E d E a s e

S T U D E N T   R E C O R D S   S Y S T E M

User Guide

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For

School Administration

14-0600

1

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Student Records System User Guide

Table of Contents

Introduction

Welcome to the Student Records System supplied to you by Regional Data
Services, Inc. In using this system, it is recommended that certain
guidelines be followed in order to allow the system to be used to its
fullest. These recommended guidelines are as follows:

1) It is very important that the date entered when IPLing the system
   (bringing it up at the beginning of the day), is the correct CURRENT
   date! This date is used throughout the system for editing
   transactions and defaulting date fields. It is also used by the
   computer system to determine if a file can be scratched (deleted)
   from the system. This date is displayed each time a user logs onto
   the system. Pay close attention!

2) When using the system, NEVER sit idle within a function. Always
   return to a menu setting upon completion. The reason for this is
   because when you are working within a function, files are open.
   Which means, if the computer system were to go down abnormally (i.e.
   power failure), the integrity of the files that were open would be
   lost. The last record updated in an open file may not have been
   written to the actual file yet. Whereas, when positioned on a menu,
   all files are closed thus insuring file integrity.

3) There will be times when the computer system will be monitoring and
   controlling when multiple users are attempting to access the same
   record of information. The only indication given to the user is the
   fact that nothing appears to be happening on the workstation for the
   function requested. If this happens, wait patiently and normally
   within a few seconds the requested record will be freed and your
   request will be processed. If not, then someone has left their
   workstation unattended still within a function (refer to #1). This
   user must return to a menu setting which will close the files that
   they were using thus releasing the record involved in the possession
   conflict.

4) It is very important to always take note of what functions ALL users
   were doing when and if the computer system goes down abnormally (i.e.
   power failure). This will help in determining whether or not any
   files need to be reorganized or recovered from backup. Please
   contact your local support with this information if or when your
   computer system does abnormally shut down.

SCHEDULING_SYSTEM_FEATURES

The Student Scheduling System is designed to handle the most complex and diverse scheduling situations. Information is provided for use in defining class meeting time, locations, teacher assignments, and where possible, students are scheduled according to their needs and preferences. Necessary reports for students and administrators provide timely, efficient information.

CAPACITY

Open-Ended_Student_Capacity:

The number of students that can be handled by the system is a function of the amount of disk storage available. There is thus, no limits to the maximum size of the student election file but that of the disk storage capacities.

Multiple_Course_Request_Options:

The system can handle as many as 18 course requests per student. Two priorities of courses are available to the student; required and optional. Required courses are courses a student must take to be successfully scheduled. Students failing to get all required courses are considered to have irresolvable conflicts. Optional courses are those that students would like to take, but would elect to drop if the courses cause an irresolvable conflict. Optional courses may be dropped from a student's schedule when the partial scheduling option is used.

Course_and_Section_Capacity:

The number of courses handled by the scheduling system is dependent only on the amount of disk storage available. Each course defined in the school's catalog may have up to 99 sections with each section having its own meeting times during the school scheduling cycle.

99_Periods_Per_School_Day:

The school day may be composed of up to 99 periods. However, the maximum number of periods for attendance reporting is currently 12.

Flexible_Scheduling_Cycle:

Due to the varying requirements of the school course meeting cycle, the scheduler permits the definition of up to a 6 day scheduling cycle. The scheduling cycle is the number of days a school operates for its course meeting time pattern. Courses are defined in terms of from 1 to 6 days in length. Subsequently, the cycle pattern is repeated again throughout the school year.

Up_to_6_Terms_of_Scheduling_for_School_Year:

The school year may be composed of up to 6 terms or the more common 4 quarter year used throughout the country.

Arena_Scheduling:

After the master schedule is developed, materials can be prepared for use in Arena Scheduling. The software package includes programs to print cards for students or sections to be used for Arena Scheduling.

COURSE_REQUEST_OPTIONS

Student_Determined_Course_Priorities:

Students can select courses and designate them as required, optional, or alternate. The scheduling system determines the order in which courses are attempted for a student. Generally, the order is on single course sections, double course sections, and courses with increasing numbers of non-concurrent sections; however, school administrators may elect to use the scheduling priority factor for courses. This determines the order in which courses having more than one unique section are scheduled for each student.

Single section courses and those for which a specific section is selected by a student are always scheduled first. After that, courses are scheduled in the order of their scheduling priority. Those courses having the same priority are further ordered by the number of unique sections. The scheduler attempts to schedule required or optional courses based on the number of non-concurrent sections. If students select optional courses, the optional courses may be dropped from the students' requests during partial scheduling. When either a required or optional course cannot be scheduled and an alternate course is named for the primary course, it will be substituted in place of the required or optional course in the student's set of elections. Students may select one alternate course for each primary course election.

Course_Selection:

The scheduling system permits students to select course sections on the basis of section number, teacher, teacher exception, scheduling shift (time code), and ability level.

Course_Section_Selection:

Students may elect to take one or more courses by naming the specific section of that course(s). This feature is often used to permit the student to effectively pre-register for a course, or to guarantee that a student get a specific section of a course based upon some prearranged student need.

Teacher_Selection:

Students can select specific teachers for particular courses.

Teacher_Exception:

Students can exclude teachers from the course sections being considered for their schedules.

Teacher_Exception: (Continued)

This feature may be used in instances where school policy requires a change in the teacher if a student fails a course, with students that have problems with a certain teacher, or where the possibility exists of a student electing a course taught by a family member.

Semester_(Term)_Selection:

Students may optionally indicate the specific term to take a course. This feature allows students to pick terms for individual courses (for example, a single semester of an all-year course) or permits students to repeat portions of courses to improve grades.

Ability_Selection:

A class can be restricted to students of a limited range of ability levels in order to minimize individual differences of students within the same classes. The school can exercise complete control over the type of ability groupings desired. The digits 1 through 9 are used to represent different ability levels. The interpretation of what a given ability code represents is left to the discretion of the user.

Free_or_Scheduled_Time:

An optional feature permits students to request a free time range or conversely, a scheduled time range in which the scheduler makes class assignments. The feature permits the designation of a free or scheduled range of time modules within the school day in which the student would be either scheduled to courses or would be free from class assignments.

Block_Scheduling:

If the same group of courses is common to a number of students, it can be selected by means of a single synthetic course number. This synthetic course number is later replaced in the system by the group of individual courses associated with it.

Mass_Update_of_Courses:

A course or courses can be added automatically to a group of student's course requests based upon restrictive criteria. The system permits course additions based upon sex, year of graduation, location, team code, and the presence or absence of a course. A course can be dropped from a group of students based upon the same criteria.

Pre-Scheduling:

A pre-schedulatory priority code may be assigned on an individual student basis and will affect the order in which students are scheduled. Generally, students are scheduled in sequence by descending grade level and within grade level by the scheduling difficulty of the courses they have chosen.

Pre-Scheduling: (Continued)

The designation of the pre-scheduling code allows students to be assigned classes ahead of all others in the school or ahead of other students within his grade level. This feature also permits the pre-scheduling of handicapped students or students with course deficiencies to make up for graduation.

COURSE_OPTIONS

Class_Restriction_Options:

Classes can be restricted on the basis of sex, grade, location, and ability or any combination of these. As a result, the desired enrollment of any class can be closely monitored.

Balancing_Options:

Normally, classes are balanced on the basis of the number of seats available within class sections. In addition, the school may specify that classes be balanced on the basis of ethnic group and/or sex. Ethnic group or sex balancing is accomplished by establishing a percentage quota for each balancing category based upon those students requesting the course.

Location_Restrictions:

A student can be restricted to classes offered in an internal location within a school such as a wing or building. The school administration has the option of overriding the location restrictions if students cannot be scheduled into suitable classes in the desired location.

Term_Exclusion:

For certain classes (such as Government and Economics) that should not be scheduled in the same term for an individual student, the term exclusion feature can be used.

Class_Linkage:

Class linkage is a technique for accomplishing some difficult class scheduling problems. There are times when it is desirable to control the sequence of courses that a student may take, such as typing and shorthand, or home economics and P.E. The class linkage feature permits control of class sequencing.

Mini_Courses:

Scheduling difficulties occur when it is desired to permit the students to select a number of mini courses for full year required courses, such as Life Skills. Under these circumstances, it is not desired that the student take more than one mini course block per school year. After the students have been scheduled into the mini course "blocks", another complete course request and scheduling process allows for the students to be scheduled into the smaller 3-, 6-, or 12- week sessions that make up that block.

SCHEDULING_OPTIONS

Partial_Scheduling:

When a conflict occurs in the student scheduling process, it is sometimes desirable to drop the course or courses causing the conflict from the series of requests and schedule the student for all other courses. This is termed partial scheduling. The partial scheduling function only affects courses that are requested as optional courses in a student's set of requests. If the partial scheduling option is not chosen for a given student assignment run, students will not be scheduled for any course when a conflict occurs and will be considered unscheduled by the system.

Forced_Seat_Scheduling:

Each course section defined in the master schedule of courses permits the user to indicate the optimum (the most desirable seating for given courses) and maximum seats available for a given class. The system fills classes based on the optimum or maximum seat counts, depending upon the option selected when running the scheduler. Upon reaching full sections, the scheduler will indicate to students requesting additional seats that the course is closed. A system option is available to permit an override of all seat counts on the course master file. This option is often used on an initial scheduling run to see how course sections would fill up with open-ended seating.

Lunch_Period_Scheduling:

A lunch period request can be added automatically for each student. Lunches may be scheduled on a day by day basis with students given the best choice of lunch depending on the class schedule.

Each lunch period request may be expanded to include all sections of lunch to permit the day by day scheduling of lunch. It is also possible to request that the lunch period be scheduled after all other course requirements have been met.

Semester_Scheduling:

The system can selectively schedule one or more semesters or terms at a time. Schools that desire it may schedule the coming term only if it is anticipated that many changes in students' schedules are necessary after each term.

Update_Scheduling:

Update scheduling permits students who previously had conflicts, or new students entering the system to be scheduled after the normal term or full year scheduling has been completed. Those students who have been successfully scheduled are locked into their schedules and are not passed through the scheduling process again.

Study_Hall_Restrictions:
Individual sections of study halls can be restricted to students based upon house or location code, sex, or grade range or any combination of these restrictions. This is offered to permit a homogeneous grouping of students within their study halls.

Mass_Update:
The mass update feature is a powerful tool for the school administrator which permits changes to the student election file on a "mass" basis rather than on an individual basis. A group of options enable changes based upon both student selection criteria and/or sex, grade level, and house or location.

Scheduling_Selection:
There are occasions when it is desired to select a portion of the student body to verify the applicability and desirability of the current master schedule of courses with the student assignment program. The scheduling selection feature permits the school administration to select students based upon a given grade or house for assignment to classes. This is useful during the initial phases of the master schedule generation process.

Open_Period_Control:
A user's option is available which permits a limit to be set for the number of contiguous open periods a student may have during the school day. This feature is usually a matter of school policy. If the limit is exceeded for a current pattern of courses, a different pattern of course sections is tried for the student. Students who fail to achieve the desired number of consecutive open periods will be given a previously successful pattern of classes but a warning message is printed for that student alerting the scheduling personnel for corrective action.

STRUCTURE_OF_USER_MANUAL
Each section within this user guide will describe the features available within the Student Records System. For ease of use, the sections have been numbered to correspond to their function key selection numbers shown on the STUDENT RECORD SYSTEM MASTER MENU (Figure 0).

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┌──────────────────────────────────────────────────────────────────┐
│                                                                    │
│           Student Records (K-12) System Master Menu                │
│                                                                    │
│                                                                    │
│  System Administrator's Menu ........ F1   Student Fee Accounting Menu .... F11 │
│  Mini-Course Scheduling System Menu .. F2   Next Year Scheduling Menu ...... F12 │
│  Teacher/Counselor Master Menu ....... F3   Current Year Scheduling Menu ... F13 │
│  Course Master and Course Title Menu . F4   Special Functions Menu ........ F14 │
│                                                                    │
│  Mark Reporting/Mark History Menu .... F5                          │
│  Attendance and Discipline Menu ...... F6   Address Integrity System Menu .. F17 │
│  Locker System Menu .................. F7   Word Processing ................ F18 │
│  Student Records Maintenance Menu .... F8   Test Scoring Master Menu ....... F19 │
│                                                                    │
│  Student Counts/Reports/Labels Menu .. F9                          │
│  Mass Update Menu .................... F10                         │
│                                                                    │
│                                                                    │
│                            User Report Development Menu ... F22     │
│                            Session Defaults ............... F23     │
│                            Display Print Files ........... F15      │
│                            EXIT ......................... F16       │
│                                                                    │
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Figure 0.   STUDENT RECORD SYSTEM MASTER MENU

Within each section, the subsections have also been numbered according to their
function keys. For example, the Mark Reporting/Mark History Menu selection (see
Figure 0) is F5. Therefore, you would refer to section 5 for information on
that function. Then, within that section, there are items numbered 5-18, 5-1,
5-5,5-7, etc., where the number after the hyphen in each case represents the
function key that would be pressed while viewing the Mark Reporting/Mark History
Menu. The numbers in the upper left and right corners of each page in this guide
indicate the function key sequence you would need to use to arrive at the
program location described in that section of documentation. Sections numbered
"90" and higher contain material of a more technical nature and should be
reviewed in detail by your system administrator.

Whenever data entry requirements are defined, you will find at the end of each
field's description a notation such as "(2 A/N)" or "(6 N)". These notations
are used to denote the length and type of the field. In these examples, "(2
A/N)"means that the field is 2 positions long and may contain both alpha (A) and
numeric (N) characters; "(6 N)" means that the field is 6 positions long and
must contain numbers only. Whenever a field is designated as numeric only, you
do not have to enter leading zeros. If a number needs to be entered into a
field designated as A/N, it is recommended that you enter leading zeros if you
would like the numbers to appear as true numbers; however, leading zeros would
not be required. A field designated as "(6N 3DEC)" may contain a total of 6
numbers including 3 decimal (DEC) positions.

DATA_ENTRY_GUIDELINES

For the best results and overall satisfaction in using the Student Administrative software, district-wide standards should be developed for consistency in data entry.

1.   When entering the student's name, enter the last name, a comma, a space, then the first name, a space, and a middle initial if you have enough room. Always type in upper and lower case. The computer will automatically separate the first and last names internally within the student's record for use in reports and letters, in addition to storing the name as entered on the screen. Do not use periods after initials.

            Jones, John J

2.   If generations (Jr, II, III) are used, enter the last name, a comma, a space, the generation, a comma, a space, then the first name followed by the middle initial. If the second comma is not used, the computer will interpret the generation as being part of the student's first name!

            Jones, Jr, John J

3.   In last names like O'Connor, McMichael, or St. Pierre, be consistent in data entry. The way the name is entered will affect the order that the name will appear on an alphabetical listing.

4.   When entering the student's address, use N, S, E, or W for the street direction. Use the Transportation Department's Street Name Listing for the correct spelling of street names. Use the following abbreviations for street designators.

            Ave=Avenue   Pi=Pike   Road=Road
            Blvd=Boulevard   Park=Park   Rn=Run
            Cir=Circle   Pkwy=Parkway   Sq=Square
            Ct=Court   Pl=Place   St=Street
            Dr=Drive   Ps=Pass   Tc=Terrace
            Hwy=Highway   Pz=Plaza   Tr=Trail
            Lane=Lane   Rdge=Ridge   Wy=Way

            STHWY=State Highway   USHWY=U.S. Highway

5.   When entering the student's address, only the zip code needs to be entered. The city and state will appear automatically based on the zip code master file created by the Transportation Department.

6.   When entering the parents' names, enter the last name, a comma, a space, the husband's name, the symbol "/", and then the wife's name. If a single parent, enter the last name, a comma, a space, then the first name.

            Jones, John/Mary   Jones, III, John

(Continued)

7. An additional option on entering parents' names would include using "Mr", "Mrs", "Ms", and "M/M" as part of the parents' names. If you decide to use this option, parents' names would be entered as shown here.

    Jones, M/M John   Jones, Mrs Mary
    Jones, Ms Sally   Jones, III, Mr John

8. If the student has two parents with different names, enter at least the name of the head of the household by entering last name, a comma, then first name. If you have enough room, both names could be entered. Use a semicolon to separate the two names.

    Jones, John   Jones, Mary; Smith, John
    Henderson-Jones, Mary

DISTRICT-WIDE_ACCESS_OPTIONS

While most users will be given access rights for individual schools, some administrators will want to have the ability to run reports on a district-wide basis. The school code for district-wide access is "00", preceded by your standard district code. Therefore, if your district code is "C", you must have access rights to "C00" in order to utilize the district-wide reporting functions. In order to utilize all the standard functions of the system, you must still have access rights to each individual school that you need to access. District-wide access does not replace or override individual school access rights.

The_following_functions_have_district-wide_capabilities:

4-8	Course Title File in Course Number Sequence (both current and next year)
4-9	Course Title File in Scan Number Sequence (both current and next year)
4-10	Print Course Fee Edit Listing
4-11	Print Course TBA Edit Listing
4-18	Load Fees from District to School Title (District Only)
5-11-18	Print Interim Scan Sheets (District Only)
5-11-20	Print Interim Sheet Edit Listing for Current Reporting Period (District Only)
5-14-6	Clear Rank Information for One Semester or Grading Period
6-8-6	Aggregate Attendance Report (DOE-AG)
6-8-7	Average Daily Attendance (ADA)
6-8-8	Student Attendance Register
6-8-13	Print Attendance Scan Sheets
6-8-17	Load Attendance from Scanned File (District Only)
6-8-18	Attendance Verification (District Only)
8-9-3	Print Entries and Withdrawals by Date Range
9-1	Enrollment Counts (DOE-PE)
9-4	Student Roster
9-5	Student Labels
9-6	Daily Meal Count
9-7	Class Lists
9-20	Student List in Street Name Sequence
9-21	Student Bus Listing by Address
9-24-1	DOE-CP Certified Position Report
9-24-2	DOE-DR Student Dropout Report
9-24-3	DOE-LM Language Minority Report
9-24-4	State Direct Certification (District Only)
11-5-18	Load Fee Descriptions from District or School Course Title
11-5-20	Load Fee Descriptions from District Desc to School Description File (District Only)
11-5-21	Load Fee Statement Messages from District to School File (District Only)
11-8-6	Textbook Assistance Summary or Detail

DISTRICT-WIDE_ACCESS_OPTIONS
(Continued)

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11-8-7     State Textbook Assistance Reimbursement
11-8-8     Daily Fee Payment Report
11-8-11    Print Fee Letters
11-8-12    Print Fee Labels
11-10-1    Mass Clear Prior Year Payments and Amounts Due for Entire District
           (District Only)

12-14-8    Create School Title File from District File (District Only)

14-4       Create Extract File Called KMAS
14-10      Load Class Information for Library Interface
14-11      Load Lunch Fields into Student Master

17-1       Print Street Master File (District Access Only)
17-2       Print Block Master File (District Access Only)
17-3       Print Zip Code Master File (District Access Only)
19-21      Load Test Scores form Test Scoring Company
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Getting_Started

While awaiting the installation of your software, or upon installation, the following items must be reviewed. Once ready to begin using the software, the information discussed in this section must be entered **PRIOR TO USING ANY PORTION OF THE SOFTWARE**. If you need to add a new school after you have been using the software for awhile, please refer to Appendix H of this guide.

1. Creating_the_Student_Management_Data_Base

    After the EdEase Student Records System software has been loaded onto your computer system, the data base will need to be established before you can begin to use the software. It is recommended that an RDS installer assist you with this process, either onsite or remotely.

    a. From the "Business Application Master Menu", select F21, "System Installation Menu".

    b. From the "System Installation Menu", select F6 to create the initial student record files for your school district. Once completed, you will be returned to the "System Installation Menu".

    c. Now, the files for each of the schools must be created. Before processing this step, you need to consider developing a 3-character code for each of your schools. The first character of the code must be your district code which is usually the first letter of your district name. The next 2 characters should be 2 numbers that represent a school number. If your Administration Center has building numbers or cost center numbers already developed for use with budgeting, now is the time to consider becoming uniform with those numbers, if possible. If you need any assistance in developing these numbers, contact your RDS installer.

    To create the files for each of the schools within the district, select F7 from the "System Installation Menu". You will be prompted to enter the first school's 3-character ID number. Process each school one at a time until you have created the files for all schools. It is recommended that you keep a "check off" sheet to make sure that you do not miss creating the files for one of your schools. If you do forget one, you can come back into this step at a later time and run this process for the one school that was missed.

2. Security_Overview

    A user profile must be established for each K12 user, using the security software offered by your operating system. For those users who are going to access F6-1 or F14-3, authority will_be_needed_for_the_JOBCTL_command.

    For the EdEase Student Records System software, security must be defined for each user as follows:

    a. By defining the individual school that the user can access.

b. By defining the functions or processes that can be accessed within that school. The same user can have access rights to multiple schools, with different functional access rights at each school.

   IMPORTANT: Each user's I.D. number is restricted to a unique 1-, 2-, or 3-character code. Normally, this code would be the user's first, middle, and last initials. In larger districts, this format might not be the best due to the probability of duplicate ID's. The EdEase Student Records System software will look at the first 3 character's of the user's logon I.D. (defined through the Operating System's Security module) to determine the user I.D. for the EdEase Student Records Security System.

3. Establishing_Security

To define each user's access rights **for_the_first_time**, you must logon with a user I.D. of RDS. The logon program is MAINLOGK in LOGON. From the "Student Records (K12) System Master Menu", select F1 for the "System Administrator's Menu". (Remember, you will be denied access rights the_first_time if you are not logged on as RDS!) When the "System Administrator's Menu" appears, select F1 to set up access rights for one or more users at each school.

Some important considerations:

a. Do not remove the access rights for user RDS until you have given at least one other user "System Administrator" access rights!

b. As soon as you define the first user at one of the schools, that school's data files will be automatically incorporated into your nightly backup. Be careful. If you define a user for a school whose files you have not yet established (in item 1c of the "Getting Started" overview), then you will get an error message on your nightly backup. (Simply remove the erroneous user from the EdEase Security System and restart your backup.)

c. If a user needs to have access rights to more than one school, you might want to consider assigning multiple logon **I.D.s** for this user. This should be discussed with your RDS Installer.

d. There is process that will allow an administrator to turn off K12 access for users. This is by typing **Call LOGOOOO/K12OFF** on a command line. One purpose for using this process would be when an administrator needs to restore programs while users are out. There is an additional process that will allow an administrator to log on to K12 when other users can not. This is by typing **CALL LOGOOOO/MAINLOGKK**. One example of when this option would be used is when the K12 administrator is doing the K12 Rollover. Please refer to Appendix O, located in the Appendix Section of the User Guide for detailed instructions on these two processes.

4. Defining_District_Parameters

Certain parameters need to be defined at the district level, which tell the software how to operate for your specific needs. Refer to section 1-2 of the User Guide for more information.

5. Defining_School_Parameters

    Certain parameters need to be defined for each individual school, which
    tell the software how to operate for each school. Refer to section 1-2 of
    the User Guide for more information.

6. Defining_Mark/Grading_Parameters

    Each school's grading requirements must be defined and can be defined
    uniquely at each school. Some schools may want the computer to calculate
    final grades while other schools may not. Some districts have used
    12-point systems at middle schools and 4-point systems at the high
    schools. Also, honor roll requirements for up to 3 honor rolls must be
    defined for each school. Refer to section 5-18 (Mark Reporting Control
    Data) of the User Guide for more information. NOTE: You will need to set
    up Mark Reporting Control at the district level (school number = 00) as
    well as for each of the schools.

7. Defining_Attendance_Parameters

    For each school and for each grade level within each school, the following
    must be defined:

    a. ... the periods of the day which constitute the first half of the day.
       At the elementary level, this will be "1". At the secondary schools,
       it might be "1234".

    b. ... the periods of the day which constitute the second half of the
       day. At the elementary level, this will be "2". At the secondary
       level, it might be "5678". A maximum of 12 periods can be tracked
       including homeroom and early bird classes. Each grade level can define
       a different number of periods in a day if necessary.

    c. ... the ending time (in military time) for each period of the day.
       This can also be defined differently for each grade level if necessary.

    d. ... whether or not the system should automatically determine the
       periods missed based on the time the student comes in or leaves.

    e. ... the first day of each semester. By entering these dates,
       attendance and discipline administrators can more easily review
       attendance and discipline for the current semester.

    f. District and School Calendars should be defined in F1-13.

       It is important that your current attendance procedures be reviewed
       with the RDS installer prior to your first attendance training
       session. Also, your current attendance and discipline letters should
       be reviewed with the RDS installer. Each school will be able to define
       its own letters (up to 999!).

       IMPORTANT: Attendance and discipline records never transfer from
       school to school when a student transfers. These records always remain
       with the school of origin.

SYSTEM ADMINISTRATORS: Users must have authority to execute a CHGJOB command if they are going to use F6-1. This can be done by giving users special authority to *JOBCTL.

g. Grade Period Calendars must be defined in F1-14.

8. Forms

Your RDS installer will review the following forms considerations with you:

a. Report card
b. Grade scan sheet
c. Attendance scan sheet
d. Class list
e. Mailing labels (1-up, 2-up or 3-up)
f. Permanent record labels
g. Student schedule
h. Side-by-side student schedule card stock
i. 8 1/2 x 11 continuous form school letterhead (for transcripts and letters)
j. 8 1/2 x 11 continuous form white paper (transcripts and letters can be printed on this, too)

Be sure to allow for 6-8 weeks for ordering forms.

9. Defining_codes_for_the_district

a. Withdrawal codes (section 1-4) must be 2-character alpha-numeric codes.

1. A homebound code must be an H. These students are counted as active students.
2. Any code that starts with a "G" is a graduation code.
3. Home schooled students can be any code other than H or G. These students are considered withdrawn.
4. The DOE-DR state code will need to be specified for each dropout withdrawal code.

Refer to section 1-4 of the Sample Reports Manual for examples.

b. Entry codes (section 1-5) must be 2-character alpha-numeric codes.

1. The first character must start with the letter "E". Use the letter "F" for future students (those enrolling for the next school year) and the letter "R" for students reentering in the school year they withdrew (at the same school). "H" means homebound without a code being defined for the purpose of tallying homebound students in the Enrollment Count (F9-1).

2. Whatever codes you set up for "E" (entry) codes should be created for "F" (future) codes as well.

Refer to section 1-5 of the Sample Reports Manual for examples.

c. Diploma type codes (section 1-6) must be defined.

1. The type code is a single character alpha numeric field and requires both a short and long description.

2. The Diploma Type will appear on the transcript and can be maintained in F5-9 for an individual student or F5-6 field #7 for up to 15 students at a time.
3. You can get a listing of current year graduates and their diploma type by processing the Graduation List (F8-9-4).

d. Clubs, Honors Awards, etc. (section 1-7) must first be grouped by category, then can be defined by 4-character alpha numeric codes. Refer to section 1-8 of the Sample Reports Manual for examples.

e. Special Ed codes (section 1-9) must first be grouped by "Type", then defined by 4-character alpha numeric codes.

f. Parent codes (section 1-10) can be defined.

1. The Parent code is a two character alpha numeric field that requires both a short and long description as well as a "Living with Parent" indicator.
2. If any entries are made to the Parent Code file, then it will trigger an edit of the parent code entered on the emergency screen (F8-8-5), and anywhere else the parent code is maintained.

g. Special Ed Exceptionality codes (section 1-11) must be 1-character alpha-numeric codes. Refer to section 1-11 of the Sample Reports Manual for examples.

h. The Rank Control File must be defined (section 1-12) for each school in the district for each year of history being converted.

i. ESL (English as a Second Language) codes (section 1-17) must first be defined by "Type", then defined by 4-character alpha numeric codes.

j. University codes and names (section 5-13-13). There is a nationwide college and scholarship code booklet that provides the codes and names, but unfortunately does not provide the addresses. The primary purpose of this file is for printing address labels when printing a batch of transcripts requested to be sent to various universities. If you don't have the addresses at this time, but would still like to use the feature to print transcripts "grouped" by university, it would still be helpful to enter the codes and names. Otherwise, each special request to mail out a transcript would need to be handled on an individual basis.

k. Course titles for college transcripts (section 5-13-14). These titles do not need to be entered at this time, but should be considered well in advance of printing permanent record labels or transcripts for the first time. Only those courses whose titles need clarification should be entered. Examples:

Course_Title	__Transcript_Title__
ADV COMP	ADVANCED COMPOSITION
AMER LIT	AMERICAN LITERATURE
COMP PRO I	COMPUTER PROGRAM I

l. Medical codes need to be defined for the following areas, using 4-character alpha/numeric codes:

```
C=Condition or Concern
H=History of diseases, surgeries, etc.
M=Medication student is taking
R=Reason for visiting nurse's office
T=Treatment received during office visit
```

Examples:

```
C   ADD    Attention Deficit Disorder
C   ADHD   Attention Deficit Hyperactivity Disorder
C   ABS    Allergic to Bee Stings
H   CPOX   Chicken Pox
H   TONS   Tonsillectomy
M   RIT    Ritalin
R   HA     Headache
R   SA     Stomach ache
R   TEMP   Temperature
T   ASP    Aspirin
T   CC     Cold Compress
T   REST   Rest
```

When a student transfers between schools in the district, his/her type "C", "H", and "M" records move with the student, The type "R" and "T" records stay with the school who provides the services.

The student's immunization and health chart will transfer from school to school within the district for the following information (which does not need to be coded):

Up to 7 dates: DPT, DT, Tetanus, Oral Polio, Measles, Mumps, Rubella, Hepatitis, and Chicken Pox
Up to 3 dates: HIB
Nurses notes (5 lines of 78 characters)
Health comment (2 lines of 30 characters)
Up to 5 entries: Hearing checkups & results
Up to 5 entries: Vision checkups & results
Up to 5 entries: Dental checkups & results
Up to 5 entries: Physical exams & results
Up to 5 entries: Scoliosis checkups & results
Up to 3 entries: TB test & results
Up to 3 entries: X-ray dates & results
Up to 3 entries: Blood pressure dates & results
Up to 13 entries: Height and weight chart

For more information, refer to section 8-8-7.

m. Attendance codes - these can be set up at the district level or the school level depending on the entry in the "Attendance codes" field on the District Control Screen (F1-2 school code = 00). Refer to section 6-14-1 of the User Guide and section 6-14-5 of the Sample Reports Manual.

n. Discipline codes - these can be set up at the district level or the school level depending on the entry in the "Discipline codes" field on the District Control Screen (F1-2 school code = 00). Refer to section 6-14-9 of the User Guide and section 6-14-12 of the Sample Reports Manual.

10. Defining_codes_for_each_school

    a. Attendance codes - these can be set up at the district level or the school level depending on the entry in the "Attendance codes" field on the District Control Screen (F1-2 school code = 00). Refer to section 6-14-1 of the User Guide and section 6-14-5 of the Sample Reports Manual.

    b. Discipline codes - these can be set up at the district level or the school level depending on the entry in the "Discipline codes" field on the District Control Screen (F1-2 school code = 00). Refer to section 6-14-9 of the User Guide and section 6-14-12 of the Sample Reports Manual.

    c. Department codes - refer to Appendix C of the User Guide.

    d. Course codes - refer to Appendix D of the User Guide.

11. Defining_the_lockers_available_for_each_school

This is optional, but is a very nice feature that should be considered for use. Please refer to section 7 of this user guide.

Software_Conventions

1. Function key driven.

2. Menu driven.

3. The word "Menu" will appear at the end of a selection item which will take you to another menu rather than a specific function.

4. Function key 16 always returns you to the previous step, or exits from the current process.

5. 2-step update process. Press ENTER to validate the new or changed entries, then press ENTER again to post to the file. If you haven't pressed ENTER the 2nd time, the changes haven't been recorded. This allows you the chance to make corrections or changes, or to exit without posting to the file.

6. Online interactive.

7. User documentation indexed by function keys.

8. Report documentation (sample reports) indexed by function keys.

9. Release notices indexed by function keys.

10. Function key 18 for help.

11. Centralized data base.

12. Shared files.

13. Student search capabilities:
    a. by student name
    b. by student number
    c. by parent name
    d. by family (district wide)

    Items a-c can also be used to review rosters of other schools.

From the STUDENT RECORD SYSTEM MASTER MENU (Figure 0), press F1 to display the
SYSTEM ADMINISTRATOR'S MENU (Figure 1).

```
                          System Administrator's Menu

                                        Display/Update/Print:
Maintain User Access Rights ..... F1      Withdrawal Codes .............. F4
Maintain User Access, D.B.M.S. .. F24     Entry Codes ................... F5
District/School Control Info .... F2      Diploma Type Codes ............ F6
Print User Access Report ....... F3       Codes for Clubs, Honors, etc .. F7
                                          Teachers Module Control File .. F8
Teachers Module ................ F18      Codes for Special Ed System ... F9
                                          Parent Codes .................. F10
Batch Submission Controls ....... F22     Special Ed Codes .............. F11
                                          Rank Control File ............. F12
                                          District/School Calendars ..... F13
                                          Grade Period Calendars ........ F14
                                          ESL Codes ..................... F17
                                          Athletic Codes ................ F20
                                          Program Evaluation Codes ...... F21
                                                  Display Print Files ... F15
                                                  Run User Program ...... F19
                                                  Session Defaults ...... F23
                                                  Exit .................. F16

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```

        Figure 1. SYSTEM ADMINISTRATOR'S MENU

Using this menu selection from the Student Records Master Menu provides the
ability to define which users will have access to which school's data. It is
recommended that access to the above menu be limited to System Administrators,
and that this section of documentation not be provided to all users.

Function Keys 1 & 24 are used to maintain user access privileges, while Function
Key 2 is used to establish a description of each school in the district that
will be using the student system. Function Key 3 will print a listing of all
users that have been given access privileges to each school.

Function Keys 4 and 5 offer a method of maintaining and printing district-wide
withdrawal and entry codes. **Each school cannot maintain codes unique to the
individual school due to students transferring within the district.**

Function Key 6 is where maintenance and printing of district-wide diploma type
codes occurs. **Each school cannot maintain codes unique to the individual school
due to students transferring within the district.**

Function Key 7 offers methods of maintaining and printing district-wide codes
for Clubs, Honors, Activities, Awards, Scholarships, Food Services, etc. **Each
school cannot maintain codes unique to the individual school due to students
transferring within the district.**

Function Key 8 offers the ability to control the attendance and grade reporting
features in the Teacher Module.

Function Key 9 offers methods of maintaining and printing district-wide codes for the Special Ed System. These codes are user definable*. **Each school cannot maintain codes unique to the individual school due to students transferring within the district.**

Function Key 10 offers the ability to maintain and print the district-wide Parent Code File. **Each school cannot maintain codes unique to the individual school due to students transferring within the district.**

Function Key 11 offers methods of maintaining and printing district-wide exceptionality codes for Special Ed. **Each school cannot maintain codes unique to the individual school due to students transferring within the district.**

Function Key 12 offers the ability to record by school year whether or not each school used trimester scheduling or not. Also, the total number of grade periods for each school year is stored here.

Function Key 13 offers methods of maintaining and printing District and School Calendars.

Function Key 14 allows for the entry of date ranges for each grade period in the current school year.

Function Key 17 offers methods of maintaining and printing district-wide codes for the ESL System. These codes are user definable. **Each school cannot maintain codes unique to the individual school due to students transferring within the district.**

Function Key 18 offers a user the ability to go into the Teacher Module from this menu. The user must have a teacher number defined in the Maintain User Access Rights (F1-1 or F1-24).

Function Key 23 offers a user the ability to generate batch jobs.

After selecting F1 from the SYSTEM ADMINISTRATOR'S MENU (Figure 1), the
MAINTAIN USER SECURITY FILE screen (Figure 1) is displayed.

_____

                     * * Maintain User Security File * *

                 Add Entries to the File F3

                 Display/Update Entries on File .. F4

                 Delete Entries on File F5

                         Exit F16

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_____

Figure 1-1A. MAINTAIN USER SECURITY FILE SCREEN

To add entries, select F3. The ADD USER screen (Figure 1-1-3A) is displayed.

```
               * *  Maintain User Security File  * *
School ID: ___ User ID: _____   Teacher No.: ____
Name: _____ 1  _        Student Schedules, Demographics
                                      2  _        Emergency Information
                                      3  _ _      Medical Information
Blank = No Access                     4  _        Add/Reenter/Withdraw Students
   1 = Read Screen 1 (#3 only)        5  _        Attendance Data
   R = Read Only                      6  _ _ _    Discipline Data
   W = Read and Write Access          7  _        Next Year Scheduling
   A = Administrator Access           8  _        Mark History (Transcript Data)
   X = Transfer Rights (#7 only)      9  _        Locker System
   G = Gradebk Read Only (#8 only)   10  _        Teacher, Title, Course Masters
                                     11  _        Student Fee Accounting
   High Speed Printer: _____    12  _        Security Administrator
    Desk Side Printer: _____    13  _        Clubs, Honors, Awards, etc.
                                     14  _        Test Scores
                                     15  _        Mini-Course Scheduling
                                     16  _ _ _    Guidance Notebook
                                     17  _        Address Integrity
                                     18  _        Miscellaneous Data
 Random Drug Testing: _ (R/W/ )      19  _        ESL Data
Exceed Maximum Seats? _ (Y/N)        20  _        Special Education Services

 ENTER=Add Entry, F1=Recall Previous, F8=Recall User, F15=Tchr Help, F16=Exit █
```
Figure 1-1-3A. ADD USER SCREEN

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

SCHOOL_ID   Required. Enter the School ID (1-letter district code plus the
             2-letter/number school code). District-wide access rights
             (1-letter district code followed a school code of 2 zeros) can
             be given to those individuals needing access to the district-wide
             reporting capabilities that are available in the Student
             Management System, as specified in this user guide. Multiple
             entries can be made for users who have access to more than one
             school.   District-wide access rights does not automatically give
             a user the rights to access each individual school. A user given
             district-wide access rights must also be given access rights to
             specific individual schools so that security rights for functions
             within each school are established.(3 A/N)

USER_ID   Required. Enter the User ID (must_match the User ID of up to 10
             characters established in your hardware's security system). (10
             A/N)

TEACHER_NO. Optional. Enter a teacher number here for use with the Teacher's
             Attendance and Grades Module. The following rules apply when
             using the teacher number field:

             1. The teacher number must be the same number at each school if
                the teacher has access to several schools. In fact, as soon
                as you enter a teacher number for a "user ID", that number
                will be automatically loaded into the teacher number field for
                all other records for that same "user ID".

             2. If a teacher will have access to the teacher modules at one
                school and has access rights at a 2nd school, but you do not
                want them to have access to the teacher modules at the 2nd
                school, you will have to give the teacher a 2nd logon for the
                2nd school (and leave the teacher number blank).

             3. If a teacher number is entered for a teacher who has access to
                the teacher module at more than one school, then the user must
                have the same teacher number on the Teacher Master File at
                each school you are giving him/her access to.

Press F15 from the ADD USER SCREEN (Figure 1-1-3A) for Teacher help. The
TEACHER SEARCH SELECTION screen (Figure 1-1-3B) will be displayed.

_____
                    Enter complete or partial teacher name
                               and press ENTER
                               _____

   F16=Exit

_____
Figure 1-1-3B. TEACHER SEARCH SELECTION SCREEN

Press ENTER to display the file from the beginning. Type in a complete or
partial name to begin the search at a particular point in the file. The TEACHER
SEARCH screen (Figure 1-1-3C) will be displayed.

Teacher Search

_F	Number	___Name___	Bldg	Room
1	100	ALBRIGHT	C11	100
2	101	AMADOR	C11	105
3	102	ANDERSON	C11	124
4	103	AQUATICS	C11	205
5	104	BECHTEL	C11	306
6	105	BECKER	C11	300
7	6154	BENKO	C11	301
8	1478	BRADEN	C11	154
9	836	BUCK	C11	134
10	601	BURSON	C11	118
11	5679	BURTON	C11	219
12	8888	CALDWELL	C11	143
13	9995	CHRISTIAN	C11	305
14	2047	CHRISTOFEN	C11	110
15	1119	COOK	C11	121

  ENTER=More Names, F1-F15 Update Corresponding Teacher, F16=Exit

---

Figure 1-1-3C. TEACHER SEARCH SCREEN

Pressing the corresponding function key will place that teacher number in the
"TEACHER NO." field on the ADD USER screen (Figure 1-1-3A). After entering the
School ID, User ID, and optionally the Teacher Number, enter the user's name.
The user's name entered here can be used in the applications that generate user-
defined letters, when the user wants his/her name to appear. (Refer to Appendix
L) concerning the reserved word "HANDLED" when creating form letters.)

Valid access rights: Blank   No Access
                          1   Read Screen 1 (Privilege #3 - 1st position only)
                          R   Read (R) Only
                          W   Read (R) and Write (W) Access
                          A   Read (R), Write (W) & Administrator (A) Access
                          X   Read, Write, Administrator Access &
                                   Transfer Rights (Privilege #7 only)
                          G   Teacher Module/Gradebook/iSeries Read Only(#5 &
                                   #8). This access allows administrators to view
                                   teacher's gradebooks. It also gives the ability
                                   to print transcripts from F8-8-6, F6-9-6,
                                   F5-13-10, F12-1-4-6 or F12-13-12-6).
                          L   Teacher Module/Gradebook Read Only (#5 & #8).
                                   However, iSeries Administrator Access (#5 & #8).

FOR_GARY_SCHOOLS_ONLY: Security rights of "F" is available for field #18 (Miscellaneous Data). This will give a user update access rights to the food service fields, but read only (actually, non-modifiable) access to all other fields on that screen. A user with "W" or "A" access rights will be able to view the food service fields and update all others (i.e., the opposite of "F" security rights).

FOR_ALL_SCHOOLS
Notice that Medical Information, Discipline Data, and Guidance Data have more than 1 character space for entry. This means that these functions have more than one level of security, as defined below:

> Medical Information, Level 1 - for access to all medical records at your school.

NOTE: Medical records (access rights #3 - position 1) allows for a designation of "1" (in addition to the values R, W, and A). That means a user can have "read only" access rights to the first medical screen, but no access to the other 5 medical screens.

> Medical Information, Level 2 - for access to print a medical profile of a student at any other school in the district.

> Discipline Data, Level 1 - for access to the discipline summary screen (showing a list of discipline violations) and the ability to print a student's discipline history (without detailed comment).

> Discipline Data, Level 2 - for access to the detail screen on individual discipline records.

> Discipline Data, Level 3 - for access to a full screen of text describing a student's discipline violation.

> Guidance Data, Level 1 - for access to the guidance summary screen (showing a list of guidance activity) and the ability to print a student's guidance history.

> Guidance Data, Level 2 - for access to the detail screen on individual guidance records.

> Guidance Data, Level 3 - for access to a full screen of text describing a student's guidance contact.

Please review the SECURITY MATRIX provided with this User Guide to map out security for each of your users. The matrix indicates the security check that will be done in order to access each function. When the matrix shows two security levels ("R/W"), it means that the first level ("R") will be checked in order to gain access to the function. The second level ("W") will only be checked if the user attempts to update a record.

```
        If a user is assigned
   one of the access rights below        The user may access a function
   __for_a_particular_function___        ____requiring_a_minimum_of____
            1                                         R
       R, W, A, or X                                  R
          W, A, or X                                  W
             A, or X                                  A
                X                                     X
```

If a user is to have no access rights for certain functions, leave those items blank. If a user is to be allowed to transfer files between current year and next year files, enter an "X" in the 7th box. ONLY ONE PERSON IN THE ENTIRE DISTRICT SHOULD BE GIVEN "X" ACCESS RIGHTS FOR PRIVILEGE #7.

High_Speed_Printer: Enter the name of the printer to be used for any special
   (IBM users only) forms (see Section 91). Refer to Appendix E for a listing
                     of functions that will print on the High Speed Printer.

                     All other listings will be directed to the printer
                     assigned in the user's profile.

Desk_Side_Printer: Enter the name of the user's desk side printer.
   (IBM users only)

NOTE: If no desk side or high speed printer override is specified, the override will default to the user's profile.

```
            Privilege                        __Valid_Responses__
   1     Student Schedules and Demographics  Blank, R, W, A
   2     Emergency Information               Blank, R, W, A
   3     Medical Information (level 1)       Blank, 1, R, W, A
   3     Medical Information (level 2)       Blank, R
   4     Add/Reenter/Withdraw Students       Blank, R, W, A
   5     Attendance Data                     Blank, R, W, A
   6     Discipline Data (all 3 levels)      Blank, R, W, A
   7     Next Year Scheduling                Blank, R, W, A, X
   8     Mark History (Transcript Data)      Blank, R, W, A, G
   9     Locker System                       Blank, R, W, A
  10     Teacher, Title and Course Masters   Blank, R, W, A
  11     Student Fee Accounting              Blank, R, W, A
  12     Security Administrator              Blank,       A
  13     Clubs, Honors, Awards               Blank, R, W, A
  14     Test Scores                         Blank, R, W, A
  15     Mini-Course Scheduling              Blank, R, W, A
  16     Guidance Data (all 3 levels)        Blank, R, W, A
  17     Address Integrity                   Blank, R, W, A
  18     Miscellaneous Data                  Blank, R, W, A, F
  19     ESL Data                            Blank, R, W, A
  20     Special Education Services          Blank, R, W, A
```

Random_Drug_Testing:
Valid entries are: blank = no access, R = read only, W = read and write

Exceed_Maximum_Seats?

Indicate with a "Y" yes, or an "N" no, whether or not the user should have the
ability to overfill a class's maximum seat counts (this would occur in 8-8-4
when you add a course to the student's schedule).

After the appropriate information is entered, press ENTER to add the user to
the file. When finished, use F16 to exit. Use F4 and 5 from the MAINTAIN
USER SECURITY FILE screen (Figure 1-1A), for maintaining and deleting entries.

RECALL_PREVIOUS

After pressing ENTER to add a user to the security file, you can recall that
user's security for the next new user by pressing F1.

RECALL_USER

You can press F8 to select another user whose security you would like to
copy. The RECALL USER SELECTION screen, Figure 1-1-8D will be displayed.

_____

                    * * Maintain User Security File * *

                    School ID: ___   User ID: _____

   Enter the school & user ID of the user whose security you would like to copy.

   ENTER=Continue, F16=Return
_____
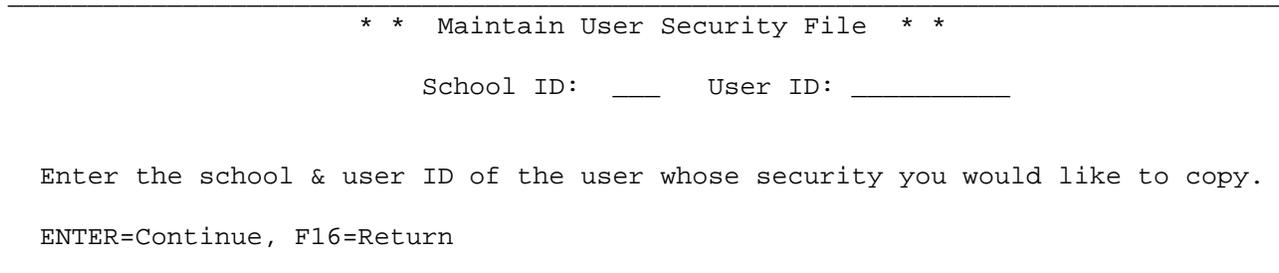
Figure 1-1-8D. RECALL USER SELECTION SCREEN

Simply enter the school and user ID of the user you want to copy and press
ENTER. That user's security will be displayed. You can then enter the school
ID and user ID for the new user whose security you are adding and press ENTER
to add the record.

CHANGING_ACCESS_RIGHTS

If a user attempts to access a function and is denied access, he/she may call
the System Administrator to report that he/she should have access to the
function that was denied.

If the user is correct, and the System Administrator changes the user's access
rights, be sure to have the user exit from the function and enter it again
after the access rights have been changed. For example, if a user is in the
"Add/Reenter/Withdraw/Update Student" function and is able to view the
student's schedule, but is denied access when attempting to view the student's
emergency screen. Even if the System Administrator authorizes the user to
view the student's emergency screen, the user will be unable to do so until
he/she has exited from the "Add/Reenter/Withdraw/Update Student" function and
then gone back into it again.

Press F24 from the SYSTEM ADMINISTRATOR'S MENU (Figure 1), to display the
MAINTAIN USER SECURITY FILE SELECTION screen (Figure 1-24A). This feature
allows for maintenance of the User Security File in data base management
format.

_____

                        Maintain User Security File

                      Start with School ID: ___

                          - OR - User ID: _____

If both fields are left blank, the records will be presented in school ID
sequence. If a new record needs to be added, go to the end of the file (type
value greater than your highest value in the 'Start with School ID' field
above. Once the record has been added, it will sort logically the next time it
is displayed.

   ENTER=Continue, F16=Exit

_____
Figure 1-24A. MAINTAIN USER SECURITY FILE SELECTION SCREEN

Enter either a school or user ID to go to a particular place in the file. Or,
simply press ENTER to continue to the first MAINTAIN USER SECURITY FILE screen
1 (Figure 1-24B). If you are adding a record, go to the end of the file to
add the record. The new record will sort logically the next time it is
displayed.

_____
                   Maintain User Security File   F1=Screen 2
                                                       F4=Open/Close Key
-----Key------
Sch   User   --------------------Access Rights--------------------
_ID _____ID____ 1 2 3_ 4 5 _6_ 7 8 9 10 11 12 13 14 15 16_ 17 18 19 20 ___User__
C00 BSmith____ A A AR A A AAA X A A A A A A A AAA A A A A Bob Smith
C10 BSmith____ A A AR A A AAA A A A A A A A A AAA A A A A Bob Smith
C11 BSmith____ A A AR A A AAA A A A A A A A A AAA A A A A Bob Smith
C21 BSmith____ A A AR A A AAA A A A A A A A A AAA A A A A Bob Smith
C22 BSmith____ A A AR A A AAA A A A A A A A A AAA A A A A Bob Smith
C31 BSmith____ A A AR A A AAA A A A A A A A A AAA A A A A Bob Smith
C32 BSmith____ A A AR A A AAA A A A A A A A A AAA A A A A Bob Smith
C33 BHook_____ R R R_ _ _ ___ _ _ _ _ _ _ _ _ ___ _ R _ _ Bill Hook
C34 BHook_____ R R R_ _ _ ___ _ _ _ _ _ _ _ _ ___ _ R _ _ Bill Hook
C41 BHook_____ R R R_ _ _ ___ _ _ _ _ _ _ _ _ ___ _ R _ _ Bill Hook

1=Demographics   6=Discipline   11=Fees   16=Guidance
2=Emergency   7=Next Year Sched   12=Security Adm.   17=Address Integrity
3=Medical   8=Mark History   13=Clubs, Honors   18=Miscellaneous
4=Add/Reenter/WD   9=Lockers   14=Test Scores   19=ESL Engl 2nd Lang
5=Attendance   10=Tchr/Title/Mstr 15=Mini-Crs Sched 20=Special Ed

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

_____
Figure 1-24B. MAINTAIN USER SECURITY FILE SCREEN 1

Refer to section 1-1 for an assistance with data entry on screen 1 and 2.

The following options are available from the MAINTAIN USER SECURITY FILE
screen 1 (Figure 1-24B):

ENTER Updates the displayed screen and takes the user to the next screen.

F1   Pressing F1 will take you to Screen 2 from Screen 1 and to Screen 1 from
           Screen 2.

F4   Pressing F4 will open up both the SCHOOL and USER ID fields for
           modification. Pressing F4 again will close up these fields.

F5   Displays the next screen without updating the current screen. Don't
           press F5 if you have made changes to the current screen that you want to
           save.

F16   Exit this function.

F18   Return to the previous screen.

F20   Print the screen currently being displayed.

F1   Displays the MAINTAIN USER SECURITY FILE screen 2 (Figure 1-24C) for the
           purpose of maintaining teacher numbers, user names, exceeding maximum
           seats field, and assigning printers to users.

```
                        Maintain User Security File           F1=Screen 1
                                                              F15=Teacher Help
-----Key------                                        R
Sch    User    Tchr                                  Exc  D ---AS/400 Printers---
ID ____ID____ _No. _____User_Name_____   Max  T High_Speed Desk_Side_
C00 BSmith    6154 Bob_Smith_____       Y   _ _____ _____
C10 BSmith    6154 Bob_Smith_____       N   W _____ _____
C11 BSmith    6154 Bob_Smith_____       Y   W _____ _____
C21 BSmith    6154 Bob_Smith_____       Y   W _____ _____
C22 BSmith    6154 Bob_Smith_____       N   _ _____ _____
C31 BSmith    6154 Bob_Smith_____       Y   _ _____ _____
C32 BSmith    6154 Bob_Smith_____       Y   _ _____ _____
C33 BHook     ____ Bill_Hook_____       N   _ _____ _____
C34 BHook     ____ Bill_Hook_____       N   _ _____ _____
C41 BHook     ____ Bill_Hook_____       N   _ _____ _____

     Exc Max = Allow user to exceed maximum seats (Y/N)
         RDT = Random Drug Testing (Blank/R/W)

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

Figure 1-24C. MAINTAIN USER SECURITY FILE SCREEN 2

Pressing F1 from this screen will display the MAINTAIN USER SECURTIY FILE
screen 1 (Figure 1-24B).

Press F15 for help in selecting the teacher number. Position the cursor
anywhere on the line where you want teacher number help.

After selecting F2 from the SYSTEM ADMINISTRATOR'S MENU (Figure 1), the SYSTEM
SECURITY screen (Figure 1-2A) is displayed. The following screen will only
appear when you have access to more than one school (including district
access).

_____

                     Student Records System Security

        Please enter the code of the school to be accessed and press ENTER:

               District Code: _   School Number: __

   F16=Exit
_____
Figure 1-2A. SYSTEM SECURITY

Make sure that you enter control records in this sequence:
        1. A district control record.
        2. Each high school (School Type = "H"). If a combination Jr/Sr High,
           enter as a secondary school (School Type = "S").
        3. Each middle school (School Type = "M").
        4. Each junior high (School Type = "J").
        5. Each elementary school (School Type = "E").
        6. Each alternate or adult education school (School Type = "A").

Enter the district code and "00" (two zeros) and press ENTER. The DISTRICT
CONTROL screen 1 (Figure 1-2B) is displayed.

```
 C00                      District Control Screen 1


            County No.: 45  District No.: 4660  Short Name: CPCSC
    Long District Name: Bright Community School Corporation
    Med. District Name: Bright Community School Corp
               Address: 200 E North Street
            City/State: Bright Town, IN                 Zip: 40000
    Attendance codes: S (D/S)        Discipline codes: S (D=Dist/S=Schl Level)
    Log grade changes? Y (Y/N)         Fee Accounting: 1 (Version 1 or 2)
  Should junior/middle school credits transfer to high school? C (Y/N/C)
  Can a student be active at more than one school? N (Y/N/T)
  Withdrawal codes for automatic transfer option: __ __ __ __ __ __ __ __ __
                                                   __ __ __ __ __ __ __ __ __
     Corresponding entry codes for withdrawal codes: __ __ __ __ __ __ __ __ __
                                                      __ __ __ __ __ __ __ __ __
  When a student is transferred between schools within the district,
        should the student's mark history be transferred also? Y (Y/T/N/D)
                           Transfer clubs, honors, awards, etc.? Y (Y/T/N/D)
                            Transfer history of transcripts sent? Y (Y/N/D)
                                      Transfer test scores? Y (Y/T/N/D)
  Transfer password? N userid? Y athl codes? N  visits to nurse? Y (Y/N)
    Transfer A1? Y  B1? N  C2? Y  D2? N  E3? N  Next Year A1? Y  C2? N (Y/N)

 ENTER=Validate, F2=Screen 2, F18=Help, F16=Exit
```
Figure 1-2B. DISTRICT CONTROL INFORMATION SCREEN 1

Enter the information based on the following data entry requirements or press
F16 to exit.

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

COUNTY_NO.   Required. Enter the district's state assigned county number.
                 (2 N)

DISTRICT_NO.   Required. Enter the state assigned district number. (4 N)

DISTRICT_   Required. Enter the abbreviated district name, for use in
SHORT_NAME   printing on reports or displaying on a screen when there is not
                 enough room for the full district name (next field). (12 A/N)

LONG_DISTRICT   Required. Enter the full district name. (50 A/N)
NAME

MED._DISTRICT   Required. Enter a shortened district name. This field will
NAME   be used on reports and forms where the LONG DISTRICT NAME is too
                 long. (35 A/N)

ADDRESS   Required. Enter the district's address. (30 A/N)

CITY/STATE   Required. Enter the district's city and state. (30 A/N)

ZIP   Required. Enter the district's zip code. (10 N)

ATTENDANCE   Valid entries are:
CODES   D=Attendance codes are defined at the District Level
                    S=Attendance codes are defined at each School

DISCIPLINE   Valid entries are:
CODES   D=Discipline codes are defined at the District Level
                    S=Discipline codes are defined at each School

LOG_GRADE_CHANGES?

                 Valid entries are:
                   Y=yes, if you choose the option to log grade changes, those
                     changes can be printed in F5-14-8. This is a district-wide
                     option only and cannot be controlled at individual schools
                     for security reasons. **NOTE:** Changes to Skills (version 1 or
                     2) will also be logged if a "Y" is entered here.
                   N=no

FEE_ACCOUNTING?

                 Valid entries are 1 or 2, depending on which version of the fee
                 accounting system you would like to use. DO NOT change this
                 indicator once you have started using the fee system without
                 first contacting RDS for further assistance.

-------------------- DATA ENTRY REQUIREMENTS --------------------
SHOULD_JUNIOR/MIDDLE_SCHOOL_CREDITS_TRANSFER_TO_HIGH_SCHOOL?

When either enrolling a high school student from history, or
transferring them from another school, the student's middle
school grades will or will not be transferred into the high
school based on the response here. Enter a "Y" to indicate yes,
an "N" to indicate no, or a "C" to indicate only those courses
where a student can earn a credit.

CAN_A_STUDENT_BE_ACTIVE_AT_MORE_THAN_ONE_SCHOOL?

Valid entries are:
   Y=yes
   N=no, the student must be withdrawn at the school where
     he/she was registered before another school can
     transfer the student into its school.
   T=school can transfer in a student from another school and
     automatically withdraw him/her from the school of origin
     using the withdraw code shown in the next field. More than
     one transfer withdrawal code can be used. For each
     withdrawal code, a corresponding entry code must be
     entered below it.

WITHDRAWAL   Optional. Enter from 1 to 18 withdrawal codes that mean
CODES_FOR   "transfer within district" only if the previous field's entry is
AUTOMATIC   a "T". Withdrawal codes must first be defined in F1-4. (2 A/N)
TRANSFER
OPTION

CORRESPONDING Optional. For each withdrawal code entered in the previous
ENTRY_CODES   fields, enter a corresponding entry code here. Entry codes must
FOR   first be defined in F1-5. (2 A/N)
WITHDRAWAL
CODES

WHEN_A_STUDENT_IS_TRANSFERRED_BETWEEN_SCHOOLS_WITHIN_THE_DISTRICT,_
          SHOULD_THE_STUDENT'S_MARK_HISTORY_BE_TRANSFERRED_ALSO?
                        TRANSFER_CLUBS,__HONORS,__AWARDS,__ETC.?
                        TRANSFER_HISTORY_OF_TRANSCRIPTS_SENT?
                                   TRANSFER_TEST_SCORES?
        TRANSFER PASSWORD? USER ID? ATHLETIC CODES? VISITS TO NURSE?

Valid entries for the above questions are:
   Y=Yes, transfer student's history.
   T=Yes, but only transfer history associated with the student's
     transcript and delete the rest from the original school.
   N=No, leave student's history at the original school.
   D=No, but delete student's history from original school.

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

TRANSFER_VISITS_TO_NURSE?

Valid entries are "Y" (yes) or "N" (no). All other medical
information will automatically transfer between schools. It is
important to know that you can rotate between responses. If you
want to leave nurse's visits at the school of origin during the
school year, enter a response of "N". If you would like them to
transfer during rollover, enter a "Y" just before doing the
rollover then change back to "N".

TRANSFER_A1? Required. Valid entries are Y=yes, N=no. Respond "Y" if a
student's user definable field A1 should transfer with the
student when he/she transfers or is promoted into another
school. Respond "N" if the A1 field should be cleared. (1 A/N)

TRANSFER_B1? Required. Valid entries are Y=yes, N=no. Respond "Y" if a
student's user definable field B1 should transfer with the
student when he/she transfers or is promoted into another
school. Respond "N" if the B1 field should be cleared. (1 A/N)

TRANSFER_C2? Required. Valid entries are Y=yes, N=no. Respond "Y" if a
student's user definable field C2 should transfer with the
student when he/she transfers or is promoted into another
school. Respond "N" if the C2 field should be cleared. (1 A/N)

TRANSFER_D2? Required. Valid entries are Y=yes, N=no. Respond "Y" if a
student's user definable field D2 should transfer with the
student when he/she transfers or is promoted into another
school. Respond "N" if the D2 field should be cleared. (1 A/N)

TRANSFER_E3? Required. Valid entries are Y=yes, N=no. Respond "Y" if a
student's user definable field E3 should transfer with the
student when he/she transfers or is promoted into another
school. Respond "N" if the E3 field should be cleared. (1 A/N)

NEXT_YEAR_A1? Required. Valid entries are Y=yes, N=no. Respond "Y" if a
student's user definable field Next Year A1 should transfer with
the student when he/she transfers or is promoted into another
school. Respond "N" if the Next Year A1 field should be
cleared. (1 A/N)

NEXT_YEAR_C2? Required. Valid entries are Y=yes, N=no. Respond "Y" if a
student's user definable field Next Year C2 should transfer with
the student when he/she transfers or is promoted into another
school. Respond "N" if the Next Year C2 field should be
cleared. (1 A/N)

After completing all screen entries, press ENTER to validate, then press ENTER
to update or F2 to update and go to screen 2. If you press F2, the DISTRICT
CONTROL INFORMATION screen 2 (Figure 1-2C) will be displayed.

_____

```
    C00                     District Control Screen 2


        Valid Grade Levels: KA KP KT 01 02 03 04 05 06 07 08 09 10 11 12
        Gr Level Next Year: 01 01 KT 02 03 04 05 06 07 08 09 10 11 12 GR
            Include in rank: N  N  N  N  N  N  N  N  N  N  N  Y  Y  Y  Y
        Include in H. Roll: N  N  N  N  N  N  N  N  N  Y  Y  Y  Y  Y  Y
            Bus Level (1-5): 1  2  3  3  3  3  3  3  3  4  4  5  5  5  5


        Valid Grade Levels: PA PP __ __ __ __ __ __ __ __ __ __ __ __ __
        Gr Level Next Year: KA KP __ __ __ __ __ __ __ __ __ __ __ __ __
            Include in rank: N  N  _  _  _  _  _  _  _  _  _  _  _  _  _
        Include in H. Roll: N  N  _  _  _  _  _  _  _  _  _  _  _  _  _
            Bus Level (1-5): 1  2  _  _  _  _  _  _  _  _  _  _  _  _  _

Bus_Level_Descriptions:
    L1: KAM        L2: KPM        L3: ELE        L4: MID        L5: HI*
    L1: KIND--AM   L2: KIND--PM   L3: ELEMENT.   L4: -MIDDLE-   L5: --HIGH--


Fees #1: Textbk Fees #2: Workbk Fees #3: Consum  Days: MTWRFS Att Factor: _____
  Allow transfer of an entire grade level's mark history in F5-14-1?    N (Y/N)
  Include withdrawn students in ranking if any grades for term?         N (Y/N)
  Print transcript labels for withdrawn students if any grades for term? N (Y/N)
  Unique UserIDs for password system? _ Y/N    Print SS# on transcripts? _ Y/N/4
  ENTER=Validate, F1=Screen 1, F16=Exit
```

_____
Figure 1-2C. DISTRICT CONTROL INFORMATION SCREEN 2

Enter the information based on the following data entry requirements or press
F16 to exit.

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

VALID_GRADE LEVELS
This screen allows for up to 30 different grade levels to be entered. Grade levels cannot be defined at each school unless entered here first. Examples of grade levels are P3(pre-school, age 3), K(kindergarten), KA(kindergarten a.m.), KT(kindergarten transitional), T1(first grade transitional), RR(reading readiness), SE(special ed), 01, 02, etc. Notice that there are 15 slots for grade levels to be entered on the first line and another 15 slots on the 5th line. Special ed students can be tagged as special ed and do not have to be given a separate grade level. NOTE: Be sure to enter future students' grade levels so that the automatic numbering can work for those grade levels as well. For example, if preschool grade levels (such as PA and PP) are not taught but are considered to be the current year grade level for future student, enter those on this screen. It is recommended that the "Future" grade levels be put at the end of the grade level list.

GRADE_LEVEL NEXT_YEAR
Enter the grade level that the student will be promoted to, if not retained. If the top line shows P3, the entry here would be P4. If the top line shows KA, the entry here would be 01. If the line shows 12, the entry here would be GR(graduated). The grade level entered here does not have to be different than the "valid grade level" field. For example, grade level SE would have the same grade level next year.

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

INCLUDE_IN   Respond "Y" for yes, "N" for no to correspond to the valid grade
RANK   levels.

INCLUDE_IN   Respond "Y" for yes, "N" for no to correspond to the valid grade
HONOR_ROLL   levels.

BUS_LEVEL   Enter the appropriate "Bus Level" for the corresponding grade.
(1-5)   The value of the Bus Levels must be defined in the "Bus Level
                      Description" fields. (1 N)

BUS_LEVEL   Enter up to five Bus Level descriptions. These descriptions are
DESCRIPTIONS   user definable. If you don't want to use all five levels, the
                      extra level descriptions can be left blank. There is a short
                      and long description field available for each level. The first
                      is a 3 character alpha-numeric and the second field directly
                      beneath is an 8 character alpha-numeric field.

FEES_#1   Enter the heading for textbook fees. (6 A/N)

FEES_#2   Enter the heading for workbook fees.   (6 A/N)

FEES_#3   Enter the heading for consumable fees. (6 A/N)

DAYS_OF   Enter the heading for the days of the week. For example, MTWRF
WEEK   would be entered for standard Monday thru Friday course
                      offerings (classes can be offered one day only, several days or
                      all 5 days). ABABAB could be entered for 2 day rotational
                      classes. (6 A/N)

ATTENDANCE   Enter the state-defined minimum daily attendance percentage used
FACTOR   in calculating reimbursement for student lunches. (4N 2DEC)

ALLOW_TRANSFER_OF_AN_ENTIRE_GRADE_LEVEL'S_MARK_HISTORY_IN_F5-14-1?

                      To deactivate the ability to transfer an entire grade level's
                      mark history between schools, respond to this question with an
                      "N". If a response of "Y" is entered, then a user with
                      administrator access rights to mark history will be able to use
                      this feature to transfer history for an entire grade level
                      between schools in section 5-14-1.

INCLUDE_WITHDRAWN_STUDENTS_IN_RANKING_IF_ANY_GRADES_FOR_TERM?
                      To require consistency between the schools for ranking purposes,
                      the response to this question must be at the district level. A
                      response of "N" will exclude withdrawn students from ranking,
                      even if the withdrawn students have grades for the term being
                      ranked! A response of "Y" will include in the rank any
                      withdrawn students who have one or more final grades for the
                      term being ranked.

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

PRINT_TRANSCRIPT_LABELS_FOR_WITHDRAWN_STUDENTS_IF_ANY_GRADES_FOR_TERM?
Normally, this response would be the same as the previous item. However, some districts have decided to not include withdrawn students in ranking, but to print a label. A label will only print if a student has one or more final grades for the semester being printed.

UNIQUE USERIDS FOR PASSWORD SYSTEM?

PRINT SS# ON TRANSCRIPTS?
Enter a "Y" to indicate yes. However, the end-user can still decide to print or not print the SSN based on an option in the print transcript function. Enter an "N" to indicate no. This entry prevents the printing of Social Security numbers even if the end-user wants to. Enter a 4 to indicate that only the last 4 digits of the social security number should be printed whenever the end-user requests them.

After all the data entry requirements have been met, press ENTER to validate and either ENTER again to update or press F1 to update and return to screen 1. After the District Control Information Screen has been completed, two School Control Information Screens must be completed for each school (Screens 1 & 2). Screens 3 and 4 are optional and it is up to each school to decide whether or not to make use of them. Screen 3 gives the user the ability to edit schedule changes. Screen 4 allows the user to define how lunches should be printed on student schedules.

Select F2 from the SYSTEM ADMINISTRATOR'S MENU (Figure 1) to display the SYSTEM SECURITY screen (Figure 1-2A). Enter one of the school's ID codes and press ENTER. The SCHOOL CONTROL INFORMATION screen 1 (Figure 1-2C) is displayed.

```
C11                       School Control Information
                       Scheduler in progress: N (Y/N)


         County No.: 45  School No.: 3901  Short School Name: RDS High____
  Long School Name: RDS High School_____
  Med. School Name: RDS High_____
           Address: 123 W Main Street_____
        City/State: Crown Point, IN_____  Zip: 46307_____
  Principal's Name: Dr. Andrew Smith_____  School Phone: 219 123 1234
       Supt's Name: Dr. Linda Meyers_____  Supt's Phone: 219 123 3333
       School Type: H (E=Elem, M=Middle, J=Jr, H=High, S=Secondary, A=Alt/Adult)


   Use credit eval software? Y (Y/N)      Use schedule change form? 2 (Y/N/2)
        Log schedule changes? Y (Y/N)    Log entries and withdrawals? Y (Y/N)
  Log teacher master changes? Y (Y/N)  Log course title/mstr changes? Y (Y/N)
    Which registration screen? 2 (1/2)    Trimester cur yr? N next yr? N (Y/N)
     > 18 courses per student? Y (Y/N)      Version of skill grading: 2 (1-3/ )
     This school feeds into: ___ Leave blank if it doesn't mostly feed into 1.
 Include on school selection screen for the district? Y (Y/N)
 If high school, enter high school code to be printed on transcripts:  150-685
 Last number assigned for random drug testing: 000003
 For bus scheduling & password interface, enter school crosswalk code: 011


 ENTER=Validate, F2=Screen 2, F3=Schedule Edits, F4=Lunch Controls, F16=Exit
```

Figure 1-2C. SCHOOL CONTROL INFORMATION SCREEN 1

Enter the information based on the following data entry requirements:

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

SCHEDULER_IN   Required. This field will contain a value of "Y" when the
PROGRESS   scheduler (F12-13-4 or F13-13-4) is in progress. If the
                   scheduling run aborts or ends abnormally for whatever reason,
                   this field will need to be manually reset to a value of "N".
                   The purpose of this field is to keep users out of course
                   requests, final schedules, course title and course master while
                   the scheduler is being run. (2 N)

COUNTY_NO.   Required. Enter the school's state assigned county number. (2 N)

SCHOOL_NO.   Required. Enter the state assigned school number. (4 N)

SCHOOL_SHORT   Required. Enter the abbreviated school name, for use in printing
NAME   on reports or displaying on a screen when there is not enough
                   room for the full school name (next field). (12 A/N)

LONG_SCHOOL   Required. Enter the full school name. (50 A/N)
NAME

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

MED._SCHOOL   Required. Enter a shortened school name. When this field
NAME   is filled in, the "LAST SCHOOL ATTENDED" field on the STUDENT
                   MISCELLANEOUS screen (Figure 8-8-21A) is automatically filled in
                   for you when the student transfers within the district. This
                   field is used on student transcripts and other reports and forms
                   where the LONG DISTRICT NAME is too long. (35 A/N)

ADDRESS   Required. Enter the school's address. (30 A/N)

CITY/STATE   Required. Enter the school's city and state. (30 A/N)

ZIP   Required. Enter the schools' zip code. (10 N)

PRINCIPAL'S   Required. Enter the principal's name. (30 A)
NAME

SCHOOL_PHONE   Required. Enter the school's phone number. (9 N)

SUPT'S_NAME   Required. Enter the superintendent's name. (30 A)

SUPT'S_PHONE   Required. Enter the superintendent's phone number (phone number
                   of administration center). (9 N)

SCHOOL_TYPE   Required. A valid school type is as follows:
                        E=Elementary   H=High
                        M=Middle   S=Secondary
                        J=Junior   A=Alternative or Adult Ed

USE_CREDIT_EVALUATION_SOFTWARE?
                   Required. Enter a "Y" to activate this module. Enter an "N" to
                   prevent use of this software. If an "N" is entered and a user
                   attempts to access the Credit Evaluation software, the message
                   "Sorry! Your System Administrator has not activated this module
                   for use!" will appear.

USE_SCHEDULE_CHANGE_FORM?
                   Valid entries are:
                      Y = yes
                      N = no
                      2 = yes print format 2 of the schedule change form
                   If a "Y" or a "2" is entered here, you will be given the
                   opportunity to print one or more copies of a schedule change
                   form each time a student's schedule is changed in F8-8-4. If an
                   "N" is entered here, the "schedule change form" option will not
                   be activated.

LOG_SCHEDULE_CHANGES?
                   Valid entries are:
                      Y = yes, log any schedules changes (drops, adds, or new
                          enrollments) in F8-8-4. If you choose the option to log
                          schedule changes, those changes can be printed in F8-9-2.
                      N = no

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

LOG_ENTRIES_AND_WITHDRAWALS?
          Valid entries are:
            Y = yes, log any entries or withdrawals in F8-8-1, F8-8-2,
                and F8-8-3. If you choose the option to log entries and
                withdrawals, they can be printed in F8-9-3.
            N = no
LOG_TEACHER_MASTER_CHANGES?
          Valid entries are:
            Y = yes, log any changes in either the current year (F3-1),
                or next year (F12-3-1), teacher file. If you choose the
                option to log teacher master changes, they can be printed
                in F3-6.
            N = no

LOG_COURSE_TITLE/MASTER_CHANGES?
          Valid entries are:
            Y = yes, log any changes in either the current year (F4-1 and
                F4-5), or next year (F12-4-1 and F12-4-5), course master
                and title files. If you choose the option to log course
                master changes, they can be printed in F4-6.
            N = no
WHICH_REGISTRATION_SCREEN?
          Valid entries are:
            1 = Elementary format
            2 = Secondary format

TRIMESTER_CURRENT_YEAR?
          Required. Enter a "Y" yes, to indicate you want to schedule
          trimesters in current year scheduling. Enter an "N" no, to
          indicate you do not want to schedule trimesters in the current
          year.

TRIMESTER_NEXT_YEAR?
          Required. Enter a "Y" to indicate you want to schedule for
          trimesters in next year scheduling. Enter an "N" no, to
          indicate you do not want to schedule trimesters in next year
          scheduling.

> 18 COURSES PER STUDENTS?
          Required. Enter a "Y" (yes), to indicate that a student can have
          more than 18 courses in their schedule. Enter an "N" (no), to
          indicate that a student would not have more than 18 courses in
          their schedule.

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

VERSION OF SKILL GRADING

Optional. Entering a value in this field will allow skill screens
to be available in F5-7, F5-10 and the Teacher Module. A blank
indicates that this feature is not being used. Entering a 1
indicates Evansville-Vanderburgh School Corporation's format.
Entering a 2 indicates Michigan City Area Schools' format (Writing
Across the Curriculum). Skill version 3 is for storing 6-week
assessment grades in the behavior field in the mark history file.
These assessment grades will appear on report card version 5 in
the area where behavior grades previously appeared. If skill
version 3 is specified in the "Version of skill grading" response
field, the behavior column will be replaced with a "6", "6-wk", or
"6-wk exam" heading, as appropriate.

THIS_SCHOOL FEEDS_INTO:

Enter a school code here if this school feeds into another
school. You can leave this field blank if it feeds into more than
one. The next year school can be entered in individual student's
records if it feeds into more than one.

IF_HIGH_SCHOOL,_ENTER_HIGH_SCHOOL_CODE_TO_BE_PRINTED_ON_TRANSCRIPTS:

Enter the high school code that identifies your high school to
universities and colleges, for example: 125-326. If a code is
entered here it will appear in the upper right corner of a
student's transcript.

LAST NUMBER ASSIGNED FOR RANDOM DRUG TESTING:

This field is now available for storing the last number assigned
for random drug testing. This number is maintained by the
software and should not ever need to be modified. The system
administrator will look at this screen to report to the drug
testing company the number of students available for testing. The
drug testing company will then randomly pick numbers.

FOR_BUS_SCHEDULING & PASSWORD INTERFACE, ENTER SCHOOL CROSSWALK CODE:

Enter the school identification code here if you are using the
bus routing package interface and if it requires the school ID
to be different than the one used by the EdEase software.
This 3-digit code, if other than zeros, will be placed in the
edulog interface file as the school ID in place of the standard
3-character school ID. If the code is zeros, your standard
3-character school ID will be used.

When finished, press ENTER to validate, and then ENTER to add/update the
information on the file or F2 to update and go to screen 2. If you select F2,
the SCHOOL CONTROL INFORMATION screen 2 (Figure 1-2D) will be displayed.

```
C11                       School Control Screen 2

Valid Grade Levels:      09       10       11       12       08       GR       07
      Default Track:      0        0        0        0        0        0        0
   Last ID Assigned:  8060063  8050089  8040127  8030146  8070002 _____ _____

Valid Grade Levels:      SU       __       __       __       __       __       __
      Default Track:      0        0        0        0        0        0        0
   Last ID Assigned:  _____  _____  _____  _____  _____  _____  _____

Valid Grade Levels:      __       __       __       __       __       __       __
      Default Track:      0        0        0        0        0        0        0
   Last ID Assigned:  _____  _____  _____  _____  _____  _____  _____
Restrict student ID number to be automatically assigned by grade only?   N Y/N
Should last ID assigned be updated only when using auto assign by grade? Y Y/N
Exiting grades: 12 __ __   Room size: B (B/6)  Require 7-char student ID: N Y/N
Fees #1: Textbk  Fees #2: Consum  Fees #3: _Fees_         Days of Week: MTWRF_
Medical records MMR as one entry? N (Y/N)       Activate AIS Edit? N 1/2/3/N
Library interface term: 2 prd: 07               Load bus from AIS? N A/P/B/N
Defaults for new student:                       Automatically plug zip? N Y/N/C
   City/State: Bright, IN           Zip code: 40000█     Ethnic code: 5
   Free/Reduced lunch: P            Area code: 219        Entry code: E

ENTER=Validate, F1=Screen 1, F16=Exit
```

Figure 1-2D. SCHOOL CONTROL INFORMATION SCREEN 2

Enter the information based on the following data entry requirements or press
F16 to exit.

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

VALID_GRADE   Up to 21 grade levels can be defined for each school but must
LEVELS   first be defined at the district level. NOTE: Be sure to enter
                 future students' grade levels so that the automatic numbering
                 can work for those grade levels as well. For example, if you
                 are a high school (9, 10, 11, 12) and an 8th grader would be
                 considered a future student, set up "08" as a valid grade
                 level. It is recommended that the "Future" grade levels be put
                 at the end of the grade level list.

DEFAULT   Up to 21 tracks can be entered, associated with each grade level.
TRACK   Valid entry would be 0-9. Each track is associated with a
                 school calendar, thus allowing for up to 10 calendars for each
                 school.

LAST_ID   This field shows the last ID number assigned for each grade
ASSIGNED   level. This information can be entered here when you first
                 start using the system and can also be modified at a later date.

RESTRICT_STUDENT_ID_NUMBER_TO_BE_AUTOMATICALLY_ASSIGNED_BY_GRADE_ONLY?

                 Y = only allow students to be added in F8-8-1 using the grade
                     level option. When a student is enrolled by grade level,
                     the system will automatically assign the student ID.

                 N = allow students to be added in F8-8-1 by entering the grade
                     level, or, by manually assigning an ID number. "N" is the
                     default for this field.

45

SHOULD_LAST_ID_ASSIGNED_BE_UPDATED_ONLY_WHEN_USING_AUTO_ASSIGN_BY_GRADE?

          Y =   update the "Last ID Assigned" field on School Control
                 Screen 2 (Figure 1-2D) only when a student is enrolled by
                 grade level. When a student is enrolled by grade level,
                 the system will automatically assign the student ID.
                 With a response of "Y" here, the system will not log any
                 manually-assigned student ID numbers in the "Last ID
                 Assigned" field.

          N =   update the "Last ID Assigned" field if the student is
                 enrolled by grade level or if the student is manually
                 assigned a student ID number that the system does not
                 recognize as being a transferred or reentered student.
                 If the system finds that the manually-entered student ID
                 number belongs to a current or past student, that ID
                 number will NOT be placed in the "Last ID Assigned" field.

EXITING   Normally, only one grade level will be exiting your school at the
GRADE(S)   end of the school year. However, up to 3 can be entered.

ROOM_SIZE   B" means that a 3-character building code and 4-character room
              number will be used. This is helpful when schools have
              buildings, wings, or students taking classes at other schools.
              "6" means that up to 6-character room numbers will be used
              without any building designation.
              NOTE: Even if the "B" option is used, the building can be left
              blank on the Course Master File, but at least 1 character must
              be entered in the room field.

REQUIRE_ID   If you don't want any student IDs to be entered unless all 7
              positions are filled in, enter a "Y" here. (1 A/N)

FEES_#1   Enter the heading for textbook fees. (6 A/N)

FEES_#2   Enter the heading for workbook fees. (6 A/N)

FEES_#3   Enter the heading for consumable fees. (6 A/N)

NOTE: Fees #1 and #2 will be added together when you run the Course Master.
Fee #3 will stand alone.

DAYS_OF   Enter the heading for the days of the week. For example,
WEEK   MTWRF would be entered for standard Monday thru Friday course
              offerings (classes can be offered one day only, several days or
              all 5 days). ABABAB could be entered for 2 day rotational
              classes (6 A/N). VERY IMPORTANT: If you are going to use the
              schedule edit feature (refer to Screen 3 in this section), then
              it is important that the number of characters entered here match
              the number of days your school offers classes. Otherwise, a
              student's schedule might be considered invalid.

MEDICAL_RECORDS_MMR_AS_ONE_ENTRY?

      Enter a response of "Y" if you want the mumps and rubella dates
      to automatically default to what is entered on the measles
      line. Enter a response of "N" if you want to maintain measles,
      mumps, and rubella dates on separate lines. The response
      entered here affects the data entry process for immunizations in
      section 8-8-7.

ACTIVATE_AIS_EDIT?

      This questions pertains to the editing of addresses in any of
      the student record maintenance screens that allow for the
      modification of the student's address. The Address Integrity
      System (AIS) is a module that allows for defining all valid
      addresses (refer to section 17).
         N = Do not activate edit. This would be the appropriate
            response if you are not using the AIS module.
         1 = Edit the zip code only.
         2 = Edit the zip code and street name only.
         3 = Edit the entire address.

LIBRARY_INTERFACE_-_TERM_&_PERIOD?

      These fields will automatically get set with the value of the
      term code and period entered when running F14-10 (Load Library
      Interface). These fields can be left blank, or you can enter a
      term code of 0, 1, 2, 3, 4, or 5 and a period of 01-99. Section
      8-8-4 (Student Schedule Maintenance) will look at the value in
      these fields to determine which term's class should be loaded
      (whenever a schedule is entered or changed) into the
      K-TEACHER-NAME and K-ROOM fields for students in grades 09, 10,
      11, and 12. These fields are needed by the library system for
      the distribution of delinquency notices. If the maintenance of
      the K-TEACHER-NAME and K-ROOM fields is desired, then F14-10
      must be run at the beginning of each term.

LOAD_BUS_FROM_AIS?

      In order to use this feature, you need to have bus assignments
      defined in the Block Master File (17-2). Valid entries are:
      A=load AM bus only   B=load both AM and PM buses
      P=load PM bus only   N=do not load bus from AIS

AUTOMATICALLY_PLUG_ZIP?

      This is for use with the Address Integrity System. You must be
      using level 3 of AIS (refer to the question "Activate AIS Edit")
      to use the zip code plug option. This option will plug a
      student's zip code based on their address if a "Y" is entered
      here. Entering an "N" will indicate no, do not automatically
      plug in the zip code. If "N" is entered, a valid zip code must
      be entered and you will be notified if it is incorrect. Enter a
      "C" if you have more than one city with the same zip code.

DEFAULTS_FOR_NEW_STUDENTS:

The following fields should be completed ONLY if you want a new student's record to initially default to the values entered. If the majority of the students live in the same city, enter that city and state in the city/state field below. The values entered can be overridden if necessary.

CITY/STATE   The default for city and state can be entered in upper and lower case, with or without a comma. State codes should be the standard 2 characters.

ZIP_CODE   The default zip code can be entered here. If the extended zip code is used, enter a dash (-) after the 5th digit.

ETHNIC_CODE The default ethnic code can be entered here.

FREE/   The default free/reduced lunch code can be entered here.
REDUCED
LUNCH
AREA_CODE   The default area code can be entered here. Area codes are optional.

ENTRY_CODE   The default entry code can be entered here. Leave this field blank if you want the registrar to be forced to enter an entry code each time a student is entered. Even if an entry code is entered here, this field is still modifiable on the ADD STUDENT SCREEN in F8-8-1. The entry code must be one of the valid codes defined in F1-5.

When finished press ENTER to validate. Then either press ENTER again to add/update the information on the file and return to the SYSTEM ADMINISTRATOR'S MENU. Or press F1 to update and return to screen 1.

Press F3 to display the SCHEDULE EDIT SCREEN (Figure 1-2E). This screen is to be used for defining the schedule edit requirements when adding or changing a student's schedule in F8-8-4. If this screen is left blank, schedule changes will not be edited. If anything is entered (other than the term field), student schedules will be edited each time F8-8-4 is validated.

CHS   SCHEDULE EDIT SCREEN

When adding or changing a student's schedule in section 8-8-4, the software
will edit the schedule if any information is entered on this screen.

Term to be edited: 9 (2=Sem 1, 5=Sem 2, 8=Sem 3, 9=All Year, N=None)

Enter all valid combinations of class periods:

    __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __
    __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __
    __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __
    __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __
    __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __
    __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __
    __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __
    __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __

For example, if you have 10 periods in a day and allow the students to
have 5th or 6th period unscheduled, you would enter your period edit as:

    01 02 03 04 06 07 08 09 10
    01 02 03 04 05 07 08 09 10

ENTER=Validate, F1=Screen 1, F16=Exit

Figure 1-2E. SCHEDULE EDIT SCREEN

Enter the information based on the following data entry requirements or press
F16 to exit.

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

TERM_TO_BE   Required. Enter the term code. Valid entries are:
EDITED

                  2=Semester 1   8=Semester 3
                  5=Semester 2   9=All Year
                  N=None or do not edit

VALID_CLASS   Optional. Enter all valid combinations of class periods. Any
COMBINATIONS   entry in this area will cause the schedule edit option to be
               activated in F8-8-4.

When finished with data entry, press ENTER to validate. Then either press
ENTER again to update and return to the SYSTEM ADMINISTRATOR'S MENU, or press
F1 to update and return to screen 1.

For those schools that want to use the F4 Lunch Control Option, press F4 from
the SCHOOL CONTROL INFORMATION SCREEN 1 (Figure 1-2C). The LUNCH CONTROL
screen (Figure 1-2F) will be displayed.

_____
CHS   LUNCH CONTROL SCREEN

Lunches can be defined as specific course sections, included in students'
schedules, or, as 2-character codes tagged to course sections.

For lunches tagged to course sections, a separate entry will appear on the
student's schedule after the section that has been tagged, as LUNCH XX, where
XX=the lunch code. If not all lunch sections are tagged, or split lunches need
to be defined, or a different lunch description is desired, use the area below.

LUNCH_CODE	_PRINT_AS_	_TEACHER__	B/A/I*	PERIOD
L4	Lunch_A___	10:35_a.m.	B	04
**	Lunch_B___	11:20_a.m.	A	04
S5	Lunch_C___	12:05_a.m.	I	05
L6	Lunch_D___	12:50_a.m.	B	06
__	_____	_____	_	__
__	_____	_____	_	__
__	_____	_____	_	__
__	_____	_____	_	__

To define what to print if student has no lunch, use a lunch code of **.
* B=Before, A=After, I=In between

  ENTER=Validate, F1=Screen 1, F16=Exit

_____
Figure 1-2F. LUNCH CONTROL SCREEN

Enter the information based on the following data entry requirements or press
F16 to exit.

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

LUNCH_CODE   Required. Enter the lunch code as it would appear on the Course
                    Master File. To define what to print if a student does not have
                    a lunch, enter a lunch code of **. (2 A/N)

PRINT_AS   Optional. Enter exactly how the lunch code entered in the
                    previous field should print out on student schedules. (10 A/N)

TEACHER   Optional. Enter a teacher name, time of lunch, or whatever else
                    you would want to appear on the students' schedules in the
                    teacher column. (10 A/N)

B/A/I*   Required. Enter the valid code to be used in combination with
                    the next field (period) to determine where lunch will be printed
                    on the students' schedules.
                        B=Before
                        A=After
                        I=In between (split period)

PERIOD   Required. Enter the period that the lunch should print before,
              after, or in-between on the students' schedule.

When all data has been entered, press ENTER to validate. Then press either
ENTER again to update and return to the SYSTEM ADMINISTRATOR'S MENU or press
F1 to update and return to the SCHOOL CONTROL INFORMATION SCREEN 1 (Figure
1-2C).

After selecting F3 from the SYSTEM ADMINISTRATOR'S MENU (Figure 1), the PRINT
USER ACCESS REPORT screen (Figure 1-3A) is displayed.

  CHS   Print User Access Report

        This selection will produce a listing of user access privileges for

        the school or district shown in the upper left corner of this screen.

   ENTER=Continue, F16=Exit without printing

Figure 1-3A. PRINT USER ACCESS REPORT SCREEN

To print the user access report for the entire district, the school code must
be zeros. The school being accessed will always appear in the upper left
corner of the screen. Press Enter to print the report, or F16 to return to
the menu without printing. If you press ENTER to print the report, you will
be returned to the SYSTEM ADMINISTRATOR'S MENU (Figure 1) after the report has
been generated.

After selecting F4 from the SYSTEM ADMINISTRATOR'S MENU (Figure 1), the
MAINTAIN WITHDRAWAL CODES screen (Figure 1-4A) is displayed.

                        Maintain Withdrawal Codes
                          for School District

                           Code: __

   ENTER=Position File   F2=First   F5=Next   F11=Add Mode   F15=Print   F16=Exit
                          ** Find Mode**

Figure 1-4A. MAINTAIN WITHDRAWAL CODES SCREEN

To add entries, select F11. The ADD WITHDRAWAL CODES screen (Figure 1-4B) is
displayed.

                        Maintain Withdrawal Codes
                          for School District

                           Code: __

          Long Desc: _____
         Short Desc: _____
   Withdrawn Status: _
      State Wd Code: __

-------------------------- Withdrawn Status -------------------------------
       'W' = Withdrawn from school, will not be counted as active student
       'S' = Suspended from school, will be counted as an active student
       'H' = Homebound student, will be counted as an active student
----

              Press ENTER to Add Record, F16 to Return to Previous Screen
                          ** Add Mode **

Figure 1-4B. ADD WITHDRAWAL CODES SCREEN

Enter the information based on the data entry requirements below. Press ENTER
to add the record or press F16 to return to Find Mode.

                    ------------------ **DATA ENTRY REQUIREMENTS** ------------------
CODE   Required. This field should contain the withdrawal code to be
                    added. Withdrawal codes can be 1 or 2 characters long.
                    RESERVED CODES - At least one withdrawal code for "homebound"
                    should be created. Homebound codes must have the letter "H" in
                    the first position of the code. The 2nd position is optional.
                    Multiple homebound codes can be entered.   For the automatic
                    withdrawal of graduating seniors that is done in section
                    12-14-13, a withdrawal code of "GR" must be created to mean
                    "graduated". Any other withdrawal codes whose first character
                    is "G" must pertain to graduation. For example, a senior who
                    graduates in January might be withdrawn using a withdrawal code
                    of "GJ" (graduated in January), or might be withdrawn using a
                    withdrawal code of "G " (graduated). Otherwise, you can use
                    any combination of letters and numbers.

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

CODE(cont.)   NOTE - If you use the feature that allows automatic
                  transferring of students between schools (i.e., if on the
                  District Control Screen the question "Can a student be active
                  at more than one school?" has a response of "T"), then you need
                  to consider setting up a withdrawal code for every possible
                  reason for transferring a student within the district, in
                  addition to all the other withdrawal codes. (2 A/N)

LONG_DESC   Optional. If entered, this field should contain a long
                  description of the withdrawal code. (30 A/N)

SHORT_DESC   Optional. If entered, this field should contain a short
                  description of the withdrawal code. (15 A/N)

WITHDRAWN   Required. Valid entries are:
STATUS   W = Withdraw from school, WILL NOT BE counted as active
                       S = Suspended from school, WILL BE counted as active
                       H = Homebound student, WILL BE counted as active

STATE_WD   Optional. Enter the number representing the state withdrawal
CODE   code. (2 N)

To display a record, key in the withdrawal code and press ENTER. The DISPLAY
WITHDRAWAL CODE screen (Figure 1-4C) is displayed.

_____
                          Maintain Withdrawal Codes
                            for School District

                                 Code: W1

                Long Desc: TRANSFER OUT OF DISTRICT
               Short Desc: TRANSFER
          Withdrawn Status: W
             State Wd Code:

--------------------------- Withdrawn Status -------------------------------
        'W' = Withdrawn from school, will not be counted as active student
        'S' = Suspended from school, will be counted as an active student
        'H' = Homebound student, will be counted as an active student
----

    F2=First F5=Next F9=Modify Record F11=Add Mode F12=Delete F16=Exit
                            ** Display Mode **
_____
Figure 1-4C. DISPLAY WITHDRAWAL CODE SCREEN

Pressing F2 will take you to the first record on file. F5 will take you to
the next record on file. If F9 is selected to modify the record, the MODIFY
WITHDRAWAL CODE screen (Figure 1-4D) is displayed.

_____
                    Maintain Withdrawal Codes
                       for School District

                          Code: W1

           Long Desc: TRANSFER_OUT_OF_DISTRICT_____
          Short Desc: TRANSFER_____
    Withdrawn Status: W
       State Wd Code: __

-------------------------- Withdrawn Status -------------------------------
       'W' = Withdrawn from school, will not be counted as active student
       'S' = Suspended from school, will be counted as an active student
       'H' = Homebound student, will be counted as an active student
----

                Press ENTER to Modify Record, F16 to Cancel Modify
                             ** Modify Mode **
_____
Figure 1-4D. MODIFY WITHDRAWAL CODE SCREEN

Key in the changes following the data entry requirements and press ENTER. To
delete a record, press F12. The DELETE WITHDRAWAL CODE screen (Figure 1-4E)
is displayed.

_____
                    Maintain Withdrawal Codes
                       for School District

                          Code: W1

           Long Desc: TRANSFER OUT OF DISTRICT
          Short Desc: TRANSFER
    Withdrawn Status: W
       State Wd Code:

-------------------------- Withdrawn Status -------------------------------
       'W' = Withdrawn from school, will not be counted as active student
       'S' = Suspended from school, will be counted as an active student
       'H' = Homebound student, will be counted as an active student
----

                Press ENTER to Delete Record, F16 to Cancel Deletion
                             ** Delete Mode **
_____
           Figure 1-4E.   DELETE WITHDRAWAL CODE SCREEN

Press ENTER to delete the record or press F16 to return to Display Mode, then
press F16 again to return to Find Mode.

Pressing F15 from the Find mode will print a listing of withdrawal codes. You
will be returned to the SYSTEM ADMINISTRATOR'S MENU upon completion.

After selecting F5 from the SYSTEM ADMINISTRATOR'S MENU (Figure 1), the MAINTAIN
ENTRY CODES FOR SCHOOL DISTRICT screen (Figure 1-5A) is displayed.

_____

                          Maintain Entry Codes
                           for School District

                           Code: __

ENTER=Position File   F2=First   F5=Next   F11=Add Mode   F15=Print   F16=Exit
                           ** Find Mode **
_____

Figure 1-5A. MAINTAIN ENTRY CODES FOR SCHOOL DISTRICT SCREEN

To add entries, select F11. The ADD ENTRY CODES FOR SCHOOL DISTRICT screen
(Figure 1-5B) is displayed.

_____

                          Maintain Entry Codes
                           for School District

                           Code: __

          Long Desc: _____

          Short Desc: _____

      State Entry Code: __

              Press ENTER to Add Record, F16 to Return to Previous Screen
                           ** Add Mode **
_____

Figure 1-5B. ADD ENTRY CODES FOR SCHOOL DISTRICT SCREEN

Enter the information based on the data entry requirements below. Press ENTER
to add the record or press F16 to return to Find Mode.

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

CODE   Required. This field should contain the entry code to be added.
                  Entry codes are 2 characters long. The first character must be
                  an "E", meaning entry, an "R", meaning reentry, or an "F",
                  meaning future student. The second character can be a letter or
                  number or blank. If you use the feature that allows automatic
                  transferring of students between schools (i.e., if on the
                  District Control Screen the question "Can a student be active at
                  more than one school?" has a response of "T"), then you need to
                  consider setting up an entry code for every possible reason for
                  transferring a student within the district, in addition to all
                  the other entry codes. NOTE: It is recommended that you use an
                  entry code of "RH" to indicate a student is returning from
                  homebound. (2 A/N)

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

LONG_DESC   Optional. If entered, this field should contain a long
                   description of the entry code. (30 A/N)

SHORT_DESC   Optional. If entered, this field should contain a short
                   description of the entry code. (15 A/N)

STATE_ENTRY   Optional. Enter the number representing the state entry code.
CODE   (2 N)

To display a record, key in the entry code and press ENTER. The DISPLAY ENTRY
CODES FOR SCHOOL DISTRICT screen (Figure 1-5C) is displayed.

                              Maintain Entry Codes
                              for School District

                                   Code: E

              Long Desc: NEW STUDENT

              Short Desc: NEW STUDENT

          State Entry Code:

     F2=First   F5=Next   F9=Modify Record   F11=Add Mode   F12=Delete   F16=Exit
                              ** Display Mode **

Figure 1-5C. DISPLAY ENTRY CODES FOR SCHOOL DISTRICT SCREEN

Pressing F2 will take you to the first record on file. F5 will take you to
the next record on file. If F9 is selected to modify the record, the MODIFY
ENTRY CODES FOR SCHOOL DISTRICT screen (Figure 1-5D) is displayed.

                              Maintain Entry Codes
                              for School District

                                   Code: E

                 Long Desc: NEW_STUDENT_____

                 Short Desc: NEW_STUDENT_____

            State Entry Code: __

                  Press ENTER to Modify Record, F16 to Cancel Modify
                              ** Modify Mode **

Figure 1-5D. MODIFY ENTRY CODES FOR SCHOOL DISTRICT SCREEN

Key in the changes following the data entry requirements and press ENTER. To
delete a record, press F12 from the Display screen. The DELETE ENTRY CODE FOR
SCHOOL DISTRICT screen (Figure 1-5E) is displayed.

_____

                            Maintain Entry Codes
                              for School District

                              Code: E

              Long Desc: NEW STUDENT

              Short Desc: NEW STUDENT

         State Entry Code:

               Press ENTER to Delete Record, F16 to Cancel Deletion
                             ** Delete Mode **
_____

Figure 1-5E. DELETE ENTRY CODES FOR SCHOOL DISTRICT SCREEN

Press ENTER to delete the record or press F16 to return to Display Mode, then
press F16 again to return to Find Mode.

Pressing F15 from the Find Mode screen will print a listing of entry codes.
You will be returned to the SYSTEM ADMINISTRATOR"S MENU upon completion.

After selecting F6 from the SYSTEM ADMINISTRATOR'S MENU (Figure 1), the MAINTAIN DIPLOMA TYPE CODE FILE screen (Figure 1-6A) is displayed. This function allows for the definition of 1-character diploma type codes to enable the diploma's "long description" to be printed on student transcripts. Diploma type codes can be mass loaded for 12th graders that have a graduation date in F8-14 (field #38) and a career plan entered on their Miscellaneous Data screen.

                          Maintain Diploma Type Code File

                          Start with Code: _

      ENTER=Continue, F15=Print File, F16=Exit

Figure 1-6A. MAINTAIN DIPLOMA TYPE CODE FILE SCREEN

Enter the 1 character diploma code and press ENTER to display a specific diploma code. Press ENTER without entering a code to start at the beginning of the file. Press F15 to print the file. Press F16 to exit this function. If ENTER is pressed, the MAINTAIN DIPLOMA TYPE CODE FILE SCREEN (Figure 1-6B) is displayed.

                          Maintain Diploma Type Code File

Diploma_Type	Short_Description	_____Long_Description_____
1	Regular_Diploma	Regular_Diploma_____
2	Academic_Honors	Academic_Honors_____
3	Core_40_____	Core_40_____
4	GED_____	GED_____
_	_____	_____
_	_____	_____
_	_____	_____
_	_____	_____
_	_____	_____
_	_____	_____
_	_____	_____
_	_____	_____
_	_____	_____
_	_____	_____
_	_____	_____
_	_____	_____

    ENTER=Update & Next, F5=Next, F18=Previous, F16=Exit

Figure 1-6B. MAINTAIN DIPLOMA TYPE CODE FILE SCREEN

Enter the information based on the data entry requirements shown on the next page.

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

DIPLOMA   Required. Enter a 1 character code for the diploma type being
TYPE   defined. (1 A/N)

SHORT   Required. Enter a short description for the diploma type being
DESCRIPTION defined. (15 A/N)

LONG   Required. Enter a long description for the diploma type being
DESCRIPTION defined. This description will appear on student transcripts.
                (30 A/N)

Press ENTER to add/modify the Diploma Type File. A blank MAINTAIN DIPLOMA
TYPE CODE FILE screen will then be presented. Press F18 to view the previous
screen. F18 will not take you back past your original screen. Press F5 to go
to the next screen without updating. As always, press F16 to exit.

After selecting F7 from the SYSTEM ADMINISTRATOR'S MENU (Figure 1), the MAINTAIN
CLUBS, HONORS, ACTIVITIES, ETC. screen (Figure 1-7A) is displayed.

_____

```
                         Code File Maintenance
                                  for
                      Clubs, Honors, Activities, Etc.
                            Type  _
                            Code: ____


    Both TYPEs and CODEs are user-definable.  When a TYPE is first entered, the
    code must be left blank, and a description must be entered to define the
    purpose of the TYPE.  After the blank CODE is defined, specific alpha/numeric
    CODEs can be entered.

    TYPEs and CODEs must be defined here for the entire district, and cannot be
    defined separately for each individual school, due to students transferring
    between schools.

    ENTER=Position File   F2=First   F5=Next   F11=Add Mode   F15=Print   F16=Exit
                                ** Find Mode **
```
_____

Figure 1-7A. MAINTAIN CLUBS, HONORS, ACTIVITIES CODE SCREEN

To add entries, select F11. The ADD CLUBS, HONORS, ACTIVITIES CODE screen
(Figure 1-7B) is displayed.

_____

```
                         Code File Maintenance
                                  for
                      Clubs, Honors, Activities, etc.
                     Type: _
                     Code: ____           (Leave Code blank to define TYPE field!)
        Short Description: _____
         Long Description: _____
      Print on Transcript: _       (Y/N, leave blank if CODE field is blank)
            Sort by Grade: _       (Y/N, leave blank if CODE field is blank)
          Comment Heading: _____      (Leave blank if CODE field is blank)
      Random Drug Testing: _       (Y/N, leave blank if CODE field is blank)

   The 'Long Description' will default to the 'Short Description', if left blank.
               ENTER=Add Record    F16=Return to Previous Screen
                             ** Add Mode **
```
_____

Figure 1-7B. ADD CLUBS, HONORS, ACTIVITIES CODE SCREEN

Enter the information based on the data entry requirements below and press
ENTER to add the record or press F16 to return to Find Mode.

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

TYPE   This field must contain a letter or number representing a type or
category of user-definable fields. (1 A/N) Some suggested uses:

A = Athletics	H = Honors and Awards
C = Clubs	S = Scholarships
F = Food Services	

CODE   This field must contain any combination of letters or numbers
representing a code within a type. For example, if the type is
"C" for Clubs, one of the codes might be "SPAN" for Spanish. DO
NOT CREATE "SP10" for 10th grade Spanish and "SP11" for 11th
grade Spanish, or else the student's Spanish Club entries will
appear on separate lines of his transcript. (4 A/N)

SHORT_DESC   If the code is left blank, then this description will be for the
"TYPE" field above. If the type and code are both entered, then
this description will be for the "CODE" field. (15 A/N)

LONG_DESC   This description will be used on screens and reports that have
room for a longer description. If this field is left blank, the
"SHORT DESC" field will automatically be moved into this field.
(30 A/N)

PRINT_ON   Enter a "Y" if this item should appear on a student's transcript,
TRANSCRIPT   or an "N" if it should not. This field should be left blank if
the "CODE" field is blank. (1 A/N)

SORT_BY   Enter a "Y" if this item should be sorted by grade level whenever
GRADE   a list is printed, or an "N" if it should not. This field should
be left blank if the "CODE" field is blank. (1 A/N)

COMMENT   This field is not required, but if entered, should contain a head-
HEADING   ing for the comment field that is available for each student's
CLUB, HONORS, ACTIVITY record. This field should be left blank
if the "CODE" field is blank. (1 A/N)

RANDOM_DRUG   Required. This field is used to indicate whether or not a
TESTING   student's participation in this club or activity would qualify
the student for the random drug testing program. Valid entries
are "Y" (yes) and "N" (no). (1 A)

To display a record, key in the type and code (the code can be left blank),
and press ENTER. The DISPLAY CLUBS, HONORS, ACTIVITIES CODE screen (Figure
1-7C) is displayed.

_____
                          Code File Maintenance
                                   for
                       Clubs, Honors, Activities, etc.

                  Type: H
                  Code: (Leave Code blank to define TYPE field!)
       Short Description: Honors
        Long Description: Honors
      Print on Transcript: (Y/N, leave blank if CODE field is blank)
           Sort by Grade: (Y/N, leave blank if CODE field is blank)
         Comment Heading: (Leave blank if CODE field is blank)
     Random Drug Testing: (Y/N, leave blank if CODE field is blank)

   The 'Long Description' will default to the 'Short Description', if left blank.

    F2=First   F5=Next   F9=Modify Record   F11=Add Mode   F12=Delete   F16=Exit
                            ** Display Mode **
_____
Figure 1-7C. DISPLAY CLUBS, HONORS, ACTIVITIES CODE SCREEN

Pressing F2 will take you to the first record on file.

F5 will take you to the next record on file. If F9 is selected to modify the
record, the MODIFY CLUBS, HONORS, ACTIVITIES CODE screen (Figure 1-7D) is
displayed.

_____
                          Code File Maintenance
                                   for
                       Clubs, Honors, Activities, etc.

                  Type: H
                  Code: (Leave Code blank to define TYPE field!)
       Short Description: Honors_____
        Long Description: Honors_____
      Print on Transcript: _   (Y/N, leave blank if CODE field is blank)
           Sort by Grade: _   (Y/N, leave blank if CODE field is blank)
         Comment Heading: (Leave blank if CODE field is blank)
     Random Drug Testing: _   (Y/N, leave blank if CODE field is blank)

   The 'Long Description' will default to the 'Short Description', if left blank.

              ENTER=Modify Record   F16=Return to Display
                            ** Modify Mode **
_____
Figure 1-7D. MODIFY CLUBS, ACTIVITIES, HONORS AND AWARDS CODE SCREEN

Key in the changes following the data entry requirements and press ENTER.

To delete a record, press F12, and press ENTER. The DELETE CLUBS, HONORS,
ACTIVITIES CODE screen (Figure 1-7E) is displayed.

```
                             Code File Maintenance
                                     for
                         Clubs, Honors, Activities, etc.


                  Type: H
                  Code:                  (Leave Code blank to define TYPE field!)
     Short Description: Honors
      Long Description: Honors
    Print on Transcript:            (Y/N, leave blank if CODE field is blank)
         Sort by Grade:            (Y/N, leave blank if CODE field is blank)
       Comment Heading:               (Leave blank if CODE field is blank)
   Random Drug Testing:            (Y/N, leave blank if CODE field is blank)


    The 'Long Description' will default to the 'Short Description', if left blank.


              ENTER=Delete Record        F16=Return to Display
                            ** Delete Mode **
```

Figure 1-7E. DELETE CLUBS, HONORS, ACTIVITIES CODE SCREEN

Press ENTER to delete the record or press F16 to return to Find Mode.

Pressing F15 from the find mode screen will print a listing of codes for Clubs,
Honors, Activities, etc. You will be returned to the SYSTEM ADMINISTRATOR'S
MENU upon completion.

The purpose of this function is to provide the system administrator
centralized control of the major teacher module functions.

After selecting F8 from the SYSTEM ADMINISTRATOR'S MENU (Figure 1), the
MAINTAIN TEACHERS MODULE CONTROL FILE SCHOOL SELECTION screen (Figure 1-8A) is
displayed.

```
_____
                    Maintain Teachers Module Control File

                          Start with School: ___

    ENTER=Continue, F15=Print File, F16=Exit
_____
```

Figure 1-8A. MAINTAIN TEACHERS MODULE CONTROL FILE SCHOOL SELECTION SCREEN

Enter the 3 character school code and press ENTER to display a specific school
file. Press ENTER without entering a school code to start at the beginning of
the file. Press F15 to print the control file. Press F16 to exit this
function. If ENTER is pressed, the MAINTAIN TEACHERS MODULE CONTROL FILE
SCREEN 1 (Figure 1-8B) will be displayed.

```
+---------------------------------------------------------------------------+
|           Maintain Teachers Module Control File        F2=Screen 2        |
|         -Grade-Module-                                                     |
|    Attend   Incl  If W/D  Log  ---------- Close columns with an 'X' ------ |
| Sch _Date_  _WD_  on/befor Chg  # GP-AB GP-AB GP-AB COM B EX FG AW CR AT PT SK|
| C41 __ __ __  N   08 21 03  Y   X  X  X  X  X  X  X X X X  X  X  X  X  X  _ |
| C11 __ __ __  N   08 21 03  Y   X  X  X  X  X  X  X X X X  X  X  X  X  X  _ |
| C22 __ __ __  N   08 21 03  Y   X  X  X  X  X  X  X X X X  X  X  X  X  X  _ |
| C31 __ __ __  N   08 21 03  Y   X  X  X  X  X  X  X X X X  X  X  X  X  X  _ |
| C32 __ __ __  N   08 21 03  Y   X  X  X  X  X  X  X X X X  X  X  X  X  X  _ |
| C33 __ __ __  N   08 21 03  Y   X  X  X  X  X  X  X X X X  X  X  X  X  X  _ |
| C34 __ __ __  N   08 21 03  Y   X  X  X  X  X  X  X X X X  X  X  X  X  X  _ |
| C35 __ __ __  N   08 21 03  Y   X  X  X  X  X  X  X X X X  X  X  X  X  X  _ |
| Enter 'Attend Date' only for teachers to enter attendance for a date other than|
| the current date.  If 'Incl WD' equal 'N', anyone withdrawing on or before the|
| 'If W/D on/before' date will not be included in the grade module.  This date|
| can be any day within the grade period.  For the 'Log Chg' indicator, leave|
| it blank for the system to log or not log grade entries/changes based on the|
| 'Log Grade Changes' entry on the District Control Screen.  To override that|
| entry for a particular school, enter an 'N' or 'Y' here.  For example, you may|
| want to turn off the logging feature while teachers are initially inputting|
| grades, and then turn it back on while teachers are allowed to make grade|
| changes.  'Incl WD' and 'Log Chg' features apply only to users of teachers mod.|
|                                                                           |
| ENTER=Update & Next, F5=Next, F18=Previous, F16=Exit                    ▮ |
+---------------------------------------------------------------------------+
```

Figure 1-8B. MAINTAIN TEACHERS MODULE CONTROL FILE SCREEN 1

Enter the information based on the following data entry requirements:

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

SCH   Required. Enter the 3 character code for the school being defined.
           (The district code should not be entered.) (3 A/N)

ATTEND   Optional. A date entered here (MM DD YY format) would override the
DATE   date of attendance being recorded in the teacher module. For
               example, this field could be used if teachers were unable to enter
               attendance for a prior day. By setting the date to that prior date
               here, any attendance being recorded in the teacher module would be
               for that date. If this field is left blank, attendance recorded in
               the Teacher Module will be for the current date. (6 N)

INCLUDE   Required. Enter an "N" to prevent withdrawn students from appearing
WITHDRAWN in the grade module. This field works in conjunction with the date
               entered in the "If W/D on/befor" field. Anyone withdrawing on or
               before the "If W/D on/befor" date will not be shown in the grade
               module. This does not prevent withdrawn students from appearing in
               F5-7 (Display/Update All Students in an Individual Course Section).
               Enter a "Y" to include withdrawn students in the grade module. (1 A)

IF W/D ON Optional. If the response to "Incl WD" is an "N", anyone withdrawing
/BEFORE   on or before the date entered here will not be included in the grade
               module. Usually, this would be a date within the grade period
               currently being processed. If you want to exclude all students who
               withdrew at any time within the grade period, enter the last day of
               the grade period. If you want to give grades to students who
               attended all but the last week or so, enter a date that falls one
               week before the end of the grade period. (6 N)

LOG   Optional. Enter a "Y" (yes) to indicate you want to log grade
CHANGE   changes. Enter an "N" (no) to not log grade changes. Leave this
               field blank to allow the entry in the "Log Grade Changes" field on
               the District Control Screen to be in effect. It is a good idea to
               place an "N" in this field when teachers are initially inputting
               grades. Put a "Y" in the field to log grade changes again after
               initial grade entry is complete. **NOTE**: Changes to Skills (version
               1 or 2) will also be logged if a "Y" is entered here.

GRADE_MODULE_COLUMNS

Student ID numbers.

GP   Three columns are available for grade input under the column heading
               "GP". The letters "GP" mean "Grade Period grade". If your school
               only has two grade periods per semester, only use the first two
               grade period columns and always close off the third. Three columns
               are available for class attendance input under the column heading
               "AB". The letters "AB" mean "Absences for grade period for this
               class".

COM   The "COM" column heading refers to teacher comments. If your school
               uses numeric grades (an "N" is entered in the "Numeric/Letter
               Grades:" field on the MARK REPORTING CONTROL DATA screen), then you
               will see effort, "EF" and conduct "CO", column headings instead of
               comment.

B   The "B" column heading refers to behavior grades.

EX   Final exam grade

FG   Final grade

AW   Audit/withdrawal code. X=Audit, W=Withdraw

CR   Number of credits received for this course

AT   Number of credits attempted for this course

PT   Number of points received for this course

SK   Skills associated to the course

Place an "X" in any of the Grade Module Column fields to close them off to
data entry in the Teacher Module. Press ENTER to update the screen. The
update will occur and you will be presented with the next screen of control
records or a blank MAINTAIN TEACHERS MODULE CONTROL FILE SCREEN 1 for further
entry. Press F5 to go to the next screen without updating. Press F18 to go
to the previous screen. F18 will only go back as far as your original screen.

Press F2 to display the MAINTAIN TEACHERS MODULE CONTROL FILE SCREEN 2 (Figure
1-8C).

```
                Maintain Teachers Module Control File       F2=Screen 1

        Begin      Ending      Last     Prd to           Disable  Take
        Attend     Attend    Transcript  Load    GP Date    Web    Homerm
  Sch  Summary    Summary    Yr/Sem    Full Day Override  Submit  Attend
  C00  __ __ __   __ __ __   ____ _      __     __ __ __    _       _
  C11  08 21 04   06 04 05   0304 3      __     __ __ __    _       _
  C22  08 21 04   06 04 05   ____ _      __     __ __ __    _       _
  C31  08 21 04   06 04 05   ____ _      __     __ __ __    _       _
  C32  __ __ __   __ __ __   ____ _      __     __ __ __    _       _
  C33  __ __ __   __ __ __   ____ _      __     __ __ __    _       _
  C34  __ __ __   __ __ __   ____ _      __     __ __ __    _       _
  C35  __ __ __   __ __ __   ____ _      __     __ __ __    _       _


  For the attendance summary screen, enter the date range to be summarized at
  each school.
  PRD TO LOAD FULL DAY - Leave blank to allow teachers to take attendance each
  period of the day.  Enter a period number (01-12 or HR) to restrict teachers to
  reporting attendance for the entire day during a specific period.  This feature
  can not be used by schools who use A/B attendance days.
  TAKE HOMEROOM ATTENDANCE - Y or blank means yes; N means no; S means show the
  homeroom class roster, but don't allow attendance to be taken.            █


  ENTER=Update & Next, F5=Next, F18=Previous, F16=Exit
```
Figure 1-8C. MAINTAIN TEACHERS MODULE CONTROL FILE SCREEN 2

Enter the information based on the following data entry requirements:

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

BEGIN   Optional. If you would like to specify the starting date for
ATTEND   cumulative absences and tardies that will be presented on the
SUMMARY   attendance summary screens available in the Teacher Module, (F8-9-3,
             and F9-3) then enter the beginning date here. If you leave this
             date blank, the attendance summary screen will default to the first
             day of school. (6 N)

ENDING   Optional. If you would like to specify the ending date for
ATTEND   cumulative absences and tardies that will be presented on the
SUMMARY   attendance summary screens available in the Teacher Module,
             (F8-9-3,and F9-3) then enter the ending date here.   If you leave
             this date blank, the attendance summary screen will display
             attendance through the current date. (6 N)

LAST_   Optional. Enter a year in YYYY format (0102 for example), and a
TRANS-   semester, to define the last school year and semester that should
CRIPT   be printed on any student's transcript. Valid semester entries are:
YEAR/SEM   1=first semester, 2=second semester, 3=summer school or third
             trimester, 4=summer school for trimester schools. This is helpful
             when grades have started to be entered for the next semester for
             some students but you don't want that semester summary information
             reflected on transcripts that you are printing individually in
             F8-8-6-12. NOTE: This field will also affect the printing of test
             scores. Test scores with dates after the school year and semester
             entered here will not appear on transcripts.

PRD TO   Optional. Enter a period such as 01, 02, or HR (homeroom) to be able
LOAD FULL to record an entire day's absence for the period specified. When an
DAY   entry is made in this field and a teacher submits an absence for that
             period in the Teacher Module, the students marked absent will have a
             full day's absence posted in F6-1 and F6-2. This is for those schools
             that only take attendance one period of the day.

GP DATE   Optional. A date entered here (MM DD YY format) would override the
OVERRIDE   date being referenced in the Grade Period Calendar. For example, this
             field could be used if a new grading period has begun but teachers
             need to enter grades for the previous grading period. If this field
             is blank, grades recorded in the Teacher Module will be for the
             current grade period. NOTE: If the school year has ended and you are
             modifying this date to allow teachers to enter grades, the "Attend
             Date", located on the first screen, must have a valid date within the
             school year.

DISABLE   Optional. This field gives each school the ability to disable the
WEB   "Submit" button on the web version of teacher's attendance. The
SUBMIT   primary reason for adding this feature is to grey out the "Submit"
             button during the training sessions, so the pretend absences don't
             get posted. Valid responses in this field are Y (yes), N (no) or
             blank. When left blank, the submit button will not be disabled.

TAKE   Optional **WEB VERSION ONLY**. This field gives each school the ability
HOMEROOM   to take attendance in Homeroom. Valid responses are Y (yes), Blank
ATTEND   (yes), N (no), or (S) which means show the homeroom class roster but
                 don't allow attendance to be taken.

Press ENTER to update the screen. The update will occur and you will be
presented with the next screen of control records or a blank MAINTAIN TEACHERS
MODULE CONTROL FILE SCREEN 2 for further entry. Press F5 to go to the next
screen without updating. Press F18 to go to the previous screen. F18 will
only go back as far as your original screen.

After selecting F10 from the SYSTEM ADMINISTRATOR'S MENU (Figure 1), the
MAINTAIN PARENT CODE FILE SELECTION screen (Figure 1-10A) is displayed.

_____

Maintain Parent Code File

Start with Code: __

    ENTER=Continue, F15=Print File, F16=Exit
_____
Figure 1-10A. MAINTAIN PARENT CODE FILE SELECTION SCREEN

Enter the 2 character parent code and press ENTER to display a specific parent
code. Press ENTER without entering a code to start at the beginning of the
file. Press F15 to print the file. Press F16 to exit this function. If
ENTER is pressed, the MAINTAIN PARENT CODE FILE SCREEN (Figure 1-10B) will be
displayed.

_____

Maintain Parent Code File

                                                              Living with
    Parent_Code Short_Description _____Long_Description_____ Parent_(Y/N)
        FS   Father/stepmom_   Father/Stepmom_____   Y
        GU   Guardian_____   Guardian_____   N
        LA   Lives_alone____   Lives_alone_____   N
        MS   Mother/stepdad_   Mother/stepdad_____   Y
        OT   Other_____   Other_____   N
        __   _____   _____   _
        __   _____   _____   _
        __   _____   _____   _
        __   _____   _____   _
        __   _____   _____   _
        __   _____   _____   _
        __   _____   _____   _
        __   _____   _____   _
        __   _____   _____   _
        __   _____   _____   _

    ENTER=Update & Next, F5=Next, F18=Previous, F16=Exit
_____
Figure 1-10B. MAINTAIN PARENT CODE FILE SCREEN

Enter the information based on the data entry requirements below.

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

PARENT   Required. Enter a 2 character code for the parent code being
CODE   defined. (2 A)

SHORT   Required. Enter a short description for the parent code being
DESCRIP-   defined. (15 A)
TION

LONG   Required. Enter a long description for the parent code being
DESCRIP-   defined. (30 A)
TION

LIVING   Required. Enter a "Y" yes, to indicate that the student is living
WITH   with a parent if this code is used. Enter an "N" no, to indicate
PARENT   that the student does not live with a parent if this code is used.
               (1 A)

Press ENTER to add/modify the Parent Code File. A blank MAINTAIN PARENT CODE
FILE screen will then be presented. Press F18 to view the previous screen.
F18 will not take you back past your original screen. Press F5 to go to the
next screen without updating. As always, press F16 to exit.

NOTE: If any entries are made to the code file, it will trigger an edit of the
parent code entered on the emergency screen (F8-8-5), and anywhere else the
parent code is maintained.

After selecting F11 from the SYSTEM ADMINISTRATOR'S MENU (Figure 1), the
MAINTAIN SPECIAL ED CODES FOR SCHOOL DISTRICT screen (Figure 1-11A) is
displayed.


```
                        Maintain Special Ed Codes
                             for School District

                              Code: _













     ENTER=Position File    F2=First    F5=Next    F11=Add Mode    F15=Print    F16=Exit
                              ** Find Mode **
```

Figure 1-11A. MAINTAIN DISTRICT SPECIAL ED CODES SCREEN

To add entries, select F11. The ADD SPECIAL ED CODES screen (Figure 1-11B) is
displayed.

```
┌─────────────────────────────────────────────────────────────────────────┐
│                                                                           │
│                      Maintain Special Ed Codes                            │
│                         for School District                               │
│                                                                           │
│                            Code: _                                        │
│                                                                           │
│             Long Desc: _____                     │
│            Short Desc: _____                                    │
│         State SE Code: __                                                  │
│                                                                           │
│    ------------------------- State Code Values -------------------------  │
│    1=Multiple Handicap      7=Learning Disabled full time 13=Homebound/Hospital* │
│    2=Orthopedic Impairment  8=Develop Delay (Age 3-5A)    14=Dual Sensory Impair │
│    3=Visual Impairment      9=Communication Disorder      15=Autism        │
│    4=Hearing Impairment     10=Mild Mental Handicap       16=Traumatic Brain Inj │
│    5=Emotional Handicap FT  11=Moderate Mental Handicap   17=Other Health Impair │
│    6=Emotional Handicap PT  12=Severe Mental Handicap     18=Referred, not placed │
│    ---------------------------------------------------------------------  │
│                                                                           │
│    * from previous 12/1 count thru current 12/1 count                     │
│                                                                           │
│                                                                           │
│           Press ENTER to Add Record, F16 to Return to Previous Screen     │
│                            ** Add Mode **                              ▮   │
└─────────────────────────────────────────────────────────────────────────┘
```
          Figure 1-11B.   ADD SPECIAL ED CODES SCREEN

Enter the information required based on the data entry requirements below and
press ENTER to add the record or press F16 to return to Find Mode.

                    ------------------- **DATA ENTRY REQUIREMENTS** -------------------
CODE   This field must contain a letter or number (0-9, A-Z).

LONG_DESC Enter the description of the special ed code.

SHORT   Enter a shorter description that will be used on reports and screens
DESC   when the long description is too big.

STATE   The state special ed code that defines this special ed entry should
SE_CODE   be entered here.

To display a record, key in the special Ed code and press ENTER. The DISPLAY
SPECIAL ED CODES screen (Figure 1-11C) is displayed.

```
  ■
                        Maintain Special Ed Codes
                           for School District

                              Code: A

            Long Desc: MILDLY MENTALLY HANDICAPPED
            Short Desc: MLD MENT HAND
          State SE Code: 10

       -------------------------- State Code Values ---------------------------
       1=Multiple Handicap        7=Learning Disabled full time 13=Homebound/Hospital*
       2=Orthopedic Impairment  8=Develop Delay (Age 3-5A)    14=Dual Sensory Impair
       3=Visual Impairment         9=Communication Disorder     15=Autism
       4=Hearing Impairment     10=Mild Mental Handicap       16=Traumatic Brain Inj
       5=Emotional Handicap FT 11=Moderate Mental Handicap   17=Other Health Impair
       6=Emotional Handicap PT 12=Severe Mental Handicap     18=Referred, not placed
       -----------------------------------------------------------------------

       * from previous 12/1 count thru current 12/1 count


       F2=First   F5=Next   F9=Modify Record   F11=Add Mode   F12=Delete   F16=Exit
                             ** Display Mode **
```

Figure 1-11C. DISPLAY SPECIAL ED CODES SCREEN

Pressing F2 will take you to the first record on file. F5 will take you to
the next record on file. If F9 is selected to modify the record, the MODIFY
SPECIAL ED CODES screen (Figure 1-11D) is displayed.

```
                      Maintain Special Ed Codes
                         for School District

                             Code: A

        Long Desc: MILDLY MENTALLY HANDICAPPED
       Short Desc: MLD MENT HAND
    State SE Code: 10

    ------------------------- State Code Values ----------------------------
    1=Multiple Handicap      7=Learning Disabled full time 13=Homebound/Hospital*
    2=Orthopedic Impairment  8=Develop Delay (Age 3-5A)    14=Dual Sensory Impair
    3=Visual Impairment      9=Communication Disorder      15=Autism
    4=Hearing Impairment     10=Mild Mental Handicap        16=Traumatic Brain Inj
    5=Emotional Handicap FT 11=Moderate Mental Handicap    17=Other Health Impair
    6=Emotional Handicap PT 12=Severe Mental Handicap      18=Referred, not placed
    ------------------------------------------------------------------------

    * from previous 12/1 count thru current 12/1 count


             Press ENTER to Modify Record, F16 to Cancel Modify
                          ** Modify Mode **                      █
```

Figure 1-11D. MODIFY SPECIAL ED CODES SCREEN

Key in the changes following the data entry requirements and press ENTER, you
will be returned to the Display Mode screen.

To delete a record press F12. The DELETE SPECIAL ED CODES screen (Figure
1-11E) is displayed.

```
┌─────────────────────────────────────────────────────────────────────────┐
│ ■                                                                         │
│                      Maintain Special Ed Codes                            │
│                        for School District                                │
│                                                                           │
│                           Code: A                                         │
│                                                                           │
│             Long Desc: MILDLY MENTALLY HANDICAPPED                        │
│            Short Desc: MLD MENT HAND                                       │
│         State SE Code: 10                                                  │
│                                                                           │
│   -------------------------- State Code Values -------------------------- │
│   1=Multiple Handicap      7=Learning Disabled full time 13=Homebound/Hospital* │
│   2=Orthopedic Impairment  8=Develop Delay (Age 3-5A)    14=Dual Sensory Impair │
│   3=Visual Impairment      9=Communication Disorder      15=Autism        │
│   4=Hearing Impairment     10=Mild Mental Handicap       16=Traumatic Brain Inj │
│   5=Emotional Handicap FT 11=Moderate Mental Handicap    17=Other Health Impair │
│   6=Emotional Handicap PT 12=Severe Mental Handicap      18=Referred, not placed │
│   ----------------------------------------------------------------------- │
│                                                                           │
│   * from previous 12/1 count thru current 12/1 count                      │
│                                                                           │
│                                                                           │
│           Press ENTER to Delete Record, F16 to Cancel Deletion            │
│                          ** Delete Mode **                                │
└─────────────────────────────────────────────────────────────────────────┘
```

Figure 1-11E. DELETE SPECIAL ED CODES SCREEN

Press ENTER to delete the record or press F16 to return to Find Mode. Pressing
F15 from the find mode screen will print a listing of special ed codes. You
will be returned to the SYSTEM ADMINISTRATOR'S MENU upon completion

The Rank Control File is needed to record by school year whether or not each
school used trimester scheduling. Also, the total number of grade periods for
each school year is entered here. This information is needed in F5-10, in
labels, in transcripts, in the Perfect Attendance Report, and other areas that
utilize grade and attendance history.

After selecting F12 from the SYSTEM ADMINISTRATOR'S MENU (Figure 1), the
MAINTAIN RANK CONTROL FILE SELECTION screen (Figure 1-12A) is displayed.

                        Maintain Rank Control File

                          Start with School: ___

   ENTER=Continue, F15=Print File, F16=Exit

Figure 1-12A. MAINTAIN RANK CONTROL FILE SELECTION SCREEN

Enter the 3 character school code and press ENTER to start with a specific
school record. Press ENTER without entering a code to start at the beginning
of the file. Press F15 to print the file. Press F16 to exit this function.
If ENTER is pressed, the MAINTAIN RANK CONTROL FILE SCREEN (Figure 1-12B) will
be displayed.

                        Maintain Rank Control File

                                      (4/6)   (Y/N)
                School   Year   Total_Grade_Periods   Trimester
                  C11   0102   4   N
                  C11   0203   6   Y
                  C11   0304   6   Y
                  C12   0102   4   N
                  C12   0203   6   Y
                  C12   0304   6   Y
                  C13   0102   4   N
                  C13   0203   6   Y
                  C13   0304   6   Y
                  C31   0102   4   N
                  C31   0203   4   N
                  C31   0304   4   N
                  C32   0102   4   N
                  C32   0203   4   N
                  C32   0304   4   N

   ENTER=Update & Next, F5=Next, F18=Previous, F16=Exit

Figure 1-12B. MAINTAIN RANK CONTROL FILE SCREEN

Enter the information based on the data entry requirements below.

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

SCHOOL   Required. Enter the three character code for the school being
CODE   defined. (3 A/N)

YEAR   Required. Enter the school year in YYYY format, for example, enter
                "9900" for school year 1999/2000. (4 N)

TOTAL   Required. Enter a "4" to indicate 4 grade periods. Enter a "6"
GRADE   to indicate 6 grade periods. Do not include summer school grade
PERIODS   periods. (1 N)

TRIMESTER   Required. Enter a "Y" to indicate yes, trimester scheduling was
                used. Enter an "N" to indicate no, trimester scheduling was not
                used.

Press ENTER to add/modify the Rank Control File. A new MAINTAIN RANK CONTROL
FILE screen will then be presented. Press F18 to view the previous screen.
F18 will not take you back further than you originally started. Press F5 to
go to the next screen without updating. As always, press F16 to exit.

After selecting F13 from the SYSTEM ADMINISTRATOR'S MENU (Figure 1), the
MAINTAIN DISTRICT AND SCHOOL CALENDARS screen (Figure 1-13A) is displayed.

```
   C11                    School Calendar File Maintenance


              School Year: 0000  Month: 00  Year: 00  Track: 0




  A school calendar for the district (school #00) should always be the first
  calendar entered each school year.  Then, each individual school can copy
  the district calendar as a starting point for their own calendars by selecting
  F8 from this screen.




  ENTER=Position File  F2=First  F5=Next  F8=Copy  F11=Add  F15=Print  F16=Exit
                              ** Find Mode **
```

Figure 1-13A. MAINTAIN DISTRICT AND SCHOOL CALENDARS SCREEN

To add entries, select F11. The ADD DISTRICT AND SCHOOL CALENDARS screen 1,
(Figure 1-13B) is displayed.

```
   C11                  School Calendar File Maintenance

              School Year: 0000  Month: 00  Year: 00  Track: 0

                  SUN     MON     TUE     WED     THU     FRI     SAT

 *=Outside school yr
 I=Instructional
 N=Non-instructional
 W=Weather closing
 G=Energy closing
 O=Other closing
 X=Waived school day
 M=Makeup school day
 A=Instructional 1234
 B=Instructional 5678
 C=Instructional 1-8
 D=Instructional 1357
 E=Instructional 2468




 Fill in fields at top of screen and press ENTER to continue, or F16 to Exit
                              ** Add Mode **
```

Figure 1-13B. ADD DISTRICT AND SCHOOL CALENDARS SCREEN 1

Enter the information based on the data entry requirements listed and press
ENTER to add or F16 to return to Find Mode.

(Continued)

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

SCHOOL   Required. This field should contain the school year this calendar
YEAR   will be created for. (4 N)

MONTH   Required. This field should contain the numeric month this calendar
               will be created for. (2 N)

YEAR   Required. This field should contain the year this calendar will be
               created for. (2 N)

TRACK   Optional. This field must contain the track number. Valid entries
               are 0-9 (1). If only one calendar is needed for a school, track 0
               would be used. Students with an FTE (full-time equivalency) of .5
               will need a separate calendar and therefore a different track. For
               example, morning kindergarten students would need a calendar that
               reflects a day showing instruction in the morning and
               non-instruction in the afternoon "IN". Afternoon kindergarten
               students would need a calendar that reflects a day showing
               non-instruction in the morning and instruction in the afternoon "NI".

After all the fields have been filled in press ENTER to continue. The second
ADD DISTRICT AND SCHOOL CALENDAR screen (Figure 1-13C) will be displayed.

```
C11                    School Calendar File Maintenance

          School Year: 0304  Month: 08  Year: 03  Track: 1

               SUN     MON     TUE     WED     THU     FRI     SAT
                                                       01      02
*=Outside school yr                                    __
I=Instructional
N=Non-instructional  03      04      05      06      07      08      09
W=Weather closing            __      __      __      __      __
G=Energy closing
O=Other closing      10      11      12      13      14      15      16
X=Waived school day          __      __      __      __      __
M=Makeup school day
A=Instructional 1234 17      18      19      20      21      22      23
B=Instructional 5678         __      __      __      __      __
C=Instructional 1-8
D=Instructional 1357 24      25      26      27      28      29      30
E=Instructional 2468         __      __      __      __      __

                     31

               ENTER=Continue to Add, F16=Reenter
                       ** Add Mode **
```
Figure 1-13C. ADD DISTRICT AND SCHOOL CALENDARS SCREEN 2

Enter the information based on the data entry requirements and press ENTER to
add the month to the school/district calendar.

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

MON-**FRI**   Required. Valid entries are:
                    *=Outside school yr
                    I=Instructional
                    N=Non-instructional
                    W=Weather closing
                    G=Energy closing
                    O=Other closing
                    X=Waived school day
                    M=Makeup school day
                    A=Instructional 1234
                    B=Instructional 5678
                    C=Instructional 1-8
                    D=Instructional 1357
                    E=Instructional 2468

          NOTE: 2 entries must be made for each day, one for a.m., one for p.m.

You can continue to add another calendar at this point or press F16 to return
to the Find Mode.

To display a calendar already created, key in the fields at the top of the
screen and press ENTER. The DISPLAY DISTRICT AND SCHOOL CALENDAR screen
(Figure 1-13D) will be displayed.

```
C11                     School Calendar File Maintenance

          School Year: 0304  Month: 08  Year: 03  Track: 0

                 SUN      MON      TUE      WED      THU      FRI      SAT
                                                             01       02
 *=Outside school yr                                         **
 I=Instructional
 N=Non-instructional   03       04       05       06       07       08       09
 W=Weather closing              **       **       **       **       **
 G=Energy closing
 O=Other closing       10       11       12       13       14       15       16
 X=Waived school day            **       **       **       **       **
 M=Makeup school day
 A=Instructional 1234  17       18       19       20       21       22       23
 B=Instructional 5678           **       **       **       II       II
 C=Instructional 1-8
 D=Instructional 1357  24       25       26       27       28       29       30
 E=Instructional 2468           II       II       II       II       II

                       31

 F2=First    F5=Next    F9=Modify Record    F11=Add Mode    F12=Delete    F16=Exit
                        ** Display Mode **
```

Figure 1-13D. DISPLAY DISTRICT AND SCHOOL CALENDARS SCREEN

Pressing F2 will take you to the first record on file. F5 will take you to
the next record on file. If F9 is selected to modify the record, the MODIFY
DISTRICT AND SCHOOL CALENDARS screen (Figure 1-13E) will be displayed.

```
C11                       School Calendar File Maintenance

              School Year: 0304  Month: 08  Year: 03  Track: 0

                   SUN     MON     TUE     WED     THU     FRI     SAT
                                                           01      02
 *=Outside school yr                                       **
 I=Instructional
 N=Non-instructional   03      04      05      06      07      08      09
 W=Weather closing             **      **      **      **      **
 G=Energy closing
 O=Other closing       10      11      12      13      14      15      16
 X=Waived school day           **      **      **      **      **
 M=Makeup school day
 A=Instructional 1234  17      18      19      20      21      22      23
 B=Instructional 5678          **      **      **      II      II
 C=Instructional 1-8
 D=Instructional 1357  24      25      26      27      28      29      30
 E=Instructional 2468          II      II      II      II      II

                       31

                   ENTER=Modify Record       F16=Return to Display
                          ** Modify Mode **
```

Figure 1-13E. MODIFY DISTRICT AND SCHOOL CALENDARS SCREEN

Key in the changes following the data entry requirements and press ENTER to
modify the record. You will be returned to the Display Mode screen. To
delete a record, press F12. The DELETE DISTRICT AND SCHOOL CALENDARS screen
(Figure 1-13F) will be displayed.

```
C11                      School Calendar File Maintenance

              School Year: 0304   Month: 08   Year: 03   Track: 0

                    SUN      MON      TUE      WED      THU      FRI      SAT
                                                                 01       02
  *=Outside school yr                                            **
  I=Instructional
  N=Non-instructional   03       04       05       06       07       08       09
  W=Weather closing              **       **       **       **       **
  G=Energy closing
  O=Other closing       10       11       12       13       14       15       16
  X=Waived school day            **       **       **       **       **
  M=Makeup school day
  A=Instructional 1234  17       18       19       20       21       22       23
  B=Instructional 5678           **       **       **       II       II
  C=Instructional 1-8
  D=Instructional 1357  24       25       26       27       28       29       30
  E=Instructional 2468           II       II       II       II       II

                        31

              ENTER=Delete Record        F16=Return to Display
                         ** Delete Mode **
```

Figure 1-13F. DELETE DISTRICT AND SCHOOL CALENDARS SCREEN

Press ENTER to delete the record, you will be returned to the Find Mode screen.

Press F8 to copy a district calendar. The COPY DISTRICT AND SCHOOL CALENDARS screen (Figure 1-13G) will be displayed.

```
┌─────────────────────────────────────────────────────────────────────┐
│                                                                       │
│  C11                    School Calendar File Maintenance              │
│                                                                       │
│                                                                       │
│  This feature will pull in the district calendar for the school year  │
│  and track entered below.                                             │
│                                                                       │
│                                                                       │
│                    School Year: 0304  Track: 0                        │
│                                                                       │
│                                                                       │
│                                                                       │
│                                                                       │
│                                                                       │
│                                                                       │
│  When copying a calendar from the district level, remember that if a  │
│  calendar already exists at your school, it will be overlaid.         │
│                                                                       │
│                                                                       │
│                                                                       │
│                       F5=Copy     F16=Exit                            │
│                       ** Copy Mode *                                ▮ │
└─────────────────────────────────────────────────────────────────────┘
```

Figure 1-13G. COPY DISTRICT AND SCHOOL CALENDARS SCREEN

Key in the school year and track of the calendar to be copied and press F5.
The calendar will be copied and the message "Calendar has been copied!" will
appear at the bottom of the screen. Press F16 to return to the Find Mode
screen.

Press F15 to print a calendar. The PRINT DISTRICT AND SCHOOL CALENDAR screen
(Figure 1-13H) will be displayed.

```
C11                     School Calendar File Maintenance


   This feature will print the school calendar for the school year and track
   entered below.


             School Year: 0304  Track: 0

             Print all tracks: N    N=Only print track entered above
                                    Y=Print all tracks for school year above








                         ENTER=Print    F16=Exit
                         ** Print Mode *
```

Figure 1-13H. PRINT DISTRICT AND SCHOOL CALENDARS SCREEN

Fill in the school year and track of the calendar to be printed. Answer "Y"
or "N" to the "Print all tracks:" question. "Y" indicates all tracks for a
specific school year are to be printed, "N" indicates only the keyed in track
number calendar should be printed.

Press ENTER to print the calendar. The message "Calendar has been printed!"
will appear on the bottom of the screen. Enter the next print request or
press F16 to return to the Find Mode.

After selecting F14 from the SYSTEM ADMINISTRATOR'S MENU (Figure 1), the GRADE
PERIOD CALENDAR screen (Figure 1-14A) is displayed. This option allows for
the definition of the date ranges for each grade period at each school. These
dates are needed for F6-4 (Transfer Daily to Grade Period Attendance) and the
Teacher Modules.

_____
    CHS   Grade Period Calendar

              (1-6)   (1-3)
              Grade_Prd   Sem   Term   Begin_Date   End_Date
                  1   1   2   08 24 06   10 06 06
                  2   1   2   10 09 06   11 07 06
                  3   1   2   11 20 06   12 29 06
                  4   2   5   01 01 07   02 23 07
                  5   2   5   02 26 07   04 20 07
                  6   2   5   04 23 07   06 01 07
                  _   _   _   __ __ __   __ __ __
                  _   _   _   __ __ __   __ __ __

        Term_Codes
          0=Qtr 1 (0,2,9)   6=Qtr 5 (6,8,9)   A=1st 6 weeks (A,2,9)
          1=Qtr 2 (1,2,9)   7=Qtr 6 (7,8,9)   B=2nd 6 weeks (B,2,9)
          2=Sem 1 (2,9)   8=Sem 3 (8,9)   C=3rd 6 weeks (C,2,9)
          3=Qtr 3 (3,5,9)   D=4th 6 weeks (D,5,9)
          4=Qtr 4 (4,5,9)   E=5th 6 weeks (E,5,9)
          5=Sem 2 (5,9)   F=6th 6 weeks (F,5,9)

   ENTER=Validate, F8=Copy Option, F16=Exit
_____
Figure 1-14A. GRADE PERIOD CALENDAR SCREEN

Follow the data entry requirements when entering the selection criteria.

                  ------------------- DATA ENTRY REQUIREMENTS -------------------
GRADE   Required. This field should contain the grade period (1-6) for the
PERIOD   date range on this line. (1 N)

SEMESTER Required. This field should contain the semester (1-3) for the date
              range on this line. (1 N)

TERM   Required. Enter the appropriate term code for the date range on
              this line. (1 A/N)

BEGIN   Required. This field should contain the beginning date (MM DD YY
DATE   format) for the grade period you are defining on this line. (6 N)

END   Required. This field should contain the ending date (MM DD YY
DATE   format) for the grade period you are defining on this line. (6 N)

Press ENTER to validate the data entered. The screen will be redisplayed for
confirmation of what was entered but closed to data entry. Press ENTER to
update or F16 to reenter the screen.

Pressing F8 from the GRADE PERIOD CALENDAR screen (Figure 1-14A) will display
the COPY GRADE PERIOD CALENDAR screen (Figure 1-14B).

You can use this F8 option to load or copy this Grade Period Calendar to another
school within the district. NOTE: The other school's grade period calendar will
be cleared before loading/copying the one from this school.

```
  CHS                        Copy Grade Period Calendar



                         Copy to school: ___



    When copying the grade period calendar to another school, the other school's
    grade period calendar will be cleared before loading/copying the one from this
    school.


    F4=Copy calendar, F16=Return to previous screen
```

Figure 1-14B. COPY GRADE PERIOD CALENDAR SCREEN

Enter the school code of the school you want to copy/load this grade period
calendar into. Press F4 to copy the calendar. The message **"Grade Period
Calendar has been copied to school XXX".** will appear at the bottom of the screen
directly above the function key line.

The following is an example of a Grade Period Calendar with a school that has
semester and all-year courses only:

```
  CHS                         Grade Period Calendar

                Grade_Prd   Sem   Term   Begin_Date   End_Date
                    1        1     2      08 24 06     10 06 06
                    2        1     2      10 09 06     11 07 06
                    3        1     2      11 20 06     12 29 06
                    4        2     5      01 01 07     02 23 07
                    5        2     5      02 26 07     04 20 07
                    6        2     5      04 23 07     06 01 07
                    1        3     S      06 11 07     07 27 07

                    _        _     _      __ __ __     __ __ __

        Term_Codes
          0=Qtr 1 (0,2,9)      6=Qtr 5 (6,8,9)      A=1st 6 weeks (A,2,9)
          1=Qtr 2 (1,2,9)      7=Qtr 6 (7,8,9)      B=2nd 6 weeks (B,2,9)
          2=Sem 1 (2,9)        8=Sem 3 (8,9)        C=3rd 6 weeks (C,2,9)
          3=Qtr 3 (3,5,9)                           D=4th 6 weeks (D,5,9)
          4=Qtr 4 (4,5,9)                           E=5th 6 weeks (E,5,9)
          5=Sem 2 (5,9)                             F=6th 6 weeks (F,5,9)

   ENTER=Validate, F8=Copy Option, F16=Exit
```

The following is an example of a Grade Period Calendar with a school that has quarter, semester, and all-year courses:

_____

```
  CHS                          Grade Period Calendar


                (1-6)     (1-3)
                Grade_Prd   Sem   Term    Begin_Date     End_Date
                   1        1      0      08 24 06       10 27 06
                   2        1      1      11 03 06       01 12 07
                   3        1      3      01 15 07       03 30 07
                   4        2      4      04 02 07       06 02 07
                   _        _      _      __ __ __       __ __ __
                   _        _      _      __ __ __       __ __ __
                   _        _      _      __ __ __       __ __ __
                   _        _      _      __ __ __       __ __ __

           Term_Codes
             0=Qtr 1 (0,2,9)      6=Qtr 5 (6,8,9)      A=1st 6 weeks (A,2,9)
             1=Qtr 2 (1,2,9)      7=Qtr 6 (7,8,9)      B=2nd 6 weeks (B,2,9)
             2=Sem 1 (2,9)        8=Sem 3 (8,9)        C=3rd 6 weeks (C,2,9)
             3=Qtr 3 (3,5,9)                           D=4th 6 weeks (D,5,9)
             4=Qtr 4 (4,5,9)                           E=5th 6 weeks (E,5,9)
             5=Sem 2 (5,9)                             F=6th 6 weeks (F,5,9)

        ENTER=Validate, F8=Copy Option, F16=Exit
```

_____

IMPORTANT
The Grade Period Calendars are entered for the current school year only. When it's time to set up the Grade Period Calendars for the next school year, simply type over the entries from the previous school year.

After selecting F17 from the SYSTEM ADMINISTRATOR'S MENU (Figure 1), the
CODE FILE MAINTENANCE FOR ESL SYSTEM FIND screen (Figure 1-17A) is displayed.

```
                          Code File Maintenance
                                  for
                               ESL System


                               Type: _
                               Code: ____

                 Valid TYPE codes:
                        C=Classroom Adaptations/Modifications
                        L=Language
                        G=Goals/Objectives

   CODES are user-definable.  When a TYPE is first entered, the code must be
   left blank, and a description must be entered to define the purpose of the
   TYPE.  After the blank CODE is defined, specific alpha/numeric CODES can be
   entered.

   TYPEs and CODEs must be defined here for the entire district, and cannot be
   defined separately for each individual school, due to students transferring
   between schools.


    ENTER=Position File   F2=First   F5=Next   F11=Add Mode   F15=Print   F16=Exit
                                 ** Find Mode **                                   ■
```

Figure 1-17A. CODE FILE MAINTENANCE FOR ESL SYSTEM FIND SCREEN

There are three types of ESL codes: C, L, & G. Each type must first be defined
with the "Code" field left blank. After the blank CODE is defined, specific
alpha/numeric CODES can be entered.

Press F15 from this screen to print the ESL Code File. This listing will be
processed and have a spool file name of "ESLCODES".

To add entries, select F11. The CODE FILE MAINTENANCE FOR ESL SYSTEM ADD screen
(Figure 1-17B) is displayed.

```
┌─────────────────────────────────────────────────────────────────────────┐
│                        Code File Maintenance                              │
│                                for                                        │
│                             ESL System                                    │
│                                                                           │
│                                                                           │
│                 Type: _                                                   │
│                 Code: ____          (Leave Code blank to define TYPE field!)│
│    Short Description: _____                                     │
│     Long Description: _____                        │
│ Extended Description:                                                     │
│ _____  │
│                                                                           │
│ The 'Long Description' and the 'Extended Description' will default to the  │
│ 'Short Description' if left blank.                                         │
│                                                                           │
│             Valid TYPE codes:                                             │
│                   C=Classroom Adaptations/Modifications                   │
│                   L=Language                                              │
│                   G=Goals/Objectives                                      │
│                                                                           │
│                                                                           │
│                                                                           │
│          ENTER=Add Record    F16=Return to Previous Screen                │
│                        ** Add Mode **                              █       │
└─────────────────────────────────────────────────────────────────────────┘
```

Figure 1-17B. CODE FILE MAINTENANCE FOR ESL SYSTEM ADD SCREEN

Enter the information based on the data entry requirements below:

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

TYPE   Required. Valid entries are as follows:
                          C = Classroom Adaptations/Modifications
                          L = Language
                          G = Goals/Objectives

CODE   Required (for all except when defining the Type). Codes can be any
                  combination of up to 4 letters, numbers or special characters.

SHORT   Required. A brief description of the ESL code. (15 A/N)
DESCRIPTION

LONG   Optional. A long description of the ESL code. The 'Long
DESCRIPTION   Description' will default to the 'Short Description' if left
                  blank. (60 A/N)

EXTENDED   Optional. A longer description of the ESL code. The 'Extended
DESCRIPTION   Description' will default to the 'Short Description' if left
                  blank. (60 A/N)

Press ENTER to add the record or press F16 to return to Find Mode.

To display a record, key in the type and code and press ENTER. The CODE FILE
MAINTENANCE FOR ESL SYSTEM DISPLAY screen (Figure 1-17C) will be displayed.

```
┌─────────────────────────────────────────────────────────────────────┐
│ █                      Code File Maintenance                         │
│                               for                                   │
│                            ESL System                               │
│                                                                     │
│                                                                     │
│                  Type: C                                            │
│                  Code:                  (Leave Code blank to define  │
│                                          TYPE field!)               │
│        Short Description: Classrm Ad/Mod                            │
│         Long Description: Classroom Adapt/Modifications             │
│      Extended Description:                                          │
│        Classroom Adaptations/Modifications                         │
│                                                                     │
│  The 'Long Description' and the 'Extended Description' will default  │
│  to the 'Short Description' if left blank.                          │
│                                                                     │
│                  Valid TYPE codes:                                  │
│                        C=Classroom Adaptations/Modifications        │
│                        L=Language                                   │
│                        G=Goals/Objectives                           │
│                                                                     │
│                                                                     │
│                                                                     │
│   F2=First   F5=Next   F9=Modify Record   F11=Add Mode   F12=Delete  │
│                                                           F16=Exit  │
│                         ** Display Mode **                          │
└─────────────────────────────────────────────────────────────────────┘
```

Figure 1-17C. CODE FILE MAINTENANCE FOR ESL SYSTEM DISPLAY screen

Pressing F2 will take you to the first record on file. F5 will take you to the next record on file. If F9 is selected to modify the record, the CODE FILE MAINTENANCE FOR ESL SYSTEM MODIFY screen (Figure 1-17D) will be displayed.

91

```
                      Code File Maintenance
                             for
                         ESL System


                 Type: C
                 Code:              (Leave Code blank to define TYPE field!)
     Short Description: Classrm Ad/Mod
      Long Description: Classroom Adapt/Modifications
  Extended Description:
     Classroom Adaptations/Modifications
  _____
 The 'Long Description' and the 'Extended Description' will default to the
 'Short Description' if left blank.


                 Valid TYPE codes:
                     C=Classroom Adaptations/Modifications
                     L=Language
                     G=Goals/Objectives




          ENTER=Modify Record         F16=Return to Display
                     ** Modify Mode **                          █
```

Figure 1-17D. CODE FILE MAINTENANCE FOR ESL SYSTEM MODIFY SCREEN

Key in the changes following the data entry requirements and press ENTER, you
will be returned to the Display Mode screen.

To delete a record press F12. The CODE FILE MAINTENANCE FOR ESL SYSTEM DELETE
screen (Figure 1-17F) will be displayed.

```
┌──────────────────────────────────────────────────────────────────────┐
│ ■                        Code File Maintenance                         │
│                                  for                                   │
│                              ESL System                                │
│                                                                        │
│                                                                        │
│                  Type: C                                               │
│                  Code:                (Leave Code blank to define TYPE field!) │
│        Short Description: Classrm Ad/Mod                               │
│         Long Description: Classroom Adapt/Modifications                │
│     Extended Description:                                              │
│        Classroom Adaptations/Modifications                            │
│                                                                        │
│  The 'Long Description' and the 'Extended Description' will default to the │
│  'Short Description' if left blank.                                    │
│                                                                        │
│                   Valid TYPE codes:                                   │
│                         C=Classroom Adaptations/Modifications          │
│                         L=Language                                    │
│                         G=Goals/Objectives                            │
│                                                                        │
│                                                                        │
│                                                                        │
│                ENTER=Delete Record       F16=Return to Display         │
│                          ** Delete Mode **                             │
└──────────────────────────────────────────────────────────────────────┘
```

Figure 1-17F. CODE FILE MAINTENANCE FOR ESL SYSTEM DELETE SCREEN

Press ENTER to delete the record or press F16 to cancel the deletion.

After selecting F20 from the SYSTEM ADMINISTRATOR'S MENU (Figure 1), the
MAINTAIN ATHLETIC CODE FILE SELECTION screen (Figure 1-20A) is displayed.

```
                        Maintain Athletic Code File



            Show only this code: _ (blank for all)

            Show only this school: ___ (blank for all)













    ENTER=Continue, F15=Print File, F16=Exit                              ▊
```

Figure 1-20A. MAINTAIN ATHLETIC CODE FILE SELECTION SCREEN

Enter a specific athletic and/or school code to start at a particular place in
the file. Leave both fields blank to start at the beginning. Press ENTER. The
MAINTAIN ATHLETIC CODE FILE screen (Figure 1-20B) is displayed.

Pressing F15 gives you the option of printing your Athletic Code File from this
screen. The spool file name is ATHLCODE and will have an 80-character override.

NOTE: This file is used for reporting Athlete absences to coaches on the 2ND
PERIOD ABSENCE REPORT (F6-8-1).

```
┌─────────────────────────────────────────────────────────────────────────┐
│                                                                           │
│                      Maintain Athletic Code File                          │
│                                                                           │
│           Athletic                                                        │
│  School    Code    Coach's Name  Short Desc    Description of Sport   Room │
│   C11       A      Adams         Girls BB   Girls Basketball          S GYM│
│   C11       B      Boyer         Boys Swim  Boys Swimming             POOL │
│   C11       C      Collins       Volleyball Volleyball                E GYM│
│   C22       A      Allen         Girls BB   Girls Basketball          S GYM│
│   C22       B      Baker         Boys Swim  Boys Swimming             POOL │
│   C22       C      Connor        Volleyball Volleyball                E GYM│
│   C34       A      Akers         Girls BB   Girls Basketball          S GYM│
│   C34       B      Bowen         Boys Swim  Boys Swimming             POOL │
│   C34       C      Caddish       Volleyball Volleyball                E GYM│
│   ___       _      _____    _____ _____   _____│
│   ___       _      _____    _____ _____   _____│
│   ___       _      _____    _____ _____   _____│
│   ___       _      _____    _____ _____   _____│
│   ___       _      _____    _____ _____   _____│
│   ___       _      _____    _____ _____   _____│
│                                                                           │
│                                                                           │
│  End of file has been reached                                             │
│  ENTER=Update & Next, F5=Next, F18=Previous, F16=Exit              █       │
└─────────────────────────────────────────────────────────────────────────┘
```

Figure 1-20B. MAINTAIN ATHLETIC CODE FILE SCREEN

Enter the information based on the data entry requirements below:

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

SCHOOL CODE   Required. Enter a valid 3-character school code. (3 A/N)

ATHLETIC CODE   Required. Enter a 1-character athlete code. The codes used
                       here should match the user-definable codes being entered in
                       the "Athlete Indicators" field available on a student's
                       Miscellaneous Data Screen (F8-8-21) or in Data Base Management
                       (F8-17, field # 45). (1 A/N)

COACH'S NAME   Required. Enter the name of the coach for the sport being
                       defined here. (10 A)

SHORT DESC   Required. Enter a short description for this sport. (10 A/N)

DESCRIPTION OF   Required. Enter a longer description for this sport. (30
SPORT   A/N)

ROOM   Required. Enter a room number for the coach associated to
                       this sport. (6 A/N)

Press ENTER to add/modify the Athletic Code File. A blank MAINTAIN ATHLETIC
CODE FILE screen will then be presented. Press F18 to view the previous screen.
F18 will not take you back past your original screen. Press F5 to go to the
next screen without updating. As always, press F16 to exit.

After selecting F21 from the SYSTEM ADMINISTRATOR'S MENU (Figure 1), the
PROGRAM EVALUATION CODE FILE MAINTENANCE FIND screen (Figure 1-21A) is
displayed.

```
                        Code File Maintenance
                                for
                        Program Evaluation System


                              Type: _
                              Code: _____

               Valid TYPE codes:
                     E=Evaluation Codes
                     X=Exit Codes


 CODES are user-definable.  When a TYPE is first entered, the code must be
 left blank, and a description must be entered to define the purpose of the
 TYPE.  After the blank CODE is defined, specific alpha/numeric CODES can be
 entered.

 TYPEs and CODEs must be defined here for the entire district, and cannot be
 defined separately for each individual school, due to students transferring
 between schools.


  ENTER=Position File   F2=First    F5=Next    F11=Add Mode   F15=Print   F16=Exit
                              ** Find Mode **
```

Figure 1-21A. PROGRAM EVALUATION CODE FILE MAINTENANCE FIND SCREEN

There are two types of Program Evaluation codes: E, & X. Each type must first
be defined with the "Code" field left blank. After the blank CODE is defined,
specific alpha/numeric CODES can be entered.

Press F15 from this screen to print the defined Program Evaluation Codes. The
spool file will have a name of PGMCODES.

To add entries, select F11. The PROGRAM EVALUATION CODE FILE MAINTENANCE ADD
screen (Figure 1-21B) is displayed.

```
                           Code File Maintenance
                                    for
                           Program Evaluation System


                   Type: _
                   Code: _____         (Leave Code blank to define TYPE field!)
        Short Description: _____
         Long Description: _____
     Extended Description:
     _____

     The 'Long Description' and the 'Extended Description' will default to the
     'Short Description' if left blank.


                     Valid TYPE codes:
                           E=Evaluation Codes
                           X=Exit Codes




                  ENTER=Add Record     F16=Return to Previous Screen
                             ** Add Mode **                              ▮
```

Figure 1-21B. PROGRAM EVALUATION CODE FILE MAINTENANCE ADD SCREEN

Enter the information based on the data entry requirements below:

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

TYPE   Required. Valid entries are as follows:
                        E = Evaluation Codes
                        X = Exit Codes

CODE   Required (for all except when defining the Type). Codes can be any
                 combination of up to 6 letters, numbers or special characters.

SHORT   Required. A brief description of the Program Evaluation code.
DESCRIPTION (15 A/N)

LONG   Optional. A long description of the Program Evaluation code. The
DESCRIPTION 'Long Description' will default to the 'Short Description' if left
                 blank. (60 A/N)

EXTENDED   Optional. A longer description of the Program Evaluation code. The
DESCRIPTION 'Extended Description' will default to the 'Short Description' if
                 left blank. (60 A/N)

Press ENTER to add the record or press F16 to return to Find Mode.

To display a record, key in the type and code and press ENTER. The PROGRAM
EVALUATION CODE FILE MAINTENANCE DISPLAY screen (Figure 1-21C) is displayed.

```
                        Code File Maintenance
                                for
                       Program Evaluation System


                   Type: E
                   Code:              (Leave Code blank to define TYPE field!)
        Short Description: Eval Codes
         Long Description: Evaluation Codes
     Extended Description:
        Evalation Codes for Program Evaluation Module

 The 'Long Description' and the 'Extended Description' will default to the
 'Short Description' if left blank.

                       Valid TYPE codes:
                             E=Evaluation Codes
                             X=Exit Codes




  F2=First    F5=Next    F9=Modify Record   F11=Add Mode   F12=Delete   F16=Exit
                           ** Display Mode **                               ▮
```

Figure 1-21C. PROGRAM EVALUATION CODE FILE MAINTENANCE DISPLAY SCREEN

Pressing F2 will take you to the first record on file. F5 will take you to
the next record on file. If F9 is selected to modify the record, the PROGRAM
EVALUATION CODE FILE MAINTENANCE MODIFY screen (Figure 1-21D) is displayed.

```
                        Code File Maintenance
                               for
                      Program Evaluation System


                  Type: E
                  Code:              (Leave Code blank to define TYPE field!)
        Short Description: Eval Codes
         Long Description: Evaluation Codes
     Extended Description:
        Evalation Codes for Program Evaluation Module

 The 'Long Description' and the 'Extended Description' will default to the
 'Short Description' if left blank.

                  Valid TYPE codes:
                        E=Evaluation Codes
                        X=Exit Codes




              ENTER=Modify Record        F16=Return to Display
                        ** Modify Mode **
```

Figure 1-21D. PROGRAM EVALUATION CODE FILE MAINTENANCE MODIFY SCREEN

Key in the changes following the data entry requirements and press ENTER, you
will be returned to the Display Mode screen.

To delete a record press F12. The PROGRAM EVALUATION CODE FILE MAINTENANCE
DELETE screen (Figure 1-21F) is displayed.

```
┌─────────────────────────────────────────────────────────────────┐
│ ■                     Code File Maintenance                       │
│                               for                                 │
│                      Program Evaluation System                    │
│                                                                   │
│                                                                   │
│                 Type: E                                           │
│                 Code:              (Leave Code blank to define TYPE field!) │
│       Short Description: Eval Codes                               │
│        Long Description: Evaluation Codes                         │
│     Extended Description:                                         │
│       Evalation Codes for Program Evaluation Module              │
│                                                                   │
│  The 'Long Description' and the 'Extended Description' will default to the │
│  'Short Description' if left blank.                               │
│                                                                   │
│                    Valid TYPE codes:                             │
│                          E=Evaluation Codes                      │
│                          X=Exit Codes                            │
│                                                                   │
│                                                                   │
│                                                                   │
│             ENTER=Delete Record        F16=Return to Display     │
│                        ** Delete Mode **                         │
└─────────────────────────────────────────────────────────────────┘
```

Figure 1-21F. PROGRAM EVALUATION CODE FILE MAINTENANCE DELETE SCREEN

Press ENTER to delete the record or press F16 to cancel the deletion.

The District/School Code should be formatted as follows:

>DSS, where D represents the school district and SS represents each school.

>Example: E = Xavier Community School Corp.

>SS represents a 2-character code for each school.

>Example: 11 = High School

Normally, the first character represents the level, (1 = high school, 2 = middle school, 3 = elementary) and the second character represents the building.