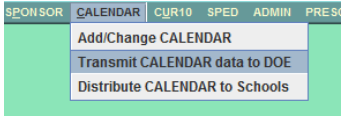


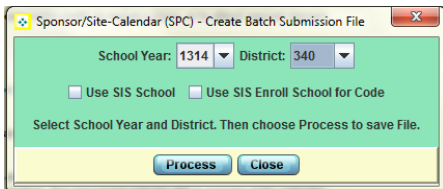
Creating the Calendar File (SPC) in SIS Module

Go to the SIS module. Click to run DOE Command Center. Enter password.

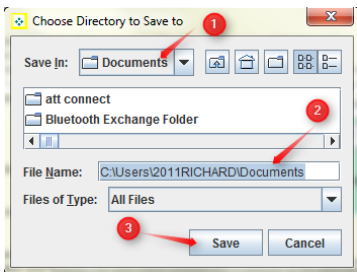
Transmit the Calendar to the state – SPC file creation



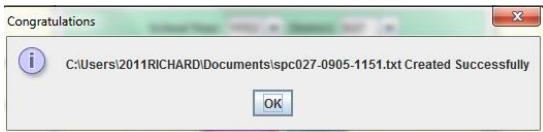
From the **DOE Command Center**, click on **Calendar** then **Transmit CALENDAR data to DOE**.



Make sure the **School Year** and **District** are correct. You will then click on **Process** and then be asked where to save the file. If your district uses SIS School, then check off the appropriate box for “Use SIS School” or “Use SIS Enroll School for Code”.



Choose the directory to Save to:
(1) Choose the “Save In” folder.
(2) The “Save In” folder name will appear. Process creates file name.
(3) Click the **Save** button.

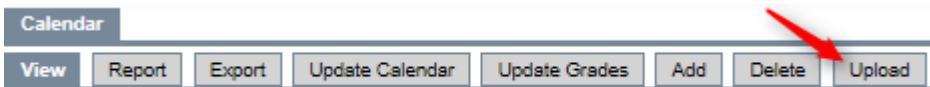


You will then be given a confirmation message that the calendar has been created, where to find it, and its name.

Then you are ready to upload the calendar to LEADS.

LEADS

Login to LEADS Portal/LEADS Insight Portal. Select SPC – School Calendar System. Select the Calendar Upload Option.



The following screen appears:

Beginning School Session Year: 2013 1

Processing Period: Feb. 1 2

Validate only? No Yes 3

File to upload: Browse... 4

5 Upload My File Now 6 View Upload Status 7 View Errors 8 View Input Data

All Errors Must Be Corrected Before Calendar File Will Load to LDE Database

Refresh 9

History

Load Begin	BSSY/PP	User ID	Records	File Size	Records In Error	Records with Warnings	Records Loaded	Status	Upload End
1/22/2014 6:46:14 AM	2013/3		154	23408	0	1	154	Complete	1/22/2014 6:46:16 AM
1/22/2014 6:44:18 AM	2013/3		178	27066	24	1		Complete	1/22/2014 6:44:19 AM
10/21/2013 4:14:37 PM	2013/2		178	12446	0	1	178	Complete	10/21/2013 4:14:41 PM
8/19/2013 4:33:12 PM	2013/1		178	27066	0	1	178	Complete	8/19/2013 4:33:14 PM
8/19/2013 4:31:43 PM	2013/1		178	27066	2	1		Complete	8/19/2013 4:31:44 PM
4/1/2013 2:12:59 PM	2012/9		157	23864	0	1	157	Complete	4/1/2013 2:13:02 PM

1. Choose the Beginning of the School Session Year.
2. Choose the Processing Period. This is usually the period or periods that are currently opened.
3. Choose the Validate Only? The usual is No since you want to upload your file. Choosing Yes will validate your records without uploading your file.
4. Browse to find your calendar file.
5. Once the file name is in the File to Upload field, click Upload My File Now. Once your file is uploaded, you will see a message below the row of buttons that your file has been received.

Your data has been received and is being processed. Click the 'View Upload Status' button to monitor progress. Click the 'View Errors' button to view your error report.

6. To track your file status, click on the date and time that represents your file below the column heading – Load Begin - then click View Upload Status. A progression of the file running will appear. Status will go through Validating, Loading, and then Complete.

User: [redacted]

Beginning Schl Sess Yr: 2013

Processing Period Cd: 3

Sponsor: [redacted]

Begin Date/Time: 1/22/2014 6:46 AM

End Date/Time: 1/22/2014 6:46 AM

File Size (Bytes): 23408

Total Records: 154

Records Copied To Holding: 154

Records Validated: 154

Records In Error: 0

Total Errors Found: 0

Total Warnings Found: 1

Event Records Loaded to DB: 154

Event Records Deleted from DB: [redacted]

Status: Complete.

You may also choose to click the Refresh button to see the status of the file upload.

When you see Complete and there are errors listed under the column heading – Records in Error – click on the date and time that represents your file and click the View Errors button. On the window that appears, click on Generate Error Report to obtain a report to review and/or print.

Sponsor: [blacked out]
Load Begin: 1/22/2014 6:44:18 AM

Refresh Close

All Errors Must Be Corrected Before Calendar File Will Load to LDE Database

Rcd No	Cal Cd	Rcd Type Cd	Field Name	Data in Error	Error Type	Error Cd	Error Message
141	700	10	Grades	010203040508070809101112 202425	W	020	Grade (15) Missing from LEA (004) Calendars
155	800	10	Site Code	[blacked out]	E	049	Site Code (004800) Invalid: School Has Been Closed
167	801	10	Site Code	[blacked out]	E	049	Site Code (004801) Invalid: School Has Been Closed

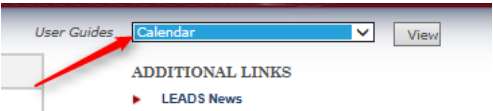
Generate Error Report

Export Errors

Fix any or all errors in JPAMS Calendar. Begin the process again and upload your file. Once you reach Records in Error = 0, then you can continue and upload SIS files. The calendar must be free of errors to upload SIS.

If you have to send up another SPC file, remember to send your SIS file again.

For more details in the upload process, go to the main menu on LEADS and select the user guide for Calendar and click on View.



Select the link to obtain the pdf version of the user guide. Save an electronic copy on your computer.

The calendar is uploaded during each processing period when SIS is uploaded.

- PP1 – October 1st MFP – Planned calendar
- PP2 – October 1st LEADS – Planned calendar
- PP3 – February 1st – Planned calendar
- PP9 – End-of-Year (EOY) – Actual Calendar

Reports – Calendar Reports are available on SPC system. Be sure to check the Number of Instructional Days provided.

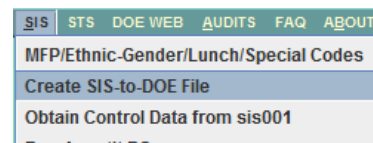
Creating the SIS File in SIS Module

Go to the **SIS** module. Click to run DOE Command Center. Enter password.

SIS has 4 reporting periods:

1. **SIS OCT 1st MFP** – PP1 – This period reports demographic, enrollment, attendance, and discipline (event) records as of October 1st.
2. **SIS OCT 1st LEADS** – PP2 – This period reports demographic, enrollment, attendance, discipline (event) and class schedule records as of October 1st.
3. **SIS FEB 1st** – PP3 – This period reports demographic, enrollment, attendance, and discipline (event) records as of February 1st.
4. **SIS EOY** – PP9 – This period reports demographic, enrollment, attendance, and discipline (event) records as of the last day students attend.

From the menu, select **SIS** and **Create SIS-to-DOE File**.

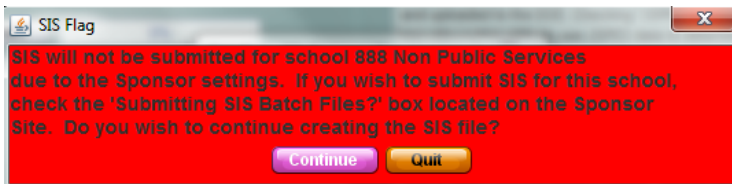
A screenshot of the 'SIS Transmission Setup' dialog box. It contains several fields and checkboxes. Red circles with numbers 1 through 16 point to specific elements: 1. District dropdown, 2. Year dropdown (1314), 3. School text box (700), 4. Stu As-Of-Date text box, 5. 'Check to include 110 Class Records' checkbox, 6. 'Classes As-Of-Date' text box, 7. 'Use Active Master Schedule' checkbox, 8. 'Include Discipline records (090)' checkbox, 9. 'Create Event Records (007,091,092,093,094)' checkbox, 10. 'Create separate files for 91/92 & 110 records' checkbox, 11. 'Send Homeless, Migrant Students as LU1' checkbox, 12. 'Include Address Records' checkbox, 13. 'Enable Debugging (slower)' checkbox, 14. 'Use SIS school for reporting' checkbox, 15. 'Re-Assign Student SSN' checkbox, 16. 'Select Submission Format' dropdown (1314). At the bottom are 'Continue' and 'Cancel' buttons.

1. District Number
2. Year – current school year
3. School – each district sends 700 to include the entire district.
4. Stu As-of-date – Processing Period determines the date. You can use “Today’s Date” until you reach the processing date. Ex: If you are running SIS on September 25th, then use 9/25/2013 as the date. If you are running SIS on October 4th, use the date of 10/1/13.
5. ONLY USED IN PP2 – Check to include 110 Class Records.
6. ONLY USED IN PP2 – Classes As-of-Date will be October 1st of the year.
7. ONLY USED IN PP2 – Use Active Master Schedule or Use October Master Schedule
8. ONLY USED IN PP2 – Include Discipline records (090) is no longer used in 13-14. This was used prior to 13-14.
9. Create Event Records (007,091,092,093,094) – check for years 12-13, 13-14. These are the event records which now represent discipline records.
10. Create separate files for 91/92 & 110 records – this is used to create only these types of records.
11. Send Homeless, Migrant Students as LU1 – this is used to send students for students not marked LU1 and should be marked until the district can resolve this within the Lunch System.
12. Include Address Records – used by Type 2 Charters, SSD sites, A02 sites, LEA 302 LSMSA, LEA 304 LSDVI and LEA 334 NOCCA.
13. Enable debugging (slower) – this is used only when having trouble running the program.

14. Use SIS school for reporting – If you are using the SIS school labels in your district, then check this off.
15. Re-Assign Student SSN – NO longer used. Must complete on LEADS.
16. Select Submission Format – 1314 will be used until the format changes again. Prior year formats are available.

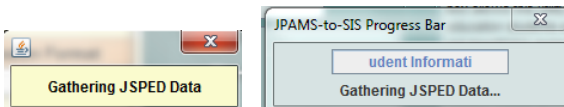
Click Continue to on to the next step or Cancel to abort the process.

You may see one or more of the following red boxes:



Press Continue for each red box that appears.

The gathering of Sped information and, if PP2, class schedule records, happens and gives you a progress bar until done.



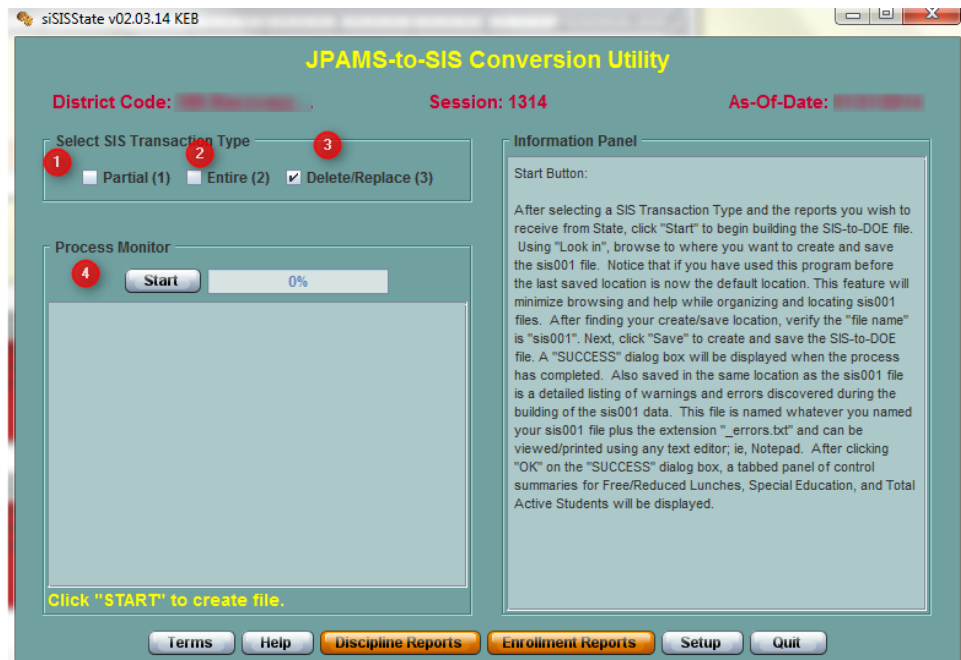
There are 3 different types of files you can process and upload.

1. Partial – used when only a select number of student files need to be transmitted. This method offers the advantage of decreasing the time required for transmission.

2. Entire – used when the entire batch file is sent without sending a delete/replace file. (Do not use)

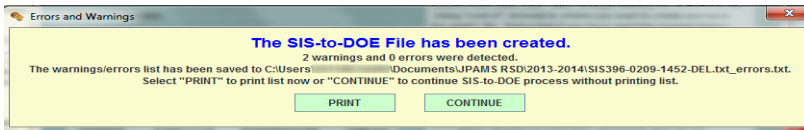
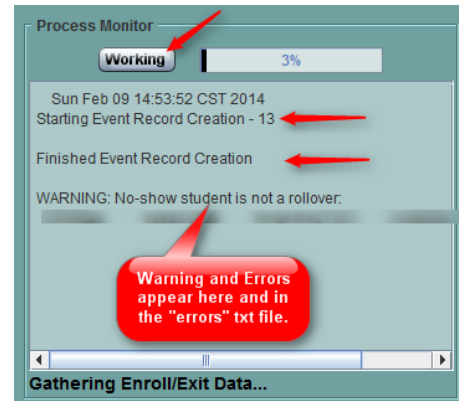
3. Delete/Replace – used to complete a replacement of all student records and assures that the SIS database matches exactly

with the data on the currently transmitted entire batch file. The file type 3 is a means of eliminating students with more than one ID and other data errors. Using file type 3 also is necessary in ensuring SIS data matches with calendar data and Sponsor Site Data.

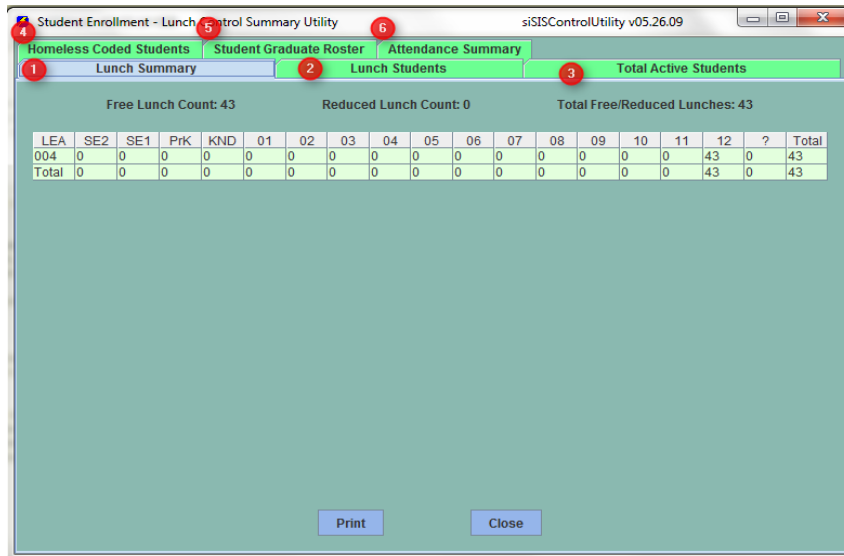


After selecting the SIS Transmission Type of Delete/Replace, click the (4) Start button to begin building the SIS-to-DOE file.

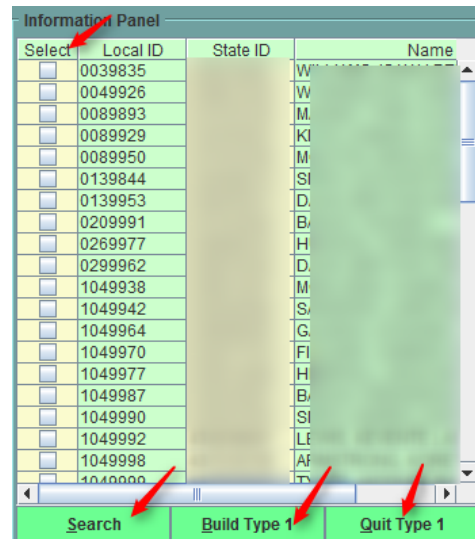
Using the “Look In”, browse to where you want to save the SIS file you will create. After finding your save location, click Save. A Process Monitor appears to show the status of the file being created. The window shows the Warnings and Errors that the process discovers during processing. When complete, a window appears with the information about the file created. The Warnings/Errors will be saved to a text file.



You can choose to Print the Warnings/Errors from here or from the file. Click Continue. The following window appears:

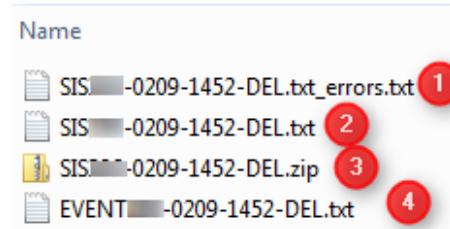


When choosing to complete a Partial File, you will need to Select the student(s) you will need for the file creation. You can sort columns and scroll to find the students or you can use the Search box to find the student(s). Click Search and enter the Local ID or State ID (SSN) and press Enter. The check will appear in the line with the student’s name and thus be included in the file. Continue this process until all students have been chosen. Then click “Build Type 1” button. The same process as above will now begin on the selected students.

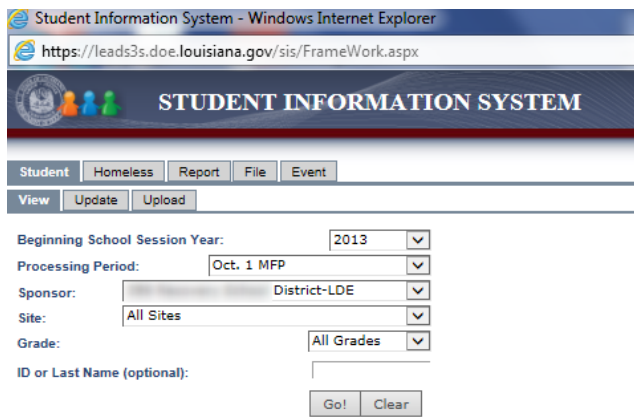


This process creates four files, not necessarily in this order.

1. The file which contains the Warning/Errors found during processing. Notice the .txt_errors.txt at the end of the file name.
2. The DEL or PAR txt file to upload to the state.
3. The DEL or PAR zip file to upload to the state.
4. The EVENT file which contains the discipline information records. This file must be uploaded first on LEADS SIS.

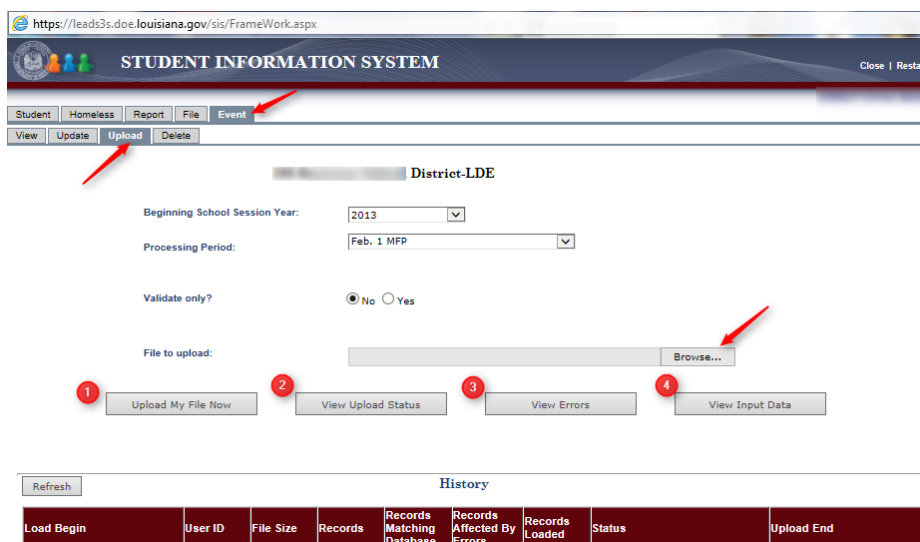


Screen Shots from LEADS SIS



Enter or change your selection criteria and click Go!

Step 1: Upload Event File Created in SIS Process (#4 in list of 4 files above). Click Event tab on top row of tabs. Click Upload tab on second row of tabs. Choose BOY Session and Processing Period. Then click Browse button to find your Event File to upload.



Then click (1) Upload My File Now. A message is updated to let you know the file is being processed.

Your data has been received and is being processed. Click the 'View Upload Status' button to monitor progress. Click the 'View Errors' button to view your error report.

You can also View Upload Status to view the progression of the file as it processes.

You can View Errors for the file, if any.

You can View the Input Data.

Step 2: Upload the Student File (#2 in list of 4 files above) – Clcik Student tab on top row and then Upload on second row of tabs.

Click BOY Session, Processing Period, Delete all existing students (suggest Yes except when completing a partial file of students) and then Browse for file. Then click Upload My File Now. Again you can View Upload Status and then View Errors. When Viewing Errors, you click on bottom button “Generate Error Report by Site” to view errors and warnings.

<u>Rec. Num.</u>	<u>Student ID</u>	<u>Local ID</u>	<u>Data In Error</u>	<u>Error Message</u>	<u>Student Name</u>	<u>Rec. Type</u>
1322		1199996	03252001	925 Warning: Student is too old for this grade		010
5346		3009115	06172003	925 Warning: Student is too old for this grade		010
1015		1009645	627117520	901 Warning: Student enrolled in another LEA		010
1291		1199956	659140469	901 Warning: Student enrolled in another LEA		010
11429		4199967	RIDLEY JR	220 Invalid Last Name		010
12553		9259806	04272003	925 Warning: Student is too old for this grade		010
4452		2009284	E1	324 Entry Reason E1 used on student not a Rollover		010

2 errors and 5 warnings for [redacted] School

Warnings need to be looked at but errors must be fixed.

Common errors:

Entry Reason E1 used on student Not a Rollover – SSN change, enrollment record issue, etc

Add Date/Leave Date not on Instructional Date – change date to an instructional date. Calendar has dates.

Overlapping Enrollment Records – student entered at one school before exited from another school.

Overlapping Discipline/Expulsion Records – fix dates on discipline record

There are too many errors to mention hear. See SIS guide to see other information on errors and fixing them.

Steps to completing Re-Assign SSN Number:

Click Update, choose prior BOY Session Year, Processing Period is EOY, and enter old/prior SSN in Student ID Number field. Then click on Update Existing Student.

https://leads3s.doe.louisiana.gov/sis/FrameWork.aspx

STUDENT INFORMATION

Student Homeless Report File Event

View Update Upload

Beginning School Session Year: 2012

Processing Period: EOY

Sponsor: [dropdown]

Student ID Number: [input field]

Old SSN

Add New Student Update Existing Student

Go to another student

Enter Student ID Number and click 'Add New Student' or 'Update Existing Student'.

Profile Enrollment Class Schedule Event Disc Program 504Student

Beg Schl Sess Yr: 2012 Mode: Update Status: Pending

Processing Period: EOY (Restricted updates)

Sponsor: [dropdown] Matching Sponsor: [input]

Student ID Number: [input] Reassign: [input] Matching Stud ID Num: [input]

Name: First * [input] Middle * [input] Last * [input] Suffix * [input] Local ID Num: *2009284

Birth Date: *4/30/2004

Sex: *M MALE

Ethnicity: Hispanic: * Y N Race: Am Indian Asian Black Pac Islander White

Birth Country: *US UNITED STATES OF AMERICA Last Update: 6/28/2013 10:22:00 A

First US Entry Date: * [input] By: [input]

* Denotes Restricted Field

Validate Update Database Delete this Student Cancel

Modify Student Profile data as needed and click "Validate". Click "Delete" to delete this student. Click the "Enrollment", "Discipline", or "Class Schedule" tab to access this student's enrollment, discipline, or class schedule data.

On next screen, enter Reassign Number (New/Correct SSN) and then click Validate button.

Student Profile data has passed validation. If you need to change this data before proceeding, click "Cancel" and make your change. Otherwise, you can click "Update Database" to complete this update. Click either the "Enrollment", "Class Schedule", or "Discipline" tab if you need to change this student's enrollment, class schedule, or discipline data. Note that your data has not yet been stored in the database.

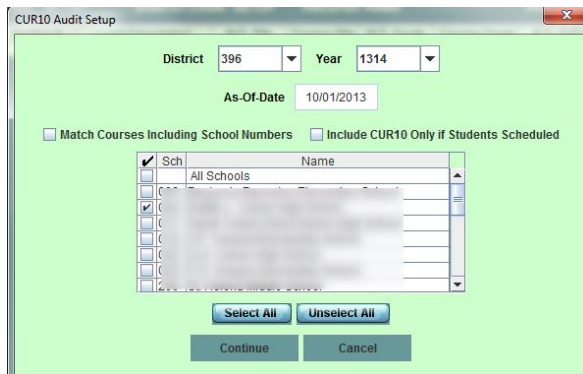
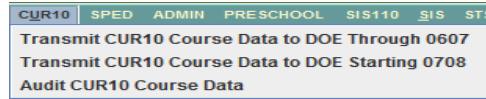
Then click Update Database.

Student Profile data has passed validation. If you need to change this data before proceeding, click "Cancel" and make your change. Otherwise, you can click "Update Database" to complete this update. Click either the "Enrollment", "Class Schedule", or "Discipline" tab if you need to change this student's enrollment, class schedule, or discipline data. Note that your data has not yet been stored in the database.

Creating the Curriculum File (CUR) in SIS Module

Go to the SIS module. Click to run DOE Command Center. Enter password.

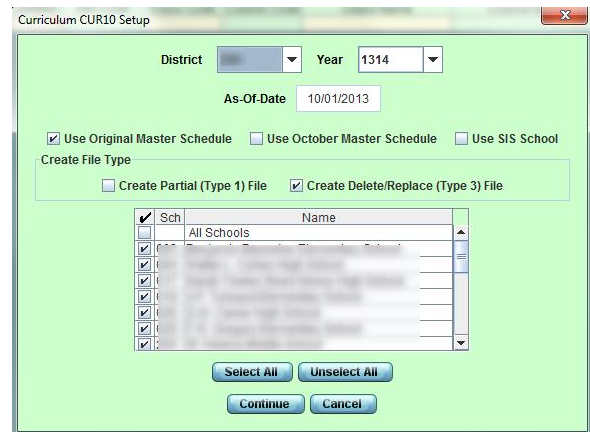
Before creating the CUR file, you may want to Audit CUR10 Course Data to review the Master Schedule sections and the course catalog state course codes.



Make sure to select the District, Year and As-Of-Date. Most districts have a consolidated course catalog so do not check off “Match Courses Including School Numbers”, if this applies to your district.

Fix any findings from the Audit CUR10.

Then using the item, from the CUR menu, “Transmit CUR10 Course Data to DOE Starting 0708” to create the file needed to Transmit CUR10 Course Data to DOE.

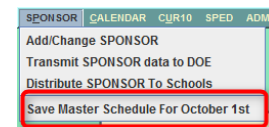


Select District, Year, and As-Of-Date.

Next, check all that apply to what you will use to create the file:

Use Original Master Schedule

Use October Master Schedule (created under **Sponsor** – Save Master Schedule for October 1st).

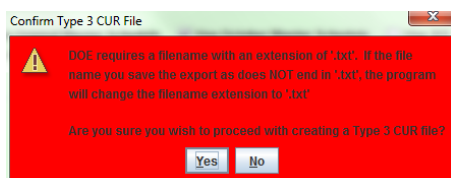


Use SIS School if your district uses this program feature for any sites.

Note: Saving the Master Schedule for October 1st will allow you to make changes needed for state reporting but will not interfere with the “Original or Current” Master Schedule, especially on the PEP side.

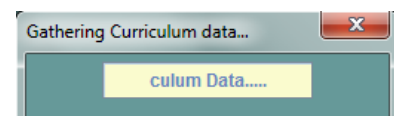
Create Partial (Type 1) File or Create Delete/Replace (Type 3) File. Most of the time, you will create the Delete/Replace file type.

Select all schools unless only one or more are needed. Then click Continue button.



You will see the window to Confirm the Type 3 CUR File if this is what was chosen.

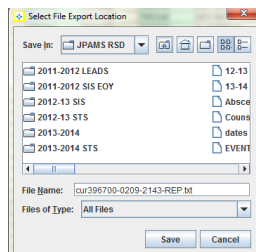
A progression bar appears to let you know the program is still running.



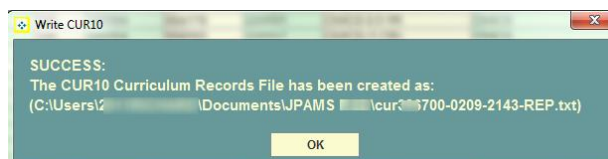
The following window appears for you to see what CUR records have been created. At the bottom of the screen, click on the “Create CUR10” to create the CUR file.



You will get a window to Save your file.



Once completed, you will get a confirmation that the file has been created.



Other elements that need to be present to collect all data for CUR records:
 Sponsor Site>Grading Periods which identifies Grading Cycle and Start and End Dates for course records.

Valid for Grades		-1	Thru	08
Grading Cycle		9 Standard 9...		
	Starting Date		Ending Date	
GP1	08/12/2013	➔	10/16/2013	
GP2	10/17/2013	➔	01/09/2014	
GP3	01/10/2014	➔	03/20/2014	
GP4	03/02/2014	➔	05/29/2014	
GP5		➔		
GP6		➔		
GP7		➔		
GP8		➔		

Valid for Grades		09	Thru	12
Grading Cycle		4 4X4 Block		
	Starting Date		Ending Date	
GP1	08/12/2013	➔	10/10/2013	
GP2	10/11/2013	➔	12/20/2013	
GP3	12/21/2013	➔	03/14/2014	
GP4	03/15/2014	➔	05/22/2014	
GP5		➔		
GP6		➔		
GP7		➔		
GP8		➔		

If anything is incorrect on these items, then this is where the information on Start and End Dates are fixed.

The Total Class Time Count uses this same information along with the Calendar to place number of minutes in the record for each course.

The Course Type Code is identified from the Course Catalog:

RG – Regular Education – any course not defined with one of the other criteria.

HR – Honors (H)

SE – Special Education (1)

GT – Gifted (3)

AP – Advanced Placement (4)

TA – Talented (5)

IB – International Baccalaureate (6)

DE – Dual Enrollment (D)

If the Course is Special Education, the Instructional Placement Settings indicated in the Master Schedule is attached to the Course Code.

The Distance Learning Code is also attached to a Course Code, if the course is either 8g Satellite Courses, Other Distance Learning, Course Choice Courses, or Dropout Recovery. These courses may have facilitators or coordinators assigned to them.

This is important for PEP side of CUR reporting.

(01 State Virtual School Course is no longer used)

Distance Learn: redistlearn ...	
DS	
1	01 State Virtual School Course
2	02 8g Satellite Courses
3	03 Other Distance Learning
4	04 Course Choice Courses
5	05 Dropout Recovery

Creating the PEP File in Human Resource Module

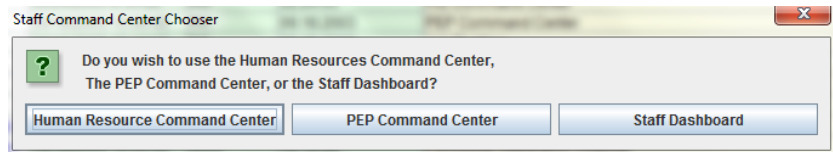
Go to the Human Resource module. Click to run PEP Command Center.

Audit the PEP records – before creating the PEP file

Audit the PEP 100 records and audit the PEP 200 files

Click on Human Resources.

Choose PEP Command Center.



Click on Audits then Audit PEP 100 Records in HR

Click on Audits then Audit PEP 200 Records in HR



Creating the PEP file

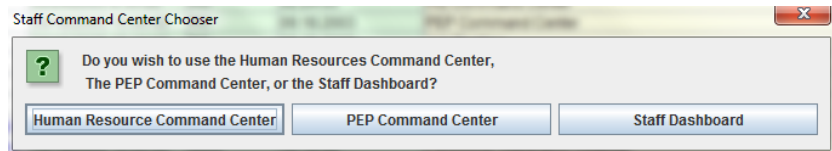
October 1st (Budgeted) submission period: PEP 100 and PEP 200 files

LEADS October 1st submission period: PEP 100, PEP 200, and PEP 210 records

End-of-Year submission period: PEP 100, PEP 200, and PEP 300 (non-attendance) records

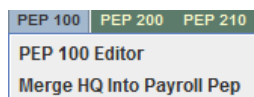
Click on Human Resources.

Choose PEP Command Center.



PEP 100 records

PEP100



PEP 100 Editor

Setup: Session 2012; District 340; School ALL; As of 10/1/2012; Beginning of Year; OK

Create the file

1. Create PEP 100



1. Create PEP 100 (Staff Demographic) File

Processing window indicates percent completed as the file is created.

If errors were found, click OK.

Message to press Start to create file.

OK.

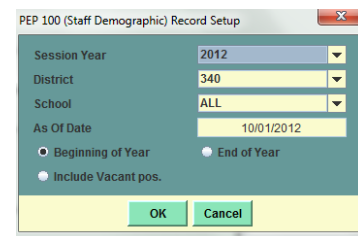
Click Start.

File Name/Location

If errors found – Do you want to include these? – Yes

Click Close at bottom of the window.

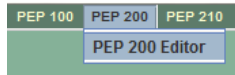
Close the PEP 100 Editor.



Date

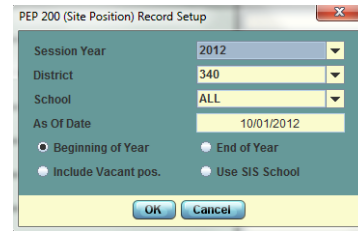
PEP 200 records

PEP 200



PEP 200 Editor

Setup: Session 2012; District 340; School ALL; As of 10/1/2012; Beginning of Year; OK
 (Note: If you have to indicate SIS schools for any click the option. If not needed, leave it unclicked.)



Date sites,

Create the file

1. Create PEP 200

Processing window indicates percent completed as the file is created.

If errors were found, click OK.

Message to press Start to create file.

OK.

Click Start.

File Name/Location

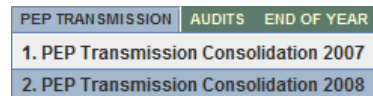
If errors found – Do you want to include these? – Yes

Click Close at bottom of the window.

Close the PEP 200 Editor.

PEP Transmission

Click on PEP Transmission and choose the #2 option.



You will be asked to indicate where the files created are located. You will be asked to read details of the process (red box). After reading the information, click on Close.

Important: Please Read

This program reads individual PEP files and consolidates them into one file.

You have the option of which files to include.

If you are transmitting using the data from JPAMS HR system, you must have already generated the PEP files from PEP Command Center:

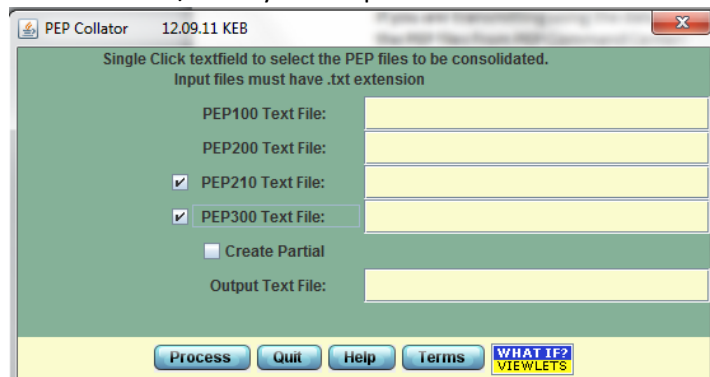
- In the fall (Beginning of year October 1st transmission), PEP210 and PEP300 must remain unchecked.
- In the fall (Beginning of year LEADS transmission), check PEP210 and uncheck PEP300.
- In the spring (End of year transmission), check PEP300 and uncheck PEP210.

If you are transmitting using the PEP file from payroll (file containing 100 and 200 records), you must have already obtained the PEP file from payroll. Place the same file on 100 and 200 records and find the check PEP210 and uncheck PEP300.

Then, select the file for each checked option and choose/enter your output file name and location.

Click in field to find the **PEP100 Text File** and find the file where it has been saved. Double click on the file name and this will enter the name in this field.

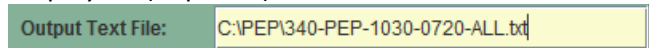
Click in field to find the **PEP200 Text File** and find the file where it has been saved. Double click on the file name



and this will enter the name in this field.

You may need to create a partial file. If so, click in Create Partial.

Click in field to name Output Text File. Your district number will be placed here. When you click OK, a more informational name will be indicated for you – containing info such as: district, date, time, all employees (vs partial).



Click Process to begin the process of placing the requested information to create your PEP file to upload to LEADS.

HUMAN RESOURCES - PEP SUBMISSION

The items that are required to be filled in the human resources master to be able to submit PEP are as follows:

1. Name
2. SSN
3. Gender
4. Date of Birth
5. Certificates (you can only use Louisiana certificates issue by LDE)
 - a. When you click in Cert- click on the Teach Louisiana button and it will pull in the certificate for you to download then you need to hit the green button at the end of the highest certificate to activate it for reporting.
6. Ethnicity
7. Highest Education
8. Retirement Code
9. Status Code
10. Hire Date
11. Confidential:
 - Years Experience
 - Total Salary Amount
 - Employee Type
 - Contract Days (how many days is staff contracted to work)
 - Workday Minutes (remove lunch and non-instructional minutes)
12. Contracts:
 - Beginning School Year
 - Site Code
 - Site Flag (Y for staff on school site)
 - Beginning Date
 - Object Code
 - Function Code
 - Ending Date
 - Annual Minutes (must equal contract days x workday minutes above)
 - Salary Amount (must match salary above)
 - Fund Account (general for MFP)

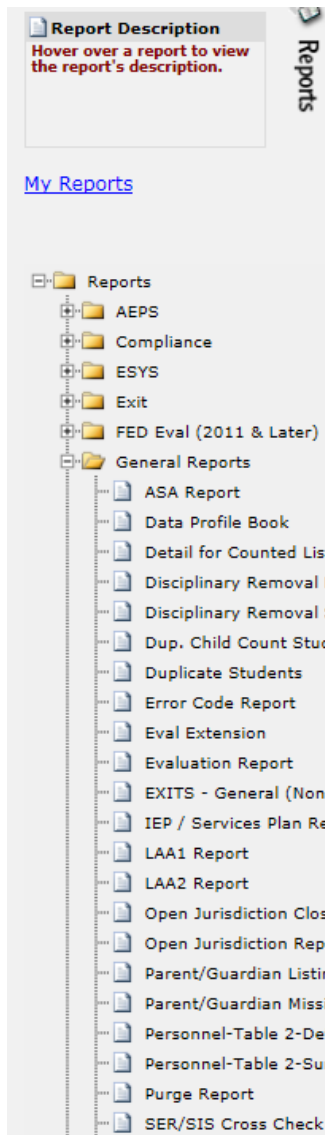
Salary Type (base for annual)

13. Highly Qualified (based on certificate)

What area

How determined (optional)

SER Report – SER/SIS Cross Check Report



Go to SER and then Reports. Find Reports, General Reports, and SER/SIS Cross Check Report.

Add to Your Reports.

Use the report to balance information between what is reported on SIS and SER.

Add missing students to SIS or correct SER data.

Match items such as grade levels, DOB, SER Site/SIS Site, etc.

Exit students from SER is needed if student has exited SIS.

This report must be clear. When a student is listed as missing from SIS and the services have not started until after reporting date, this would be allowed to remain on the list. Ex: Student SER services begin on Feb 7 and the SIS date is Feb 1. The student would not be found in SIS until the next reporting period.