

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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From the STUDENT RECORD SYSTEM MASTER MENU (Figure 0), press F9 to display the STUDENT COUNTS, REPORTS, AND LABELS MENU (Figure 9).

Student Counts, Reports, and Labels Menu	
Enrollment Count, DOE-PE, DOE-GR F1	Requested Student Schedules:
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Figure 9. STUDENT COUNTS, REPORTS, AND LABELS MENU

This menu allows for the production of screens or reports of student information. The *Enrollment Count, DOE-PE, DOE-GR* (F1) and *Review any Course Section or Homeroom* (F3) options will provide student information in screen format, while all other options provide student information in report or label format.

From the STUDENT COUNTS, REPORTS, AND LABELS MENU (Figure 9), press F1 to display the ENROLLMENT COUNT screen (Figure 9-1A). If you have security rights to multiple schools, the Student Records System Security Screen will first be displayed. If you wish to run enrollment counts for an individual school, enter that 3-character school code. If you wish to run enrollment counts for the entire district, enter the 1-character district code followed by 2 zeroes. The DISTRICT ENROLLMENT COUNT screen (Figure 9-1B) will be displayed.

The following DOE-PE reports are available in this function:

- Section I Ethnic Enrollment
- Section II Post Graduate Education
- Section III High School Graduates (Diploma Types)
- Section IV Retained Pupils

THIS FUNCTION IS FOR CURRENT YEAR PROCESSING ONLY and is unable to produce enrollment counts for prior years.

NOTE: School calendars for each attendance track must be entered (F1-13), and the enrollment should be current before running this report. **Individual students can be excluded from this report by going into F8-18, (field #69, Exclude DOE-PE).**

```

C11                * * Enrollment Count * *
*** Exclude individual students in F8-18, field #69, DOE-PE ***
Please enter Membership Report 'as of' date ..... 12 21 09 (MMDDYY)
Should out-of-district students be included ..... Y (Y/N)
Should foreign exchange students be included ..... Y (Y/N)
In addition to showing the summary screen,
  should enrollment report be created ..... Y (Y/N/S=Summary only)
  should the DOE-PE/GR reports be created ..... Y (Y/N/S=Summary only)
  (will create files DOEPE, DOEPE2, DOEGR, & DOEGR2 in K???DATA)
Would you like to know the total number of families? N (Y/N)
  Ethnic Cde 1 Ethnic Cde 2 Ethnic Cde 3 Ethnic Cde 4 Ethnic Cde 5 Ethnic Cde 6
  AMER INDIAN  BLACK, NOT H  ASIAN/P.I.  HISPANIC  WHITE, NOT H  MULTI-RACIAL
Select grade levels for the Enrollment Report and the DOE-PE
  Section I Report:  _ _ _ _ _ (Blank for all) Incl/Excl: I (I/E)
Codes to report as Spec Ed CATEGORY #1:  _ _ _ _ _
Codes to report as Spec Ed CATEGORY #2:  _ _ _ _ _
Grades to report as PK:  PA PP  _ _ _ _ _ (Pre-kindergarten for DOE-PE)
Grades to report as KG:  KG KA KP  _ _ _ _ _ (Kindergarten for DOE-PE)
Grades to report as PW:  _ _ _ _ _ (Pre-School Ages 0-2 for DOE-PE)
Gr to report as .5 FTE:  KA KP  _ _ _ _ _

ENTER=Continue, F16=Exit

```

Figure 9-1A. SCHOOL ENROLLMENT COUNT SCREEN

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

Fill in the selection criteria based on the following data entry requirements:

DATE Optional. Enter the enrollment cutoff date (will default to the current date). (6 N)

INCLUDE
OUT OF
DISTRICT
STUDENTS ?

Optional. Enter an "N" to indicate no, don't include out-of-district students or a "Y" to indicate yes, include out-of-district students on this report (will default to whatever was entered the last time the count was run). Students are considered to be out-of-district if their district of residency code (see Miscellaneous Data Screen, 8-8-21A) does not match the school's code on the School Control Screen. (1 A)

INCLUDE
FOREIGN
EXCHANGE
STUDENTS ?

Optional. Enter an "N" to indicate no, don't include foreign exchange students or a "Y" to indicate yes, include foreign exchange students on this report (will default to whatever was entered the last time the count was run). A student with any character in his/her foreign exchange field is considered to be a foreign exchange student. (see Miscellaneous Data Screen, 8-8-21A). (1 A)

CREATE
ENROLLMENT
REPORT

Optional. Enter an "N" to indicate no, don't create an enrollment report, a "Y" to indicate yes, create an enrollment report, or an "S" to indicate create a summary only (will default to whatever was entered the last time the count was run). (1 A)

NOTE: If you choose the option to print a detailed enrollment report, it will list reasons why students were not included. A "NO SHOW" indicates that a student entered and withdrew on the same day or that the student withdrew on the first day of school.

CREATE
DOE-PE/GR
REPORTS

Optional. Enter an "N" to indicate no, don't create DOE-PE/GR reports, a "Y" to indicate yes, create DOE-PE/GR reports, or "S", to indicate create summary only (will default to whatever was entered the last time this function was processed). If this option is chosen and ethnic codes are found with a value other than 1, 2, 3, 4, 5, or 6, a message "INVALID ETHNIC CODES!" will appear in the upper right corner of the MEMBERSHIP REPORT screen (Figure 9-1F). The students with invalid ethnic codes can be found on the ethnic enrollment report which is created when the response to this question is a "Y". (1 A)

If "Y" or "S" is entered in this field, additional screens will be displayed for the purpose of entering selection criteria for the generation of the DOE-PE Sections II, III, and IV.

Four files called **DOEPE, DOEPE2, DOEGR, DOEGR2** will be created in KXXXXDATA XXX= school or district library) if a "Y" or "S" is entered in this field. The DOEPE2 and DOEGR2 files will be the same as the DOEPE and DOEGR files but will also have the student name, ethnicity, gender, local ID and local school ID.

<u>TOTAL NUMBER OF FAMILIES</u>	Optional. Enter an "N" to indicate no, you don't want to know the total number of families or a "Y" to indicate yes you do want to know the total number of families (will default to an "N"). If you respond "Y", the computer will have to tally the # of students by family before displaying the next screen. Therefore, it will take a little longer to get to the next screen if a "Y" is entered. Family codes are determined by the software and do not have to be entered on each student. (1 A)
<u>ETHNIC CODE 1</u>	Required. Enter the description for students coded with an ethnic code of 1. (12 A/N)
<u>ETHNIC CODE 2</u>	Required. Enter the description for students coded with an ethnic code of 2. (12 A/N)
<u>ETHNIC CODE 3</u>	Required. Enter the description for students coded with an ethnic code of 3. (12 A/N)
<u>ETHNIC CODE 4</u>	Required. Enter the description for students coded with an ethnic code of 4. (12 A/N)
<u>ETHNIC CODE 5</u>	Required. Enter the description for students coded with an ethnic code of 5. (12 A/N)
<u>ETHNIC CODE 6</u>	Required. Enter the description for students coded with an ethnic code of 6. (12 A/N)
<u>SECTION I REPORT</u>	Optional. You can enter up to 7 grade levels here to include "I", or exclude "E", specific grade levels. Leave these fields blank to select all grade levels. (12 A/N)
<u>CODES TO REPORT AS SPECIAL ED CATEGORY #1</u>	Optional. You can enter up to 20, valid special ed codes to be categorized as Category #1. The next field allows for categorizing up to 20 special ed codes as Category #2. For example, full time and part time categories could be established. The screen and report will show the special ed counts in 2 columns instead of 1 based on the special ed codes entered here.
<u>CODES TO REPORT AS SPECIAL ED CATEGORY #2</u>	Optional. You can enter up to 20, valid special ed codes to be categorized as Category #2. The previous field allows for categorizing up to 20 special ed codes as Category #1. For example, full time and part time categories could be established. The screen and report will show the special ed counts in 2 columns instead of 1 based on the special ed codes entered here.
<u>GRADES TO REPORT AS PK</u>	Optional. You can enter up to 7, pre-kindergarten grade levels to be crosswalked as PK (pre-kindergarten) for the DOE-PE. (12 A/N)
<u>GRADES TO REPORT AS KG</u>	Optional. You can enter up to 7, kindergarten grade levels to be crosswalked as KG (kindergarten) for the DOE-PE. (12 A/N)

GRADES TO REPORT AS PW Optional. You can enter up to 7, grade levels to be reported as PW (Pre-School Ages 0-2) for the DOE-PE. (12 A/N)

GRADES TO REPORT AS .5 Optional. **** IMPORTANT **** Enter up to 7, grade levels to be reported as .5 FTE for the DOE-PE. (12 A/N)

If you are processing this at the district level, an additional selection field will be available that allows for the inclusion/exclusion of particular school(s). This is shown in Figure 9-1B, DISTRICT ENROLLMENT COUNT SCREEN.

```

C00                * * Enrollment Count * *
*** Exclude individual students in F8-18, field #69, DOE-PE ***
Please enter Membership Report 'as of' date ..... 12 21 09 (MMDDYY)
Should out-of-district students be included ..... Y (Y/N)
Should foreign exchange students be included ..... Y (Y/N)
In addition to showing the summary screen,
    should enrollment report be created ..... Y (Y/N/S=Summary only)
    should the DOE-PE/GR reports be created ..... Y (Y/N/S=Summary only)
    (will create files DOEPE, DOEPE2, DOEGR, & DOEGR2 in K???DATA)
Would you like to know the total number of families? N (Y/N)
  Ethnic Cde 1 Ethnic Cde 2 Ethnic Cde 3 Ethnic Cde 4 Ethnic Cde 5 Ethnic Cde 6
  AMER INDIAN BLACK, NOT H ASIAN/P.I. HISPANIC WHITE, NOT H MULTI-RACIAL
Select grade levels for the Enrollment Report and the DOE-PE
  Section I Report: _ _ _ _ _ Blank for all) Incl/Excl: I (I/E)
Codes to report as Spec Ed CATEGORY #1: _ _ _ _ _
Codes to report as Spec Ed CATEGORY #2: _ _ _ _ _
Grades to report as PK: PA PP (Pre-kindergarten for DOE-PE)
Grades to report as KG: KA KP KG (Kindergarten for DOE-PE)
Grades to report as PW: _ _ _ _ _ (Pre-School Ages 0-2 for DOE-PE)
Gr to report as .5 FTE: KA KP _ _ _ _ _
Split enrollment report into individual schools? Y (Y=yes, N=no, combine them)
Select schools: C11 _ _ _ _ _ (Blank for all) Incl/Excl: I (I/E)

ENTER=Continue, F16=Exit
    
```

Figure 9-1B. DISTRICT ENROLLMENT COUNT SCREEN

SPLIT ENROLLMENT REPORT? Optional. This question appears only when a district count has been requested and gives you the ability to split the enrollment report into individual schools. Valid responses are: Y=Yes or N=No, combine into a single "district" school. After pressing ENTER, if the response was 'Y' you will be presented with a school selection screen.

SELECT SCHOOLS Optional. This appears only when a district count has been requested and gives you the ability to selectively include (I) or exclude (E) schools from the district report. (This is helpful when you have set up "test" schools.)

After completing all field entries, press ENTER. If you have answered "Y" (yes) to the question "should the DOE-PE report be created?", the DOE-PE SECTION II - POST GRADUATE EDUCATION screen (Figure 9-1C) will be displayed.

If you have answered "N" (no) to the question "should the DOE-PE report be created?", the MEMBERSHIP REPORT screen (Figure 9-1F) will be displayed.

The DOE-PE Section II report will list students who have graduated in the previous school year (RHISFILE/RHIS-GRADE = 12). They will be listed under a category dependent on the user's entries on the POST GRADUATE EDUCATION screen.

DOE-PE Section II Post Graduate Education	
PG	
Code	
<u>4Y</u> ___	Four Year (or more) College or University
<u>2Y</u> ___	Two Year College or University
<u>VT</u> ___	Vocational/Technical School
<u>ML</u> ___	Military
<u>WK</u> ___	Students not pursuing higher education
<u>NA</u> ___	Not applicable; student did not receive diploma
<p>Those students who have no Post Grad Ed Code in F5-6 will be placed in the 5th category (Students not pursuing higher education).</p>	
<p>ENTER=Continue, F16=Return to Previous Screen</p>	

Figure 9-1C. DOE-PE SECTION II - POST GRADUATE EDUCATION SCREEN

Enter up to two 2-character Post Graduate codes for each category listed. These codes are not defined in the system but can be entered in the POST ED field found on each student's Mark Summary screen, F5-9. This field is also available in the MARK SUMMARY DATA BASE MANAGEMENT function, F5-6, field number 7 ("Post Grad Ed"). Any student without a Post Graduate Education code will be placed in the "Students not pursuing higher education" category.

Press ENTER after entering the desired selection criteria. The screen will be redisplayed for confirmation of entries but closed to modification. Press ENTER to continue or F16 to reenter the screen. If ENTER is pressed, the DOE-PE SECTION III - HIGH SCHOOL GRADUATES SELECTION screen (Figure 9-1D) will be displayed.

DOE-PE Section III High School Graduates		
Dipl Types		
<u>1</u>	<u>A</u> _	1 = General (Passed GQE)
<u>2</u>	<u>B</u> _	2 = Core 40 and Academic Honors (Passed GQE)
<u>3</u>	<u>C</u> _	3 = Core 40 Only (Passed GQE)
<u>4</u>	<u>D</u> _	4 = General Diploma (GQE Appeal)
<u>5</u>	<u>E</u> _	5 = Core 40 Only (with Core 40 Waiver)
<u>6</u>	<u>F</u> _	6 = Certificate of Completion (IEP program completed)
<u>7</u>	<u>G</u> _	7 = Course Completion
<u>8</u>	<u>H</u> _	8 = Core 40 and AH (with Core 40 Waiver)
<u>9</u>	<u>I</u> _	9 = Core 40 with Technical Honors (Passed GQE)
<u>J</u>	_ _	10 = Core 40 with Tech Honors (w/Core 40 Waiver)
<u>K</u>	_ _	11 = General Diploma (Workforce Readiness Option)
<u>L</u>	_ _	12 = International Baccalaureate Diploma
<u>M</u>	_ _	13 = Core 40 Only (with GQE Appeal)
<u>N</u>	_ _	14 = Core 40 and Academic Honors (with GQE Appeal)
<u>N</u>	_ _	15 = Core 40 w/Technical Honors (with GQE Appeal)
<u>O</u>	_ _	16 = Core 40 w/Academic & Tech Honors (Passed GQE)
<u>P</u>	_ _	17 = Core 40 w/Academic & Tech Honors (Core 40 Waiver)
<u>Q</u>	_ _	18 = Core 40 w/Academic & Tech Honors (GQE Appeal)
***		DOE-GR fields can be maintained in F5-6, field 7 ***

Figure 9-1D. DOE-PE SECTION III - HIGH SCHOOL GRADUATES SCREEN

Enter up to 3 Diploma codes for each category of diploma. Diploma Types should first be defined in the Diploma Type Codes function found on the System Administrator's Menu (F1-6). The Diploma Type can be entered in each student's Mark Summary screen (F5-9) in the field labeled "DIPL". This field is also available in the Mark Summary Data Base Management function, F5-6, field number 7 ("Diploma Type"). The ASC Graduate field is an additional data element required on the DOEGR. This field can also be maintained in each student's Mark Summary screen (F5-9) in the field labeled "ASC", or in the Mark Summary Data Base Management (F5-6, field #7) function. If the value of the "ASC" field is not a Y and not an N, an N will be plugged into the DOEGR & DOEGR2 file for the ASC field value. Also, if a student's record does not show a diploma type, they will not be listed. Also, if you do not enter any diploma codes on this screen, Sections II & III of the DOE-PE will not print.

Students will be included on the DOE-GR if they were in grades 12, 13 and GR during the previous school year, with an appropriate graduation code.

Press ENTER after entering the desired selection criteria. The screen will be redisplayed for confirmation of entries but closed to modification. Press ENTER to continue or F16 to reenter the screen. If ENTER is pressed, the DOE-PE SECTION IV - RETAINED PUPILS screen (Figure 9-1E) will be displayed.

<p>DOE-PE Section IV Retained Pupils</p> <p>For the purpose of this report, a retained pupil is one who is assigned to the same grade this school year as in the prior school year.</p> <p>DOE-PE Data File</p> <p>Enter appropriate values below for loading field number 4 'Socio-economic Status' in the DOE-PE data file.</p> <p>Free lunch codes: <u>F</u> _ _ _ _ _ Reduced lunch codes: <u>R</u> _ _ _ _ _</p> <p>Files DOEPE and DOEGR will be created in K???DATA (where ??? = school ID)</p> <p>ENTER=Continue, F16=Return to Previous Screen</p>

Figure 9-1E. DOE-PE SECTION IV - RETAINED PUPILS SCREEN

This section of the DOE-PE lists students that have been retained. The retained students being reported will be limited to those reported in Section I of the DOE-PE. This process checks the current student record (KMASFILE) and compares the grade to the previous school year's grade level (RHISFILE).

Enter the lunch codes that represent free and reduced lunch. Those codes entered as free lunch will be crosswalked to a value of 1. Those codes entered as reduced lunch will be crosswalked to a value of 2. All other students will be assigned a value of 3.

A language minority field will be included in the DOEPE file. Those students whose FEP/LEP field contains a 1 or 3 will be crosswalked to a 1. Those students whose FEP/LEP field contains a value of 2 or 4 will be crosswalked to a value of 2. For all other students, this field will be left blank.

Press ENTER to continue. The message ** COMPUTING SCHOOL MEMBERSHIP ** will be displayed. After the program computes the enrollment for your school or district, the MEMBERSHIP REPORT screen (Figure 9-1F) is displayed.

```

Membership Report
Count as of 02 17 05 for District: C
MISSING STNS! REVIEW JOB LOG OR REPORT!
1 INVALID ETHNIC CODES!
*** SPECIAL EDUCATION ***
CATEGORY #1 CATEGORY #2
Pupils/FTE Pupils/FTE
Grade Female Male Total FTE Home-Bound Susp
KA 47 54 101 50.50
KP 23 43 66 33.00
01 81 90 171 170.50 1 1.0 9 9.0
02 81 84 165 165.00 7 7.0 9 9.0
03 81 93 174 174.00 5 5.0 16 16.0
04 84 87 171 171.00 2 3 3.0 20 20.0
05 100 87 187 187.00 3 3.0 24 24.0
06 93 82 175 175.00 3 3.0 16 16.0
07 211 255 466 466.00 1 8 8.0 32 32.0
08 195 224 419 419.00 2 12 12.0 26 26.0
09 241 257 498 498.00 1 1 1.0 1 1.0
10 221 215 436 436.00 2 5 5.0 1 1.0
11 232 222 454 453.01 4 5 5.0 1 1.0
12 208 225 433 433.00 2 6 6.0 1 1.0
PA 1 2 3 1.50
Totals on left half of screen INCLUDE homebound, susp & spec ed shown on right.
Total families = 2,737
F1=1st, F3=Up one grade, F4=Down one grade, F5=Next Screen, ENTER/F16=Exit
    
```

Figure 9-1F. MEMBERSHIP REPORT SCREEN

If you have responded "Y" to the question, should the DOE-PE report be created?, and the program encounters students in Sections I and II with missing STN numbers or the STN is all 9's or 0's, the message **MISSING STNS! REVIEW JOB LOG (DSPJOBLOG) OR REPORT!** will be displayed on the Membership Report Screen, (Figure 9-1F). These students will be listed in your job log and will appear on the report with asterisks to the right of the STN field. The totals on the left side of the screen include the amounts in the Homebound, Suspended and Special Education on the right side of the screen. Press ENTER or F16 to return to the STUDENT COUNTS, REPORTS, AND LABELS MENU (Figure 9).

** If the message **INVALID ETHNIC CODES!** appears in the upper right corner of the screen as shown on the MEMBERSHIP REPORT screen (Figure 9-1F), it is because you requested the option to print either the detail or summary ethnic report and the computer found students whose ethnic codes were not a 1, 2, 3, 4, 5, or 6. The enrollment shown on this screen will be off by the number shown in the upper right corner. Go ahead and print your enrollment report to see the exact students whose ethnic codes are not a 1, 2, 3, 4, 5, or 6. To produce an accurate enrollment count, correct the ethnic codes (section 8-8-4) and rerun the enrollment count with the ethnic report option, or, rerun the enrollment count without using the ethnic report option.

FOR VIGO COUNTY SCHOOLS ONLY: The FTE for grade "K" will automatically be converted to .5 for use on this screen and report.

If statistical reports are desired concerning enrollment counts, it is important to know that a record is logged to a file called "ENROLL" each time the above screen is displayed. A report writer could be used to produce an enrollment report. Refer to Section 90 of this guide for the record layout of the "ENROLL" file.

The enrollment report will include a total of "Cash Transfer" students if these students are tagged as such. This tagging can be done in an individual student's Miscellaneous Data screen (F8-8-21) or in Data Base Management (F8-17, field #64).

The enrollment report will include an incremental counter next to each special ed student to tally from one student to the next.

The STN field will appear on all sections of the DOE-PE report. If a student has no STN number or the STN is zeros or 9's, asterisks will appear to the right of the STN field.

C11

DOE-PE and DOE-GR

The magnetic media files have been created in files called DOEPE and DOEGR in library KC11DATA.

These files must be transferred to your pc/server in comma separated variable format with an extension of .CSV. Two additional files have been generated in the same library and can be used for internal balancing purposes. The DOEPE2 and DOEGR2 files are the same as the DOE-PE/GR files, plus student name, ethnicity, gender, local student ID, and local school ID.

ENTER/F16=Acknowledge & Exit

From the STUDENT COUNTS, REPORTS, AND LABELS MENU (Figure 9), press F2 to display the COURSE TALLY TERM SELECTION screen (Figure 9-2A).

C11

Course Tallies

Enter the Appropriate Selector		Selector	
Code from the Legends: _		Code	Terms to be Selected
		9	All Terms (0123456789ABCDEF9)
		1	1st Semester (012ABC9)
		2	2nd Semester (345DEF9)
		3	3rd Trimester (6789)
		4	1st Quarter (029)
Selector		5	2nd Quarter (129)
Code	Terms to be Selected	X	2nd Quarter Only (1)
A	1st 6 Weeks (A29)	6	3rd Quarter (359)
B	2nd 6 Weeks (B29)	7	4th Quarter (459)
C	3rd 6 Weeks (C29)	Q	4th Quarter Only (4)
D	4th 6 Weeks (D59)	S	Summer School (S)
E	5th 6 Weeks (E59)	Y	2nd Semester Only (5)
F	6th 6 Weeks (F59)		

ENTER=Continue, F16=Exit

Figure 9-2A. COURSE TALLY TERM SELECTION SCREEN

Enter the appropriate code for the terms that you want to appear on the listing. The numbers and letters in parenthesis to the right of the descriptions are the terms actually selected for the course tally report.

After entering the term code, press ENTER. The terms selected will be highlighted. Press ENTER again if correct, or press F16 to reenter a different term code.

The COURSE TALLY SORT SELECTION screen (Figure 9-2B) is displayed after ENTER is pressed twice.

C11

Course Tallies

Sort Code from Legend at Right: _ Code Sorting Sequences

	1	Course Nbr & Period
	2	Course Number
	3	Dept./Teacher Name & Prd
	4	Teacher Name & Period
Special Ed Counts? _ (Y/N/F)*	5	Term/Course Number
Course Totals? _ (Y/N)**	6	Term/Teacher Name & Prd

Update DOE-CP Level? _ (Y/N)*
 Grade: _ _ _ _ _

* F=Free lunch counts instead of spec ed for free lunch codes: _ _ _ _ _
 ** Course totals (sort codes 1, 2, 5) or teacher totals (sort codes 3, 4, 6)
 Create excel file called XLTALLY in your school library? N (Y/N)
 LAST period to be printed: _ (Opt) ONLY period to be printed: _ (Opt)

Sort codes 1 & 2 will print all courses for the terms selected.
 Sort codes 3, 4, 5, & 6 will not print courses with no enrollment.
 Seat counts will be updated on the Course Master and Course Title Files
 only if sort code 1 or 2 is selected, and only if the tally is for all
 periods, all year, all grades.

ENTER=Continue, F16=Exit

Figure 9-2B. COURSE TALLY SORT SELECTION SCREEN

Use the following data entry requirements when entering the selection criteria:

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

SORT_CODE Required. Select the desired sort code from the list provided. (1 N)

SPECIAL ED COUNTS Required. Answer "Y" (yes), or "N" (no), to include or exclude special ed counts on this report. If special ed counts are requested to be printed, the special ed class totals will be printed below the regular class totals. (The regular class totals represent the total number of students in the class including special ed.)

Enter an "F" in this field to tally the number of free lunch students in each class instead of special ed students. Then enter the appropriate free lunch code(s) in the "free lunch codes" area on the screen. If no codes are entered, any student with a value in the free lunch field will be counted. On the report, you will see the letter "F" (for free lunch) instead of "S" (for special ed) when you use this feature.

COURSE TOTALS Required. Answer "Y" (yes), or "N" (no), to include or exclude Course Totals.

UPDATE DOE-CP LEVEL Required. Answer "Y" (yes), if you would like the primary grade level plugged into the DOE-CP grade level field in the course master file. Enter "N" (no) if you want the DOE-CP Level field to not be altered when this process is run. If a "Y" response is entered, the primary grade level will be determined by tallying the number of students per grade level. The grade level with the most students will be considered the primary grade level. In case of a tie, the software will pick one to be the primary grade.

GRADE Optional. Enter up to six grade levels to print course tallies for a particular grade level(s). The courses to be printed will be matched on the "Low/High Grade" defined for each course section.

FREE LUNCH COUNTS Optional. If you have entered an "F" in the "SPECIAL ED COUNTS" field, you can enter up to six lunch codes here to get free lunch totals for each class. The free lunch totals will be printed below the regular class totals. (The regular class totals represent the total number of students in the class including free lunch.) If no codes are entered here and an "F" has been placed in the "SPECIAL ED COUNTS" field, any student with a value in the free lunch field will be counted. (6 A/N)

CREATE EXCEL Required. Answer "Y" (yes), or "N" (no), to generate an excel file. This option will default to N, but can be changed to a Y to generate the file. The file will be called XLTALLY in K???DATA where ??? equals your three character school code. The first record will contain field headers.

LAST OR ONLY PERIOD Optional. Enter the last period to be printed OR the "only period" to be printed (can be "EB" for early bird).

Press ENTER to continue. You will be returned to the STUDENT COUNTS, REPORTS, AND LABELS MENU (Figure 9) upon completion.

- NOTE:**
1. If a term code of "9" (All Terms) is entered on the COURSE TALLY TERM SELECTION screen (Figure 9-2A), and a sort code of "1" (Course Number & Period) or "2" (Course Number) is entered on the COURSE TALLY SORT SELECTION screen (Figure 9-2B), then at the same time that this function produces a listing of all courses in the term selected, the seat counts are re-accumulated and updated on the Course Title and Master Files.
 2. When selecting only one period to be printed, there must be at least one student enrolled in that period before any one of the classes will print.
 3. If any course sections have been tagged with a lunch period, a tally of students by lunch assignment will appear at the end of the report.
 4. If course totals are requested when selecting sort sequence "4" (Teacher Name & Period), totals will be printed by teacher instead of by course number.
 5. Because the grade/sex tallies on the right side of the report are not split by semester, you need to run this report twice, once for each semester if you have students who request 1 semester of an all year course. If you run the tally for all year, these numbers will be high if you have students requesting 1 semester because the grade/sex tally will represent the total students (not broken down by semester).
 6. The ability to run this program in batch mode has been added.

From the STUDENT COUNTS, REPORTS, AND LABELS MENU (Figure 9), press F3 to review any one course section or homeroom. The SELECT COURSE FOR REVIEW screen (Figure 9-3A) is displayed.

CHS

SELECT INDIVIDUAL COURSE SECTION OR HOMEROOM FOR REVIEW

Course & Section = _____

- OR -

Homeroom = _____

Withdrawn, future, and homebound students are not included.

ENTER=Continue, F12=Course Master Help, F16=Exit

Figure 9-3A. SELECT COURSE FOR REVIEW SCREEN

Enter either a course and section number or a homeroom number and press ENTER.

REVIEW COURSE SECTION

If no students are enrolled in the course section requested, the message "No students found for the course entered above!" will be displayed. If students are found, the REVIEW OF COURSE SECTION screen (Figure 9-3B) is displayed.

CHS

REVIEW OF COURSE SECTION: Y40030 01

Period	Term	Title	MTWRFS	Bldg	Room	Teacher	Max_Seats
02-03	ALL YR	HUMANITIES	XXXXX	11	A15	0371 STAFF	065
F--06--M	F--07--M	F--08--M	F--09--M	F--10--M	F--11--M	F--12--M	TOTAL
000	000	000	000	038	027	000 000	065 S1
000	000	000	000	039	027	000 000	066 S2
Abel, xxxxx		2960001	10 F	Czekala, xxxxxxxx		2960065	10 F
Bachinski, xxxxx		2960010	10 M	Dorsett, xxxxxxxx		2960070	10 F
Baker, xxxxxxxx		2960012	10 F	Dubowski, xxxx		2960309	10 M
Bean, xxxxx		2960018	10 M	Fisher, xxxxx		2960080	10 F
Benton, xxxx x		2960273	10 M	Fitzpatrick, xxxxx		2960081	10 F
Bernotus, xxxx		2960024	10 F	Fogleman, xxxx		2960084	10 M
Bougie, xxxxxxx		2960032	10 M	Frank, xxxxxxxx		2960085	10 F
Brummet, xxxxx		2960034	10 M	Frizzell, xxxx		2960088	10 M
Bubness, xxxx		2960035	10 M	Gasaway, xxxxxxxx		2960325	10 F S2
Bushnell, xxxxxxx		2960039	10 F	Gilliam, xxx		2960090	10 M
Caldwell, xxxxxxx		2960041	10 M	Grubb, xxxxxxxx		2960098	10 F
Clemens, xxxxxxxx		2960048	10 F	Hall, xxxxxxxxxxxx		2960103	10 F
Courtney, xxxx		2960262	10 M	Hall, xxxx		2960104	10 M
Craven, xxxx		2960061	10 F	Hill, xxxx		2960111	10 M
Cregger, xxxxxxxx		2960062	10 F	Hobbs, xxxxxxxx		2960271	10 M

F1=Next, F16=Exit & Don't Print, F12=Exit & Print

Figure 9-3B. REVIEW OF COURSE SECTION SCREEN

The characters "S1" and "S2" are used to show students who are in an "all year" class for only a single semester. (S1 = semester 1, S2 = semester 2)

Press F12 to exit and print a hard copy of students in this course. Press F16 to exit to the SELECT COURSE FOR REVIEW screen (Figure 9-3A), without printing a report.

REVIEW HOMEROOM

If no students are enrolled in the homeroom number requested, the message "No students found for the homeroom entered above!" will be displayed. If students are found, the REVIEW OF HOMEROOM screen (Figure 9-3C) is displayed.

CHS REVIEW OF HOMEROOM: 0155NW

<u>Period</u>	<u>Term</u>	<u>Title</u>	<u>MTWRFSS</u>	<u>Bldg</u>	<u>Room</u>	<u>Teacher</u>	<u>Max Seats</u>
JOHNSTON							
Grade/Sex:	F--07--M	F--08--M	F--09--M	F--10--M	F--11--M	F--12--M	Total
Counts:	000	000	058	059	000	000	000
			000	000	000	000	117
Abel, xxxxxx		B890282	08 M		Brummet, xxxxxx	B890327	08 F
Bachinski, xxxxx		B890286	08 F		Bubness, xxxxx	B890330	08 F
Baker, xxxx		B890290	08 M		Bushnell, xxxxxx	B890333	08 F
Bean, xxxxxx		B890291	08 M		Caldwell, xxxxxxxx	B890335	08 F
Benton, xxxxx		B890293	08 F		Clemens, xxxxxx	B890630	08 M
Bernotus, xxxxx		B890651	08 F		Courtney, xxxxxxxx	B890341	08 F
Bougie, xxxxx		B890305	08 F		Cregger, xxxxx	B890342	08 M

F1=Next, F16=Exit & Don't Print, F12=Exit & Print

Figure 9-3C. REVIEW OF HOMEROOM SCREEN

Press F12 to exit and print a hard copy of students in this homeroom. Press F16 to exit to the SELECT COURSE FOR REVIEW screen (Figure 9-3A), without printing a report.

NOTE: Withdrawn, future, and homebound students are not included in this process.

From the STUDENT COUNTS, REPORTS, AND LABELS MENU (Figure 9), press F4 to print the student roster. The STUDENT ROSTER SELECTION screen 1 (Figure 9-4A) is displayed.

```

C11                               Student Roster

Format: 0000  No report format loaded.  F11=Load format.  F12=Format help.

Report Title: STN & Student ID
-----
Place an 'X' next to up to 5 fields for sequencing:
  X Grade  _ Student Name  _ Zip Code  _ Locker Number  _ Home Phone
  _ Sex    _ Cur Yr School _ Homeroom _ Next Year Homeroom _ Birthdate
  _ Ethnic _ Neighborhood _ Counselor# _ Next Yr. School _ District/Res
  _ Team Cd _ Next Yr A1  _ Next Yr C2 _ Curriculum Major _ Family Code
  _ A1     _ B1          _ C2       _ D2           _ E3
  _ G/T    _ Work Permit  _ Special Ed _ Free/Reduced Lunch _ Orig Entry Dt

Print Sections: R _ (Pick 2: A B C D E F G H I L V Z) or (Pick 1: J K N R S W)
Rpt Spacing: 1 (1-5) Copies: 01 (01-99) Ply: 1 (1-6) Nar/Wide/Port: W (N/W/P)
Section G, 'X' to replace USER DEFINABLE with BIRTH DT: _ or FREE LUNCH CODE: _
'X' to replace Student ID with STN: _

Place an 'X' next to fields to exclude from report:
  _ Student ID  _ Grade  _ Sex                _ Street  _ Special Ed
  _ Home Phone  _ Locker  _ Homeroom          _ Counselor  _ Next Yr School
  _ Ethnic      _ School  _ Curriculum Major  _ Original Entry  _ Totals
  _ Headings

ENTER=Continue, F1=Help for Print Sections, F16=Exit

```

Figure 9-4A. STUDENT ROSTER SELECTION SCREEN 1

From this screen, you can define a new student roster or load the parameters from a previously defined student roster.

Create a New Report Definition

To create a new report, you need to specify how the report should be sorted, what types of information should be printed, and which students should appear on the report.

Follow the Data Entry Requirements when entering the selection criteria.

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

REPORT TITLE

Optional. This free-format area has been provided for the entry of a report title. Enter the report title as you would like it to be centered on the report. (65 A/N)

SORT SEQUENCE

Optional. If no fields are selected for sorting, the "default" sort sequence will be the student name field. To select fields to be used for sorting, enter an 'X' next to up to 5 fields.

PRINT SECTIONS

Optional. The print line will always contain (except print sections N, S, R and W) the student number, student name, team code, grade, sex, street, and home phone. Print section "N" will allow the user to get a roster of ESL students based on additional selection criteria. Print section "R" will generate a Random Drug Test Report that lists student ID#'s, Test Dates, Results, and Drug categories. Print section "S" will allow the user to get a roster of Special Ed students based on additional selection criteria. Up to 2 additional sections of information can be selected for printing (except print sections J, K, N, R, S and W).

Print section "W" will print 3 lines per student and will contain the following: student ID, grade, parent name, phone number, street, city, state, zip, homeroom teacher, and birthday.

For help in understanding what information is available in each section, press F1.

The HELP FOR SELECTION screen (Figure 9-4B) is displayed.

The print line will always contain (except print section N, R, S, and W):

Student Number, Student Name & Team, Grade, Sex, Street, Home Phone

The print line can also contain these Print Sections:

A = Parent/Guardian

B = Family Code, Current Yr School, Spec Ed, Out of Dist Indicator

C = City/State, Zip Code, Spec Ed, Out of District Indicator

D = Ethnic, Cur Yr School, Neighborhood, District/Res

E = Last Entry Date, Last Withdraw Date & Code

F = Cur Yr School, Curriculum Major, Original Entry Date

G = User Definable: A1, B1, C2, D2, E3; Next Yr: School, A1, C2

H = Homeroom, Counselor Name, Locker, W/D

I = Internet Access & Media Permission

J = G/T, Work Permit, Spec Ed, Free/Reduced Lunch, Pass/Retain, Ethnic, STN

K = Immunization Data, Birthdate

L = Current Homeroom, NY Homeroom

N = ESL (English as a Second Language) plus Ethnicity and STN

R = Random Drug Testing Report

S = Special Ed Roster plus Ethnicity and STN

V = Verify Date

W = 3-line roster (Stu ID/Name/Gr/Par Name/Phone/St/CSZ/HR/Birthdate)

Z = STN (Show both student ID and STN on the same line)

Port = Override to PORTRAIT. Results are not guaranteed with this option.

ENTER/F16=Return

Figure 9-4B. HELP FOR SELECTION SCREEN

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

REPORT SPACING

Required. Enter a number from 1 to 5, indicating the report spacing (1=single-spaced, 2=double spaced, etc.). This feature can be helpful when room is needed between student's names for making notations.

COPIES Required. Enter a 2-digit number (01-99) to specify how many copies of the roster should be printed. (2 N)

PAPER PLY Required. Enter a number from 1 to 6, indicating the ply of the paper to be used for the report. The following form numbers will be assigned to the print-out:

PLY	FORM	PLY	FORM
1	000 or STD	4	004
2	002	5	005
3	003	6	006

NARROW/WIDE Required. Enter an "N" to indicate narrow; the print line will cut off at 80 characters. Enter a "W" to indicate wide; the print line will extend to 132 characters. Enter a "P" to indicate portrait; the printer is instructed to not rotate the print which means to stay portrait. This override will not work for all printers. (1 A)

Additional options are:

1. to exclude the headings and/or totals.
 2. to replace the USER DEFINABLE fields with the BIRTH DATE when Print Section G is selected.
 3. to replace the USER DEFINABLE fields with the FREE LUNCH CODE when Print Section G is selected.
 4. to replace Student ID with STN.
 5. to exclude miscellaneous fields from the report.
- There is no need to exclude the field unless the field is one of the standard print line fields or is one of the fields in the Print Section(s) selected. For example, there is no need to exclude "Curriculum Major" unless Print Section F has been selected. When you exclude the STREET or HOMEROOM fields, the software will move the data on the right side of the report, to the left, so that there is not a gap in the middle of the report.

NOTE: It is recommended that you select Print Sections that include the fields that are being used for sorting. The roster will be sorted correctly even if you don't. However, it might be difficult to understand the sequencing without printing the values of the sorted fields.

Press ENTER after the selection criteria has been entered on the STUDENT ROSTER SELECTION screen 1. The STUDENT ROSTER SELECTION screen 2 (Figure 9-4C) is displayed.

C11 Student Roster

Status: B (A=Active, W=Withdrawn, B=Both, F=Future Students Only)
 Special Ed: I Homebound: I ESL: I (I/E/O I=Include, E=Exclude, O=Only)
 Address: H (H=Home, 1=Parent #1 if entered, 2=Parent #2 entries only)

Grades: (Blank for ALL) I Incl/Excl
 Free lunch: (*=non-blank, Blank for all) I Incl/Excl
 Homerooms: (Blank for ALL) I Incl/Excl
 NY Homerooms: (Blank for ALL) I Incl/Excl
 Teams: (Blank for ALL) I Incl/Excl
 Counselor: (Blank for ALL) I Incl/Excl
 Title I: (Blank for ALL) I Incl/Excl

***Application #:** thru (Blank for ALL)

ENTER=Continue, F16=Previous

Figure 9-4C. STUDENT ROSTER SELECTION SCREEN 2

* The **Application #** field will only appear for Gary Schools.

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

STATUS Required. Enter an "A" to print active students only, "W" to print withdrawn students only, "B" to print both active and withdrawn, or "F" to print future students only. (1 A/N)

SPECIAL ED Required. Enter the desired selection for the handling of special ed students. Valid entries are:
 I=Include
 E=Exclude
 O=Only print special ed students

HOMEBOUND Required. Enter the desired selection for the handling of homebound students. Valid entries are:
 I=Include
 E=Exclude
 O=Only print homebound students

ESL Required. Enter the desired selection for the handling of ESL students. ". Valid entries are: I=Include, E=Exclude, or O=Only. Students will be considered "ESL" based on the entry in the "Instructional Program" field located on the student's ESL Data (English as a Second Language) screen (F8-8-15). Instructional Program entries of 1-4 or 6-8 indicate that the student is "ESL".

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

- ADDRESS** Required. Specify the desired address by entering one of the following:
- H = Home address
 - 1 = Parent #1 address and phone number if entered; otherwise, home address and phone number.
 - 2 = Parent #2 address will print only those students whose parent #2 address is not blank. The phone number that prints will also be parent #2's phone number.
- NOTE:** If the Parent #1 street address is filled in but the city/state/zip is not, the city/state/zip will be pulled from the home address if address 1 is selected.
- GRADES** Optional. Leave blank to request that all grade levels be printed. Or, enter specific grade levels, then place the proper value in the next field (INCLUDE/EXCLUDE). I=include only the grade levels entered. E=exclude only the grade levels entered.
- FREE LUNCH** Optional. Leave blank to print all students. Enter a "*" to include/exclude any free lunch student, regardless of the free lunch code. Enter up to 11 free lunch codes to include/exclude students with specific codes. Then place the proper value in the next field (INCLUDE/EXCLUDE). To print the free lunch code on the report, select PRINT SECTION G and also place an "X" in the FREE LUNCH CODE field to replace the USER DEFINABLE field with the Free Lunch Code. Also, select the option to exclude the Next Yr School, unless you want it printed, by placing an 'X' in the field to the left of Next Yr School.
- HOMEROOMS** Optional. Leave blank to request that all homerooms be printed. Or, include (I) or exclude (E) up to five homerooms.
- NEXT YEAR HOMEROOMS** Optional. Leave blank to request that all next year homerooms be printed. Or, include (I) or exclude (E) up to five next year homerooms.
- TEAMS** Optional. Leave blank to request that all teams be printed. Or, include (I) or exclude (E) up to twelve teams.
- COUNSELOR** Optional. Leave blank to request that students with any counselor be printed Or, enter up to seven counselor numbers to include (I) or exclude (E) students with specific counselors.
- TITLE I** Optional. Leave blank to request that any Title I students be printed Or, enter up to ten Title I designators to include (I) or exclude (E) specific Title I students.
- APPLICATION #** **FOR GARY SCHOOLS ONLY:** Optional. Enter a range of numbers to select students based on food service application numbers. The field being read in this selection is the "APPL#" field that is available on the Miscellaneous Data Screen. (9 N)

(Continued)

Press ENTER after the selection criteria for the STUDENT ROSTER SELECTION screen 2 has been filled in. The SORT SEQUENCE screen (Figure 9-4D) will be displayed if you have used any print sections other than "N" or "S".

Number items for Sequencing (1-5), 'X' up to 4 items for Control Breaks					
<u>Item</u>	<u>Seq #</u>	<u>Break</u>	<u>Item</u>	<u>Seq #</u>	<u>Break</u>
Grade	1	X	A1 (User Defined)		
Sex			B1 (User Defined)		
Ethnic			C2 (User Defined)		
Team Code			D2 (User Defined)		
Student Name	2	-	E3 (User Defined)		
Cur Yr School			G/T (Gifted/Tal)		
Neighborhood			Work Permit		
Next Year A1			Special Ed		
Zip Code			Free/Red Lunch		
Homeroom			Orig Entry Dt		
Counselor No.					
Next Year C2					
Locker Number					
Next Yr. Homeroom					
Next Year School					
Curriculum Major					
Home Telephone					
Birth Date					
District/Res					
Family Code					

'X' in Break column will cause eject to new page when field's value changes
Press ENTER to continue or F16 to return to Selection Screen

Figure 9-4D. SORT SEQUENCE SCREEN

Enter the numbers (up to five) to indicate the desired sequencing of the report. Place an "X" in the "Break" field if you want a new page to begin when the sequence # field changes.

ESL ROSTER

If you have entered an "N" in the "Print Sections" field, the ESL SELECTION CRITERIA screen (Figure 9-4E) will be displayed.

ESL Selection Criteria	
Language: ___ ___ ___ ___ ___ ___ ___ ___	Incl/Excl: I (I/E)
Proficiency Level: _ _ _ _ _	Incl/Excl: I (I/E)
Native Lang: ___ ___ ___ ___ ___ ___ ___ ___	Incl/Excl: I (I/E)
Instr Prog: _ _ _ _ _	Incl/Excl: I (I/E)
ISTEP English: _ _ _	Incl/Excl: I (I/E)
ISTEP Math: _ _ _	Incl/Excl: I (I/E)
<p>An ESL student is one with a value ranging from 1-4 or 6-8 in their Instructional Program field. This field is maintained in F8-8-15 (ESL data) and F8-17 (DBMS).</p>	
Sort: <u>2</u> (1 = Alpha, 2 = Gr/Alpha)	
ENTER=Continue, F16=Return to previous screen	

Figure 9-4E. ESL SELECTION CRITERIA SCREEN

Follow the data entry guidelines when entering selection criteria on the ESL SELECTION CRITERIA screen:

LANGUAGE Optional. Enter up to eight valid language codes, as defined in the ESL Codes File, to indicate which ESL students should be included (I) or excluded (E). Leave these fields blank to print all ESL students regardless of the language code(s) in their records. The include/exclude field is to the right of the "Language" fields. (3 A/N)

PROFICIENCY LEVEL Optional. Enter up to five proficiency codes to include (I) or exclude (E) students based on specific proficiency levels. Leave blank to select all students regardless of proficiency level. The include/exclude field is to the right of the "Proficiency Level" fields. (1 N)

NATIVE LANGUAGE Optional. Enter up to eight valid native language codes to indicate which ESL students should be included (I) or excluded (E). Leave these fields blank to print all ESL students regardless of the native language code(s) in their records. The include/exclude field is to the right of the "Native Lang" fields. (3 A/N)

INSTR PROGRAM Optional. Enter up to eight instructional program codes to include (I) or exclude (E) students based on specific instructional programs. Leave blank to select all students regardless of instructional program. The include/exclude field is to the right of the "Instr Prog" fields. (1 N)

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

ISTEP
ENGLISH

Optional. Enter a "P" to print students that have a "P" in their "ISTEP English" field. Enter an "N" to print students that have an "N" in their "ISTEP English" field. Enter a "W" to print students that have a "W" in their "ISTEP English" field. Leave blank to select all students regardless of the entry in their "ISTEP English" field. The include/exclude field is to the right of the "ISTEP English" field and can be used to include (I) or exclude (E) the entries in the ISTEP English field. (1 N)

ISTEP
MATH

Optional. Enter a "P" to print students that have a "P" in their "ISTEP Math" field. Enter an "N" to print students that have an "N" in their "ISTEP Math" field. Enter a "W" to print students that have a "W" in their "ISTEP Math" field. Leave blank to select all students regardless of the entry in their "ISTEP Math" field. The include/exclude field is to the right of the "ISTEP Math" field and can be used to include (I) or exclude (E) the entries in the ISTEP Math field. (1 N)

SORT

Required. Enter the desired sort selection: 1=Alpha, 2=Grade/Alpha. (Standard sort options from screen #1 are not available for ESL.)

Press ENTER to continue. After responding to the question on the SAVING REPORT FORMATS screen, an ESL Profile Report will be generated for each student that meets the selection criteria.

SPECIAL_ED_ROSTER

For Section S (Special Ed Roster), each user can specify in Session Defaults (F23 on any menu) whether the local or state special ed code should be printed.

If you have entered an "S" in the "Print Sections" field, the SPECIAL ED SELECTION CRITERIA screen (Figure 9-4F) will be displayed.

Special Ed Selection Criteria

Primary program only: Y (Y/N)

Structure: Incl/Excl: I (I/E)

Program Areas: Incl/Excl: I (I/E)

Teacher of record: Incl/Excl: I (I/E)

Status: Incl/Excl: I (I/E)

Type: Incl/Excl: I (I/E)

Cutoff through date: for psychological date
 Cutoff through date: for medical history date
 Cutoff through date: for social history date

Sort: 1 (1=Alpha, 2=Gr/Alpha, 3=Program/Alpha, 4=Structure/Alpha, 5=TOR/Alpha)
 Break: (N=No, L=Line, P=Page)
 Print Special Ed Comment: N (Y=Yes, N=No)

ENTER=Continue, F16=Return to previous screen

Figure 9-4F. SPECIAL ED SELECTION CRITERIA SCREEN

Follow the data entry guidelines when entering selection criteria on the SPECIAL ED SELECTION CRITERIA screen:

PRIMARY PROGRAM ONLY Required. Enter a "Y" yes, to indicate you want to select students based on their primary program only. The primary program is the first program code listed in the "Program Areas" field on each student's SPECIAL EDUCATION DATA screen. Enter an "N" to indicate that you do not want to select students based only on the primary program.

STRUCTURE Optional. Enter up to four structure codes to indicate you want to include (I) or exclude (E) students based on the entry in the "Structure" field on their SPECIAL EDUCATION DATA screen. Valid entries are:

F=Full Time
 P=Part time
 R=Resource
 C=Consultation

The fifth slot is available for future use.

PROGRAM Optional. Enter up to eight valid program codes to indicate you want to include (I), or exclude (E), students based on the entries in the "Prog Area" fields on their SPECIAL EDUCATION DATA screen.

TEACHER OF RECORD Optional. Enter up to seven valid teacher numbers to indicate you want to include (I), or exclude (E), students based on the entries in the "Tchr of R" field on their SPECIAL EDUCATION DATA screen.

- STATUS** Optional. Enter up to seven valid status codes to indicate you want to include (I), or exclude (E), students based on the entry in the "Status" field on their SPECIAL EDUCATION DATA screen.
- TYPE** Optional. Enter up to nine valid type codes to indicate you want to include (I), or exclude (E), students based on the entry in the "Type" field on their SPECIAL EDUCATION DATA screen.
- CUTOFF DATES** Optional. Enter a date(s) in MM DD YY format to indicate you want to select students based on the dates entered in the "Psychological", "Medical History", and/or "Social History" fields on their SPECIAL EDUCATION DATA screen. For example, by entering a date of 08 31 00 in the psychological cutoff through date, the roster would select only those students that have dates on or up to August 31st of the year 2000. (6 N)
- SORT** Required. Enter the desired sort selection: 1=Alpha, 2=Grade/Alpha, 3=Program/Alpha, 4=Structure/Alpha, 5=Teacher of Record/Alpha. (Standard roster sort options from screen #1 are not available for special ed.)
- BREAK** Required. Enter the desired break separator when the value of the sort changes. Enter an "N" to have nothing appear, enter an "L" to have a line appear. Or, enter a "P" to indicate a new page should be created when the value changes.
- PRINT SPECIAL ED COMMENT?** Required. Enter a "Y" yes, if you want a student's special ed comment to appear on the special ed roster. Enter an "N" no, if you don't want the special ed comment to print on the roster. NOTE: The special ed comment appears at the top of a student's Special Education Data screen (F8-8-20).

Saving a New Report Definition

After pressing ENTER on the SORT SEQUENCE, ESL SELECTION CRITERIA, or SPECIAL ED CRITERIA SELECTION screens, the computer will recognize that you have defined a new report and will ask you if you want to save the new definition. The SAVING REPORT FORMATS screen (Figure 9-4G) will be displayed.

C11 Saving Report Formats

You have created a new report definition. If you would like to save this definition as your own, enter a 'Y' here, and be sure to enter a detailed report description below.

Save this report definition? N (Y/N=Don't save)

Enter a complete description of the report parameters to be saved:

ENTER=Continue

Figure 9-4G. SAVING REPORT FORMAT SCREEN

From the STUDENT COUNTS, REPORTS, AND LABELS MENU (Figure 9), press F5 to print student labels. The STUDENT LABEL SELECTION screen (Figure 9-5A) is displayed.

```

C11                               Student Labels
Format: 0000  No report format loaded.  F11=Load format.  F12=Format help.

Place an 'X' next to up to 5 fields for sequencing:
Grade   _ Student Name X Zip Code _ Locker Number _ Home Phone _
Sex     _ Cur Yr School _ Homeroom _ Imm. Auth. Code _ Birthdate _
Ethnic  _ Neighborhood _ Counselor _ Next Yr. School _ Team Code _
Period  _ Teacher _

Format(A,B,C,D,E,F): B Side-by-side(1-3): 2 Same/Diff(S,D): S Width(A,B,C): B
Printer type(0-5): 0 Copies(1-99): 01

Place an 'X' next to items to print on student labels:
(An A, B, C, D, E or F indicates the availability of item by format type.)

Student Name  ABCDEF X Street Address  A C E _ City and State  A C E _
Zip Code      A C E _ Home Phone-1      ABC E _ Grade Level    AB EF _
Sex Code      ABCDE _ Student Number  ABCDEF _ Homeroom Number AB EF _
Locker Number AB _ Home Phone-2      A _ Emergency Phone AB _
Birthdate     ABCD _ School Number   AB _ Counselor        B _
School Name   BC EF _ Place of Birth  C _ Team Code       A _
Social Sec. No. CD _ Parent/Guardian ABC E _ Teacher Name    A F _
School Year   F _ STN (Stu Test#)  CD _ User Def. E3    F _

ENTER=Continue  F1=Help for Label Formats, Widths, and Printer Types  F16=Exi

```

Figure 9-5A. STUDENT LABELS SELECTION SCREEN

Sequencing Options

At the top of the screen, 17 fields are available to be selected for sequencing purposes. By placing an 'X' next to up to 5 (five) of these fields, you can control the sequence in which the labels will be printed. If no fields are selected, the default sort value of "family code" will be used.

When selecting period and/or teacher as sequence options, you must also select the "Individuals" option on the second screen. Then select F9 (By Teacher, Class, Term, or Period) from the "Student Labels Selection of Individual Students" screen. Select the desired teachers, classes, terms and/or periods. A separator label will print between each teacher and/or period to identify the classes.

Building a label

You will need to decide which "Format" of labels to be used (format A, B, C, D, E, or F, use F1 to view these formats). Then, review the 24 fields at the bottom of the screen to decide what information you would like to have appear on the labels. If you are constructing a label in format A, you can only place an 'X' next to those items that have an 'A' after them. If you are constructing a label in format B, you can only place an 'X' next to those items that have a 'B' after them. The same restrictions apply to formats C, D, E, and F.

Label Format, Side-by-side sets, Same or Different, Copies, and Width

The "Side-by-side" field defines the number of labels that are side-by-side on your sheet of labels. If your labels are single labels in one long continuous row, then your response here would be '1'. If your labels have two labels next to each other in two long continuous rows, then your response here would be '2'. If you have 3 side-by-side labels in three long continuous rows, then your response here would be '3'.

You have the option of printing the same student on all the labels going across by entering an "S". If you want a different student to print on each label across, then enter a "D".

Printer Type

Enter a value of 0-5. This option is to help with the lining up of labels for various make and model printers. Press F1 for a description of what each printer type number represents. If printer type 2 or 3 is used, the form override will be form #25 to signal the computer operator that the lineup is 4 lines lower.

Copies

Enter a value from 01 to 99 to print one or more copies of the side-by-side sets specified in the previous field.

Format of Labels (A, B, C, D, E, & F)

Labels can be formatted in one of six ways. Enter the letters A, B, C, D, E, or F to designate which format you desire. Refer to figure 9-5B to view Format A, figure 9-5C to view Format B, figure 9-5D to view Formats C and D, and figure 9-5E to view Formats E and F. These screens can be accessed by selecting F1 from the STUDENT LABELS SELECTION screen (Figure 9-5A).

```

                                Help for Defining Label Formats
                                (page 1 of 6)
                                ** Format A **
                                *****
                                *-----Line 1----- Home Phone-1*
                                *-----Line 2----- ID # *
                                *-----Street Address----- Grd X*
                                *--City/State-- -Zip- Room Lockr*
Teacher's Name --> *Home Phone-2 Emerg. Phone Birthday*
                                *****
1. If Message -OR- Parent Name -OR- Student Name is selected, it
   will print on Line 2 and Line 1 will be left blank.
2. If Message -AND- Student Name are selected, the Message will
   print on Line 1 and the Student Name will print on Line 2.
3. If Student Name -AND- Parent Name are selected, Student Name
   will print on Line 1 and Parent Name will print on Line 2.
4. Home Phone-1 & 2 are the same, but have 2 choices of where to print.
5. A team code and/or school number can be printed to the right of
   the student's name. However, if Home Phone-1 is selected, then
   the team code and school will not appear. Select Home Phone-2
   if you need to print the phone # and the team &/or school number.
6. Homeroom Teacher's name will print where Home Phone-2 is shown above

ENTER=Continue Help, F16=Return to Entry Screen

```

Figure 9-5B. FORMAT_A SCREEN

On label Format A the school number will print after the student name unless "Home Phone-1" is selected. If you need the phone number to print at the same time as the school number, select the "Home Phone-2" field. Homeroom Teacher's name will print in place of Home Phone-2 if selected.

If both the grade level and sex code have been selected for format A, the address will be shortened by 2 positions so the sex code can clearly fit on the label. If the sex code is selected but the grade level is not, the sex code will be moved to the grade level position on the label so the sex code can clearly fit.

If both a message and the student ID have been selected and the home phone is not selected, the student ID will be moved down to print to the right of the student's name. If message, student ID, and home phone are selected, the student ID will stay in it's original location and the message will be truncated.

Help for Defining Label Formats
(page 2 of 6)

** Format B **

```
*****
*----Student Name---- Home Phone-1*
*Parent/Guardian Name      *
*gD X --ID #- Lockr  Emerg. Phone*
*----Line 4----- Room  Birthday Sch*
*----Line 5----- Cnsl # School Name*
*****
```

If Homeroom Number is selected, Homeroom Teacher Name will print on Line 4.

If Counselor Number is selected, Counselor Name will print on Line 5.

ENTER=Continue Help, F16=Return to Previous Help Screen

Figure 9-5C. FORMAT_B SCREEN

```

Help for Defining Label Formats
(page 3 of 6)

** Format C **
*****
*-----Student Name----- Sex*
*-----Street Address-----*
*-----City/State/Zip-----*
*-----Parent Name----- --Phone-*
*---DOB-- -----Birthplace-----*
*-Stu ID ----SSN---- ---STN---*
*****
If School Name is selected, it will print in place of SSN and STN.

** Format D **
*****
*---ID-- Sex STN ---STN--- *
*-----Student Name----- *
*--DOB--- -----SSN---- *
*****

DOB = Date of birth, printed as MM-DD-YY.

ENTER=Continue Help, F16=Return to Previous Help Screen

```

Figure 9-5D. FORMAT_C/D SCREEN

```

Help for Defining Label Formats
(page 4 of 6)

** Format E **
*****
*-----Student Name----- Gr S*
*-Teacher-- --Room-- -Schl Name--*
*-----Parent Name----- --Phone-*
*-----Street Address-----*
*-----City/State/Zip----- --ID#--*
*****

** Format F **
*****
*-----Student Name-----ID#---*
*School Name (long version)-----*
*GR -----Homeroom----- -Sch Yr-*
*Teacher----- E3 *
*****

Format E: Select Homeroom Number field to print HR Teacher name and HR number.
Format F: Homeroom & Teacher will be HR # and HR teacher name, unless specific
courses or teachers are selected. Then, it will be class room & teacher name.

ENTER=Continue Help, F16=Return to Previous Help Screen

```

Figure 9-5E. FORMAT_E, F SCREEN

Format F allows two different purposes for the Homeroom Number and Teacher fields:

1. If the "X" for "Individuals" is entered, followed by the selection of specific courses or teachers, the Homeroom Number area of the label will contain the course's room number and the Teacher area of the label will contain the 10-character teacher name for the class.
2. If the "X" for "Individuals" is not used, the Homeroom Number area of the label will contain the student's homeroom number and the Teacher area of the label will contain the Homeroom Teacher's 10-character name.

Width

You have 3 width choices for your labels. Refer to figure 9-5F for detail on the width options. Indicate the desired width by placing an A, B, or C in the "Width" field. Some printers will not accept the CPI (characters per inch) override sent to them. If not, you may have to manually set the CPI based on the label width and also set the LPI (lines per inch) to 8. Label width B, 3-up, is the setting you should try for laser labels. **FOR VIGO COUNTY SCHOOLS (84-8030), LAKE STATION (45-4680), & CROWN POINT SCHOOLS ONLY:** For width B (laser labels) printer type "0" (zero), the "top of page" is moved down 3 lines. This means that 10 laser labels will print per page instead of 11. **FOR CONCORD SCHOOLS (20-2270) ONLY:** For width B (laser labels) printer type "0" (zero), the "top of page" is moved down 2 lines. This means that 10 laser labels will print per page instead of 11.

Help for Defining Label Widths (page 5 of 6)

	CPI
Label Width A = 3 1/2 inches wide by 15/16 inches high	10
Label Width B = 2 5/8 inches wide by 1 inch high	13.3
Label Width C = 4 inches wide by 1 inch high	10

Some printers will not accept the CPI override sent to them. If not, you may have to manually set the CPI based on the label width (see above), and also set the LPI (lines per inch) to 8. The page length might have to be set to 88. Label width B (3-up) is the setting you should try for laser labels.

ENTER=Continue Help, F16=Return to Previous Help Screen

Figure 9-5F. WIDTH SCREEN

Printer Types

You have 6 printer choices for your labels. Refer to figure 9-5G for detail on the printer options. Indicate the desired printer type by placing a 0, 1, 2, 3, 4, or 5 in the "Printer type" field.

<p>Help for Printer Types (page 6 of 6)</p> <p># <u>Printer Type</u></p> <p>0 = No Printer Override 1 = Add two additional horizontal spaces between labels 2 = Begin printing four lines from top 3 = Begin printing four lines from top and one position to the right 4 = Begin printing one line from top and one position to the right 5 = Begin printing four lines from top and two positions to the right</p> <p>ENTER=Return to Entry Screen, F16=Return to Previous Help Screen</p>

Figure 9-5G. PRINTER TYPE SCREEN

After filling in all the selection criteria on the STUDENT LABELS SELECTION screen (Figure 9-5A) press ENTER. The STUDENT LABELS SELECTION screen 2 (Figure 9-5H) will be displayed.

```

C11                               Student Labels

Drop Duplicates: Y (N=No; Y=Yes, do not print more than one per family)
Format for student name: L (L=Last Name First, F=First Name First)
Print Message or Parent Name: M (M=Message, P=Parent, Blank=neither)
  Message: TO THE PARENT/GUARDIAN OF: _____ (e.g., TO THE PARENT/GUARDIAN OF:)
  Status: A A=Active, W=WD, B=A+W, F=Future Only, X=A+F
Year of Grad: _____ Will match on graduation year (change Status above to W or B)
  W/D Codes: _____ (Blank for ALL) E (Incl/Excl)
Current/Next: C C=Current; 1=Next Yr, Non-Scheduling; 2=Next Yr, Scheduling
  Special Ed: I I/E/O Homebound: I I/E/O I=Include, E=Exclude, O=Only
  Sex: B M/F/B=Both
  Grades: _____ (Blank for ALL) I (Incl/Excl)
  Homerooms: _____ (Blank for ALL) I (Incl/Excl)
  Teams: _____ (Blank for ALL) I (Incl/Excl)
Athletic Cds: _____ (Blank for ALL) I (Incl/Excl)
  Lunch codes: F X _____ (Blank for all) I (Incl/Excl)

  Address: 1 H=Home address should be printed if address was selected
           1=Par/Guard #1 (uses home address if parent address is blank)
           2=Par/Guard #2 (prints label only if parent address not blank)
  Individuals: _ (X=select individual students from a menu that follows)

ENTER=Continue, F16=Return to previous screen
    
```

Figure 9-5H. STUDENT LABELS SELECTION SCREEN 2

Dropping Duplicate Labels to the Same Family

If a "Y" (Yes) is entered in the "Drop Duplicates" field, only one label per family will be produced. Duplicates will be determined by matching the family codes of the students selected. If you happen to select the student's name to be printed on the label, instead of the Parent/Guardian names, you will see the name of the student in the family who is in the highest grade level.

FOR LAKE CENTRAL SCHOOLS (45-4615) ONLY: When dropping duplicates for family labels, the name of the youngest student will print on the label, instead of the oldest student in the family.

Normally, when duplicates are requested to be dropped, the student's name is not selected for printing. Usually the Parent/Guardian's name is selected for this option. NO SPECIAL SEQUENCING NEEDS TO BE SELECTED AT THE TOP OF THE SCREEN IN ORDER TO USE THE "DROP DUPLICATES" OPTION.

Format for Student Name on the Label

To print the student's last name first, enter an "L". To print the student's first name first, enter an "F".

Printing a Message or the Student's Parents Name on the Label

To print a message on the first line of the label, enter an "M" in the "Print Message or Parent Name" field. Then, immediately below that field you can enter the message that you would like to have printed.

Or, if you would rather print the student's parent/guardian name(s), enter a "P" in the "Print Message or Parent Name" field and leave the message field blank. When parent/guardian names are selected to be printed on the labels, they will be printed last-name last instead of the way that they are stored in each student's record (last-name first).

For example, "MILLER, M/M JOHN" will print as "M/M JOHN MILLER".

NOTE: If the PARENT/GUARDIAN field is selected on the first screen, (Figure 9-5A), and then a message is selected instead of PARENT/GUARDIAN on the second screen, (Figure 9-5H), the first request will be ignored.

Selecting Students

The selection of students to be printed can be limited by use of (and combination of) the "Status", "Year of Grad", W/D (withdrawal codes to be used when selecting Year of Grad only) , "Current/Next", "Special Ed", "Homebound", "Grades", "Homerrooms", and "Teams" fields.

STATUS

Enter one of the follow values:

A = Select active students only (future students not included)

W = Select withdrawn students only (future students are not included)

B = Select active and withdrawn students (future students are not included)

F = Select future students only

X = Select active and future students only

YEAR OF GRAD

Enter a year to print labels based on year of graduation. For example, you would enter "95" to print labels for your 1994-95 graduates. In order for this feature to work, the graduation date must be filled in for each graduate. Use the "Graduation Date" (Data Base Management field #38, F8-14) for current year graduates. When the rollover is done, the graduation date moves into history and is accessible in Maintain Mark Summary (F5-9) in the "Grad Date" field. Enter a "W" in the "Status" field to print labels for prior year graduates. Enter a "B" in the "Status field to print labels for current year graduates.

W/D CODES

Enter up to six valid withdrawal codes to select graduates based on specific withdrawal codes. This field works in conjunction with the "Year of Grad" field.

CURRENT/NEXT

Enter one of the following values:

C = Use current-year student data base

1 = Use next-year student data base, based on the current-year students being bumped up one year (as long as the PASS/RETAIN field does not = R for Retain), and based on the Next Year School assignment.

2 = Use next-year student data base, based on the next-year scheduling files. Any student who has a course request record (refer to section 12-1-4) will be considered for selection. This option should not be used by elementaries.

Note: Only the current-year student data base can be used if the "Individual Student" option is X'd at the bottom of the screen.

NOTE: To print district-wide (school=00) labels for the following school year, use the "X" Status and enter a "1" in the "Current/Next" field. This will print labels for the entire district and will include all future students. It will not print labels for 12th graders as long as you have a "GR" filled in on the "Grade Level Next Year" field for 12th graders on the

DISTRICT CONTROL SCREEN 2 (Section 1-2). You would probably want to use this feature after making sure all incoming kindergarten students have been entered into the software.

SPECIAL ED Enter an 'I' to include, an 'E' to exclude, or an 'O' to only print special ed students.

SEX Enter an 'M' to select male students only. Enter an "F" to select female students only. Enter a "B" to select both male and female students.

HOMEBOUND Enter an 'I' to include, an 'E' to exclude, or an 'O' to only print homebound students.

GRADES Leave blank to select all grade levels in your school. To include/exclude one or more individual grade levels, enter those grade levels. Place an "I" in the Incl/Excl field to include the grade levels entered. Place an "E" in the Incl/Excl field to exclude the grade levels entered. If the "Current/Next" field contains a value of "1" or "2", be sure to enter grade levels by the students' NEXT YEAR GRADE LEVEL. (Grade levels CAN BE LEFT BLANK for current year or next year selections.)

HOMEROOMS Leave blank to select all homerooms in your school. To include/exclude up to four individual homerooms, enter those homeroom codes. Place an "I" in the Incl/Excl field to include the homerooms entered. Place an "E" in the Incl/Excl field to exclude the homerooms entered. If the "Current/Next" field contains a value of "1" or "2", be sure to enter homerooms by the students' NEXT YEAR HOMEROOM.

TEAMS Leave blank to select all teams in your school. To include/exclude up to four individual teams, enter those team codes. Place an "I" in the Incl/Excl field to include the team codes entered. Place an "E" in the Incl/Excl field to exclude the team codes entered.

ATHLETIC CODES Leave blank to select students regardless of Athletic code. To include/exclude students based on up to ten individual athletic codes, enter the codes in the fields provided. Place an "I" in the Incl/Excl field to include students with the designated athletic codes. Place an "E" in the Incl/Excl field to exclude students with the designated athletic codes.

LUNCH CODES Leave blank to select students regardless of lunch code. To include/exclude students based on up to ten individual lunch

codes, enter the codes in the fields provided. Place an "I" in the Incl/Excl field to include students with the designated lunch codes. Place an "E" in the Incl/Excl field to exclude students with the designated athletic codes.

APPLICATIONS

FOR GARY SCHOOLS ONLY (45-4690): Enter a range of numbers to select students based on food service application numbers. NOTE: Application numbers do not print on labels. The application numbers appear on each student's Misc Data screen and are modifiable only if you have "F" access rights to Misc Data.

ADDRESS

H = Enter an "H" if the home address should be printed on the labels.
1 = Sometimes, parents want their mail sent to a P.O. Box or another address other than their home address. If you enter a "1" here, the address that prints on the label will be the parent's address. If the parent's address is blank, then the home address will automatically be used. If the city, state, or zip is blank, the home city, state or zip will be used.
2 = For printing labels to non-custodial parents only, enter a "2". This will cause labels to be produced ONLY for the Parent/Guardian #2 entries on the Emergency Screen if an address was entered.

INDIVIDUAL STUDENTS

By placing an "X" in this field (THE CURRENT/NEXT FIELD MUST CONTAIN A "C" in order to use this option), you will be displayed a menu of options for selecting individual students (Figure 9-5I). This menu will not appear until after the LABEL SEQUENCING screen (Figure 9-5H).

After all entries have been made on the STUDENT LABELS SELECTION screen 2 (Figure 9-5H) and you have pressed ENTER, the LABEL SEQUENCING screen (Figure 9-5I) will appear if you placed an 'X' next to any of the fields for sequencing.

Remember, if you choose no fields for sequencing, the labels will be printed in family code sequence.

Only those fields selected on the STUDENT LABELS SELECTION screen (Figure 9-5A) will be highlighted with an area open for the entry of a sequencing number. In the following example, to print the labels in grade/alpha sequence, a 1 would be entered next to the word "Grade" and a 2 would be entered next to the word "Student Name". Then, press ENTER.

C11 Student Labels - Sort Options	
Number selected items in desired order sequentially (beginning with 1).	
<u>Item</u>	<u>Enter Number</u>
Grade	<u>3</u>
Student Name	<u>4</u>
Zip Code	
Locker Number	
Home Phone	
Sex	<u>1</u>
Cur Yr School	
Homeroom	
Immun. Auth. Code	
Birth Date	
Ethnic	<u>2</u>
Neighborhood	
Counselor	
Next Year School	
Team Code	
Period	
Teacher	
ENTER=Continue, F16=Return to Selection Screen	

Figure 9-5I. LABEL SEQUENCING SCREEN

If an 'X' was entered at the bottom of the STUDENT LABELS SELECTION screen 2 (Figure 9-5G) to select individual students, the SELECT INDIVIDUAL STUDENTS MENU (Figure 9-5J) will appear AFTER THE LABEL SEQUENCING SCREEN (if fields were selected for sorting).

C11	Student Labels Selection of Individual Students
	By User Definable A1 F1 By User Definable B1 F2 By User Definable C2 F3 By User Definable D2 F4 By User Definable E3 F5 By User Definable Next Year A1 F6 By User Definable Next Year C2 F7 By Individual Student IDs F8 By Teacher, Class, Term, or Period F9 By Club, Honor, Award, etc. F12 By Honor Roll F13 Exit without printing F16

Figure 9-5J. SELECT INDIVIDUAL STUDENTS MENU

If F1 is selected from the SELECT INDIVIDUAL STUDENTS MENU (Figure 9-5J), the SELECT LABELS BY USER DEFINABLE A1 screen (Figure 9-5K) will appear.

C11	Student Labels Select Students by User Definable A1 Code
	Enter codes to be selected: _ _ _ _ _
	Leave blank to select all records with any value in the A1 field.
	ENTER=Continue, F16=Return to Menu

Figure 9-5K. SELECT LABELS BY USER DEFINABLE A1 SCREEN

If you want to select only those students with certain values in the User Definable A1 Field, enter those codes on the screen. Otherwise, leave the "Codes to be Selected" blank, and any student with any value in the User Definable A1 Field will be selected for printing. You cannot select students whose A1 Field is blank.

If F2 is selected from the SELECT INDIVIDUAL STUDENTS MENU (Figure 9-5J), the SELECT LABELS BY USER DEFINABLE B1 screen (Figure 9-5L) will appear.

If F7 is selected from the SELECT INDIVIDUAL STUDENTS MENU (Figure 9-5J), the SELECT LABELS BY USER DEFINABLE NEXT YEAR C2 screen (Figure 9-5Q) will appear.

C11 Student Labels
Select Students by User Definable Next Year C2 Code

Enter codes to be selected: _ _ _ _ _

Leave blank to select all records with any value in the Next Year C2 field.

ENTER=Continue, F16=Return to Menu

Figure 9-5Q. SELECT LABELS BY USER DEFINABLE NEXT YEAR C2 SCREEN

If you want to select only those students with certain values in the User Definable Next Year C2 Field, enter those codes on the screen. Otherwise, leave the "Codes to be Selected" blank, and any student with any value in the User Definable Next Year C2 Field will be selected for printing. You cannot select students whose Next Year C2 Field is blank.

If F8 is selected from the SELECT INDIVIDUAL STUDENTS MENU (Figure 9-5J), the SELECT LABELS BY INDIVIDUAL STUDENT IDS screen (Figure 9-5R) will appear.

C11 Student Labels
Select Students by Individual Student IDs

Enter student IDs of labels needed:

Grid of 8 columns and 12 rows of horizontal lines for entering student IDs.

(To select a student label for printing, simply enter the student's ID above.)

ENTER=Validate, F5=Student Roster, F16=Exit

Figure 9-5R. SELECT LABELS BY INDIVIDUAL STUDENT IDS SCREEN

Up to one hundred and four individual students can be entered on this screen. Press ENTER to validate when all the desired student ID numbers have been keyed in. NOTE: students can be entered more than one time to produce multiple labels for the same student. Press ENTER again to process the labels, F12 to reenter the screen for any corrections, or F16 to exit.

You have the option of pressing F5 for assistance in keying in student ID numbers. The STUDENT ROSTER OPTION screen (Figure 9-5S) will be displayed.

C11

Student Labels

Student Roster Option

Optional beginning student name: _____

Optionally, restrict to grade __ and/or sex _

NOTE: If a student is selected from the roster, that student's ID number will be placed in the first blank slot on the previous screen in the 'Student ID' column. If there are no available slots, the selected ID will NOT be placed on the previous screen.

ENTER=Search for Student, F16=Exit

Figure 9-5S. STUDENT ROSTER SCREEN

The STUDENT ROSTER OPTION screen (Figure 9-5S) allows you to enter a partial or complete student name to access the STUDENT NAME SEQUENCE screen (Figure 9-5T). You can also restrict the roster to grade level and/or sex.

Student Name Sequence	Student Labels	F23=Show Parent Name
C11 F20=Print Screen		F24=Show Locker, HR, WD
<u>F</u> Number	<u>Student Name</u>	<u>S</u> Gr x Phone Address Zip
1 O980020	Baker, xxxxxx	09 F 875-8888 13456 Rustic Dr 46516
2 J980023	Banks, xxxxxx x	09 F 293-5555 78952 CR 6 46517
3 W980030	Baron, xxxxxxxx	09 F 522-2222 23989 CR 12 46516
4 E980020	Bellino, xxxxxxxx x	09 F 293-7777 56762 Willow Dr 46516
5 E980030	Best, xxxxxx x	09 F 294-3333 1201 CR 21 46516
6 S980010	Bleiler, xxxxxx	09 F 875-4444 23065 Happydale Dr 46517
7 E980050	Books, xxxxxx x	09 F 875-1111 58417 CR 18 46526
8 O980040	Brenneman, xxxxxxxx	09 F 875-6666 58458 Oaktree Ct 46516
9 E980070	Brewton, xxxxxxxx x	09 F 294-9999 56714 Summit Dr 46516
10 W980070	Bushong, xxxxxx	09 F 293-1234 22924 Laura Lane 46517
11 O980060	Call, xxx	09 F 875-5678 22429 Forestview Dr 46526
12 J980086	Cassity, xxxxxx x	09 F 293-9101 27866 Knock Knoll Dr 46517
13 W980090	Chaffee, xxxxxxxxxx	09 F 295-1213 27449 Calhoun Dr 46517
14 O980090	Chupp, xxxxxx	09 F 875-1415 58558 Kentucky Ave 46516
15 E980100	Cittadine, xxxxxxxx	09 F 295-1617 23639 Briarwood Ln 46516

ENTER=More Students, F1-15=Select Corresponding Student, F18=Prev, F16=Exit

Figure 9-5T. STUDENT NAME SEQUENCE SCREEN

From the STUDENT NAME SEQUENCE screen (Figure 9-5T), one of the following options can be taken:

ENTER View the next screen of students alphabetically.

F1-15 Select the corresponding student's record.

- F16** Exit this screen.

- F18** Return to the previous full screen of students. This function will work for up to 20 previous screens. However, it will never go further back than the point that you started!

- F20** Print a copy of the screen currently being displayed.

- F23** Change the last column which currently shows "Address and Zip" to instead show parents' names.

- F24** Change the last column which currently shows "Address and Zip" to instead show school, withdrawn code, withdrawn date, locker, and homeroom.

If you select the corresponding function key, that student's number will automatically be pulled into the SELECT LABELS BY INDIVIDUAL STUDENT IDS screen (Figure 9-5Q) in the first blank space.

If F9 is selected from the SELECT INDIVIDUAL STUDENTS MENU (Figure 9-5J), the SELECT STUDENTS BY TEACHER, CLASS, TERM OR PERIOD screen (Figure 9-5U) will appear.

```

C11                               Student Labels
                                Select Students by Teacher, Class, Term, or Period

Optionally, enter specific teachers to be printed (F15=Teacher Help):
_____

Optionally, enter specific classes to be printed* (F12=Crs Mstr Help):
_____

Term code to be processed (0-5, 9, S, A-F, or blank for all):
- - - - -

Periods to be processed (01-99, or blank for all):
_____

ENTER=Continue, F12=Course Master Help, F15=Teacher Help, F16=Exit
    
```

Figure 9-5U. SELECT LABELS BY TEACHER, CLASS, TERM OR PERIOD SCREEN

Specific teachers to be printed:
 Leave these fields blank to print for all teachers, or enter up to ten teacher numbers to print for specific teachers. F15 can be used for teacher help.

Specific classes to be printed:
 Leave these fields blank to print for all classes, or enter up to six course numbers to print for specific classes. You can specify courses without section numbers. If the student is enrolled in more than one of the courses entered, this process will produce only 1 label for the student. F12 can be used for course master help.

Term_code_to_be_processed:

Leave these fields blank to process for all terms, or enter up to eight valid term codes to process for specific terms.

Periods_to_be_processed:

Leave these fields blank to process for all periods, or enter up to eight periods to process for specific periods.

If F12 is selected from the SELECT INDIVIDUAL STUDENTS MENU (Figure 9-5J), the SELECT LABELS BY CLUB OR ACTIVITY screen (Figure 9-5V) will appear.

```

C11                               Student Labels
      Select students in a particular club or activity

                                Type:  _
                                Code:  ____
                                School Year: 00 01
  
```

F12=Review the Code File defined by the System Administrator
 ENTER=Continue, F16=Exit

 Figure 9-5V. SELECT LABELS BY CLUB OR ACTIVITY SCREEN

Enter the club type, code and school year of the club or activity to be processed. F12 can be pressed for code file help.

If F13 is selected from the SELECT INDIVIDUAL STUDENTS MENU (Figure 9-5J), the SELECT LABELS BY HONOR ROLL screen (Figure 9-5W) will appear.

```

C11                               Student Labels
      Select students who attained a particular honor roll

                                School Year: 01 02
                                Grade Period: 4 (1-6) or Sem:  _ (1-4)
                                Which Honor Roll: 1 (Level 1, 2, or 3)
  
```

To select a grade period honor roll, enter a grade period of 1-6 and leave the semester field blank.

To select a semester honor roll, leave the grade period field blank and enter a semester of 1-4.

Grade period and semester honor rolls cannot be selected at the same time.

ENTER=Continue, F16=Exit

 Figure 9-5W. SELECT LABELS BY HONOR ROLL SCREEN

Enter the school year, grade period or semester, and honor roll to be processed.

From the STUDENT COUNTS, REPORTS, AND LABELS MENU (Figure 9), press F6 to print a listing of the Daily Meal Count. The PRINT DAILY MEAL COUNT screen (Figure 9-6A) is displayed.

C11

Print Daily Meal Count

Reporting period: __ __ __ thru __ __ __

Include out-of-district? Y (Y/N)
 Foreign exchange students? Y (Y/N)
 Print summary report only? N (Y/N/E/T)

Y = Print summary report without showing students who were excluded
 N = Print detail report showing students included, excluded, and summary
 E = Print summary report and also show students who were excluded
 T = Print total line only

Minimum attendance factor: 96.50 (set by System Administrator)

Enter free/reduced lunch values for each category:

Full pay: _ _ _ _ _
 Free lunch: 0 _ _ _ _ _
 Reduced: 5 _ _ _ _ _

ENTER=Continue, F16=Exit

Figure 9-6A. PRINT DAILY MEAL COUNT SCREEN

Enter the selection criteria based on the following data entry requirements.

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

REPORTING PERIOD Required. Enter the beginning and ending dates (MM DD YY) desired for this report. (6 N + 6 N)

INCLUDE OUT OF DISTRICT Required. Enter a 'N' to indicate no, don't include out-of-district students or a 'Y' to indicate yes, include out-of-district students on this report. (1 A)

FOREIGN EXCHANGE STUDENTS Required. Enter an 'N' to indicate no, don't include foreign exchange students or a 'Y' to indicate yes, include foreign exchange students on this report. (1 A)

PRINT SUMMARY REPORT ONLY Required. Enter a 'Y' to print a summary report without showing students who were excluded. Enter an 'N' to print a detail report showing students included, excluded, and summary. Enter an 'E' to print a summary report and also show students who were excluded. Or, enter a 'T' to print a total line only. (1 A)

MINIMUM ATTENDANCE FACTOR Non-modifiable. The minimum attendance factor is set by the System Administrator on the District Control Screen and cannot be modified here.

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

FREE/
REDUCED
LUNCH
VALUES

Required. Free/reduced lunch codes are letters and/or numbers that have been denoted on each student's record or on only those students receiving free or reduced lunches. If full pay students have not been coded, no value needs to be entered on the "Full pay" line. At least one code must be entered on the "Free lunch" line and the "Reduced" line.

After keying in all the required data, press ENTER to continue. If all the data is correct, press ENTER again to generate the report, or press F16 to reenter any data.

This report may be optionally run at the district level instead of at the individual school. If the district code is entered for accessing this function, the PRINT DAILY MEAL COUNT screen 2 (Figure 9-6B) will appear.

C00

Print Daily Meal Count

Reporting period: __ __ __ thru __ __ __

Include out-of-dist? N (Y/N) Foreign exch? N (Y/N) Summary only? Y (Y/N/E/T)

Select all schools to be printed for the above period, by entering an 'X':

- C21 Park Hill El C22 Meadowlane C24 Terrace Ridge C25 Lake Street
- C31 Ridge Middle C32 Hart Middle C33 Newton Mid C41 West High
- C42 Adams High C43 Central High C44 West High

ENTER=Continue, F16=Exit

Figure 9-6B. PRINT DAILY MEAL COUNT SCREEN 2

This screen allows for the same selection options as the PRINT DAILY MEAL COUNT screen 1. Additionally, all schools in the district will be shown on the screen so that specific schools can be selected by entering an "x" to the left of the school ID.

If the "Totals Only" option is selected at the district level, each school's total will print on a single line. Elementaries will be printed first with a total for all elementaries, followed by all middle schools, with a total for middle schools, etc., with a grand total at the end. If a student has no free lunch code, he/she will be considered paid.

From the STUDENT COUNTS, REPORTS, AND LABELS MENU (Figure 9), press F7 to print Class Lists. The CLASS LIST SELECTION screen (Figure 9-7A) is displayed. This listing can be run for individual schools or for the entire district.

C11 Class Lists

Enter the Appropriate Selector
Code from the Legends: _

		<u>Selector</u>	<u>Code</u>	<u>Terms to be Selected</u>
			9	All Terms (0123456789ABCDEF9)
			1	1st Semester (012ABC9)
			2	2nd Semester (345DEF9)
			3	3rd Trimester (6789)
			4	1st Quarter (029)
			5	2nd Quarter (129)
Selector			X	2nd Quarter Only (1)
Code	<u>Terms to be Selected</u>		6	3rd Quarter (359)
A	1st 6 Weeks (A29)		7	4th Quarter (459)
B	2nd 6 Weeks (B29)		Q	4th Quarter Only (4)
C	3rd 6 Weeks (C29)		S	Summer School (S)
D	4th 6 Weeks (D59)		Y	2nd Semester Only (5)
E	5th 6 Weeks (E59)			
F	6th 6 Weeks (F59)			
P	1st & 2nd Semester (25)			

ENTER=Continue, F16=Exit

Figure 9-7A. CLASS LIST SELECTION SCREEN

Select the appropriate code for the terms that you want to appear on the listing. The numbers and letters in parenthesis to the right of the descriptions are the terms actually selected for the class lists (e.g., selector code 2 selects terms 3, 4, 5 and 9, which is the third and fourth nine weeks, second semester and all year courses).

Select the code and press ENTER. The terms selected will be highlighted. Press ENTER again. The CLASS LIST SORT screen (Figure 9-7B) is displayed.

CHS Class Lists

Sort Code from Legend at Right: _

<u>Code</u>	<u>Sorting Sequences</u>
1	Course Nbr & Period
2	Course Number
3	Dept./Teacher Name & Prd
4	Teacher Name & Period
5	Term/Course Number
6	Term/Teacher Name & Prd
7	Bldg/Teacher Name & Prd

ENTER=Continue, F16=Exit

Figure 9-7B. CLASS LIST SORT SCREEN

Select the desired sort code and press ENTER. This screen will always default to the last sort code used when running class lists. Sort code 7 is usually used when running class lists at the district level. For this sort, the building code in each course section is used to pull classes of students together across the district. If you want to pull all students in the district whose building code is a particular value, you can enter the specific

building on the next screen.

9-7. CLASS LISTS

9-7

(Continued)

The CLASS LIST FORM screen (Figure 9-7C) is displayed.

```

C11                                CLASS LISTS

Optionally, enter specific teachers to be printed (F15=Teacher Help):
  _____

Optionally, enter specific classes to be printed* (F12=Crs Mstr Help):
  _____

Optionally, enter periods of the day to be printed:  _____
Optionally, enter specific room bldg to be printed:  _____
Additional field selection
STN: N Birthdt: N Age: N Locker: N Comb: N Parent: N Phone: N Ethnic: Y HR: N
SE: Y      Concerns/Cond: N Y=Yes, N=No, C=Only print students with concerns
                        X=Only print students with concerns, no detail
Address: 1 H=Home address, 1=Parent #1 address, N=No address
User ID: N Password: N Work Phone #1: N Lunch Assignment: N (Y/N)
Print Control Spacing: 2 (1-3) Narrow/Wide: N (N/W) Separator: N (Y/N)
Copies: 01 (1-99) Use Preprinted Form: N (Y=Yes/N=No/L=Laser Form)
On narrow version, print area codes? N (Y/N)
Regardless of the fields selected above, if you respond 'Y' to 'Use Pre-
printed Form', only student name, ID, grade, and sex will be printed.
* Course sections can be blank, and course numbers can be masked.

ENTER=Continue, F8=Sample Print Layout, F12=CM, F15=Teachers, F16=Exit

```

Figure 9-7C. CLASS LIST FORM SCREEN

The above screen allows for the flexible selection of classes to be printed by:

1. Teacher
2. Course
3. Period of the Day
4. Specific Room Building

Or, any combination of the above four!

Select by teacher

Enter the specific teacher numbers of the teacher's classes to be printed. If you need help for the teacher numbers, press F15 to search by teacher name. Once you find the desired teacher, press the corresponding function key and the teacher number will automatically be plugged into the first empty teacher number slot on the screen. You may again select F15 to find additional teachers, if desired.

Select by class

1. To select an entire department (e.g., to select all MATH classes), enter the department code in the first position of the course field.
2. To select all sections of a particular class, enter the course number only. Leave the section blank.
3. To select all classes that match certain characters in a course number, enter only those characters to be matched, and leave the section blank.

Select_by_class (cont'd)

4. To select an exact class, enter the complete course and section number. F12 can be used for help. When you find the desired course on the Course Master Help Screen, press the corresponding function key and the course and section number will automatically be plugged into the first empty course slot on the screen. If you instead use the Course Title File Help, the course number will be plugged into the screen, without a section number.

Select_by_period_of_the_day

1. To select all classes that are taught during a particular period or periods of the day, enter the exact period numbers.

Select_by_specific_room_bldg

1. This is best utilized at the district level where you can select a course master building to be printed. This will give combined class lists of students from different schools. Also, this can be used at an individual school to restrict which course master building should be printed.

Additional field selection

In addition to the standard class list fields (student name, student ID, grade level and sex), you may optionally select additional fields to be printed, as long as you are not using the pre-printed form. The pre-printed form has no room for additional fields. To select a field for printing, simply enter a "Y" after the field name. The following additional fields are available:

STN #, Birthday, Age, Locker, Combination, Parent Name, Phone, Ethnic, Homeroom, Special Ed, Concerns/Conditions, Address, User ID, Password, Work Phone #1, Lunch Assignment

NOTE 1: If the options to print student's User ID and Password are selected, no other additional fields can be chosen at the same time.

NOTE 2: If the option to print lunch assignment is selected, the lunch code will appear to the right of the student's name. If a student has no lunch assignment, two asterisks will appear for the lunch assignment. This feature works only if you tag lunches to certain course sections. This will not work if you have lunch as a separate course. If you have lunches in more than one period, make sure all of the lunch periods have been selected. If you have lunches during periods 4 & 5 and you select only period 4, the lunch codes will not be correct for all students.

NOTE 3: If the option to print student's Special Ed code is selected, the code printed will be the one character local code or two character state code, based on the user's preference at the time the list is run (Session Defaults, F23). A separate special ed total will be printed at the end of each class/homeroom.

If phone, locker or combination is selected but parent name is not, the address (if selected) will be moved up to that printline to save space. Otherwise, the address will print on a separate line followed by the city, state, and zip on the next line after the address.

The entries made here for field selection will be stored as the default values for the next time the class lists are requested to be printed.

PRINT CONTROL:**Spacing**

Enter a number from 1 to 3, indicating the report spacing (1=single spaced, 2=double spaced, etc.). This feature can be helpful when room is needed between student's names for making notations.

Paper Width

If you will not be using the pre-printed multi-part class list form, you may select a narrow "N" (80 character) or wide "W" (132 character) width for your report.

Separator

Enter a "Y" to indicate you want a separator line between students. Enter an "N" to indicate you do not want a separator line between students.

Number of Copies to be Printed

The standard default will be 1 copy, but this can be changed to any number from 01-99.

Form Selection

If you will be using the pre-printed multi-part class list form, enter "Y". If you will not be using the pre-printed multi-part class list form but want that format for your printout on stock paper, enter "Y". If you want to use the stock paper format, as described on the screen, enter "N". Enter an "L" to print laser-generated class lists. This looks like the preprinted form, but the laser printer generates all the lines. This option requires the use of a special laser printer.

On Narrow Version, Print Area Codes?

Enter a "Y" to indicate you want to print the area code on the narrow version of the Class List. Enter an "N" if you do not want to print the area code on the narrow version.

To view sample print layouts of the three options available, select F8 from the CLASS LIST FORMS screen (Figure 9-7C). The SAMPLE CLASS LIST PRINT LAYOUT screen (Figure 9-7E) will be displayed.

SAMPLE PRINT LAYOUTS

Printing on a preprinted form - 1 line per student

Line 1, Columns 3-80:

AAAAAAA_BB_EEEEEEEEEEEEEEEEEEEEEEE_CC_D_____

Printing on stock paper, narrow (80 characters) - 2 lines per student

Line 1, Columns 3-80:

AAAAAAA_BB_CC_D_FFFFFFFFFFFFFFFFFFFFFFFFFFFFFFFFFFFFFF_GG-GG-GG_HH_____

Line 2, Columns 3-80:

_____IIIIII_JJ-JJ-JJ_KKKKKKKKKKKKKKKKKKKKKKKKKKKKK_LLL-LLLL_____

Printing on stock paper, wide (132 characters) - 1 line per student

Line 1, Columns 1-78:

AAAAAAA_BB_CC_D_FFFFFFFFFFFFFFFFFFFFFFFFFFFFFFFFFFFFFF_GG-GG-GG_HH_III_____

Line 1, Columns 79-132:

III_JJ-JJ-JJ_KKKKKKKKKKKKKKKKKKKKKKKKKKKKK_LLL-LLLL_____

LEGEND

_ =Blank, A=Student ID, B=Single Semester Selection Indicator, C=Grade Level, D=Sex, E=Student Name truncated to 21 positions, F=Full Student Name & Nickname, G=Birthdate, H=Age, I=Locker, J=Combination, K=Parent Name, L=Home Phone

ENTER/F16=Return to previous screen

Figure 9-7E. SAMPLE CLASS LIST PRINT LAYOUT SCREEN

Ready to create the report?

Make all necessary entries on the CLASS LIST FORM screen (Figure (9-7C)), then press ENTER to continue, or F16 to exit without printing. You will be returned to the STUDENT COUNTS, REPORTS, AND LABELS MENU (Figure 9) upon completion.

From the STUDENT COUNTS, REPORTS, AND LABELS MENU (Figure 9), press F8 to print Homeroom Lists. The HOMEROOM LIST SELECTION screen (Figure 9-8A) is displayed.

At the elementary level, homeroom lists are usually used as class lists. At the secondary level, homeroom lists are used for the homeroom or advisory time period.

NOTE: This function is allowed at the school level only and cannot be processed at the district level (school code = 00).

```

C11                                HOMEROOM LISTS

Selections:
  Grades:  _ _ _ _ _ _ _ _ _ _ _ _ _ _ (Blank for first 12 gr levels)
  Status:  A  A=Active, W=WD, B=Both Active & WD          Totals only:  N  (Y/N/E)
  Cur/NY:  C  C=Current Year Homeroom, N=Next Year Homeroom

Sequence: (Specify sort sequence by entering numbers.  F1=Help)
  Homeroom: 1      Grade: 2      Student Name: 3

Optionally, enter specific homerooms to be printed (F15=Teacher Help):

Should the following fields be included on homeroom list?      STN N
  Birthdate N  Age N  Locker N  Comb N  Parent N  Addr N  Phone N  Ethnic N
  SE N  Concerns/Cond N  Y=Yes, N=No, C=Only print students with concerns
                          X=Only print students with concerns, no detail

Print Control:
  Copies 01 (1-99)  Preprinted Form N (Y/N)  Width N (N/W)  Spacing 1 (1-3)

Regardless of the fields selected above, if you respond Y to 'Preprinted Form',
  only student name, ID, grade, and sex will be printed.

ENTER=Continue, F8=Sample Print Layout, F15=Teacher Help, F16=Exit

```

Figure 9-8A. HOMEROOM LIST SELECTION SCREEN

Grade Selection

Leave the grade level selection fields blank to select all grade levels for your school. (NOTE: You will never see more than 10 grade levels at one time on the narrow version of the report. You will never see more than 12 grade levels on the wide version of the report.) To select specific grade levels, enter up to twelve grade levels in the fields available. Be careful with this selection. For example, if you enter a '06' to select grade level 6, this means that all homerooms are selected for printing, but only those with 6th grade students will be printed. If students in other grades are enrolled in the same homerooms, they will not appear on the list.

Status Selection

This field will always default to a value of "A" (Active), but can be changed to a "W" (Withdrawn students only), or a "B" (Both Active and Withdrawn).

Totals Only

Enter a "Y" to print homeroom totals only. Enter an "N" to indicate you want to print the detailed listing of all students in each homeroom. Enter an "E" to indicate you want to print ethnic totals only.

Homeroom Selection

Enter "C" to select Current Year Homeroom assignments or "N" to select Next Year Homeroom assignments. For next year homeroom:

1. Only those students with a non-blank "next year homeroom" field will be included. The "next year homeroom" field can be maintained on the Miscellaneous Data Screen (F8-8-21) or field #52 in Data Base Management (F8-17).
2. Future students will be included.
3. The Next Year Teacher master will be used to determine the correct teacher names (maintained in F12-3-1).

Sequence Selection

Enter numbers to specify the sort sequence. A "2" after Student Name will sequence alphabetically within homeroom. A "2" in Grade and a "3" in Student Name will sequence alphabetically within grade within homeroom.

Select specific homerooms to be printed

Leave this area blank to print all homerooms, or, enter up to six homerooms to select individually. F15 can be used for help for teachers. The TEACHER HELP screen 1 (Figure 9-8B) will be displayed.

CHS

Teacher_Search

Enter complete or partial teacher name
and press ENTER

F16=Exit

Figure 9-8B. TEACHER HELP SCREEN 1

Enter a complete or partial teacher name and press ENTER. The TEACHER HELP screen 2 (Figure 9-8C) will be displayed. NOTE: Ethnic totals by sex will be displayed for each homeroom. Press F24 to display ethnic totals only.

CHS				Teacher_Search						F24=Ethnic totals only			
F	Name	Homerm	Gr	*Total*	AMER	IN	BLACK,N	HISPANI	ASIAN/P	WHITE,N	MULTI-R		
				Fem	Mal	Fem	Mal	Fem	Mal	Fem	Mal		
1	PARCELL	142	09	12	13				1	11	13		
2	PERRIN	201	10	9	14		1			8	14		
3	PIPPENGER	302	11	14	10			1	1	1	8		
4	PYLE, F	205	09	8	11	1	1				11		
5	PYLE, L												
6	QUEENER	110	10	10	12	1	1	1	4	5	10		
7	REDMOND	310	11	8	5			1		8	4		
8	RIDER												
9	ROBERTS	108	12	19	25	1	1	1	1	16	24		
10	ROBINSON	144	10	12	13		1	1	1	11	11		
11	ROGGEMAN	203	11	14	12			2		14	10		
12	RONCHETTI	GUID											
13	ROTH	119											
14	ROUTHIER,P	115											
15	ROUTHIER,M	148	12	14	9		1			13	9		

ENTER=More Names, F1-15 Select Corresponding Teacher/Homeroom, F16=Exit

F

Figure 9-8C. TEACHER HELP SCREEN 2

When you find the teacher who is teaching the homeroom desired, press the corresponding function key and the homeroom number will automatically be plugged into the first empty homeroom slot on the HOMEROOM LIST SELECTION screen (Figure 9-8A).

Fields to be printed on the homeroom list

In addition to the standard homeroom list fields (student name, student ID, grade level and sex), you may optionally select additional fields to be printed, as long as you are not using the pre-printed form. The pre-printed form has no room for additional fields. To select a field for printing, simply enter a "Y" after the field name. The entries made here for field selection will be stored as the default values for the next time the homeroom lists are requested to be printed.

Follow these guidelines for the "Addr" (Address) field:

- H = print home address
- 1 = print parent #1's address, but if blank, print home address
- N = don't print address

NOTE: If the option to print student's Special Ed code is selected, the code printed will be the one character local code or two character state code, based on the user's preference at the time the list is run (Session Defaults, F23). A separate special ed total will be printed at the end of each class/homeroom.

Follow these guidelines for the "Concerns/Conditions" field:

- Y** = Yes, include concerns/conditions on the regular class list. This option will also print the additional information recorded on the individual student's concerns/conditions record.
- N** = No, do not include concerns/conditions on the regular class list.
- C** = Print class lists containing only those students with a concern/condition. This option will also print the additional information recorded on the individual student's concerns/condition record.
- X** = Print only those students with a concern/condition. This option will not print the additional information recorded on the student's concerns/conditions record.

Number of Copies to be Printed

The standard default will be 1 copy, but this can be changed to any number from 01-99.

Form Selection

If you will be using the pre-printed multi-part homeroom list form (same as class list form), enter "Y". If you will not be using the pre-printed multi-part homeroom list form but want that format for your printout on stock paper, enter "Y". If you want to use the stock paper format, as described on the screen, enter "N".

Paper Width

If you will not be using the pre-printed multi-part class list form, you may select a narrow (80 character) or wide (132 character) width for your report.

Spacing

Enter a number from 1 to 3, indicating the report spacing (1=single spaced, 2=double spaced, etc.). This feature can be helpful when room is needed between student's names for making notations.

To view sample print layouts of the three options available, select F8 from the HOMEROOM LIST SELECTION screen (Figure 9-8A). The SAMPLE HOMEROOM LIST PRINT LAYOUT screen (Figure 9-8D) will be displayed.

SAMPLE REPORT FORMATS

Printing on a preprinted form - 1 line per student

Line 1, Columns 3-80:

AAAAAAA EEEEEEEEEEEEEEEEEEEEEEE CC D

Printing on stock paper, narrow (80 characters) - 2 lines per student

Line 1, Columns 3-80:

AAAAAAA CC D FF GG-GG-GG HH

Line 2, Columns 3-80:

IIIIII JJ-JJ-JJ KKKKKKKKKKKKKKKKKKKKKKKKKKKKK LLL-LLLL

Printing on stock paper, wide (132 characters) - 1 line per student

Line 1, Columns 3-80:

AAAAAAA CC D FF GG-GG-GG HH IIII

Line 1, Columns 81-132:

II JJ-JJ-JJ KKKKKKKKKKKKKKKKKKKKKKKKKKKKK LLL-LLLL

LEGEND

=Blank, A=Student ID, B=(Not used on homeroom lists), C=Grade Level, D=Sex E=Student Name truncated to 21 positions, F=Full Student Name and Nickname, G=Birthdate, H=Age, I=Locker, J=Combination, K=Parent Name, L=Home Phone

ENTER/F16=Return to previous screen

Figure 9-8D. SAMPLE HOMEROOM LIST PRINT LAYOUT SCREEN

Ready to create the report?

Make all necessary entries on the HOMEROOM LIST SELECTION screen (Figure (9-8A), then press ENTER to continue, or F16 to exit without printing.

The HOMEROOM TOTALS NOT UPDATED screen (Figure 9-8E) or the HOMEROOM TOTALS UPDATED SCREEN (Figure 9-8F) will be displayed after ENTER is pressed. Either screen will be displayed depending on whether or not the selection parameters result in the totals being updated. Totals are updated when all of the following conditions exist:

- 1. The "Grades" selection parameter is left blank.
2. The "Status" selection parameter contains a value of "A".
3. The "Cur/NY" selection parameter contains a value of "C".
4. The "Concerns/Conditions" parameter contains a value of "Y" or "N".

C11

Homeroom totals WILL NOT be updated.

Totals are updated when all of the following conditions exist:

1. The 'Grades' selection parameter is left blank.
2. The 'Status' selection parameter contains a value of 'A'.
3. The 'Cur/NY' selection parameter contains a value of 'C'.
4. The 'Concerns/Conditions' parameter contains a value of 'Y' or 'N'.

ENTER=Continue, F16=Return to previous screen

Figure 9-8E. HOMEROOM TOTALS NOT UPDATED SCREEN

C11

Homeroom totals WILL be updated.

ENTER=Continue, F16=Return to previous screen

Figure 9-8F. HOMEROOM TOTALS UPDATED SCREEN

You will be returned to the STUDENT COUNTS, REPORTS AND LABELS MENU (Figure 9) when the print file has been generated.

If you have any problems with the homeroom listing printing incorrectly, please review the homeroom assignments for the teachers on the Teacher Master File (see section 3). The homeroom numbers entered on the Teacher Master File control the room assignment numbers for this listing, regardless of the rooms entered for the teacher on the Course Master File.

Also, the primary grade level taught by each teacher must be filled in on the Teacher Master File (F3-1) in order to appear correctly.

NOTE: Homeroom totals will be updated on the Teacher Master file if this report is processed for all grade levels and only "active" (A) students.

NOTE: Teacher tallies will not be maintained on the Next Year Teacher Master file (F12-3-1). This is a current year function only, used for the homeroom help screen in F8-8-4. Therefore, you will need to run homeroom lists after rollover to update the counts on the teacher master.

From the STUDENT COUNTS, REPORTS, AND LABELS MENU (Figure 9), press F9, 10, or 11 to print Student Schedules. The SCHEDULE PARAMETERS screen (Figure 9-9A) is displayed.

CHS Please define parameters for student schedules:

	Grade	Fee 1/Description	Fee 2/Description	Fee 3/Description
X	09	4.00 HANDBOOK	1.00 STUDENT_ID	2.00 MISC
-	10	4.00 HANDBOOK	1.00 STUDENT_ID	
X	11	2.00 CONVOCATION	1.80 GUIDANCE	5.00 TECHNOLOGY
x	12	3.00 CONVOCATION	1.00 STUDENT_ID	
-	-	-	-	-
-	-	-	-	-
-	-	-	-	-
-	-	-	-	-
-	-	-	-	-
-	-	-	-	-
-	-	-	-	-
-	-	-	-	-

ENTER=Continue, F16=Exit

Figure 9-9A. SCHEDULE PARAMETERS SCREEN

Place an "X" in the field to the left of the grade level field to indicate which grades should have schedules printed. Also indicate the fee descriptions (up to three) for each grade level. The arrow shown on the left of the screen points to the lines where 11th grade fees would be entered.

NOTE: This screen (F9-9A), is where the grade levels can be entered so that they appear for selection in F9-10, F9-11, F9-12, and F9-13. If the correct grade levels are not appearing in any of the F9-10 thru F9-13 screens, simply enter the grade levels on this screen and press ENTER on this screen and the next. Then the correct grade levels will appear in F9-10 thru F9-13.

Press ENTER to display the COMMENT DEFINITION screen (Figure 9-9B).

C11 Please define any comments to appear on schedules:

Grade	Comment
09	9th grade comment
10	10th grade comment
11	11th grade comment
12	12th grade comment

ENTER=Continue, F16=Exit

Figure 9-9B. COMMENT DEFINITION SCREEN

Optionally enter a comment to appear on schedules. The comments are defined by grade level. If you want the same comment to appear for all grade levels, type that comment on each grade level's line.

Press ENTER to display the FORMS DEFINITION screen (Figure 9-9C).

C11	STUDENT SCHEDULE FORMS DEFINITION
Enter code to define which schedule form you are using: <u>11</u>	
01 = Old format (Course #, Title, Fees, Period, Term, Teacher, Room, Days)	
02 = New format (Course #, Title, Period, Term, Teacher, Fees, TBR, Room, Days)	
03 = Merrillville & Whiting Schools format	
04 = Evansville-Vanderburgh Schools fee statement	
05 = East Allen County and Vigo County Schools fee statement	
06 = Standard Register laser printer, 1 schedule per page	
07 = Standard Register laser printer, 2 schedules per page (different students)	
08 = Narrow paper, 1 schedule per page	
09 = Narrow paper, 2 schedules per page (different students)	
10 = Narrow paper, 2 schedules per page (different students), laser printer	
11 = Evansville-Vanderburgh Schools book rental form	
Additional options for format 08 or 11:	
Show current fee balance from F11-2?: <u>Y</u> (Y=Yes, N=No, B=Cur+Prior)	
Comment: _____	

ENTER=Continue, F16=Exit	

Figure 9-9C. FORMS DEFINITION SCREEN

Enter the code of the schedule you are using and press ENTER to continue or F16 to exit. NOTE: Form numbers 06 and 07 require a special laser printer. Without the laser printer, the schedules will always print 1-per-page, similar to the "narrow schedule" format you will find in F9-11.

FOR FORM #11 ONLY: A student's city, state, school name, and a second ID have been added to the spool file. The COMMENT line applies to Form #11 only.

SHOW CURRENT FEE BALANCE FROM F11-2? - applies to format 8 and 11.

FOR FORM #04 ONLY: If you are using FORM #04, an additional screen will be displayed (Figure 9-9D).

C11 STUDENT SCHEDULE FORMS DEFINITION

Should totals be printed at the bottom of each receipt? Y (Y/N)

Course master buildings to be printed: ___ ___ ___ ___ ___ (Blank for all)

Include/exclude the above buildings: I (I/E)

ENTER=Continue, F16=Exit

Figure 9-9D. FORM #04 SCREEN

Follow the data entry guidelines below when entering the selection criteria:

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

TOTALS Required. Enter a "Y" (yes), to indicate that totals should be printed at the bottom of each receipt. Enter an "N" (no), to indicate that totals should not be printed. (1 A)

COURSE MASTER BUILDING Optional. Enter the desired building location codes. This function will print schedules based on the selection of building locations within the course master. This means that a student attending two schools, but enrolled at only one, can have two separate schedules printed for each of the two schools. The schedules would reflect only the courses being taken at the school selected. Leave these fields blank to print all building locations. You can use the following INCLUDE/EXCLUDE field to include or exclude the building location codes selected here. (3 A/N)

INCLUDE/EXCLUDE Required. Enter an "I" to include the building location codes entered in the previous fields. Enter an "E" to exclude the building location codes entered in the previous fields. (1 A)

FOR FORM #05 ONLY: An additional screen (Figure 9-9E)will be displayed if you are using FORM #05.

C11 STUDENT SCHEDULE FORMS MESSAGE

Enter message to appear on fee statement:
All fees are to paid by the
beginning of school 08-22-03. All
payments are to be cash, check or
money orders.

ENTER=Continue, F16=Exit

Figure 9-9E. FORM #05 SCREEN

(Continued)

Enter the message that should appear on the right hand side of the fee statement. Press ENTER to continue.

The **INCLUDE/EXCLUDE** screen (Figure 9-9F) will be displayed.

C11

Schedules/Fee Statements

School Year: 09/10

----- Include/Exclude Options (I/E) -----

Select (X)	Grade	Locker	Combination	Class/Text Fees
X	09	I	E	I
-	10	I	I	I
-	11	I	I	I
-	12	I	I	I
-	08	I	I	I

Clear 'Print Schedule' indicators? N (Y/N)

Select special ed students: I (I=include, E=exclude, S=only spec ed)

Figure 9-9F. INCLUDE/EXCLUDE SCREEN

The SCHOOL YEAR field will default to the current school year. This screen is used to select the grades to be printed and to INCLUDE or EXCLUDE locker, combination and fees. If the option to exclude fees is chosen, the lower portion of the student's schedule will be moved to the right to be centered on the page when printed. Specify whether or not the "Print Schedule" indicators should be cleared after these schedules are printed. The "Print Schedule Indicator" is the "X" that appears in the bottom right-hand corner of the Student Schedule Screen F8-8-4 and is also available in the Data Base Management System (F8-14, field #29). You can also include, exclude or select special ed students only. After pressing ENTER, the SCHEDULE SELECTION screen (Figure 9-9G) is displayed.

C11

Student Schedules

Enter the Appropriate Selector

Code from the Legends: _

Selector Code	Terms to be Selected	Code	Terms to be Selected
		9	All Terms (0123456789ABCDEF9S)
		1	1st Semester (012ABC9)
		2	2nd Semester (345DEF9)
		3	3rd Trimester (6789)
		4	1st Quarter (029)
		5	2nd Quarter (129)
A	1st 6 Weeks (A29)	X	2nd Quarter Only (1)
B	2nd 6 Weeks (B29)	6	3rd Quarter (359)
C	3rd 6 Weeks (C29)	7	4th Quarter (459)
D	4th 6 Weeks (D59)	Q	4th Quarter Only (4)
E	5th 6 Weeks (E59)	S	Summer School (S)
F	6th 6 Weeks (F59)	Y	2nd Semester Only (5)
P	1st & 2nd Semester		

ENTER=Continue, F16=Exit

Figure 9-9G. SCHEDULE SELECTION SCREEN

The numbers and/or letters in the parenthesis to the right of each selection identifies the terms which will be printed. Select the code and press ENTER. The terms selected will be highlighted. Press ENTER again. The SCHEDULE SORT SELECTION screen (Figure 9-9H) will be displayed.

C11		
Student Schedules		
Sort Code from Legend at Right:	<u>7</u>	Code Sorting Sequences
		1 Straight Alpha
		2 Grade/Alpha
		3 Homeroom/Alpha
		4 Sex/Alpha
		5 Grade/Sex/Alpha
		6 Grade/CurYearTeam/Alpha
		7 ZipCode/Alpha
LAST period to be printed: __ (Opt)		
ENTER=Continue, F16=Exit		

Figure 9-9H. SCHEDULE SORT SELECTION SCREEN

Seven sorting methods are available plus the option of printing only periods up through the period entered in this field on the screen. If blank, all periods on the student's schedule will be printed.

NOTE: Schedules will be sorted by "days of the week" after term and period.

This option provides a method to schedule students using periods outside the normal school day, allowing this information to remain in the student file, but printing only the normal school day periods. Select the desired sort code and ending period (optional), and press ENTER. The INDIVIDUAL STUDENT SELECTION SCREEN (Figure 9-9I) will be displayed.

From the STUDENT COUNTS, REPORTS, AND LABELS MENU (Figure 9), press F10 to print Student Schedules on Side-by-Side Cards. The SIDE-BY-SIDE CARD SELECTION screen (Figure 9-10A) is displayed.

C11

Select (X)	Grade	----- Include/Exclude Options (I/E) -----		
		Locker	Combination	Class/Text Fees
<u>X</u>	09	<u>I</u>	<u>E</u>	<u>I</u>
-	10	<u>I</u>	<u>I</u>	<u>I</u>
-	11	<u>I</u>	<u>I</u>	<u>I</u>
-	12	<u>I</u>	<u>I</u>	<u>I</u>
-	08	<u>I</u>	<u>I</u>	<u>I</u>

Clear 'Print Schedule' indicators? N (Y/N)

Select special ed students: I (I=include, E=exclude, S=only spec ed)

Select card size: 6 9/16 x 5 1/2: - - OR - 6 x 4: X

Incl/Excl options are ignored for 6 x 4 cards, but must still contain I or E.

ENTER=Continue, F16=Exit

Figure 9-10A. SIDE-BY-SIDE CARD SELECTION SCREEN

Enter the selection criteria and press ENTER to continue.

This function follows the same guidelines as Section 9-9.

FOR MICHIGAN CITY HIGH SCHOOL ONLY (46-4795: This process will not print lunches that are assigned to course sections.

From the STUDENT COUNTS, REPORTS, AND LABELS MENU (Figure 9), press F11 to print Student Schedules on Narrow Paper.

CHS

Schedule Lists
School Year: 04/05

Select (X)	Grade	Locker	Include/Exclude Options (I/E)	Combination	Class/Text Fees
<u>X</u>	09	<u>I</u>		<u>E</u>	<u>I</u>
-	10	<u>I</u>		<u>I</u>	<u>I</u>
-	11	<u>I</u>		<u>I</u>	<u>I</u>
-	12	<u>I</u>		<u>I</u>	<u>I</u>
-	08	<u>I</u>		<u>I</u>	<u>I</u>

Clear 'Print Schedule' indicators? N (Y/N) # of schedules per page: 2 (1/2)
Special ed: I (I=incl, E=excl, S=spec ed only) Laser printer: N (Y/N)

ENTER=Continue, F16=Exit

Figure 9-11A. SCHEDULE LISTS SCREEN

This function follows the same guidelines as Section 9-9. There is an additional option of printing either one or two schedules per page. You will get two different student schedules if you select two schedules per page.

NOTE: If, when running this function, you want to change the grade levels on the screen, return to function 9-9, go into the first screen and change the grade levels as desired, press ENTER to continue, and when you get to the next screen press ENTER again and then F16 to exit. Then, come back into this function and the grade levels will be changed/corrected.

NOTE: Bus numbers will appear on student's schedules. If the AM and PM bus numbers are the same, only one bus number will appear on the schedule. If they're different, both will appear with an "(a.m.)" and "(p.m.)" designation.

From the STUDENT COUNTS, REPORTS, AND LABELS MENU (Figure 9), press F12 to print Student Schedules with a Free-Format Letter. After responding to the screens shown on the previous pages for printing student schedules, the FREE-FORMAT LETTER SELECTION screen (Figure 9-12A) is displayed. This screen allows you to include a letter to either the student or parent with the student's schedule.

```

C11                               Schedule w/Letter

Enter number of free-format letter to be used:   3 (001-999)

           or, number of letter created in F8-1:     (001-999)

           First line to begin printing letter:   5 (03-20)

           First line to begin printing schedule: 35 (21-60)

                                   Lines per inch:  8 (6/8)

(Opt.) select students enrolled in one or more of these courses:
_____

(Opt.) term for selected courses:    

Course numbers can be entered without section numbers, to get all sections.

ENTER=Validate, F16=Exit without printing
    
```

Figure 9-12A. FREE-FORMAT LETTER SELECTION SCREEN

Follow the data entry guidelines below when entering the selection criteria:

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

- LETTER NUMBER Required. Enter the number (1-999), of the free format letter to be used. If you have previously used that numbered letter, typing that number here will display the letter. (3 N)
- LETTER NUMBER FROM F8-1 Optional. Enter the number (1-999), of a letter from F8-1 to be used. (3 N)
- FIRST LINE LETTER Required. Enter the line number (3-20), that you would like the letter to start printing on. (2 N)
- FIRST LINE SCHEDULE Required. Enter the line number (21-60), that you would like the schedules to start printing on. (2 N)
- LINES PER INCH Required. Specify the lines per inch. Printing at 8 lines per inch will print more per page. (1 N)

COURSE # Optional. Enter up to six course numbers, to select students based on their enrollment in one or more of the courses entered. Leave the section number field blank to get all sections. (7+2 N)

TERM Optional. Enter a term code for the selected courses. (1 N)

After entering the selection criteria press ENTER. The FREE-FORMAT LETTER screen (Figure 9-12B) will appear to allow creation/modification of a free-format letter. If you have entered a letter number from F8-1, the FREE-FORMAT FIELD SELECTION SCREEN (Figure 9-12C) will be displayed.

ENTER=Validate, F2=1st 15 Lines, F5=Next 15 Lines, F16=Exit TO NEXT SCREEN
F8=Select a different free-format letter

Please enter free-format letter to appear above each student's schedule:

16 Dear Parent/Guardian, _____
17 _____
18 For the 03/04 school year, your child has been scheduled into the
19 following courses. _____
20 _____
21 _____
22 _____
23 _____
24 _____
25 _____
26 _____
27 _____
28 _____
29 _____
30 _____

Figure 9-12B FREE-FORMAT LETTER SCREEN

A total of sixty lines with seventy-five characters per line are available on the screen. However, due to having to allow for the printing of each student's schedule at the bottom of each of the letters, only the first 51 lines will be printed.

Be sure you validate and update a newly entered or changed free-format letter prior to printing.

NOTE: To System Operator - This report/letter is set to print on 8 1/2" X 11" paper to accommodate use of an envelope.

From the FREE-FORMAT LETTER screen (Figure 9-12B), one of the following options is available:

- ENTER** To validate the letter and then press ENTER again to update.
- F2** To position to the first 15 lines (1-15) of the letter.
- F5** To position to the next 15 lines of the letter.
- F8** To select a different free-format letter.
- F16** To select the letter currently displayed and exit to the next screen. The FREE-FORMAT FIELD SELECTION screen, (Figure 9-12C) will be displayed.

Enter individual ID numbers in the fields provided. You can also press F5 to display the student Roster for selecting students. Press ENTER to continue. The schedules will be processed for printing. You will be returned to the STUDENT COUNTS, REPORTS, AND LABELS MENU (Figure 9) upon completion.

This function could also be used to generate progress reports by typing in a letter such as this example:

Dear Student and Parents: The following information is being provided to you in an effort to be of service in assuring your success (parents--that of your child) in courses at Anderson High School. Following this message you will find a schedule of classes. If your child is in danger of failing classes as of 9-30-05, you will see grades written behind the course names. This is an indication that, unless progress is made before the end of the current grade period, a low grade or failure may result. Phone the teacher of the class indicated for further information. In working hand-in-hand with teachers perhaps failure can be avoided. Our phone number is 777-9999. Please help us help you!

Sincerely,
A H S Faculty and Administration

Comments from teachers appear below. When a comment is circled, a period number is also circled. This shows which teacher is making that comment.

A-0	DOES NOT FOLLOW DIRECTIONS	PERIOD	1	2	3	4	5	6
A-2	NUMBER OF ABSENCES AFFECTED GRADE	PERIOD	1	2	3	4	5	6
A-3	LOW TEST/QUIZ SCORES	PERIOD	1	2	3	4	5	6
A-5	ASSIGNMENTS NOT DONE REGULARLY	PERIOD	1	2	3	4	5	6
B-4	LITTLE EFFORT SHOWN	PERIOD	1	2	3	4	5	6
B-5	INADEQUATE PARTICIPATION IN CLASS	PERIOD	1	2	3	4	5	6
C-0	WASTES STUDY/LAB TIME	PERIOD	1	2	3	4	5	6
C-4	SLOW IN DEVELOPING SKILLS	PERIOD	1	2	3	4	5	6
D-0	DOES NOT MAKE UP WORK AFTER ABSENCE	PERIOD	1	2	3	4	5	6
F-0	PHONE TO ARRANGE A CONFERENCE: 777-9999	PERIOD	1	2	3	4	5	6

COMMENTS: _____

From the STUDENT COUNTS, REPORTS, AND LABELS MENU (Figure 9), press F13 to print requested schedules only. Any schedule with an 'X' in the lower right hand corner on the student's schedule screen (F8-8-4) will be printed. Whenever changes are made to any information on this screen, an 'X' is automatically placed in this field. Then, the updated schedules can be printed periodically using this option. NOTE: You can also select student schedules to be printed by going into the Data Base Management System (F8-14), field #29 "Print Schedule Indicator" and place an "X" in the field that corresponds to the student's schedule desired. You have the option of clearing the "Print Schedule Indicator" field during this process. This program allows for the generation of two print files, one for schedules on card stock (Form #015 if 6 9/16 x 5 1/2 cards are selected, or Form #013 if 6 x 4 cards are selected) and the second for printing on schedule forms (Form #014). Place an "X" in the NONE field to not print schedule cards.

After pressing F13, the PRINT REQUESTED STUDENT/FEE STATEMENTS AND SCHEDULE CARDS screen, (Figure 9-13A) will appear. This screen is identical (except for the NONE field) to the screens that appear as on the previous pages when printing schedules. Refer to Section 9-9 for assistance.

C11 Schedules/Fee Statements
and Schedule Cards
School Year: 04/05

Select (X)	Grade	Locker	Combination	Class/Text Fees
<u>X</u>	09	<u>E</u>	<u>E</u>	<u>I</u>
<u>X</u>	10	<u>E</u>	<u>E</u>	<u>I</u>
<u>X</u>	11	<u>E</u>	<u>E</u>	<u>I</u>
<u>X</u>	12	<u>E</u>	<u>E</u>	<u>I</u>

----- Include/Exclude Options (I/E) -----

Should 'Print Schedule' indicators be cleared? N (Y = yes, N = No)

Select special ed students: I (I = include, E = exclude, S = only spec ed)

Select card size: 6 9/16 x 5 1/2: _ - OR - 6 x 4: _ - OR - NONE: X

Include/Exclude Options are ignored for 6 x 4 cards, but must still contain 'I' or 'E'.

ENTER=Continue, F16=Exit

You will be returned to the STUDENT COUNTS, REPORTS, AND LABELS MENU (Figure 9) upon completion.

From the STUDENT COUNTS, REPORTS, AND LABELS MENU (Figure 9), press F14 to print registration cards. This function can be accessed at either the district or school level. When district level (school code = 00) access is used, the first screen presented will allow you to select, ("X"), the schools you want to include. After selecting the desired schools and pressing ENTER, the PRINT REGISTRATION CARDS SELECTION screen (Figure 9-14A) will be displayed.

```

C11                                PRINT REGISTRATION FORMS/CARDS

Current/Next: C  C=Current; 1=Next Yr, Non-Scheduling; 2=Next Yr, Scheduling

Grade levels to be printed (blank for all)___ _ _ _ _ _ _ _ _ _ _ _ _ _ _
Homerooms to be printed (blank for all)_____
(For next year records, select next year grades and/or homerooms, not current.)
To start at a certain name, enter full/partial: _____

Number of copies: 1 1-9  Include withdrawn? N Y/N
Addr: H  H=Home, 1=Parent #1, 2=Parent #2
Sort: 1  1=Alpha, 2=Homeroom, 3=Grade/Alpha      Form: 03 (01 - 06)

Optionally, enter individual student(s) to be printed:
_____
_____
_____
_____
_____

Grade levels AND individual students cannot be selected at the same time.
For individual students, F5 can be used for help for a Student Roster.

ENTER=Continue, F5=Student Roster, F16=Exit

```

Figure 9-14A. PRINT REGISTRATION CARDS SELECTION SCREEN

Fill in the selection criteria based on the following data entry requirements:

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

CURRENT/
NEXT Required. Enter a "C" to indicate you want this process to look at current year files when selecting students. Enter a "1" to indicate you want this process to look at next year non-scheduling files when selecting students. The "1" option will only include those students whose current school will be the same as their next year school. Enter a "2" to indicate you want this process to look at next year scheduling files when selecting students. The "2" option will only include those students that have a course request in the next year school selected. Be sure to enter next year grade levels when requesting next year records.

GRADE LEVELS Optional. Enter up to twelve grade levels to be printed, leave
TO PRINT blank to print all grade levels. (12 N)

HOMEROOMS Optional. Enter up to five homerooms to be printed, leave blank
TO PRINT to print all homerooms. (12 N)

<u>START AT NAME</u>	Optional. This field can be used when you need to "restart" the printing process. Enter a full or partial name, starting with the last name. If sorting by grade and using the restart process, a specific grade level will need to be entered. Once that grade level prints, then come back into this process and select the rest of the grade levels. The same applies to restarting when sorting by homeroom.
<u>NUMBER OF COPIES</u>	Required. Enter the number (1-9) of copies desired. (1 N)
<u>INCLUDE WITHDRAWN?</u>	Required. Enter an "N" to indicate no, don't include withdrawn students or enter a "Y" to indicate yes, include withdrawn students.
<u>ADDRESS</u>	Required. Enter the letter/number that corresponds to the desired address to be printed. Valid entries are: H=Home address 1=Parent #1 address (if blank, home address will be printed) 2=Parent #2 address (if blank, home address will be printed)
<u>SORT SEQUENCE</u>	Required. Enter the desired sort sequence. Entering a "1" indicates to print student names in alphabetical order, entering a "2" indicates to print in homeroom sequence, and entering a "3" indicates to print alphabetically in grade level sequence.
<u>FORM</u>	Required. Enter the desired form number, as listed below: 01=2 up, 6" wide by 4" high 02=Laser form generated through ACOM (Lake Central School Corporation ACOM Definition Name = REGINFO1) 03=Laser form generated through ACOM (East Allen County Schools ACOM Definition Name = EACSINFO) 04=Duplex laser form generated through ACOM(Merrillville Schools ACOM Definition name = REGMERR1, side 1, and REGMERR2, side 2. Side 2 will automatically print after side 1.) 05=Duplex laser form generated through ACOM(Michigan City Schools ACOM Definition name = REGMCAS1, side 1, and REGMCAS2, side 2. Side 2 will automatically print after side 1.) 06=Laser form generated through ACOM (Crown Point Schools REGCP1, side 1, and REGCP2, side 2. Side 2 will automatically print after side 1.)

NOTE: Prior to using the ACOM forms, an ACOM supported laser printer must be assigned within user security. A System Administrator should go to F24-2-8 from the Business Application Master Menu and assign this printer in the area designated "Registration Form". A valid ACOM form name (see ACOM Definition Names associated to forms 02 and 03 above) and number of copies must also be entered.

You have the option of printing student registration cards for up to ten individual students. However, you cannot use the grade level selection field when using the option to print individual student ID cards. If you would like the option of printing registration cards for individual students, press F5 to display the STUDENT ROSTER OPTION screen (Figure 9-14B).

CHS Registration Cards

Student Roster Option

Optional beginning student name: _____

Optionally, restrict to grade __ and/or sex _

NOTE: If a student is selected from the roster, that student's ID number will be placed in the first blank slot on the previous screen in the 'Student ID' column. If there are no available slots, the selected ID will NOT be placed on the previous screen.

ENTER=Search for Student, F16=Exit

Figure 9-14B. STUDENT ROSTER OPTION SCREEN

The STUDENT ROSTER OPTION screen (Figure 9-14B) allows you to enter a partial or complete student name to access the STUDENT NAME SEQUENCE screen (Figure 9-14C). You can also restrict the roster to grade level and/or sex.

Student Name Sequence	Registration Cards	F23=Show Parent Name
CHS F20=Print Screen		F24=Show Locker, HR, WD

	S					
<u>F Number</u>	<u>Student Name</u>	<u>Gr</u>	<u>x</u>	<u>Phone</u>	<u>Address</u>	<u>Zip</u>
1 O980020	Baker, xxxxxx	09	F	875-8888	13456 Rustic Dr	46516
2 J980023	Banks, xxxxxx x	09	F	293-5555	78952 CR 6	46517
3 W980030	Baron, xxxxxxxx	09	F	522-2222	23989 CR 12	46516
4 E980020	Bellino, xxxxxxxx x	09	F	293-7777	56762 Willow Dr	46516
5 E980030	Best, xxxxxx x	09	F	294-3333	1201 CR 21	46516
6 S980010	Bleiler, xxxxxx	09	F	875-4444	23065 Happydale Dr	46517
7 E980050	Books, xxxxxx x	09	F	875-1111	58417 CR 18	46526
8 O980040	Brenneman, xxxxxxxx	09	F	875-6666	58458 Oaktree Ct	46516
9 E980070	Brewton, xxxxxxxx x	09	F	294-9999	56714 Summit Dr	46516
10 W980070	Bushong, xxxxxx	09	F	293-1234	22924 Laura Lane	46517
11 O980060	Call, xxx	09	F	875-5678	22429 Forestview Dr	46526
12 J980086	Cassity, xxxxxx x	09	F	293-9101	27866 Knock Knoll Dr	46517
13 W980090	Chaffee, xxxxxxxxxx	09	F	295-1213	27449 Calhoun Dr	46517
14 O980090	Chupp, xxxxxx	09	F	875-1415	58558 Kentucky Ave	46516
15 E980100	Cittadine, xxxxxxxx	09	F	295-1617	23639 Briarwood Ln	46516

ENTER=More Students, F1-15=Select Corresponding Student, F18=Prev, F16=Exit

Figure 9-14C. STUDENT NAME SEQUENCE SCREEN

(Continued)

From the STUDENT NAME SEQUENCE screen (Figure 9-14C), one of the following options can be taken:

- ENTER** View the next screen of students alphabetically.
- F1-15** Select the corresponding student's record.
- F16** Exit this screen.

- F18** Return to the previous full screen of students. This function will work for up to 20 previous screens. However, it will never go further back than the point that you started!
- F20** Print a copy of the screen currently being displayed.
- F23** Change the last column which currently shows "Address and Zip" to instead show parents' names.
- F24** Change the last column which currently shows "Address and Zip" to instead show fees, homeroom assignment, and withdrawn status.

If you select the corresponding function key, that student's number and name will automatically be pulled into the PRINT REGISTRATION CARDS SELECTION screen (Figure 9-14A) in the first blank space where up to 10 individual students can be entered.

Press ENTER to continue, notice the fields will close up, and press ENTER again to start printing the selected registration cards. Or, you can press F16 to reenter the selection screen.

From the STUDENT COUNTS, REPORTS, AND LABELS MENU (Figure 9), press F17 to print the BIRTHDAY LIST. The PRINT BIRTHDAY LIST screen (Figure 9-17A) will be displayed.

CHS PRINT BIRTHDAY LIST

Months to be printed: __ __ __ __ (Blank for all)

Homeroms to be printed: _____ (Blank for all)

Grade levels to be printed: __ __ __ __ (Blank for all)

Number of copies: 1 (1-9)

Include withdrawn? N (Y/N)

ENTER=Continue, F16=Exit

Figure 9-17A. PRINT BIRTHDAY LIST SELECTION SCREEN

Fill in the selection criteria based on the following data entry requirements:

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

**MONTHS TO
BE PRINTED** Optional. Enter up to four months to print birthdays for selected months. Leave these fields blank to print for all months of the year. (2 N + 2 N + 2 N + 2 N)

**HOMEROOMS TO
BE PRINTED** Optional. Enter up to four homerooms to print birthdays for selected homerooms. Leave these fields blank to print for all homerooms. NOTE: If two teachers request birthday lists and want their students listed separately, then you will want to run this report twice... once for each teacher. If two teachers want a combined birthday list, then you would select both teacher's homerooms and run the report only once. The report always sorts by birthday, regardless of the homerooms or grade levels selected. The homeroom teacher's name will appear on the listing. (4 A/N + 4 A/N + 4 A/N + 4 A/N)

**GRADE
LEVELS TO
BE PRINTED** Optional. Enter the grade levels to be printed, leave blank to print all. (8 N)

**NUMBER OF
COPIES** Required. Enter the number (1-9) of copies desired. (1 N)

**INCLUDE
WITHDRAWN?** Required. Enter an "N" to indicate no, don't include withdrawn students or enter a "Y" to indicate yes, include withdrawn students.

Press ENTER to continue or F16 to exit. Press ENTER again to print the birthday list or F16 to open up the screen for corrections or reentry. You will be returned to the STUDENT COUNTS, REPORTS, AND LABELS MENU (Figure 9) upon completion.

From the STUDENT COUNTS, REPORTS, AND LABELS MENU (Figure 9), press F18 to print SKINNY LABELS. The PRINT SKINNY LABELS screen (Figure 9-18A) will be displayed.

```

C11                                PRINT SKINNY LABELS

      This procedure prints 1-up 7/16 by 3 1/2 inch labels
      containing the student's name and ID number.

      Grade levels to be printed (blank for all)  _ _ _ _

      Sort sequence: 1  (1=Alpha, 2=Homeroom, 3=Grade/Alpha)

      Number of copies: 1  (1-9)

      Include withdrawn students? N  (Y/N)

      Include future students? N  (Y/N)

                                                    MM DD YY
Optionally, print labels only for students who enrolled on or after:  _ _ _
ENTER=Continue, F16=Exit

```

Figure 9-18A. PRINT SKINNY LABELS SCREEN

Fill in the selection criteria based on the following data entry requirements:

```

----- DATA ENTRY REQUIREMENTS -----
GRADE
LEVELS TO
BE PRINTED      Required.  Enter the grade levels to be printed, leave blank to
                    print all.  (8 N)

SORT
SEQUENCE      Required.  Enter the desired sort sequence.  Entering a "1"
                    indicates to print in alphabetical order, entering a "2"
                    indicates to print in homeroom sequence, and entering a "3"
                    indicates to print alphabetically in grade level sequence.

                    IMPORTANT: Even if you sort in homeroom or grade sequence, only
                    the student's name and ID number appears on the labels!

NUMBER OF
COPIES      Required.  Enter the number (1-9) of copies desired.  (1 N)

INCLUDE
WITHDRAWN?  Required.  Enter an "N" to indicate no, do not include withdrawn
                    students.  Enter a "Y" to indicate yes, include withdrawn
                    students.

INCLUDE
FUTURE?    Required.  Enter an "N" to indicate no, do not include future
                    students.  Enter a "Y" to indicate yes, include future students.

ENROLLMENT
DATE      Optional.  Enter a date (MM DD YY format) to indicate you want
                    to only print labels for the students enrolled on or after the
                    specified date.

```

Press ENTER to continue, notice the fields will close up, and press ENTER again to start printing the selected student ID cards. Or, you can press F16 to reenter the selection screen for reentry or corrections.

From the STUDENT COUNTS, REPORTS, AND LABELS MENU (Figure 9), press F19 to print the Student Identification Cards. The PRINT STUDENT ID CARDS screen (Figure 9-19A) will be displayed.

```

CHS                PRINT STUDENT ID CARDS

      Grade levels to be printed (blank for all)  _ _ _ _
      Sort sequence:  1  (1=Alpha, 2=Homeroom, 3=Grade/Alpha)
      Number of copies:  1  (1-9)
      Form number:  01 (01-99)          Include withdrawn? N (Y/N)
    
```

Optionally, enter individual student(s) to be printed:

```

_____
_____
_____
_____
_____
_____
_____
_____
    
```

Grade levels AND individual students cannot be selected at the same time. For individual students, F5 can be used for help for a Student Roster.

ENTER=Continue, F5=Student Roster, F16=Exit

Figure 9-19A. PRINT STUDENT ID CARDS SCREEN

Fill in the selection criteria based on the following data entry requirements:

----- DATA ENTRY REQUIREMENTS -----	
<u>GRADE LEVELS TO BE PRINTED</u>	Required. Enter the grade levels to be printed, leave blank to print all. (8 N)
<u>SORT SEQUENCE</u>	Enter the desired sort sequence. Entering a "1" indicates to print in alphabetical order, entering a "2" indicates to print in homeroom sequence, and entering a "3" indicates to print alphabetically in grade level sequence.
<u>NUMBER OF COPIES</u>	Enter the number (1-9) of copies desired. (1 N)
<u>FORM NUMBER</u>	Enter the desired form number (01-99). The valid form numbers are shown below:
	01 = 1-up, 6" wide by 1 15/16" high
<u>INCLUDE WITHDRAWN?</u>	Enter an "N" to indicate no, don't include withdrawn students or enter a "Y" to indicate yes, include withdrawn students.

Press ENTER to continue, notice the fields will close up, and press ENTER again to start printing the selected student ID cards. Or, you can press F1 to open up the selection screen for reentry or corrections.

You have the option of printing student ID cards for up to ten individual students by using the F5 Student Roster function. However, you cannot use the grade level selection field when using the option to print individual student ID cards.

For assistance in selecting students, use the F5 option to display the STUDENT ROSTER OPTION screen (Figure 9-19B).

CHS

Student ID Cards

Student Roster Option

Optional beginning student name: _____

Optionally, restrict to grade __ and/or sex _

NOTE: If a student is selected from the roster, that student's ID number will be placed in the first blank slot on the previous screen in the 'Student ID' column. If there are no available slots, the selected ID will NOT be placed on the previous screen.

ENTER=Search for Student, F16=Exit

Figure 9-19B. STUDENT ROSTER OPTION SCREEN

The STUDENT ROSTER OPTION screen (Figure 9-19B) allows you to enter a partial or complete student name to access the STUDENT NAME SEQUENCE screen (Figure 9-19C). You can also restrict the roster to grade level and/or sex.

Student Name Sequence		Student ID Cards		F23=Show Parent Name			
HS F20=Print Screen				F24=Show Locker, HR, WD			
		S					
<u>F Number</u>	<u>Student Name</u>	<u>Gr</u>	<u>x</u>	<u>Phone</u>	<u>Address</u>	<u>Zip</u>	
1	O980020 Baker, xxxxxx	09	F	875-8888	13456 Rustic Dr	46516	
2	J980023 Banks, xxxxxx x	09	F	293-5555	78952 CR 6	46517	
3	W980030 Baron, xxxxxxxx	09	F	522-2222	23989 CR 12	46516	
4	E980020 Bellino, xxxxxxxx x	09	F	293-7777	56762 Willow Dr	46516	
5	E980030 Best, xxxxxx x	09	F	294-3333	1201 CR 21	46516	
6	S980010 Bleiler, xxxxxx	09	F	875-4444	23065 Happydale Dr	46517	
7	E980050 Books, xxxxxx x	09	F	875-1111	58417 CR 18	46526	
8	O980040 Brenneman, xxxxxxxx	09	F	875-6666	58458 Oaktree Ct	46516	
9	E980070 Brewton, xxxxxxxx x	09	F	294-9999	56714 Summit Dr	46516	
10	W980070 Bushong, xxxxxx	09	F	293-1234	22924 Laura Lane	46517	
11	O980060 Call, xxx	09	F	875-5678	22429 Forestview Dr	46526	
12	J980086 Cassity, xxxxxx x	09	F	293-9101	27866 Knock Knoll Dr	46517	
13	W980090 Chaffee, xxxxxxxxxx	09	F	295-1213	27449 Calhoun Dr	46517	
14	O980090 Chupp, xxxxxx	09	F	875-1415	58558 Kentucky Ave	46516	
15	E980100 Cittadine, xxxxxxxx	09	F	295-1617	23639 Briarwood Ln	46516	

ENTER=More Students, F1-15=Select Corresponding Student, F18=Prev, F16=Exit

Figure 9-19C. STUDENT NAME SEQUENCE SCREEN

From the STUDENT NAME SEQUENCE screen (Figure 9-19C), one of the following options can be taken:

- ENTER** View the next screen of students alphabetically.
- F1-15** Select the corresponding student's record.
- F16** Exit this screen.
- F18** Return to the previous full screen of students. This function will work for up to 20 previous screens. However, it will never go further back than the point that you started!
- F20** Print a copy of the screen currently being displayed.
- F23** Change the last column which currently shows "Address and Zip" to instead show parents' names.
- F24** Change the last column which currently shows "Address and Zip" to instead show fees, homeroom assignment, and withdrawn status.

If you select the corresponding function key, that student's number and name will automatically be pulled into the PRINT STUDENT ID CARDS screen (Figure 9-19A) in the first blank space where up to 10 individual students can be entered.

From the STUDENT COUNTS, REPORTS, AND LABELS MENU (Figure 9), press F21 to print the Student Bus Listing. The BUS LISTING SELECTION screen (Figure 9-21A) will appear.

This is intended to be a district-wide report but can be printed for individual schools, if desired. Bus routes can be entered on each student's schedule screen (F8-8-4) or in Data Base Management (F8-13), field number 6.

CHS BUS LISTING

Buses to be printed: (Blank for all) I/E: I

Homeroms to be printed: (Blank for all) I/E: I

Grade levels to be printed: (Blank for all) I/E: I

Include students whose bus assignment is blank? N (Y/N/O=Only)

Select AM: X PM: X Noon: X Show alt buses? N (Y/N/O=Only)
 Alt AM: X Alt PM: X Alt Noon: X

Number of copies: 1 (1-9)

Include withdrawn? N (Y/N)

Sort sequence: 1 1=Bus/Alpha 5=Alpha
 2=Bus/Address 6=Grade/Alpha
 3=Homerom/Alpha 7=Address
 4=Homerom/Bus

ENTER=Continue, F18=Help, F16=Exit

Figure 9-21A. BUS LISTING SELECTION SCREEN

Fill in the selection criteria based on the following data entry requirements:

- DATA ENTRY REQUIREMENTS -----
- BUSES TO BE PRINTED** Optional. Enter up to six bus numbers to either include (I) or exclude (E) selected buses. Leave this field blank to print for all buses. Because bus numbers are alpha/numeric, a bus number of 6, 06, and 006 are all considered to be different buses. (3 A/N X 6)
- HOMEROOMS TO BE PRINTED** Optional. Enter up to four homeroom numbers to either include (I) or exclude (E) selected homerooms. Leave this field blank to print all homerooms. (6 A/N X 4)
- GRADE LEVELS TO BE PRINTED** Optional. Enter up to six grade levels to either include (I) or exclude (E) selected grade levels. Leave this field blank to print all grade levels. (6 A/N X 6)
- INCLUDE STUDENTS WITH BLANK BUS #** Optional. Enter a "Y" to include students with no bus numbers assigned. Enter an "N" to exclude students with no bus numbers assigned. Enter an "O" to only print students with no bus numbers assigned.
- SELECT AM/PM BUSES** Required. Enter an "A" to print am buses only. Enter a "P" to print pm buses only. Enter a "B" to print both am and pm buses.

SHOW_ALT
BUSES Required. Valid responses are "Y" (yes), "N" (no), or "O" (only). A response of "Y" will cause alternate buses to be shown even when regular buses only are selected. A response of "N" will cause alternate buses to NOT be shown. A response of "O" will cause only alternate buses to print. (1 A)

ALT AM/PM
NOON Required. Select by placing an "X" in the desired field. The selection of alternate AM, PM, and noon causes students with alternate buses to be selected for printing. (1 A)

NUMBER_OF
COPIES Required. Enter the number (1-9) of copies desired. (1 N)

INCLUDE
WITHDRAWN Required. Enter a "Y" to include withdrawn students. Enter an "N" to exclude withdrawn students.

SORT
SEQUENCE Required. Enter the desired sort sequence.
Valid entries are:

1=Bus/Alpha	5=Alpha
2=Bus/Address	6=Grade/Alpha
3=Homerroom/Alpha	7=Address
4=Homerroom/Bus	

To display the Help Screen, press F18. The HELP FOR BUS LISTING SCREEN (Figure 9-21B) will be displayed.

CHS

Help for Bus Listing

Select Options:

Select AM and PM buses to print morning and after school routes. To show alternate buses for these students, respond 'Y' to 'Show alt buses?'. If you do not want to see the alternate buses, respond 'N'.

To list only those students with alternate buses, check the appropriate 'Alt' bus desired, but do not select the standard AM, PM, or Noon buses.

The 'Show alt buses?' only applies to selections of 'AM', 'PM', and 'Noon'.

ENTER/F16=Exit.

Figure 9-21B. HELP FOR BUS LISTING SCREEN

Press F16 to exit HELP FOR BUS LISTING SCREEN (Figure 9-21B) and return to the BUS LISTING SELECTION SCREEN (Figure 9-21A)..

Press ENTER after entering the desired selection criteria. The screen will be redisplayed for confirmation but closed to data entry. Press ENTER to process the report or F16 to reenter. If you press ENTER, you will be returned to the STUDENT COUNTS, REPORTS, AND LABELS MENU upon completion.

From the STUDENT COUNTS, REPORTS, AND LABELS MENU (Figure 9), press F22 to print the Emergency Information List. The EMERGENCY INFORMATION LIST SELECTION screen (Figure 9-22A) will appear. This list can be processed at either the district (school code = 00) or school level. **NOTE:** All lists generated at the district level will automatically sort first by school, then by the sort category entered on the screen.

```

C11                      Emergency Information List

Sort:  1  (1=Alpha, 2=Grade/Alpha, 3=Homeroom,Alpha)

Homerooms to be printed:  _____ (Blank for all)

Grade levels to be printed:  _ _ _ _ _ (Blank for all)

Number of copies:  1  (1-9)

Include withdrawn?  N  (Y/N)

Optionally, enter individual student(s) to be printed:
_____
_____
_____
_____
_____
_____

For individual students, F5 can be used for help for a Student Roster.

ENTER=Continue, F5=Student Roster, F16=Exit
    
```

Figure 9-22A. EMERGENCY INFORMATION LIST SELECTION SCREEN

Fill in the selection criteria based on the following data entry requirements:

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

SORT Required. Enter the desired sort sequence. Valid entries are:
 1= Alpha
 2= Grade/Alpha
 3= Homeroom/Alpha

HOMEROOMS TO BE PRINTED Optional. Enter up to four homeroom numbers to print for selected homerooms. Leave this field blank to print all homerooms.
 (6 A/N X 4)

GRADE LEVELS TO BE PRINTED Optional. Enter up to eight grade levels to print for selected levels. Leave this field blank to print all grade levels.
 (2 A/N X 4)

NUMBER OF COPIES Required. Enter the number (1-9) of copies desired. (1 N)

INCLUDE WITHDRAWN Required. Enter a "Y" to include withdrawn students. Enter an "N" to exclude withdrawn students.

INDIVIDUAL Optional. Enter up to 10 student ID numbers to run this listing
STUDENTS for individual students. Press F5 for Student Roster Help.

NOTE: The miscellaneous lines from Work Phone #1 and #2 from screen 1 of the Emergency screen, (F8-8-5) will appear on this report. Also, the "Early Dismissal" and "Dismissal Restrictions" from screen 2 of the Emergency screen (F8-8-5-5).

Press ENTER after entering the desired selection criteria. The screen will be redisplayed for confirmation but closed to data entry. Press ENTER to process the report or F16 to reenter. If you press ENTER, you will be returned to the STUDENT COUNTS, REPORTS, AND LABELS MENU upon completion.

From the STUDENT COUNTS, REPORTS, AND LABELS MENU (Figure 9), press F23 to display the STATE REPORTING MENU #1 (Figure 9-23).

State Reporting Menu #1		Access
		D=Dist, S=School
DOE-SE Special Ed Report	F1 DS	IDOE ACUITYE and ACUITYS
DOE-AL Alternative Ed Prgms ...	F2 DS	DOE-PT Prime Time Workfiles ...
DOE-AD Add'l Student Info	F3 DS	DOE-RM Remediation
DOE-HB Homebound/Hospitalized .	F4 DS	DOE-RT Real Time
DOE-LEP1 First Year LEP Rpt ...	F5 DS	DOE-TL Testing Online & Barcode
		F17 DS
DOE-ISTEPBAR Istep Barcode	F6 DS	DOE-EV Special Ed Evaluation ..
DOE-ECABAR End of Crse Assess .	F7 DS	
DOE-LASBAR LAS Links Barcode .	F8 DS	
DOE-EA End of Algebra Assess ..	F9 DS	
DOE-EC End of English Assess ..	F10 DS	
Use F7, 9, or 10 for ECA Retakes		Session Defaults
		Display Print Files
		Exit
		F23
		F15
		F16

Figure 9-23. STATE REPORTING MENU #1

The functions available from this menu are denoted as school level access only if there is an "S" in the "Access" column. The functions that allow for district level access only are denoted with a "D" in the "Access" column. Those functions that are available at either the school or district level are denoted with a "DS" in the "Access" column.

From the STATE REPORTING MENU #1 (Figure 9-23), press F1 to print the DOE-SE Special Ed Report and to generate a magnetic media file. The Special Education Report screen 1 (Figure 9-23-1A) will be displayed.

```

C11                               Special Education Report

This procedure will generate a report and magnetic media file to be sent
to the state. The file will be called DOESE and will be placed in your
school's library. A second file called DOESE2 will also be placed in
your school's library. DOESE2 will be formatted the same as DOESE, but
will additionally contain a field for the student's name and local ID.

Individual students can be excluded in F8-18, field #69, or by using
the 'Incl/Excl certain students' option on the next screen.

Do not continue if you do not want to create a new DOESE file.

ENTER=Continue, F16=Exit
    
```

Figure 9-23-1A. SPECIAL EDUCATION REPORT SCREEN 1

Press ENTER to continue or F16 to exit this procedure. If ENTER is pressed the SPECIAL EDUCATION REPORT SELECTION screen (Figure 9-23-1B) will be displayed.

```

C11                               Special Education Report

This process will create a report and two files called DOESE and DOESE2.

Select students active or HB any time during this prd:  9  1  9 thru 12 31  9
(Using a date range instead of a single date can cause a student to be reported
at more than one school.)

If Facility is blank, a value of 99 will be loaded into the DOESE file.
If Service Site is blank, a value of 000 will be loaded into the DOESE file.

Enter X to incl/excl certain students:  _      Line spacing on report:  1 (1/2/3)

Codes to report as SpEd:  A B C D E F G H I J K L M N O P Q R _ _ _ _ _ _ _ _

Grades to report as PW:  _ _ _ _ _ _ _ _ (Pre-school for DOE-SE)
Grades to report as PK:  _ _ _ _ _ _ _ _ (Pre-kindergarten for DOE-SE)
Grades to report as KG:  KA KP KG _ _ _ _ _ (Kindergarten for DOE-SE)
Free lunch codes:  F  C  _ _ _ _ _
Reduced lunch codes: R  _ _ _ _ _

ENTER=Validate, F16=Exit
    
```

Figure 9-23-1B. SPECIAL EDUCATION REPORT SELECTION SCREEN

Fill in the selection criteria based on the following data entry requirements:

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

REPORTING PERIOD Required. Enter dates as 2-digit month, 2-digit day, and 2-digit year. Enter a date range to allow for selecting students enrolled within a certain date range. To choose only those students enrolled as of a certain day, enter the same beginning and ending date. To choose those students who were enrolled at any time during a certain period, enter the specific date range. Putting in a date range may result in a single student being reported by more than one of your schools. (6N + 6N)

INCLUDE/EXCLUDE STUDENTS Optional. If 'X' is entered, the CREATE DOE-SE INCLUDE/EXCLUDE screen (Figure 9-23-1C) will appear after this one is processed, asking if you want specified students to be included, excluded, or only, reported. A third screen will appear to allow entry of up to 114 specific ID numbers, (F5=Roster search, if needed). These entries will be stored for a future run, to include/exclude students.

SPACING Required. Indicate the desired spacing: 1=single spacing, 2=double spacing, 3=triple spacing.

CODES TO REPORT AS SPECIAL ED Optional. You can enter up to 26, valid special ed codes. Any student that has one of the codes in the "Spec Ed" field on their F8-8-20 screen, will be reported as a Special Ed student. The "Spec Ed" field is also available in Data Base Management (F8-8-14), field #41.

GRADES TO REPORT AS PW Optional. You can enter up to 7, pre-school grade levels to be crosswalked as PW (pre-school ages 0-2) for the DOE-SE.

GRADES TO REPORT AS PK Optional. You can enter up to 7, pre-kindergarten grade levels to be crosswalked as PK (pre-kindergarten) for the DOE-SE.

GRADES TO REPORT AS KG Optional. You can enter up to 7, kindergarten grade levels to be crosswalked as KG (kindergarten) for the DOE-SE.

FREE LUNCH CODES Optional. Enter up to 7 free lunch codes. Any student that has one of the codes in the "Free/Reduced Lunch" field on their F8-8-21 screen, will be crosswalked to a "1" for the Socio-economic Status in the DOESE file.

REDUCED LUNCH CODES Optional. Enter up to 7 reduced lunch codes. Any student that has one of the codes in the "Free/Reduced Lunch" field on their F8-8-21 screen, will be crosswalked to a "2" for the Socio-economic Status in the DOESE file.

Press ENTER after entering the desired selection criteria. The DOESE and DOESE2 files will be created and the DOESE report will be generated. You will be returned to the State Reporting Menu upon completion. The report will be placed in the user's spoolfile with a spoolfile name of DOESE. The report will have an 80 character width override.

FOR EVANSVILLE-VANDERBURGH SCHOOL CORPORATION ONLY: The primary exceptionality field will use the last two characters of the special ed cycle field.

NOTES

Only those students whose primary exceptionality matches the special ed codes entered on the screen at run time will be selected for this report. If a student's secondary exceptionality is blank and the primary exceptionality is one that matches one of the special ed codes entered on the screen, the software will plug a value of 99 into the secondary exceptionality field in the DOESE file.

If you excluded a student from the DOE-PS, you MAY want to also exclude them from the DOE-SE. To exclude a student from this report, use DBMS, F8-18, field # 69, the SE column.

From the STATE REPORTING MENU #1 (Figure 9-23), press F2 to print the DOE-AL Alternative Ed Report and to generate a magnetic media file. The Alternative Education Programs Report screen 1 (Figure 9-23-2A) will be displayed.

C11	Alternative Education Programs Report
<p>This procedure will generate a report and magnetic media file to be sent to the state. The file will be called DOEAL and will be placed in your school's library. A second file called DOEAL2 will also be placed in your school's library. DOEAL2 will be formatted the same as DOEAL, but will additionally contain fields for the student's name, ethnicity, gender, local school ID, and local student ID.</p> <p>Data elements for this report can be maintained in F8-18, field #75.</p> <p>Only students whose eligibility field contains a value of 1-5 will be included.</p> <p style="text-align: center;">Do not continue if you do not want to create a new DOEAL file.</p> <p>ENTER=Continue, F16=Exit</p>	

Figure 9-23-2A. ALTERNATIVE EDUCATION PROGRAMS REPORT SCREEN 1

Press ENTER to continue or F16 to exit this procedure. If ENTER is pressed the ALTERNATIVE EDUCATION PROGRAMS REPORT SELECTION screen (Figure 9-23-2B) will be displayed.

C11	Alternative Education Programs Report
<p>This process will create a report and two files called DOEAL and DOEAL2.</p> <p>Select students active or HB any time during this prd: <u>9</u> <u>1</u> <u>9</u> thru <u>12</u> <u>31</u> <u>9</u> (Using a date range instead of a single date can cause a student to be reported at more than one school.)</p> <p>Only students whose eligibility field contains a value of 1-5 will be included. (F8-18, field #75)</p> <p>Line spacing on report: <u>1</u> (1/2/3)</p> <p>Grades to report as PW: <u> </u> <u> </u> <u> </u> <u> </u> <u> </u> <u> </u> (Pre-school for DOE-AL) Grades to report as PK: <u> </u> <u> </u> <u> </u> <u> </u> <u> </u> <u> </u> (Pre-kindergarten for DOE-AL) Grades to report as KG: <u>KA</u> <u>KP</u> <u>KG</u> <u> </u> <u> </u> <u> </u> (Kindergarten for DOE-AL)</p> <p>Future students will be skipped. Homebound students will be included.</p> <p>ENTER=Validate, F16=Exit</p>	

Figure 9-23-2B. ALTERNATIVE EDUCATION PROGRAMS REPORT SCREEN 2

Fill in the selection criteria based on the following data entry requirements:

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

REPORTING PERIOD Required. Enter dates as 2-digit month, 2-digit day, and 2-digit year. Enter a date range to allow for selecting students enrolled within a certain date range. To choose only those students enrolled as of a certain day, enter the same beginning and ending date. To choose those students who were enrolled at any time during a certain period, enter the specific date range. Putting in a date range may result in a single student being reported by more than one of your schools. (6N + 6N)

SPACING Required. Indicate the desired spacing: 1=single spacing, 2=double spacing, 3=triple spacing.

GRADES TO REPORT AS Optional. You can enter up to 7, pre-school grade levels to be crosswalked as PW (pre-school ages 0-2) for the DOE-AL.

PW

GRADES TO REPORT AS Optional. You can enter up to 7, pre-kindergarten grade levels to be crosswalked as PK (pre-kindergarten) for the DOE-AL.

PK

GRADES TO REPORT AS Optional. You can enter up to 7, kindergarten grade levels to be crosswalked as KG (kindergarten) for the DOE-AL.

KG

Press ENTER after entering the desired selection criteria. The DOEAL and DOEAL2 files will be created and the DOEAL report will be generated. You will be returned to the State Reporting Menu upon completion. The report will be placed in the user's spoolfile with a spoolfile name of DOEAL.

NOTES

A second record will be created for the same student in a situation where the student entered, left, and returned to the alternative ed program.

This process will skip any students whose "end date" is prior to the beginning date range entered on this screen. It will also skip students whose "beg date" is after the ending date range entered on this screen.

If a student's grade level is "13" or "GR" it will be reported as "12."

From the STATE REPORTING MENU #1 (Figure 9-23), press F3 to print the DOE-AD Add'l Student Info Report and to generate a magnetic media file. The Additional Student Information Report screen 1 (Figure 9-23-3A) will be displayed.

C11 Additional Student Information Report

This procedure will generate a report and magnetic media file to be sent to the state. The file will be called DOEAD and will be placed in your school's library. A second file called DOEAD2 will also be placed in your school's library. DOEAD2 will be formatted the same as DOEAD, but will additionally contain fields for the student's name, ethnicity, gender, local school ID, and local student ID.

Data elements for this report can be maintained in F8-18, field #76.

Only students with one or more of the following conditions will be included.

High Ability = 1-4

Homeless = 1-4

8th Grade Student with Technology Proficiency (ISTE) = 1-5

21st Century Scholar = 1

Do not continue if you do not want to create a new DOEAD file.

ENTER=Continue, F16=Exit

Figure 9-23-3A. ADDITIONAL STUDENT INFORMATION REPORT SCREEN 1

Press ENTER to continue or F16 to exit this procedure. If ENTER is pressed the ADDITIONAL STUDENT INFORMATION REPORT SELECTION screen (Figure 9-23-3B) will be displayed.

C11 Additional Student Information Report

This process will create a report and two files called DOEAD and DOEAD2.

Select students active or HB any time during this prd: 9 1 9 thru 12 31 9
(Using a date range instead of a single date can cause a student to be reported at more than one school.)

Only students with one or more of the following conditions will be included:

High Ability = 1-4 or Homeless = 1-4 or 21st Century Scholar = 1 or

8th Grade Student with Technology Proficiency (ISTE) = 1-5

Line spacing on report: 1 (1/2/3)

PW grades: (Pre-school will be skipped)

PK grades: (Pre-kindergarten will be skipped)

Grades to report as KG: KA KP KG (Kindergarten will be included)

Future students will be skipped. Homebound students will be included.

ENTER=Validate, F16=Exit

Figure 9-23-3B. ADDITIONAL STUDENT INFORMATION REPORT SCREEN 2

(Continued)

Fill in the selection criteria based on the following data entry requirements:

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

REPORTING PERIOD Required. Enter dates as 2-digit month, 2-digit day, and 2-digit year. Enter a date range to allow for selecting students enrolled within a certain date range. To choose only those students enrolled as of a certain day, enter the same beginning and ending date. To choose those students who were enrolled at any time during a certain period, enter the specific date range. Putting in a date range may result in a single student being reported by more than one of your schools. (6N + 6N)

SPACING Required. Indicate the desired spacing: 1=single spacing, 2=double spacing, 3=triple spacing.

GRADES TO REPORT AS PW Optional. You can enter up to 7, pre-school grade levels to be crosswalked as PW (pre-school ages 0-2) and skipped for the DOE-AD.

GRADES TO REPORT AS PK Optional. You can enter up to 7, pre-kindergarten grade levels to be crosswalked as PK (pre-kindergarten) and skipped for the DOE-AD.

GRADES TO REPORT AS KG Optional. You can enter up to 7, kindergarten grade levels to be crosswalked as KG (kindergarten) and included in the DOE-AD.

Press ENTER after entering the desired selection criteria. The DOEAD and DOEAD2 files will be created and the DOEAD report will be generated. You will be returned to the State Reporting Menu upon completion. The report will be placed in the user's spoolfile with a spoolfile name of DOEAD.

From the STATE REPORTING MENU #1 (Figure 9-23), press F4 to print the DOE-HB HOMEBOUND/HOSPITALIZED Report and to generate a magnetic media file. The Homebound/Hospitalized Report screen 1 (Figure 9-23-4A) will be displayed.

C11 Homebound/Hospitalized Report

This procedure will generate a report and magnetic media file to be sent to the state. The file will be called DOEHB and will be placed in your school's library. A second file called DOEHB2 will also be placed in your school's library. DOEHB2 will be formatted the same as DOEHB, but will additionally contain fields for the student's name, ethnicity, gender, local school ID, and local student ID.

Data elements for this report can be maintained in F8-18, field #78.

Only students whose homebound date range is within the dates specified on the next screen will be included.

Do not continue if you do not want to create a new DOEHB file.

ENTER=Continue, F16=Exit

Figure 9-23-4A. HOMEBOUND/HOSPITALIZED REPORT SCREEN 1

Press ENTER to continue or F16 to exit this procedure. If ENTER is pressed the HOMEBOUND/HOSPITALIZED REPORT SELECTION screen (Figure 9-23-4B) will be displayed.

C11 Homebound/Hospitalized Report

This process will create a report and two files called DOEHB and DOEHB2.

Select students who are HB any time during this prd: 8 1 9 thru 6 30 10

Students with a homebound date range that begins in, ends in, or completely encompasses this date range will be included. If the student became homebound before the beginning date entered on this screen, the student's beginning date will be reported as the beginning date entered on this screen. If the student has not returned from homebound or returned after the ending date entered on this screen, the student's ending date will be reported as the ending date entered on this screen.

To exclude a withdrawn student, erase the student's homebound dates.

Line spacing on report: 1 (1/2/3)

Grades to report as PW: P3 (Pre-school will be included)

Grades to report as PK: P4 (Pre-k will be included)

Grades to report as KG: KA KP KG (Kindergarten will be included)

Future students will be skipped. Withdrawn students will be included.

ENTER=Validate, F16=Exit

Figure 9-23-4B. HOMEBOUND/HOSPITALIZED REPORT SCREEN 2

Fill in the selection criteria based on the following data entry requirements:

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

REPORTING PERIOD Required. Enter dates as 2-digit month, 2-digit day, and 2-digit year. Enter a date range to allow for selecting students enrolled within a certain date range. To choose only those students enrolled as of a certain day, enter the same beginning and ending date. To choose those students who were enrolled at any time during a certain period, enter the specific date range. Putting in a date range may result in a single student being reported by more than one of your schools. (6N + 6N)

SPACING Required. Indicate the desired spacing: 1=single spacing, 2=double spacing, 3=triple spacing.

GRADES TO REPORT AS Optional. You can enter up to 7, pre-school grade levels to be crosswalked as PW (pre-school ages 0-2) for the DOE-HB.

PW

GRADES TO REPORT AS Optional. You can enter up to 7, pre-kindergarten grade levels to be crosswalked as PK (pre-kindergarten) for the DOE-HB.

PK

GRADES TO REPORT AS Optional. You can enter up to 7, kindergarten grade levels to be crosswalked as KG (kindergarten) for the DOE-HB.

KG

Press ENTER after entering the desired selection criteria. The DOEHB and DOEHB2 files will be created and the DOEHB report will be generated. You will be returned to the State Reporting Menu upon completion. The report will be placed in the user's spoolfile with a spoolfile name of DOEHB.

From the STATE REPORTING MENU #1 (Figure 9-23), press F5 to print the DOE-LEP1 FIRST YEAR LEP1 Report and to generate a magnetic media file. The First Year LEP Report screen 1 (Figure 9-23-5A) will be displayed.

C11 First Year LEP Report (DOE-LEP1)

This procedure will generate a report and magnetic media file to be sent to the state. The file will be called DOELEP1 and will be placed in your school's library. A second file called DOELEP2 will also be placed in your school's library. DOELEP2 will be formatted the same as DOELEP1, but will additionally contain fields for the student's name, ethnicity, grade, gender, local school ID, and local student ID.

Data elements for this report can be maintained in F8-18, field #66 or in F8-8-15. Only LEP students (FEP/LEP = 2 or 4) whose 'Date Enrolled in U.S.' is within the date range specified on the next screen will be included.

Do not continue if you do not want to create a new DOELEP1 file.

ENTER=Continue, F16=Exit

Figure 9-23-5A. FIRST YEAR LEP REPORT SCREEN 1

Press ENTER to continue or F16 to exit this procedure. If ENTER is pressed the FIRST YEAR LEP REPORT SELECTION screen (Figure 9-23-5B) will be displayed.

C11 First Year LEP Report (DOE-LEP1)

This process will create a report and two files called DOELEP1 and DOELEP2.

1st Enrolled in U.S. during this period: __ __ __ thru __ __ __

Students with an FEP/LEP code of 2 or 4 who enrolled in the U.S. within the date range above will be included. List grades to be excluded below.

Line spacing on report: 1 (1/2/3)

Grades to exclude: __ __ __ __ __ __ __
 __ __ __ __ __ __ __

Future students will be skipped. Withdrawn students will be skipped.

ENTER=Validate, F16=Exit

Figure 9-23-5B. FIRST YEAR LEP REPORT SCREEN 2

Fill in the selection criteria based on the following data entry requirements:

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

REPORTING PERIOD Required. Enter dates as 2-digit month, 2-digit day, and 2-digit year. Enter a date range to allow for selecting students enrolled within a certain date range. To choose only those students enrolled as of a certain day, enter the same beginning and ending date. To choose those students who were enrolled at any time during a certain period, enter the specific date range. Putting in a date range may result in a single student being reported by more than one of your schools. (6N + 6N)

SPACING Required. Indicate the desired spacing: 1=single spacing, 2=double spacing, 3=triple spacing.

GRADES TO EXCLUDE Optional. You can enter up to 14, grade levels to be excluded from the DOE-LEP1.

Press ENTER after entering the desired selection criteria. The DOELEP1 and DOELEP2 files will be created and the DOELEP1 report will be generated. You will be returned to the State Reporting Menu upon completion. The report will be placed in the user's spoolfile with a spoolfile name of DOELEP1.

From the STATE REPORTING MENU #1 (Figure 9-23), press F6 to print the DOE-ISTEPBAR ISTEP BARCODE generate a magnetic media file. The Export ISTEP Barcode File Report screen 1 (Figure 9-23-6A) will be displayed.

C11

Export ISTEP Barcode File

OPTION TO SELECT ONLY STUDENTS NOT PREVIOUSLY SENT WILL APPEAR ON NEXT SCREEN!

A file called ISTEPBAR will be created in K12DATA, along with a second file called ISTEPBAR2 which contains additional data elements for use internally, or for resubmission as your ISTEP BARCODE correction file.

IF ISTEP PARTICIPATION (F8-8-15 OR F8-8-20) IS N, STUDENT WILL NOT BE INCLUDED!

With no sortable data elements remaining in the file, the ISTEPBAR file will not be sorted. However, you can still choose to sort the ISTEPBAR2 file if you want.

On the next screen, be sure to fill in the lunch codes that mean free or reduced lunch. The 'Free/reduced lunch' parameter is not a selection parameter. It is used to identify the lunch codes that will cause a student to have an SES value of 1, 2, or 3 on the ISTEPBAR2 file. The 'Grade' parameter is a record selection parameter. The 'Create sample file' parameter was intended to be used only at the district level to pull 25 students each from 3rd, 8th and 10th grades as a file sample to be sent to the state for initially being approved to send a real ISTEPBAR file.

ENTER=Continue, F16=Exit without processing

Figure 9-23-6A. DOE-ISTEPBAR ISTEP BARCODE SCREEN 1

Press ENTER to continue or F16 to exit this procedure. If ENTER is pressed the DOE-ISTEPBAR ISTEP BARCODE REPORT SELECTION screen (Figure 9-23-6B) will be displayed.

C11 Export ISTEP Barcode File

This file can contain all students or only those not previously sent.

ALL STUDENTS - means any student currently enrolled, regardless of the students enrollment date.

STUDENTS NOT PREVIOUSLY SENT - means any student whose ISTEP-BARCODE indicator is blank.

When the 'ALL STUDENTS' option is selected, the K4-ISTEP-BARCODE field in the file KMA4FILE is cleared. Those students currently enrolled and included in the export file will be assigned a value of Y in that field.

When the 'STUDENTS NOT PREVIOUSLY SENT' option is selected, enrolled students whose K4-ISTEP-BARCODE indicator is blank will be selected. During this step, selected students will be assigned a value of 2 to indicate the student was selected in the 2nd file submission.

Record selection: _ A=ALL STUDENTS, N=STUDENTS NOT PREVIOUSLY SENT

ENTER=Continue, F16=Return to previous screen

Figure 9-23-6B. DOE-ISTEPBAR ISTEP BARCODE SCREEN 2

RECORD SELECTION Required. Select A=ALL STUDENTS, or N=STUDENTS NOT PREVIOUSLY SENT.

Press ENTER to continue or F16 to return to the previous screen. If ENTER is pressed the EXPORT ISTEP BARCODE FILE SELECTION screen (Figure 9-23-6C) will be displayed.

C11 Export ISTEP Barcode File

Enter an X here to select specific students to be included/excluded: _ (X/)

Free Lunch: F X C _ _ _ _ _ Reduced: R Y _ _ _ _ _

Grades: 11 12 _ _ _ _ _ (BLANK for ALL) I (I/E)

Sort: 1 (0=No Sort, 1=Gr/Alpha, 2=HR/Alpha) Create sample file: N (Y/N)

Select only those who did not pass both math/english on last ISTEP: Y (Y/N)

ENTER=Continue, F16=Return to previous screen

Figure 9-23-6C. EXPORT ISTEP BARCODE SCREEN 3

Fill in the selection criteria based on the following data entry requirements:

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

- INCLUDE/** Optional. If "X" is entered, a screen will appear after this one is
EXCLUDE processed, asking if you want specified students to be included,
STUDENTS excluded, or only, reported. A third screen will appear to allow
 entry of up to 114 specific ID numbers, (F5=Roster search, if
 needed). These entries will be stored for a future run, to
 include/exclude students.
- FREE** Optional. Enter up to 10 free lunch codes. Any student that has one
LUNCH of the codes in the "Free/Reduced Lunch" field on their F8-8-21
CODES screen, will be crosswalked to a "1" for the Socio-economic Status in
 the ISTEPBAR file.
- REDUCED** Optional. Enter up to 10 reduced lunch codes. Any student that has
LUNCH one of the codes in the "Free/Reduced Lunch" field on their F8-8-21
CODES screen, will be crosswalked to a "2" for the Socio-economic Status in
 the ISTEPBAR file.
- GRADES** Optional. Enter up to twelve grade levels to be included (I) or
 excluded (E). Leave blank to print all grade levels.
- SORT** Enter the desired sort sequence. Entering a "0" indicates no sort,
SEQUENCE entering a "1" indicates to print alphabetically in grade level
 sequence, and entering a "2" indicates to print alphabetically in
 homeroom sequence.
- CREATE** Required. Enter a "Y" when the report is being run at the district
SAMPLE level, to create a sample file with 25 students each from 3rd, 8th
FILE and 10th grades. This sample file can be sent to the state for pre-
 approval before sending the actual ISTEPBAR file. Enter "N" if you
 do not want to create a sample file.
- DID NOT** Required. Enter "Y" to select only those who did not pass both Math
PASS and English on the last ISTEP.

Press ENTER after entering the desired selection criteria. The ISTEPBAR and ISTEPBAR2 files will be created. The ISTEPBAR should be sent to the state. The ISTEPBAR2 can be used for internal balancing and can also be sent to the state to report corrections. You will be returned to the State Reporting Menu upon completion.

From the STATE REPORTING MENU #1 (Figure 9-23), press F7 to create the DOE-ECABAR END OF COURSE ASSESSMENT magnetic media file. The Create DOE-ECABAR End of Course Assessment Report screen 1 (Figure 9-23-7A) will be displayed.

C11	Create DOE-ECABAR End of Course Assessment Screen 1
<p>A file called ECABAR will be created in K12DATA, along with a second file called ECABAR2 which contains additional data elements for use internally. IF ISTEP PARTICIPATION (F8-8-15 OR F8-8-20) IS N, STUDENT WILL NOT BE INCLUDED! On the next screen, be sure to fill in the lunch codes that mean free or reduced lunch. The 'Free/reduced lunch' parameter is not a selection parameter. It is used to identify the lunch codes that will cause a student to have an SES value of 1, 2, or 3 in the export file. The Grade, DOE Subject, and Term fields are all selection parameters. Regular (1) or Retests (2): _</p> <p>----- REGULAR ONLY -----</p> <p>Skip students who've taken these tests: _____</p> <p>----- RETEST ONLY -----</p> <p>To select students for retest only, enter TEST name here: _____ & subj: _____</p> <p>RETEST students are those who have taken the above test, but have never scored an 'A' or 'P'. The 'retest' indicator will automatically be marked in file. The test coordinator at each school should have a type code of '#' on the teacher master file (F3-1). If needed, contact RDS for assistance with this.</p> <p>----- REGULAR OR RETEST -----</p> <p>Enter an X here to select specific students to be included/excluded: _ (X/)</p> <p>ENTER=Continue, F16=Exit without processing</p>	

Figure 9-23-7A. DOE-ECABAR END OF COURSE ASSESSMENT SCREEN 1

REGULAR OR RETESTS Required. Enter 1 for regular or 2 for retests.

REGULAR ONLY Optional. To skip students who have taken a specific test, enter up to five test names. This could be used to select only first time test takers.

RETEST ONLY Optional. To select students for retesting, enter the name of the test to be reviewed for retakes, e.g. ECAALG1, and enter the appropriate subject code. The subject code is required, when selecting retests.

INCLUDE/EXCLUDE STUDENTS Optional. If "X" is entered, a screen will appear after screen 4 is processed, asking if you want specified students to be included, excluded, or only, reported. A subsequent screen will appear to allow entry of up to 114 specific ID numbers, (F5=Roster search, if needed). These entries will be stored for a future run, to include/exclude students.

NOTE: For each school participating in the RETEST process, go to the Teacher Master file (F3-1) and mark the "Test Coordinator" teacher with a type code of # in one of the "Type" fields (select F2=Switch to access the "type" fields).

(Continued)

Press ENTER to continue or F16 to return to the previous screen. If ENTER is pressed, the Create DOE-ECABAR End of Course Assessment Report screen 2 (Figure 9-23-7B) will be displayed.

C11	Create DOE-ECABAR End of Course Assessment Screen 2 of 4
<p>First Year Test Taker will be a "Y" if FEP-LEP = 2 and Instrument Used = 6. Free Lunch: <u>F</u> <u>X</u> <u>C</u> _ _ _ _ _ Reduced: <u>R</u> <u>Y</u> _ _ _ _ _ Gr: _ _ _ _ _ Blank=ALL <u>I</u> I/E Term: <u>5</u> 0-9, A-F, or S USE THE SMALLEST TERM POSSIBLE. For example, if quarter-length courses are used by any grade levels, use a quarter-length term here, not semester.</p>	
<p>ENTER=Continue, F16=Return to previous screen</p>	

Figure 9-23-7B. DOE-ECABAR END OF COURSE ASSESSMENT SCREEN 2

Fill in the selection criteria based on the following data entry requirements:

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

- FREE LUNCH CODES** Optional. Enter up to 10 free lunch codes. Any student that has one of the codes in the "Free/Reduced Lunch" field on their F8-8-21 screen, will be crosswalked to a "1" for the Socio-economic Status in the ECABAR file.
- REDUCED LUNCH CODES** Optional. Enter up to 10 reduced lunch codes. Any student that has one of the codes in the "Free/Reduced Lunch" field on their F8-8-21 screen, will be crosswalked to a "2" for the Socio-economic Status in the ECABAR file.
- GRADES** Optional. Enter up to twelve grade levels to be included (I) or excluded (E). Leave blank to print all grade levels.
- TERM** Required. Enter the smallest term possible.

Press ENTER to continue or F16 to return to the previous screen. If ENTER is pressed, the Create DOE-ECABAR End of Course Assessment Report screen 3 (Figure 9-23-7C) will be displayed.

C11 Create DOE-ECABAR End of Course Assessment
Screen 4 of 4

The following rules apply for selecting students for the export file:

1. Exclude individual students by entering an 'X' on the 2nd screen.
2. To meet a requirement listed on the previous screen, the student must be currently enrolled in one of the courses for the term entered on the 2nd screen. Also, all other courses listed on that line must have been previously or currently taken.
3. A course must be listed multiple times for a requirement if it must be taken multiple semesters (i.e., term 9 courses must be listed twice.)
4. Requirements will be matched against current year schedules and prior mark history. In order for the mark history to qualify as "previously taken", the student has to have received credit for the course.
5. If no grade levels were entered on the previous screen for a requirement, then the requirement will apply to any grade level.
6. If a student meets the requirement of more than one subject area, each of those subject areas will be reported.
7. If a student meets the same subject requirement more than once this term, the subject will only be reported once.
8. Students who are being retested will have to be manually flagged in file.
9. SPN & work email will be pulled from PER F3, based on emp# in K12 F3-1.

ENTER=Continue & create ECABAR, F16=Return to previous screen

Figure 9-23-7D. DOE-ECABAR END OF COURSE ASSESSMENT SCREEN 4

Press ENTER to generate the ECABAR and ECABAR2 files in the K12DATA library. If errors occurred, you will get a message "REVIEW ERROR LIST." Students included on the error listing will be included in the ECABAR file, so that they can be corrected by hand, using STRDFU or a text editor after transferring to a PC format, if desired. You will be returned to the STATE REPORTING MENU (Figure 9-23) upon completion.

From the STATE REPORTING MENU #1 (Figure 9-23), press F8 to generate the DOE-LASBAR LAS LINKS BARCODE LABELS magnetic media file. The Create DOE-LASBAR LAS Links Barcode Labels File screen 1 (Figure 9-23-8A) will be displayed.

```

C11                Create DOE-LASBAR LAS Links Barcode Labels File
                    Screen 1 of 3

A file called LASBAR will be created in K12DATA, along with a second file
called LASBAR2 which contains additional data elements for use internally.

IF ISTEP PARTICIPATION (F8-8-15 OR F8-8-20) IS N, STUDENT WILL NOT BE INCLUDED!

On the next screen, be sure to fill in the lunch codes that mean free or
reduced lunch. The 'Free/reduced lunch' parameter is not a selection parameter.
It is used to identify the lunch codes that will cause a student to have an SES
value of 1, 2, or 3 in the LASBAR file. The Grade field is a selection
parameter.

Only students with an FEP/LEP value of 2 or 4 will be selected for LASBAR.

ENTER=Continue, F16=Exit without processing

```

Figure 9-23-8A. DOE-LASBAR LAS LINKS BARCODE LABELS FILE SCREEN 1

Press ENTER to continue or F16 to exit without processing. If ENTER is pressed, the Create DOE-LASBAR LAS Links Barcode Labels File screen 2 (Figure 9-23-8B) will be displayed.

```

C11                Create DOE-LASBAR LAS Links Barcode Labels File
                    Screen 2 of 3

Enter an X here to select specific students to be included/excluded: _ (X/ )
Free Lunch:  F X C _ _ _ _ _ _ _ _ _ _      Reduced:  R Y _ _ _ _ _ _ _ _ _ _
Grades to report as KG:  _ _ _ _ _ _ _ _ _ _ (Kindergarten for LASBAR)

Select Grades:  _ _ _ _ _ _ _ _ _ _ _ _ _ _ (blank=ALL)      I (I/E)

ENTER=Continue, F16=Return to previous screen

```

Figure 9-23-8B. DOE-LASBAR LAS LINKS BARCODE LABELS FILE SCREEN 2

Fill in the selection criteria based on the following data entry requirements:

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

INCLUDE/ Optional. If "X" is entered, a screen will appear after this, asking
EXCLUDE if you want specified students to be included, excluded, or only,
STUDENTS reported. A third screen will appear to allow entry of up to 114
 specific ID numbers, (F5=Roster search, if needed). These entries
 will be stored for a future run, to include/exclude students.

FREE Optional. Enter up to 10 free lunch codes. Any student that has one
LUNCH of the codes in the "Free/Reduced Lunch" field on their F8-8-21
CODES screen, will be crosswalked to a "1" for the Socio-economic Status in
 the ISTEPBAR file.

REDUCED Optional. Enter up to 10 reduced lunch codes. Any student that has
LUNCH one of the codes in the "Free/Reduced Lunch" field on their F8-8-21
CODES screen, will be crosswalked to a "2" for the Socio-economic Status in
 the ISTEPBAR file.

GRADES TO Optional. You can enter up to 7, kindergarten grade levels to be
REPORT AS crosswalked as KG (kindergarten) for the LASBAR.
KG

GRADES Optional. Enter up to twelve grade levels to be included (I) or
 excluded (E). Leave blank to print all grade levels.

Press ENTER to continue or F16 to return to the previous screen. If ENTER is
 pressed, the Create DOE-LASBAR LAS Links Barcode Labels File screen 3 (Figure 9-
 23-8C) will be displayed.

C11 Create DOE-LASBAR End of Course Assessment
Screen 3 of 3

The following rules apply for selecting students for the LASBAR file:

1. Include additional students (those who are not currently LEP) by entering an 'X' on the first screen.
2. Any student currently having a value of 2 or 4 in the FEP/LEP field will be included.
3. Spanish Language will contain a 'Y' if the student's primary language code is 835, as defined in F8-8-15.
4. If the student's Instrument Used field is '6', the student will be assigned a value of 'Y' in the First Year Test Taker field.
5. To further modify the LASBAR file after it has been created in this process, use STRDFU to add/modify/delete records before transferring to your PC or server.

ENTER=Continue & create LASBAR, F16=Return to previous screen

Figure 9-23-8C. DOE-LASBAR LAS LINKS BARCODE LABELS FILE SCREEN 3

Press ENTER to generate the LASBAR files in the K12DATA library. You will be returned to the STATE REPORTING MENU (Figure 9-23) upon completion.

From the STATE REPORTING MENU #1 (Figure 9-23), press F9 to generate the DOE-EA END OF ALGEBRA ASSESS magnetic media file. The Create DOE-EA End of Algebra Assessment screen 1 (Figure 9-23-9A) will be displayed.

```

C11                Create DOE-EA End of Algebra Assessment
                   Screen 1

A file called DOEEA will be created in K12DATA, along with a second file
called DOEEA2 which contains additional data elements for use internally.
IF ISTEP PARTICIPATION (F8-8-15 OR F8-8-20) IS N, STUDENT WILL NOT BE INCLUDED!
On the next screen, be sure to fill in the lunch codes that mean free or
reduced lunch. The 'Free/reduced lunch' parameter is not a selection parameter.
It is used to identify the lunch codes that will cause a student to have an SES
value of 1, 2, or 3 in the export file. The Grade, DOE Subject, and Term fields
are all selection parameters.      Regular (1) or Retests (2): _
----- REGULAR ONLY -----
Skip students who've taken these tests: _____
----- RETEST ONLY -----
To select students for retest only, enter TEST name here: _____ & subj: _____
RETEST students are those who have taken the above test, but have never scored
an 'A' or 'P'. The 'retest' indicator will automatically be marked in file.
The test coordinator at each school should have a type code of '#' on the
teacher master file (F3-1).  If needed, contact RDS for assistance with this.
----- REGULAR OR RETEST -----
Enter an X here to select specific students to be included/excluded: _ (X/ )

ENTER=Continue, F16=Exit without processing

```

Figure 9-23-9A. DOE-EA END OF ALGEBRA ASSESSMENT SCREEN 1

REGULAR OR RETESTS Required. Enter 1 for regular or 2 for retests.

REGULAR ONLY Optional. To skip students who have taken a specific test, enter up to five test names. This would be used to select only first time test takers.

RETEST ONLY Optional. To select students for retesting, enter the name of the test to be reviewed for retakes, e.g. ECAALG1, and enter the appropriate subject code. The subject code is required, when selecting retests.

INCLUDE/EXCLUDE STUDENTS Optional. If "X" is entered, a screen will appear after screen 4 is processed, asking if you want specified students to be included, excluded, or only, reported. A subsequent screen will appear to allow entry of up to 114 specific ID numbers, (F5=Roster search, if needed). These entries will be stored for a future run, to include/exclude students.

NOTE: For each school participating in the RETEST process, go to the Teacher Master file (F3-1) and mark the "Test Coordinator" teacher with a type code of # in one of the "Type" fields (select F2=Switch to access the "type" fields).

(Continued)

Press ENTER to continue or F16 to return to the previous screen. If ENTER is pressed, the Create DOE-ECABAR End of Course Assessment Report screen 2 (Figure 9-23-7B) will be displayed.

```

C11                Create DOE-EA End of Algebra Assessment
                   Screen 2 of 4

First Year Test Taker will be a "Y" if FEP-LEP = 2 and Instrument Used = 6.
Free Lunch:  F X C _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _
Reduced:     R Y _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _
Gr:  _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _
Term: 5 0-9, A-F, or S
USE THE SMALLEST TERM POSSIBLE.  For example, if quarter-length courses
are used by any grade levels, use a quarter-length term here, not semester.

ENTER=Continue, F16=Return to previous screen

```

Figure 9-23-9B. DOE-EA END OF ALGEBRA ASSESSMENT SCREEN 2

Fill in the selection criteria based on the following data entry requirements:

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

FREE LUNCH CODES Optional. Enter up to 10 free lunch codes. Any student that has one of the codes in the "Free/Reduced Lunch" field on their F8-8-21 screen, will be crosswalked to a "1" for the Socio-economic Status in the DOEEA file.

REDUCED LUNCH CODES Optional. Enter up to 10 reduced lunch codes. Any student that has one of the codes in the "Free/Reduced Lunch" field on their F8-8-21 screen, will be crosswalked to a "2" for the Socio-economic Status in the DOEEA file.

GRADES Optional. Enter up to twelve grade levels to be included (I) or excluded (E). Leave blank to print all grade levels.

TERM Required. Enter the smallest term possible.

Press ENTER to continue or F16 to return to the previous screen. If ENTER is pressed, the Create DOE-EA End of Algebra Assessment Report screen 3 (Figure 9-23-9C) will be displayed.

C11 Create DOE-EA End of Algebra Assessment
Screen 4 of 4

The following rules apply for selecting students for the export file:

1. Exclude individual students by entering an 'X' on the 2nd screen.
2. To meet a requirement listed on the previous screen, the student must be currently enrolled in one of the courses for the term entered on the 2nd screen. Also, all other courses listed on that line must have been previously or currently taken.
3. A course must be listed multiple times for a requirement if it must be taken multiple semesters (i.e., term 9 courses must be listed twice.)
4. Requirements will be matched against current year schedules and prior mark history. In order for the mark history to qualify as "previously taken", the student has to have received credit for the course.
5. If no grade levels were entered on the previous screen for a requirement, then the requirement will apply to any grade level.
6. If a student meets the requirement of more than one subject area, each of those subject areas will be reported.
7. If a student meets the same subject requirement more than once this term, the subject will only be reported once.
8. Students who are being retested will have to be manually flagged in file.
9. SPN & work email will be pulled from PER F3, based on emp# in K12 F3-1.

ENTER=Continue & create DOEEA, F16=Return to previous screen

Figure 9-23-9D. DOE-EA END OF ALGEBRA ASSESSMENT SCREEN 4

Press ENTER to generate the DOEEA and DOEEA2 files in the K12DATA library.
You will be returned to the STATE REPORTING MENU (Figure 9-23) upon completion.

From the STATE REPORTING MENU #1 (Figure 9-23), press F10 to generate the DOE-EC END OF ENGLISH ASSESS magnetic media file. The Create DOE-EC End of English Assessment screen 1 (Figure 9-23-10A) will be displayed.

```

C11                Create DOE-EC End of English Assessment
                   Screen 1

A file called DOEEC will be created in K12DATA, along with a second file
called DOEEC2 which contains additional data elements for use internally.
IF ISTEP PARTICIPATION (F8-8-15 OR F8-8-20) IS N, STUDENT WILL NOT BE INCLUDED!
On the next screen, be sure to fill in the lunch codes that mean free or
reduced lunch. The 'Free/reduced lunch' parameter is not a selection parameter.
It is used to identify the lunch codes that will cause a student to have an SES
value of 1, 2, or 3 in the export file. The Grade, DOE Subject, and Term fields
are all selection parameters.      Regular (1) or Retests (2): _
----- REGULAR ONLY -----
Skip students who've taken these tests: _____
----- RETEST ONLY -----
To select students for retest only, enter TEST name here: _____ & subj: _____
RETEST students are those who have taken the above test, but have never scored
an 'A' or 'P'. The 'retest' indicator will automatically be marked in file.
The test coordinator at each school should have a type code of '#' on the
teacher master file (F3-1).  If needed, contact RDS for assistance with this.
----- REGULAR OR RETEST -----
Enter an X here to select specific students to be included/excluded: _ (X/ )

ENTER=Continue, F16=Exit without processing

```

Figure 9-23-10A. DOE-EC END OF ENGLISH ASSESSMENT SCREEN 1

REGULAR OR RETESTS Required. Enter 1 for regular or 2 for retests.

REGULAR ONLY Optional. To skip students who have taken a specific test, enter up to five test names. This would be used to select only first time test takers.

RETEST ONLY Optional. To select students for retesting, enter the name of the test to be reviewed for retakes, e.g. ECAENG1, and enter the appropriate subject code. The subject code is required, when selecting retests.

INCLUDE/EXCLUDE STUDENTS Optional. If "X" is entered, a screen will appear after screen 4 is processed, asking if you want specified students to be included, excluded, or only, reported. A subsequent screen will appear to allow entry of up to 114 specific ID numbers, (F5=Roster search, if needed). These entries will be stored for a future run, to include/exclude students.

NOTE: For each school participating in the RETEST process, go to the Teacher Master file (F3-1) and mark the "Test Coordinator" teacher with a type code of # in one of the "Type" fields (select F2=Switch to access the "type" fields).

Press ENTER to continue or F16 to return to the previous screen. If ENTER is pressed, the Create DOE-EC End of English Assessment Report screen 2 (Figure 9-23-10B) will be displayed.

```

C11                Create DOE-EC End of English Assessment
                   Screen 2 of 4

First Year Test Taker will be a "Y" if FEP-LEP = 2 and Instrument Used = 6.
Free Lunch:  F X C _ _ _ _ _ _ _ _ _ _      Reduced:  R Y _ _ _ _ _ _ _ _ _ _
Gr:  _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _  Blank=ALL I I/E
Term:  5 0-9, A-F, or S
USE THE SMALLEST TERM POSSIBLE.  For example, if quarter-length courses
are used by any grade levels, use a quarter-length term here, not semester.

ENTER=Continue, F16=Return to previous screen

```

Figure 9-23-10B. DOE-EC END OF ENGLISH ASSESSMENT SCREEN 2

Fill in the selection criteria based on the following data entry requirements:

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

FREE LUNCH CODES Optional. Enter up to 10 free lunch codes. Any student that has one of the codes in the "Free/Reduced Lunch" field on their F8-8-21 screen, will be crosswalked to a "1" for the Socio-economic Status in the DOEEC file.

REDUCED LUNCH CODES Optional. Enter up to 10 reduced lunch codes. Any student that has one of the codes in the "Free/Reduced Lunch" field on their F8-8-21 screen, will be crosswalked to a "2" for the Socio-economic Status in the DOEEC file.

GRADES Optional. Enter up to twelve grade levels to be included (I) or excluded (E). Leave blank to print all grade levels.

TERM Required. Enter the smallest term possible.

Press ENTER to continue or F16 to return to the previous screen. If ENTER is pressed, the Create DOE-EC End of English Assessment Report screen 3 (Figure 9-23-10C) will be displayed.

C11 Create DOE-EC End of English Assessment
Screen 4 of 4

The following rules apply for selecting students for the export file:

1. Exclude individual students by entering an 'X' on the 2nd screen.
2. To meet a requirement listed on the previous screen, the student must be currently enrolled in one of the courses for the term entered on the 2nd screen. Also, all other courses listed on that line must have been previously or currently taken.
3. A course must be listed multiple times for a requirement if it must be taken multiple semesters (i.e., term 9 courses must be listed twice.)
4. Requirements will be matched against current year schedules and prior mark history. In order for the mark history to qualify as "previously taken", the student has to have received credit for the course.
5. If no grade levels were entered on the previous screen for a requirement, then the requirement will apply to any grade level.
6. If a student meets the requirement of more than one subject area, each of those subject areas will be reported.
7. If a student meets the same subject requirement more than once this term, the subject will only be reported once.
8. Students who are being retested will have to be manually flagged in file.
9. SPN & work email will be pulled from PER F3, based on emp# in K12 F3-1.

ENTER=Continue & create DOEEC, F16=Return to previous screen

Figure 9-23-10D. DOE-EA END OF ENGLISH ASSESSMENT SCREEN 4

Press ENTER to generate the DOEEC and DOEEC2 files in the K12DATA library.
You will be returned to the STATE REPORTING MENU (Figure 9-23) upon completion.

From the STATE REPORTING MENU #1 (Figure 9-23), press F11 to generate the ACUITYE and ACUITYS magnetic media files. The Create ACUITY Files screen 1 (Figure 9-23-11A) will be displayed.

C11 Create ACUITY Files
Screen 1 of 5

This process creates files ACUITYE and ACUITYS to hold educator and student information, respectively. In addition, files ACUITYE2 and ACUITYS2 will be created with additional information for use internally. Files will reside in K12DATA if running at district level, otherwise, they will reside in the school library, KxxxxDATA.

On the next screen, be sure to fill in the codes that mean Special Ed, and Free or Reduced Lunch. These codes are not selection parameters, but are used to identify the codes that will cause a student to be tagged with a 'Y' in the export file. An asterisk, '*', can be entered to indicate all non-blank codes.

Fill in the FEP codes that mean a student is proficient in English. Those students, and those with a blank FEP-LEP field will be tagged with a 'Y'. Otherwise they will be tagged with an 'N'

Grade and Term fields are selection parameters. If this report will be run for Kindergarten, select Kindergarten codes in the grade selection parameters AND indicate the codes meaning Kindergarten. These will be converted to a 'K' in the export file.

On the next screen, indicate length of school name: S=Short, M=Medium, or L=Long (from F1-2 - District/School Control Info).

Enter=Continue, F16=Exit without processing

Figure 9-23-11A. IDOE ACUITYE and ACUITYS SCREEN 1

Press ENTER to continue or F16 to exit without processing. If ENTER is pressed, the Create ACUITY Files screen 2 (Figure 9-23-11B) will be displayed.

C11 Create ACUITY Files
Screen 2 of 5

Codes to report as Special Ed: A B C D E F G H I _ _ _ _ _

Free Lunch: F _ _ _ _ _ Reduced: R _ _ _ _ _ FEP: 1 _ _ _

Gr: _ _ _ _ _ Blank=ALL I I/E Sch Name: L (S/M/L)

Term: 9 0-9, A-F, or S Grades to report as K: _ _ _ _ _

USE THE SMALLEST TERM POSSIBLE. For example, if quarter-length courses are used by any grade levels, use a quarter-length term here, not semester.

ENTER=Continue, F16=Return to previous screen

Figure 9-23-11B. IDOE ACUITYE and ACUITYS SCREEN 2

Press ENTER to continue or F16 to return to the previous screen. If ENTER is pressed, the Create ACUITY Files screen 3 (Figure 9-23-11C) will be displayed.

C11

Create ACUITY Files

Screen 5 of 5

The following rules apply to the export files.

1. Requirements will be matched against current year only.
2. If no grade levels were entered on the previous screens for a requirement, then the requirement will apply to any grade level.
3. If a student meets the requirement of more than one subject area, each of those subject areas will be reported.
4. The following are valid subject codes per ACUITY: 1=Mathmatics, 5=Language Arts, 7=Acuity Algebra, 8=Science, 9=Social Studies.
6. HR can be entered in the subject field to select students by homeroom.
7. Optionally enter courses that correspond to a subject entered OR homerooms to be selected if HR is entered in the subject field.
8. SPN & work email will be pulled from PER F3, based on emp# in K12 F3-1.

ENTER=Continue, F16=Return to previous screen

Figure 9-23-11D. IDOE ACUITYE and ACUITYS SCREEN 5

Press ENTER to generate the ACUITYE and ACUITYS files. You will be returned to the STATE REPORTING MENU (Figure 9-23) upon completion.

From the STATE REPORTING MENU #1 (Figure 9-23), press F12 to generate the DOE-PT PRIME TIME WORKFILES magnetic media files. The DOE-PT Prime Time Workfiles screen 1 (Figure 9-23-12A) will be displayed.

C11	DOE-PT Prime Time Workfiles
<p>This procedure will generate files to help create the DOE-PT.</p> <p>1) DOEPT1 will be created in the same format as the DOE-PT Part I, based on current enrollment plus the data elements entered in F3-1, on the 2nd F2=Switch screen. KG students are counted as .5, even if they attend full-day.</p> <p>2) DOEPT2 will be created in the same format as the DOE-PT Part II, based on the same factors as Part I. Kindergarten students are counted as 1.0 regardless of whether your corporation operates full or half-day programs.</p> <p>3) DOEPT3 will be created to show the number of students by homeroom and grade for each school to serve as a workfile to reconcile the numbers reported in the DOEPT1 and DOEPT2 files, which may have to be manually adjusted before submission to the DOE.</p> <p style="text-align: center;">Do not continue if you do not want to create a new set of DOEPT files.</p> <p>ENTER=Continue, F16=Exit</p>	

Figure 9-23-12A. DOE-PT PRIME TIME WORKFILES SCREEN 1

Press ENTER to continue or F16 to exit without processing. If ENTER is pressed, the DOE-PT Prime Time Workfiles screen 2 (Figure 9-23-12B) will be displayed.

C11	DOE-PT Prime Time Report
<p>This process will 3 files called DOEPT1, DOEPT2, DOEPT3. No report will be created. Enter DOE-PT data in F3-1(Tchr Mstr) after pressing F2=switch twice.</p> <p>Select students active or HB any time during this prd: ___ ___ ___ thru ___ ___ ___ (Using a date range instead of a single date can cause a student to be reported at more than one school.)</p> <p>Grades: ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ I/E: ___</p> <p>Students will be included based on their enrollment date and grade level as indicated above. Below, please describe which grade levels are to be crosswalked to a grade level of 'KG'.</p> <p>0.5 Kindergarten Grades: <u>KA</u> <u>KP</u> ___ ___ ___ 1.0 Kindergarten Grades: <u>KG</u> ___ ___ ___ ___</p> <p>ENTER=Validate, F16=Exit</p>	

Figure 9-23-12B. DOE-PT PRIME TIME WORKFILES SCREEN 2

Fill in the selection criteria based on the following data entry requirements:

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

REPORTING PERIOD Required. Enter dates as 2-digit month, 2-digit day, and 2-digit year. Enter a date range to allow for selecting students enrolled within a certain date range. To choose only those students enrolled as of a certain day, enter the same beginning and ending date. To choose those students who were enrolled at any time during a certain period, enter the specific date range. Putting in a date range may result in a single student being reported by more than one of your schools. (6N + 6N)

GRADES TO REPORT AS KG 0.5 Optional. You can enter up to 5, kindergarten grade levels to be crosswalked as half day KG (kindergarten) for the DOE-PT.

GRADES TO REPORT AS KG 1.0 Optional. You can enter up to 5, kindergarten grade levels to be crosswalked as full day KG (kindergarten) for the DOE-PT.

GRADES Optional. Enter up to twenty grade levels to be included (I) or excluded (E). Leave blank to print all grade levels.

NOTE: This function generates the files for DOE-PT Parts 1 & 2, plus a worksheet (DOEPT3) to help with reconciling the data being reported. Due to the inability at this time to split apart a class into multiple teachers for the unique reporting requirements of the DOE-PT, some final adjustments may have to be made manually to the DOEPT1 & DOEPT2 before submission to the DOE.

To generate this file:

- 1) Go into F3-1 "Display/Update Teacher/Counselor Master" and use the F2=Switch option (twice) to input the Prime Time fields for each school who has classes that need to be included on the report.
- 2) In F3-1, the "include" column must contain a value of "Y" for the class to be included in the DOE-PT files.
- 3) In F3-1, the teacher's grade level must match one of those entered on the screen in F9-23-12 when the DOE-PT files are created. (If the grade level is blank, the class will not be included, even if "include" = "Y".)
- 4) Review the documents included with this update for an understanding of how the DOE-PT files are generated.
- 5) Be sure to include all kindergarten grade levels in the "Grades:" selection parameter in addition to grades 01 thru 05. Then, further down, you will again enter the kindergarten grade levels broken down by .5 & 1.0 FTEs. This breakdown is not actually needed for the current version because the DOE-PT1 counts all KG grade levels as .5 and the DOE-PT2 counts all KG grade levels as 1.0. However, we are anticipating that the state will ask for a new field in the future to clarify, as they recently did on the DOE-ME.

WARNING: The DOE has listed different grade levels to be reported. DOE-PT Part 1 lists grades KG, 01, 02, 03, 04 & 05. DOE-PT Part 2 lists grades KG, 01, 02 & 03. If this is really what they want, you will need to select grades KG, 01 through 05 when running the report and then manually remove grades 04 & 05 from Part 2 before submitting the files to the DOE.


```

C11                                Create DOE-RT

Enter an 'X' here to select specific students:  _ (X=sel,blank=normal selection)

Codes to report as Free:      F  =  _ _ _ _ _
Codes to report as Reduced:   R  =  _ _ _ _ _
Grades to report as 0.5 PK:  _ _ _ _ _
Grades to report as 1.0 PK:  _ _ _ _ _
Ignore these Local WD Codes: _ _ _ _ _

Do you want the EXCUSED indicator to default to the value entered in the
Attendance Codes and Reasons file (F6-14-2)?  N (Y/N)

      Y = Yes, use the EXCUSED value as defined in the Attendance
      Codes and Reasons file and ignore the EXCUSED value in
      each individual absence as shown in F6-1 or F6-2.

      N = No, use values entered in F6-1 and F6-2. Use values in
      the Attendance Codes and Reasons file only when the
      indicator in F6-1 and F6-2 is blank.

ENTER=Validate & Process, F16=Exit Without Processing
    
```

Figure 9-23-14B. DOE-RT REAL TIME SCREEN 2

Fill in the selection criteria based on the following data entry requirements:

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

INCLUDE/EXCLUDE STUDENTS Optional. If "X" is entered, a screen will appear after screen 2 is processed, asking if you want specified students to be included, excluded, or only, reported. A subsequent screen will appear to allow entry of up to 114 specific ID numbers, (F5=Roster search, if needed). These entries will be stored for a future run, to include/exclude students. Students can also be excluded from the DOERT using DBMS (F8-18, #69).

FREE LUNCH CODES Optional. Enter up to 10 free lunch codes. Any student that has one of the codes in the "Free/Reduced Lunch" field on their F8-8-21 screen, will be crosswalked to a "1" for the Socio-economic Status in the DOERT file.

REDUCED LUNCH CODES Optional. Enter up to 10 reduced lunch codes. Any student that has one of the codes in the "Free/Reduced Lunch" field on their F8-8-21 screen, will be crosswalked to a "2" for the Socio-economic Status in the DOERT file.

GRADES TO REPORT AS KG 0.5 Optional. You can enter up to 5, kindergarten grade levels to be crosswalked as half day KG (kindergarten) for the DOE-RT.

GRADES TO REPORT AS KG 1.0 Optional. You can enter up to 5, kindergarten grade levels to be crosswalked as full day KG (kindergarten) for the DOE-RT.

IGNORE WD CODES Optional. Enter up to 14 local withdrawal codes, if they should be ignored during student selection. (e.g. January grads)

Note: Indicate (Y/N) whether the EXCUSED indicator should default to the value entered in Attendance Codes and Reasons file (F6-14-2). This process will look at the excused indicator on each individual absence (shown in F6-2). If that field does not contain a Y or N, the attendance code file (F6-14-1 or 2) will be reviewed. If a Y or N is entered in the code's "Excused" field, that value will be used. If a Y or N does not exist in F6-2 or F6-14-1, then "unexcused" is assumed.

Press ENTER to generate the DOERT and DOERT2 files.

You will be returned to the STATE REPORTING MENU (Figure 9-23) upon completion.

From the STATE REPORTING MENU #1 (Figure 9-23), press F17 to generate the DOE-TL TESTING ONLINE & BARCODE magnetic media files. The DOE-TL Testing Online & Barcode screen 1 (Figure 9-23-17A) will be displayed.

```

C11                Create DOE-TL Testing Online & Barcode
                   Screen 1

A file called DOETL will be created in K12DATA, along with a second file
called DOETL2 which contains additional data elements for use internally.
IF ISTEP PARTICIPATION (F8-8-15 OR F8-8-20) IS N, STUDENT WILL NOT BE INCLUDED!
On the next screen, be sure to fill in the lunch codes that mean free or
reduced lunch. The 'Free/reduced lunch' parameter is not a selection parameter.
It is used to identify the lunch codes that will cause a student to have an SES
value of 1, 2, or 3 in the export file. The Grade, DOE Subject, and Term fields
are all selection parameters.      Regular (1) or Retests (2): _
----- REGULAR ONLY -----
Skip students who've taken these tests: _____
----- RETEST ONLY -----
To select students for retest only, enter TEST name here: _____ & subj: _____
RETEST students are those who have taken the above test, but have never scored
an 'A' or 'P'. The 'retest' indicator will automatically be marked in file.
The test coordinator at each school should have a type code of '#' on the
teacher master file (F3-1).  If needed, contact RDS for assistance with this.
----- REGULAR OR RETEST -----
Enter an X here to select specific students to be included/excluded: _ (X/ )

ENTER=Continue, F16=Exit without processing
    
```

Figure 9-23-17A. DOE-TL TESTING ONLINE & BARCODE SCREEN 1

REGULAR OR RETESTS Required. Enter 1 for regular or 2 for retests.

REGULAR ONLY Optional. To skip students who have taken a specific test, enter up to five test names. This would be used to select only first time test takers.

RETEST ONLY Optional. To select students for retesting, enter the name of the test to be reviewed for retakes, and enter the appropriate subject code. The subject code is required, when selecting retests.

INCLUDE/EXCLUDE STUDENTS Optional. If "X" is entered, a screen will appear after screen 4 is processed, asking if you want specified students to be included, excluded, or only, reported. A subsequent screen will appear to allow entry of up to 114 specific ID numbers, (F5=Roster search, if needed). These entries will be stored for a future run, to include/exclude students.

Press ENTER to continue or F16 to return to the previous screen. If ENTER is pressed, the Create DOE-TL Testing Online & Barcode screen 2 (Figure 9-23-17B) will be displayed.

```

C11                      Create DOE-TL Testing Online & Barcode
                          Screen 2 of 4

First Year Test Taker will be a "Y" if FEP-LEP = 2 and Instrument Used = 6.
Free Lunch: F _ _ _ _ _ _ _ _ _ _          Reduced: R _ _ _ _ _ _ _ _ _ _
Gr: _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ Blank=ALL I I/E
Term: 5 0-9, A-F, or S
USE THE SMALLEST TERM POSSIBLE. For example, if quarter-length courses
are used by any grade levels, use a quarter-length term here, not semester.

ENTER=Continue, F16=Return to previous screen
    
```

Figure 9-23-17B. DOE-TL TESTING ONLINE & BARCODE SCREEN 2

Fill in the selection criteria based on the following data entry requirements:

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

FREE LUNCH CODES Optional. Enter up to 10 free lunch codes. Any student that has one of the codes in the "Free/Reduced Lunch" field on their F8-8-21 screen, will be crosswalked to a "1" for the Socio-economic Status in the DOETL file.

REDUCED LUNCH CODES Optional. Enter up to 10 reduced lunch codes. Any student that has one of the codes in the "Free/Reduced Lunch" field on their F8-8-21 screen, will be crosswalked to a "2" for the Socio-economic Status in the DOETL file.

GRADES Optional. Enter up to twelve grade levels to be included (I) or excluded (E). Leave blank to print all grade levels.

TERM Required. Enter the smallest term possible.

Press ENTER to continue or F16 to return to the previous screen. If ENTER is pressed, the Create DOE-TL Testing Online & Barcode screen 2 (Figure 9-23-17C) will be displayed.

```

C11                      Create DOE-TL Testing Online & Barcode
                          Screen 3 of 4

Subj  Crs 01  Crs 02  Crs 03  Crs 04  Gr  Gr  Gr  Gr  Gr  Gr  Gr  Gr
____  _____  _____  _____  _____  _  _  _  _  _  _  _  _
____  _____  _____  _____  _____  _  _  _  _  _  _  _  _
____  _____  _____  _____  _____  _  _  _  _  _  _  _  _

ENTER=Continue, F16=Return to previous screen
    
```

Figure 9-23-17C. DOE-TL TESTING ONLINE & BARCODE SCREEN 3

Enter the selection criteria based on the following data entry guidelines:

SUBJ Required (for retests). Enter the code from the state subject code booklet that matches the course numbers listed in that row.

CRS 01 Optional. Enter the course number(s) in which a student must be currently enrolled for the term entered on screen 2. A course must be listed multiple times for a requirement if it must be taken multiple semesters (i.e., term 9 courses must be listed twice). All courses on a single line must have been previously or currently taken. Requirements will be matched against current year schedules and prior mark history. In order to qualify as "previously taken", the student must have received credit for the course.

GR Optional. Enter a grade level, if the course listed applies to specific grade levels. If no grade levels are entered, the requirement will apply to any grade level.

Press ENTER to continue or F16 to return to the previous screen. If ENTER is pressed, the Create DOE-TL Testing Online & Barcode screen 4 (Figure 9-23-17D) will be displayed.

C11 Create DOE-TL Testing Online & Barcode
Screen 4 of 4

The following rules apply for selecting students for the export file:

1. Exclude individual students by entering an 'X' on the 2nd screen.
2. To meet a requirement listed on the previous screen, the student must be currently enrolled in one of the courses for the term entered on the 2nd screen. Also, all other courses listed on that line must have been previously or currently taken.
3. A course must be listed multiple times for a requirement if it must be taken multiple semesters (i.e., term 9 courses must be listed twice.)
4. Requirements will be matched against current year schedules and prior mark history. In order for the mark history to qualify as "previously taken", the student has to have received credit for the course.
5. If no grade levels were entered on the previous screen for a requirement, then the requirement will apply to any grade level.
6. If a student meets the requirement of more than one subject area, each of those subject areas will be reported.
7. If a student meets the same subject requirement more than once this term, the subject will only be reported once.
8. Students who are being retested will have to be manually flagged in file.
9. SPN & work email will be pulled from PER F3, based on emp# in K12 F3-1.

ENTER=Continue & create DOETL, F16=Return to previous screen

Figure 9-23-17D. DOE-TL TESTING ONLINE & BARCODE SCREEN 4

Press ENTER to generate the DOETL and DOETL2 files. You will be returned to the STATE REPORTING MENU (Figure 9-23) upon completion.

From the STUDENT COUNTS, REPORTS, AND LABELS MENU (Figure 9), press F24 to display the STATE REPORTING MENU #2 (Figure 9-24).

State Reporting Menu #2		Access
		D=Dist, S=School
DOE-CP Cert Position Report F1	DS	DOE-ME & ADA F9 DS
Maintain DOE-CP Add'l Recs ... F13	S	ADM, Eth Enrl, DOE-PE/GR F10 DS
DOE-DM Dropout & Mobility Rpt .. F2	DS	Immunization F11 DS
DOE-LM English Lang Learners ... F3	DS	DOE-AT Attendance File F12 DS
DOE-DC Direct Certification F4	D	
DOE-TB Textbook Reimbursement .. F5	D	DOE-PS Programs & Services ... F14 DS
Create CHIPS File F6	DS	
Vocational Ed Rpts (Form 30A) .. F7	D	English Prof Baseline F18 DS
Maintain Voc Ed Crosswalk F17	D	Maintain/Print EPBFILE F19 DS
Aggregate Attendance F8	DS	Core 40 Scholars Baseline F20 DS
		DOE-TI Title I F21 DS
		DOE-FD Full Day Kindergarten . F22 DS
		Session Defaults F23
		Display Print Files F15
		Exit F16

Figure 9-24. STATE REPORTING MENU #2

The functions available from this menu are denoted as school level access only if there is an "S" in the "Access" column. The functions that allow for district level access only are denoted with a "D" in the "Access" column. Those functions that are available at either the school or district level are denoted with a "DS" in the "Access" column.

Some of the state reports shown on this menu are available in other menus of the software as well. They are as follows:

The F8 function, Aggregate Attendance Report, is also available from the Attendance Reports Menu (F6-8-6), and can be generated there.

The F9 function, DOE-ME and A.D.A. (Average Daily Attendance), is also available from the Attendance Reports Menu (F6-8-7), and can be generated there.

The F10 function, A.D.M., Ethnic Enrollment, DOE-PE Report, is also available from the Student Counts, Reports, and Labels Menu (F9-1), and can be generated there.

The F11 function, Immunization Report, is also available from the Medical Records System Menu (F8-7-6), and can be generated there.

From the STATE REPORTING MENU #2 (Figure 9-24), press F1 to print the DOE-CP Certified Position Report and to generate a magnetic media file. The CERTIFIED POSITION REPORT screen 1 (Figure 9-24-1A) will be displayed.

C11	Certified Position Report
<p>This procedure will generate a report and magnetic media file to be sent to the state. The file will be called DOECP and will be placed in your school's library. If this is being run at the district level, the file will be created in the K12DATA library.</p> <p>A file called DOECP3 will also be created for internal balancing purposes.</p> <p style="text-align: center;">Do not continue if you do not want to create a new DOECP file.</p> <p>ENTER=Continue, F16=Exit</p>	

Figure 9-24-1A. CERTIFIED POSITION REPORT SCREEN 1

Press ENTER to continue or F16 to exit this procedure. If ENTER is pressed the CERTIFIED POSITION REPORT SELECTION screen (Figure 9-24-1B) will be displayed.

C11	Certified Position Report
<p>This process will create a report showing the number of periods and students taught by each teacher for term: _(0-5, 8, A-F) Payroll interface? _(Y/N/U) Include records created in F9-24-13? (Y/N) Considerations for proper report generation:</p> <ol style="list-style-type: none"> 1. Enter state subject codes in only those course sections to be reported to the state, through section 4-1 or in the Course Master Data Base Management System, field 21 in section 4-22. Or, codes can be mass loaded from District Title to School Title to Course Master using sections 4-13 and 4-14. 2. Enter each teacher's full name (last, first, middle) and SS# in the Teacher Master File in sect 3-1, or enter emp# in Tchr Mstr + use payroll interface 3. Recently, you should have run a Course Tally in section 9-2 to review the accuracy of the seat counts, teacher assignments and periods taught. 4. If the teacher who is teaching the class is not the teacher who should be reported to the state, be sure to enter the number of the teacher to be reported in the DOE-CP teacher field in the Course Master File. Leave the DOE-CP teacher field blank if the regular teacher field contains the number of the teacher to be reported to the state. 5. To include additional records in the DOE-CP report and data file, respond 'Y' above after entering those additional records in F9-24-13. <p>ENTER=Validate, F16=Exit</p>	

Figure 9-24-1B. CERTIFIED POSITION REPORT SELECTION SCREEN

Enter the desired term code, valid entries are:

0=1st Quarter	A=1st 6 Weeks
1=2nd Quarter	B=2nd 6 Weeks
2=1st Semester	C=3rd 6 Weeks
3=3rd Quarter	D=4th 6 Weeks
4=4th Quarter	E=5th 6 Weeks
5=2nd Semester	F=6th 6 Weeks
8=3rd Semester	

If your district uses the RDS EdEase Payroll System and if you have entered employee numbers in the Teacher Master File (F3-1), you can use the Payroll interface option. Even if you have already typed employee names and social security numbers in the Teacher Master File, you can use this option to pull the latest information from the payroll master file. Valid responses are:

Y = Use the payroll interface by matching the employee number entered in the Teacher Master File to the Payroll Master File.
N = Do not use the payroll interface.
U = Use the payroll interface and also update the Teacher Master File with the most recent data (employee's name and social security number) from the Payroll Master File.

The report and file are created from information in the Course Master File. If you have entered additional records in F9-24-13 and want to include those records when creating the file, enter a "Y" in the "Include records created in F9-24-13?" field.

NOTES: The employee's SPN number is pulled from the PERSONNEL file (F2), based on the employee number entered in the K12 teacher master (F3-1).

Press ENTER to generate the report.
You will be returned to the State Reporting Menu upon completion.

From the STATE REPORTING MENU #2 (Figure 9-24), press F13 to maintain additional records for the DOE-CP report. The CERTIFIED POSITIONS MAINTENANCE SELECTION screen (Figure 9-24-13A) will be displayed.

```

C11                      Certified Positions Maintenance
                          DOE-CP

This process allows for maintaining additional entries for the DOE-CP report.

DO NOT ENTER ANY TEACHER HERE WHO IS ALREADY ASSIGNED TO A COURSE SECTION ON
THE COURSE MASTER FILE! THIS FILE IS FOR ADDITIONAL ENTRIES ONLY!

                          Starting Name: _____

To include central office employees on this file, add a record for that
employee on the Teacher/Counselor File in F3-1 at the district level. Then,
come back to this process at the district level to enter the DOE-CP fields.
For district level employees, a school code of zeroes will automatically be
reported in the DOECP data file.

ENTER=Continue, F16=Exit
    
```

Figure 9-24-13A. CERTIFIED POSITIONS MAINTENANCE SELECTION SCREEN

Enter the teacher name you would like to start with, or, press ENTER to start at the beginning of the file. The file that will be presented is the Teacher File which is maintained in F3-1 (Display/Update Teacher/Counselor File). If the person you want to maintenance is not available, that means that they are not entered in the Teacher File (F3-1).

After ENTER is pressed, you will be presented with the DOE-CP DATA COLUMNS 1-2 screen (Figure 9-24-13B).

```

C11                      DOE-CP Data

Short Name                ----- #1 -----          ----- #2 -----
                          Subj Lv Pr Stu CS Area HQ      Subj Lv Pr Stu CS Area HQ
ADAMS                     104  _ _ _ _ _ _ _ 3      _ _ _ _ _ _ _ _
ATWOOD                    4099 _ _ _ _ _ _ _ 3      _ _ _ _ _ _ _ _
AUSTIN                    12   _ _ _ _ _ _ _ 3      _ _ _ _ _ _ _ _
BACHNAK                   174  _ _ _ _ _ _ _ 3      _ _ _ _ _ _ _ _
BAN                        6    _ _ _ _ _ _ _ 3      _ _ _ _ _ _ _ _
BARANCYK                  3199 _ _ _ _ _ _ _ 3      _ _ _ _ _ _ _ _
BARBER                    56   _ _ _ _ _ _ _ 3      _ _ _ _ _ _ _ _
BAUTERS                   _ _ _ _ _ _ _ _ _      _ _ _ _ _ _ _ _
BAZIN                     _ _ _ _ _ _ _ _ _      _ _ _ _ _ _ _ _

Subject, Level, # of Prds, # of Stu, Class Setting, S.E. Area, Highly Qualified

ENTER=Validate, F5=Next Tchrs, F10=Next Subj (up to 8) for Same Tchrs, 16=Exit
    
```

Figure 9-24-13B. DOE-CP DATA COLUMNS 1-2 SCREEN 1

Enter the selection criteria based on the following data entry guidelines:

- SHORT NAME** NON-MODIFIABLE. This is the short name that is entered in the Maintain Teacher/Counselor Master File (F3-1).
- SUBJ** Required. Enter the subject from the state subject code booklet that matches the subject being taught. (4 N)
- LV** Optional. Enter the level from the state subject code booklet that best matches the level of the class being taught. (2 A/N)
- PR** Optional. Enter the combined number of periods per week that each subject is being taught. For example, if Mrs. Brooks teaches English two periods each day, the correct entry in this field would be 10. (Five days per week multiplied by two periods per day.) (2 N)
- STU** Optional. Enter the total number of pupils for each subject listed. Using the example in the "PR field, if Mrs. Brooks had 20 students during one period of English and 21 in the other, the correct entry here would be 41. (3 N)
- CS** Required, if the teacher teaches special ed. For special ed teachers only, enter the state-defined "Classroom Setting" codes. This field can be maintained here and in Course Master DBMS, F4-22, field #21. If no value is entered in either of those places, a value of zero will be placed in the DOECP field. (2 N)
- AREA** Optional. Enter the state-defined "Special Education Area" code to indicate the area of specialization for this special ed class. (4 N)
- HQ** Optional. Enter the state-defined "Highly Qualified Subject" code to indicate whether the teacher is highly qualified in this core academic subject. Valid responses are 1-6, however RDS does not allow a value of 4 to be entered, since that is reserved for non-public schools. (2 N)

You have two columns available on this screen with the same fields shown in each column. This allows the user to enter up to eight different subjects for each teacher. After entering the appropriate information, press ENTER to update. The screen will be redisplayed for confirmation but closed to data entry. Press ENTER a second time to update and be presented with the next screen of teachers. Or, press F16 to reenter the screen. Press F5 to go to the next screen without updating. Press F7 to go to the previous screen without updating. Press F10 to be presented with the DOE-CP DATA COLUMNS 3-4 screen (Figure 9-24-13C) which displays the same teachers along with two additional columns to enter subject information.

C11	DOE-CP Data													
	----- #3 -----							----- #4 -----						
Short Name	Subj	Lv	Pr	Stu	CS	Area	HQ	Subj	Lv	Pr	Stu	CS	Area	HQ
ADAMS	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
ATWOOD	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
AUSTIN	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
BACHNAK	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
BAN	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
BARANCYK	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
BARBER	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
BAUTERS	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____

Subject, Level, # of Prds, # of Stu, Class Setting, S.E. Area, Highly Qualified

ENTER=Validate, F5=Next Tchrs, F10=Next Subj (up to 8) for Same Tchrs, 16=Exit

Figure 9-24-13C. DOE-CP DATA COLUMNS 3-4 SCREEN 2

Press F10 again to be presented with the DOE-CP DATA COLUMNS 5-6 screen. Press F10 again to be presented with the DOE-CP DATA COLUMNS 7-8 screen.

After entering the appropriate information, press ENTER to update. The screen will be redisplayed for confirmation but closed to data entry. Press ENTER a second time to update and be presented with the next screen of teachers. Or, press F16 to reenter the screen. Press F5 to go to the next screen without updating. Press F7 to go to the previous screen without updating.

NOTES: The employee's SPN number is pulled from the PERSONNEL file (F2), based on the employee number entered in the K12 teacher master (F3-1).

From the STATE REPORTING MENU #2 (Figure 9-24), press F2 to print the DOE-DM Dropout & Mobility Report and to generate a data file. The STUDENT DROPOUT and MOBILITY REPORT screen (Figure 9-24-2A) will be displayed.

NOTE: The dropout report must be run before the rollover (Transfer Final 'Next Year' Files to 'Current Year' Files for All Schools F12-14-13) using the PRE reporting option. A file called DOEDR will be created. At any time (even after rollover) you can reprint the DOEDR file using the RP1 option. If the DOEDR PRE file needs to be recreated after rollover, you can edit your library list to the prior year data file, to generate DOEDR. Remember to log off and log back on to reset your library list, and then run the FAL file in the current data library.

In the fall (after rollover), you need to run this report with the FAL option. This option will review the DOEDR file to see if any dropouts returned. For those who didn't, a record will be created in a file called DOEDR2. **The DOEDR2 file is the final file to be sent to the state.** The DOEDR2 file can be without recreating the file by using the PR2 option. A supplemental file called DOEDR3 will also be created. This can be used for internal reconciling.

C11	Student Dropout and Mobility Report
DOE-DM reporting option: PRE (PRE RP1 FAL RP2)	
Pre-rollover (PRE)	
This step will print a report and create a file called DOEDR in K12DATA (district level) or K???DATA (school level). Do not use this option if you do not want to create a new DOEDR file. This file will be used in the fall comparison (see below), and should not be recreated until next summer.	
Reprint Pre-rollover (RP1)	
This procedure will generate a report from the file called DOEDR. The file will not be recreated by running this report.	
Fall comparison (FAL)	
This procedure will generate a report and magnetic media file called DOEDR2. Do not use this option if you do not want to recreate the DOEDR2 file. This process will compare the records in the DOEDR file to the enrollment as of the fall cutoff date of: <u>10 01 09</u> (MM DD YY) A file called DOEDR3 will also be generated, the same as DOEDR2 plus student name, ethnicity, and gender.	
Reprint After Rollover (RP2)	
This procedure will generate a report from the file called DOEDR2. The file will not be recreated by running this report.	
ISTEP scores of A-A, A-P, P-A, and P-P will be considered passing for GQE.	
ENTER=Continue, F16=Exit	

Figure 9-24-2A. STUDENT DROPOUT AND MOBILITY REPORT SCREEN 1

Specify which reporting option you desire. The valid entries are: PRE, RP1, FAL or PR2. If you are using the FAL option, enter the fall cutoff date in MM DD YY format. Press ENTER. If you have used options RP1, FAL or PR2, and no files are missing, the process will begin. You will be returned to the STATE REPORTING MENU upon its completion. This process will select students with a withdrawal code that has a corresponding state number. This state number is defined in the "State Wd Code" field which is on each withdrawal code screen in the Withdrawal Codes file (F1-4).

(Continued)

Each selected 10th, 11th or 12th grader's ISTEP Math and English scores will be evaluated to determine what number to place in the "GQE" column on the report. A "1" = Pass, "2" = Not Pass, and "3" = Did not test. ISTEP scores of A-A, A-P, P-A, and P-P will be considered passing for GQE.

When running the FAL version, you have the ability to eliminate a student from the report by entering a non-dropout code in the WD code field available in the Maintain Mark Summary screen (F5-9) in the school record that the student was last enrolled. This would remove students who completed their GED elsewhere, for example.

If you have selected the PRE option, the PRE STUDENT DROPOUT REPORT SELECTION screen (Figure 9-24-2B) will be displayed when you press ENTER.

C11	Student Dropout Report
<p>This process will create a report and a file called DOEDR which includes students who dropped out during the date range shown below.</p> <p style="text-align: center;">_ _ _ thru _ _ _</p>	
<p>Only those students whose withdrawal code has a corresponding state code will be selected. State codes are defined in the withdrawal code file by the System Administrator in section 1-4. The LM column will contain the code entered in the student's FEP/LEP field (if it contains a valid state value), as entered on the Miscellaneous Data Screen in section 8-8-21. The FEP/LEP codes can also be maintained in the Data Base Management System, section 8-17, field number 43.</p>	
ENTER=Validate, F16=Exit	

Figure 9-24-2B. PRE STUDENT DROPOUT REPORT SELECTION SCREEN

Enter the date range (MM DD YY format) to be reported. Press ENTER to continue or F16 to exit. If ENTER is pressed the screen will be redisplayed for confirmation. Press ENTER again to begin the process or F16 to reenter the screen. You will be returned to the STATE REPORTING MENU upon completion.

If you have selected an option and a file cannot be found, the MISSING FILE screen (Figure 9-24-2C) will be displayed when you press ENTER.

```
C11                               Student Dropout Report

Dropout reporting option: FAL (PRE RP1 FAL RP2)

                                PRE = Pre-rollover
                                RP1 = Reprint Pre-rollover
                                FAL = Fall comparison
                                RP2 = Reprint After Rollover

For the selected reporting option, the file shown below cannot be found.
Processing cannot continue without this file.

                                File: DOEDR           Library: K12DATA

ENTER/F16=Exit
```

Figure 9-24-2C. FILE MISSING SCREEN

The screen will tell you what file is missing. In the above example, the DOEDR file has not been created in K12DATA. This means that the PRE option for this individual school has not been processed. After making note of which file needs to be processed, press ENTER or F16 to exit. You will be returned to the STATE REPORTING MENU upon completion.

From the STATE REPORTING MENU #2 (Figure 9-24), press F3 to print the DOE-LM English Language Learners Report and to generate a magnetic media file. The ENGLISH LANGUAGE LEARNERS REPORT screen 1 (Figure 9-24-3A) will be displayed.

C11	English Language Learners Report
<p>This procedure will generate a report and magnetic media file to be sent to the state. The file will be called DOELM and will be placed in your school's library. If this is being run at the district level, the file will be created in the K12DATA library.</p> <p style="text-align: center;">Do not continue if you do not want to create a new DOELM file.</p> <p>ENTER=Continue, F16=Exit</p>	

Figure 9-24-3A. ENGLISH LANGUAGE LEARNERS REPORT SCREEN 1

Press ENTER to continue or F16 to exit this procedure. If ENTER is pressed the ENGLISH LANGUAGE LEARNERS REPORT SELECTION screen (Figure 9-24-3B) will be displayed.

C11	English Language Learners Report
<p>Select students active or HB any time during this prd: <u>10 01 09</u> thru <u>10 01 09</u> (Using a date range instead of a single date can cause a student to be reported at more than one school.)</p> <p>Spacing: <u>1</u> (1/2/3) Enter X to incl/excl certain students: <u>_</u></p> <p>Only those students whose FEP/LEP code is 1, 2, 3, or 4 will be selected for this report. Code 3 will be reported as a 1. Code 4 will be reported as a 2. Data elements for this report can be maintained in F8-8-15, F8-8-20, F8-8-21, or by using fields 23, 42, 43, 46, 47 and 66 of the Data Base Management System in F8-14, F8-17, and F8-18. Title I codes of Y or 1 will be reported as a 1. Title I codes of 2 or 3 will be reported as is. Title I codes of N or blank will be reported as a 4. 'Time in LEP' can be maintained in F8-18, field 74.</p> <p>Codes to report as Spec Ed: <u>A</u> <u>B</u> <u>C</u> <u>D</u> <u>E</u> <u>F</u> <u>G</u> <u>H</u> <u>I</u> <u>J</u> <u>K</u> <u>L</u> <u>M</u> <u>N</u> <u>O</u> <u>P</u> <u>Q</u> <u>R</u> <u>_</u> <u>_</u></p> <p>Codes to report as G/T: <u>_</u> <u>_</u></p> <p>Grades to report as PK: <u>P4</u> <u>_</u> <u>_</u> <u>_</u> <u>_</u> <u>_</u> <u>_</u> (Pre-kindergarten for DOE-LM)</p> <p>Grades to report as KG: <u>KA</u> <u>KP</u> <u>KG</u> <u>K</u> <u>_</u> <u>_</u> <u>_</u> (Kindergarten for DOE-LM)</p> <p>Grades to report as UG: <u>_</u> <u>_</u> <u>_</u> <u>_</u> <u>_</u> <u>_</u> <u>_</u> (Elementary Ungraded for DOE-LM)</p> <p>Grades to report as SU: <u>_</u> <u>_</u> <u>_</u> <u>_</u> <u>_</u> <u>_</u> <u>_</u> (Secondary Ungraded for DOE-LM)</p> <p>ENTER=Validate, F16=Exit</p>	

Figure 9-24-3B. ENGLISH LANGUAGE LEARNERS REPORT SELECTION SCREEN

Fill in the selection criteria based on the following data entry requirements:

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

REPORTING PERIOD Required. Enter dates as 2-digit month, 2-digit day, and 2-digit year. Enter a date range to allow for selecting students enrolled within a certain date range. To choose only those students enrolled as of a certain day, enter the same beginning and ending date. To choose those students who were enrolled at any time during a certain period, enter the specific date range. Putting in a date range may result in a single student being reported by more than one of your schools.

SPACING Required. Indicate the desired spacing: 1=single spacing, 2=double spacing, 3=triple spacing.

INCLUDE/EXCLUDE STUDENTS Optional. If "X" is entered, a screen will appear, asking if you want specified students to be included, excluded, or only, reported. A subsequent screen will appear to allow entry of up to 114 specific ID numbers, (F5=Roster search, if needed). These entries will be stored for a future run, to include/exclude students.

CODES TO REPORT SPEC ED Optional. Enter up to twenty valid Special Ed Codes to correctly report students as Special Ed. Valid codes are defined in F1-11, (Special Ed Codes).

CODES TO REPORT GIFTED/TALENTED Optional. Enter up to twenty, user definable, Gifted/Talented Codes to correctly report students as Gifted/Talented. Students can be tagged as "G/T" on the Miscellaneous Data Screen (F8-8-21) or in Data Base Management (F8-14, Field number 23).

GRADES TO REPORT AS PK Optional. Enter the grade level(s) that should be reported as Pre-kindergarten (grade = PK). For example, you might have grade levels P3 and P4 that you need converted to "PK" for this report. (2 A/N X 7)

GRADES TO REPORT AS KG Optional. Enter the grade level(s) that should be reported as kindergarten (grade = KG). For example, you might have grade levels KA and KP that you need converted to "KG" for this report. (2 A/N X 7)

GRADES TO REPORT AS UG Optional. Enter the grade level(s) that should be reported as elementary ungraded (grade = UG). (2 A/N X 7)

GRADES TO REPORT AS SU Optional. Enter the grade level(s) that should be reported as secondary ungraded (grade = SU). (2 A/N X 7)

Press ENTER to generate the report and media file. You will be returned to the STATE REPORTING MENU upon completion.

The Indiana Department of Education describes Direct Certification as follows: "Direct Certification is a technique that allows students who are determined to be eligible for food stamps or AFDC (Aid to Families with Dependent Children) to receive free lunch eligibility without the need of a traditional application. Schools using this technique save administrative time (and expense) and may identify eligible children who otherwise would not receive the benefit."

Procedures and time lines:

- 1) Prior to a DOE-defined date in June, deliver to the Division of School and Community Nutrition Programs a file containing information on ALL students who can reasonably be expected to enroll in the fall.
- 2) After receiving a new Food Stamp Database from the Food Stamp authorities, the Division will start processing the matches. This involves using the information provided on each student, specifically: first name, last name, date of birth, and county, to match students with names on the state's Food Stamp Database. A disk or tape containing the directly certified student's records as well as a hard copy printout or printable file, will be returned to you by the first week of August.
- 3) At this point, with the assistance of your data processing support staff, you will need to generate notification letters for the parents, notifying them that their children are directly certified for free lunch benefits, and that no application on these children will be necessary. These steps should be completed before the traditional application distribution and approval process takes place.

From the STATE REPORTING MENU (Figure 9-24), press F4 to create the magnetic media file that can be sent to the state for direct certification of free lunches. The certification process will produce a listing to show which students were included. This is a district function only (school=00) and cannot be run by/for an individual school. When F4 is selected, the PROCESS STATE DIRECT CERTIFICATION SELECTION SCREEN (Figure 9-24-4A) is displayed.

Fill in the selection criteria based on the following data entry requirements:

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

- INCLUDE FUTURE STUDENTS_? Optional. Enter an "N" to indicate no, don't include future students or a "Y" to indicate yes, include future students.
- INCLUDE HOMEBOUND STUDENTS_? Optional. Enter an "N" to indicate no, don't include homebound students or a "Y" to indicate yes, include homebound students.
- INCLUDE OUT-OF DIST STUDENTS_? Optional. Enter an "N" to indicate no, don't include out-of-district students or a "Y" to indicate yes, include out-of-district students.
- GRADES TO REPORT AS PK Optional. Enter the grade level(s) that should be reported as Pre-kindergarten (grade = PK). For example, you might have grade levels P3 and P4 that you need converted to "PK" for this report.
- GRADES TO REPORT AS KG Optional. Enter the grade level(s) that should be reported as kindergarten (grade = KG). For example, you might have grade levels KA and KP that you need converted to "KG" for this report.
- GRADES Optional. Enter up to twenty grade levels to include (I), or exclude (E), when generating the DOEDC file. Leave blank to select all grade levels.

Place an "X" next to each school to be included when selecting students for this file. Press ENTER to continue. A file will be created in K12DATA called DOEDC in a format defined by the state. One record will be created for each student that is not currently withdrawn.

The following screen will be displayed upon completion of the process. Press ENTER or F16 to acknowledge the message displayed and exit. A listing will be produced to show each student who was included in the DOEDC file.

```

* Direct Certification Magnetic Media *

The magnetic media file for the state direct certification
has been generated and now resides in a file called DOEDC in the
library K12DATA. This file must be converted to MS DOS format before
sending it to the state. When creating the diskette, the file can be
created as DOEDC.DAT or DOEDC.TXT (transfer in ASCII text format), or
created as DOEDC.CSV (transfer in comma separated variable format).

Total Students Sent:      4283

ENTER/F16=Acknowledge & Exit

```

Figure 9-24-4C. PROCESS STATE DIRECT CERTIFICATION SCREEN

If you're transferring the file as an ASCII text use a .txt file extension. If you're transferring the file as a comma separated variable file use a .csv extension.

Record Data Received from the State

Before entering this procedure, the file from the state must be placed in the library K12DATA with a file name of STATECER.

If an "R" is entered and the state file does not exist, the message: **"File STATECER does not exist in K12DATA!"** will appear at the bottom of the screen.

If an "R" was entered and the state file does exist, the STATE DIRECT CERTIFICATION UPDATE screen (Figure 9-24-4D) will be displayed.

State Direct Certification Update	
** BACKUP FRPMSTR, KMASFILE & THEIR LOGICALS BEFORE STARTING THIS PROCESS!	
This process will take the file received from the state and update every students' lunch status field. Any student not directly certified will get a lunch status of PAID unless you want to crosswalk certain codes to give a temporary free/reduced status until the expiration date entered below.	
Crosswalk from: <u>C</u> to: <u>X</u>	from: <u>F</u> to: <u>X</u>
from: <u>_</u> to: <u>_</u>	from: <u>_</u> to: <u>_</u>
from: <u>_</u> to: <u>_</u>	from: <u>_</u> to: <u>_</u>
Expiration date for temporary status: <u>10</u> <u>1</u> <u>9</u> (MM DD YY)	
Enter the direct certification date: <u>8</u> <u>30</u> <u>9</u> (MM DD YY)	
(Optional) Approved textbook date: <u>_</u> <u>_</u> <u>_</u> (MM DD YY)	
Indicate the meal status to be used for direct certification: <u>C</u>	
Indicate the meal status to be used for paid: <u>P</u> (Enter an * to leave the meal status unchanged from last year.)	
Should current year status be moved to prior year? <u>_(Y/N)</u>	
Indicate the fields to be cleared by entering an 'X':	
TANF/FS/SSN and TYPE: <u>X</u>	Family size and family income: <u>X</u>
Denial reason and date: <u>X</u>	Free textbooks, Txt Dt, Appr: <u>X</u>
Meal status approval date: <u>X</u>	
ENTER=Continue, F16=Return to previous screen	

Figure 9-24-4D. STATE DIRECT CERTIFICATION UPDATE SCREEN

Fill in the selection criteria based on the following data entry requirements:

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

<u>CROSSWALK</u>	Optional. To give students who were free/reduced at the end of the school year a temporary free/reduced status at the start of the school year, you can crosswalk students from the traditional codes to temporary codes. For example, you might have three codes that mean free lunch. Each of those codes could be crosswalked to three temporary codes so as to retain the original meaning of the three separate codes. Or, those codes could be crosswalked to the same single code to simply mean 'temporary free'.
<u>TEMP STATUS EXPIRATION DATE</u>	Required if any crosswalk codes are entered. This is date will be placed in the student's 'Expire Date' field. Also, the student's 'How Long' field will be given a value of 'T' (temporary), and the student's 'Approval Date' will be assigned the date entered in the 'Direct Certification Date' field (the next field on this screen).
<u>DIRECT CERTIFICATION DATE</u>	Required. Enter the effective date of the direct certification in MM DD YY format. The value entered here will be placed in the 'Approval Date' field for each student found on the direct certification file being loaded at this time.
<u>APPROVED TEXTBOOK DATE</u>	Optional. Enter the effective date of the approved textbook in MM DD YY format. This date can be the same or different than the direct certification date, or it can be left blank to cause no date to be loaded into the Approved Textbook date field in the student's FRPMSTER record.
<u>MEAL STATUS FOR DIRECT CERTIFICATION</u>	Required. Enter the code that indicates the student receives a free lunch, based on being directly certified. This value will be placed in the 'Meal Status' field of each student found on the direct certification file being loaded at this time.
<u>MEAL STATUS FOR PAID</u>	Optional. Enter the code that indicates the student pays for his/her own lunch. This field can be left blank. For each student not found on the direct certification file being loaded at this time, the value entered here (or blank) will be placed in the student's 'Meal Status' field. If an asterisk (*) is entered here, the student's meal status will remain unchanged if the student is not on the direct certification file. If crosswalk codes are entered above and the student is not on the direct certification file and the student's last year meal status does not match one of the crosswalk 'from' values, the value entered here will be applied.
<u>MOVE CURRENT YEAR TO PRIOR YEAR?</u>	Required. Enter a "Y" to indicate yes, move current year status to prior year. Or, enter an "N" to indicate no, do not move current year status to prior year. This option is for those school systems that utilize the Food Service software, and will be ignored for those who do not.

CLEAR TANF/FS/SSN AND TYPE Optional. Enter an "X" to clear the TANF/FS/SSN and TYPE fields. Leave blank to leave the TANF/FS/SSN and TYPE fields with their current values. (1 A/N)

CLEAR FAMILY SIZE AND FAMILY INCOME Optional. Enter an "X" to clear the FAMILY SIZE and FAMILY INCOME fields. Leave blank to leave these fields with their current values. (1 A/N)

CLEAR DENIAL REASON AND DATE Optional. Enter an "X" to clear the DENIAL REASON AND DATE fields. Leave blank to leave these fields with their current values. (1 A/N)

CLEAR FREE TXTBK, DATE, APPROVAL Optional. Enter an "X" to clear the FREE TEXTBOOKS, TXT DATE, and APPROVAL DATE fields. Leave blank to leave these fields with their current values.

CLEAR MEAL STATUS APPROVAL DATE Optional. Enter an "X" to clear the MEAL STATUS APPROVAL DATE. Leave blank to leave these fields with their current values.

Press ENTER to continue. A listing will be produced to show each student who was directly certified according to the STATECER file.

The following updates will occur in each student's Food Service record:

Meal Status This field will be assigned the value entered in the "Indicate the meal status to be used for direct certification" field, if the student was included in the direct certification file. If not, the student will be assigned a crosswalked value or a paid status.

Approval Date If directly certified or if crosswalked, this field will be assigned the date entered in the "Enter the direct certification date" field. Otherwise, this field will be cleared.

Denial Reason This field will be cleared or remain unchanged depending on the entry in the "Denial reason and date" field.

Denial Date This field will be cleared or remain unchanged depending on the entry in the "Denial reason and date" field.

How Long This field will be assigned a value of "T" (temporary) if crosswalked. Otherwise, it will be assigned a value of "P" (permanent).

Expire Date If this student's meal status code was crosswalked, this date will contain the value entered in the "Expiration date for temporary status" field. Otherwise, this date will be cleared.

Other Benefits This field will be changed to a value of "N".

<u>Free Textbooks</u>	If the student was directly certified, this field will be changed to a value of "Y". Otherwise, this field will be cleared.
<u>Meal Stat Last Yr</u>	If the response to "Should current year status be moved to prior year" is a "Y", the value in the Meal Status field will be moved to this field before the Meal Status field is assigned it's new value for the next school year. IF THIS PROCESS IS RUN MORE THAN ONCE, THE NEXT YEAR'S MEAL STATUS WILL BE MOVED INTO THIS FIELD! BE CAREFUL! If the response to "Should current year status be moved to prior year" is a "N", this field will remain unchanged.
<u>Approved</u>	If the student was directly certified, this field will be changed to a value of "Y". Otherwise, this field will be changed to a value of "N".
<u>Welfare Status</u>	If the student was directly certified, this field will be changed to the value supplied by the state. A = AFDC ONLY, B = STAMPS AND AFDC, F = FOOD STAMPS ONLY. Otherwise, this field will be cleared.
<u>Welfare Number</u>	If the student was directly certified, this field will be changed to the case number supplied by the state in the direct certification file.
<u>TANF/FS/SSN</u>	This field will remain unchanged if the response to "Should TANF/FS/SSN and TYPE fields be cleared" is blank. If an 'X' is entered in this field, the information will be cleared.
<u>Type</u>	This field will remain unchanged if the response to "Should TANF/FS/SSN and TYPE fields be cleared" is blank. If an 'X' is entered in this field, the information will be cleared.
<u>Application #</u>	This field will be cleared.
<u>Living w/parent</u>	If the student was directly certified, this field will be changed to a value of "Y". Otherwise, the field will be cleared.
<u>Counts</u>	All Count fields will be cleared.
<u>Letter Status</u>	This field will be cleared.
<u>Letter Date</u>	This field will be cleared.
<u>Family Size</u>	This field will be cleared or remain unchanged depending on the entry in the "Family size and family income" field.

(Continued)

Family Income This field will be cleared or remain unchanged depending on the entry in the "Family size and family income" field.

Prepaid Balance This field will be cleared.

Date of last rcpt This field will be cleared.

Prepaid Usage This field will be cleared.

From the STATE REPORTING MENU #2 (Figure 9-24), press F5 to print the DOE-TB Textbook Reimbursement report and generate a magnetic media file. The SCHOOL SELECTION screen (Figure 9-24-5A) will be displayed. **NOTE:** This is a district level (school number = 00) function only.

C00	DOE-TB Textbook Reimbursement		
<u>Enter an 'X' next to each school to be selected for this report:</u>			
<input checked="" type="checkbox"/> C11 Central High	<input checked="" type="checkbox"/> C22 Middle	<input checked="" type="checkbox"/> C31 Eisenhower	<input checked="" type="checkbox"/> C33 Elementary
<input checked="" type="checkbox"/> C36 Winfield			
ENTER=Continue, F16=Exit			

Figure 9-24-5A. DOE-TB SCHOOL SELECTION SCREEN

Place an "X" next to each school you want to include in this process. Press ENTER to continue. The screen will be redisplayed for confirmation of your selections. Press ENTER to continue to the DOE-TB TEXTBOOK REIMBURSEMENT SCREEN 1 (Figure 9-24-5B).

_C00	DOE-TB Textbook Reimbursement (1 of 2)
This process is used to create a report and magnetic media file for submission to the state. There are currently two methods for submission:	
1. Option 1 will create a submission file of all students, with no regard to a specific timeframe, but who match the selection criteria entered on the next screen. This option would be chosen in the fall and would create these files:	
A. DOETB - the file to be submitted to the state.	
B. DOETB2 - a file similar to the one submitted to the state but with additional information to assist with reconciling before submitting the DOETB file to the state.	
C. TBKMAS - a file mirroring the KMASFILE at the time this report is run.	
D. TBFA2 - a file mirroring the FA2FILE at the time this report is run.	
E. Note: TBKMAS and TBFA2 files will be used in F11-8-6 to produce the Textbook Assistance Report which needs data from KMASFILE and FA2FILE as it was when it was reported to the state.	
2. Option 2 involves entering a date range on the next screen to select only those students who have an approval date within that range in the RDS Food Service Software. The DOETB and DOETB2 files will be created as defined in item 1 above. The TBKMAS and TBFA2 files will not be created.	
ENTER=Continue, F16=Reenter	

Figure 9-24-5B. DOE-TB TEXTBOOK REIMBURSEMENT SCREEN 1

Press ENTER to continue to the DOE-TB TEXTBOOK REIMBURSEMENT SCREEN 2 (Figure 9-24-5C).

```

C00                DOE-TB Textbook Reimbursement (2 of 2)

Use opt 2 by entering meal status approval date range:  __ __ __ thru __ __ __

Pull data from RDS Food Service or Student Management System:  F (F/S)

Use 'living with' indicator on Parent Code file?  Y (Y/N)

Meal status or lunch codes to be selected:  F R C _ _ _ _ _ _ (Blank=all)
Withdrawn students will also be included if they have one of the above codes.

Grades:  PA PP A3 P3  __ __ __ __ __ __ __ __ (Blank=all)      E (I=Incl, E=Excl)
          (Preschool should not be included)

Grades to convert to kindergarten (KG):  KA KP KG  __ __ __ __ __ __ __ __
Grades to convert to 12+/Adult (13):  __ __ __ __ __ __ __ __ __ __

***** Individual students can be excluded in F8-18, field #69. *****

DO NOT continue if you do not want to create a new DOETB file.

ENTER=Continue, F16=Exit
    
```

Figure 9-24-5C. DOE-TB TEXTBOOK REIMBURSEMENT SCREEN 2

Fill in the selection criteria based on the following data entry requirements:

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

OPTION 2 Optional. If you are running this process for the purpose of creating a file of **only** students whose meal status approval date is within the date range entered on the screen, you are using option 2. This option is generally used in the spring or later. Enter a date range in MMDDYY format. **NOTE: To use option 2, you must utilize the RDS Food Service Software.**

PULL FROM? Required. Indicate whether data should be pulled from the Food Service System or from the Student Management System. Respond "F" to pull information from the food service system. Respond "S" to pull information from the student management system.

'LIVING WITH' Required. Respond "N" to not use the Parent Code file but instead use the "living with parent" indicator on each individual student's food service screen.

MEAL STATUS OR LUNCH CODES Required. Respond with specific codes to limit the selection of student records. Leave blank to select all students. Withdrawn students will be included if they have one of the meal status or lunch codes entered here, and if the student was not more recently enrolled at another school. *WD* will appear on the report to show which withdrawn students are being included. To exclude a withdrawn student, remove the free lunch code for that student. (1 X 10 AN)

GRADES Optional. Enter up to twelve grade levels to be included (I) or excluded (E). NOTE: Preschool students should not be included.

CONVERT TO KG Optional. Enter the grade level(s) that should be reported as grade "KG" (kindergarten). For example, you might have grade levels KA and KP that you need converted to "KG" for this report. (2 A/N X 12)

CONVERT TO 12+ Optional. Enter the grade level(s) that should be reported as 12+ (grade = 13). (2 A/N X 12)

NOTE: Optionally exclude certain students in F8-18, field #69. This feature will help eliminate certain withdrawn students who are free/reduced without needing to remove the free/reduced code from the student's record.

Press ENTER to continue. A file will be created named DOETB and placed in the K12DATA library. This file will contain all active and withdrawn students whose meal status code or free lunch code matches those entered in the "Meal Status or Lunch Codes to be selected:" field(s). A 2nd file called DOETB2 will be created to match the DOETB file with additional fields for school ID, WD code and WD date. A list of the students in the DOETB file will be generated.

After the process is complete, the DOE-TB TEXTBOOK REIMBURSEMENT REPORT/FILE GENERATION screen (Figure 9-24-5D) will be displayed.

DOE-TB Textbook Reimbursement

A report has been generated, plus possibly an error report, and also a data file called DOETB in K12DATA. A 2nd file called DOETB2 was also created for internal balancing purposes. DOETB2 contains the same fields as DOETB plus the local school ID, the student's withdraw code, and withdraw date (if any). Both files can be transferred to your PC or server in a comma separated format with a file extension of .csv. The DOETB file should be sent to the state DOE. TBFA2 in K12DATA was also created to store fees as of now for use in F11-8-6/7.

Total Students:	575
Total Students with Fee Records:	575

If the two totals above do not match, it means that not all students have a fee record (shows NO FEE on textbook report), or the STN is missing or invalid. F11-8-6 and F11-8-7 can be run at any time after this is processed to review fees for only the students who were selected to be included in the DOETB file. Withdrawn students, if any, are tagged in the WD code and date columns of the DOETB2 file. To eliminate a withdrawn student, USE FIELD # 69 IN F8-18 (DMBS) and rerun this process.

ENTER/F16=Acknowledge & Exit

Figure 9-24-5D. DOE-TB TEXTBOOK REIMBURSEMENT REPORT/FILE GENERATION SCREEN

This screen is a notification that the DOETB and DOETB2 files have been created and placed in the K12DATA library. You will be shown the "Total Students" and "Total Students with Fee Records". These two totals should match. If they don't it means that not all students have fee charges or, a student has a free lunch code at more than one school. A report will be generated that lists all students included in the DOETB file. An error listing will appear only if a "FATAL ERROR" occurs or, to notify you of students skipped due to being reported at another school.

This process will create two additional files to keep a mirror of student records as they exist when the DOETB file is created. One file will be called TBKMAS in K12DATA. The other will be called TBFA (or, TBFA2 if you use fee version 2) in K12DATA. These files will be used in F11-8-6 and F11-8-7 when creating the textbook and reimbursement reports.

NOTE: If the student has no TANF or SSN, the Welfare number will be pulled into the TANF field. An "X" will be placed in the "No Social Security Number" field (position 70) if there is no TANF, SSN or Welfare number.

From the STATE REPORTING MENU #2 (Figure 9-24), press F6 to display the CREATE CHIPS FILE screen (Figure 9-24-6A). The CHIPS file is based on the state requirements for reporting student's diploma types. A supporting document will be created in a spool file called CHIPS. This process can be run at either the district (school number = 00) or school level.

```

C11                                Create CHIPS File

This procedure will generate a report and magnetic media file to be sent
to the state. The file will be called CHIPS and will be placed in your
school's library. If this is being run at the district level, the file
will be created in the K12DATA library.

Do not continue if you do not want to create a new CHIPS file.

ENTER=Continue, F16=Exit

```

Figure 9-24-6A. CREATE CHIPS FILE SCREEN

Press ENTER to continue to the CREATE CHIPS FILE SELECTION screen, (Figure 9-24-6B).

```

C11                                Create CHIPS File

Core 40 Career Plan Code(s): 40 _ _ _ OPT Minimum Cum Sem GPA: 2.00
AHD Career Plan Code(s): AH _ _ _ OPT Minimum Cum Sem GPA: 3.00
Exclude student with Foreign Ex code: _ _ _ (*=any FE code)
Grade levels: 12 _ _ _ _ _ (blank=all grades)

Only those students with matching career plan tags will be selected.
Career plans can be entered in F8-8-21 or F8-17, field #54.

ENTER=Validate, F16=Exit

```

Figure 9-24-6B. CREATE CHIPS FILE SELECTION SCREEN

Fill in the selection criteria based on the following data entry requirements:

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

CORE 40 CAREER PLAN Required. Enter up to four Core 40 career plan tags. These tags can be entered in individual student records using F8-8-21 or F8-17, field #54. At least one Core 40 career plan must be entered. (2 A/N X 4)

OPT MIN CUM SEM GPA Optional. Enter a minimum GPA to restrict Core 40 students selected. Only those with a matching CUM SEM GPA or higher will be selected.

AHD CAREER PLAN Required. Enter up to four Academic Honors career plan tags. These tags can be entered in individual student records using F8-8-21 or F8-17, field #54. At least one Academic Honors career plan must be entered. (2 A/N X4)

OPT MIN CUM SEM GPA Optional. Enter a minimum GPA to restrict Core AHD students selected. Only those with a matching CUM SEM GPA or higher will be selected.

EXCLUDE FOREIGN EXCHANGE Optional. You can optionally exclude any student tagged with up to four specific foreign exchange codes. Or, you can exclude all students tagged with any non-blank foreign exchange code by placing an * in the first field. Foreign exchange codes are tagged in F8-8-21 in the field labeled "Foreign Exchange", or in Data Base Management F8-14, field #42. (1 A/N X 4)

GRADE LEVELS Optional. Enter up to eight valid grade levels to restrict student selection based on grade level. Leave blank to select all students regardless of grade level. (2 A/N x 8)

Press ENTER to generate the CHIPS file in the K12DATA library. A print file called CHIPS will also be generated. You will be returned to the STATE REPORTING MENU #2 (Figure 9-24) upon completion.

From the STATE REPORTING MENU (Figure 9-24), press F9 to display the CREATE DOE-ME FILE screen (Figure 9-24-9A). This process can be run at either the district (school number = 00) or school level, and generates the Average Daily Attendance Report and creates the state required DOEME file.

The DOEME file will be placed in the library K???DATA where ??? is the school or district code. A second file (DOEME2) will also be created and placed in the same library for the purpose of internally reviewing the students in the DOEME file. The DOEME file should be downloaded from K???DATA to your PC as a "comma separated variable" file with a file extension of .csv. (WARNING - do not resave the file after opening it in EXCEL).

Users will need a minimum of "W" (write) access rights in attendance to create the DOEME file.

Because of dual enrollment issues, students can be included/excluded from this process by placing an X in the "Incl/Excl certain student" field. The students marked to be included/excluded will be saved for the next time this process is run.

A permanent file - ADAACCUM in K12DATA - is created/updated each time the DOE-ME or ADA report is run, either from F9-24-9 or F6-8-7.

The following fields must be maintained to accurately create the DOEME file:

ADM TYPE: This field is found in Data Base Management (F8-17) and is field #64, It is also available on the Miscellaneous Data Screen (F8-8-21). Valid entries in this field are:

- Blank = Resident Enrollment
- 2= Transfers Out
- 3= Cash Transfers
- 4= State Obligations
- 5= Placements In
- 6= Dual Enrollment

INSTRUCTIONAL DAYS FOR DUAL ENROLLMENT This field is found in Data Base Management (F8-17), field #64.

INSTRUCTIONAL MINUTES FOR DUAL ENROLLMENT This field is found in Data Base Management (F8-17), field #64.

CORPORATION OF LEGAL SETTLEMENT: This field needs to be maintained only for those students whose legal settlement is outside your district. Use F8-14, field #41 or F8-8-20 to enter the appropriate district code.

ALTERNATE SCHOOL: This field needs to be maintained only for those students whose state assigned school ID is not the school number located on the School Control screen (F1-2). Use F8-14, field #41 or F8-8-20 to enter the appropriate "Alternate School" number. If a value is entered in the "Alt Schl#" field, this value will replace your school # in field #1 of DOE-PS & ME.

C00 Print Average Daily Attendance
DOE-ME Membership

This procedure will generate a report and magnetic media file to be sent to the state. The file will be called DOEME and will be placed in your school's library. A second file called DOEME2 will also be placed in your school's library. DOEME2 will be formatted the same as DOEME, but will additionally contain fields for the student's name, ethnicity, present ADA & gender. This file can be used for internal review. Make sure all fields in the DOEME contain all of the required data elements.

The ADM Type, dual enrollment Instructional Days and Minutes, and Dual Credit fields can be maintained in F8-17, field #64. The Corp Number of Legal Settlement and County of Legal Settlement fields can be maintained in F8-14, field #41.

Individual students can be excluded in F8-18, field #69, or by using the 'Incl/Excl certain students' option on the next screen.

Do not continue if you do not want to create a new DOEME file.

ENTER=Continue, F16=Exit

Figure 9-24-9A. Print ADA DOE-ME MEMBERSHIP SCREEN

Press ENTER from the CREATE DOE-ME FILE screen (Figure 9-24-9A) to display either the DISTRICT OR SCHOOL SELECTION screen (Figure 9-24-9B or Figure 9-24-9C).

C00 Print Average Daily Attendance
DOE-ME Membership

Reporting prd: 05 03 10 thru 05 03 10 Enter X to incl/excl certain students: _
 0.5 Kindergarten Grades: KA KP _ _ 1.0 Kindergarten Grades: KG _ _
 Include out-of-dist? _ (Y/N) Foreign exch? _ (Y/N) Summary only? _ (Y/N/E/T)
 Report Format: _ (1/2) Include 1/2 day absences? _ (Respond N for 15-day count)
 Default County of Legal Res: 45 (exceptions in F8-8-20, or DBMS field 41)
 Grades: _ _ _ _ _ I/E: I
 Select all schools to be printed for the above period, by entering an 'X':
 C11 RDS HS C22 Taft Middle C23 Col. Wheeler C31 Eisenhower
 C32 Lake Street C33 MacArthur C34 Solon C35 Timothy Ball
 C36 Winfield C37 Jerry Ross C38 Alternative C41 Dual Enroll

ENTER=Continue, F16=Exit

Figure 9-24-9B. Print ADA DOE-ME MEMBERSHIP DISTRICT LEVEL

**INCLUDE
OUT OF
DISTRICT
STUDENTS?** Optional. Enter an "N" to indicate no, don't include out-of-district students or a "Y" to indicate yes, include out-of-district students on this report (will default to whatever was entered the last time the count was run). Students are considered to be out-of-district if their district of residency code (see Miscellaneous Data Screen, 8-8-21A) does not match the school's code on the School Control Screen.

**INCLUDE
FOREIGN
EXCHANGE
STUDENTS?** Optional. Enter an "N" to indicate no, don't include foreign exchange students or a "Y" to indicate yes, include foreign exchange students on this report (will default to whatever was entered the last time the count was run). A student with any character in his/her foreign exchange field is considered to be a foreign exchange student. (see Miscellaneous Data Screen, 8-8-21A).

**SUMMARY
ONLY** Required. Valid entries are as follows:
 Y = Print a summary report without showing students who were excluded.
 N = Print a detailed report showing all students included, excluded, and a summary.
 E = Print a summary report and also show students who were excluded.
 T = Print a total line only for the school.

**REPORT
FORMAT** Required. Specify the desired report format (1-2). Format 1 shows student enrollment and attendance for a user-definable period of time, with a summary page showing information by grade level and for the school. Format number 2 prints a separate summary page for each grade level and breaks out regular and special ed totals. Also, a signature line appears on the last page for the principal. Two additional print files are created with report format 2, one for enrollments within the period and one for withdrawals within the period. (1 N)

**INCLUDE
1/2 DAY
ABSENCES** Required. Valid responses are "Y" (yes), or "N" (no). Respond "N" for the 15-day count. (1 A).

**DEFAULT
COUNTY OF
LEGAL
RESIDENCE** Optional. Only exceptions to the primary county should be entered in the students' records before running this process. Exceptions can be entered in F8-14, field # 41. By entering a default county number, those students whose County of Legal Residence field is blank will have this value placed in the DOEME and DOEME2 files.

GRADES Optional. Enter up to twenty grade levels to include (I), or exclude (E), when generating the ADA Report and creating the DOEME file. Leave blank to select all grade levels.

After all the selection criteria has been entered press ENTER to continue. The screen will be redisplayed for confirmation. Press ENTER to generate the report, or F16 to reenter the screen.

NOTE: Type "S" (Special) absences will not be counted in this report.

GRADES TO REPORT AS 1.0 KG Optional. Enter up to five grade levels to report as full-day kindergarten.

NOTE: The "Grades to report as 0.5 KG" and "Grades to report as 1.0 KG" merely crosswalks the selected grade levels.

Press ENTER to continue to CREATE DOE-AT SELECTION screen 2, (Figure 9-24-12B).

C11	Create DOE-AT
Enter an 'X' here to select specific students: _ (X=sel,blank=normal selection)	
Do you want the EXCUSED indicator to default to the value entered in the Attendance Codes and Reasons file (F6-14-2)? <u>Y</u> (Y/N)	
<p>Y = Yes, use the EXCUSED value as defined in the Attendance Codes and Reasons file and ignore the EXCUSED value in each individual absence as shown in F6-1 or F6-2.</p> <p>N = No, use values entered in F6-1 and F6-2. Use values in the Attendance Codes and Reasons file only when the indicator in F6-1 and F6-2 is blank.</p>	
Grades to report as PK: _ _ _ _ _	
ENTER=Validate, F16=Exit Without Processing	

Figure 9-24-12B. CREATE DOE-AT FILE SELECTION SCREEN 2

INCLUDE/EXCLUDE STUDENTS Optional. If 'X' is entered, the PRINT DOE-AT INCLUDE/EXCLUDE screen will appear after this one is processed, asking if you want specified students to be included, excluded, or only, reported. A third screen will appear to allow entry of up to 114 specific ID numbers (F5=Roster search, if needed). These entries will be stored for a future run, to include/exclude students.

Suspended days cannot be included in the "Days Attended" category. Therefore, any attendance codes that mean "Out of School Suspension" must be designated as such by entering a "Y" in the "OSS" column in F6-14-1 or F6-14-2. If you define attendance codes at the school level, be sure to enter this designation for **ALL** schools.

Because Out of School Suspension totals reduce the "Days Attended" field but will not be included in the "Days Absent" field, the DOEAT file will be hard to reconcile. Therefore, RDS will create a 2nd file called DOEAT2 that can be used in-house to reconcile the numbers.

Since the state wants absences separated into excused and unexcused, this process will look at the excused indicator on each individual absence (shown in

F6-2). If that field does not contain a Y or N, the attendance code file (F6-14-1 or 2) will be reviewed. If a Y or N is entered in the code's "Excused" field, that value will be used. If a Y or N does not exist in F6-2 or F6-14-1, then "unexcused" is assumed.

Press ENTER to continue. After the process is complete, the DOEAT FILE SUCCESSFULLY COMPLETED screen (Figure 9-24-12B) will be displayed.

```
C11                Creation of DOEAT file is Successfully Completed

A file called DOEAT has been created in KC11DATA and should be transferred to
your pc as a comma separated variable file with a file extension of .csv.

A second file called DOEAT2 has been created to provide the same information as
the DOEAT file with four additional fields:
  1. Total aggregate days enrolled
  2. Total days suspended out-of-school
  3. Student's name
  4. Total days enrolled

The DOEAT file should be sent to the DOE. The DOEAT2 file can be used in-house
for balancing attendance, absence, suspension and enrollment numbers. Also, the
last record in DOEAT2 contains totals, including overall ADA.

                Total Students:  2471
                Total Records:   2474
                Total Exceptions:   16   (see report)

                Timeframe: 08/24/2009 thru 04/23/2010
                ADA: .999877

ENTER/F16=Acknowledge & Exit
```

Figure 9-24-12B. DOEAT FILE SUCCESSFULLY COMPLETED SCREEN

This screen is a notification that the DOEAT file has been created. You will be shown the "Total Students", "Total Records", and "Total Exceptions". The "Total Students" and "Total Records" numbers will not match because students can be in the file multiple times. The ADA for the timeframe processed will also be displayed. A report will be generated that lists the "Total Exceptions".

From the STATE REPORTING MENU (Figure 9-24), press F14 to display the CREATE DOE-PS FILE screen (Figure 9-24-14A). This process can be run at either the district (school number = 00) or school level, and generates the PROGRAMS & SERVICES REPORT and the state required DOEPS file.

The DOEPS file will be placed in the library K???DATA where ??? is the school or district code. A second file (DOEPS2) will also be created and placed in the same library for the purpose of internally reviewing the students in the DOEPS file. The DOEPS2 file contains the same data elements as the DOEPS but also contains the student name.

<p>C00</p> <p style="text-align: center;">Programs and Services Report</p> <p>This procedure will generate a report and magnetic media file to be sent to the state. The file will be called DOEPS and will be placed in your school's library. A second file called DOEPS2 will also be placed in your school's library. DOEPS2 will be formatted the same as DOEPS, but will additionally contain a field for the student's name.</p> <p>Individual students can be excluded in F8-18, field #69, or by using the 'Incl/Excl certain students' option on the next screen.</p> <p style="text-align: center;">Do not continue if you do not want to create a new DOEPS file.</p> <p>ENTER=Continue, F16=Exit</p>

Figure 9-24-14A. CREATE DOE-PS FILE SCREEN

The CREATE DOE-PS FILE screen (Figure 9-24-14A) informs you what files will be created and what library these files will be placed in. **Do not press ENTER if you don't want to create a new DOEPS file.** Individual students can be excluded from this file in F8-18, field #69, or by using the "Incl/Excl certain students" option on the next screen.

NOTE: The DOEPS2 file can be loaded into an excel spreadsheet and printed if desired. The DOEPS file should be downloaded from K???DATA to your PC as a "comma separated variable" file with a file extension of .csv. (WARNING - do not resave the file after opening it in EXCEL.)

Pressing ENTER from the CREATE DOE-PS FILE screen (Figure 9-24-14A) will display the DISTRICT SCHOOL SELECTION screen (Figure 9-24-14B), if district level has been accessed. Or, the PROGRAMS AND SERVICES REPORT SELECTION screen (Figure 9-24-14C), if school level has been accessed.

```

C00                                Programs and Services Report

Enter an 'X' next to each school to be selected for this report:

_ C11 RDS High      _ C22 Middle      _ C31 Eisenhower  _ C32 Lake Elem
_ C33 MacArthur    _ C34 Solon        _ C35 Thomas Ball _ C36 Winfield

ENTER=Continue, F16=Exit
    
```

F9-24-14B. DISTRICT SCHOOL SELECTION SCREEN

Place an "X" next to each school you want to include in this process. Press ENTER to continue. The screen will be redisplayed for confirmation of the schools selected. Press ENTER again to display the PROGRAMS AND SERVICES REPORT SELECTION screen (Figure 9-24-14C).

```

C00                                Programs and Services Report

This process will create a report and two files called DOEPS and DOEPS2.

Reporting prd: 08 22 04 thru 06 03 05
(Using a date range instead of a single date can cause a student to be reported
at more than one school.)

Spacing: 1 (1/2/3)                    Enter X to incl/excl certain students: _

Codes to report as SpEd:  A B C D E F G H I J K L M N O P Q U _ _ _ _ _
Codes to report as G/T:   G _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _
Codes to report as Title I: Y 1 2 _ _ _ _ _ _ _ _ _ _ _ _ _ _ _
Grades to report as PW:  _ _ _ _ _ _ _ _ _ _ (Pre-school for DOE-PS)
Grades to report as PK:  PA PP _ _ _ _ _ _ _ _ (Pre-kindergarten for DOE-PS)
Grades to report as KG:  KA KP _ _ _ _ _ KG K _ (Kindergarten for DOE-PS)

Free lunch codes:       F _ _ _ _ _ _ _ _
Reduced lunch codes:    R _ _ _ _ _ _ _ _

Assume all special ed students have IEPs? Y (Y/N)
(except if student's IEP field equals N.)

ENTER=Validate, F16=Exit
    
```

Figure 9-24-14C. PROGRAMS AND SERVICES REPORT SELECTION SCREEN

Fill in the selection criteria based on the following data entry requirements:

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

REPORTING PERIOD Required. Enter dates as 2-digit month, 2-digit day, and 2-digit year. Enter a date range to allow for selecting students enrolled within a certain date range. To choose only those students enrolled as of a certain day, enter the same beginning and ending date. To choose those students who were enrolled at any time during a certain period, enter the specific date range. Putting in a date range may result in a single student being reported by more than one of your schools. (6N + 6N)

SPACING Required. Indicate the desired spacing: 1=single spacing, 2=double spacing, 3=triple spacing.

INCLUDE/EXCLUDE STUDENTS Optional. If 'X' is entered, the PROGRAMS AND SERVICES REPORT INCLUDE/EXCLUDE screen (Figure 9-24-14D) will appear after this one is processed, asking if you want specified students to be included, excluded, or only, reported. A third screen will appear to allow entry of up to 114 specific ID numbers, (F5=Roster search, if needed). These entries will be stored for a future run, to include/exclude students.

CODES TO REPORT AS SPECIAL ED Optional. You can enter up to 26, valid special ed codes. Any student that has one of the codes in the "Spec Ed" field on their F8-8-20 screen, will be reported as a Special Ed student. The "Spec Ed" field is also available in Data Base Management (F8-8-14), field #41.

CODES TO REPORT AS G/T Optional. You can enter up to 20 gifted/talented codes. Any student that has one of the codes the "G/T" field on their F8-8-21 screen, will be reported as Gifted/Talented. The "G/T" field is also available in Data Base Management (F8-8-14), field #23.

CODES TO REPORT AS TITLE 1 Optional. You can enter up to 20 Title 1 codes. Any student that has one of the codes in the "Title I" field on their F8-8-21 screen, will be reported as Title 1. The "Title I" field is also available in Data Base Management (F8-8-17), field #46.

GRADES TO REPORT AS PW Optional. You can enter up to 7, pre-school grade levels to be crosswalked as PW (pre-school ages 0-2) for the DOE-PS.

GRADES TO REPORT AS PK Optional. You can enter up to 7, pre-kindergarten grade levels to be crosswalked as PK (pre-kindergarten) for the DOE-PS.

GRADES TO REPORT AS KG Optional. You can enter up to 7, kindergarten grade levels to be crosswalked as KG (kindergarten) for the DOE-PS.

**FREE
LUNCH
CODES**

Optional. Enter up to 7 free lunch codes. Any student that has one of the codes in the "Free/Reduced Lunch" field on their F8-8-21 screen, will be crosswalked to a "1" for the Socio-economic Status in the DOEPS file.

**REDUCED
LUNCH
CODES**

Optional. Enter up to 7 reduced lunch codes. Any student that has one of the codes in the "Free/Reduced Lunch" field on their F8-8-21 screen, will be crosswalked to a "2" for the Socio-economic Status in the DOEPS file.

**ASSUME
IEPs**

Required. Enter a "Y" to have this process plug a "Y" in the "Special Ed Participant" field in the DOEPS file if the student has a special ed code.

Press ENTER after entering the desired selection criteria. The DOEPS and DOEPS2 files will be created and the DOEPS report will be generated. You will be returned to the State Reporting Menu upon completion. The report will be placed in the user's spoolfile with a spoolfile name of DOEPS. The report will have an 80 character width override.

FOR EVANSVILLE-VANDEBURGH SCHOOL CORPORATION ONLY: The primary exceptionality field will use the last two characters of the special ed cycle field.

NOTES

All students will be included in the DOEPS file except for withdrawn and future students.

If a student's secondary exceptionality is blank and the primary exceptionality is one that matches one of the special ed codes entered on the screen, the software will plug a value of 99 into the secondary exceptionality field in the DOEPS file.

If a student is coded as having a primary exceptionality, but the student's F5-9 screen has a value of N in the IEP field, the report will show *N* in the IEP field. The DOEPS file will have a value of N in this case. The reason for the *N* appearing on the report is to point out that this might be an error that needs correcting. If you need to correct it, go to the student's F5-9 screen for the current school year and erase the N in the IEP field, or, enter a value of Y in the IEP field.

The following DOEPS file fields are available for data entry in F8-8-20 (one student at a time) or in a data base format (F8-18, field #68):

Field # 8 - School Choice
 Field #10 - Homeless
 Field #11 - Special Ed Placement Type
 Field #12 - Homebound/Hospital
 Field #13 - Special Ed Referral
 Field #21 - Facility

C11	Create DOE-PS
Do you want to process students to be included or excluded or the only ones selected? _ (I=Incl, E=Excl, O=Only)	
Include = include students entered on the next screen, in addition to those selected based on parameters on the previous screen.	
Exclude = exclude students entered on the next screen from the students selected based on parameters on the previous screen.	
Include only = ignore the selection parameters on the previous screen and select only those students entered on the next screen.	
ENTER=Continue, F16=Return without selecting individual students	

Figure 9-24-14D. PROGRAMS AND SERVICES REPORT INCLUDE/EXCLUDE SCREEN

Enter an "I" to indicate that you want to include the students entered on the next screen. The included students will be selected based on the parameters entered on the PROGRAMS AND SERVICES REPORT SELECTION screen (Figure 9-24-14C).

Enter an "E" to exclude students entered on the next screen.

Enter an "O" to only include students entered on the next screen. The "Only" option might be used to add additional students to the DOEPS file you have already created. For example, you might normally create a file of 2500 students, but you want to add 3 more students who are withdrawn. After doing you initial run, you could process this function a 2nd time using the ONLY option to select the 3 students. The records for those students could then be appended to the initial file on your PC.

Press ENTER to continue. The DOEPS STUDENT SELECTION SCREEN (Figure 9-24-14E) will be displayed.

