
	09			

		Student FS records	Effective Start Date	Admission Reason	State Student Id
			09/05/2008	6	75502

Student with No SSNO (SSNO)

Navigation: StudentInformation – SIS – School – Student Reports – Student With No SSNO (SSNO)

The Student With No SSNO (SSNO) report lists students meeting the specified criteria with no social security number (SSN) record in their demographic record. The report can also display a listing of students meeting the specified criteria and the SSN recorded in their demographic record.

Homeroom Date (required) – Specify the date to use to retrieve students' homerooms. Defaults to the current date or the most recent valid school day for the school and school year in context.

Grade (optional) – Select one or more grades you wish to include in the report. If no grades are selected, all grades are included in the report.

Student Status (optional) – Select one or more student statuses to include in the report. If no student statuses are selected, all student statuses are included in the report.

Administrative Homeroom (optional) – Select one or more administrative homerooms to include in the report. If no administrative homerooms are selected, all administrative homerooms are included in the report.

Show Students With No Social Security Number Only (optional) – Select this check box to display only students without an SSN; otherwise, de-select this check box to also display students with an SSN.

Sorting Options (optional) – Select one or more sort options for your report.

Delivery Method (required) – See the Batch/Report Management documentation for further details.

Email Address (auto populated from your StudentInformation profile)

Report Format – Select an output format of **Adobe PDF**, **Rich Text File (RTF)**, **Text**, **Excel Spreadsheet**, or **HTML**.

Description (optional) – Displays on the **Batch/Report Management** screen.

Submit – Click to submit this report to the Batch/Report Management application; see the Batch/Report Management documentation for further details.

REPORT: DASL - REPO SSNO				ASHLAND HIGH SCHOOL			RUN AT 1:04 PM 2/17/2017
SCHOOLYEAR: 2016-2017				STUDENTS WITH NO SSN REPORT			PAGE 1 OF 23
ID	STUDENT NAME	GN	GR	COUNSELOR	HMRM	HMRM TEACHER	SSN
	HOPE	F	09	JONATHAN			
	COLTON	M	09	JONATHAN	0-106	Brian	

Student Contact List (CONT)

Navigation: StudentInformation – SIS – School – Student Reports – Student Contact List (CONT)

The Student Contact List (CONT) report displays contact information and type for contacts associated with the students that meet the specified criteria.

Student Contact List (CONT)

From this screen, you can select parameters to generate a report.

| Selection Criteria | Selection Summary | Load Settings |

Selecting an Ad-Hoc Membership Group will limit the report the students associated with that membership group. All other criteria will be ignored.

Ad-Hoc Membership: -- Select an Ad-Hoc Membership -- ⌄

Public And Private ☐

If not limiting to an Ad-Hoc Membership Group, you may select as many other criteria as desired. Each selection will limit your results further.

Homeroom Date: * 2/17/2017   📅

Contact Type

C - Custodial Paren
DE - DENTIST
DR - DOCTOR
EM - EMERGENCY

Grade

9 - 9th Grade
10 - 10th Grade
11 - 11th Grade
12 - 12th Grade

Student Status

A - ACTIVE RES
D - DELETED
I - INACTIVE
J - JVS RES

Administrative Homeroom

DOHS56 - Cook (Full Year)
DOHS57 - Morgan (Full Year)
DOHS58 - Bell (Full Year)
DOHS59 - Murphy (Full Year)

Membership Group

A - Athletic
B - Clubs
C - Academic
I - Intervention

Membership

Special Education Services

215001 - Adapted Physical Education Se
215002 - Aide Services
215003 - Attendant Services
215004 - Audiological Services

Sorting Options

Student Number (ASC)
Student Number (DESC)
Student Name (DESC)
Grade (ASC)

Student Name (ASC)

Delivery Method: Pickup ⌄   [Set As Default]

Email Address: Principal1@SADoc.edu

Report Format: Adobe PDF ⌄

Description:

[Submit]

Ad-Hoc Membership (optional) – Select an ad-hoc membership from the drop-down list if you wish to only include students associated with the membership for this run of the report. Select the **Public and Private** check box to see memberships created by other users in your drop-down list. Selecting an ad-hoc membership group limits the report to the students associated with that ad-hoc membership group. All other criteria are ignored.

Homeroom Date (required) – Specify the date to use to retrieve students' homerooms. Defaults to the current date or the most recent valid school day for the school and school year in context.

Contact Type (optional) – Select one or more contact types you wish to include in the report. If no contact types are selected, all contact types are included in the report.

Grade (optional) – Select one or more grades you wish to include in the report. If no grades are selected, all grades are included in the report.

Student Status (optional) – Select one or more student statuses to include in the report. If no student statuses are selected, all student statuses are included in the report.

Administrative Homeroom (optional) – Select one or more administrative homerooms to include in the report. If no administrative homerooms are selected, all administrative homerooms are included in the report.

Membership Group (optional) – Select one or more membership groups to include in the report. If no membership groups are selected, all membership groups are included in the report.

Membership (optional) – Select one or more memberships to include in the report. If no memberships are selected, all memberships are included in the report.

Special Education Services (optional) – Select the special education services to include students in the report who are assigned those services. If no special education services are selected, the report includes students assigned to all services. This list box contains the 215xxx codes and refers to the records entered for a student on the **Special Education** screen **Services** tab.

> *Note: The **Special Education Services** list only displays when FY13 and forward is in context. In prior years, the special education services were entered on the **Edit Student Memberships** screen and are selected for this report in the **Membership Code** list.*

Sorting Options (optional) – Select one or more sort options for your report.

Delivery Method (required) – See the Batch/Report Management documentation for further details.

Email Address (auto populated from your StudentInformation profile)

Report Format – Select an output format of **Adobe PDF**, **Rich Text File (RTF)**, **Text**, **Excel Spreadsheet**, or **HTML**.

Description (optional) – Displays on the **Batch/Report Management** screen.

Submit – Click to submit this report to the Batch/Report Management application; see the Batch/Report Management documentation for further details.

Student Locker Allocation (LOCK)

Navigation: StudentInformation – SIS – School – Student Reports – Student Locker Allocation (LOCK)

The Student Locker Allocation (LOCK) report displays information of all lockers of specified status(es) assigned to students that meet the specified criteria. You can also include unassigned lockers or locker combinations in the report.

Homeroom Date (required) – Specify the date to use to retrieve students' homerooms. Defaults to the current date or the most recent valid school day for the school and school year in context.

Locker Status (optional) – Select one or more locker statuses to include in the report. If no locker statuses are selected, all locker statuses are included in the report.

Locker Grade Level (optional) – Select one or more locker grade levels to include in the report. If no locker grade levels are selected, all locker grade levels are included in the report.

Student Status (optional) – Select one or more student statuses to include in the report. If no student statuses are selected, all student statuses are included in the report.

Student Grade Level (optional) – Choose one or more student grade levels you wish to include in the report. If no student grade levels are selected, all student grade levels are included in the report.

Administrative Homeroom (optional) – Select one or more administrative homerooms to include in the report. If no administrative homerooms are selected, all administrative homerooms are included in the report.

Academic Locker Only (optional) – Select this check box to display only academic lockers; otherwise, de-select this check box to display all locker types. Selected by default.

Include Unassigned Lockers (optional) – Select this check box to display lockers unassigned to students; otherwise, de-select this check box to exclude unassigned lockers. Selected by default.

Sorting Options (optional) – Select one or more sort options for your report.

Delivery Method (required) – See the Batch/Report Management documentation for further details.

Email Address (auto populated from your StudentInformation profile)

Report Format – Select an output format of **Adobe PDF**, **Rich Text File (RTF)**, **Text**, **Excel Spreadsheet**, or **HTML**.

Description (optional) – Displays on the **Batch/Report Management** screen.

Submit – Click to submit this report to the Batch/Report Management application; see the Batch/Report Management documentation for further details.

REPORT: SI - REPO LOCK					ASHLAND HIGH SCHOOL					RUN AT 10:09 AM 8/10/2017	
SCHOOLYEAR: 2016-2017					STUDENT LOCKER ALLOCATION REPORT					PAGE 1 OF 7	
ID	STUDENT NAME	GN	GR	HMRM	LOCKER #	LOCKER SIZE	LOCKER STATUS	CAPACITY	OCCUPANTS	LOCKER GRADE LEVEL	COMBINATION
					1001	LG	A	2		13	22-04-12
					1002	LG	A	2		10	
					1003	LG	A	2		10	14-05-44
					1004	LG	A	2		10	14-05-49
					1005	LG	A	2		10	
					1007	SM	A	2		GR	40-31-15
					1011	SM	A	1		11	14-05-51
					102	LG	A	3		10	67-58-35
					104	LG	A	3		10	69-60-37
					105	LG	A	3		10	70-61-38
					108	LG	A	3		10	73-64-41
					110	LG	A	3		10	75-66-43

Student Location Report (Report Builder)

Navigation: StudentInformation – Local – Report Builder Links – Report Builder Reports

The Student Location report lists the rooms in which students are located each period of the day based on their scheduled classes. This report also includes the students' homeroom, gender, ethnicity, and status.

1. With the school or district for which you want to run the report in context, on the **Report Builder** screen, in the **View Report** column for the Student Location report, click ⬚.

   The **Report Viewer** screen displays.

2. In the **Report Header** field, modify the heading as you want it to display at the top of the report, if desired.

3. In the **Select Required Parameters** area, in the **Grade** drop-down list, select the grade(s) you want to display on report.

4. In the **Student Status** drop-down list, select the status(es) of the students you want to display on the report.

5. For the **Expand All Details** option, select **Yes** to display the details in the report by default; otherwise, select **No** to hide the details by default.

   Note: You can expand and collapse the details in the generated report as desired by clicking ⊞ or ⊟ next to each fee code. This option only determines if the details are expanded or not by default when the results display.

6. If you would like to apply an additional filter to the report results, in the **Set Optional Filters** grid, perform the following steps:

   a. In the **Field Name** drop-down list, select the field by which you want to filter the report.

   b. In the **Operation** drop-down list, select the operation you want to apply to the filter. The available options may vary depending on the field you selected in the **Field Name** drop-down list. For more information about the filter operations, refer to the *ProgressBook StudentInformation Report Builder User Guide*.

   c. In the **Value** field, enter or select the appropriate value, if applicable.

   *Note: The available options and acceptable values vary depending on the option you selected in the **Field Name** drop-down list. You may be able to enter only alphabetical or only numeric characters depending on the option you selected in the **Field Name** drop-down list. If you selected an option in the **Field Name** drop-down list that requires a date, a calendar becomes available in the **Value** field. If you select **Has a Value** or **Does Not Have a Value** in the **Operation** drop-down list, then the **Value** field is unavailable.*

   d. To add an additional filter, repeat *step a* through *step c* in the line below the previous filter.

7. Click **View Report**.

The report displays at the bottom of the window.

Student Location

Grade Level	Student Number	Student Name	Homeroom	Gender	Ethnicity	Status	1	2	3	4	5	6	7	8	9
☐ 09	242848	ASHLEY, IRMA	HR19	F	W	A	7	24	15	25	10	10	CAFE	22	17
	287877	ASHLEY, JUANITA	HR23	F	W	A	30	25	14	10	CAFE	8	8	15	17
	253062	ASHLEY, PERRY	HR23	M	W	A	GYM	7	10	15	CAFE	28	28	22	23
	265112	BARRON, GREGORY	HR19	M	W	A	GYM	25	15	10	22	CAFE	22	14	17
	260113	BARRY, GAIL	HR19	F	W	A	15	10	18	24	CAFE	28	28	CAFE	7
	257005	BATES, JOHN	HR19	M	W	A	GYM	15	10	22	CAFE	28	28	14	17
	280641	BLAIR, WALTER	HR19	M	W	A	23	7	15	25	6	CAFE	6	24	10
	227662	BOWMAN, CHARLES	HR14	M	W	A	19	24	15	10	CAFE	8	8	25	14
	380193	BRADY, JUDY	HR19	F	W	A	GYM	7	10	15	CAFE	25	25	22	29
	276869	BROCK, JOE	HR23	M	W	A	7	30	15	23	CAFE	25	25	GYM	10
	266643	CANNON, PETER	HR27	M	W	A	CAFE	7	15	25	6	CAFE	6	20	10
	242866	CASE, SAMANTHA	HR14	F	W	A	30	15	25	7	CAFE	8	8	17	10
	247153	CASH, BRYAN	HR27	M	W	A	23	10	25	7	CAFE	9	9	24	29
	262266	CASTRO, JAIME	HR23	M	W	A	15	25	CAFE	GYM	10	10	CAFE	17	14
	379954	CHAMBERS, TERRY	HR21	M	W	A	23	24	15	25	10	10	CAFE	22	7
	379865	CHANEY, PEDRO	HR27	M	W	A	15	30	25	7	CAFE	8	8	GYM	10
	260123	COHEN, CHARLES	HR23	M	W	A	15	20	CAFE	7	CAFE	25	25	24	10

8. To save the report with your selected parameters and filters, perform the following steps:

    a. Click **Save Setup As**.

    b. In the **New report name** field, enter a unique report name.

    c. In the **New description** field, enter a description of the report.

    d. Click **Save**.

        The following message displays at the bottom of the screen: "Report setup saved successfully."

        The report is saved. You can now run it directly from the user reports area on the **Report Builder** screen.

9. Click 🔵 to close the **Report Viewer** screen and return to the **Report Builder** screen.

Withdrawal List (WITH)

Navigation: StudentInformation – SIS – School – Student Reports – Withdrawal List (WITH)

The Withdrawal List (WITH) report displays all students who have withdrawn within a specific date range.

Withdrawal Date Range (required) – Specify the date range to use to retrieve student withdrawals; the start date defaults to the first day of school for the school and school year in context and the end date defaults to the last day of school for the school and school year in context.

Student Status (optional) – Select one or more student statuses to include in the report. If no student statuses are selected, all student statuses are included in the report.

Grade (optional) – Select one or more grades you wish to include in the report. If no grades are selected, all grades are included in the report.

Withdrawal Code (optional) – Select one or more withdrawal codes to include in the report. If no withdrawal codes are selected, all withdrawal codes are included in the report.

Sorting Options (optional) – Select one or more sort options for your report.

Delivery Method (required) – See the Batch/Report Management documentation for further details.

Email Address (auto populated from your StudentInformation profile)

Report Format – Select an output format of **Adobe PDF**, **Rich Text File (RTF)**, **Text**, **Excel Spreadsheet**, or **HTML**.

Description (optional) – Displays on the **Batch/Report Management** screen.

Submit – Click to submit this report to the Batch/Report Management application; see the Batch/Report Management documentation for further details.

Student Status/Attendance Code (STAT)

Navigation: StudentInformation – SIS – School – Student Reports – Student Status / Attendance Code (STAT)

The Student Status/Attendance Code (STAT) report displays students' EMIS situations. You can include students in the report based on their disability conditions and other student properties.

Grade (optional) – Select one or more grades you wish to include in the report. If no grades are selected, all grades are included in the report.

Student Status (optional) – Select one or more student statuses to include in the report. If no student statuses are selected, all student statuses are included in the report.

Disability Condition (optional) – Select one or more EMIS disability conditions to include in the report. If no disability conditions are selected, all disability conditions are included in the report.

Sorting Options (optional) – Select one or more sort options for your report.

Delivery Method (required) – See the Batch/Report Management documentation for further details.

Email Address (auto populated from your StudentInformation profile)

Report Format – Select an output format of **Adobe PDF**, **Rich Text File (RTF)**, **Text**, **Excel Spreadsheet**, or **HTML**.

Description (optional) – Displays on the **Batch/Report Management** screen.

Submit – Click to submit this report to the Batch/Report Management application; see the Batch/Report Management documentation for further details.

```
REPORT: SI - REPO STAT                          ASHLAND HIGH SCHOOL                      RUN AT 10:15 AM 8/10/2017
SCHOOLYEAR: 2016-2017                      STUDENT STATUS / ATTENDANCE CODE              PAGE       1    OF      5

ID        STUDENT NAME          GN    GR    EMIS SITUATION DESCRIPTION                          DISABILITY
                                                                                               CONDITION

          , HOPE                F     09    152 - Res. College Credit Plus student Full Time        **
          , COLTON              M     09    5 - Resident attending Full Time                        **
          , LOGAN               M     09    5 - Resident attending Full Time                        **
          , REAGAN              F     09    5 - Resident attending Full Time                        **
          , BRENDEN             M     09    5 - Resident attending Full Time                        **
          , DAVID               M     09    5 - Resident attending Full Time                        **
          , TAYLOR              F     09    14 - Resident Taking CCP Classes Elsewhere Part time    **
```

Admission/Withdrawals (AWEX)

Navigation: StudentInformation – SIS – School – Student Reports – Admission/Withdrawals (AWEX)

This report displays school admission and withdrawal events within specific date ranges and specific admission and withdrawal types.

Admission/Withdrawals (AWEX)

From this screen, you can select parameters to generate a report.

| Selection Criteria | Selection Summary | Load Settings |

Selecting an Ad-Hoc Membership Group will limit the report the students associated with that membership group. All other criteria will be ignored.

Ad-Hoc Membership: -- Select an Ad-Hoc Membership --

Public And Private ☐

If not limiting to an Ad-Hoc Membership Group, you may select as many other criteria as desired. Each selection will limit your results further.

Admission Date Range: * 8/1/2016   to* 2/17/2017

Date Match Method: And

Withdrawal Date Range: * 8/1/2016   2/17/2017

Admission Code

```
1 - Only school dist attended, inc tranfer
10 - Previously dropped out
11 - Court referral
12 - From a licensed preschool - other th
```

Withdrawal Code

```
** - Not applicable, includes transfer with
36 - COMPLETED PS PROGRAM
37 - Withdrew from Kindergarten
40 - Transfer to another district outside
```

Grade

```
9 - 9th Grade
10 - 10th Grade
11 - 11th Grade
12 - 12th Grade
```

Student Status

```
A - ACTIVE RES
D - DELETED
I - INACTIVE
J - JVS RES
```

Membership Group

```
A - Athletic
B - Clubs
C - Academic
I - Intervention
```

Membership

Special Education Services

```
215001 - Adapted Physical Education Se
215002 - Aide Services
215003 - Attendant Services
215004 - Audiological Services
```

Show Building or District Admission Date: ⦿ Building ◯ District

Show Earliest or Latest Admission Date: ⦿ Earliest ◯ Latest

Show Building or District Withdrawal Date: ⦿ Building ◯ District

Sorting Options

```
Student Number (ASC)          Student Name (ASC)
Student Number (DESC)
Student Name (DESC)
Grade (ASC)
```

Delivery Method: Pickup   [Set As Default]

Email Address: Principal1@SADoc.edu

Report Format: Adobe PDF

Description:

[Submit]

Ad-Hoc Membership (optional) – Select an ad-hoc membership from the drop-down list if you wish to only include students associated with the membership for this run of the report. Select the **Public and Private** check box to see memberships created by other users in your drop-down list. Selecting an ad-hoc membership group limits the report to the students associated with that ad-hoc membership group. All other criteria are ignored.

Date Match Method (required) – Select **And** or **Or**.

Select the **And** option to display only admission records with an admission date within the **Admission Date Range** specified AND a withdrawal date within the **Withdrawal Date Range** specified.

Select the **Or** option to display only admission records with an admission date within the **Admission Date Range** specified OR a withdrawal date within the **Withdrawal Date Range** specified.

Admission Date Range (required) – Specify the date range to use to retrieve student admission records. The start date defaults to the first day of school for the school and school year in context and the end date defaults to the current date.

Withdrawal Date Range (required) – Specify the date range to use to retrieve student withdrawal records. The start date defaults to the first day of school for the school and school year in context and the end date defaults to the current date.

Admission Code (optional) – Select one or more admission codes to include in the report. If no admission codes are selected, all admission codes are included in the report.

Withdrawal Code (optional) – Select one or more withdrawal codes to include in the report. If no withdrawal codes are selected, all withdrawal codes are included in the report.

Grade (optional) – Select one or more grades you wish to include in the report. If no grades are selected, all grades are included in the report.

Student Status (optional) – Select one or more student statuses to include in the report. If no student statuses are selected, all student statuses are included in the report.

Membership Group (optional) – Select one or more membership groups to include in the report. If no membership groups are selected, all membership groups are included in the report.

Membership (optional) – Select one or more memberships to include in the report. If no memberships are selected, all memberships are included in the report.

Special Education Services (optional) – Select the special education services to include students in the report who are assigned those services. If no special education services are selected, the report includes students assigned to all services. This list box contains the 215xxx codes and refers to the records entered for a student on the **Special Education** screen **Services** tab.

> *Note: The **Special Education Services** list only displays when FY13 and forward is in context. In prior years, the special education services were entered on the **Edit Student Memberships** screen and are selected for this report in the **Membership Code** list.*

Show Building or District Admission Date (required) – Select the admission date types (building or district) to include in this report.

Show Earliest or Latest Admission Date (required) – Select to include the earliest or latest admission date when multiple dates exist within the date range.

Show Building or District Withdrawal Date (required) – Select the withdrawal date types (building or district) to include in the report.

Sorting Options (optional) – Select one or more sort options for your report.

Delivery Method (required) – See the Batch/Report Management documentation for further details.

Email Address (auto populated from your StudentInformation profile)

Report Format – Select an output format of **Adobe PDF**, **Rich Text File (RTF)**, **Text**, **Excel Spreadsheet**, or **HTML**.

Description (optional) – Displays on the **Batch/Report Management** screen.

Submit – Click to submit this report to the Batch/Report Management application; see the Batch/Report Management documentation for further details.

Ethnicity Summary Report

Navigation: StudentInformation – SIS – School – Student Reports – Ethnicity Summary Report

This screen displays students by ethnic origin classification. The report displays ethnicity code specific to the school in context as well as the EMIS standard ethnicity codes.

Report Type (required) – Select the ethnicity summary report type you wish to generate: grade, summary, or district.

Active Only – Select this check box to display only active students; otherwise, de-select this check box to display both active and inactive students.

Show Results – Click to submit the report. The results display on the screen

Ethnicity Summary Report – Grade Summary Report

StudentInformation > SIS > School > Student Reports > Ethnicity Summary Report

Ethnicity Summary Report

Select the type of report to execute

Report Type: [Grade Summary Report ∨]
Active Only: ☑

[Show Results]

	Asian		Black or African American/Non-Hispanic		Hispanic/Latino		American Indian or Alaskan Native		Multiracial		Native Hawaiian or Other Pacific Islander		White, Non-Hispanic		Total Enrollment		
Grade Level	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	
10	7	3	7	13	3	7	0	0	10	10	0	0	47	43	0	0	150
12	3	7	12	8	6	4	0	0	10	10	0	0	45	45	0	0	150

Ethnicity Summary Report – School Summary Report

StudentInformation > SIS > School > Student Reports > Ethnicity Summary Report

Ethnicity Summary Report

Select the type of report to execute

Report Type: [School Summary Report ∨]
Active Only: ☑

[Show Results]

	Asian		Black or African American/Non-Hispanic		Hispanic/Latino		American Indian or Alaskan Native		Multiracial		Native Hawaiian or Other Pacific Islander		White, Non-Hispanic		Total Enrollment		
School	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	
SADoc High School	10	10	19	21	9	11	0	0	20	20	0	0	92	88	0	0	300

Ethnicity Summary Report – District Summary Report

StudentInformation > SIS > School > Student Reports > Ethnicity Summary Report

Ethnicity Summary Report

Select the type of report to execute

Report Type: [District Summary Report ∨]
Active Only: ☑

[Show Results]

	Asian		Black or African American/Non-Hispanic		Hispanic/Latino		American Indian or Alaskan Native		Multiracial		Native Hawaiian or Other Pacific Islander		White, Non-Hispanic		Total Enrollment		
School	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	
SADoc Middle School	7	3	8	12	4	6	0	0	10	10	0	0	45	45	0	0	150
SADoc High School	10	10	19	21	9	11	0	0	20	20	0	0	92	88	0	0	300

Student Roster Detail (R101-A)

Navigation: StudentInformation – SIS – School – Student Reports – Student Roster Detail

The **Student Roster Detail (R101-A)** report generates a detailed listing of all students, as well as create address labels if desired. This report can also generate student rosters for specific groups of students by grade, age, program, previous school, etc.

Print Each School Separately:	☑
Include Middle Names (Report Only):	☐
Include Demographic Data:	☐
Include SSN In Demographic Data:	☐
Use Unlisted Phone Numbers:	☐
Print Copied On Correspondence Contacts On Report:	☐
Include Summary Counts:	☐
Page Break on First Sort:	☐
Print Names Only on Labels:	☐

Sorting Options

Student Number (ASC)
Student Number (DESC)
Student Name (DESC)
Grade (ASC)

Student Name (ASC)

Output: ⦿ Report ○ Labels ○ Both Report and Labels

Label Type: Avery Label 5160 - 1" X 2 5/8" 3-columns

Address: ⦿ Use Student Address ○ Use Parent Address

☐ Use custom address text

Include Copied On Correspondence: ○ Yes ⦿ No

Delivery Method: Pickup   [Set As Default]

Email Address: Principal1@SADoc.edu

Report Format: Adobe PDF

Description:

[Submit]

Ad-Hoc Membership (optional) – Select an ad-hoc membership from the drop-down list if you wish to only include students associated with the membership for this run of the report. Select the **Public and Private** check box to see memberships created by other users in your drop-down list. Selecting an ad-hoc membership group limits the report to the students associated with that ad-hoc membership group. All other criteria are ignored.

Student Numbers (optional) – If the R101-A is needed for specific students, you can enter the student numbers here (comma-separated) and the R101-A runs only for these specific students. If you enter student numbers, all other criteria is ignored.

Use Family Group Couriers – Select this check box if you want to print address labels by family courier. If you select this option, labels only print for family groups that have an assigned courier.

School (required) – Select the school(s) you wish to include in the report. Defaults to all available schools.

Grade (optional) – Select one or more grades to include in the report.

Student Status (optional) – Select one or more student statuses to include in the report.

Disability Condition (optional) – Select one or more disability conditions to include in the report.

Program (optional) – Select one or more programs to include in the report.

Home School (optional) – Select one or more home schools to include in the report. This field is populated based on values entered in the **Home School** field on the **Edit Student Profile** screen **General** tab.

Homeroom Date (required) – Specify the date to use to retrieve students' homerooms.

> **Note:** *This date does not determine anything else on this report; all students included in the report display with current information, not information as of the date selected.*

Age Range (optional) – Specify an age range to include in the report.

Gender (optional) – Specify a gender to include in the report.

Print Each School Separately (optional) – Select this check box to have each school on the report print separately; otherwise, de-select this check box to sort all students according to the sort options instead.

Include Middle Names (Report Only) (optional) – Select this check box to include middle names as part of each student's name; otherwise, de-select this check box. Labels always print without the middle names.

Include Demographic Data – Select this check box to include demographic data (mailing address) in the report; otherwise, de-select this check box. Yes or No; Check if you wish to include demographic data on the report. Demographic data includes the student's mailing address and the parent/guardian name of the student's primary contact.

Include SSN In Demographic Data (optional) – Select this check box to include the students' SSNs in the report only if the **Include Demographic Data** check box is also selected; otherwise, de-select this check box.

Use Unlisted Phone Numbers – Select this check box to include unlisted student phone numbers in the report; otherwise, de-select this check box.

Print Copied On Correspondence Contacts on Report (optional) – Select this check box to include address labels for contacts with the **Copied on Correspondence** check box selected.; otherwise, de-select this check box.

Include Summary Counts – Select this check box to include summary counts in the report; otherwise, de-select this check box.

Page Break on First Sort – Select this check box to insert a page break based on each unique value of the first **Sorting Option** selected; otherwise, de-select this check box.

Print Names Only on Labels – Select this check box to print only student names on labels and no other text; otherwise, de-select this check box. In order for this option to work, you must have labels with the **Use Student Address** check box selected and the **Include Copied on Correspondence** check box de-selected.

Sorting Options (optional) – Select one or more sort options for your report.

Output – Select **Report**, **Labels**, or **Both Report and Labels**.

If you select labels, use the following Adobe page settings when printing the labels to ensure that the labels print correctly on the page.

For Adobe 9:

- Page Scaling = None
- Auto Rotate and Center = Unchecked

For Adobe 10:

- Size Options = Actual Size
- Orientation = Portrait

> *Note: If you are using Firefox, you must change a setting before printing labels. In Firefox, go to **Options**. In the **Applications** area, under the **Content Type** column, locate **Portable Document Format (PDF)**. In the **Action** column of that row, change the selection from **Preview in Firefox** to an Adobe option (such as **Use Adobe Acrobat**).**Label Type** (optional) – Choose one label type from the drop-down selection of commonly used (preformatted) labels, if choosing to print labels at this time. The report containing labels will then be formatted to match the selection. Labels for this report have a default sort by Grade Level, then alphabetically by Name. If a different sort is selected for the report, labels will sort in the same order that the report is sorted.*

Label Type (optional) – If you select **Labels**, specify the size of the labels in the **Label Type** by selecting the appropriate label format from the drop-down list. Labels for this report have a default sort by grade level, then alphabetically by name. If a different sort is selected for the report, labels sort in the same order as the report.

Address – Select the address to use for labels. If you select the **Use custom address text** check box, the text you enter in the field is added to the top of each label.

Include Copied On Correspondence – Select **Yes** to have address labels for contacts with the **Copied on Correspondence** check box selected included when creating labels; otherwise, select **No**.

Delivery Method (required) – See the Batch/Report Management documentation for further details.

Email Address (auto populated from your StudentInformation profile)

Report Format – Select an output format of **Adobe PDF**, **Rich Text File (RTF)**, **Text**, **Excel Spreadsheet**, or **HTML**.

Description (optional) – Displays on the **Batch/Report Management** screen.

Submit – Click to submit this report to the Batch/Report Management application; see the Batch/Report Management documentation for further details.

Student Roster Detail Report – Without Demographics

Report: R101A							DASL ELEMENTARY
Printed Thu, Aug 06, 2009, 9:53 AM							2009-2010
							Student Roster Detail
							AGE RANGE: ALL AGES

ID	STUDENT NAME	STATUS	GR	GN	HMRM	HOME SCHOOL	PROGRAM
SCH CD	HOME SCHOOL NAME		DISAB		AGE	BIRTHDATE	TELEPHONE
5891	Student47351, BRANT WALKER	R	01	M			
AVEL	(BRANT)		**		6	08/15/2002	(555) 555-5555
5889	Student47352, JONATHAN CARL	R	KG	M			Autism
AVEL					5	11/19/2003	(555) 555-5555
5886	Student47355, SAMANTHA ELIZABETH	A	KG	F			
AVEL			**		5	11/25/2003	(555) 555-5555
5885	Student47356, BLADEN MATTHEW	A	01	M	118		
AVEL	DEAN LEE		**		6	03/17/2003	(555) 555-5555
5884	Student47357, SHAUN AUSTIN	A	02	M	123		Not applicable
AVEL			**		6	09/07/2002	(555) 555-5555
5882	Student47359, MARIA ELIZABETH	A	05	F	103		Not applicable
AVEL			**		10	04/28/1999	(555) 555-5555
5881	Student47360, LELA SIMONE	A	02	F	123		Not applicable
AVEL			**		7	11/07/2001	(555) 555-5555

Student Roster Detail Report – With Demographics

Report: R101A							DASL ELEMENTARY
Printed Thu, Aug 06, 2009, 9:51 AM							2009-2010
							Student Roster Detail
							AGE RANGE: ALL AGES

ID	STUDENT NAME	STATUS	GR	GN	HMRM	HOME SCHOOL	PARENT/GUARDIAN NAME	
SCH CD	STUDENT ADDRESS		DISAB		AGE	BIRTHDATE	TELEPHONE	
	HOME SCHOOL NAME		SSN				ETHNICITY	- ETHNICITY CODE
		EMIS SITUATION					PROGRAM	- PROGRAM CODE
5911	Student47332, TREVOR DYLAN	R	05	M			CRYSTAL Student47332	
AVEL	645 S Main St		**		10	01/07/1999	(555) 555-5555	
	Lima, OH 45804-1241						WHITE	- W
		151 - Resident open enrolled elsewhere F/T						-
5909	Student47334, KALEIGH SUE	A	03	F	131		ASHLEIGH Student47334	
AVEL	645 S Main St		**		9	04/28/2000	(555) 555-5555	
	Lima, OH 45804-1241						WHITE	- W
		5 - Resident attending Full Time						-
5908	Student47335, REBECCA LYNN	A	06	F	107		NICOLE Student47335	
AVEL	645 S Main St		**		12	03/04/1997	(555) 555-5555	
	Lima, OH 45804-1241						WHITE	- W
		5 - Resident attending Full Time						-
5907	Student47336, BRANDON MICHAEL	A	03	M	131		NICOLE Student47336	
AVEL	645 S Main St		15		9	03/23/2000	(555) 555-5555	
	Lima, OH 45804-1241						WHITE	- W
		5 - Resident attending Full Time					Other Health Imped. Minor	- - 15

Student Roster Summary (R101-B)

Navigation: StudentInformation – SIS – School – Student Reports – Student Roster Summary

The **Student Roster Summary (R101-B)** report generates a summary listing of information about all students attending the school based on the criteria selected. The report can also produce address labels if desired.

Ad-Hoc Membership (optional) – Select an ad-hoc membership from the drop-down list if you wish to only include students associated with the membership for this run of the report. Select the **Public and Private** check box to see memberships created by other users in your drop-down list. Selecting an ad-hoc membership group limits the report to the students associated with that ad-hoc membership group. All other criteria are ignored.

School (required) – Select the school(s) to include in the report. Defaults to all available schools.

Grade (optional) – Select one or more grades to include in the report.

Student Status (optional) – Select one or more student statuses to include in the report.

Disability Condition (optional) – Select one or more disability conditions to include in the report.

Program (optional) – Select one or more programs to include in the report.

Homeroom (optional) – Select one or more student homerooms to include in the report.

Home School (optional) – Select one or more home schools to include in the report. This field is populated based on values entered in the **Home School** field on the **Edit Student Profile** screen **General** tab.

Homeroom Date (required) – Specify the date to use to retrieve students' homerooms.

Age Range (optional) – Specify an age range to include in the report.

Gender (optional) – Specify a gender to include in the report.

Delivery Method (required) – See the Batch/Report Management documentation for further details.

Email Address (auto populated from your StudentInformation profile).

Report Format – Select an output format of **Adobe PDF**, **Rich Text File (RTF)**, **Text**, **Excel Spreadsheet**, or **HTML**.

Description (optional) – Displays on the **Batch/Report Management** screen.

Submit – Click to submit this report to the Batch/Report Management application; see the Batch/Report Management documentation for further details.

Student Roster Summary Report by School

Report: R101B
Printed Tue, Jul 29, 2008, 12:17 PM

DASL ELEMENTARY SCHOOL
2008-2009
Student Roster Summary

AGE RANGE: ALL AGES

		Gender		
Grade	Male	Female	Unknown	Total
01	2	4	0	6
02	3	1	0	4
03	3	2	0	5
04	2	8	0	10
Total, School				
	10	**15**	**0**	**25**

Student Roster Summary Report by School District

Report: R101B

Printed Tue, Jul 29, 2008, 12:17 PM

DASL Local SD
2008-2009
Student Roster Summary

AGE RANGE: ALL AGES

Gender Summary Counts

Grade	Male	Female	Unknown	Total
01	2	4	0	6
02	3	1	0	4
03	3	2	0	5
04	2	8	0	10
05	5	4	0	9
06	2	0	0	2
07	5	3	0	8
08	30	19	0	49
09	8	10	0	18
10	2	3	0	5
11	4	5	0	9
12	10	8	0	18
	76	**67**	**0**	**143**

Student Roster Summary by Home School (R101-B By Home School)

Navigation: StudentInformation – SIS – School – Student Reports – Student Roster Summary by Home School

The **Student Roster Summary by Home School (R101-B By Home School)** report is similar to the **Student Roster Summary (R101-B)** report but this report breaks out students for each school by grade, gender, and home school. The summary section breaks out students by grade, gender, and home school across all selected schools.

Student Roster Summary By Home School (R101-B By Home School)

From this screen, you can select parameters to generate a report.

Ad-Hoc Membership (optional) – Select an ad-hoc membership from the drop-down list if you wish to only include students associated with the membership for this run of the report. Select the **Public and Private** check box to see memberships created by other users in your drop-down list. Selecting an ad-hoc membership group limits the report to the students associated with that ad-hoc membership group. All other criteria are ignored.

School (required) – Select the school(s) to include in the report. Defaults to all available schools.

Grade (optional) – Select one or more grades to include in the report.

Student Status (optional) – Select one or more student statuses to include in the report.

Disability Condition (optional) – Select one or more disability conditions to include in the report.

Program (optional) – Select one or more programs to include in the report.

Homeroom (optional) – Select one or more student homerooms to include in the report.

Home School (optional) – Select one or more home schools to include in the report. This field is populated based on values entered in the **Home School** field on the **Edit Student Profile** screen **General** tab.

Homeroom Date (required) – Specify the date to use to retrieve students' homerooms.

Age Range (optional) – Specify an age range to include in the report.

Gender (optional) – Specify a gender to include in the report.

Delivery Method (required) – See the Batch/Report Management documentation for further details.

Email Address (auto populated from your StudentInformation profile)

Report Format – Select an output format of **Adobe PDF**, **Rich Text File (RTF)**, **Text**, **Excel Spreadsheet**, or **HTML**.

Description (optional) – Displays on the **Batch/Report Management** screen.

Submit – Click to submit this report to the Batch/Report Management application; see the Batch/Report Management documentation for further details.

Report: R101B_ByHomeSchool
Printed Wed, Sep 24, 2008, 4:52 PM

CAREER CENTER
2008-2009
Student Roster Summary By Home School

		Gender			
Home School	Grade	Male	Female	Unknown	Total
					AGE RANGE: ALL AGES
-	09	19	26	0	45
	10	18	10	0	28
	11	15	8	0	23
	12	8	2	0	10
-		60	46	0	106
East High School	11	16	5	0	21
	12	6	5	0	11
East High School		22	10	0	32
ı High School	10	8	23	0	31
	11	46	41	0	87
	12	33	41	0	74
ı High School		87	105	0	192

Student Roster Summary by Homeroom (R101-B By Homeroom)

Navigation: StudentInformation – SIS – School – Student Reports – Student Roster Summary by Homeroom

This report is similar to the **Student Roster Summary (R101-B)** report but breaks out students for each school by grade, gender, and homeroom. The summary section breaks out students from all schools by grade, gender, and homeroom.

Ad-Hoc Membership (optional) – Select an ad-hoc membership from the drop-down list if you wish to only include students associated with the membership for this run of the report. Select the **Public and Private** check box to see memberships created by other users in your drop-down list. Selecting an ad-hoc membership group limits the report to the students associated with that ad-hoc membership group. All other criteria are ignored.

School (required) – Select the school(s) to include in the report. Defaults to all available schools.

Grade (optional) – Select one or more grades to include in the report.

Student Status (optional) – Select one or more student statuses to include in the report.

Disability Condition (optional) – Select one or more disability conditions to include in the report.

Program (optional) – Select one or more programs to include in the report.

Homeroom (optional) – Select one or more student homerooms to include in the report.

Home School (optional) – Select one or more home schools to include in the report. This field is populated based on values entered in the **Home School** field on the **Edit Student Profile** screen **General** tab.

Homeroom Date (required) – Specify the date to use to retrieve students' homerooms.

Age Range (optional) – Specify an age range to include in the report.

Gender (optional) – Specify a gender to include in the report.

Delivery Method (required) – See the Batch/Report Management documentation for further details.

Email Address (auto populated from your StudentInformation profile)

Report Format – Select an output format of **Adobe PDF**, **Rich Text File (RTF)**, **Text**, **Excel Spreadsheet**, or **HTML**.

Description (optional) – Displays on the **Batch/Report Management** screen.

Submit – Click to submit this report to the Batch/Report Management application; see the Batch/Report Management documentation for further details.

Report: R101B_ByHomeroom — Printed Wed, Sep 24, 2008, 5:03 PM — DASL HIGH SCHOOL — 2007-2008

Student Roster Summary By Homeroom

AGE RANGE: ALL AGES

Homeroom	Grade	Gender Male	Female	Unknown	Total
	09	2	3	0	5
	10	3	2	0	5
	11	4	6	0	10
	12	7	5	0	12
		16	16	0	32
Total, School					
		16	16	0	32

Student Roster Summary by Program (R101-B By Program)

Navigation: StudentInformation – SIS – School – Student Reports – Student Roster Summary by Program

This report is similar to the **Student Roster Summary (R101-B)** report but breaks out students' grades and genders by program for each school. The summary section breaks out students' grades and genders by program for all schools on report.

Ad-Hoc Membership (optional) – Select an ad-hoc membership from the drop-down list if you wish to only include students associated with the membership for this run of the report. Select the **Public and Private** check box to see memberships created by other users in your drop-down list. Selecting an ad-hoc membership group limits the report to the students associated with that ad-hoc membership group. All other criteria are ignored.

School (required) – Select the school(s) to include in the report. Defaults to all available schools.

Grade (optional) – Select one or more grades to include in the report.

Student Status (optional) – Select one or more student statuses to include in the report.

Disability Condition (optional) – Select one or more disability conditions to include in the report.

Program (optional) – Select one or more programs to include in the report.

Homeroom (optional) – Select one or more student homerooms to include in the report.

Home School (optional) – Select one or more home schools to include in the report. This field is populated based on values entered in the **Home School** field on the **Edit Student Profile** screen **General** tab.

Homeroom Date (required) – Specify the date to use to retrieve students' homerooms.

Age Range (optional) – Specify an age range to include in the report.

Gender (optional) – Specify a gender include in the report.

Delivery Method (required) – See the Batch/Report Management documentation for further details.

Email Address (auto populated from your StudentInformation profile)

Report Format – Select an output format of **Adobe PDF**, **Rich Text File (RTF)**, **Text**, **Excel Spreadsheet**, or **HTML**.

Description (optional) – Displays on the **Batch/Report Management** screen.

Submit – Click to submit this report to the Batch/Report Management application; see the Batch/Report Management documentation for further details.

Report: R101B_ByProgram
Printed Wed, Sep 24, 2008, 5:12 PM

DASL ELEMENTARY SCHOOL
2007-2008
Student Roster Summary By Program

| Program | Grade | Gender | | | |
		Male	Female	Unknown	Total
					AGE RANGE: ALL AGES
-	KG	2	4	0	6
	01	3	1	0	4
	02	3	2	0	5
	03	2	8	0	10
	04	3	3	0	6
-		13	18	0	31
05 - Speech handicapped	04	1	1	0	2
05 - Speech handicapped		1	1	0	2
10 - Specific learning disable	04	1	0	0	1
10 - Specific learning disable		1	0	0	1
Total, School		15	19	0	34

Administrative Homeroom List Summary (R201B)

Navigation: StudentInformation – SIS – School – Student Reports – Administrative Homeroom List Summary (R201-B)

This report displays student summary information by homeroom.

Homeroom Term (optional) – Select the homeroom term from the drop-down list.

Homeroom Date (required) – Specify the date to use to retrieve students' homerooms. Defaults to the current date.

Student Status (optional) – Select one or more student statuses to include in the report. If no student statuses are selected, all student statuses are included in the report.

Administrative Homeroom (optional) – Select one or more administrative homerooms to include in the report. If no administrative homerooms are selected, all administrative homerooms are included in the report.

Grade Level (optional) – Select one or more grade levels to include in the report. If no grade levels are selected, all grade levels are included in the report.

Sorting Options (optional) – Select one or more sort options for your report.

Delivery Method (required) – See the Batch/Report Management documentation for further details.

Email Address (auto populated from your StudentInformation profile)

Report Format – Select an output format of **Adobe PDF**, **Rich Text File (RTF)**, **Text**, **Excel Spreadsheet**, or **HTML**.

Description (optional) – Displays on the **Batch/Report Management** screen.

Submit – Click to submit this report to the Batch/Report Management application; see the Batch/Report Management documentation for further details.

Report: R201B					DASL HIGH SCHOOL
Printed Mon, Dec 17, 2007, 12:36 PM					2007-2008
				Administrative Homeroom List Summary	
HOMEROOM	TEACHER NAME	ID	ROOM	GRADE	No Of Students
A103	DONALD BERRY	BERR	103	09	1
A105	DAVID COUSINS	COUS	105	10	5
A107	LINDA WALTERS	WALT	107	11	6
A109	MICHAEL WEBBER	WEBB	109	12	13
A110	LAURA LAYMAN	LAYM	110	12	4

Administrative Homeroom List Detail (R201-A)

Navigation: StudentInformation – SIS – School – Student Reports – Administrative Homeroom List Detail (R201-A)

The **Administrative Homeroom List Detail (R201-A)** report displays selected student details by homeroom.

Homeroom Term (optional) – Select the homeroom term from the drop-down list.

Homeroom Date (required) – Specify the date to use to retrieve students' homerooms. Defaults to the current date.

Student Status (optional) – Select one or more student statuses to include in the report. If no student statuses are selected, all student statuses are included in the report.

Administrative Homeroom (optional) – Select one or more administrative homerooms to include in the report. If no administrative homerooms are selected, all administrative homerooms are included in the report.

Grade Level (optional) – Select one or more grade levels to include in the report. If no grade levels are selected, all grade levels are included in the report.

Printable Columns (required) – Select one or more fields to print for each student by homeroom. You must select at least one field.

Omit Unlisted Phone Numbers (optional) – Select this check box to exclude unlisted phone numbers from the report; otherwise, de-select this check box to include unlisted phone numbers.

Sorting Options (optional) – Select one or more sort options for your report.

Output – Select **Report**, **Labels**, or **Both Report and Labels**.

If you select labels, use the following Adobe page settings when printing the labels to ensure that the labels print correctly on the page.

For Adobe 9:

- Page Scaling = None
- Auto Rotate and Center = Unchecked

For Adobe 10:

- Size Options = Actual Size
- Orientation = Portrait

> ***Note:*** *If you are using Firefox, you must change a setting before printing labels. In Firefox, go to **Options**. In the **Applications** area, under the **Content Type** column, locate **Portable Document Format (PDF)**. In the **Action** column of that row, change the selection from **Preview in Firefox** to an Adobe option (such as **Use Adobe Acrobat**).**Label Type** – If choosing Labels, specify the size of the labels in the Label Type by selecting the appropriate label format from the drop-down list.*

Address – Select the address to use for labels. If you select the **Use custom address text** check box, the text you enter in the field is added to the top of each label.

Include Copied On Correspondence – Select **Yes** to have address labels for contacts with the **Copied on Correspondence** check box selected included when creating labels; otherwise, select **No**.

Delivery Method (required) – See the Batch/Report Management documentation for further details.

Email Address (auto populated from your StudentInformation profile)

Report Format – Select an output format of **Adobe PDF**, **Rich Text File (RTF)**, **Text**, **Excel Spreadsheet**, or **HTML**.

Description (optional) – Displays on the **Batch/Report Management** screen.

Submit – Click to submit this report to the Batch/Report Management application; see the Batch/Report Management documentation for further details.

Report: R201A
Printed Thu, Aug 06, 2009, 9:59 AM

DASL HIGH SCHOOL
2008-2009
Administrative Homeroom List Detail

HOMEROOM 202B   TEACHER: MRS. E. Teacher1453   LOCATION: MRS. VOGT

Stud ID	Student Name	GR	GN	Address	Counselor	DSE
5167	Student47655, NICOLE	07	F	645 S Main St, Lima, OH 45804-1241		01
4008	Student48351, SEAN	07	M	645 S Main St, Lima, OH 45804-1241		01
2608	Student48856, GENE	07	M	645 S Main St, Lima, OH 45804-1241		01

NUMBER OF STUDENTS: 3   (Males: 2, Females: 1)

Student Roster by Membership (R102)

Navigation: StudentInformation – SIS – School – Student Reports – Student Roster by Membership (R102)

The **Student Roster by Membership (R102)** report generates a list of students that belong to the selected group(s) or membership(s).

Membership Date Range (optional) – Specify a date range to include students with memberships that fall within that date range. The date range and other selected criteria return information on the report. If you do not enter a date range, all students with members according to the other selected criteria display.

Membership Group (optional) – Select one or more membership groups to include in the report.

Membership (optional) – Select one or more memberships to include in the report.

Special Education Services (optional) – Select the special education services to include students in the report who are assigned those services. If no special education services are selected, the report includes students assigned to all services. This list box contains the 215xxx codes and refers to the records entered for a student on the **Special Education** screen **Services** tab.

> *Note: The **Special Education Services** list only displays when FY13 and forward is in context. In prior years, the special education services were entered on the **Edit Student Memberships** screen and are selected for this report in the **Membership Code** list.*

Grade (optional) – Select one or more grades to include in the report.

Student Status (optional) – Select one or more student statuses to include in the report.

Homeroom Date (required) – Specify the date to use to retrieve students' homerooms. Defaults to the current date.

Display Address In Report (optional) – Select this check box to display student addresses in the report; otherwise, de-select this check box.

Sorting Options (optional) – Select one or more sort options for your report.

Output – Select **Report**, **Labels**, or **Both Report and Labels**.

If you select labels, use the following Adobe page settings when printing the labels to ensure that the labels print correctly on the page.

For Adobe 9:

- Page Scaling = None
- Auto Rotate and Center = Unchecked

For Adobe 10:

- Size Options = Actual Size
- Orientation = Portrait

> *Note: If you are using Firefox, you must change a setting before printing labels. In Firefox, go to **Options**. In the **Applications** area, under the **Content Type** column, locate **Portable Document Format (PDF)**. In the **Action** column of that row, change the selection from **Preview in Firefox** to an Adobe option (such as **Use Adobe Acrobat**).**Label Type** – If choosing Labels, specify the size of the labels in the Label Type by selecting the appropriate label format from the drop-down list.*

Address – Select the address to use for labels. If you select the **Use custom address text** check box, the text you enter in the field is added to the top of each label.

Include Copied On Correspondence – Select **Yes** to have address labels for contacts with the **Copied on Correspondence** check box selected included when creating labels; otherwise, select **No**.

Delivery Method (required) – See the Batch/Report Management documentation for further details.

Email Address (auto populated from your StudentInformation profile)

Report Format – Select an output format of **Adobe PDF**, **Rich Text File (RTF)**, **Text**, **Excel Spreadsheet**, or **HTML**.

Description (optional) – Displays on the **Batch/Report Management** screen.

Submit – Click to submit this report to the Batch/Report Management application; see the Batch/Report Management documentation for further details.

Student Roster by Membership Report with Addresses

Report: R102	**DASL HIGH SCHOOL**
Printed Thu, Aug 06, 2009, 10:16 AM	**2008-2009**
	Student Roster By Membership

STUDENT CONTROL GROUP: 20   Specialized Instructions   Membership Date Range: ALL DATES

ID	STUDENT NAME AND ADDRESS	TELEPHONE	AGE	ST	GR	GD	HMRM	STUDENT MEMBERSHIP CODE	EFFECTIVE DATE
3490	Student48607, ETHAN 645 S Main St Lima, OH 45804-1241	(555) 555-5555	17	A	10	M	230	205062 Regular Classroom with Cluster Grouping	Start Date: 8/27/2008 Stop Date:

Count of Membership Group 20: 1

STUDENT CONTROL GROUP: 21   Placement Options   Membership Date Range: ALL DATES

ID	STUDENT NAME AND ADDRESS	TELEPHONE	AGE	ST	GR	GD	HMRM	STUDENT MEMBERSHIP CODE	EFFECTIVE DATE
5167	Student47655, NICOLE 645 S Main St Lima, OH 45804-1241	(555) 555-5555	14	A	07	F	202B	210015 Special education outside the regular class more than 60% of	Start Date: 8/27/2008 Stop Date:
5167	Student47655, NICOLE 645 S Main St Lima, OH 45804-1241	(555) 555-5555	14	A	07	F	202B	215019 Adaptive Equipment and Services	Start Date: 8/27/2008 Stop Date:

Student Roster by Membership Report without Addresses

Report: R102
Printed Thu, Aug 06, 2009, 10:18 AM

DASL HIGH SCHOOL
2008-2009
Student Roster By Membership

STUDENT CONTROL GROUP: 20   Specialized Instructions   Membership Date Range: ALL DATES

ID	STUDENT NAME	TELEPHONE	AGE	ST	GR	GD	HMRM	STUDENT MEMBERSHIP CODE	EFFECTIVE DATE
3490	Student48607, ETHAN	(555) 555-5555	17	A	10	M	230	205062 Regular Classroom with Cluster Grouping	Start Date: 8/27/2008 Stop Date:

Count of Membership Group 20: 1

STUDENT CONTROL GROUP: 21   Placement Options   Membership Date Range: ALL DATES

ID	STUDENT NAME	TELEPHONE	AGE	ST	GR	GD	HMRM	STUDENT MEMBERSHIP CODE	EFFECTIVE DATE
5167	Student47655, NICOLE	(555) 555-5555	14	A	07	F	202B	210015 Special education outside the regular class more than 60% of	Start Date: 8/27/2008 Stop Date:
5167	Student47655, NICOLE	(555) 555-5555	14	A	07	F	202B	215019 Adaptive Equipment and Services	Start Date: 8/27/2008 Stop Date:

Principals Report of Enrollment (R305)

Navigation: StudentInformation – SIS – School – Year End Reports – Principals Report of Enrollment (R305)

This report displays student enrollment by age, grade, and gender and displays totals by grade level and gender.

Date for Age Calculation (required) – Enter the date to use when calculating student ages. Defaults to the current date.

Student Status (optional) – Select one or more student statuses to include in the report. If no student statuses are selected, all student statuses are included in the report.

Grade (optional) – Select one or more grades you wish to include in the report. If no grades are selected, all grades are included in the report.

Gender (optional) – Select one or more genders to include in the report. If no genders are selected, all genders are included in the report.

Ethnicity (optional) – Select one or more ethnicities to include in the report. If no ethnicities are selected, all ethnicities are included in the report.

Sorting Options (optional) – Select one or more sort options for your report.

Delivery Method (required) – See the Batch/Report Management documentation for further details.

Email Address (auto populated from your StudentInformation profile)

Report Format – Select an output format of **Adobe PDF**, **Rich Text File (RTF)**, **Text**, **Excel Spreadsheet**, or **HTML**.

Description (optional) – Displays on the **Batch/Report Management** screen.

Submit – Click to submit this report to the Batch/Report Management application; see the Batch/Report Management documentation for further details.

Report: R305				ASHLAND HIGH SCHOOL
Printed Thu, Aug 10, 2017, 9:40 AM				2016-2017
				Principal's Report of Enrollment

	GRADE	AGE	GENDER	ENROLLMENT
	12	17	F	12
	12	17	M	6
	12	18	F	123
	12	18	M	97
	12	19	F	14
	12	19	M	47
	12	20	F	2
	12	20	M	2
Grade:	**12**		**Female:**	**151**
			Male:	**152**
			Total:	**303**
			Report Total:	**303**

Year-End Enrollment Summary (R306-B)

Navigation: StudentInformation – SIS – School – Year-End Enrollment Summary (R306B)

This interactive report displays student enrollment by grade and admission/withdrawal code.

Date From/Date To (required) – Enter the date range for student enrollment.

Grade (optional) – Select one or more grades you wish to include in the report. If no grades are selected, all grades are included in the report.

Gender (optional) – Select one or more genders. If no gender is selected, all genders are included in the report.

Ethnicity (optional) – Select one or more ethnicities. If no ethnicity is selected, all ethnicities are included in the report.

Student Status (optional) – Select one or more student statuses to include in the report.

Show Results – Click to display the enrollment summary report on the screen.

Grade	Beginning Enrollment
09	**M:** 120 **F:** 114
10	**M:** 131 **F:** 126
11	**M:** 118 **F:** 135
12	**M:** 110 **F:** 107
13	**M:** 0 **F:** 0
23	**M:** 0 **F:** 1
GR	**M:** 0 **F:** 0

Admission Code	Admission Code Name	09	10	11	12	13	23	GR
02	From a non-public school	**M:** 10 **F:** 11	**M:** 0 **F:** 0	**M:** 0 **F:** 0	**M:** 0 **F:** 0	**M:** 0 **F:** 0	**M:** 0 **F:** 0	**M:** 0 **F:** 0
04	From another public school dist in OH-not same cou	**M:** 3 **F:** 2	**M:** 0 **F:** 3	**M:** 0 **F:** 0	**M:** 0 **F:** 0	**M:** 0 **F:** 0	**M:** 0 **F:** 0	**M:** 0 **F:** 0
05	From another public school dist in another state	**M:** 0 **F:** 0	**M:** 1 **F:** 1	**M:** 0 **F:** 0	**M:** 1 **F:** 0	**M:** 0 **F:** 0	**M:** 0 **F:** 0	**M:** 0 **F:** 0
07	From home schooling	**M:** 1 **F:** 0	**M:** 0 **F:** 0	**M:** 0 **F:** 0	**M:** 1 **F:** 0	**M:** 0 **F:** 0	**M:** 0 **F:** 0	**M:** 0 **F:** 0
13	From a licensed kindergarten	**M:** 1 **F:** 0	**M:** 0 **F:** 0	**M:** 0 **F:** 0	**M:** 0 **F:** 0	**M:** 0 **F:** 0	**M:** 0 **F:** 0	**M:** 0 **F:** 0
Total Admissions By Grade		28	5	0	2	0	0	0

Show All Admissions

Withdrawal Code	Withdrawal Code Name	09	10	11	12	13	23	GR
Total Withdrawals By Grade		0	0	0	0	0	0	0

Show All Withdrawals

Grade	End Enrollment
09	**M:** 135 **F:** 127
10	**M:** 132 **F:** 130
11	**M:** 118 **F:** 135
12	**M:** 112 **F:** 107
13	**M:** 0 **F:** 0
23	**M:** 0 **F:** 1
GR	**M:** 0 **F:** 0

Grade and Beginning Enrollment Grid

Displays the enrollment by grade and gender on the **Date From** selected.

Admission Grid

Admission Code – Displays grade enrollment by admission code (including blank values). You can click any admission code link to see the students included.

Admission Code Name – Description of each admission code. You can click any admission code name link to see the students included.

Grade Levels – Displays the enrollment by gender and admission code for each grade level, including **Total Admissions by Grade**. You can click any grade level link to see the students included in that admission code/grade level, or click any gender total link to see the students included.

Show All Admissions – Click to view all admissions.

Withdrawal Grid

Withdrawal Code – Displays grade enrollment by withdrawal code (including blank values). Click any withdrawal code link to see the students included.

Withdrawal Code Name – Description of each withdrawal code. You can click any withdrawal code name link to see the students included in that withdrawal code.

Grade Levels – Displays the enrollment by gender and withdrawal code for each grade level, including **Total Withdrawals by Grade**. You can click any grade level link to see the students included in that withdrawal code/grade level, or click any gender total link to see the students included.

Show All Withdrawals – Click to view all withdrawals.

Grade and End Enrollment Grid

Displays the enrollment by grade and gender on the **Date To** selected.

Civil Rights Reporting

The U.S. Department of Education's Office for Civil Rights (OCR) requires public schools to complete a Civil Rights Data Collection (CRDC) survey every other year. The survey collects data at the building level about student enrollment; school characteristics; and education programs, services, and outcomes disaggregated by race/ethnicity, sex, limited English proficiency, and disability. The survey is organized into two parts:

- Part 1 School Form – Fall Snapshot Data (enrollment and placement data)
- Part 2 School Form – Cumulative and End-of-Year Data

  Note: *For additional information about the CRDC survey and for definitions and rules concerning student calculations and ethnicity determination, see* *https://crdc.grads360.org.*

Following is the process for gathering data to complete the survey.

1. Complete the information on the **Additional Civil Rights Data Collection** screen. (See *"Complete Civil Rights Data Collection."*)
2. Run the Civil Rights Report (part 1). (See *"Run Civil Rights Report – Part 1."*)
3. Run the Civil Rights Report (part 2). (See *"Run Civil Rights Report – Part 2."*)

   The part 1 and part 2 reports calculate based on:

   - Data in StudentInformation, including student profiles, courses, course sections, etc.
   - Additional information you entered on the **Additional Civil Rights Data Collection** screen

4. Find each building's NCES School ID. (For help in locating this ID, see http://nces.ed.gov/globallocator/.)
5. Open the .csv files for the part 1 and part 2 reports, and carefully replace the first value on each line (SCH_ID, which is the IRN) with the building's NCES School ID.
6. Use the part 1 and part 2 report .csv files to complete the CRDC survey.

Understand Civil Rights Report Calculations

This section explains how students are included in the Civil Rights Report for both part 1 and part 2.

Student Calculations

For all survey items, students are counted at their attending school. This is the school the student actually attends for more than 50% of the school day. If a student attends two schools, each for exactly 50% of the day, the student is counted in the school designated as his or her primary building. Students attending elsewhere full time for any reason are excluded from the counts.

All counts for part 1 are calculated as of the **Effective Date** (if your school does not use block scheduling) or the **First Block Effective Date** and **Second Block Effective Date** (if your school uses block scheduling) as specified on the **Civil Rights Report** screen **Selection Criteria** tab with **Civil Rights Report Part 1** selected.

All counts for part 2 are calculated as of the end of the school year except for the following tables, which are calculated based on the selected **Effective Date** (if your school does not use block scheduling) or **First Block Effective Date** and **Second Block Effective Date** (if your school uses block scheduling) as specified on the **Civil Rights Report** screen **Selection Criteria** tab with **Civil Rights Report Part 2** selected:

- Table 1 – Students who Passed Algebra I in Grade 7
- Table 2 – Students who Passed Algebra I in Grade 8
- Table 3 – High School Students who Passed Algebra I
- Table 7 – Student Participation in Advanced Placement (AP) exams
- Table 8 – Students who Received a Qualifying Score on Advanced Placement (AP) Exams
- Table 9 – Chronic Student Absenteeism

> *Note: The selected **Effective Date** in part 2 should be the same as the selected **Effective Date** for part 1.*

Counts by race/ethnicity by gender are unduplicated counts, meaning a student is counted only one time in the race/ethnicity columns. Counts in the columns for **Students With Disabilities (IDEA)**, **Section 504 Only**, and **LEP** status students are unduplicated within the column, but are duplicate counts with other columns, except that a student cannot be counted under both **Students With Disabilities (IDEA)** and **Section 504** Only. In the rare situation where a student in StudentInformation has both a non "**" value specified for his or her disability condition and has a value of "Y" for **Section 504 Plan** on the FD record in effect for the time period selected, the student is counted under the counts for **Students With Disabilities (IDEA)** and not under the **Section 504 Plan** counts. A student who is LEP and is a student with disabilities (IDEA) is counted three times: once under race/ethnicity by gender, once under **Students with Disabilities (IDEA)**, and once under **LEP**.

Grade level for each student is determined by the value of the student's **State Equivalent Grade** specified on the FD record in effect as of the last day of student enrollment or last day of school. Students in grade level 13 with percent equal to 50% are excluded from the calculations. Grade level 23 students are only included if their percent of time is greater than 0% and they are 21 years of age or younger. Any student over 21 is excluded.

Attending Building IRN for each student is determined by using the value of the **Attending Building IRN** on the FS record in effect for the last record for the student in the school year.

Ethnicity Determination

While StudentInformation classifies ethnicity into seven categories, not all students have been re-evaluated and assigned to an ethnicity under the seven category method. For the purposes of this report, the elements Hispanic/Latino, Racial Groups, and Summative race are used to determine under which ethnic group a student is included as described in the following bullet points:

- If **Hispanic/Latino** is equal to "Y," the student is counted under the **Hispanic or Latino of any Race** ethnic group.

- If **Hispanic/Latino** is equal to "N," and the student has one racial group selected, the student is counted under the CRDC ethnic group that corresponds to the racial group selected on the student profile.

- If **Hispanic/Latino** is equal to "N," and the student has more than one racial group selected, the student is counted in the **Two or More Races** category.

Unduplicated counts are provided based on male and female students by ethnicity for each section of the report where required.

Complete Civil Rights Data Collection

Navigation: StudentInformation – SIS – School – Civil Rights Reporting – Additional Civil Rights Data Collection

Use this screen to enter data required for the CRDC survey that cannot be calculated from other areas in StudentInformation.

1. On the **Additional Civil Rights Data Collection** screen, in the **Select a school** drop-down list, select the school for which you want to complete information for civil rights reporting.

   Note: If you access this screen at the building level, the school is already selected.

2. After expanding or collapsing each section of the screen as necessary, select or enter a response to each question on the screen.

3. Click **Save**.

Additional Data Collection – Civil Rights Part 1 Section

Additional Data Collection – Civil Rights Part 2

Additional Data Collection – Civil Rights Part 2 Continued

Discipline of Students with Disabilities

Category	Sex	Hispanic or Latino of any Race	American Indian or Alaskan Native	Asian	Native Hawaiian or Other Pacific Islander	Black or African American	White	Two or More Races	LEP	Section 504 Only
Students with disabilities who received corporal punishment:*	M	0	0	0	0	0	0	0	0	0
	F	0	0	0	0	0	0	0	0	0
Students with disabilities who received an expulsion under zero tolerance policies:*	M	0	0	0	0	0	0	0	0	0
	F	0	0	0	0	0	0	0	0	0
Students with disabilities who were referred to a law enforcement agency or official:*	M	0	0	0	0	0	0	0	0	0
	F	0	0	0	0	0	0	0	0	0
Students with disabilities who received a school-related arrest:*	M	0	0	0	0	0	0	0	0	0
	F	0	0	0	0	0	0	0	0	0

Instances of Corporal Punishment

	Students W/O Disabilities	Students with Disabilities
Number of instances of corporal punishment:*	0	0

School Days Missed Due to Out-of-School Suspensions

Category	Sex	Hispanic or Latino of any Race	American Indian or Alaskan Native	Asian	Native Hawaiian or Other Pacific Islander	Black or African American	White	Two or More Races	LEP	Students with Disabilities (IDEA)	Section 504 Only
School days missed due to out-of-school suspensions*	M	0	0	0	0	0	0	0	0	0	0
	F	0	0	0	0	0	0	0	0	0	0

Offenses - Number of Instances

	Number
Incidents of rape or attempted rape:*	0
Incidents of sexual assault (other than rape):*	0
Incidents of robbery with a weapon:*	0
Incidents of robbery with a firearm or explosive device:*	0
Incidents of robbery without a weapon:*	0
Incidents of physical attack or fight with a weapon:*	0
Incidents of physical attack or fight with a firearm or explosive device:*	0
Incidents of physical attack or fight without a weapon:*	0
Incidents of threats of physical attack with a weapon:*	0
Incidents of threats of physical attack with a firearm or explosive device:*	0
Incidents of threats of physical attack without a weapon:*	0
Incidents of possession of a firearm or explosive device:*	0

Firearm Use

	No	Yes
Has there been at least one incident at your school that involved a shooting (regardless of whether anyone was hurt)?	●	○

Additional Data Collection – Civil Rights Part 2 Continued

Firearm Use	No	Yes
Has there been at least one incident at your school that involved a shooting (regardless of whether anyone was hurt)?	◉	○

Homicide	No	Yes
Have any of your school's students, faculty, or staff died as a result of a homicide committed at your school?	◉	○

Allegations of Harassment or Bullying	Number of Allegations
Allegations of harassment or bullying on the basis of sex:*	0
Allegations of harassment or bullying on the basis of race, color, or national origin:*	0
Allegations of harassment or bullying on the basis of disability:*	0
Allegations of harassment or bullying on the basis of sexual orientation:*	0
Allegations of harassment or bullying on the basis of religion:*	0

Students Reported as Harassed or Bullied

Category	Sex	Hispanic or Latino of any Race	American Indian or Alaskan Native	Asian	Native Hawaiian or Other Pacific Islander	Black or African American	White	Two or More Races	LEP	Students with Disabilities (IDEA)	Section 504 Only
Students reported as harassed or bullied on the basis of sex:*	M	0	0	0	0	0	0	0	0	0	0
	F	0	0	0	0	0	0	0	0	0	0
Students reported as harassed or bullied on the basis of race, color, or national origin:*	M	0	0	0	0	0	0	0	0	0	0
	F	0	0	0	0	0	0	0	0	0	0
Students reported as harassed or bullied on the basis of disability:*	M	0	0	0	0	0	0	0	0	0	0
	F	0	0	0	0	0	0	0	0	0	0

Students Disciplined for Harassment or Bullying

Category	Sex	Hispanic or Latino of any Race	American Indian or Alaskan Native	Asian	Native Hawaiian or Other Pacific Islander	Black or African American	White	Two or More Races	LEP	Students with Disabilities (IDEA)	Section 504 Only
Students disciplined for harassment or bullying on the basis of sex:*	M	0	0	0	0	0	0	0	0	0	0
	F	0	0	0	0	0	0	0	0	0	0
Students disciplined for harassment or bullying on the basis of race, color, or national origin:*	M	0	0	0	0	0	0	0	0	0	0
	F	0	0	0	0	0	0	0	0	0	0
Students disciplined for harassment or bullying on the basis of disability:*	M	0	0	0	0	0	0	0	0	0	0
	F	0	0	0	0	0	0	0	0	0	0

Additional Data Collection – Civil Rights Part 2 Continued

IDEA Students Subjected to Restraint or Seclusion

Category	Sex	Race/Ethnicity							LEP
		Hispanic or Latino of any Race	American Indian or Alaskan Native	Asian	Native Hawaiian or Other Pacific Islander	Black or African American	White	Two or More Races	
Students with disabilities (IDEA) subjected to mechanical restraint:*	M	0	0	0	0	0	0	0	0
	F	0	0	0	0	0	0	0	0
Students with disabilities (IDEA) subjected to physical restraint:*	M	0	0	0	0	0	0	0	0
	F	0	0	0	0	0	0	0	0
Students with disabilities (IDEA) subjected to seclusion:*	M	0	0	0	0	0	0	0	0
	F	0	0	0	0	0	0	0	0

Instances of Restraint or Seclusion	Students W/O Disabilities	Students with Disabilities (IDEA)	Students with Disabilities (504)
Number of instances of mechanical restraint:*	0	0	0
Number of instances of physical restraint:*	0	0	0
Number of instances of seclusion:*	0	0	0

Justice Facility Type	No	Yes
Pre-adjudication/Pre-conviction facility	◉	○
Post-adjudication/Post-conviction facility	◉	○
Pre- and post-adjudication/conviction facility	◉	○

Days in Regular School Year at Justice Facility	Number of Days
Days in the regular school year:*	0

Justice Facility Educational Program Hours per Week	Number of Hours
Hours per week that the educational program is offered during the regular school year:*	0

Justice Facility Educational Program Participants	Number of Students
Less than 15 days:*	0
15 days to 30 days:*	0
31 days to 90 days:*	0
91 days to 180 days:*	0
More than 180 days:*	0

Save   Cancel

Run Civil Rights Report – Part 1

Navigation: StudentInformation – SIS – School – Civil Rights Reporting – Civil Rights Report

1. On the **Civil Rights Report** screen, in the **Select a Civil Rights Report** drop-down list, select **Civil Rights Report Part 1**.

2. In the **Include Buildings** section, select the school(s) to include in the report.

   Note: If you select multiple schools, the data for each building prints separately.

3. For each building you select, if the building's master schedule uses block scheduling, select the check box in the **Is Block Scheduling used on Master Schedule?** column.

4. In the **Effective Date** field, enter or select a single date (October 1st or the closest day to October 1st that school is in session) for which you want to run the part 1 report.

   *Note: The **Effective Date** defaults to 10/1 of the school year in context. Once you have submitted a report, the **Effective Date** functionality saves and defaults to the previously submitted report date. Regardless of whether or not you submitted a report, you can still select a reporting date between 9/27 and 12/31 of the school year in context.*

5. If any building you selected uses block scheduling, in the **If Block Scheduling, Specify Single date for Second Block Before March 1st** field, enter or select a second semester effective date (between December 2 and March 1) to use as the second block enrollment calculation date.

6. In the remaining fields, select your desired report output options.

   *Note: If you plan to upload your survey data, select a **Report Format** of **Adobe PDF & CSV**. The remaining options are common to all reports. (For details, see the ProgressBook StudentInformation Getting Started Guide.)*

7. Click **Submit**.

The report contains a series of tables or subreports you can use to complete the Part 1 School Form of the survey. Students are included in the part 1 report based on the following criteria:

- Enrolled with the following percent of time on the FS record in effect for the specified effective date:

    - Preschool or kindergarten – Any percent of time.

    - Other than preschool or kindergarten – Percent of time greater than 50%.

    Note: For additional criteria specific to each of the following sections, see the bullet points following the screen.

Additional notes:

- If no value exists for the **EMIS Subject Code** field on the **EMIS Override** tab for the course section, StudentInformation uses the value in the **EMIS Subject Code** field on the **EMIS** tab for the corresponding course.

- If block scheduling is not used, only students in course sections based on the effective date specified are counted. Student course section assignments for classes that start in a future course term are excluded.
- If block scheduling is used, the following two dates are used for the counts:
  - Effective date specified (October 1st or the day closest to October 1st that school is in session)
  - Second semester block scheduling effective date

Grades with Students Enrolled

Grades with Students Enrolled	
Grades	**Answer**
Preschool	No
Kindergarten	No
Grade 1	No
Grade 2	No
Grade 3	No
Grade 4	No
Grade 5	No
Grade 6	No
Grade 7	No
Grade 8	Yes
Grade 9	Yes
Grade 10	Yes
Grade 11	Yes
Grade 12	Yes
Ungraded	No

- Answers are derived from the FD record **State Equivalent Grade** field

Preschool Age for Non-IDEA Children

Preschool Age for Non-IDEA Children	
Ages	**Answer**
Children age 3 years	No
Children age 4 years	No
Children age 5 years	No

- Students are <u>included</u> when their FD record has a **State Equivalent Grade** of "PS - Preschool (Ages 3-5)"
- Ages are calculated based on the student's **Birthdate**

Ungraded Detail

Ungraded Detail	
Question	Answer
School has mainly elementary school age students?	No
School has mainly middle school age students?	No
School has mainly high school age students?	Yes
School has mainly elementary and middle school age students?	No
School has mainly middle and high school age students?	No
School has elementary, middle, and high school age students?	No

- From the **Additional Civil Rights Data Collection** screen

School Characteristics

School Characteristics	
Question	Answer
Is this school a special education school?	No
Is this school either a magnet school or a school operating a magnet program within the school?	No
Is this school a charter school?	No
Is this school an alternative school?	No

- From the **Additional Civil Rights Data Collection** screen

Magnet School Detail

Magnet School Detail	
Question	Answer
Does the entire school population participate in the magnet school program?	No

- From the **Additional Civil Rights Data Collection** screen

Alternative School Detail

Alternative School Detail	
School Focus	Answer
This alternative school is designed to meet the needs of students with academic difficulties	No
This alternative school is designed to meet the needs of students with discipline problems	No
This alternative school is designed to meet the needs of students with academic difficulties and discipline problems	No

- From the **Additional Civil Rights Data Collection** screen

Overall Enrollment

Overall Enrollment													
Category	Sex	Race / Ethnicity								LEP	IDEA	Section 504 Only
		Hispanic or Latino of any Race	American Indian or Alaskan Native	Asian	Native Hawaiian or Other Pacific Islander	Black or African American	White	Two or More Races	Total Race / Ethnicity			
Overall Enrollment	M	8	2	1	4	6	410	18	449	3	53	7
	F	7	1	4	1	6	413	20	452	6	31	9
	Total	15	3	5	5	12	823	38	901	9	84	16

Preschool Enrollment (Only for schools offering preschool)

Preschool Enrollment (Only for schools offering preschool)											
Category	Sex	Race / Ethnicity								LEP	IDEA
		Hispanic or Latino of any Race	American Indian or Alaskan Native	Asian	Native Hawaiian or Other Pacific Islander	Black or African American	White	Two or More Races	Total Race / Ethnicity		
Enrollment of children in preschool programs or services	M	0	0	0	0	0	0	0	0	0	0
	F	0	0	0	0	0	0	0	0	0	0
	Total	0	0	0	0	0	0	0	0	0	0

- Students are <u>included</u> when their FD record has a **State Equivalent Grade** of "PS - Preschool (Ages 3-5)" or "IN - Infant/Toddler (Ages 0-2)" and they are 3 years old or older as of June 30th of the school year in context

- Students are <u>included</u> in the LEP section if their FD record as of the Effective Date has a **Limited English Proficiency** of "S," "L," "M," or "Y"

Enrollment of Limited English Proficient Students

Enrollment of Limited English Proficient Students

Category	Sex	Race / Ethnicity								IDEA
		Hispanic or Latino of any Race	American Indian or Alaskan Native	Asian	Native Hawaiian or Other Pacific Islander	Black or African American	White	Two or More Races	Total Race / Ethnicity	
Students who are LEP	M	0	0	0	0	0	3	0	3	3
	F	2	0	0	0	0	2	2	6	3
	Total	2	0	0	0	0	5	2	9	6
Students enrolled in LEP Programs	M	0	0	0	0	0	0	0	0	0
	F	0	0	0	0	0	0	0	0	0
	Total	0	0	0	0	0	0	0	0	0

Note: The following definitions for students being included as LEP apply to all tables in part one and part two with LEP markers.

- Students are <u>included</u> when their FD record as of the Effective Date has a **State Equivalent Grade** of "PS" and **Limited English Proficiency** of "S," "L," "M," or "Y"

- Students are <u>included</u> when their FS-attendance record has a **Percent of Time** greater than 50, and their FD record as of the Effective Date has a **State Equivalent Grade** of K-12 and **Limited English Proficiency** of "S," "L," "M," or "Y"

Enrollment of Student with Disabilities Served Under IDEA and Students with Disabilities Served Under Section 504 Only

Enrollment of Students with Disabilities Served Under IDEA and Students with Disabilities Served Under Section 504 Only

Category	Sex	Race / Ethnicity								LEP
		Hispanic or Latino of any Race	American Indian or Alaskan Native	Asian	Native Hawaiian or Other Pacific Islander	Black or African American	White	Two or More Races	Total Race / Ethnicity	
Students with disabilities served under IDEA	M	0	0	0	0	0	50	3	53	3
	F	1	0	1	0	0	28	1	31	3
	Total	1	0	1	0	0	78	4	84	6
Students with disabilities served under Section 504 of the Rehabilitation Act of 1973, but not served under IDEA	M	0	0	0	0	0	7	0	7	0
	F	0	0	0	0	1	8	0	9	0
	Total	0	0	0	0	1	15	0	16	0

- Excluded
  - Students are <u>excluded</u> as LEP in the 504 section when their FD record as of the Effective Date has a **Limited English Proficiency** of "N" and **Section 504 Plan** is set to "Y"

- Students are <u>excluded</u> as LEP in the IDEA section when their FD record as of the Effective Date has a **Limited English Proficiency** of "N" with a **Disability Condition** selected
  - Included
    - Students are <u>included</u> in this table when their FD record as of the Effective Date has a State Equivalent Grade of "PS" and Limited English Proficiency of "S," "L," "M," or "Y"
    - Students are <u>included</u> in this table when their FS-attendance record has a **Percent of Time** greater than 50, and their FD record as of the Effective Date has a **State Equivalent Grade** of K-12 and **Limited English Proficiency** of "S," "L," "M," or "Y"
    - Students are <u>included</u> as LEP in the 504 section when their FD record as of the Effective Date has a **Limited English Proficiency** of "S," "L," "M," or "Y," and **Section 504 Plan** is set to "Y"
    - Students are <u>included</u> as LEP in the IDEA section when their FD record as of the Effective Date has a **Limited English Proficiency** of "S," "L," "M," or "Y," with a **Disability Condition** selected

Gifted and Talented Education Programs

Gifted and Talented Education Programs	
Question	Answer
Does this school have any students enrolled in gifted/talented programs?	No

- Derived from information in the **Students Enrolled in Gifted and Talented Programs** table below

Students Enrolled in Gifted and Talented Programs

Category	Sex	Race / Ethnicity								LEP	IDEA
		Hispanic or Latino of any Race	American Indian or Alaskan Native	Asian	Native Hawaiian or Other Pacific Islander	Black or African American	White	Two or More Races	Total Race / Ethnicity		
Students enrolled in gifted and talented programs	M	0	0	0	0	0	0	0	0	0	0
	F	0	0	0	0	0	0	0	0	0	0
	Total	0	0	0	0	0	0	0	0	0	0

- Students are <u>included</u> if their **Served** fields are selected on **Student Gifted Record** in the current school year

  *Note: In order for this sub-report to return the correct data, you must run the **Gifted Mass Update** prior to running the **Civil Rights Report**. The **Gifted Mass Update** creates a default gifted record for each student who does not already have one.*

Classes in Algebra I in Middle School

Classes in Algebra I in Middle School	
Subject	Number of Classes
Algebra I	1

- Derived from information in the **Middle School Student Enrollment in Algebra I** table

Classes in Algebra I in Middle School Taught by Certified Teachers

Classes in Algebra I in Middle School Taught by Certified Teachers		
Mathematics Course	Number of Classes Taught by Teachers Certified in Mathematics	Total Number of Classes
Algebra I	0	1

- **Highly Qualified Teacher Update Maintenance** screen, **How the teacher meets highly qualified definition** value other than "I" or "N"
- **EMIS Subject Code** = "110301 - Algebra I," "110065 – Advanced Mathematics 8," or "110480 – Applied Algebra I"

Algebra I in Grade 7 Enrollment Indicator

Algebra I in Grade 7 Enrollment Indicator	
Question	Answer
Does this school have any students enrolled in Algebra I grade 7?	No

- Derived from information in the **Student Enrollment in Algebra I in Grade 7** table below

Student Enrollment in Algebra I in Grade 7

Student Enrollment in Algebra I in Grade 7	
Data Element	Number of Students
Students enrolled in Algebra I in grade 7	0

- **State Equivalent Grade** of "07 - Seventh Grade"
- Course section record (**EMIS Override** tab) values of:
  - **Curriculum** not "PS - College Credit Plus"
  - **EMIS Subject Code** = "110301 - Algebra I," "110065 – Advanced Mathematics 8," or "110480 – Applied Algebra I"
- **Delivery Method** other than "IS - Independent Study"

Algebra I in Grade 8 Enrollment Indicator

Algebra I in Grade 8 Enrollment Indicator	
Question	Answer
Does this school have any students enrolled in Algebra I grade 8?	Yes

- Derived from information in the **Student Enrollment in Algebra I in Grade 8** table below

Student Enrollment in Algebra in Grade 8

Student Enrollment in Algebra I in Grade 8

Category	Sex	Race / Ethnicity								LEP	IDEA
		Hispanic or Latino of any Race	American Indian or Alaskan Native	Asian	Native Hawaiian or Other Pacific Islander	Black or African American	White	Two or More Races	Total Race / Ethnicity		
Students enrolled in Algebra I in grade 8	M	0	0	0	0	0	0	0	0	0	0
	F	0	0	0	0	0	0	1	1	0	0
	Total	0	0	0	0	0	0	1	1	0	0

- **State Equivalent Grade** of "08 - Eighth Grade"
- Course section record (**EMIS Override** tab) values of:
  - **Curriculum** not "AP - Advanced Placement" or "PS - College Credit Plus"
  - **EMIS Subject Code** = "110301 - Algebra I," "110065 - Advanced Mathematics 8," or "110480 - Applied Algebra I"
- **Delivery Method** other than "IS - Independent Study"

Geometry Grade 8 Enrollment Indicator

Geometry in Grade 8 Enrollment Indicator	
Question	Answer
Does this school have any students enrolled in Geometry in grade 8?	Yes

- Derived from information in the **Student Enrollment in Geometry Grade 8** table below

Student Enrollment in Geometry Grade 8

Student Enrollment in Geometry Grade 8

Data Element	Number of Students
Students enrolled in Geometry in grade 8	2

- **State Equivalent Grade** of "08 - Eighth Grade"
- Course section record (**EMIS Override** tab) values of:

- **Curriculum** <u>not</u> "AP - Advanced Placement" or "PS - College Credit Plus"
  - **EMIS Subject Code** = "111200 - Geometry" or "110490 - Applied Geometry"
- **Delivery Method** <u>other than</u> "IS - Independent Study"

Classes in Algebra and Geometry in High School

Classes in Algebra I and Geometry in High School	
Mathematics Courses	Number of Classes
Algebra I	19
Geometry	25

- **State Equivalent Grade** of "09 - Ninth Grade," "10 - Tenth Grade," "11 - Eleventh Grade," or "12 - Twelfth Grade"
- Course section record (**EMIS Override** tab) values of:
  - **Curriculum** <u>not</u> "PS - College Credit Plus"
  - **EMIS Subject Code** = "110301 - Algebra I," "110480 - Applied Algebra I," "111200 - Geometry," "110490 - Applied Geometry," or "110099 - Advanced Mathematics"
- **Delivery Method** <u>other than</u> "IS - Independent Study"

High School Student Enrollment in Algebra I

High School Student Enrollment in Algebra I										
		Race / Ethnicity								
Category	Sex	Hispanic or Latino of any Race	American Indian or Alaskan Native	Asian	Native Hawaiian or Other Pacific Islander	Black or African American	White	Two or More Races	Total Race / Ethnicity	LEP	IDEA
Students enrolled in Algebra I in grade 9 or 10	M	2	0	0	0	1	124	5	132	0	21
	F	3	0	0	0	1	105	0	109	1	7
	Total	5	0	0	0	2	229	5	241	1	28
Students enrolled in Algebra I in grade 11 or 12	M	0	0	0	1	0	3	0	4	0	1
	F	0	0	0	0	0	2	0	2	1	0
	Total	0	0	0	1	0	5	0	6	1	1

- **State Equivalent Grade** of "09 - Ninth Grade," "10 - Tenth Grade," "11 - Eleventh Grade," or "12 - Twelfth Grade"
- Course section record (**EMIS Override** tab) values of:
  - **Curriculum** <u>not</u> "PS - College Credit Plus"
  - **EMIS Subject Code** = "110301 - Algebra I" or "110480 – Applied Algebra I"
- **Delivery Method** <u>other than</u> "IS - Independent Study"

Student Enrollment in Geometry

Student Enrollment in Geometry											
Category	Sex	Race / Ethnicity								LEP	IDEA
		Hispanic or Latino of any Race	American Indian or Alaskan Native	Asian	Native Hawaiian or Other Pacific Islander	Black or African American	White	Two or More Races	Total Race / Ethnicity		
Students enrolled in Geometry	M	2	0	0	1	3	113	1	120	1	8
	F	3	0	0	0	3	115	10	131	3	7
	Total	5	0	0	1	6	228	11	251	4	15

- **State Equivalent Grade** of "09 - Ninth Grade," "10 - Tenth Grade," "11 - Eleventh Grade," or "12 - Twelfth Grade"
- Course section record (**EMIS Override** tab) values of:
  - **Curriculum** <u>not</u> "PS - College Credit Plus"
  - **EMIS Subject Code** = "111200 - Geometry" or "110490 - Applied Geometry"
- **Delivery Method** <u>other than</u> "IS - Independent Study"

Classes in Mathematics Courses in High School

Classes in Mathematics Courses in High School	
Mathematics Courses	Number of Classes
Algebra II	16
Advanced mathematics	24
Calculus	3

- Derived from information in the **Student Enrollment in Mathematics Courses in High School** table

Classes in Algebra in Middle School Taught by Certified Teachers

Classes in Algebra I in Middle School Taught by Certified Teachers		
Mathematics Course	Number of Classes Taught by Teachers Certified in Mathematics	Total Number of Classes
Algebra I	0	1

- **Highly Qualified Teacher Update Maintenance** screen, **How the teacher meets highly qualified definition** value other than "I" or "N"
- **EMIS Subject Code** = "110301 - Algebra I," "110065 – Advanced Mathematics 8," or "110480 – Applied Algebra I"

Student Enrollment in Mathematics Courses in High School

Student Enrollment in Mathematics Courses in High School												
Category	Sex	Race / Ethnicity								LEP	IDEA
		Hispanic or Latino of any Race	American Indian or Alaskan Native	Asian	Native Hawaiian or Other Pacific Islander	Black or African American	White	Two or More Races	Total Race / Ethnicity		
Students enrolled in Algebra II	M	2	0	0	1	2	82	4	91	1	11
	F	1	0	0	0	0	95	6	102	0	4
	Total	3	0	0	1	2	177	10	193	1	15
Students enrolled in Advanced mathematics	M	2	1	1	3	0	92	7	106	1	9
	F	0	1	3	1	2	93	4	104	2	5
	Total	2	2	4	4	2	185	11	210	3	14
Students enrolled in Calculus	M	0	0	0	0	1	11	0	12	0	0
	F	0	0	0	0	0	5	0	5	0	0
	Total	0	0	0	0	1	16	0	17	0	0

- **State Equivalent Grade** of "09 - Ninth Grade," "10 - Tenth Grade," "11 - Eleventh Grade," or "12 - Twelfth Grade"
- Course section record (**EMIS Override** tab) values of:
  - **Curriculum** not "PS - College Credit Plus"
  - **EMIS Subject Code** of:
    - 119999 - Other Mathematics Course
    - 110302 - Algebra II
    - 110500 - Applied Algebra II
    - 110099 - Advanced Mathematics (Pre-Calculus)
    - 111300 - Discrete Mathematics
    - 111500 - Probability and Statistics
    - 111600 - Trigonometry
    - 111850 - Transition to College Mathematics
    - 119600 - Calculus
    - 119930 - Calculus AB
    - 119960 - Calculus BC
    - 139960 - Physics 1: Algebra-Based
    - 139970 - Physics 2: Algebra-Based
    - 139940 - Physics C: Electricity and Magnetism
    - 139950 - Physics C: Mechanics
    - 320050 - IB Math
    - 320150 - IB Math Studies
    - 111350 - Modeling and Quantitative Reasoning
    - 119550 - Statistics

- **Delivery Method** <u>other than</u> "IS - Independent Study"

Classes in Science Courses

Classes in Science Courses	
Science Courses	Number of Classes
Biology	24
Chemistry	13
Physics	20

- Derived from information in the **Student Enrollment in Science Courses** table below

Classes in Science Courses in High School Taught by Certified Teachers

Classes in Science Courses in High School Taught by Certified Teachers		
Science Course	Number of Classes Taught by Teachers Certified in Science	Total Number of Classes
Biology	17	24
Chemistry	11	13
Physics	4	20

- Derived from the **HQ definition** value on the **Highly Qualified Teacher Update Maintenance** screen

Student Enrollment in Science Courses

Category	Sex	Hispanic or Latino of any Race	American Indian or Alaskan Native	Asian	Native Hawaiian or Other Pacific Islander	Black or African American	White	Two or More Races	Total Race / Ethnicity	LEP	IDEA
Students enrolled in Biology	M	3	0	0	1	5	163	5	177	1	12
	F	4	1	0	0	4	199	15	223	2	5
	Total	7	1	0	1	9	362	20	400	3	17
Students enrolled in Chemistry	M	2	0	0	0	2	70	4	78	1	2
	F	1	1	2	0	1	86	4	95	1	2
	Total	3	1	2	0	3	156	8	173	2	4
Students enrolled in Physics	M	2	1	1	1	1	26	2	34	1	1
	F	0	1	1	1	1	23	2	29	1	1
	Total	2	2	2	2	2	49	4	63	2	2

(Race / Ethnicity spans the Hispanic through Total Race / Ethnicity columns.)

- **State Equivalent Grade** of "09 - Ninth Grade," "10 - Tenth Grade," "11 - Eleventh Grade," or "12 - Twelfth Grade"

- Course section record (**EMIS Override** tab) values of:
  - **EMIS Subject Code** of:
    - 132230 - Biology
    - 132330 - Advanced Biology
    - 321350 - IB Biology
    - 130301 - Chemistry
    - 132326 - Advanced Chemistry
    - 321400 - IB Chemistry
    - 130302 - Physics
    - 132325 - Advanced Physics
    - 139960 - Physics 1: Algebra-Based
    - 139970 - Physics 2: Algebra-Based
    - 139940 - Physics C: Electricity and Magnetism
    - 139950 - Physics C: Mechanics
    - 321450 - IB Physics
  - **Delivery Method** <u>other than</u> "IS - Independent Study"

International Baccalaureate Diploma Programme

International Baccalaureate Diploma Programme

Question	Answer
Does this school have any students enrolled in the International Baccalaureate Diploma Programme?	Yes

- Derived from information in the **Student Enrollment in International Baccalaureate (IB) Diploma Program** table

Student Enrollment in International Baccalaureate (IB) Diploma Program

Student Enrollment in International Baccalaureate (IB) Diploma Program

Category	Sex	Race / Ethnicity								LEP	IDEA
		Hispanic or Latino of any Race	American Indian or Alaskan Native	Asian	Native Hawaiian or Other Pacific Islander	Black or African American	White	Two or More Races	Total Race / Ethnicity		
Students enrolled in the International Baccalaureate (IB) Diploma Programme	M	0	0	0	0	0	1	0	1	0	0
	F	0	0	0	0	0	0	0	0	0	0
	Total	0	0	0	0	0	1	0	1	0	0

- **State Equivalent Grade** of "09 - Ninth Grade," "10 - Tenth Grade," "11 - Eleventh Grade," or "12 - Twelfth Grade."
- Course sections with **Curriculum** value (**Course** or **EMIS Override** tab) of:
  - IS - International Baccalaureate Standard Level

- IA - International Baccalaureate AB INITO
- IH - International Baccalaureate Higher Level
- **EMIS Subject Code** of:
  - 320050 - IB Mathematics
  - 320150 - IB Mathematical Studies
  - 320200 - IB First Language
  - 320250 - IB Second Language - Arabic
  - 320300 - IB Second Language - Chinese
  - 320350 - IB Second Language - Czech
  - 320400 - IB Second Language - French
  - 320450 - IB Second Language - German
  - 320500 - IB Second Language - Hebrew
  - 320550 - IB Second Language - Italian
  - 320600 - IB Second Language - Japanese
  - 320650 - IB Second Language - Polish
  - 320700 - IB Second Language - Russian
  - 320750 - IB Second Language - Swahili
  - 320800 - IB Second Language - Spanish
  - 320850 - IB Classical Languages (Latin or Classical Greek)
  - 320900 - IB Business and Management
  - 320950 - IB Economics
  - 321000 - IB Geography
  - 321050 - IB History
  - 321100 - IB Islamic History
  - 321150 - IB Information Technology in a Global Society (ITGS)
  - 321200 - IB Philosophy
  - 321250 - IB Psychology
  - 321300 - IB Social and Cultural Anthropology
  - 321350 - IB Biology
  - 321400 - IB Chemistry
  - 321450 - IB Physics
  - 321500 - IB Design Technology
  - 321550 - IB Environmental Systems
  - 321600 - IB Computer Science
  - 321650 - IB Visual Arts
  - 321700 - IB Music
  - 321750 - IB Theatre Arts
  - 321775 - IB Theory of Knowledge
  - 322900 - IB Global Politics

Advanced Placement Program Indicator

Advanced Placement Program Indicator	
Question	Answer
Does this school have any students enrolled in Advanced Placement (AP) courses?	Yes

- Derived from information in the **Advanced Placement Student Enrollment** table

Different Advanced Placement (AP) Courses

Different Advanced Placement (AP) Courses	
Question	Number of Courses
How many different AP courses does the school provide?	7

- Each course counted separately; course sections not counted
- Courses in which one or more students enrolled in the corresponding course sections (See the **Advanced Placement Student Enrollment** table)

Advanced Placement (AP) Course Self-Selection

Advanced Placement (AP) Course Self-Selection	
Question	Answer
Is enrollment via self-selection by students permitted for all AP courses offered by the school?	No

- From the **Additional Civil Rights Data Collection** screen

Advanced Placement Student Enrollment

Advanced Placement Student Enrollment

Category	Sex	Race / Ethnicity								LEP	IDEA
		Hispanic or Latino of any Race	American Indian or Alaskan Native	Asian	Native Hawaiian or Other Pacific Islander	Black or African American	White	Two or More Races	Total Race / Ethnicity		
Students enrolled in at least one AP course	M	1	0	0	0	2	33	0	36	1	2
	F	0	0	1	1	2	36	0	40	0	0
	Total	1	0	1	1	4	69	0	76	1	2

- Derived from information in the **Student Enrollment in Advanced Placement (AP) Mathematics**, **Student Enrollment in Advanced Placement (AP) Science**, and **Student Enrollment in Other Advanced Placement (AP) Subjects** tables

Advanced Placement (AP) Mathematics Enrollment Indicator

Advanced Placement (AP) Mathematics Enrollment Indicator	
Question	Answer
Does this school have any students enrolled in one or more Advanced Placement (AP) mathematics courses?	Yes

- Derived from information in the **Student Enrollment in Advanced Placement (AP) Mathematics** table

Student Enrollment in Advanced Placement (AP) Mathematics

Student Enrollment in Advanced Placement (AP) Mathematics

Category	Sex	Race / Ethnicity								LEP	IDEA
		Hispanic or Latino of any Race	American Indian or Alaskan Native	Asian	Native Hawaiian or Other Pacific Islander	Black or African American	White	Two or More Races	Total Race / Ethnicity		
Students enrolled in at least one AP course in mathematics	M	1	0	0	0	1	15	0	17	0	0
	F	0	0	0	1	0	17	0	18	0	0
	Total	1	0	0	1	1	32	0	35	0	0

- **State Equivalent Grade** of "09 - Ninth Grade," "10 - Tenth Grade," "11 - Eleventh Grade," or "12 - Twelfth Grade"
- Course section record (**EMIS Override** tab) values of:
  - **Curriculum** value of "AP - Advanced Placement" or "VB - Career Technical Education Applied Academic Advanced Placement"
  - **EMIS Subject Code** of:
    - 119930 - Calculus AB
    - 119960 - Calculus BC
    - 119550 - Statistics

Advanced Placement (AP) Science Enrollment Indicator

Advanced Placement (AP) Science Enrollment Indicator	
Question	Answer
Does this school have any students enrolled in one or more Advanced Placement (AP) science courses?	Yes

- Derived from information in the **Student Enrollment in Advanced Placement (AP) Science** table

Student Enrollment in Advanced Placement (AP) Science

Student Enrollment in Advanced Placement (AP) Science		Race / Ethnicity									
Category	Sex	Hispanic or Latino of any Race	American Indian or Alaskan Native	Asian	Native Hawaiian or Other Pacific Islander	Black or African American	White	Two or More Races	Total Race / Ethnicity	LEP	IDEA
Students enrolled in at least one AP course in science	M	0	0	0	0	1	15	0	16	0	0
	F	0	0	1	0	0	19	0	20	0	0
	Total	0	0	1	0	1	34	0	36	0	0

- **State Equivalent Grade** of "09 - Ninth Grade," "10 - Tenth Grade," "11 - Eleventh Grade," or "12 - Twelfth Grade"
- **Curriculum** value of "AP - Advanced Placement" or "VB - Career Technical Education Applied Academic Advanced Placement"
- **EMIS Subject Code** of:
  - 139940 - Physics C: Electricity & Magnetism
  - 139950 - Physics C: Mechanics
  - 139960 - Physics 1: Algebra-Based
  - 139970 - Physics 2: Algebra-Based
  - 132230 - Biology
  - 132330 - Advanced Biology
  - 130301 - Chemistry
  - 132350 - Environmental Science

Advanced Placement (AP) Other Subject Indicator

Advanced Placement (AP) Other Subject Indicator	
Question	Answer
Does this school have any students enrolled in one or more Advanced Placement (AP) courses in other subjects?	Yes

- Derived from information in the **Student Enrollment in Other Advanced Placement (AP) Subjects** table

Student Enrollment in Other Advanced Placement (AP) Subjects

Student Enrollment in Other Advanced Placement (AP) Subjects

| Category | Sex | Race / Ethnicity | | | | | | | | LEP | IDEA |
		Hispanic or Latino of any Race	American Indian or Alaskan Native	Asian	Native Hawaiian or Other Pacific Islander	Black or African American	White	Two or More Races	Total Race / Ethnicity		
Students enrolled in at least one AP course in subjects other than science and mathematics	M	1	0	0	0	1	14	0	16	1	2
	F	0	0	0	1	2	9	0	12	0	0
	Total	1	0	0	1	3	23	0	28	1	2

- **State Equivalent Grade** of "09 - Ninth Grade," "10 - Tenth Grade," "11 - Eleventh Grade," or "12 - Twelfth Grade"
- Course section record (**EMIS Override** tab) values of:
    - **Curriculum** value of "AP - Advanced Placement" or "VB - Career Technical Education Applied Academic Advanced Placement"
    - **EMIS Subject Code** of:

Category	EMIS Subject Code
AP Capstone	370010, 370015
Arts	020101, 120300, 029110, 029120, 029100
English	059920, 059930
History and Social Science	159960, 152810, 150700, 159930,159940, 151121, 159950, 150810, 150890
Computer Science	290310
World Languages and Culture	060102, 060230, 060235, 060245, 060250, 069915, 069922, 060265, 069935

Dual Enrollment Program

Dual Enrollment Program

Question	Answer
Does this school have any students enrolled in a dual enrollment/dual credit program?	Yes

- Course section record (**EMIS Override** tab) with **Dual Enrollment** check box selected

Student Enrollment in Dual Enrollment Programs

Student Enrollment in Dual Enrollment Programs

Category	Sex	Hispanic or Latino of any Race	American Indian or Alaskan Native	Asian	Native Hawaiian or Other Pacific Islander	Black or African American	White	Two or More Races	Total Race / Ethnicity	LEP	IDEA
Student Enrollment in Dual Enrollment Programs	M	0	0	0	2	1	42	2	47	0	1
	F	0	0	0	0	2	40	1	43	0	0
	Total	0	0	0	2	3	82	3	90	0	1

- **Courses** with the **Dual Credit** check box selected

Single-Sex Academic Classes

Single-Sex Academic Classes

Question	Answer
Does this school have any students enrolled in one or more single sex academic classes?	No

- Derived from information in the **Single-Sex Academic Classes in the School** table

  *Note: Please make sure the **Gender Directive** field is correct for all courses before running the report.*

Single-Sex Academic Classes in the School

Single-Sex Academic Classes in the School

Subject Areas	Classes		
	Males Only	Females Only	Total
Algebra I, Geometry, Algebra II	0	0	0
Other mathematics	0	0	0
Science	0	0	0
English/reading/language arts	0	0	0
Other academic subjects	0	0	0

- Include:
  - Course records with **Gender Directive** value (**Miscellaneous** tab) of "Restrict to Females" or "Restrict to Males"
  - Course sections with the following **EMIS Subject Codes**:

Category	EMIS Subject Code
Algebra or Geometry	110301, 110302, 110480, 110490, 111200,110500
Other Mathematics	320050, 320150, 321800, 321850, 322600 All 11xxxx EXCEPT codes specified for Algebra or Geometry

Category	EMIS Subject Code
Science	All 13xxxx, 321350, 321400, 321450, 321550, 322400, 322450, 322800
English/Reading/Language Arts	All 05xxxx, 321900, 321950, 322000, 322050, 322650
Other Academic Subjects	All 06xxxx All 15xxxx All 29xxxx 320200, 320250, 320300, 321350, 320400, 320450, 320500, 320550, 320600, 320650, 320700, 320750, 320800, 320850, 320900, 320950, 321000, 321050, 321150, 321200, 321250, 321300, 321500, 321600, 322900, 322700

- **Delivery Method** = "CP - Career Tech College Credit Plus Course" or "FF - Face to Face Classroom Instruction"

- Exclude:

  - Physical education classes

  - Independent study studies

  - Course sections with **Curriculum** value (**Course** or **EMIS Override** tab) of:

    - OC - Expert Contracted from Outside Company/Org for Credit Flex

    - PI - Postsecondary Instructor, not PSEO funding

    - PS - Postsecondary Enrollment Options (PSEO)

    - V9 - Career Technical Education Contract Program

  - **Delivery Method**:

    -

FTE Count and Certification

FTE Count and Certification

Category	FTE
Total number of full-time equivalent (FTE) teachers	0.00
Total number of FTE teachers who are certified	0.00
Total number of FTE teachers who are not certified	0.00

- From the **Additional Civil Rights Data Collection** screen

Teacher Year of Experience

Teacher Year of Experience

Category	FTE
Number of FTE teachers in their first year of teaching	0.00
Number of FTE teachers in their second year of teaching	0.00

- From the **Additional Civil Rights Data Collection** screen

Current Year and Previous Year Teachers

Current Year and Previous Year Teachers	
Category	**Count**
Current school year teachers	0
Previous school year teachers	0

- From the **Additional Civil Rights Data Collection** screen

School Counselors

School Counselors	
Category	**FTE**
Number of FTE school counselors	3.20

- From the **Additional Civil Rights Data Collection** screen

Security Staff

Security Staff	
Category	**FTE**
Number of FTE sworn law enforcement officers	0.00
Number of FTE security guards	0.00

- From the **Additional Civil Rights Data Collection** screen

Support Services Staff

Support Services Staff	
Category	**FTE**
Number of FTE nurses	99.90
Number of FTE psychologists	99.90
Number of FTE social workers	99.99

- From the **Additional Civil Rights Data Collection** screen

Run Civil Rights Report – Part 2

Navigation: StudentInformation – SIS – School – Civil Rights Reporting – Civil Rights Report

1. On the **Civil Rights Report** screen, in the **Select a Civil Rights Report** drop-down list, select **Civil Rights Report Part 2**.

2. In the **Include Buildings** section, select the school(s) to include in the report.

   Note: If you select multiple schools, the data for each building prints separately.

3. For each building you select, if the building's master schedule uses block scheduling, select the check box in the **Is Block Scheduling used on Master Schedule?** column.

4. In the **Effective Date** field, enter or select a single date (October 1st or the closest day to October 1st that school is in session) for which you want to run the part 2 report. The **Effective Date** only applies to certain tables in the report. All other tables are calculated based on the last day of the school year.

   *Note: The **Effective Date** defaults to 10/1 of the school year in context. Once you have submitted a report, the **Effective Date** functionality saves and defaults to the previously submitted report date. Regardless of whether or not you submitted a report, you can still select a reporting date between 9/27 and 12/31 of the school year in context.*

   ⚠️ *Caution:The **Effective Date** in part 2 should match the **Effective Date** used for part 1. If the selected **Effective Date** for part 2 is different from part 1, it can result in data discrepancies in certain tables for the part 2 report.*

5. If any building you selected uses block scheduling, in the **If Block Scheduling, Specify Single date for Second Block Before March 1st** field, enter or select a second semester effective date (between December 2 and March 1) to use as the second block enrollment calculation date. The selected effective date fields only apply to certain tables in the report. All other tables are calculated based on the last day of the school year.

6. In the remaining fields, select your desired report output options.

   *Note: If you plan to upload your survey data, select a **Report Format** of **Adobe PDF & CSV**. The remaining options are common to all reports. (For details, see the* ProgressBook StudentInformation Getting Started Guide*.)*

7. Click **Submit**.

The report contains a series of tables or sub-reports you can use to complete the Part 2 School Form of the survey. Students are included in the part 2 report based on the following criteria:

- Enrolled with the following percent of time on the FS record in effect for the specified effective date:
  - Preschool or kindergarten – any percent of time
  - Other than preschool or kindergarten – percent of time greater than 50%
- Effective date is the last day of the school year unless otherwise specified
- Students count only once in total counts regardless of whether they took a class multiple times and received a passing final mark
- Final mark received in course section must have **Is Credit Earned** selected on **Marks Maintenance**
- Final reporting terms are determined by the reporting period in the marking pattern assigned to the course section
  - Reporting period with a significance value of "Earned" determines the final reporting period for a marking pattern
  - In the case where a marking pattern has multiple reporting terms included where significance is "Earned," a passing mark must be received in at least one of the final reporting terms

  Note: *For additional criteria specific to each of the following sections, see the bullet points following the screen.*

Students who Passed Algebra I in Grade 7

Students who Passed Algebra I in Grade 7	
Data Element	Number of Students
Students who passed Algebra I in grade 7	0

- Students are included based on the selected **Effective Date**
- **State Equivalent Grade** of "07 - Seventh Grade"
- **EMIS Subject Code** = "110301 - Algebra I," "110480 - Applied Algebra I," "110065 - Advanced Mathematics 8"
- **Curriculum** not "PS - College Credit Plus"
- **Delivery Method** other than "IS - Independent Study"

Students who Passed Algebra I in Grade 8

Students who Passed Algebra I in Grade 8		Race / Ethnicity									
Category	Sex	Hispanic or Latino of any Race	American Indian or Alaskan Native	Asian	Native Hawaiian or Other Pacific Islander	Black or African American	White	Two or More Races	Total Race / Ethnicity	LEP	IDEA
Students who passed Algebra I in grade 8	M	0	0	0	0	0	0	0	0	0	0
	F	0	0	0	0	0	0	0	0	0	0
	Total	0	0	0	0	0	0	0	0	0	0

- Students are included based on the selected **Effective Date**
- **State Equivalent Grade** of "08 - Eighth Grade"
- **EMIS Subject Code** = "110301 - Algebra I," "110480 - Applied Algebra I," "110065 - Advanced Mathematics 8"
- **Curriculum** not "PS - College Credit Plus"
- **Delivery Method** other than "IS - Independent Study"

High School Students who Passed Algebra I

High School Students who Passed Algebra I		Race / Ethnicity									
Category	Sex	Hispanic or Latino of any Race	American Indian or Alaskan Native	Asian	Native Hawaiian or Other Pacific Islander	Black or African American	White	Two or More Races	Total Race / Ethnicity	LEP	IDEA
Students who passed Algebra I in grade 9 or 10	M	0	0	0	0	0	0	0	0	0	0
	F	0	0	0	0	0	0	0	0	0	0
	Total	0	0	0	0	0	0	0	0	0	0
Students who passed Algebra I in grade 11 or 12	M	0	0	0	0	0	0	0	0	0	0
	F	0	0	0	0	0	0	0	0	0	0
	Total	0	0	0	0	0	0	0	0	0	0

- Students are included based on the selected **Effective Date**
- **State Equivalent Grade** of "09 - Ninth Grade," "10 - Tenth Grade," "11 - Eleventh Grade," or "12 - Twelfth Grade"
- **EMIS Subject Code** = "110301 - Algebra I," "110480 - Applied Algebra I"
- **Curriculum** not "PS - College Credit Plus"
- **Delivery Method** other than "IS - Independent Study"

Credit Recovery Program

Credit Recovery Program	
Question	Answer
Does this school have any students who participate in at least one credit recovery program?	No

- From the **Additional Civil Rights Data Collection** screen

Credit Recovery Program Student Participation

Credit Recovery Program Student Participation	
Data Element	Number Of Students
Students who participate in at least one credit recovery program	0

- From the **Additional Civil Rights Data Collection** screen

Student Participation in the SAT Reasoning Test or ACT

Category	Sex	Race / Ethnicity									LEP	IDEA
		Hispanic or Latino of any Race	American Indian or Alaskan Native	Asian	Native Hawaiian or Other Pacific Islander	Black or African American	White	Two or More Races	Total Race / Ethnicity			
Students who participated in the SAT Reasoning Test or ACT	M	0	0	0	0	0	12	0	12		0	1
	F	0	0	1	1	0	17	0	19		0	2
	Total	0	0	1	1	0	29	0	31		0	3

- **State Equivalent Grade** of "09 - Ninth Grade," "10 - Tenth Grade," "11 - Eleventh Grade," or "12 - Twelfth Grade"
- ACT or SAT results for test dates between 7/1 through the day before the first day of school the following year
- Students counted only once regardless of whether they took the ACT or SAT and if they took the test multiple times during the school year
- Totals by gender and race are unduplicated
- Totals for IDEA and LEP are duplicated

Student Participation in Advanced Placement (AP) Exams

Student Participation in Advanced Placement (AP) Exams

Category	Sex	Hispanic or Latino of any Race	American Indian or Alaskan Native	Asian	Native Hawaiian or Other Pacific Islander	Black or African American	White	Two or More Races	Total Race / Ethnicity	LEP	IDEA
Students who took one or more AP exams for one or more AP courses enrolled in	M	0	0	0	0	0	0	0	0	0	0
	F	0	0	0	0	0	0	0	0	0	0
	Total	0	0	0	0	0	0	0	0	0	0
Students who were enrolled in one or more AP courses but who did not take any AP exams	M	1	0	0	0	2	33	0	36	1	2
	F	0	0	1	1	2	37	0	41	0	0
	Total	1	0	1	1	4	70	0	77	1	2

- Students are included based on the selected **Effective Date**
- **State Equivalent Grade** of "09 - Ninth Grade," "10 - Tenth Grade," "11 - Eleventh Grade," or "12 - Twelfth Grade"
- Course section record (**EMIS Override** tab) values of:
  - **Curriculum** value of "AP - Advanced Placement" or "VB - Career Technical Education Applied Academic Advanced Placement"
  - Course sections with the following **EMIS subject codes**:

Category	EMIS Subject Code
Mathematics	119550, 119930, 119960
Science	130301, 132325, 132330, 132350, 139940, 139950, 139960, 139970,
Other AP Courses	029100, 020101, 029110, 029120, 050250, 059920, 059930, 060230, 060235, 060102, 060107, 060245, 060265, 069935, 120300, 150700, 150810, 150890, 151121, 152810, 159930, 159940, 159950, 159960, 290310, 370010, 370015

Students who Received a Qualifying Score on Advanced Placement (AP) Exams

Students who Received a Qualifying Score on Advanced Placement (AP) Exams

Category	Sex	Hispanic or Latino of any Race	American Indian or Alaskan Native	Asian	Native Hawaiian or Other Pacific Islander	Black or African American	White	Two or More Races	Total Race / Ethnicity	LEP	IDEA
Students who received a qualifying score on one or more AP exams for one or more AP courses enrolled in	M	0	0	0	0	0	0	0	0	0	0
	F	0	0	0	0	0	0	0	0	0	0
	Total	0	0	0	0	0	0	0	0	0	0
Students who did not receive a qualifying score on any AP exams for the one or more AP courses enrolled in	M	0	0	0	0	0	0	0	0	0	0
	F	0	0	0	0	0	0	0	0	0	0
	Total	0	0	0	0	0	0	0	0	0	0

- Students are included based on the selected **Effective Date**
- Students who scored 3 or higher

Chronic Student Absenteeism

Chronic Student Absenteeism

| Category | Sex | Race / Ethnicity | | | | | | | | LEP | IDEA | Section 504 Only |
		Hispanic or Latino of any Race	American Indian or Alaskan Native	Asian	Native Hawaiian or Other Pacific Islander	Black or African American	White	Two or More Races	Total Race / Ethnicity			
Students absent 15 or more school days during school year	M	0	0	0	0	0	1	0	1	0	1	0
	F	0	0	0	0	1	4	0	5	0	1	0
	Total	0	0	0	0	1	5	0	6	0	2	0

- Students are included based on the selected **Effective Date**
- Total of all absence fields on **FS-Attendance** tab of profile = 15 school days during the school year
- Absences count if student is absent for 50% or more of the school day
- **State Equivalent Grade** of "KG - Kindergarten," "01 - First Grade," "02 - Second Grade," "03 - Third Grade," "04 - Fourth Grade," "05 - Fifth Grade," "06 - Sixth Grade," "07 - Seventh Grade," "08 - Eighth Grade," "09 - Ninth Grade," "10 - Tenth Grade," "11 - Eleventh Grade," or "12 - Twelfth Grade"

Student Retention Indicator

Student Retention Indicator

Grades	Answer
Kindergarten	No
Grade 1	No
Grade 2	No
Grade 3	No
Grade 4	No
Grade 5	No
Grade 6	No
Grade 7	No
Grade 8	No
Grade 9	No
Grade 10	No
Grade 11	No
Grade 12	No

- Derived from information in the **Retention of Students** table below

Retention of Students

Retention of Students

Category	Sex	Hispanic or Latino of any Race	American Indian or Alaskan Native	Asian	Native Hawaiian or Other Pacific Islander	Black or African American	White	Two or More Races	Total Race / Ethnicity	LEP	IDEA	Section 504 Only
					Race / Ethnicity							
Students who were retained in Kindergarten	M	0	0	0	0	0	0	0	0	0	0	0
	F	0	0	0	0	0	0	0	0	0	0	0
	Total	0	0	0	0	0	0	0	0	0	0	0
Students who were retained in Grade 1	M	0	0	0	0	0	0	0	0	0	0	0
	F	0	0	0	0	0	0	0	0	0	0	0
	Total	0	0	0	0	0	0	0	0	0	0	0
Students who were retained in Grade 2	M	0	0	0	0	0	0	0	0	0	0	0
	F	0	0	0	0	0	0	0	0	0	0	0
	Total	0	0	0	0	0	0	0	0	0	0	0
Students who were retained in Grade 3	M	0	0	0	0	0	0	0	0	0	0	0
	F	0	0	0	0	0	0	0	0	0	0	0
	Total	0	0	0	0	0	0	0	0	0	0	0
Students who were retained in Grade 4	M	0	0	0	0	0	0	0	0	0	0	0
	F	0	0	0	0	0	0	0	0	0	0	0
	Total	0	0	0	0	0	0	0	0	0	0	0
Students who were retained in Grade 5	M	0	0	0	0	0	0	0	0	0	0	0
	F	0	0	0	0	0	0	0	0	0	0	0
	Total	0	0	0	0	0	0	0	0	0	0	0
Students who were retained in Grade 6	M	0	0	0	0	0	0	0	0	0	0	0
	F	0	0	0	0	0	0	0	0	0	0	0
	Total	0	0	0	0	0	0	0	0	0	0	0
Students who were retained in Grade 7	M	0	0	0	0	0	0	0	0	0	0	0
	F	0	0	0	0	0	0	0	0	0	0	0
	Total	0	0	0	0	0	0	0	0	0	0	0
Students who were retained in Grade 8	M	0	0	0	0	0	0	0	0	0	0	0
	F	0	0	0	0	0	0	0	0	0	0	0
	Total	0	0	0	0	0	0	0	0	0	0	0
Students who were retained in Grade 9	M	0	0	0	0	0	0	0	0	0	0	0
	F	0	0	0	0	0	0	0	0	0	0	0
	Total	0	0	0	0	0	0	0	0	0	0	0
Students who were retained in Grade 10	M	0	0	0	0	0	0	0	0	0	0	0
	F	0	0	0	0	0	0	0	0	0	0	0
	Total	0	0	0	0	0	0	0	0	0	0	0
Students who were retained in Grade 11	M	0	0	0	0	0	0	0	0	0	0	0
	F	0	0	0	0	0	0	0	0	0	0	0
	Total	0	0	0	0	0	0	0	0	0	0	0
Students who were retained in Grade 12	M	0	0	0	0	0	0	0	0	0	0	0
	F	0	0	0	0	0	0	0	0	0	0	0
	Total	0	0	0	0	0	0	0	0	0	0	0

- **State Equivalent Grade** of "KG - Kindergarten," "01 - First Grade," "02 - Second Grade," "03 - Third Grade," "04 - Fourth Grade," "05 - Fifth Grade," "06 - Sixth Grade," "07 - Seventh Grade," "08 - Eighth Grade," "09 - Ninth Grade," "10 - Tenth Grade," "11 - Eleventh Grade," or "12 - Twelfth Grade"

- Reported at the end of the school year as retained in their current grade level and remain retained at the start of the next school year as follows:

  - **EMIS Grade Next Year** on FN record in prior school year = **State Equivalent Grade** value on latest FD record in current school year

  - Grades K-12: **Retained Status** value for FN record = "1 - Student was retained at end of the previous school year, still retained"

  - Grade 3 only: **Retained Status** value for FN record = "A - TGRG Student retained at end of the previous school year and is still retained"

  Note: Student may or may not be in the same building in the current school year as in the prior school year

Single-Sex Interscholastic Athletics Indicator

Single-Sex Interscholastic Athletics Indicator	
Question	Answer
Does this school have any students who participate in single-sex interscholastic athletics?	Yes

- Derived from third line in the **Single-Sex interscholastic Athletics Sports, Teams and Participants** table below

Single-Sex Interscholastic Athletics Sports, Teams and Participants

Single-Sex Interscholastic Athletics Sports, Teams and Participants			
Data Element	Males Only	Females Only	Total
Number of single-sex interscholastic athletics sports	1	2	3
Number of single-sex interscholastic athletics teams	9999	9999	19998
Number of student participants on single-sex interscholastic athletics sports teams	147	95	242

- First line – From **Student Memberships** (with start date between 7/1 and 6/30 of the current school year)

- Second line – From **Additional Civil Rights Data Collection** screen

- Third line – From **Student Memberships** (with start date between 7/1 and 6/30 of the current school year)

- **State Equivalent Grade** of "09 - Ninth Grade," "10 - Tenth Grade," "11 - Eleventh Grade," or "12 - Twelfth Grade"

  Note: StudentInformation does not track whether student memberships are single-sex memberships but does provide male and female counts in each program. It is up to the district to decide whether or not the counts in each team or sport are considered gender exclusive.

Corporal Punishment

Corporal Punishment	
Question	Answer
Does this school have any students who receive corporal punishment for disciplinary purposes?	No

- From the **Additional Civil Rights Data Collection** screen

Preschool Corporal Punishment

Preschool Corporal Punishment

Category	Sex	Race / Ethnicity								LEP	IDEA
		Hispanic or Latino of any Race	American Indian or Alaskan Native	Asian	Native Hawaiian or Other Pacific Islander	Black or African American	White	Two or More Races	Total Race / Ethnicity		
Preschool children who received corporal punishment	M	999	888	777	444	555	666	555	4884	333	333
	F	333	333	222	212	321	235	325	1981	215	254
	Total	1332	1221	999	656	876	901	880	6865	548	587

- From the **Additional Civil Rights Data Collection** screen

Preschool Instances of Corporal Punishment

Preschool Instances of Corporal Punishment

Data Element	All Preschool Children	Preschool Children with Disabilities (IDEA)
Number of instances of corporal punishment	4121	1234

- From the **Additional Civil Rights Data Collection** screen

Preschool Suspensions and Expulsions

Preschool Suspensions and Expulsions

Category	Sex	Hispanic or Latino of any Race	American Indian or Alaskan Native	Asian	Native Hawaiian or Other Pacific Islander	Black or African American	White	Two or More Races	Total Race / Ethnicity	LEP	IDEA
					Race / Ethnicity						
Preschool children who received only one out-of-school suspension	M	0	0	0	0	0	0	0	0	0	0
	F	0	0	0	0	0	0	0	0	0	0
	Total	0	0	0	0	0	0	0	0	0	0
Preschool children who received more than one out-of-school suspension	M	0	0	0	0	0	0	0	0	0	0
	F	0	0	0	0	0	0	0	0	0	0
	Total	0	0	0	0	0	0	0	0	0	0
Preschool children who received an expulsion	M	0	0	0	0	0	0	0	0	0	0
	F	0	0	0	0	0	0	0	0	0	0
	Total	0	0	0	0	0	0	0	0	0	0

- **State Equivalent Grade** of "PS - Preschool (Ages 3-5)" on latest FD record for the current school year
- Received a disciplinary action of "Expulsion" or "Out of School Suspension"
- Based on a cumulative count of the entire regular school year from 7/1 to 6/30

Preschool Instances of Suspension

Preschool Instances of Suspension

Data Element	All Preschool Children	Preschool Children with Disabilities (IDEA)
Number of instances of out-of-school suspension	0	0

- **State Equivalent Grade** of "PS - Preschool (Ages 3-5)" on latest FD record for the current school year
- Received a disciplinary action of "Out of School Suspension"
- Includes all students enrolled for any length of time during the school year regardless of their enrollment status at the end of the school year

Discipline of Students without Disabilities

Discipline of Students without Disabilities

Category	Sex	Race / Ethnicity								LEP
		Hispanic or Latino of any Race	American Indian or Alaskan Native	Asian	Native Hawaiian or Other Pacific Islander	Black or African American	White	Two or More Races	Total Race / Ethnicity	
Students without disabilities who received corporal punishment	M	8888	7777	6666	5555	4444	3333	2222	38885	1111
	F	2222	3521	2351	7857	5478	8878	7987	38294	7897
	Total	11110	11298	9017	13412	9922	12211	10209	77179	9008
Students without disabilities who received one or more in-school suspensions	M	0	0	0	0	0	0	0	0	0
	F	0	0	0	0	0	1	0	1	0
	Total	0	0	0	0	0	1	0	1	0
Students without disabilities who received only one out-of-school suspension	M	0	0	0	0	0	1	0	1	0
	F	0	0	0	0	0	0	0	0	0
	Total	0	0	0	0	0	1	0	1	0
Students without disabilities who received more than one out-of-school suspensions	M	0	0	0	0	0	0	0	0	0
	F	0	0	0	0	0	0	0	0	0
	Total	0	0	0	0	0	0	0	0	0
Students without disabilities who received an expulsion with educational services	M	0	0	0	0	0	0	0	0	0
	F	0	0	0	0	0	0	0	0	0
	Total	0	0	0	0	0	0	0	0	0
Students without disabilities who received an expulsion without educational services	M	0	0	0	0	0	0	0	0	0
	F	0	0	0	0	0	0	0	0	0
	Total	0	0	0	0	0	0	0	0	0
Students without disabilities who received an expulsion under zero tolerance policies	M	7878	7846	5645	4646	4645	4654	4131	39445	1613
	F	5161	3241	4531	4341	1531	3121	3131	25057	321
	Total	13039	11087	10176	8987	6176	7775	7262	64502	1934
Students without disabilities who were referred to a law enforcement agency or official	M	3131	431	345	43	4153	1345	3451	12899	4515
	F	54	3541	3154	5454	5341	413	5	17962	41
	Total	3185	3972	3499	5497	9494	1758	3456	30861	4556
Students without disabilities who received a school-related arrest	M	54	15	4321	5413	4545	5345	6545	26238	5645
	F	4534	3311	3151	5345	4534	4534	4534	29943	544
	Total	4588	3326	7472	10758	9079	9879	11079	56181	6189

- Rows 1, 7-9 are from the **Additional Civil Rights Data Collection** screen
- Rows 2-6:
    - Received a disciplinary action of "Expulsion," "Out of School Suspension," or "In School Suspension"
    - **Disability Condition** = "** - Not Applicable" on any FD record for the current school year
    - **Section 504 Plan** = "N"
    - If **Alt Education Assigned** = "Y - Yes," student is counted in the row of "Students without disabilities who received an expulsion <u>with</u> educational services"
    - If **Alt Education Assigned** = "N - No," student is counted in the row of "Students without disabilities who received an expulsion <u>without</u> educational services"

Transfer to Alternative School for Students without Disabilities

Transfer to Alternative School for Students without Disabilities

Category	Sex	Hispanic or Latino of any Race	American Indian or Alaskan Native	Asian	Native Hawaiian or Other Pacific Islander	Black or African American	White	Two or More Races	Total Race / Ethnicity	LEP
Students without disabilities transferred to an alternative school	M	0	0	0	0	0	0	0	0	0
	F	0	0	0	0	0	0	0	0	0
	Total	0	0	0	0	0	0	0	0	0

- **State Equivalent Grade** of "KG - Kindergarten," "01 - First Grade," "02 - Second Grade," "03 - Third Grade," "04 - Fourth Grade," "05 - Fifth Grade," "06 - Sixth Grade," "07 - Seventh Grade," "08 - Eighth Grade," "09 - Ninth Grade," "10 - Tenth Grade," "11 - Eleventh Grade," or "12 - Twelfth Grade"
- Received a disciplinary action of "Expulsion"
- Students are only counted once regardless of number of incidences that resulted in a transfer
- **Disability Condition** = "** - Not Applicable" on any FD record for the current school year
- **Alt Education Assigned** = "Y - Yes"

Discipline of Students with Disabilities

Discipline of Students with Disabilities

Category	Sex	Hispanic or Latino of any Race	American Indian or Alaskan Native	Asian	Native Hawaiian or Other Pacific Islander	Black or African American	White	Two or More Races	Total Race / Ethnicity	LEP	Section 504 Only
Students with disabilities who received corporal punishment	M	4	1	8	1	8	1	2	25	8	5
	F	2	18	3	7	3	1	8	42	3	8
	Total	6	19	11	8	11	2	10	67	11	13
Students with disabilities who received one or more in-school suspensions	M	0	0	0	0	0	0	0	0	0	0
	F	0	0	0	0	0	0	0	0	0	0
	Total	0	0	0	0	0	0	0	0	0	0
Students with disabilities who received only one out-of-school suspension	M	0	0	0	0	0	1	0	1	0	1
	F	0	0	0	0	0	0	0	0	0	0
	Total	0	0	0	0	0	1	0	1	0	1
Students with disabilities who received more than one out-of-school suspension	M	0	0	0	0	0	0	0	0	0	0
	F	0	0	0	0	0	0	0	0	0	0
	Total	0	0	0	0	0	0	0	0	0	0
Students with disabilities who received an expulsion with educational services	M	0	0	0	0	0	0	0	0	0	0
	F	0	0	0	0	0	0	0	0	0	0
	Total	0	0	0	0	0	0	0	0	0	0
Students with disabilities who received an expulsion without educational services	M	0	0	0	0	0	0	0	0	0	0
	F	0	0	0	0	0	0	0	0	0	0
	Total	0	0	0	0	0	0	0	0	0	0
Students with disabilities who received an expulsion under zero tolerance policies	M	2	4	3	8	7	2	6	32	8	4
	F	4	8	2	8	3	4	8	37	3	1
	Total	6	12	5	16	10	6	14	69	11	5
Students with disabilities who were referred to a law enforcement agency or official	M	8	32	14	8	32	9	3	106	2	9
	F	3	1	8	3	4	9	3	31	1	8
	Total	11	33	22	11	36	18	6	137	3	17
Students with disabilities who received a school-related arrest	M	3	74	6	3	0	6	21	113	9	3
	F	0	8	12	8	36	8	36	108	8	5
	Total	3	82	18	11	36	14	57	221	17	8

- Rows 1, 7-9 are from the **Additional Civil Rights Data Collection** screen
- Rows 2-6:
    - Received a disciplinary action of "Expulsion," "Out of School Suspension," or "In School Suspension"
    - **Disability Condition** is <u>other than</u> "** - Not Applicable" on any FD record for the current school year
    - If **Alt Education Assigned** = "Y - Yes," student is counted in the row of "Students with disabilities who received an expulsion <u>with</u> educational services"
    - If **Alt Education Assigned** = "N - No," student is counted in the row of "Students with disabilities who received an expulsion <u>without</u> educational services"

Transfer to Alternative School for Students with Disabilities

Transfer to Alternative School for Students with Disabilities											
Category	Sex	Hispanic or Latino of any Race	American Indian or Alaskan Native	Asian	Native Hawaiian or Other Pacific Islander	Black or African American	White	Two or More Races	Total Race / Ethnicity	LEP	Section 504 Only
Students with disabilities transferred to an alternative school	M	0	0	0	0	0	0	0	0	0	0
	F	0	0	0	0	0	0	0	0	0	0
	Total	0	0	0	0	0	0	0	0	0	0

- **State Equivalent Grade** of "KG - Kindergarten," "01 - First Grade," "02 - Second Grade," "03 - Third Grade," "04 - Fourth Grade," "05 - Fifth Grade," "06 - Sixth Grade," "07 - Seventh Grade," "08 - Eighth Grade," "09 - Ninth Grade," "10 - Tenth Grade," "11 - Eleventh Grade," or "12 - Twelfth Grade"
- Received a disciplinary action of "Expulsion"
- Students are only counted once regardless of number of incidences that resulted in a transfer
- **Disability Condition** = "** - Not Applicable" on any FD record for the current school year
- **Alt Education Assigned** = "Y - Yes"

Instances of Corporal Punishment

Instances of Corporal Punishment		
Data Element	Students without Disabilities	Students with Disabilities
Number of instances of corporal punishment	0	0

- From the **Additional Civil Rights Data Collection** screen

Instances of Suspension

Instances of Suspension			
Data Element	W/O Disabilities	With Disablities IDEA	With Disablities 504
Number of instances of out-of-school suspension	0	0	1

- **State Equivalent Grade** of "KG - Kindergarten," "01 - First Grade," "02 - Second Grade," "03 - Third Grade," "04 - Fourth Grade," "05 - Fifth Grade," "06 - Sixth Grade," "07 - Seventh Grade," "08 - Eighth Grade," "09 - Ninth Grade," "10 - Tenth Grade," "11 - Eleventh Grade," or "12 - Twelfth Grade"
- Received a disciplinary action of "Out of School Suspension"

School Days Missed Due to Out-of-School Suspensions

| Category | Sex | Race / Ethnicity | | | | | | | | | LEP | IDEA | Section 504 Only |
		Hispanic or Latino of any Race	American Indian or Alaskan Native	Asian	Native Hawaiian or Other Pacific Islander	Black or African American	White	Two or More Races	Total Race / Ethnicity			
School days missed due to out-of-school suspensions	M	0	0	0	0	0	0	0	0	0	0	0
	F	0	0	0	0	0	0	0	0	0	0	0
	Total	0	0	0	0	0	0	0	0	0	0	0

- From the **Additional Civil Rights Data Collection** screen

Offenses – Number of Incidents

Offenses – Number of Incidents

Element	Number
Incidents of rape or attempted rape	9999
Incidents of sexual assault (other than rape)	8888
Incidents of robbery with a weapon	7777
Incidents of robbery with a firearm or explosive device	6666
Incidents of robbery without a weapon	5555
Incidents of physical attack or fight with a weapon	4444
Incidents of physical attack or fight with a firearm or explosive device	3333
Incidents of physical attack or fight without a weapon	2222
Incidents of threats of physical attack with a weapon	1111
Incidents of threats of physical attack with a firearm or explosive device	2222
Incidents of threats of physical attack without a weapon	3333
Incidents of possession of a firearm or explosive device	4444

- From the **Additional Civil Rights Data Collection** screen

Firearm Use

Firearm Use

Question	Answer
Has there been at least one incident at your school that involved a shooting (regardless of whether anyone was hurt)?	Yes

- From the Additional Civil Rights Data Collection screen

Homicide

Homicide

Question	Answer
Have any of your school's students, faculty, or staff died as a result of a homicide committed at your school?	Yes

- From the Additional Civil Rights Data Collection screen

Allegations of Harassment or Bullying

Allegations of Harassment or Bullying	
Allegations	**Number Of Allegations**
Allegations of harassment or bullying on the basis of sex	0
Allegations of harassment or bullying on the basis of race, color, or national origin	0
Allegations of harassment or bullying on the basis of disability	0
Allegations of harassment or bullying on the basis of sexual orientation	0
Allegations of harassment or bullying on the basis of religion	0

- From the Additional Civil Rights Data Collection screen

Students Reported as Harassed or Bullied

Students Reported as Harassed or Bullied		Race / Ethnicity										
Category	Sex	Hispanic or Latino of any Race	American Indian or Alaskan Native	Asian	Native Hawaiian or Other Pacific Islander	Black or African American	White	Two or More Races	Total Race / Ethnicity	LEP	IDEA	Section 504 Only
Students reported as harassed or bullied on the basis of sex	M	999	888	777	666	555	444	333	4662	222	111	134
	F	111	222	333	444	555	666	777	3108	888	999	561
	Total	1110	1110	1110	1110	1110	1110	1110	7770	1110	1110	695
Students reported as harassed or bullied on the basis of race, color or national origin	M	99	88	77	66	55	44	33	462	22	11	18
	F	11	22	33	44	55	66	77	308	88	99	12
	Total	110	110	110	110	110	110	110	770	110	110	30
Students reported as harassed or bullied on the basis of disability	M	32	56	38	15	20	64	31	256	71	65	0
	F	21	24	54	85	89	32	13	318	8	1	8
	Total	53	80	92	100	109	96	44	574	79	66	8

- From the **Additional Civil Rights Data Collection** screen

Students Disciplined for Harassment or Bullying

Students Disciplined for Harassment or Bullying												
Category	Sex	Race / Ethnicity								LEP	IDEA	Section 504 Only
		Hispanic or Latino of any Race	American Indian or Alaskan Native	Asian	Native Hawaiian or Other Pacific Islander	Black or African American	White	Two or More Races	Total Race / Ethnicity			
Students disciplined for bullying or harassment on the basis of sex	M	14	1	25	78	21	32	71	242	81	31	31
	F	17	89	92	31	73	18	31	351	82	13	17
	Total	31	90	117	109	94	50	102	593	163	44	48
Students disciplined for bullying or harassment on the basis of race, color or national origin	M	1	3	1	8	31	13	48	105	32	81	31
	F	85	1	3	1	85	32	56	263	1	32	14
	Total	86	4	4	9	116	45	104	368	33	113	45
Students disciplined for bullying or harassment on the basis of disability	M	1	5	1	3	8	1	32	51	8	1	8
	F	1	5	61	8	21	8	3	107	1	8	32
	Total	2	10	62	11	29	9	35	158	9	9	40

- From the **Additional Civil Rights Data Collection** screen

Non-IDEA Students Subjected to Restraint or Seclusion

Non-IDEA Students Subjected to Restraint or Seclusion												
Category	Sex	Race / Ethnicity								LEP	Section 504 Only	
		Hispanic or Latino of any Race	American Indian or Alaskan Native	Asian	Native Hawaiian or Other Pacific Islander	Black or African American	White	Two or More Races	Total Race / Ethnicity			
Non-IDEA students subjected to mechanical restraint	M	9999	8888	7777	6666	5555	4444	3333	46662	2222	1111	
	F	111	222	333	444	555	666	777	3108	888	999	
	Total	10110	9110	8110	7110	6110	5110	4110	49770	3110	2110	
Non-IDEA students subjected to physical restraint	M	99	88	77	66	55	44	33	462	22	11	
	F	1	2	3	4	5	6	7	28	8	9	
	Total	100	90	80	70	60	50	40	490	30	20	
Non-IDEA students subjected to seclusion	M	12	34	56	78	90	1	12	283	123	2	
	F	32	11	44	4	8	9	7	115	5	2	
	Total	44	45	100	82	98	10	19	398	128	4	

- From the **Additional Civil Rights Data Collection** screen

IDEA Students Subjected to Restraint or Seclusion

IDEA Students Subjected to Restraint or Seclusion		Race / Ethnicity for Students with Disabilities (IDEA)								
Category	Sex	Hispanic or Latino of any Race	American Indian or Alaskan Native	Asian	Native Hawaiian or Other Pacific Islander	Black or African American	White	Two or More Races	Total Race / Ethnicity	LEP
Students with disabilities (IDEA) subjected to mechanical restraint	M	1	2	3	4	5	6	7	28	8
	F	9	10	11	12	13	14	15	84	16
	Total	10	12	14	16	18	20	22	112	24
Students with disabilities (IDEA) subjected to physical restraint	M	111	222	333	444	555	666	777	3108	888
	F	99	88	77	66	55	44	33	462	22
	Total	210	310	410	510	610	710	810	3570	910
Students with disabilities (IDEA) subjected to seclusion	M	9999	8888	7777	6666	5555	4444	3333	46662	2222
	F	12	1	33	247	12	9	12	326	7
	Total	10011	8889	7810	6913	5567	4453	3345	46988	2229

- From the **Additional Civil Rights Data Collection** screen

Instances of Restraint or Seclusion

Instances of Restraint or Seclusion			
Data Element	W/O Disabilities	With Disablities IDEA	With Disablities 504
Number of instances of mechanical restraint	10	3	5
Number of instances of physical restraint	4	2	0
Number of instances of seclusion	8	2	7

- From the **Additional Civil Rights Data Collection** screen

Justice Facility Type

Justice Facility Type	
Type	Answer
Pre-adjudication/Pre-conviction facility	No
Post-adjudication/Post-conviction facility	No
Pre- and post-adjudication/conviction facility	No

- From the **Additional Civil Rights Data Collection** screen

Days in Regular School Year at Justice Facility

Days in Regular School Year at Justice Facility	
Element	Number
Days in the regular school year	0

- From the **Additional Civil Rights Data Collection** screen

Justice Facility Education Program Hours per Week

Justice Facility Education Program Hours per Week	
Element	Number
Hours per week that the educational program is offered during the regular school year	0

- From the **Additional Civil Rights Data Collection** screen

Justice Facility Educational Program Participants

Justice Facility Educational Program Participants	
Cumulative Number of Calendar Days	Number of Students
Less than 15 days	127
15 days to 30 days	62
31 days to 90 days	43
91 days to 180 days	21
More than 180 days	12

- From the **Additional Civil Rights Data Collection** screen

View Archived Student Data

Navigation: StudentInformation – SIS – School – Student Archive

The **View Archived Student Data** screen displays students' deleted enrollment data by building. Additional details can be accessed for each student.

All student withdrawals for the school year and school in context are displayed.

Student – Name of the student withdrawn.

Type – Indicates either **Summer Withdraw**, **Withdraw**, or **Bulk Enroll Withdraw**.

By – The name of the user who processed the withdrawal in StudentInformation.

Date – The date and time of the withdrawal process in StudentInformation.

🔍 – Click to view the student details. The type of details vary by student depending on when the student was withdrawn, what type of activity the student had at the time of withdrawal, and the type of withdrawal.

Archived Student Details – Student Profile Tab

The **Student Profile** tab displays the **Student Annual**, **Student Admission**, **Homeroom Assignments**, and transportation information for the student at the time of their withdrawal.

Archived Student Details – Scheduling Tab

StudentInformation > SIS > School > Student Archive   [Find Students] 🔍 [Go To]

View Archived Student Data

From this page users can view Student's deleted enrollment data.

| Marks | Fees | **Scheduling** |

Course Section Assignments:

Course Section Student Type	Course Section Status	Course	Course Name	Schedule Result	Schedule Job	Start Date	Stop Date	Section Number
	Assigned	101H	Honors English I	Default 16/17	5.10.16 10:42	8/22/2016 12:00:00 AM		2
	Assigned	204H	Honors Geometry	Default 16/17	5.10.16 10:42	8/22/2016 12:00:00 AM		1
	Assigned	301H	Honors Physical Science	Default 16/17	5.10.16 10:42	8/22/2016 12:00:00 AM		3
	Assigned	401H	Honors World Studies	Default 16/17	5.10.16 10:42	8/22/2016 12:00:00 AM		3
	Assigned	612	Spanish II	Default 16/17	5.10.16 10:42	8/22/2016 12:00:00 AM		1
	Assigned	720	Adventure in the Arts	Default 16/17		1/4/2017 12:00:00 AM		3
	Assigned	801OL	Health	Default 16/17	5.10.16 10:42	1/4/2017 12:00:00 AM		2
	Assigned	9913	Study Hall/1	Default 16/17	Study Hall #4	8/22/2016 12:00:00 AM		2
	Assigned	9927	Study Hall/2	Default 16/17	Study Hall #4	1/4/2017 12:00:00 AM		4
	Assigned	AA	Acad Assist/Homeroom /Lunch	Default 16/17	5.10.16 10:42	8/22/2016 12:00:00 AM		51

Course Requests:

Course	Course Name	Alt Course	Alt Course Name	Calendar Period	Is Calendar Period Include	Staff Name	Is Staff Include	Course Request Status	Priority
101H	Honors English I				False				9
204H	Honors Geometry				False				9
301H	Honors Physical Science				False				9
401H	Honors World Studies				False				9
612	Spanish II				False				8
720	Adventure in the Arts				False				5
801OL	Health				False				3
AA	Acad Assist/Homeroom /Lunch				True				3

[Back to Archive List]

The **Scheduling** tab shows the **Course Section Assignments** and **Course Request**s information for the student at the time of their withdrawal.

Archived Student Details – Marks Tab

The **Marks** tab shows the GPA set information for the student at the time of their withdrawal.

Archived Student Details – Fees Tab

The **Fees** tab shows the **Student Fees** information for the student at the time of their withdrawal.

Marking Pattern Mapping

Navigation: StudentInformation – Management – School Administration – Marks Administration Menu – Marking Pattern Mapping

The **Marking Pattern Mapping** screen is used to create and save the mappings of marking patterns from one school to another school for a specific year. These mappings can be defined at any time and are used when transferring student course history between schools in the same ITC.

With the receiving school district in context, enter search criteria, or click **Search** to display a listing of the previously defined mappings for the district.

Sending District (optional) – School district sending the course history.

Sending School (optional) – School sending the course history.

Receiving School (optional) – School receiving the course history.

School Year (optional) – School year to which the mapping applies.

Show Active Only (optional) – Select this check box to only show active mappings; otherwise, de-select this check box to also display inactive mappings.

Add Marking Pattern Mapping

Click **Add Marking Pattern Mapping** to add a new mapping.

Sending District (required) – School district sending the course history.

Sending School (required) – School building sending the course history.

Receiving School (required) – School building receiving the course history.

Marks Available to Transfer From School Year (required) – School year to which this mapping applies.

Active (optional) – Select this check box to indicate the mapping is active; otherwise, de-select this check box.

When the required fields are selected, several grids display. Select the appropriate receiving marking pattern and receiving reporting term for each sending marking pattern listed in the first grid. Also, select the appropriate receiving school alpha or numeric grades in the remaining grids. Refer to *"Registration Wizard – Course History Tab"* for more detailed information about mapping marks.

Marking Pattern Mapping Detail

From this screen, you can display, add, change and delete data pertaining to marking pattern mapping detail.

Sending District:* 300460 - SATest1

Sending School: TDHS - SATest1 High School

Receiving School:* DOHS - SADoc High School

Marks Available to Transfer From School Year:* 2015-2016

Active: ☑

Sending Marking Pattern	Sending Marking Pattern Rule	Receiving Marking Pattern	Receiving Reporting Term	Receiving Mark Type	Receiving Significance Level
ALYR	AV1	ALYR	Qtr1	Grading Period	Progress 1
ALYR	AV2	ALYR	Qtr2	Grading Period	Progress 1

Edit Marking Pattern Mapping

Click ✏ next to an existing mapping to edit that mapping.

Marking Pattern Mapping Detail

From this screen, you can display, add, change and delete data pertaining to marking pattern mapping detail.

Sending District:* 050542 - Dalton Local Schools

Sending School: DAHS - DALTON HIGH SCHOOL

Receiving School:* WOHS - WOOSTER HIGH SCHOOL

Marks Available to Transfer From School Year:* 2011-2012

Active: ☑

Sending Marking Pattern	Sending Marking Pattern Rule	Receiving Marking Pattern	Receiving Reporting Term	Receiving Mark Type	Receiving Significance Level
ALYR	AV1	SEM1	GP1	Grading Period	Progress 1
ALYR	AV2	SEM2	SE2	Average	Progress 2

Refer to *"Registration Wizard – Course History Tab"* for more detailed information about mapping marks.

Deactivate Marking Pattern Mapping

Click 🗑 next to an existing mapping to delete (inactivate) that mapping.

Click **OK** when asked if you want to deactivate this mapping.

Deactivated marking pattern mappings can be located (de-select the **Is Active** search option) and reactivated at any time. If you try to create a mapping that already exists but is currently deactivated, the deactivated mapping displays. You can modify the deactivated mapping as required and then reactivate it.