



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

**ATTENDANCE** Optional. This field should be left blank if you want to see all  
**BEGINNING** of a student's attendance history when in F8-8-9 or F6-9-9.  
**DATE** Otherwise, enter a date (MMDDYY format) to restrict those two  
 screens to displaying attendance starting with the date you enter  
 here. Even if you enter a date, you will have access (through F1)  
 to prior attendance when in F8-8-9 or F6-9-9. The date entered  
 here DOES NOT affect the optional starting date used in F6-2,  
 DISPLAY/UPDATE INDIVIDUAL STUDENT'S ATTENDANCE. If a date is  
 entered here (for example, the first day of this school year) and  
 the student has attendance history from prior years, that prior  
 history will still be accessible by pressing F1=First when in  
 section 8-8-9 or 6-9-9. (6 N)

**COURSE** Optional. Entering up to five term codes here will establish  
**MASTER** the "term" masking defaults for the COURSE MASTER HELP SCREEN  
**HELP** (F12 on the Student Schedule Screen, F8-8-4). Valid entries are:  
 0=1st Quarter            4=4th Quarter  
 1=2nd Quarter            5=2nd Semester  
 2=1st Semester           9=All Year  
 3=3rd Quarter            S=Summer

**SAVE** Required. Each user can specify their preference for saving or not  
**STUDENT'S** saving the student's name on the student selection screen in F6-9,  
**NAME** F8-8, F12-1-4, and F12-13-12. Enter a "Y" to save the student's  
 name. Enter an "N" to not save the student's name. By saving the  
 student's name, you always know whose record you last worked on,  
 and you can simply press ENTER to go right back into the same  
 student or use your "END" key to erase the student's name and type  
 another.

**CURSOR** Optional. Each user can specify their preference for the field that  
**POSITION** the cursor defaults to when accessing a student in F8-8, F6-2, or  
 F6-9. Leave this field blank to have the cursor default to the  
 "Number" field in the "Direct Access Option" area of the screen.  
 Enter an "N" to have the cursor default to the "Name" field in the  
 "Direct Access Option" area of the screen. Enter a "5" to have the  
 cursor default to the "Student Name" field in the "Student Roster  
 Option" area of the screen.

**PAGE** Required. Enter a "Y" to indicate yes, eject to the top  
**EJECT** of the page or an "N" to indicate no, don't eject to the top of the  
 page for printing the following:  
 Individual Student's Schedule (F8-8-4)  
 Notice of Schedule Change (F8-8-4)  
 Attendance History/Individual Student (F6-2)  
 Individual Student's Transcript (F8-8-6)

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

SWITCH  
COLUMNS

Required. This option refers to the feature in F8-8-4 where the software edits a schedule change and warns you if you have overfilled a class or if the class is not offered to students in the grade level of the student whose schedule is being changed. For these types of "warnings", the screen will switch certain columns around so you can see the class size and grade level restrictions.

Enter a "Y" to indicate yes, switch the columns to show maximum seats available, the number of seats filled both semester 1 and 2, and the grade level/sex restrictions, if any, instead of the ROOM and DAYS columns on the Student Schedule (F8-8-4) screen.

Enter an "N" to indicate no, don't switch the columns. (A response of "Y" here will not take away the ability to use the F24 option in F8-8-4 to switch columns.)

LOG OFF  
WARNING

Required. Enter a "Y" (yes), if you want to be warned each time you are about to exit the K12 Student Records System. Enter an "N" (no), if you don't want to be warned. If a "Y" is entered here, you will get the LOGOFF WARNING SCREEN (Figure 23A) each time you are about to logoff. Whereupon you would either press F12 to logoff or F16 to return to the K12 Student Records System.

## \* \* \* W A R N I N G \* \* \*

You have selected the option to logoff.

Press F12 if you really want to logoff.

Press F16 to return to the Student Records System Master Menu.

## Figure 23A. LOGOFF WARNING SCREEN

Once all the selection criteria has been entered press ENTER to validate. The screen will be redisplayed for confirmation. Either press F16 to reenter the screen or ENTER to update the record.