

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

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

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

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

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

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

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

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

SWITCH
COLUMNS

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

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

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

LOG OFF
WARNING

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

* * * W A R N I N G * * *

You have selected the option to logoff.

Press F12 if you really want to logoff.

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

Figure 23A. LOGOFF WARNING SCREEN

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

APPENDIX A

**SUMMER SCHOOL PROCESSING
MULTIPLE SESSIONS
(Continued)**

Printing Mark Scan Sheets for each session:

When printing scan sheets for session 1, go into the Current Year Course Master File Data Base Management field #9 (Course Graded) and enter a "N" for all the session 2 courses so that a scan sheet is not printed for any session 2 summer school course. After printing the scan sheets, go back into the same field and enter a "Y". When printing scan sheets for session 2, go into the Current Year Course Master File Data Base Management field #9 (Course Graded) and enter a "N" for all the session 1 courses so that a scan sheet is not printed for any session 1 summer school course. IMPORTANT: Be sure to process the grades for session 1 before printing the scan sheets for session 2. After printing the scan sheets, go back into the same field and enter a "Y".

You can use the Current Year Course Master File Data Base to update the courses for summer school using the course masking to select courses either by the course number or periods of the day.

Be sure to enter a term code of "S" for summer school.

CHS

CURRENT YEAR

Course Master File Data Base Management

Number of field to be updated: & optionally mask any of the following items:

Course #: 1

Grade:

Teacher #:

(F15=Help for teachers)

Period: 01 02

Term(s): S

Lunch: (to select any course with a lunch designation, enter **)

- | | |
|---|---------------------------------|
| 1. Alternate Title | 11. Is Course a Solid Subject? |
| 2. Teacher Assignment | 12. Is Course an Honors Course? |
| 3. Room Assignment | 13. Class & Text Fees |
| 4. Term Code and Periods | 14. Days of the Week |
| 5. Lunch Assignments | 15. Class Linkage |
| 6. Seats Filled | 16. Term Exclusion |
| 7. Opt/Max Seats | 17. Sex/Grade Restrictions |
| 8. Credit per Final Grade | 99. Exit to next set of fields |
| 9. Course Graded (generate scan sheet)? | |
| 10. Course Included in GPA/Honor Roll? | |

ENTER=Continue, F16=Exit, F22=Exit to Display/Update Course Master File

Figure 4-22A. COURSE MASTER DATA BASE MANAGEMENT SCREEN

APPENDIX A
PROCESSING SUMMER SCHOOL FEES

Follow the steps outlined below to process summer school fees.

1. Enter summer school courses on current year course title file and then in course master, if not already defined.
2. Enter summer school fees while entering the courses in step 1, or separately using Data Base Management, F4-22, field #13 (optional) and F4-23, field #6 (required). When using F4-22, delimit term = S for easier entry. **IMPORTANT:** Enter the summer school fees into the Semester 1 fee fields.
3. Add these fee amounts to the fee description file (F11-5-19). Select term code "S".
4. In F11-10-2, load summer school fees (semester = 3).
5. Verify amounts by printing the List of Fees Due, F11-8-9. Select semester 3 only, if desired.
6. Letters (F11-8-11) and fee statements (F11-8-14) can be produced for summer school only, if desired.
7. Optionally, transfer your summer school courses to your next year files in mass using the option to "Copy Certain Courses from 'Current' to 'Next'" (F12-14-7).

APPENDIX B

SAMPLE WITHDRAWAL CODES

GR Graduation from High School
H Student to Homebound
W1 Transfer out of district
W2 Transfer to Public School out of District
W3 Transfer to Private School
W4 Unable to Locate
W5 Moved (Whereabouts Unknown)
W6 Institutional Placement
W7 Military Enlistment
W8 Deceased
WA Dropout
WB No-Show
WC Withdraw to Correct Enrollment Error
WF Parent/Emancipated Student Initiate
WG School Initiated (Non-Disciplinary)
WK Expulsion
WL Short Term Suspension (1-5 School Days)
WM Long Term Suspension (6-20 School Days)
WN Long Term Suspension (21-90 School Days)
WP Emergency Expulsion
WR Administrative Removal (Disciplinary)
WS Administrative Removal (Truancy/Non-Attendance)
WT Transfer to School in District
WV Parent Initiated Transfer in District
WW School Initiated Transfer (Disciplinary)
WZ School Initiated Transfer (Non-Disciplinary)

APPENDIX C

<u>SAMPLE</u>		<u>TRANSCRIPT</u>
<u>DEPARTMENT CODES</u>		<u>SEQUENCE</u>
0	No Mark, No Credit Courses, (Excused, Study Hall)	00
3	Community Services	05
4	Distributive Education	16
5	Language Development	09
7	Health Education	13
8	Agricultural Education	14
9	Home and Family Life Education	12
A	Art	10
B	Business Education	08
C	Science	04
D	Reading	07
E	English/Language Arts	01
F	Foreign Language	06
H	Social Studies	03
I	Industrial Arts	17
L	Spelling	05
M	Mathematics	02
N	Music	11
O	Diversified Occupations	20
P	Physical Education	23
R	Health Occupations and Work Experience	24
S	Special Education	25
T	Technology	18
V	Vocational Safety Education	21
W	Alternative School	26
Y	Specials: IS, Cadets, Prev Strategy	22
Z	Traffic Safety Education	19

APPENDIX D - HOW TO CREATE A COURSE NUMBER

EXAMPLE: C371R0

When you create a new course number, there are a few guidelines to follow:

1. The first character of the course number must represent a valid department code (please refer to Appendix C). These codes designate certain subject areas to enable you to quickly identify the subject area of the course number. In creating the above course number, the letter C was used to designate mathematics' course.
2. The next three numbers can be chosen at random. If you want the next three numbers to correspond to the number used in the scheduling process for course selection, then you should make sure that no two courses have the same three digit number, regardless of the first number or letter.
3. The last 2 characters may have some significance to the course, grade, team, or semester to which it is assigned, as desired by the individual schools. In the above example, "R" (the fifth character) represents a "Regular" course; "S" could represent "Special Ed", or "L" could represent "Learning Disabled". (RDS recommends against using a letter in this position because of having to switch between numbers and letters when entering a course number. However, many school districts do use a letter in this position).

APPENDIX E

AS/400 PRINTER OVERRIDES

All other functions default to the user's profile

HIGH SPEED

F2-1-7, 8
F2-9-7, 11, 13
F5-11-18
F5-12-10
F5-12-18, 19
F5-13-5, 6, 7, 8, 9, 10, 11, 17
F5-14-8
F6-8-1, 2, 3, 4, 5, 12, 18
F8-9-1, 2, 3, 4
F9-7
F9-8, 9, 10, 11, 12, 13
F11-8-1, 8, 9, 13, 14
F11-14-1
F12-1-7, 8
F12-12-19, 20, 9
F12-13-22
F12-13-9-3, 6, 9, 10, 11, 12, 13
F12-20-1, 2, 3
F13-1-7, 8
F13-9-3, 9, 10, 11, 12, 13
F13-13-9-6
F13-13-22
F13-20-1, 2, 3
F17-8-1
F17-8-2
F17-8-3
F17-8-4
F17-8-5

DESK SIDE

F5-5
F5-10
F5-11-24
F6-2
F6-8-8
F6-9, 10
F6-12-1, 4
F8-1
F8-2
F8-7-1
F8-8
F8-9-6
F11-2
F11-8-10, 11,12
F12-13-12
F12-13-21
F13-1-4
F13-13-12

APPENDIX F

Ethnic_Code

- 1 - American Indian or Alaska Native
- 2 - Black or African American
- 3 - Asian
- 4 - Hispanic
- 5 - White
- 6 - Multi-Racial
- 7 - Native Hawaiian or other Pacific Islander

APPENDIX G

Term Codes

<u>COURSE MASTER</u> <u>TERM CODES</u>	<u>SCHEDULING TERMS = 03</u> <u>TERM CODES</u>	<u>SCHEDULING TERMS = 17</u> <u>TERM CODES</u>	
0 = 1st Quarter	01 = Semester 1	01 = Qtr 1	11 = Qtr 1+4
1 = 2nd Quarter	02 = Semester 2	02 = Qtr 2	12 = Qtr 2+4
2 = 1st Semester	03 = All Year	03 = Sem 1	13 = Qtr 1+2+4
3 = 3rd Quarter		04 = Qtr 3	14 = Sem 2
4 = 4th Quarter		05 = Qtr 1+3	15 = Qtr 1+3+4
5 = 2nd Semester		06 = Qtr 2+3	16 = Qtr 2+3+4
8 = 3rd Semester		07 = Qtr 1+2+3	17 = All Year
9 = All Year		10 = Qtr 4	
S = Summer - 4th Sem			

- * A = 1st six weeks
- * B = 2nd six weeks
- * C = 3rd six weeks
- * D = 4th six weeks
- * E = 5th six weeks
- * F = 6th six weeks

* These codes are not valid for use with the scheduler but may be used for exploded courses after scheduling.

APPENDIX H

How to Add a New School

1. ESTABLISHING THE INITIAL EMPTY FILES FOR THE NEW SCHOOL:

From the "Business Applications Master Menu", select F21, "System Installation Menu". From the "System Installation Menu", select F7 to "Create Initial Individual School Student Record Files". The system will ask for the new school ID# and then for file sizes. ONLY WANG HARDWARE USERS need to be concerned with being precise on the file sizes. All other hardware users can use the default file sizes shown on the screen. Press ENTER to create the files. When completed, exit to the "Business Applications Master Menu", then select F7 for the "Student Records (K12) System Master Menu".

2. ESTABLISHING SECURITY FOR THE NEW SCHOOL:

From the "Student Records (K12) System Master Menu, select F1 for "System Administrator's Menu". Then, select F1 to set up access rights for one or more users for the new school. As soon as this step is completed, the system will know that the new school's data files will need to be included in the next backup. (Do not do this step prior to step 2 or else when the next backup is run, it will be looking for the new school's files and will not be able to find them! You will have an error on your backup.) When finished, return to the "System Administrator's Menu". If you accidentally go all the way back to the "Student Records (K12) System Master Menu", select F1 to return to the "System Administrator's Menu".

How to add a new school (con't)

- 5. **DEFINE THE ATTENDANCE AND DISCIPLINE "CONTROL" INFORMATION:**
From the "Student Records (K12) System Master Menu, select F6 for "Attendance and Discipline Menu". Then, select F18 to enter the Attendance and Discipline control information for the new school. Refer to section 6-18 of this guide for further information. After entering the school's attendance control information, (and pressing ENTER twice!), you will be returned to the "Attendance and Discipline Menu". Then select F16 to return to the "Student Records (K12) System Master Menu.

- 6. You are now ready to build the records to define your new school. Teachers, course titles, course master, and students can now be entered!

How to Delete a School

Due to the possible consequences of automating this function, you will need to contact an RDS support representative for assistance.

APPENDIX J

How to Set up January Graduates so that they will be included in 8th Semester Ranking.

1. Define a "January Graduate" course on the Course Title File, section 4-5. The course number's 1st character should be a non-graded department code and does not have to be 0 as shown in this example. The Scan Sheet Number should be assigned according to your own needs and does not have to be 111 as shown in the example. All other fields should be completed as shown. Ignore the "Number of Seats Requested" area at the bottom of the screen.

```
CHS                                CURRENT YEAR COURSE TITLE FILE
Course Number: 0JANGR                Scan Sheet Number: 1996(0001/9999)
                                     Required/Elective/Low Priority: E (R/E/L)
Title: JAN_GRAD                      Course Designation: _ (Basic, etc.)
      JANUARY_GRADUATE                DOE-CP Subject: _____
                                     Textbk Workbk Consum   Textbk Workbk Consum
Credit per final gr: .00  S1: .00 .00 .00  S2: .00 .00 .00
                                     TBA S1: .00 .00 .00  S2: .00 .00 .00
Team: _____
                                     Sex Low High   Graded   GPA   Honor Roll   Honors   Solid
Course Restrictions: _____ 12 12         N     Y         N         N         N
Course Forced for:   - _____ _____
Print Scan Sheet for: _____ Type: _(Q=Qtr/S=Sem/Y=Yr/6=6wks/X=Sum/blank)
----- FOR POTENTIAL CONFLICT -----
Include on Conflict Matrix? _(Y/N)          Term: _____          Sections: _____
If the course is flagged to appear on the conflict matrix, a term code must be
entered. The number of anticipated 'Sections' is optional, but is very helpful
when it appears on the Conflict Matrix report.
----- NUMBER OF SEATS REQUESTED -----
# Requests: _____ Plus Sem 1 Req: _____ Plus Sem 2 Req: _____ TOTAL: 0

ENTER=Validate, F4=Scan Search, F6=Scan Plug, F16=Exit
```

Figure 4-5. COURSE TITLE SCREEN

2. Define a course section for term 5 with the beginning and ending periods reflecting the range of periods in a day appropriate for your school (01-07 as shown is not required). The Opt and Max seats can be the number of January graduates. It is very important to set the Graded, GPA, HR, Honors, and Solid indicators as shown.

APPENDIX J

How to Set up January Graduates so that they will be included in 8th Semester Ranking. (cont'd)

```

CHS                Current Year Course Master File (KCRSFILE)
Course #: 0JANGR  Section #: 01  Title:  JAN GRAD Alternate Title: JANUARY GR
Teacher #:  50   Name: CARMICAEL      Room Bldg: HHS  Room: OFFI
                -----Class Fees-----TBA-----
Term  Beg Prd   End Prd   Lunch   Textbk Workbk Consum Textbk Workbk Consum
 5     01      07      ___    S1: _____
Seats                                     S2: _____
Filled Plus Plus                                     G H S
Entire Sem 1 Sem 2 Opt. Max. Credit per ---DOE-CP--- G P H o o
Term  Only  Only  Seats Seats  Final Gr MTWRFS  Subj Lv Tchr  r A R n l
013 000 000 013 013      _____ XXXXXX _____   N  Y  N  N  N
-----Class Linkage-----
                Link      Course      Section      Code      Term
                Code      linked to   linked to   linked to   Exclusion
                - - - - -
-----Section Restrictions-----
                Low  High  Ability  Ability
                Sex  Grade Grade  From    To    Location  Time
                -   12 12      -     -     -         -   Scan #: _____

ENTER=Val, F1=Next, F9=Allow sec# chng, F12=Delete, F15=Tchr help, F16=Reenter
    
```

Figure 4-1. COURSE MASTER SCREEN

NOTE: Trimester Schools will need to do steps 1 & 2 a second time to create a second course number. The course master record will need to have a term code of 8 (third semester).

3. Add the January Graduate Course(s), to the schedule screen (Figure 8-8-4A) for those students who are early graduates. If the student has a 1st semester schedule, it does not have to be removed.

```

8040026 Nm: Aboutme, Mary A Nick: _____ Last Upd: 02 12 08
C11 E M Gr: 11 HR: 148A Tm: 05 FTE: 1.00 Ent: F Sx: F Eth: 4 BD: 06 21 86
Addr: 123 Cherry St. Ap/Lt: _____ RR _____ Bx: _____ ED: 03 09 00
      Cty: Crown Point IN 46307 Tchr: 512 BUCK WD: _____
      Parent: Aboutme, Paul Couns: 4 CLUNE OD: 03 09 00
Trm Phon: 219 662 1234 Unl: N Bus: 038 Lckr: C21563 *Notes* Com: 30 16 38
- Course Sc I Title Prd Tm Tchr Max Sm1 Sm2 Lo Hi Fee TBR
01 I08070 01 2 T.Draw.1-2 01 S1 BRADSH 026 014 013 09-12 22.58
02 JANGRD 01 - Grad 1st 01-07 S2 AUSTGE 020 000 003 12-12
03 Z99030 01 - Grad 2nd 01-07 S3 JAN GR 070 000 028 09-12
04 B03260 01 2 C/C++ Prog 02 S1 BEARD 024 023 022 09-12 3.50 4.28
05 C12530 03 2 New Title 03 S1 TRIPPE 030 030 030 09-12 5.00 6.17
06 F05110 04 2 German 2 04 S1 ROSENB 030 024 023 09-12 3.75 11.78
07 E04090 12 2 Eng 10 R 06 S1 KAPITA 030 023 022 10-12 .75 13.32
08 G06010 07 - Health 07 S1 SMITH 035 033 000 09-12 5.00 20.32
09 G11090 05 2 BST Boys 07 S1 AUSTGE 030 034 031 09-12 8.00
10 _____
11 _____
12 _____
13 _____
14 _____
15 _____
ENTER=Validate F1=Lckr F2=Print Sched F4 F5 F6 F7 F8 F9 F10 $ 48.58 55.87
F12=Crse Mstr F11 F13 F14 F15 F17 F19 F20 F21 F22 F23 F24 F16 F18=Help X X
    
```

Figure 8-8-4A. STUDENT SCHEDULE SCREEN

APPENDIX J

How to Set up January Graduates so that they will be included in 8th Semester Ranking. (cont'd)

6. When you run the Rank/GPA (F5-13-5) for 2nd semester, the January graduates will have a zero (0.00000) GPA for current semester, but will have their 7th-semester cumulative GPA for their 8th-semester cumulative ranking. The District Control Screen 2 should have a "Y" in answer to the question "Include withdrawn students in ranking if any grades for term?" to have the January graduates included in the ranking.
7. You will also need to withdraw (F8-8-2) your January Graduates as of the last day of the first semester **after** the Mass Update for January Graduates process has been completed.

APPENDIX K
Report_Formats

This option is available in the following functions:

Athletic Eligibility	F5-13-18
2nd Period Absence Report	F6-8-1
Absence Reason Attendance Report	F6-8-4
Attendance History Report	F6-8-5
Student Roster	F9-4
Student Labels	F9-5

You have the option of defining a new report, or loading the parameters from a previously defined report.

Loading a Format:

The F11 option to "Load Format" will be available on the first screen presented to you when you go into one of the functions that has format capabilities. The top of the ATHLETIC ELIGIBILITY REPORT SELECTION SCREEN 1 is shown below as an example. Press F11 to load the parameters from a previously defined report.

```
C11                ATHLETIC ELIGIBILITY
Format: 0000  No report format loaded.  F11=Load format.  F12=Format help.
```

SAMPLE OF F11 OPTION TO LOAD FORMAT

The "Format" field will be opened for entry. If you know the format number, enter the number and press ENTER. The desired format will be loaded.

If you do not know the format number, press F12 to display the SEARCH FOR SAVED REPORT FORMATS screen.

```
C11                Search for Saved Report Formats
```

```
Enter user I.D. to limit selections or leave blank to view all:
```

BGS

```
Enter report number, or leave blank to start at beginning:
```

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

SEARCH FOR SAVED REPORT FORMATS SCREEN

Enter the I. D. of the user whose saved report formats you want to access or leave this field blank to view all saved formats. Enter the report number you want to start with or leave this field blank to start at the beginning of the file. Press ENTER to display the SAVED REPORT FORMATS SELECTION screen.

APPENDIX K

Report Formats
(Continued)

C11

Saved Report Formats

Report			Date	Last
F No.	Report Description	Usr	Created	Modified
1	1 Weekly tardy report	BGS	10-11-96	12-20-02
2	2 Weekly Tardy Report	BGS	10-11-96	10-11-02
3	3 Detailed Absence Report - Minimum 5 Absences	BGS	12-26-96	12-26-02
4	4 Summary Absence Report - Minimum 5 Absences	BGS	12-26-96	12-26-02

ENTER=More, F1-15=Select Particular Format, F24=Switch to Delete Mode, F16=Exit

SAVED REPORT FORMATS SELECTION SCREEN

Press ENTER to see the next page of saved formats, if available. Press the function key that corresponds to the desired report description to automatically load that format.

Creating a Format:

If you have created a new report definition, the SAVING REPORT FORMATS screen will be displayed after you have pressed ENTER on the last data entry screen.

C11

Saving Report Formats

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

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

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

ENTER=Continue, F16=Return to previous screen

SAVING REPORT FORMATS SCREEN

Answer "N" no, or "Y" yes, to the question "Save this report definition?" If you are saving a new definition, enter a complete description on the line available.

APPENDIX K

Report_Formats
(Continued)

C11 Saved Report Formats

	<u>Report</u>		<u>Date</u>	<u>Last</u>	
<u>F</u>	<u>No.</u>	<u>Report_Description</u>	<u>Usr</u>	<u>Created</u>	<u>Modified</u>
1	1	Weekly tardy report	BGS	10-11-95	12-20-02
2	2	Weekly Tardy Report	BGS	10-11-95	10-11-02
3	3	Detailed Absence Report - Minumum 5 Absences	BGS	12-26-95	12-26-02
4	4	Summary Absence Report - Minimum 5 Absences	BGS	12-26-95	12-26-02

ENTER=More, F1-15=Select Particular Format, F24=Switch to Delete Mode,
F16=Exit

SAVED REPORT FORMATS SELECTION SCREEN

To delete a report format press F24 from the SAVED FORMATS SELECTION SCREEN.
The SAVED REPORT FORMATS DELETE MODE screen will be displayed.

C11 Saved Report Formats
Delete Mode

	<u>Report</u>		<u>Date</u>	<u>Last</u>	
<u>F</u>	<u>No.</u>	<u>Report_Description</u>	<u>Usr</u>	<u>Created</u>	<u>Modified</u>
1	3	Detailed absence report - Minimum 5	BGS	12-26-02	12-26-02

ENTER=More, F1-15>Delete Particular Format, F24=Switch to Select Mode,
F16=Exit

SAVED REPORT FORMATS DELETE MODE SCREEN

Select the corresponding function key of the report format to be deleted and
it will be erased. You have the option of remaining in the delete mode and
deleting more report formats or you may return to the SAVED REPORT FORMATS
SELECTION SCREEN by pressing F24. Press F16 to exit.

**APPENDIX L
RESERVED WORDS**

[ADDRESS] Student's street address. Does not include city, state and zip. (Refer to separate reserved words called [CITY-STATE] and [ZIP].)

[ADDRESS-P1] Parent #1 street address (if blank, home address). Does not include city, state and zip. (Refer to separate reserved words called [CITY-STATE-P1] and [ZIP-P1].)

[ADDRESS-P1X] Parent #1 street address (if blank, nothing). Does not include city, state and zip. (Refer to separate reserved words called [CITY-STATE-P1X] and [ZIP-P1X].)

E980710 Jones, William CHS Gr: 10 Sex: M Last Upd: 09-07-95 <hr/> _____ HOME _____ Phon: 219 222 2222 Addr: 11111 Pineview Dr City: Easton, IN 46116	E Alert: _____ <hr/> _____ DOCTOR/DENTIST/PARENTS_1ST_NAMES _____ Doct: 219 111 1113 Harper Dent: 219 666 9999 Feldner Mom: Mary Dad: Thomas
<hr/> _____ PARENT/GUARDIAN_1 _____ Phon: _____ Name: Jones, Thomas & Mary NP Addr: 8890 Mississippi St City: Merrillville, IN 46410	<hr/> _____ PARENT/GUARDIAN_2 _____ Phon: _____ Name: _____ Addr: _____ City: _____
<hr/> 3 _____ WORK_PHONE_1 _____ Phon: 219 888 7777 Ext: 177 Name: Wal-Mart Rela: Mother	<hr/> 1 _____ WORK_PHONE_2 _____ Phon: 219 555 2121 Ext: _____ Name: Xerox Rela: Father
<hr/> 2 _____ EMERGENCY_CONTACT_1 _____ Phon: 219 111 6666 Ext: _____ Name: Smith, Gwen Rela: Grandma	<hr/> _____ EMERGENCY_CONTACT_2 _____ Phon: _____ Ext: _____ Name: none_listed Rela: _____

ENTER=Val 3=Addr 4=Sch 6=Tr 7=Med 8=WD 9=At 10=C1 11=Di 13/19=Nxt 21=Msc
23=Gui

Figure 8-8-5A. EMERGENCY INFORMATION SCREEN

[AGE] Student's age, as of the date of the letter.

APPENDIX L
RESERVED WORDS

[AREA-C1]...-C4] Type A (program area) - comments lines 1-4

T11 Guidance Codes Maintenance Menu
 Type: A
 Code: SP

Short Desc: Speech Medium Desc: Speech

Long Desc: Speech

Comments: _____

- | | |
|---------------------------------|-----------------------------|
| A = Areas (program areas) | N = Notes |
| C = Contacts (method or person) | P = Participants |
| D = Discussion topics | R = Recipients (of letters) |
| E = Entries (notebook entries) | U = Purpose (of conference) |
| L = Locations | |

ENTER=Add Record F16=Return to Find Mode
 ** Add Mode **

Figure 8-20B. ADD GUIDANCE CODE SCREEN

[AREA-L] Type A (program area) - long description

T11 Guidance Codes Maintenance Menu
 Type: A
 Code: SP

Short Desc: Speech Medium Desc: Speech

Long Desc: Speech

Comments: _____

- | | |
|---------------------------------|-----------------------------|
| A = Areas (program areas) | N = Notes |
| C = Contacts (method or person) | P = Participants |
| D = Discussion topics | R = Recipients (of letters) |
| E = Entries (notebook entries) | U = Purpose (of conference) |
| L = Locations | |

ENTER=Add Record F16=Return to Find Mode
 ** Add Mode **

Figure 8-20B. ADD GUIDANCE CODE SCREEN

APPENDIX L
RESERVED WORDS

[ATT?YYYYC](continued)

Semester_(7-9): 7=first semester, 8=second semester, 9=third semester
 If cumulative semester is requested, it would be the total of prior year attempts plus the total current year attempts through the semester requested.
 For example, cumulative for [ATT79596C] would be 34.50 (prior years + fall 95/96).

95/96 E980710 Jones, Lynda Grad Date: ___ ___ ___
 C11 Grade: 11 HR: C101___ TM: ___ Sex: F Cnsl: MURPHY___ Birth: 01 28 79
 Street: 8890_Mississippi_Street___ Sp Ed: ___ Gifted: ___ Entry: 01 21 92
 City/State: Merrillville, IN___ Zip: 46410___ W/D: ___ ___ ___
 Parent: Jones, Mr. & Mrs.____ SS#: ___ ___ ___ Orig: 01 21 92
 Home Phone: 219 769 7222 Birthplace: _____ Maj: _____

		SEMESTER			
F10=GP	Prior	95/96	95/96	95/96	
	Years	Fall	Spring	Summer	Total
Credits:	25.50	7.00	7.00		39.50
Attempts:	27.50	7.00	7.00		41.50
Points:	70.50	17.00	22.00		109.50
CUR GPA:		2.42857	3.14285		3.14285
CUR Rank:		___	___	___	
CUR Size:		___	___	___	
CUM GPA:	2.56363	2.53623	2.63855	2.63855	2.63855
CUM Rank:		__85	__70	___	
CUM Size:		__192	__188	___	

Enter 'X' to print label(s): _ _ _

ENTER=Validate, F1=Next Year, F12=Delete, F13/19=Next Student, F16=Exit

Figure 5-9B. MARK SEMESTER SUMMARY SCREEN

APPENDIX L
RESERVED WORDS

[BUS1] Bus #1
[BUS2] Bus #2

E980710 Nm: Smith, Elizabeth Gwen Nick: _____ Last Upd: 12 24 97
CHS E M Gr: 11 HR: 302 Tm: FTE: 1.00 Ent: E Sx: F Eth: 5 BD: 06 30 80
Addr: 10000 Applewood Dr Ap/Lt: _____ RR _____ Bx: _____ ED: 01 21 92
 Cty: Elkhart, State: IN Zip: 46516 WD: _____
Parent: Smith, Michael & Katherine Couns: 8122 RONCHETTI OD: 01 21 92
Phone: 219 111 1111 Unl: N Bus: _____ Lckr: 0874 Comb: 19 07 19

	Course	Sc	T	Title	Prd	Tm	Teacher	Bld/Room	MTWRF	Fee	TBR
01	<u>C72803</u>	<u>01</u>	<u> </u>	<u>ALGEBRA II</u>	<u>01</u>	<u>YR</u>	<u>BUCK</u>	<u>CHS 134</u>	<u>XXXXX</u>		<u>7.82</u>
02	<u>542806</u>	<u>01</u>	<u> </u>	<u>ADV COMP</u>	<u>02</u>	<u>S1</u>	<u>ROBERTS</u>	<u>CHS 108</u>	<u>XXXXX</u>	<u>9.04</u>	<u>3.46</u>
03	<u>542806</u>	<u>08</u>	<u> </u>	<u>ADV COMP</u>	<u>02</u>	<u>S2</u>	<u>COCANOWER</u>	<u>CHS 103</u>	<u>XXXXX</u>	<u>9.04</u>	<u>3.46</u>
04	<u>G29603</u>	<u>01</u>	<u> </u>	<u>HUM AN/PHY</u>	<u>03</u>	<u>YR</u>	<u>ROUTHIER, J</u>	<u>CHS 115</u>	<u>XXXXX</u>		<u>18.38</u>
05	<u>D58803</u>	<u>01</u>	<u> </u>	<u>CONCERT CH B</u>	<u>04</u>	<u>YR</u>	<u>DICK</u>	<u>CHS 403</u>	<u>XXXXX</u>		
06	<u>653903</u>	<u>03</u>	<u> </u>	<u>SPANISH IV</u>	<u>05</u>	<u>YR</u>	<u>PARCELL</u>	<u>CHS 142</u>	<u>XXXXX</u>	<u>14.25</u>	
07	<u>H77603</u>	<u>05</u>	<u> </u>	<u>US HISTORY</u>	<u>06</u>	<u>YR</u>	<u>FARRER</u>	<u>CHS 145</u>	<u>XXXXX</u>		<u>7.88</u>
08	<u>H78206</u>	<u>04</u>	<u> </u>	<u>SOCIOLOGY</u>	<u>07</u>	<u>S1</u>	<u>ROUTHIER, S</u>	<u>CHS 148</u>	<u>XXXXX</u>	<u>4.99</u>	<u>3.02</u>
09	<u>003406</u>	<u>14</u>	<u> </u>	<u>STUDYHALL1</u>	<u>07</u>	<u>S2</u>	<u>BECHTEL</u>	<u>CHS CAFE</u>	<u>XXXXX</u>		
10	_____	_____	_____	_____	_____	_____	_____	_____	_____		
11	_____	_____	_____	_____	_____	_____	_____	_____	_____		
12	_____	_____	_____	_____	_____	_____	_____	_____	_____		
13	_____	_____	_____	_____	_____	_____	_____	_____	_____		
14	_____	_____	_____	_____	_____	_____	_____	_____	_____		
15	_____	_____	_____	_____	_____	_____	_____	_____	_____		

ENTER=Val, 1=Lckr 2=Pr Sch 4=HR 5=Em 6=Tr 7=Med 8=WD 9=At 10=C1 \$ 37.32 44.02
11=Dsc 12=CM 13/19=Nxt 14=Ad 15=Coun 17=Ev 18=Hlp 21=Mi 22=TS 23=GN 24=Col X X

Figure 8-8-4A. STUDENT SCHEDULE SCREEN

Appendix L
Reserved Words

(continued)

Semester_(7-9): 7=first semester, 8=second semester, 9=third semester

95/96 E980710 Jones, Lynda Grad Date: ___ ___ ___
 C11 Grade: 11 HR: C101 TM: ___ Sex: F Cnsl: MURPHY Birth: 01 28 79
 Street: 8890 Mississippi Street Sp Ed: ___ Gifted: ___ Entry: 01 21 92
 City/State: Merrillville, IN Zip: 46410 W/D: ___ ___ ___
 Parent: Jones, Mr. & Mrs. SS#: ___ ___ ___ Orig: 01 21 92
 Home Phone: 219 769 7222 Birthplace: ___ ___ ___ Maj: ___

F10=GP	Prior Years	SEMESTER			Total
		95/96 Fall	95/96 Spring	95/96 Summer	
Credits:	25.50	7.00	7.00		39.50
Attempts:	27.50	7.00	7.00		41.50
Points:	70.50	17.00	22.00		109.50
CUR GPA:		2.42857	3.14285		3.14285
CUR Rank:		<u>82</u>	___	___	
CUR Size:		<u>191</u>	___	___	
CUM GPA:	2.56363	2.53623	2.63855	2.63855	2.63855
CUM Rank:		<u>85</u>	<u>70</u>	___	
CUM Size:		<u>192</u>	<u>188</u>	___	

Enter 'X' to print label(s): _ _ _

ENTER=Validate, F1=Next Year, F12=Delete, F13/19=Next Student, F16=Exit

Figure 5-9B. MARK SEMESTER SUMMARY SCREEN

[CNL] Counselor's name (long version)

CHS Maintain Teacher/Counselor Master File

No.	Name	Bldg	Homerm	No.	Employee name (last, first)	Soc	Sec	No.
6637	MORGAN	CHS	106	78511	Morgan, Lorraine	000	00	0000
1378	NYMEYER	CHS	502	46766	Nymeyer, Geoffrey	111	11	1111
1558	PARCELL	CHS	142	76946	Parcell, Elizabeth	222	22	2222
1139	PERRIN	CHS	201	78946	Perrin, Diane	333	33	3333
647	PIPPENGER	CHS	302	46734	Pippenger, Joel	444	44	4444
1442	PYLE, F	CHS	205	67646	Pyle, Frank	555	55	5555
1372	PYLE, T	CHS		15676	Pyle, Thomas	666	66	6666
33	QUEENER	CHS	110	89672	Queener, Roger	777	77	7777
1724	REDMOND	CHS	310	73671	Redmond, Juanita	888	88	8888
6841	RIDER	CHS		48972	Rider, Michael	999	99	9999
1281	ROBERTS	CHS	108	45673	Roberts, Patricia	121	12	1221
9	ROGGEMAN	CHS	203	55567	Roggeman, Pam	131	33	1333

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

Figure 3-1B. MAINTAIN TEACHER/COUNSELOR SCREEN

Appendix L
Reserved Words

[CNO] Counselor's number (4 digits)

CHS Maintain Teacher/Counselor Master File

		Room		Empl.				
<u>No.</u>	<u>Name</u>	<u>Bldg</u>	<u>Homerm</u>	<u>No.</u>	<u>Employee name (last, first)</u>	<u>Soc</u>	<u>Sec</u>	<u>No.</u>
6637	MORGAN	CHS	106	78511	Morgan, Lorraine	000	00	0000
1378	NYMEYER	CHS	502	46766	Nymeyer, Geoffrey	111	11	1111
1558	PARCELL	CHS	142	76946	Parcell, Elizabeth	222	22	2222
1139	PERRIN	CHS	201	78946	Perrin, Diane	333	33	3333
647	PIPPENGER	CHS	302	46734	Pippenger, Joel	444	44	4444
1442	PYLE, F	CHS	205	67646	Pyle, Frank	555	55	5555
1372	PYLE, T	CHS		15676	Pyle, Thomas	666	66	6666
33	QUEENER	CHS	110	89672	Queener, Roger	777	77	7777
1724	REDMOND	CHS	310	73671	Redmond, Juanita	888	88	8888
9	ROGGEMAN	CHS	203	55567	Roggeman, Pam	131	33	1333

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

Figure 3-1B. MAINTAIN TEACHER/COUNSELOR SCREEN

[CNS] Counselor's name (short version)

CHS Maintain Teacher/Counselor Master File

		Room		Empl.				
<u>No.</u>	<u>Name</u>	<u>Bldg</u>	<u>Homerm</u>	<u>No.</u>	<u>Employee name (last, first)</u>	<u>Soc</u>	<u>Sec</u>	<u>No.</u>
6637	MORGAN	CHS	106	78511	Morgan, Lorraine	000	00	0000
1378	NYMEYER	CHS	502	46766	Nymeyer, Geoffrey	111	11	1111
1558	PARCELL	CHS	142	76946	Parcell, Elizabeth	222	22	2222
1139	PERRIN	CHS	201	78946	Perrin, Diane	333	33	3333
647	PIPPENGER	CHS	302	46734	Pippenger, Joel	444	44	4444
1442	PYLE, F	CHS	205	67646	Pyle, Frank	555	55	5555
1372	PYLE, T	CHS		15676	Pyle, Thomas	666	66	6666
33	QUEENER	CHS	110	89672	Queener, Roger	777	77	7777
1724	REDMOND	CHS	310	73671	Redmond, Juanita	888	88	8888
6841	RIDER	CHS		48972	Rider, Michael	999	99	9999
1281	ROBERTS	CHS	108	45673	Roberts, Patricia	121	12	1221
9	ROGGEMAN	CHS	203	55567	Roggeman, Pam	131	33	1333

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

Figure 3-1B. MAINTAIN TEACHER/COUNSELOR SCREEN

Appendix L
Reserved Words

[COMB] Locker combination

```

E980710 Nm Smith, Mary Ann Nick Last Upd: 02 17 96
CHS Gr 10 HR 302 Team FTE 1.00 Entry E Sex F Eth 5 Born: 06 30 80
# 11111 Str Rivermont Dr Apt/Lot RR Bx Ent: 01 21 92
City Easton, State IN Zip 41116 WD:
Parent/Guar Smith, Michael & Katherine Cnsl 8122 ROBERTSON Orig: 01 21 92
Home Phone 111 1010 Un N Bus 15 15 Lckr 1449 Comb: 10 48 22
Course Sc T Title Prd Tm Teacher Bld/Room MTWRF Fee TBR
01 653603 02 _ SPANIS III 01 YR DURKIN CHS 141 XXXXX 6.64
02 C72403 07 _ GEOMETRY 02 YR SHARKEY CHS 123 XXXXX 7.00
03 D58503 01 _ GRLS CHOIR 03 YR DICK CHS 403 XXXXX
04 542006 02 _ SPEECH I 04 S1 THORNTON CHS 110 XXXXX 4.50
05 E67206 08 _ HEALTH/SAF 04 S2 OVERMYER CHS 144 XXXXX 6.33
06 108606 06 _ PHOTO I 05 S1 CREWSE CHS 204 XXXXX 3.55
07 541606 10 _ COMPOSITIO 05 S2 COCANOWER CHS 103 XXXXX 9.04 5.78
08 216806 08 _ COMP APPL 06 S2 PIPPENGER CHS 304 XXXXX 1.50 5.74
09 G28003 05 _ CHEM I 07 YR ROTH CHS 119 XXXXX 2.00 9.38
10 _____ _ _
11 _____ _ _
12 _____ _ _
13 _____ _ _
14 _____ _ _
15 _____ _ _
ENTER=Val, 1=Locker 2=Pr Sch 4=HR 12=CM 15=Couns 18=Help 24=Col $ 12.54 48.92
5=Em 6=Tr 7=Med 8=WD 9=At 10=C1 11=Dsc 13/19=Nxt 14=Ad 21=Mi 22=TS 23=Guid X X

```

Figure 8-8-4A. STUDENT SCHEDULE SCREEN

Continued next page

Appendix L
Reserved Words

[CRD?YYYYC] Number of credits, where ? represents the grade period (1-6) or semester (7-9), and YYYY represents the school year. The letter C can be added to request cumulative.

Grade_Period_(1-6): If cumulative credits are requested, it would be the total through the grade period specified for the school year specified. Grade period cumulative does not include prior years. For example, cumulative for [CRD39596C] would be 18.00 (GP1 + GP2 + GP3).

95/96 E980710 Jones, Lynda Grad Date: __ __ __
 C11 Grade: 10 HR: C101__ TM: __ Sex: F Cnsl: MURPHY__ Birth: 06 30 80
 Street: 8890 Mississippi Street Sp Ed: __ Gifted: __ Entry: 01 21 92
 City/State: Merrillville, IN Zip: 46410 W/D: __ __ __
 Parent: Jones, Mr. & Mrs. Jones SS#: __ __ __ Orig: 01 21 92
 Home Phone: 219 769 7222 Birthplace: __ __ __ Maj: __ __ __

----- GRADE PERIOD -----

F10=SEM	GP1	GP2	GP3	GP4	GP5	GP6
Credits:	<u>6.00</u>	<u>6.00</u>	<u>6.00</u>	<u>6.00</u>	_____	_____
Attempts:	<u>6.00</u>	<u>6.00</u>	<u>6.00</u>	<u>6.00</u>	_____	_____
Points:	<u>65.00</u>	<u>69.00</u>	<u>66.00</u>	<u>68.00</u>	_____	_____
 CUR GPA:	<u>10.83333</u>	<u>11.50000</u>	<u>11.00000</u>	<u>11.33333</u>	_____	_____
CUR Rank:	<u>6</u>	<u>2</u>	<u>4</u>	<u>1</u>	_____	_____
CUR Size:	<u>126</u>	<u>127</u>	<u>122</u>	<u>122</u>	_____	_____
 CUM GPA:	_____	<u>11.38888</u>	_____	_____	_____	_____
CUM Rank:	_____	<u>3</u>	_____	_____	_____	_____
CUM Size:	_____	<u>125</u>	_____	_____	_____	_____
1st Honor Roll:	<u>Y</u>	<u>Y</u>	<u>Y</u>	<u>Y</u>	-	-
2nd Honor Roll:	<u>N</u>	<u>N</u>	<u>N</u>	<u>N</u>	-	-
3rd Honor Roll:	<u>N</u>	<u>N</u>	<u>N</u>	<u>N</u>	-	-

ENTER=Validate, F1=Next Year, F12=Delete, F13/19=Next Student, F16=Exit

Figure 5-9C. MARK GRADE PERIOD SCREEN

Continued next page

**APPENDIX L
RESERVED WORDS**

[CRD?YYYYC](continued)

Semester (7-9): 7=first semester, 8=second semester, 9=third semester
If cumulative semester credits are requested, it would be the total of prior year credits plus the total current year credits through the semester requested. For example, cumulative for [CRD79596C] would be 32.50 (prior years + fall 95/96).

95/96 E980710 Jones, Lynda Grad Date:
 C11 Grade: 11 HR: C101 TM: Sex: F Cnsl: MURPHY Birth: 01 28 79
 Street: 8890 Mississippi Street Sp Ed: Gifted: Entry: 01 21 92
 City/State: Merrillville, IN Zip: 46410 W/D:
 Parent: Jones, Mr. & Mrs. SS#: Orig: 01 21 92
 Home Phone: 219 769 7222 Birthplace: Maj:

	SEMESTER					
F10=GP	Prior	95/96	95/96	95/96	95/96	Total
	Years	Fall	Spring	Summer	Summer	
Credits:	25.50	7.00	7.00	7.00	7.00	39.50
Attempts:	27.50	7.00	7.00	7.00	7.00	41.50
Points:	70.50	17.00	22.00	22.00	22.00	109.50
CUR GPA:	2.42857	2.42857	3.14285	3.14285	3.14285	3.14285
CUR Rank:	---	---	---	---	---	---
CUR Size:	---	---	---	---	---	---
CUM GPA:	2.56363	2.53623	2.63855	2.63855	2.63855	2.63855
CUM Rank:	---	85	70	---	---	---
CUM Size:	---	192	188	---	---	---

Enter 'X' to print label(s):

ENTER=Validate, F1=Next Year, F12=Delete, F13/19=Next Student, F16=Exit

Figure 5-9B. MARK SEMESTER SUMMARY SCREEN

Continued next page

**APPENDIX L
RESERVED WORDS**

- [DATE-1] The 1st of twelve possible serving dates in a discipline record
- [DATE-2] The 2nd of twelve possible serving dates in a discipline record
- [DATE-3] The 3rd of twelve possible serving dates in a discipline record
- [DATE-4] The 4th of twelve possible serving dates in a discipline record
- [DATE-5] The 5th of twelve possible serving dates in a discipline record
- [DATE-6] The 6th of twelve possible serving dates in a discipline record
- [DATE-7] The 7th of twelve possible serving dates in a discipline record
- [DATE-8] The 8th of twelve possible serving dates in a discipline record
- [DATE-9] The 9th of twelve possible serving dates in a discipline record
- [DATE-10] The 10th of twelve possible serving dates in a discipline record
- [DATE-11] The 11th of twelve possible serving dates in a discipline record
- [DATE-12] The 12th of twelve possible serving dates in a discipline record

These dates are printed as a 2-digit month and 2-digit day. The month is not spelled out.

2920001 Name: Adams, John	Grade: 11	Sex: M
Street: 5999 Cleveland St	Cnslr: 1239	RENNER
City/State: Merrillville, IN 46410	Birth Date: 05 01 73	
Parent/Guard: Sigler, Kathy	Work Permit: Y	
Home Phone: 219 980 0111	Work Phone: 219 980 1234	Withdraw Dt:

Date: 11 13 98 (MM DD YY) F4/5=Print this item Handled by: RCJ

Violation: 01 Smoking in the hallway.

Comments: This is the 3rd time that John has been caught smoking in the hallways. A conference is mandatory.

Referred by: <u>Mr. Johnson</u>	Period: <u> </u>	Incident: <u>3rd</u>
Action: <u>01</u> SUSPENSION		
# of Days: <u>8</u>	Serve Dates: <u>11 13</u> <u>11 14</u> <u>11 17</u> <u>11 18</u> <u>11 19</u> <u>11 20</u>	
	<u>11 21</u> <u>11 22</u> <u> </u> <u> </u> <u> </u> <u> </u>	
Return Date: <u>11 23 98</u> (MM DD YY) TUESDAY	EB HR 01 02 03 04 05 06 07 08 09 10 11 12	Times/Days
Abs/Tardy: <u> </u> <u> </u> <u> </u> <u> </u> <u> </u> <u> </u> <u> </u> <u> </u> <u> </u> <u> </u> <u> </u> <u> </u>		

Letter: 1 Date: 11 13 98 # of Days Expelled:
 F8=More Text
 ENTER=Validate, F6=Delete, F9=Paste, F12=Letter, F18=Help, F16=Exit

Figure 6-9L. STUDENT DISCIPLINE DETAIL SCREEN

APPENDIX L
RESERVED WORDS

[DATE-S]

All serving dates, separated by commas if there is more than one. Each date will take 6 positions. There is no wrap-around. Place the reserved word in a spot that allows for enough room for the maximum number of dates that could be printed (e.g. 12 dates x 6 positions = 72 characters).

To select individual serving dates, refer to [DATE-1], [DATE-2], etc., defined earlier in this section.

These dates are printed as a 2-digit month and 2-digit day. The month is not spelled out.

2920001 Name: Adams, John	Grade: 11	Sex: M
Street: 5999 Cleveland St	Cnslr: 1239	RENNER
City/State: Merrillville, IN 46410	Birth Date: 05 01 73	
Parent/Guard: Sigler, Kathy	Work Permit: Y	
Home Phone: 219 980 0111	Work Phone: 219 980 1234	Withdraw Dt:

Date: 11 13 98 (MM DD YY) F4/5=Print this item Handled by: RCJ
 Violation: 01 Smoking in the hallway.
 Comments: This is the 3rd time that John has been caught smoking in the

hallways. A conference is mandatory.

Referred by: <u>Mr. Johnson</u>	Period: <u> </u>	Incident: 3rd
Action: <u>01</u> SUSPENSION		
# of Days: <u>8</u>	Serve Dates: <u>11 13</u> <u>11 14</u> <u>11 17</u> <u>11 18</u> <u>11 19</u> <u>11 2</u>	
	<u>11 21</u> <u>11 22</u> <u> </u> <u> </u> <u> </u> <u> </u>	
Return Date: <u>11 23 98</u> (MM DD YY) TUESDAY		
	EB HR 01 02 03 04 05 06 07 08 09 10 11 12	Times/Days
Abs/Tardy: <u> </u> <u> </u> <u> </u> <u> </u> <u> </u> <u> </u> <u> </u> <u> </u> <u> </u> <u> </u> <u> </u> <u> </u>		

Letter: 1 Date: 11 13 98 # of Days Expelled:
 F8=More Text
 ENTER=Validate, F6=Delete, F9=Paste, F12=Letter, F18=Help, F16=Exit

Figure 6-9L. STUDENT DISCIPLINE DETAIL SCREEN

Continued next page

Appendix 1
Reserved Words

[DEN] Dentist's name
 [DENP] Dentist's phone (no area code)
 [DENPA] Dentist's phone (with area code)

E980710 Jones, William E Alert: _____
 CHS Gr: 10 Sex: M Last Upd: 09-07-95 _____

_____ HOME _____ DOCTOR/DENTIST/PARENTS_1ST_NAMES_

Phon: 219 222 2222 Doct: 219 111 1113 Harper
 Addr: 11111 Pineview Dr Dent: 219 666 9999 Feldner
 City: Easton, IN 46116 Mom: Mary _____ Dad: Thomas _____

_____ PARENT/GUARDIAN_1 _____ PARENT/GUARDIAN_2 _____

Phon: _____ Phon: _____
 Name: Jones, Thomas & Mary NP Name: _____
 Addr: 8890 Mississippi St Addr: _____
 City: Merrillville, IN 46410 City: _____

3 _____ WORK_PHONE_1 _____ 1 _____ WORK_PHONE_2 _____

Phon: 219 888 7777 Ext: 177 Phon: 219 555 2121 Ext: _____
 Name: Wal-Mart Name: Xerox
 Rela: Mother Rela: Father

2 _____ EMERGENCY_CONTACT_1 _____ _____ EMERGENCY_CONTACT_2 _____

Phon: 219 111 6666 Ext: _____ Phon: _____ Ext: _____
 Name: Smith, Gwen Name: none_listed
 Rela: Grandma Rela: _____

ENTER=Val 3=Addr 4=Sch 6=Tr 7=Med 8=WD 9=At 10=C1 11=Di 13/19=Nxt 21=Msc 23=Gui

Figure 8-8-5A. EMERGENCY INFORMATION SCREEN

APPENDIX L
RESERVED WORDS

[DUE] Balance of fees due which would include any prior year amount owed. The prior year amount would be listed as a separate fee on the lower half of the screen.

[DUE-C] Balance of fees due (for the current year only). If a prior year amount is owed it will not be included in this figure.

WHS E980710 Smith, Beverly Ann Gr: 10 Sex: F Cur: P
 Adjust new fees down by: __ % Mass:
 Code: __ Amount Paid: _____ Date: 10 19 95 Rcpt#: _____ Ck#: _____

Comment: _____ F8=Load from Fee Desc F9=Load from Schedule
 Current Due: 68.55
 Fees: 118.55 Pymts: Balance Due: 118.55
 Letters: 001 11-06-95

Sch	S	Fee Code	Fee	Balance	Payment	Sch	S	Fee Code	Fee	Balance	Payment
WHS		PRIOR	50.00	50.00	_____	WHS	1	542006 02	3.00	3.00	_____
WHS	1	108606 06	2.24	2.24	_____	WHS	1	C72403 07	3.49	3.49	_____
WHS	1	653603 02	3.32	3.32	_____	WHS	1	H77006 04	3.87	3.87	_____
WHS	1	G28003 05	5.69	5.69	_____	WHS	1	MISC2 10	1.00	1.00	_____
WHS	2	MISC1 10	3.00	3.00	_____	WHS	2	541606 10	13.48	13.48	_____
WHS	2	216806 08	8.61	8.61	_____	WHS	2	C72403 07	3.49	3.49	_____
WHS	2	653603 02	3.32	3.32	_____	WHS	2	G28003 05	5.69	5.69	_____
WHS	2	E67206 08	4.35	4.35	_____	WHS	9	MISC2 10	1.00	1.00	_____
WHS	9	MISC1 10	3.00	3.00	_____						_____
					_____						_____
					_____						_____
					_____						_____

ENTER=Val F1=1st F2=Hist F4=Sched F6=Pymts F13/19=Nxt Student F24=Drop F16=Exit

Figure 11-2H. DISPLAY/UPDATE INDIVIDUAL STUDENT'S FEES SCREEN (F11-2)

**APPENDIX L
RESERVED WORDS**

[FEES-C] Fees charged for the current year

WHS E980710 Smith, Beverly Ann Gr: 10 Sex: F Cur: P
 Adjust new fees down by: ___ % Mass:
 Code: ___ Amount Paid: _____ Date: 10 19 95 Rcpt#: _____ Ck#: _____
 Comment: _____ F8=Load from Fee Desc F9=Load from Schedule
 Fees: 68.55 Pymts: Balance Due: 68.55
 Letters: 001 11-06-95

Sch	S	Fee Code	Fee	Balance	Payment	Sch	S	Fee Code	Fee	Balance	Payment
WHS	1	108606 06	2.24	2.24	_____	WHS	1	542006 02	3.00	3.00	_____
WHS	1	653603 02	3.32	3.32	_____	WHS	1	C72403 07	3.49	3.49	_____
WHS	1	G28003 05	5.69	5.69	_____	WHS	1	H77006 04	3.87	3.87	_____
WHS	1	MISC1 10	3.00	3.00	_____	WHS	1	MISC2 10	1.00	1.00	_____
WHS	2	216806 08	8.61	8.61	_____	WHS	2	541606 10	13.48	13.48	_____
WHS	2	653603 02	3.32	3.32	_____	WHS	2	C72403 07	3.49	3.49	_____
WHS	2	E67206 08	4.35	4.35	_____	WHS	2	G28003 05	5.69	5.69	_____
WHS	9	MISC1 10	3.00	3.00	_____	WHS	9	MISC2 10	1.00	1.00	_____
---	---	---	---	---	---	---	---	---	---	---	---
---	---	---	---	---	---	---	---	---	---	---	---
---	---	---	---	---	---	---	---	---	---	---	---

ENTER=Val F1=1st F2=Hist F4=Sched F6=Pymts F13/19=Nxt Student F24=Drop F16=Exit

Figure 11-2H. DISPLAY/UPDATE INDIVIDUAL STUDENT'S FEES SCREEN (F11-2)

[FEES-P] Fees rolled forward from the prior year

WHS E980710 Smith, Beverly Ann Gr: 10 Sex: F Cur: P
 Adjust new fees down by: ___ % Mass:
 Code: ___ Amount Paid: _____ Date: 10 19 95 Rcpt#: _____ Ck#: _____
 Comment: _____ F8=Load from Fee Desc F9=Load from Schedule
 Fees: 151.63 Pymts: .00 Balance Due: 151.63
 Letters: 001 11-06-95

Sch	S	Fee Code	Fee	Balance	Payment	Sch	S	Fee Code	Fee	Balance	Payment
WHS		PRIOR	76.85	76.85	_____	WHS	1	542801 01	6.23	6.23	_____
WHS	1	108606 06	2.24	2.24	_____	WHS	1	542006 02	3.00	3.00	_____
WHS	1	653603 02	3.32	3.32	_____	WHS	1	C72403 07	3.49	3.49	_____
WHS	1	G28003 05	5.69	5.69	_____	WHS	1	H77006 04	3.87	3.87	_____
WHS	1	MISC1 10	3.00	3.00	_____	WHS	1	MISC2 10	1.00	1.00	_____
WHS	2	216806 08	8.61	8.61	_____	WHS	2	541606 10	13.48	13.48	_____
WHS	2	653603 02	3.32	3.32	_____	WHS	2	C72403 07	3.49	3.49	_____
WHS	2	E67206 08	4.35	4.35	_____	WHS	2	G28003 05	5.69	5.69	_____
WHS	9	MISC1 10	3.00	3.00	_____	WHS	9	MISC2 10	1.00	1.00	_____
---	---	---	---	---	---	---	---	---	---	---	---
---	---	---	---	---	---	---	---	---	---	---	---
---	---	---	---	---	---	---	---	---	---	---	---

ENTER=Val F1=1st F2=Hist F4=Sched F6=Pymts F13/19=Nxt Student F24=Drop F16=Exit

Figure 11-2H. DISPLAY/UPDATE INDIVIDUAL STUDENT'S FEES SCREEN (F11-2)

APPENDIX L
RESERVED WORDS

[FIRST] Student's first name

[GPA] GPA in guidance notebook record

CHS Guidance Notebook - Detail Screen
E980710 Name: Arndt, Louise Elizabeth Grade: 09 Sex: F

Date: 4 26 95 Time: 10 15 Notebook Entry: CONF Conference Handled by: BGS

Comments: Louise was having trouble adjusting to the academic requirements
for her Algebra class. Since her grades reflect this problem, I
recommend outside tutoring.

Notes: _____
Discussion: _____
Participants: _____
Purpose: _____ Program Area: _____
Scheduled Dt: _____ Time: _____ Location: _____

Method of Contact and Date: _____

Referred by: _____ Period: _____ Incident: _____

GPA: 3.51384 No. 1: _____ No. 2: _____ Amt 1: _____ Amt 2: _____

Letter: 1 Date: 05 01 95 Recipient: PAR Parent

F8=More Text

ENTER=Validate, F2=Guidance Codes, F6=Delete, F12=Letter, F18=Help, F16=Exit

Figure 8-8-23H. GUIDANCE DETAIL SCREEN

APPENDIX L
RESERVED WORDS

[GPA?YYYYC] GPA (grade point average), where ? represents the grade period (1-6) or semester (7-9), and YYYY represents the school year. The letter C can be added to request cumulative.

Grade Period (1-6)

95/96 E980710 Jones, Lynda Grad Date: ___ ___ ___
 C11 Grade: 10 HR: C101 TM: ___ Sex: F Cnsl: MURPHY Birth: 06 30 80
 Street: 8890 Mississippi Street Sp Ed: ___ Gifted: ___ Entry: 01 21 92
 City/State: Merrillville, IN Zip: 46410 W/D: ___ ___ ___
 Parent: Jones, Mr. & Mrs. Jones SS#: ___ ___ ___ Orig: 01 21 92
 Home Phone: 219 769 7222 Birthplace: ___ ___ ___ Maj: ___

F10=SEM	GRADE PERIOD					
	GP1	GP2	GP3	GP4	GP5	GP6
Credits:	6.00	6.00	6.00	6.00	___	___
Attempts:	6.00	6.00	6.00	6.00	___	___
Points:	65.00	69.00	66.00	68.00	___	___
CUR GPA:	10.83333	11.50000	11.00000	11.33333	___	___
CUR Rank:	6	2	4	1	___	___
CUR Size:	126	127	122	122	___	___
CUM GPA:	___	11.38888	___	___	___	___
CUM Rank:	___	3	___	___	___	___
CUM Size:	___	125	___	___	___	___
1st Honor Roll:	Y	Y	Y	Y	-	-
2nd Honor Roll:	N	N	N	N	-	-
3rd Honor Roll:	N	N	N	N	-	-

ENTER=Validate, F1=Next Year, F12=Delete, F13/19=Next Student, F16=Exit

Figure 5-9C. MARK GRADE PERIOD SCREEN

Continued next page

Appendix L
Reserved Words

(continued)

Semester (7-9): 7=first semester, 8=second semester, 9=third semester

95/96 E980710 Jones, Lynda Grad Date:
 C11 Grade: 11 HR: C101 TM: Sex: F Cnsl: MURPHY Birth: 01 28 79
 Street: 8890 Mississippi Street Sp Ed: Gifted: Entry: 01 21 92
 City/State: Merrillville, IN Zip: 46410 W/D:
 Parent: Jones, Mr. & Mrs. SS#: Orig: 01 21 92
 Home Phone: 219 769 7222 Birthplace: Maj:

	SEMESTER					
<u>F10=GP</u>	Prior	95/96	95/96	95/96	95/96	Total
	Years	Fall	Spring	Summer		
Credits:	25.50	7.00	7.00			39.50
Attempts:	27.50	7.00	7.00			41.50
Points:	70.50	17.00	22.00			109.50
CUR GPA:		2.42857	3.14285			3.14285
CUR Rank:		<u> 82</u>				
CUR Size:		<u> 191</u>				
CUM GPA:	2.56363	2.53623	2.63855	2.63855		2.63855
CUM Rank:		<u> 85</u>	<u> 70</u>			
CUM Size:		<u> 192</u>	<u> 188</u>			

Enter 'X' to print label(s):
 ENTER=Validate, F1=Next Year, F12=Delete, F13/19=Next Student, F16=Exit

Figure 5-9B. MARK SEMESTER SUMMARY SCREEN

APPENDIX L
RESERVED WORDS

[GRADE] or GR] Student's grade level

[HANDLED] Name of person handling guidance item. The name is taken from the Student Management User Access File (refer to section 1-1 of the Student Management User Guide) by matching the initials entered on the screen in the "HANDLED BY" field with the User Access File record for your school. If a record containing the "HANDLED BY" initials is not found on the User Access File, or if no name has been entered on the User Access File record that is found, then the "HANDLED BY" initials will be printed in the letter rather than a name printing.

CHS Guidance Notebook - Detail Screen
E980710 Name: Arndt, Louise Elizabeth Grade: 09 Sex: F
Date: 4 26 95 Time: 10 15 Notebook Entry: CONF Conference Handled by: BGS

Comments:Louise was having trouble adjusting to the academic requirements
for her Algebra class. Since her grades reflect this problem, I
recommend outside tutoring.

Notes: _____
Discussion: _____
Participants: _____
Purpose: _____ Program Area: _____
Scheduled Dt: _____ Time: _____ Location: _____

Method of Contact and Date: _____

Referred by: _____ Period: _____ Incident: _____
GPA: _____ No. 1: _____ No. 2: _____ Amt 1: _____ Amt 2: _____
Letter: _____ Date: _____ Recipient: _____

F8=More Text
ENTER=Validate, F2=Guidance Codes, F6=Delete, F12=Letter, F18=Help, F16=Exit

Figure 8-8-23H. GUIDANCE DETAIL SCREEN

APPENDIX L
RESERVED WORDS

[HESHE] The words 'he' or 'she', based on student's sex

[HIMHER] The words 'him' or 'her', based on student's sex

[HISHER] The words 'his' or 'her', based on student's sex

[HP] Student's home phone, without area code

[HPA] Student's home phone with area code

[HRN] Student's homeroom number (6 characters)

[HRTL] Student's homeroom teacher's name (long version)

CHS Maintain Teacher/Counselor Master File

No.	Name	Room		Empl.		Soc	Sec	No.
		Bldg	Homerm	No.	Employee name (last, first)			
6637	MORGAN	CHS	106	78511	Morgan, Lorraine	000	00	0000
1378	NYMEYER	CHS	502	46766	Nymeyer, Geoffrey	111	11	1111
1558	PARCELL	CHS	142	76946	Parcell, Elizabeth	222	22	2222
1139	PERRIN	CHS	201	78946	Perrin, Diane	333	33	3333
647	PIPPENGER	CHS	302	46734	Pippenger, Joel	444	44	4444
1442	PYLE, F	CHS	205	67646	Pyle, Frank	555	55	5555
1372	PYLE, T	CHS		15676	Pyle, Thomas	666	66	6666
33	QUEENER	CHS	110	89672	Queener, Roger	777	77	7777
1724	REDMOND	CHS	310	73671	Redmond, Juanita	888	88	8888
6841	RIDER	CHS		48972	Rider, Michael	999	99	9999
1281	ROBERTS	CHS	108	45673	Roberts, Patricia	121	12	1221
9	ROGGEMAN	CHS	203	55567	Roggeman, Pam	131	33	1333

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

Figure 3-1B. MAINTAIN TEACHER/COUNSELOR SCREEN

APPENDIX L
RESERVED WORDS

[HRTS] Student's homeroom teacher's name (short version)

CHS Maintain Teacher/Counselor Master File						
		Room	Empl.			
No.	Name	Bldg	Homerm	No.	Employee name (last, first)	Soc_Sec_No.
6637	MORGAN	CHS	106	78511	Morgan, Lorraine	000 00 0000
1378	NYMEYER	CHS	502	46766	Nymeyer, Geoffrey	111 11 1111
1558	PARCELL	CHS	142	76946	Parcell, Elizabeth	222 22 2222
1139	PERRIN	CHS	201	78946	Perrin, Diane	333 33 3333
647	PIPPENGER	CHS	302	46734	Pippenger, Joel	444 44 4444
1442	PYLE, F	CHS	205	67646	Pyle, Frank	555 55 5555
1372	PYLE, T	CHS		15676	Pyle, Thomas	666 66 6666
33	QUEENER	CHS	110	89672	Queener, Roger	777 77 7777
1724	REDMOND	CHS	310	73671	Redmond, Juanita	888 88 8888
6841	RIDER	CHS		48972	Rider, Michael	999 99 9999
1281	ROBERTS	CHS	108	45673	Roberts, Patricia	121 12 1221
9	ROGGEMAN	CHS	203	55567	Roggeman, Pam	131 33 1333

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

Figure 3-1B. MAINTAIN TEACHER/COUNSELOR SCREEN

[HSCH] Home school ID - 3 characters. This field will only appear on the Student Schedule Screen (F8-8-4) of alternative schools.

0981070	Nm: Avery, William	Nick B_J	Last Upd: 07 31 95
C11	Gr: 10 HR 302	Team FTE 1.00	Entry H Sex M Eth 5 Born: 12 17 79
Addr: 10000	Mississippi	Apt/Lot RR Bx	Ent: 06 03 96
HS A99	Cty: Elkhart, IN	Zip 46516	WD:
Parent: Avery, Michael & Susan	Cnsl 8122	RONCHETTI	Orig: 12 29 91
Phone: 219 888 8888	Un N Bus 15 10	Lckr 0401	Comb: 17 05 03
Course	Sc T Title	Prd Tm Teacher	Bld/Room MTWRF Fee TBR
01	C70403 02 APP MATH I	01 YR BECK	CHS 134 XXXXX 7.04
02	G26603 01 TECHBIOCHM	02 YR LONG	CHS 122 XXXXX 2.00 10.80
03	H77303 02 WORLD HIST	03 YR MILLER	CHS 146 XXXXX 7.87
04	003406 04 STUDYHALL1	04 S1 NYMEYER	CHS CAFE XXXXX
05	E67206 11 HEALTH/SAF	04 S2 ROGGEMAN	CHS 144 XXXXX 6.33
06	541606 03 COMPOSITIO AA	05 S1 LIVRONE	CHS 105 XXXXX 9.04 5.78
07	003406 12 STUDYHALL1 AA	05 S2 KIRKTON	CHS LECT XXXXX
08	210806 01 KEYBOARD	06 S1 BECHTEL	CHS 308 XXXXX 3.00 2.75
09	542006 09 SPEECH I	06 S2 THORNTON	CHS 110 XXXXX 4.50
10	A35606 01 TRANS SYST	07 S1 DUES	CHS 503 XXXXX 5.00 5.43
11	216806 09 COMP APPL	07 S2 PIPPENGER	CHS 304 XXXXX 1.50 5.74
12			
13			
14			
15			

ENTER=Val, 1=Lckr 2=Pr Sch 4=HR 5=Em 6=Tr 7=Med 8=WD 9=At 10=C1 \$ 20.54 56.24
11=Dsc 12=CM 13/19=Nxt 14=Ad 15=Coun 17=Ev 18=Hlp 21=Mi 22=TS 23=GN 24=Col X X

Figure 8-8-4A. STUDENT SCHEDULE SCREEN (ALTERNATIVE SCHOOL)

Appendix L
Reserved Words

[LAST] Student's last name

[LAST-SCH] Last school attended

C11 MISCELLANEOUS_DATA
 E980710 Smith, Elizabeth Gwen Sx: F Gr: 11
 Career Plan: ___ ___ ___ ___ Internet Access: ___
 District of Res: 201715 Verify: ___ ___ ___ Spec Ed Cycle: ___ 504: ___
 Free/Reduced Lunch: F Spec Ed: ___ Over 50%: ___
 Citizenship Rating: ___ Exclude from rank: ___
 Foreign Exchange: ___ Athlete: A B C ___ ___ ___
 Controlling GPA: ___ Work Permit: ___
 Last 3 GPAs: ___ ___ ___ Pass/Retain: ___
 Driving Permit: 231 Drivers Ed: ___ License Plate: 20N8534
 Vocational Ed: ___ Gifted/Talented: ___
 Instr. Program: ___ Title I: ___
 Student SS#: ___ ___ ___ Languages Spoken at Home: ___ ___ ___
 Fluent/Limited Engl: ___ Native Language: ___
 Transport Area: ___ Neighborhood: ___
 Place of Birth: ___ Curriculum Major: ___
 Birth Verified: ___ Book: ___ Page: ___
 Birth Cert. ID: _____
 Outside Activities: _____ Hrs per Week: _____
Last Schl Attended: _____
 User Definable Fields >>> A1: ___ B1: ___ C2: ___ D2: ___ E3: ___
 Next Year Fields >>>>>> School: ___ A1: ___ C2: ___ NY Homeroom: _____

ENTER=Val, 4=Sch 5=Emerg 6=Tr 7=Med 8=WD 9=At 10=C1 11=Disc 13/19=Nxt 23=Guid

Figure 8-8-21A. MISCELLANEOUS SCREEN

[LOCA-C1]...-C4] Type L (location) - comments 1-4

T11 Guidance Codes Maintenance Menu
 Type: L
 Code: AHS_
 Short Desc: High_Schl_ Medium Desc: Adams_High_School_
 Long Desc: Adams_Community_High_School_
 Comments: _____

 A = Areas (program areas) N = Notes
 C = Contacts (method or person) P = Participants
 D = Discussion topics R = Recipients (of letters)
 E = Entries (notebook entries) U = Purpose (of conference)
 L = Locations
 ENTER=Add Record F16=Return to Find Mode
 ** Add Mode **

Figure 8-20B. ADD GUIDANCE CODE SCREEN

APPENDIX L
RESERVED WORDS

[NOTE1-C1]..NOTE4-C4] Type N (note) - comments 1-4

T11 Guidance Codes Maintenance Menu

Type: N
Code: 10D

Short Desc: 10_day Medium Desc: 10_days_excessive_abs

Long Desc: 10_days_excessive_absence

Comments: _____

A = Areas (program areas)	N = Notes
C = Contacts (method or person)	P = Participants
D = Discussion topics	R = Recipients (of letters)
E = Entries (notebook entries)	U = Purpose (of conference)
L = Locations	

ENTER=Add Record F16=Return to Find Mode
 ** Add Mode **

Figure 8-20B. ADD GUIDANCE CODE SCREEN

[NOTE1-L].. NOTE4-L] Type N (note) - long description

T11 Guidance Codes Maintenance Menu

Type: N
Code: 10D

Short Desc: 10_day Medium Desc: 10_days_excessive_abs

Long Desc: 10_days_excessive_absence

Comments: _____

A = Areas (program areas)	N = Notes
C = Contacts (method or person)	P = Participants
D = Discussion topics	R = Recipients (of letters)
E = Entries (notebook entries)	U = Purpose (of conference)
L = Locations	

ENTER=Add Record F16=Return to Find Mode
 ** Add Mode **

Figure 8-20B. ADD GUIDANCE CODE SCREEN

RESERVED WORDS

[OE-DATE]

Original entry date

E980710 Nm: Smith, Mary Ann Nick _____ Last Upd: 02 17 96
CHS Gr: 10 HR: 302 TM: __ FTE: 1.00 Ent: E Sx: F Eth: 5 BD: 06 30 80
Addr: 10000 Rivermont Dr Ap/Lt: _____ RR _____ Bx: _____ ED: 01 21 92
Cty: Easton, State: IN Zip: 41116 WD: _____
Parent: Smith, Michael & Katherine Couns: 8122 ROBERTSON OD: 01 21 92
Phone: _____ 111 1010 Unl: N Bus: _____ Lckr: _____ Comb: 10 48 22

	Course	Sc	T	Title	Prd	Tm	Teacher	Bld/Room	MTWRF	Fee	TBR
01	<u>653603</u>	<u>02</u>	<u>_</u>	<u>SPANIS III</u>	<u>01</u>	<u>YR</u>	<u>DURKIN</u>	<u>CHS 141</u>	<u>XXXXXX</u>		<u>6.64</u>
02	<u>C72403</u>	<u>07</u>	<u>_</u>	<u>GEOMETRY</u>	<u>02</u>	<u>YR</u>	<u>SHARKEY</u>	<u>CHS 123</u>	<u>XXXXXX</u>		<u>7.00</u>
03	<u>D58503</u>	<u>01</u>	<u>_</u>	<u>GRLS CHOIR</u>	<u>03</u>	<u>YR</u>	<u>DICK</u>	<u>CHS 403</u>	<u>XXXXXX</u>		
04	<u>542006</u>	<u>02</u>	<u>_</u>	<u>SPEECH I</u>	<u>04</u>	<u>S1</u>	<u>THORNTON</u>	<u>CHS 110</u>	<u>XXXXXX</u>		<u>4.50</u>
05	<u>E67206</u>	<u>08</u>	<u>_</u>	<u>HEALTH/SAF</u>	<u>04</u>	<u>S2</u>	<u>OVERMYER</u>	<u>CHS 144</u>	<u>XXXXXX</u>		<u>6.33</u>
06	<u>108606</u>	<u>06</u>	<u>_</u>	<u>PHOTO I</u>	<u>05</u>	<u>S1</u>	<u>CREWSE</u>	<u>CHS 204</u>	<u>XXXXXX</u>		<u>3.55</u>
07	<u>541606</u>	<u>10</u>	<u>_</u>	<u>COMPOSITIO</u>	<u>05</u>	<u>S2</u>	<u>COCANOWER</u>	<u>CHS 103</u>	<u>XXXXXX</u>	<u>9.04</u>	<u>5.78</u>
08	<u>216806</u>	<u>08</u>	<u>_</u>	<u>COMP APPL</u>	<u>06</u>	<u>S2</u>	<u>PIPPENGER</u>	<u>CHS 304</u>	<u>XXXXXX</u>	<u>1.50</u>	<u>5.74</u>
09	<u>G28003</u>	<u>05</u>	<u>_</u>	<u>CHEM I</u>	<u>07</u>	<u>YR</u>	<u>ROTH</u>	<u>CHS 119</u>	<u>XXXXXX</u>	<u>2.00</u>	<u>9.38</u>
10	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
11	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
12	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
13	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
14	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
15	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____

ENTER=Val, 1=Lckr 2=Pr Sch 4=HR 5=Em 6=Tr 7=Med 8=WD 9=At 10=C1 \$ 12.54 48.92
11=Dsc 12=CM 13/19=Nxt 14=Ad 15=Coun 17=Ev 18=Hlp 21=Mi 22=TS 23=GN 24=Col X X

Figure 8-8-4A. STUDENT SCHEDULE SCREEN

RESERVED WORDS

[PNT?YYYYC] (Continued)

95/96 E980710 Jones, Lynda Grad Date: ___ ___ ___
C11 Grade: 11 HR: C101 TM: ___ Sex: F Cnsl: MURPHY Birth: 01 28 79
Street: 8890 Mississippi Street Sp Ed: ___ Gifted: ___ Entry: 01 21 92
City/State: Merrillville, IN Zip: 46410 W/D: ___ ___ ___
Parent: Jones, Mr. & Mrs. SS#: ___ ___ ___ Orig: 01 21 92
Home Phone: 219 769 7222 Birthplace: _____ Maj: _____

F10=GP	Prior Years	SEMESTER			Total
		95/96 Fall	95/96 Spring	95/96 Summer	
Credits:	25.50	7.00	7.00		39.50
Attempts:	27.50	7.00	7.00		41.50
Points:	70.50	17.00	22.00		109.50
CUR GPA:		2.42857	3.14285		3.14285
CUR Rank:		___	___	___	
CUR Size:		___	___	___	
CUM GPA:	2.56363	2.53623	2.63855	2.63855	2.63855
CUM Rank:		85	70	___	
CUM Size:		192	188	___	

Enter 'X' to print label(s): _ _ _

ENTER=Validate, F1=Next Year, F12=Delete, F13/19=Next Student, F16=Exit

Figure 5-9B. MARK SEMESTER SUMMARY SCREEN

Reserved Words

[PRD] Period field in guidance notebook record

CHS Guidance Notebook - Detail Screen
E980710 Name: Arndt, Louise Elizabeth Grade: 09 Sex: F

Date: 4 26 95 Time: 10 15 Notebook Entry: CONF Conference Handled by: BGS

Comments: Louise was having trouble adjusting to the academic requirements
for her Algebra class. Since her grades reflect this problem, I
recommend outside tutoring.

Notes: _____
Discussion: _____
Participants: _____
Purpose: _____ Program Area: _____
Scheduled Dt: _____ Time: _____ Location: _____

Method of Contact and Date: _____

Referred by: _____ Period: _____ Incident: _____
GPA: _____ No. 1: _____ No. 2: _____ Amt 1: _____ Amt 2: _____
Letter: _____ Date: _____ Recipient: _____

F8=More Text
ENTER=Validate, F2=Guidance Codes, F6=Delete, F12=Letter, F18=Help, F16=Exit

Figure 8-8-23H. GUIDANCE DETAIL SCREEN

[PRINCIPAL] Principal's name (located on the School Control
Information screen)

Reserved Words

[REF-N] 'Referred by' last name
[REF-T] 'Referred by' title (MR., MRS., MS.)

In the example below, the [REF-N] would be "Johnson" and the [REF-T] would be "Mr.".

CHS Guidance Notebook - Detail Screen
E980710 Name: Arndt, Louise Elizabeth Grade: 09 Sex: F

Date: 4 26 95 Time: 10 15 Notebook Entry: CONF Conference Handled by: BGS

Comments: Louise was having trouble adjusting to the academic requirements
for her Algebra class. Since her grades reflect this problem, I
recommend outside tutoring.

Notes: _____
Discussion: _____
Participants: _____
Purpose: _____ Program Area: _____
Scheduled Dt: ____ __ __ Time: ____ __ Location: _____

Method of Contact and Date: _____

Referred by: Mr. Johnson Period: _____ Incident: _____
GPA: 3.51384 No. 1: _____ No. 2: _____ Amt 1: _____ Amt 2: _____
Letter: 1 Date: 05 01 95 Recipient: PAR Parent
F8=More Text
ENTER=Validate, F2=Guidance Codes, F6=Delete, F12=Letter, F18=Help, F16=Exit

Figure 8-8-23H. GUIDANCE DETAIL SCREEN

RESERVED WORDS

[RNK?YYYYC] Rank in class, where ? represents the grade period (1-6) or semester (7-9), and YYYY represents the school year. The letter C can be added to request cumulative.

Grade Period (1-6)

95/96 E980710 Jones, Lynda Grad Date: ___ ___ ___
C11 Grade: 10 HR: C101 TM: ___ Sex: F Cnsl: MURPHY Birth: 06 30 80
Street: 8890 Mississippi Street Sp Ed: ___ Gifted: ___ Entry: 01 21 92
City/State: Merrillville, IN Zip: 46410 W/D: ___ ___ ___
Parent: Jones, Mr. & Mrs. Jones SS#: ___ ___ ___ Orig: 01 21 92
Home Phone: 219 769 7222 Birthplace: ___ ___ ___ Maj: ___

GRADE PERIOD

F10=SEM	GP1	GP2	GP3	GP4	GP5	GP6
Credits:	<u>6.00</u>	<u>6.00</u>	<u>6.00</u>	<u>6.00</u>	_____	_____
Attempts:	<u>6.00</u>	<u>6.00</u>	<u>6.00</u>	<u>6.00</u>	_____	_____
Points:	<u>65.00</u>	<u>69.00</u>	<u>66.00</u>	<u>68.00</u>	_____	_____
CUR GPA:	<u>10.83333</u>	<u>11.50000</u>	<u>11.00000</u>	<u>11.33333</u>	_____	_____
CUR Rank:	<u>6</u>	<u>2</u>	<u>4</u>	<u>1</u>	_____	_____
CUR Size:	<u>126</u>	<u>127</u>	<u>122</u>	<u>122</u>	_____	_____
CUM GPA:	_____	<u>11.38888</u>	_____	_____	_____	_____
CUM Rank:	_____	<u>3</u>	_____	_____	_____	_____
CUM Size:	_____	<u>127</u>	_____	_____	_____	_____
1st Honor Roll:	<u>Y</u>	<u>Y</u>	<u>Y</u>	<u>Y</u>	-	-
2nd Honor Roll:	<u>N</u>	<u>N</u>	<u>N</u>	<u>N</u>	-	-
3rd Honor Roll:	<u>N</u>	<u>N</u>	<u>N</u>	<u>N</u>	-	-

ENTER=Validate, F1=Next Year, F12=Delete, F13/19=Next Student, F16=Exit

Figure 5-9C. MARK GRADE PERIOD SCREEN

Appendix L
Reserved Words

Semester (7-9): 7=first semester, 8=second semester, 9=third semester

95/96 E980710 Jones, Lynda Grad Date: ___ ___ ___
 C11 Grade: 11 HR: C101 TM: ___ Sex: F Cnsl: MURPHY Birth: 01 28 79
 Street: 8890 Mississippi Street Sp Ed: ___ Gifted: ___ Entry: 01 21 92
 City/State: Merrillville, IN Zip: 46410 W/D: ___ ___ ___
 Parent: Jones, Mr. & Mrs. SS#: ___ ___ ___ Orig: 01 21 92
 Home Phone: 219 769 7222 Birthplace: _____ Maj: _____

F10=GP	SEMESTER					Total
	Prior	95/96	95/96	95/96		
	Years	Fall	Spring	Summer		
Credits:	25.50	7.00	7.00			39.50
Attempts:	27.50	7.00	7.00			41.50
Points:	70.50	17.00	22.00			109.50
 CUR GPA:		2.42857	3.14285			3.14285
CUR Rank:		79	___	___		
CUR Size:		192	___	___		
 CUM GPA:	2.56363	2.53623	2.63855	2.63855		2.63855
CUM Rank:		85	70	___		
CUM Size:		192	188	___		

Enter 'X' to print label(s): _ _ _

ENTER=Validate, F1=Next Year, F12=Delete, F13/19=Next Student, F16=Exit

Figure 5-9B. MARK SEMESTER SUMMARY SCREEN

APPENDIX L
RESERVED WORDS

[SCHED2-P01]..P12,EB] Course, sec, title, period, term, teacher, room

SAMPLE: C72403-07..GEOMETRY.....02....SEM.2...SHARKEY.....CHS.123.

LEGEND: 111111-22..3333333333..44444..555555..6666666666..77777777

The periods (....) shown in the above sample and legend are for clarification of spacing, and will not be printed in the letter. Basically two spaces will be left between each field's maximum print size.

111111 = up-to-6 character course number
22 = 2-character section number
3333333333 = up-to-10 character course title
44444 = the period number or the range of periods (e.g., 02 or 02-03)
555555 = the term the course is taught (largest term word is ALL YR)
6666666666 = up-to-10 character teacher name
77777777 = up-to-8 character bldg/room number

[SCHED3-P01]..P12,EB] Course, sec, title, period, term, teacher

SAMPLE: D58503-01..GRLS.CHOIR...03....SEM.2...DICK.....

LEGEND: 111111-22..3333333333..44444..555555..6666666666

The periods (....) shown in the above sample and legend are for clarification of spacing, and will not be printed in the letter. Basically two spaces will be left between each field's maximum print size.

111111 = up-to-6 character course number
22 = 2-character section number
3333333333 = up-to-10 character course title
44444 = the period number or the range of periods (e.g., 02 or 02-03)
555555 = the term the course is taught (largest term word is ALL YR)
6666666666 = up-to-10 character teacher name

APPENDIX L
RESERVED WORDS

[SCHED4-P01]..P12,EB] Course, sec, title, period, teacher

SAMPLE: E67206-08..HEALTH/SAF...04....REDMOND...

LEGEND: 111111-22..3333333333..44444..6666666666

The periods (....) shown in the above sample and legend are for clarification of spacing, and will not be printed in the letter. Basically two spaces will be left between each field's maximum print size.

111111 = up-to-6 character course number
22 = 2-character section number
3333333333 = up-to-10 character course title
44444 = the period number or the range of periods (e.g., 02
or 02-03)
6666666666 = up-to-10 character teacher name

[SCHED5-P01]..P12,EB] Course, sec, title, prd

SAMPLE: 541606-10..COMPOSITIO...05..

LEGEND: 111111-22..3333333333..44444

The periods (....) shown in the above sample and legend are for clarification of spacing, and will not be printed in the letter. Basically two spaces will be left between each field's maximum print size.

111111 = up-to-6 character course number
22 = 2-character section number
3333333333 = up-to-10 character course title
44444 = the period number or the range of periods (e.g., 02
or 02-03)

[SCHED6-P01]..P12,EB] Title, period, teacher

SAMPLE: COMP.APPL....06....PIPPENGER.

LEGEND: 3333333333..44444..6666666666

The periods (....) shown in the above sample and legend are for clarification of spacing, and will not be printed in the letter. Basically two spaces will be left between each field's maximum print size.

3333333333 = up-to-10 character course title
44444 = the period number or the range of periods (e.g., 02
or 02-03)
6666666666 = up-to-10 character teacher name

APPENDIX L
RESERVED WORDS

SCHED7-P01]..P12,EB] Course, sec, title, prd, term, fees

SAMPLE: C72803-01..ALGEBRA II...03....YEAR.....7.82
LEGEND: 111111-22..3333333333..44444..555555..777777

The periods (....) shown in the above sample and legend are for clarification of spacing, and will not be printed in the letter. Basically two spaces will be left between each field's maximum print size.

111111 = up-to-6 character course number
22 = 2-character section number
3333333333 = up-to-10 character course title
44444 = the period number or the range of periods (e.g., 02 or 02-03)
555555 = the term the course is taught (largest term word is ALL YR)
77777 = the fees associated to the course

SCHED8-P01]..P12,EB] Title, period, term, fees

SAMPLE: ALGEBRA II...01....YEAR.....7.82
LEGEND: 3333333333..44444..555555..777777

The periods (....) shown in the above sample and legend are for clarification of spacing, and will not be printed in the letter. Basically two spaces will be left between each field's maximum print size.

3333333333 = up-to-10 character course title
44444 = the period number or the range of periods (e.g., 02 or 02-03)
555555 = the term the course is taught (largest term word is ALL YR)
77777 = the fees associated to the course

SCHED9-P01]..P12,EB] Title, period, teacher, room

SAMPLE: ALGEBRA II...01....SHARKEY.....CHS.123.
LEGEND: 3333333333..44444..6666666666..77777777

The periods (....) shown in the above sample and legend are for clarification of spacing, and will not be printed in the letter. Basically two spaces will be left between each field's maximum print size.

3333333333 = up-to-10 character course title
44444 = the period number or the range of periods (e.g., 02 or 02-03)
6666666666 = up-to-10 character teacher name
77777777 = up-to-8 character bldg/room number

APPENDIX L
RESERVED WORDS

[SE] Special ed code
[SE-L] Special ed code, long description
[SE-S] Special ed code, short description

Maintain Special Ed Codes
for School District
Code: 8

Long Desc: EMOTIONALLY DISTURBED
Short Desc: E/D EMOTION DST
State SE Code: 05

----- State Code Values -----
1=Multiple Handicap 7=Learning Disabled full time 13=Homebound/Hospital*
2=Orthopedic Impairment 8=Learning Disabled part time 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

[SON] The words 'son' or 'daughter', based on student's sex.

[SSN] Student's social security number

Appendix L
Reserved Words

[TIME-S] Scheduled time in guidance notebook record

CHS Guidance Notebook - Detail Screen
E980710 Name: Arndt, Louise Elizabeth Grade: 09 Sex: F
Date: 4 26 95 Time: 10 15 Notebook Entry: CONF Conference Handled by: BGS

Comments: Louise was having trouble adjusting to the academic requirements
for her Algebra class. Since her grades reflect this problem, I
recommend outside tutoring.

Notes: _____
Discussion: _____
Participants: _____
Purpose: _____ Program Area: _____
Scheduled Dt: _____ Time: _____ Location: _____

Method of Contact and Date: _____

Referred by: _____ Period: _____ Incident: _____
GPA: 3.51384 No. 1: _____ No. 2: _____ Amt 1: _____ Amt 2: _____
Letter: 1 Date: 05 01 95 Recipient: PAR Parent

F8=More Text
ENTER=Validate, F2=Guidance Codes, F6=Delete, F12=Letter, F18=Help, F16=Exit

Figure 8-8-23H. GUIDANCE DETAIL SCREEN

[VIOLATION-C1] Violation description record - 1st comment line
[VIOLATION-C2] Violation description record - 2nd comment line
[VIOLATION-C3] Violation description record - 3rd comment line
[VIOLATION-C4] Violation description record - 4th comment line (In the
example shown below, the 4th comment line is blank but
would still take up space in the letter if referenced.)

Discipline Codes Maintenance Menu

Type: V
Code: PW

Short Desc: WEAPONS
Long Desc: Possessing, handling, transmitting a weapon

Comments: Student Handbook Section III - Grounds for Suspension #19
Knowingly possess, handling or transmitting any object that
can be considered a weapon.

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

Figure 6-14-9D. MODIFY VIOLATIONS AND ACTIONS RECORD SCREEN

The above screen can be located in section 6-14-9.

Appendix L
Reserved Words

[WD-CODE] Withdrawal code (2 character)
[WD-CODE-L] Withdrawal code, long description
[WD-CODE-S] Withdrawal code, short description

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

[WD-DATE] Withdrawal date printed in MM-DD-YY format.

Appendix L
Reserved Words

[WORK1E]

Work 1 - Employer's name

E980710 Jones, William E Alert: _____
CHS Gr: 10 Sex: M Last Upd: 09-07-95 _____
- _____ HOME _____ DOCTOR/DENTIST/PARENTS_1ST_NAMES_ _____
Phon: 219 222 2222 Unlisted: N Doct: 219 111 1113 Harper _____
Addr: 11111 Pineview Dr Dent: 219 666 9999 Feldner _____
City: Easton, IN 46116 Mom: Mary _____ Dad: Thomas _____

= _____ PARENT/GUARDIAN_1 _____ - _____ PARENT/GUARDIAN_2 _____
Phon: _____ Phon: _____
Name: Jones, Thomas & Mary NP Name: Kilroy, Kathy _____
Addr: _____ Addr: _____
City: _____ City: _____

3 _____ WORK_PHONE_1 _____ 1 _____ WORK_PHONE_2 _____
Phon: 219 888 7777 Ext: 177__ Phon: 219 555 2121 Ext: _____
Name: Wal-Mart Name: Xerox _____
Rela: Mother _____ Rela: Father _____

2 _____ EMERGENCY_CONTACT_1 _____ - _____ EMERGENCY_CONTACT_2 _____
Phon: 219 111 6666 Ext: _____ Phon: _____ Ext: _____
Name: Smith, Gwen Name: none_listed _____
Rela: Grandma _____ Rela: _____

ENTER=Val 3=Adr 4=Sc 6=Tr 7=Md 8=WD 9=At 10=C1 11=Di 13/19=Nx 21=Mi 22=TS 23=Gi

Figure 8-8-5A. EMERGENCY INFORMATION SCREEN

APPENDIX L
RESERVED WORDS

[WORK2E]

Work 2 - Employer's name

E980710 Jones, William	E Alert: _____
CHS Gr: 10 Sex: M Last Upd: 09-07-95	_____
= _____ HOME _____	- _____ DOCTOR/DENTIST/PARENTS_1ST_NAMES _____
Phon: 219 222 2222 Unlisted: N	Doct: 219 111 1113 Harper _____
Addr: 11111 Pineview Dr	Dent: 219 666 9999 Feldner _____
City: Easton, IN 46116	Mom: Mary _____ Dad: Thomas _____
= _____ PARENT/GUARDIAN_1 _____	- _____ PARENT/GUARDIAN_2 _____
Phon: _____	Phon: _____
Name: Jones, Thomas & Mary NP	Name: Kilroy, Kathy _____
Addr: _____	Addr: _____
City: _____	City: _____
3 _____ WORK_PHONE_1 _____	1 _____ WORK_PHONE_2 _____
Phon: 219 888 7777 Ext: 177	Phon: 219 555 2121 Ext: _____
Name: Wal-Mart	Name: Xerox _____
Rela: Mother _____	Rela: Father _____
2 _____ EMERGENCY_CONTACT_1 _____	- _____ EMERGENCY_CONTACT_2 _____
Phon: 219 111 6666 Ext: _____	Phon: _____ Ext: _____
Name: Smith, Gwen	Name: none_listed _____
Rela: Grandma _____	Rela: _____

ENTER=Val 3=Adr 4=Sc 6=Tr 7=Md 8=WD 9=At 10=C1 11=Di 13/19=Nx 21=Mi 22=TS 23=Gi

Figure 8-8-5A. EMERGENCY INFORMATION SCREEN

APPENDIX L
RESERVED WORDS

DISCIPLINE/ATTENDANCE LETTER WRITING SYSTEM - F6-10

[ACTION-L]	[FIRST]	[SCHED3-P01]..P12,EB]
[ACTION-S]	[GPA?YYYYC]	[SCHED4-P01]..P12,EB]
[ADDRESS]	[GRADE] or [GR]	[SCHED5-P01]..P12,EB]
[ADDRESS-P1]	[HANDLED]	[SCHED6-P01]..P12,EB]
[ADDRESS-P1X]	[HESHE]	[SE]
[ADDRESS-P2]	[HeShe]	[SE-L]
[AGE]	[HIMHER]	[SE-S]
[ATT?YYYYC]	[HISHER]	[SON]
[B-BOOK]	[HisHer]	[SSN]
[B-CERT]	[HP]	[TEXT]
[B-DATE]	[HPA]	[VIOLATION-C1]
[B-PAGE]	[HRN]	[VIOLATION-C2]
[B-PLACE]	[HRTL]	[VIOLATION-C3]
[B-VER]	[HRTS]	[VIOLATION-C4]
[BUS1]	[HSCH]	[VIOLATION-L]
[BUS2]	[HSCH-L]	[VIOLATION-S]
[CITY-STATE]	[HSCH-M]	[WD-CODE]
[CITY-STATE-P1]	[HSCH-S]	[WD-CODE-L]
[CITY-STATE-P1X]	[ID]	[WD-CODE-S]
[CITY-STATE-P2]	[INC]	[WD-DATE]
[CLS?YYYYC]	[LAST]	[WORK1E]
[CNL]	[LAST-SCH]	[WORK1P]
[CNO]	[LOCK]	[WORK1PA]
[CNS]	[M]	[WORK2E]
[COMB]	[NAME-FL]	[WORK2P]
[COMMENT-1]...-5]	[NAME-LF]	[WORK2PA]
[CRD?YYYYC]	[NYHRN]	[ZIP]
[DATE-1]...-12]	[NYS]	[ZIP-P1]
[DATE-L]	[NYS-L]	[ZIP-P1X]
[DATE-LJ]	[NYS-M]	[ZIP-P2]
[DATE-S]	[NYS-S]	
[DATE-V]	[OE-DATE]	
[DAYS]	[PARENT]	
[DEN]	[PARENT2]	
[DENP]	[P01]..12	
[DENPA]	[PDA]	
[DOC]	[PEB]	
[DOCP]	[PHR]	
[DOCPA]	[PNT?YYYYC]	
[E]	[PRD]	
[E-CODE]	[PRINCIPAL]	
[E-CODE-L]	[PTI]	
[E-CODE-S]	[REF-N]	
[E-DATE]	[REF-T]	
[EM1N]	[RNK?YYYYC]	
[EM1P]	[S]	
[EM1PA]	[SCH]	
[EM1R]	[SCH-L]	
[EM2N]	[SCH-M]	
[EM2P]	[SCH-S]	
[EM2PA]	[SCHED1-P01]..P12,EB]	
[EM2R]	[SCHED2-P01]..P12,EB]	

APPENDIX L
GENERAL LETTER WRITING SYSTEM - F8-1

[ADDRESS]	[E-CODE-S]	[NYS-S]	[WD-DATE]
[ADDRESS-P1]	[E-DATE]	[OE-DATE]	[WORK1E]
[ADDRESS-P1X]	[EM1N]	[PARENT]	[WORK1P]
[ADDRESS-P2]	[EM1P]	[PARENT2]	[WORK1PA]
[AGE]	[EM1PA]	[PART1-C1]..PART8-C4]	[WORK2E]
[AMT1]	[EM1R]	[PART1-L]..PART8-L]	[WORK2P]
[AMT2]	[EM2N]	[PART1-M]..PART8-M]	[WORK2PA]
[AREA-C1]..-C4]	[EM2P]	[PART1-S]..PART8-S]	[ZIP]
[AREA-L]	[EM2PA]	[PNT?YYYYC]	[ZIP-P1]
[AREA-M]	[EM2R]	[PRD]	[ZIP-P1X]
[AREA-S]	[ENTR-C1]..-C4]	[PRINCIPAL]	[ZIP-P2]
[ATT?YYYYC]	[ENTR-L]	[PURP-C1]..-C4]	
[B-BOOK]	[ENTR-M]	[PURP-L]	
[B-CERT]	[ENTR-S]	[PURP-M]	
[B-DATE]	[FIRST]	[PURP-S]	
[B-PAGE]	[GPA]	[RECI-C1]..-C4]	
[B-PLACE]	[GPA?YYYYC]	[RECI-L]	
[B-VER]	[GR]	[RECI-M]	
[BUS1]	[HANDLED]	[RECI-S]	
[BUS2]	[HESHE]	[REF-N]	
[CITY-STATE]	[HeShe]	[REF-T]	
[CITY-STATE-P1]	[HIMHER]	[RNK?YYYYC]	
[CITY-STATE-P1X]	[HISHER]	[S]	
[CITY-STATE-P2]	[HisHer]	[S-BR]	
[CLS?YYYYC]	[HP]	[S-CN]	
[CNL]	[HPA]	[S-CS]	
[CNO]	[HRN]	[S-CTL]	
[CNS]	[HRTL]	[S-CTS]	
[COMB]	[HRTS]	[S-PB]	
[COMMENT-1]..-5]	[HSCH]	[S-PE]	
[CONT1-C1]..CONT4-C4]	[HSCH-L]	[S-ROOM]	
[CONT1-DD]..CONT4-DD]	[HSCH-M]	[S-T]	
[CONT1-L]..CONT4-L]	[HSCH-S]	[S-TNL]	
[CONT1-M]..CONT4-M]	[ID]	[S-TNS]	
[CONT1-MM]..CONT4-MM]	[INC]	[SCH]	
[CONT1-S]..CONT4-S]	[LAST]	[SCH-L]	
[CRD?YYYYC]	[LAST-SCH]	[SCH-M]	
[DATE-E]	[LOCA-C1]..-C4]	[SCH-S]	
[DATE-L]	[LOCA-L]	[SCHED1-P01]..P12,EB]	
[DATE-LJ]	[LOCA-M]	[SCHED2-P01]..P12,EB]	
[DATE-GS]	[LOCA-S]	[SCHED3-P01]..P12,EB]	
[DEN]	[LOCK]	[SCHED4-P01]..P12,EB]	
[DENP]	[M]	[SCHED5-P01]..P12,EB]	
[DENPA]	[NAME-FL]	[SCHED6-P01]..P12,EB]	
[DISC1-C1]..DISC4-C4]	[NAME-LF]	[SE]	
[DISC1-L]..DISC4-L]	[NO1]	[SE-L]	
[DISC1-M]..DISC4-M]	[NO2]	[SE-S]	
[DISC1-S]..DISC4-S]	[NOTE1-C1]..NOTE4-C4]	[SON]	
[DOC]	[NOTE1-L]..NOTE4-L]	[SSN]	
[DOCP]	[NOTE1-M]..NOTE4-M]	[TEXT]	
[DOCPA]	[NOTE1-S]..NOTE4-S]	[TIME-E]	
[E]	[NYHRN]	[TIME-S]	
[E-CODE]	[NYS]	[WD-CODE]	
[E-CODE-L]	[NYS-L]	[WD-CODE-L]	
	[NYS-M]	[WD-CODE-S]	

APPENDIX L
RESERVED WORDS

FEE ACCOUNTING WRITING SYSTEM - F11-8-10

[ADDRESS]	[HeShe]	[WD-CODE]
[ADDRESS-P1]	[HIMHER]	[WD-CODE-L]
[ADDRESS-P1X]	[HISHER]	[WD-CODE-S]
[ADDRESS-P2]	[HisHer]	[WD-DATE]
[AGE]	[HP]	[WORK1E]
[ATT?YYYYC]	[HPA]	[WORK1P]
[B-BOOK]	[HRN]	[WORK1PA]
[B-CERT]	[HRTL]	[WORK2E]
[B-DATE]	[HRTS]	[WORK2P]
[B-PAGE]	[HSCH]	[WORK2PA]
[B-PLACE]	[HSCH-L]	[ZIP]
[B-VER]	[HSCH-M]	[ZIP-P1]
[BUS1]	[HSCH-S]	[ZIP-P1X]
[BUS2]	[ID]	[ZIP-P2]
[CITY-STATE]	[LAST]	
[CITY-STATE-P1]	[LAST-SCH]	
[CITY-STATE-P1X]	[LOCK]	
[CITY-STATE-P2]	[M]	
[CLS?YYYYC]	[MISC1]	
[CNL]	[MISC2]	
[CNO]	[MISC3]	
[CNS]	[NAME-FL]	
[COMB]	[NAME-LF]	
[CRD?YYYYC]	[NYHRN]	
[DATE-L]	[NYS]	
[DATE-LJ]	[NYS-L]	
[DEN]	[NYS-M]	
[DENP]	[NYS-S]	
[DENPA]	[OE-DATE]	
[DOC]	[PAID]	
[DOCP]	[PARENT]	
[DOCPA]	[PARENT2]	
[DUE]	[PNT?YYYYC]	
[DUE-C]	[PRINCIPAL]	
[E]	[RNK?YYYYC]	
[E-CODE]	[S]	
[E-CODE-L]	[SCH]	
[E-CODE-S]	[SCH-L]	
[E-DATE]	[SCH-M]	
[EM1N]	[SCH-S]	
[EM1P]	[SCHED1-P01]..P12,EB]	
[EM1PA]	[SCHED2-P01]..P12,EB]	
[EM1R]	[SCHED3-P01]..P12,EB]	
[EM2N]	[SCHED4-P01]..P12,EB]	
[EM2P]	[SCHED5-P01]..P12,EB]	
[EM2PA]	[SCHED6-P01]..P12,EB]	
[EM2R]	[SCHED7-P01]..P12,EB]	
[FEES]	[SCHED8-P01]..P12,EB]	
[FEES-C]	[SCHED9-P01]..P12,EB]	
[FEES-P]	[SE]	
[FIRST]	[SE-L]	
[GPA?YYYYC]	[SE-S]	
[GR]	[SON]	
[HESHE]	[SSN]	

APPENDIX M

**CREDIT EVALUATION DETAIL FOR AN INDIVIDUAL STUDENT
AVAILABLE IN F8-8-4, F5-10, F12-1-4, & F12-13-12**

Press ENTER to evaluate this student's credits based on the selection criteria entered. (NOTE: CAREER PLANS are not considered to be selection criteria.) The CREDIT EVALUATION DETAIL screen will be displayed.

C11 1100101 Smith, Angela			Rank 213 of 516			3.00000 Cur Gr: 12 F			
Category: AH Break: D R/D			IP: <u>Y</u> Y/N			Future: <u>_</u> R/S Plan: <u>_</u> <u>_</u> <u>_</u> <u>_</u>			
ISTEP Eng: 602 P Math: 667 P			Last test: 09-18-07 10						
<u>Course</u>	<u>Title</u>	<u>Cred</u>	<u>GR-S</u>	<u>FG</u>	<u>Course</u>	<u>Title</u>	<u>Cred</u>	<u>GR-S</u>	<u>FG</u>
C1253018	Biology I	1.00	09-1	B	IP F0527002	Span. 2	1.00	10-2	
C1253018	Biology I	1.00	09-2	B	NY F0527002	Span. 2	1.00	10-2	
IP C1255004	Test02	1.00	10-1		** (2.00-)	For. Lang.	6.00		
IP C1255004	Test02	1.00	10-2						
** (2.00-)	Science	4.00			G1101037	P E SS	2.00	08-3	A
					IP G0601014	Health	1.00	10-2	
E0405004	English 9H	1.00	09-1	B+	(OK)	P.E./Hlth	2.00		
E0405004	English 9H	1.00	09-2	B					
IP E0413007	Eng 10 H	1.00	10-1		M0907016	Algebra	1.00	09-1	C+
IP E0413007	Eng 10 H	1.00	10-2		M0907016	Algebra	1.00	09-2	B-
** (4.00-)	English	4.00			IP M0909006	Geometry	1.00	10-1	
					NY M0909006	Geometry	1.00	10-1	
F0525010	Span. 1	1.00	09-1	C+	IP M0909006	Geometry	1.00	10-2	
F0525010	Span. 1	1.00	09-2	B+	NY M0909006	Geometry	1.00	10-2	
IP F0527002	Span. 2	1.00	10-1		** (2.00-)	Math	6.00		
NY F0527002	Span. 2	1.00	10-1						
Total required: 49.00		Total earned: 42.00		Total deficient: 14.00					
ENTER=Eval, F1=1st, F5=Nxt, F6=Up, F7=Down, F8=Sum, F9=List, F12=Ltr, F16=Exit									

CREDIT EVALUATION DETAIL SCREEN

If the student has taken **ISTEP**, his/her scores will appear on the 3rd line of the screen. If the student is in 9th grade or earlier, the last ISTEP test results will be displayed. If the student has test scores taken while the student was in grade 10 or higher, those scores will appear, even if the student has been reclassified as a freshman.

The following codes may appear to the left of the courses on the CREDIT EVALUATION DETAIL SCREEN:

- IP** In Progress - this indicates that the student is currently taking this course and has not yet received a final grade.
- NY** Next Year - this indicates that the student has this course entered as a course request (F12-1-4) for next year, or, has been scheduled into this course for next year (F12-13-12).
- **** A double asterisk is an indication that the student is lacking the required number of credits necessary to meet this requirement.

APPENDIX M
CREDIT EVALUATION DETAIL FOR AN INDIVIDUAL STUDENT
AVAILABLE IN F8-8-4, F5-10, F12-1-4, & F12-13-12

The following options are available from the CREDIT EVALUATION DETAIL screen:

Press F1 to view the student's first screen.

Press F5 to view the next screen. If you are on the last screen, pressing F5 will return you to the first screen. Pressing ENTER will respond the same as F5 if none of the entries are changed at the top of the screen.

Press F6 to scroll up line-by-line. The scrolling feature works from the top-down in the left column, then the top-down in the right column. The scroll "up" option will show the item above the first one shown in the left column. The last item in the left column will become the first item at the top of the right column.

Press F7 to scroll down line-by-line. The scroll "down" option will show the item after the last one shown at the bottom of the right column. The item at the top of the right column will move to the bottom of the left column.

Press F8 to display the student's CREDIT EVALUATION SUMMARY screen.

C11 1100101 Smith, Angela			Rank 213 of 516			GPA: 3.00000			Gr: 12 F		
Category: AH			Break: D (R/D)			IP: Y (Y/N)			Next Yr: _ (R/S)		
Plan: _ _ _ _			Last test: 09-18-07			10					
ISTEP Eng: 602 P			Math: 667 P								
<u>Status</u>			<u>Requirement</u>			<u>Earned</u>			<u>Status</u>		
<u>Requirement</u>			<u>Earned</u>			<u>Status</u>			<u>Requirement</u>		
<u>Earned</u>			<u>Status</u>			<u>Requirement</u>			<u>Earned</u>		
**	(2.00-)	Science			4.00						
**	(1.00-)	English			7.00						
	(OK)	For. Lang.			6.00						
**	(1.00-)	P.E./Hlth			1.00						
	(OK)	Math			8.00						
	(OK)	Art			2.00						
**	(1.00-)	S. Studies			5.00						
	(OK)	Req Elect			9.00						
	(OK)	Other			12.00						
Total required: 47.00			Total earned: 54.00			Total deficient: 5.00					
ENTER=Eval, F1=1st, F5=Nxt, F6=Up, F7=Down, F8=Det, F9=List, F12=Ltr, F16=Exit											
CREDIT EVALUATION SUMMARY SCREEN											

Press F9 to print a listing of this student's evaluation. If you are viewing the detail screen, you will get a detailed report. If you are viewing the summary screen, you will get a summary report.

Press F12 to generate a letter or a report for this student. The PRINT EVALUATION LETTER/REPORT screen, will be displayed.

APPENDIX M

**CREDIT EVALUATION DETAIL FOR AN INDIVIDUAL STUDENT
AVAILABLE IN F8-8-4, F5-10, F12-1-4, & F12-13-12**

C11 Print Evaluation for E97071 Smith, Mary Ann Category: GR

Detail/Summary: S (D=Detail, S=Summary)

Letter: (F1=Help for letters)

Term: (if needed for letter, 0-5/8/A-F/S)

Letter date: 10 28 10

Copies: 01 (01-99)

Show ISTEP status? N (Y/N)

To print a report instead of a letter, leave the letter field blank.

ENTER=Continue, F16=Exit

PRINT EVALUATION LETTER/REPORT SCREEN

Follow the guidelines listed below when entering the selection criteria on the

PRINT EVALUATION LETTER/REPORT screen:

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

**DETAIL/
SUMMARY**

Required. Enter an "S" if you want a summary of this student's evaluation to print. Enter a "D" if you want the detail.

LETTER

Optional. Enter the number of the letter to be generated. You can press F1 for a listing of the letters on file to be displayed. Pressing the corresponding function key of the desired letter will pull that letter number into this field. Leaving this field blank will indicate that you only want a report generated without a letter. (3 N)

TERM

Optional. Enter a term code if the letter you are printing refers to a student's schedule. Valid entries are:

0=1st Quarter	A=1st six weeks
1=2nd Quarter	B=2nd six weeks
2=1st Semester	C=3rd six weeks
3=3rd Quarter	D=4th six weeks
4=4th Quarter	E=5th six weeks
5=2nd Semester	F=6th six weeks
	S=Summer - 3rd Semester

DATE

Required. Enter the date (MM DD YY format) to appear in the letter. This will default to the current date. (6 N)

COPIES

Required. Enter the desired number (01-99) of copies to print. (2 N)

APPENDIX M

**CREDIT EVALUATION DETAIL FOR AN INDIVIDUAL STUDENT
AVAILABLE IN F8-8-4, F5-10, F12-1-4, & F12-13-12**

**SHOW ISTEP
STATUS**

Required. Enter a "Y" to print the student's ISTEP status.
Enter an "N" to indicate not to print the student's ISTEP status.

Press ENTER to generate the report/letter. You will be returned to the CREDIT EVALUATION SUMMARY/DETAIL screen depending on which screen you were on when you pressed F12 to generate the letter/report.

NOTE: The software will place any excess credits for a requirement into the "electives" or "other" category and label them "EXCESS FROM OTHER" (i.e., excess from other departments). For example, a student must have 4 credits in Math to meet the requirement. One student has 3 courses at 1 credit apiece and 1 course at 1.5 credits for a total of 4.5 credits. The extra .5 credit will be added to "electives" or "other" as "EXCESS FROM OTHER".

APPENDIX N

Career Center Considerations

1. The career center offerings will need to be entered in the course title file for each school sending students to the career center.
2. If the student wants AUTO MECH and it is only available in the morning, then there will be only one course number offered. If AUTO MECH is offered in the morning or afternoon, then you will need to sign him/her up for a generic AUTO MECH that will be changed to an a.m. or p.m. course number after the career center tells you how many seats are available in the a.m and p.m.
3. Each student can be active at only one school. The course requests for the student can be entered at only one school (can be a different school than the student's current year school).
4. After course requests have been entered at each school, a tally can be run at each school and sent to the career center.
5. After the career center determines seat availability, it can send notification back to each building to specify how many seats are available in specific courses.
6. Each building will need to add sections to its course master file based on the notification received from the career center. Each of these sections should contain the building and room numbers from the career center.
7. When student schedules are printed, the career center courses will print on the student's regular schedule at his/her home school. If you want to print schedules for students attending the career center and you want to show only the career center courses, you can run the schedules at the district level and pick only the career center to be printed. The software will then search all students' schedules districtwide and print schedules only for those students enrolled in courses taught at the career center.
8. Similarly, class lists can be printed at the district level for the career center which will pull students from multiple schools onto a single class list for each course.
9. For mark reporting, the scan sheets will come from each building to the career center to be bubbled. Then, the scan sheets must be returned to the schools of origin.

APPENDIX O

**INSTRUCTIONS FOR SHUTTING DOWN THE STUDENT
MANAGEMENT SYSTEM
(ALLOWING “ADMINISTRATOR ONLY” ACCESS)**

This process allows an administrator to log on to K12 when other users cannot. It would be useful when a “Run User Program” (F1-19) is advised, and other users must be out of the system. Follow these steps to shut down the Student Management System, logon using an “Administrator Only” access, and restore “All Users” access to student management.

A – SHUTTING DOWN STUDENT MANAGEMENT SYSTEM

1. From a command line, type CALL K12OFF (upper case is not required). If you get a message that says “Program K12OFF in library *LIBL not found.” then you’ll need to type CALL LOGOOOO/K12OFF instead.
2. The software will check to see who is using the K12 Software by doing a WRKOBJLCK on SR00P in K12OOOO. If a list of users is presented, contact the users listed and ask them to log off. Stay on the same screen and keep pressing F5 (Refresh) until the message “(There are no locks for the specified object)” appears. Then, press ENTER. You will be returned to the AS400 command line. The Student Management System is now shut down.

NOTE: If instead of pressing F5 to refresh, you select F3 to exit or you press ENTER to continue, the system will hang for a minute, and then you will get the message “CPF0610 received by K12OFF at 400. (C D I R).” This means that users are still in the K12 Software. Respond to this message as follows:

- C = cancel (type C to exit without shutting down the K12 system)
- D = dump (don’t type D)
- I = ignore message and continue (don’t type I)
- R = retry the failed command (type R to try shutting down again)

B – ACCESS BY “ADMINISTRATOR ONLY”

1. From a command line, type CALL LOGOOOO/MAINLOGKK. This command will allow the administrator access to the Student Management System, but other users are “locked” out. When finished, logoff as you usually do.

C – RESTORING “ALL” ACCESS TO STUDENT MANAGEMENT

1. From a command line, type CALL K12ON (upper case not required). If you get a message that says “Program K12ON in library *LIBL not found.” then you’ll need to type CALL LOGOOOO/K12ON instead.
2. Press ENTER. You will be returned to the AS400 command line. The Student Management System is now back up.

APPENDIX O

INSTRUCTIONS FOR SHUTTING DOWN THE STUDENT MANAGEMENT SYSTEM

1. From a command line, type CALL K12OFF (upper case is not required). If you get a message that says "Program K12OFF in library *LIBL not found." then you'll need to type CALL LOGOOOO/K12OFF instead.
2. The software will check to see who is using the K12 Software by doing a WRKOBJLCK on SR00P in K12OOOO. If a list of users is presented, start contacting the users listed and ask them to log off. Stay on the same screen and keep pressing F5 (Refresh) until the message "(There are no locks for the specified object)" appears. Then, press ENTER. You will be returned to the AS400 command line. The Student Management System is now shut down.

NOTE: If instead of pressing F5 to refresh, you select F3 to exit or you press ENTER to continue, the system will hang for a minute, and then you will get the message "CPF0610 received by K12OFF at 400. (C D I R)." This means that users are still in the K12 Software. Respond to this message as follows:

C = cancel (type C to exit without shutting down the K12 system)

D = dump (don't type D)

I = ignore message and continue (don't type I)

R = retry the failed command (type R to try shutting down again)

INSTRUCTIONS FOR BRINGING THE STUDENT MANAGEMENT SYSTEM BACK UP

1. From a command line, type CALL K12ON (upper case not required). If you get a message that says "Program K12ON in library *LIBL not found." then you'll need to type CALL LOGOOOO/K12ON instead.
2. Press ENTER. You will be returned to the AS400 command line. The Student Management System is now back up.

NOTE: THESE INSTRUCTIONS ARE FOR THE STUDENT MANAGEMENT SYSTEM, NOT THE TEACHER'S MODULE.

APPENDIX O

INSTRUCTIONS FOR SHUTTING DOWN THE AS400 TEACHER MODULE

1. From a command line, type CALL TEACHEROFF (upper case is not required). If you get a message that says “Program TEACHEROFF in library *LIBL not found.” then you’ll need to type CALL LOGOOOO/TEACHEROFF instead.
2. The software will check to see who is using the Teacher Module by doing a WRKOBJLCK on K12TM000 in K12OOOO. If a list of users is presented, start contacting the users listed and ask them to log off. Stay on the same screen and keep pressing F5 (Refresh) until the message “(There are no locks for the specified object)” appears. Then, press ENTER. You will be returned to the AS400 command line. The AS400 Teacher Module is now shut down.

NOTE: If instead of pressing F5 to refresh, you select F3 to exit or you press ENTER to continue, the system will hang for a minute, and then you will get the message “CPF0610 received by TEACHEROFF at 400. (C D I R).” This means that users are still in the Teacher Module. Respond to this message as follows:

- C = cancel (type C to exit without shutting down the Teacher Module)
- D = dump (don’t type D)
- I = ignore message and continue (don’t type I)
- R = retry the failed command (type R to try shutting down again)

INSTRUCTIONS FOR BRINGING THE AS400 TEACHER MODULE BACK UP

3. From a command line, type CALL TEACHERON (upper case not required). If you get a message that says “Program TEACHERON in library *LIBL not found.” then you’ll need to type CALL LOGOOOO/TEACHERON instead.
4. Press ENTER. You will be returned to the AS400 command line. The AS400 Teacher Module is now back up.

NOTE: THESE INSTRUCTIONS ARE FOR THE AS400 TEACHER MODULE, NOT THE STUDENT MANAGEMENT SYSTEM.