

S t u d e n t R e c o r d s S y s t e m U s e r G u i d e

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Section 3**

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The Teacher File is utilized to maintain a record of all teaching staff in your building, plus counselors, and those employees in charge of study halls and lunchrooms (if lunches are going to be entered in the Course Master File). The names present in this file are used throughout the student records system. For example, the teacher names in this file appear on class lists, schedules, and report cards. The names entered must be accompanied by an identifying number, which should be the district assigned employee number of the individual, if possible. There may be times when you wish to assign a "not yet hired" staff member to a class. In that case, you can make up an employee number. However, it is recommended that you decide on a range of "dummy" employee numbers so that you can always recognize those numbers as being fake employee numbers.

Press F3 from the STUDENT RECORD SYSTEM MASTER MENU (Figure 0) to display the TEACHER/COUNSELOR MASTER MENU (Figure 3).

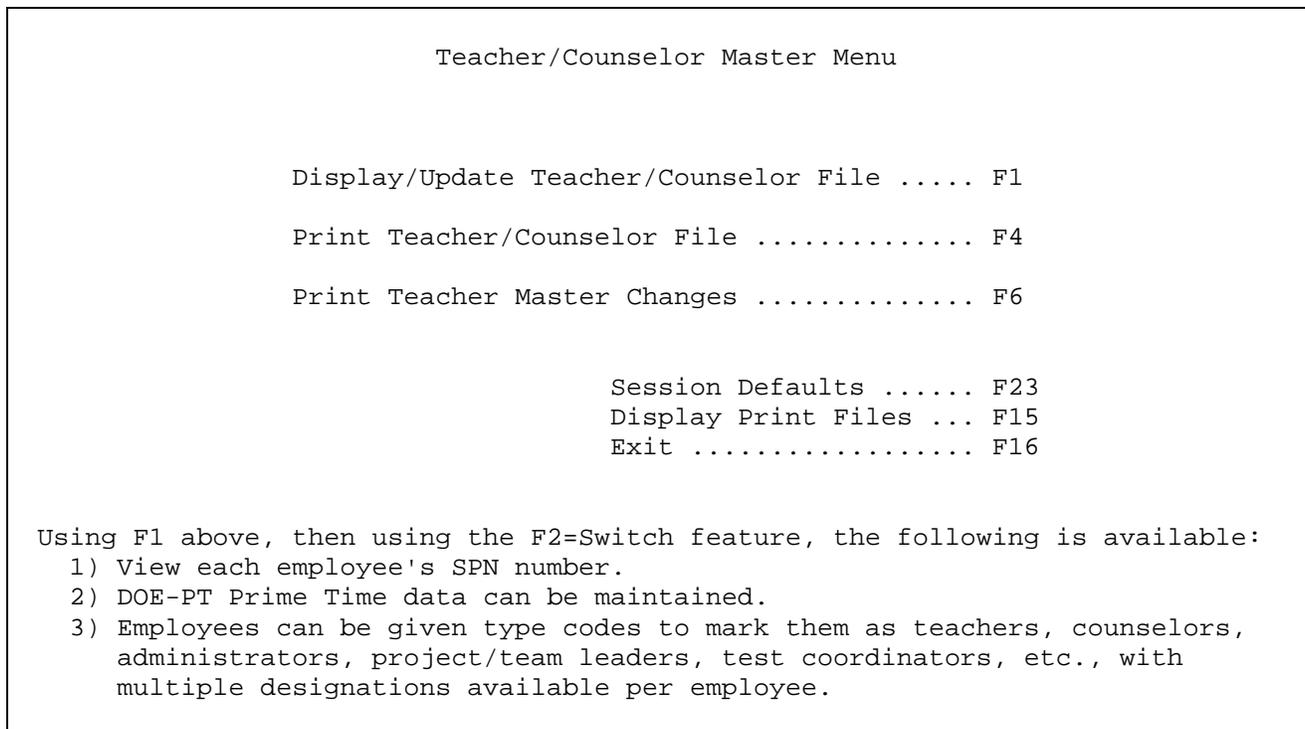


Figure 3. TEACHER/COUNSELOR MASTER MENU

Pressing F16 will return you to the STUDENT RECORD SYSTEM MASTER MENU.

(Continued)

Follow the guidelines below when adding or updating:

----- DATA ENTRY REQUIREMENTS -----

- NUMBER** Required. Enter the teacher/counselor number here. (4 N)
- NAME** Required. Enter last name, space, and first initial if 10 blanks are sufficient. Otherwise enter as much of the last name as possible.
Do not use a comma to separate the last name and initial. (10 A/N)
- GRADE** Optional. Enter the primary grade level taught by this teacher. Leave this grade level blank if the teacher is not a homeroom teacher or if the teacher has multiple grade levels in his/her homeroom. (2 A/N)
- ROOM BLDG** Optional. This code is used by schools with multiple buildings or campus', or by schools that simply want to subdivide themselves. The ROOM BLDG code is used in some of the teacher utilization reports. (3 A/N)
- HOME ROOM** Optional. The room number entered here is very important because it controls the printing of the homeroom report! If a student is assigned to this homeroom, the teacher name for this homeroom will come from this record.
Do not enter a homeroom number here if the teacher does not have a homeroom! (4 A/N)
- EMPL. NO.** Optional. The individual employee number should be entered. Contact the system administrator to obtain the employee number if unknown, (leading zeros do not have to be typed). By entering an employee number here, you can have the software automatically fill in the next two fields (Employee name and Social Security Number) when you run the DOE-CP report in F9-24-1 (respond "U" to the Payroll Interface option). (5 A/N)
- EMPLOYEE NAME** Optional. The full employee name can be entered here. The format is LAST NAME, COMMA, SPACE, FIRST NAME. Instead of entering the employee name, you can have this information automatically filled in by using the "U" (update) option for the payroll interface when running the DOE-CP report (F9-24-1). (30 A/N)
- SOC SEC NO** Optional. The social security number can be entered here. Instead of entering the social security number, you can have this information automatically filled in by using the "U" (update) option for the payroll interface when running the DOE-CP report (F9-24-1). (9 N)

ADDING A TEACHER/COUNSELOR

If a new teacher needs to be added, go to the end of the file (type "Z" or "ZZ" in the "Start with Name" field on the TEACHER FILE MAINTENANCE SELECTION screen. Follow the guidelines outlined in the "Data Entry Requirements". Press ENTER after data has been added to update.

UPDATING A TEACHER/COUNSELOR

To update the information, type in the correct data (follow the data entry requirements for adding). When the data is correct press ENTER to update and go to the next screen.

DELETING A TEACHER

To delete a teacher file record from the file, erase the teacher number and press ENTER.

Always press ENTER to update if data has been changed or added. Pressing F5 will take the user to the next screen without updating and F18 will go to the previous screen without updating. The F18 function will only take you as far back as the screen you originally started with. Pressing F20 will print the screen and F16 can be used to exit.

TRACKING UPDATES

The system has a feature that will log adds, changes, and deletes to the teacher master. This feature can be turned off/on in F1-2 "School Control Information".

MAINTAINING STATUS, TYPE, TESTING COORDINATOR

Press F2 to switch to the MAINTAIN TEACHER/COUNSELOR screen 2. This screen can be used to enter information for various purposes.

C11 Maintain Teacher/Counselor Master File F2=Switch							
St=Status (A/I/). Type=any code, e.g., A=Admin, S=Staff							
Type code '#' is reserved for Testing Coordinator							
Room							
<u>No.</u>	<u>Name</u>	<u>St</u>	<u>Gr</u>	<u>Bldg</u>	<u>Homerm</u>	<u>Type</u>	<u>SPN</u>
32	SUBST TCHR	-	-	C11	=====	- - - - -	12345678
374	SUPP STAFF	-	-	C11	=====	- - - - -	23456789
774	SUPP STAFF	-	-	C11	=====	- - - - -	34567891
956	SUPP STAFF	-	-	C11	=====	- - - - -	45678912
1836	SUPP STAFF	-	-	C11	=====	- - - - -	56789123
1958	SUPP STAFF	-	-	C11	=====	- - - - -	67891234
2472	SUPP STAFF	-	-	C11	=====	- - - - -	78912345
2805	SUPP STAFF	-	-	C11	=====	- - - - -	89123456
3035	SUPP STAFF	-	-	C11	=====	- - - - -	91234567
9900	SUPP STAFF	-	-	C11	=====	- - - - -	11234567
9901	SUPP STAFF	-	-	C11	=====	- - - - -	22345678
9902	SUPP STAFF	-	-	C11	=====	- - - - -	33456789
9903	SUPP STAFF	-	-	C11	=====	- - - - -	56789123
9904	SUPP STAFF	-	-	C11	=====	- - - - -	66789123

To delete a record, erase the teacher number and press ENTER

ENTER=Update & Next, F5=Next, F18=Previous, F20=Print Screen, F16=Exit

Figure 3-1C. MAINTAIN TEACHER/COUNSELOR SCREEN 2

Follow the guidelines below when adding or updating:

----- **DATA ENTRY REQUIREMENTS** -----

- STATUS** Optional. Enter an "A" to indicate active. Enter an "I" to indicate inactive. (1 A)
- TYPE** Optional. Enter any code e.g. A, for an Administrator, S, for Staff, etc. The code of # is reserved for Testing Coordinator Required when submitting any of the DOEECABAR DOEEA, or, DOEEC files. (1 X 7 A/N)
- SPN** NON-MODIFIABLE. The teacher's SPN number will be displayed in this column.

When the data is correct press ENTER to update and go to the next screen.

MAINTAINING PRIME TIME INFORMATION

Press F2 twice to switch to the MAINTAIN TEACHER/COUNSELOR PRIME TIME FIELDS screen.

C11 Maintain Teacher/Counselor Master File F2=Switch										
----- DOE-PT Prime Time fields -----										
No.	Name	St	Gr	Room Bldg	Homerm	#Tchrs	#Aides	#Rooms w/Aides	sp,1,2 Split	Y/N Incl
32	SUBST TCHR	-	-	C11	=====	-----	-----	---	-	-
374	SUPP STAFF	-	-	C11	=====	-----	-----	---	-	-
774	SUPP STAFF	-	-	C11	=====	-----	-----	---	-	-
956	SUPP STAFF	-	-	C11	=====	-----	-----	---	-	-
1836	SUPP STAFF	-	-	C11	=====	-----	-----	---	-	-
1958	SUPP STAFF	-	-	C11	=====	-----	-----	---	-	-
2472	SUPP STAFF	-	-	C11	=====	-----	-----	---	-	-
2805	SUPP STAFF	-	-	C11	=====	-----	-----	---	-	-
3035	SUPP STAFF	-	-	C11	=====	-----	-----	---	-	-
4523	SUPP STAFF	-	-	C11	=====	-----	-----	---	-	-
9900	SUPP STAFF	-	-	C11	=====	-----	-----	---	-	-
9901	SUPP STAFF	-	-	C11	=====	-----	-----	---	-	-
9902	SUPP STAFF	-	-	C11	=====	-----	-----	---	-	-
9903	SUPP STAFF	-	-	C11	=====	-----	-----	---	-	-
9904	SUPP STAFF	-	-	C11	=====	-----	-----	---	-	-

To delete a record, erase the teacher number and press ENTER

ENTER=Update & Next, F5=Next, F18=Previous, F20=Print Screen, F16=Exit

Figure 3-1D. MAINTAIN TEACHER/COUNSELOR PRIME TIME FIELDS SCREEN

Follow the guidelines below when adding or updating:

----- **DATA ENTRY REQUIREMENTS** -----

- #TCHRS** Optional. Enter the number of teachers who teach the class. (5 N)

- #AIDES Optional. Enter the total number of aides for the class. (5 N)
- #ROOMS Optional. Enter the number of rooms with aides for this class.
- W/AIDES
- SP,1,2 Optional. Enter the number of corresponding classrooms where the
- SPLIT teacher and aide are split.
- Y/N Optional. Enter a Y or N if any of the DOE-PT fields have an entry. Y = Include in DOE-PT report, N = Do not include in DOE-PT report.

When the data is correct press ENTER to update and go to the next screen.

From the TEACHER/COUNSELOR MASTER MENU (Figure 3), press F4 to produce a printed copy of the Teacher/Counselor File. If you do not have sufficient access rights for F4, contact the system administrator to request a printed copy of the Teacher File. Please refer to the Student Records Sample Reports Manual for an example of a teacher file report.

The teacher master listing will be directed to the user's desk-side printer, with a spoolfile name of TEACHERS. A screen will appear, indicating the process which will be run. At the district level, specific schools may be selected for printing.

