

Suggested Beginning of the Year Steps

Below is a listing of suggested activities in that a District Coordinator may want to check as the approach of a new year is upon us. Each district is different, so not all of these may apply to each district.

Sponsor: (JPams)

Do One Of The Following Depending On Situation...

- If changes were made in May to adjust Pupil Progression settings, Re-Roll over sponsor records to next year.
 - SIS Coordinator goes to Jpams > SIS > DOE Command > Sponsor > Add / Change for current year > Copy > Ex... 1213 to 1314.
- If schools were closed, opened, or grade levels changed, then open each site in 1314 and make appropriate changes.
- If Pupil Progression Plan was changed, update settings for each site in 1314.
- Update all Grading period dates and grade period schedule type for each site in 1314.
 - **TIP:** Use the "Utils" button to copy grading period dates to other sites with same dates and configuration.
- If Principal has changed, update in "Principal" information so that MEG emails will flow to him/her.
- Notify DOE for changes related to...
 - Closing sites and opening new sites
 - Changing grade configurations of a site
 - Changes in Principal / Principal's email information.

Calendar: (JPams)

- Go to JPams > SIS > DOE Command Center > Calendar > Edit Change Calendar.
- Open up 1213 Calendar.
- Click Utilities > Rollover Calendar. Set year from and to.
- On next screen, *select only pink rows, not green rows* (Green rows contain individual school start/end times and grade configurations. These are unique to each school and should not be copied.) Click OK.
- Open up a single school's calendar in next year. Check each site for changes in the top area (Type 10). Specifically, edit for changes in start time, end time, start date, end date, and grad date.
- Enter basic calendar events that all sites have in common. When done, copy the events to the other sites that have the same calendar events.
 - Utilities > Copy This Calendar Set
 - Select schools to copy to in green
 - **Do Not Check** row labeled "Header Calendar Type: 10", but check other items.
 - Click Copy button.
- To enter unique event for a school or schools, use the Add-A-Date function found under "Utilities",

Student Rollover: (JPams or WebPams)

CAUTION #1: *If individual schools are allowed to perform this step, be sure to check with the Jpams District Coordinator to verify steps.*

CAUTION #2: *Only do this step if...*

1. *Rollover has never been done on a school site.*
2. *Rollover was done only once in early spring.*

JPams: Schedule Command Center / Start / Create New Year Student Master

WebPams: Schedule / Entry / Create New Year Student Master

- During, or after rollover, check for duplicate enrollments: Run the MFP Ethnic Gender report for the start of school. Work to clear out duplicates.
- Import Summer test scores as soon as available.
- Ask testing supervisor to send a copy of the district summer school test results to help situate students properly. The JPams District Coordinator simply adjusts the student's school site and grade level, if necessary, as a result of summer testing.
- For Seniors who were retained and exited due to failure of state testing: If student passes over summer, either:
 - Update end of year exit in SIS if open and post matching exit in JPams/WebPams.
 - OR, reenroll student for first day of school, then exit as graduate on first day of school.
- Check for students erroneously dropped during the summer. Run a Gain / Loss report checking for exit dates that should have been posted for first day of school in the new year.

Staff: (EOY Rollover- JPams), (HR Master- JPams or WebPams)

- Prior to any rollover, post separation information for any employee not returning for next year.
- Rollover staff: JPams > HR Master > EOY Rollover > Rollover Contracts
- Update, as needed, contract sites and object function codes of existing employees that were rolled over.
- If a staff member separates after the rollover, and is not an employee for the coming year, post Separation date on demographic screen, then go to Contracts and delete contract for next year.
- If the staff member separates during the school year, post Separation date and change end date on Contract.
- For staff that have changed locations and/or positions, update security logins/passwords (WebPams) with new locations and profiles.
- For staff that are no longer employees, delete security access, or make inactive if the staff member will be away temporarily.
- Insert new staff in Human Resources Master so that schools can schedule these staff members for courses. If an Administrator or Counselor, update the email to be able to receive MEG notifications.
 - Post Highly Qualified information on new staff members so that schools will be aware of any limitations when assigning new teachers to courses in the master schedule.
 - For new staff members needing access to WebPams, create security logins/passwords.
- Get out lists of security accounts for a given school to Principal. Ask him/her to identify accounts to remove and accounts to add.

Course Catalog: (JPams or WebPams)

- Obsolete courses no longer desired for schools to use.
- Add courses needed for coming year.
- Have schools update requests, master schedules to match changes.

Master Schedule Rollover (JPams or WebPams)

**Only done once! High Schools and Middle Schools are typically already done during spring scheduling cycle.*

- Once school starts to work on New Year master schedule, don't "undo" the master schedule roll over. Bad things will happen!
- Typically needed for Elementary Schools: Go to Schedule / Entry / Create New Year Master Schedule

Student Attendance: (WebPams)

**Only Needed for high schools and middle schools that offer Carnegie credit.*

- Enter bell schedules in the Attendance / Entry / Bell Schedule Maintenance.
- Assign students to bell schedules in Student Master / Loaders / Bell Schedule Loader
- Update attendance letters using Student Master / Letters / Letter Maintenance

Update SIS School Students: (WebPams)

**Only needed if the district uses SIS School*

- Clear out SIS school numbers for students at schools with state six digit ID's.
 - Student Master / Loaders / SIS School Loader / Select "Blank" for all students.
- Update SIS school numbers for students at "program" sites.
 - Student Master / Loaders / SIS School Loader