JCampus Student Master /Attendance Update

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Contents

Getting Started

1. JCampus works best in Google Chrome or Firefox.
2. Browse to **https://jpsis.jpschools.org/jcampus**
3. At the login screen, enter your username and password.
4. If you are using the "Live" dataset, click *Login.*
   a. "Live" refers to current, active data.
5. To access the **Training** dataset, on the "Database:" field, click the dropdown arrow and select **Training**. Then click **Login***.*
   a. "**Training**" refers to a copy of data, usually a day or two old. It is usually overwritten each night, allowing the user to practice or "play" with the data.
6. **Waffle:** Click to toggle view of the navigation panel.   Makes the viewable area of a screen, such as a gradebook with many columns, wider.
7. **Favorites:** Click to create up to 15 shortcuts to programs. To create a shortcut, do the following:
   a. Click the *Favorites* icon.
   b. Select Configure.
   c. The window on the left shows all the different modules that can be added to favorites. Click and drag the desired modules to the column on the right.
   d. Click *Save*.
   e. To remove, select the module from the window on the right, then click once on the trash can icon in the middle of the two windows. Click *Save*.
8. **Help:** Click to access the help system of JCampus. A separate tab will open to allow the user to jump back and forth between JCampus and the Help system.

Navigator

1. **Search Box:** Located in the upper left, entering a keyword will search the menu items and provide matching programs. Click to run. Click the "**Favorite**" (heart) icon to save it as a Favorite.

Unblock Popups

Print jobs in JCampus open as popups. The first time a print job is attempted, it may appear that the job was not created. To allow popups from the JCampus software, on the first instance of an attempt at a print job, do the following:

1. The user will see a popup blocker icon in the upper right corner as shown below.

OR

2. Click on the popup blocked icon. A dialog box will appear. Do the following:
   a. Click "Always allow popups from...."
   b. Click the hyperlink as shown below.
   c. The print preview will now be displayed and will continue to open in Google Chrome from JCampus.

The following pop-ups were blocked on this page:

B https://edgear.net/jcampus/PrintServlet?name=PrintServlet

A ⦿ Always allow pop-ups from https://edgear.net
   ○ Continue blocking pop-ups

Student Master Overview

The **Student Master** is the primary program for working with individual student data. It is used to maintain demographic information on students and enroll/drop students.

Getting Started

1. On the navigation panel, go to **Student Master** / **Entry** / **Student Master**.
2. At the setup box, verify the current year.
3. Click on the "School" field to pick the site to work with or select "700" to work with all students in the district.
4. Click the "**OK**" button to begin.

Find a Student using the Find Button

1. Click the *Find* button located at the bottom of the *Student Master* screen. This brings up a list of students in alphabetical order.
   a. Student records in which the student has dropped will be highlighted in pink.
2. Use the keyboard or the keypad at the top of the list to type the last name in the search box or scroll down the list and select the appropriate name.
3. The student's information will appear on the *Student Master* screen.

Find a Student Using the Search Bar

1. **Need to find a student in a different year?** In the search results, click the option "**Search All Years**".
   a. Selecting a previous year search result allows you to see data from that year.
2. Select the desired student. The student information will appear in the *Student Master* screen.
3. **TIP**: In this field, the user can search additional strings such as Father Name, Mother Name, Guardian Name, and any phone number. Simply type in what is being searched for. Any matches will show in **bold**.

Student Master Screen Features

1. If the student has exited, the name of the student will be shaded in red.
2. If the student is absent on the current day,the name of the student will be shaded in yellow.
3. **Save**: To store any changed data on the student, be sure to click the SAVE button located at the lower center of the Student Master screen!!
4. **Name**: Located in the upper left, click the field box next to **Name** to access, edit, or enter the student's name, addresses, phone numbers, and ssn of the student. Address and phone information can be copied from the student's information to the Guardian, Father, and Mother by clicking the **Copy Address** button.
   a. **SSN**: If the student needs a temporary SSN, double click the SSN field.
5. **Guardian**: Click in this field to enter/edit a guardian's name, address, email, and phone information. Usually, this is someone other than the Father or Mother, such as Grandmother, or other type of legal guardian.
   a. Information can be copied from the **Mother** or **Father** by clicking the **Copy From …** buttons at the bottom of the Guardian window.
   b. If a school uses the Parent Command Center, and wishes to deny a guardian access, a user can select to deny access by clicking the box next to **Guardian cannot access Internet data**.
6. **Father** and **Mother**: Click in these fields to enter/edit names, addresses, email, and phone numbers of the student's father and mother. There is a check box to indicate if the mother or father is a stepparent.
   a. Address information can be copied from Guardian, Student, Mother, or Father by clicking the **Copy From** button.
   b. If a school uses the Parent Command Center, and wishes to deny a parent access, a user can select to deny access by clicking the box next to **Mother/Father cannot access Internet data**.

7. **Emergency**: Click to enter or edit a person to contact in case of an emergency for the student.

8. **Resides With**: Use this field to identify the person the student lives with physically.

9. **Homeroom:** Usually not selected here but populated because of scheduling. If needed to be done manually, click to enter a homeroom for the student.

10. **Special Codes**: This field allows you to bring up a box that will list any special information for that student. By clicking on the drop-down arrow, you will get a list of Special Codes that you can use if you need to enter such information. It also allows you to enter other information such as **Lunch Type** and **Lunch ID**. You may enter up to 10 different codes. After you are done, close the screen and the codes will appear in the Special Codes field on the main Student Master screen.

    a. **VIR**: Code used by Compliance office to denote full time virtual student.

11. **School Clubs:** This field will allow you to list any school clubs that the student is a member. When you click on the blank field next to the **School Clubs** name, a box will appear. Click on the arrow and a drop down list of clubs will appear. You may select up to 10 clubs for this field.

12. **Alarm Codes**: This field will allow you to assign codes that indicate a student needs special or immediate attention. This code will display when a student with an alarm code is checked out of school.

13. **Grade**: The grade level of the student is contained here.

    a. -1 = PreK, 00 = Kindergarten, 1 through 12

    b. *If at the start of school time a grade level needs to be changed, click and change to correct grade level. In the **Comment**s field, make a short note on why the grade was changed with date and initials.*

    c. *If during the school year, a grade level needs to be changed, the student is dropped with a leave code of "20 Exit Grade for Reassignment to another grade". On the same date, the student is reenrolled with an entry code of "E6 Reentry into school…."*

14. **Entry Date:** Contains the date the student entered the school. A user can cell click to enter/edit the entry code, entry date, and school transferring from.

15. **Leave Date:** Contains the date the student left the school. A user can cell click to enter/edit the leave code, leave date, and school transferring to. Note: Proper use of the leave code is crucial. Using a leave code that contains a **"D"** will result in a dropout assigned to the school.

16. **Country:** If a student was born in another country, a user would cell click here to enter the country of birth, date of entry to US, a language code, and a language proficiency code. This is an important field as it identifies whether a student is **Limited English Proficient**.

17. **SBLC Code**: A field to identify a student as retained. When a student is considered for retention, an SBLC is held. The results of the SBLC meeting (promoted or retained) are posted here.

18. **School:** Click to view/assign student to a bell schedule. Save when done.

19. **Current Zone:** This field located in the lower center of the student master screen indicates what zone the student's physical address is associated with.

20. **Save**: To store any changed data on the student, be sure to click the **SAVE** button located at the lower center of the Student Master screen!!

Tabs at the Bottom of the Student Master Screen

1. **Demographic**: First screen displayed when entering **Student Master**. Basic information on a student is displayed here.

2. **Addresses**: This tab will display all name/address/phone information contained in the **Student**, **Guardian**, **Father**, **Mother**, and **Emergency** fields.

3. **Sports**: This tab will display information such as **Sports**, **Cohort, Next School,** and **Graduation** (if early graduate) data.

4. **Programs**: This tab will display program information such as Homeless, Migrant, Homebound, etc… Program start

and end dates can be associated with each program.

- a. **Custom Codes**: Bottom half of the screen. Here is where the tag of A Day, B Day, or A/B Day is entered.
   - i.   The plan is for this to also show on the Student Master Screen.

5. **IGP**: Graduation Plan.

6. **Permissions**: Student permissions are stored here.

7. **Enroll HIstory**: A very important tab. This tab indicates the **enrollment history** of the student in the district.

8. **504**: This tab will display details about the student if the student has been identified as 504.

9. **OOZ**: This tab is used to store **Out of Zone** information related to the student. It will be red if information is contained here.

Using the Gear icon

The Gear icon is a menu system that brings out further details about the student in a quick access format. The Gear icon can be found throughout the JCampus system. Typically, the user will see the icon near the student's name on a screen and on some list report screens. In Gradebook, the Gear icon is accessed by the highlight of a name, then a click of the Gear icon.

1. After locating a student on the Student Master screen, or in any other location where the icon is present, click on the **gear icon**. A submenu of items to pick from will be displayed.

2. Categories with arrows on the right contain further subgroups of related items .
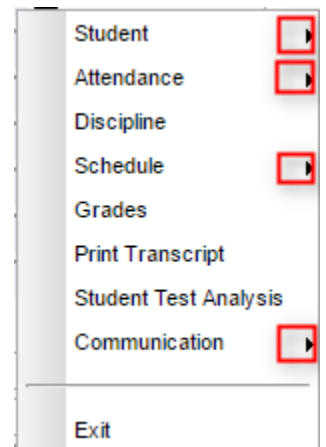
3. Student

    a. **Student Demographic**: Creates a print out of main contact information of the student.

    b. **Special ED Information**: Same as "SPED" button on main Stu Master screen.

    c. **504 Information**: Same as "504" on main Stu Master.

    d. **Health Information**: Same as "Health" on main S

    e. **Student Enrollment History**: Same as "Enrollment History" tab of Stu Master.
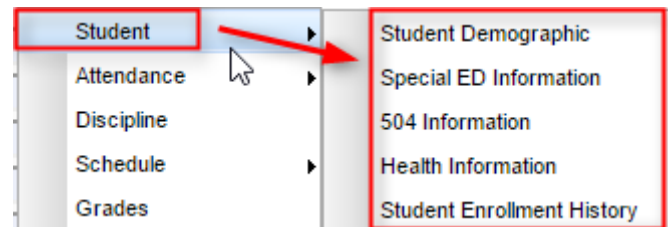
4. Attendance

    a. **Attendance by Day:** Report of detail attendance and summary. Click "Setup" to change year.

    b. **Attendance by Course:** If a Bell Schedule is setup, student's attendance by course is displayed with counts per course. Cell click to get detail records for the class.

    c. **Tardies:** Code 14 Tardy means student was present at school, but no in class on time. Typically posted by the teacher.
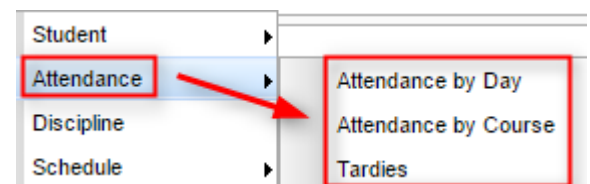
5. **Discipline**: Provides a summary of incidents/actions. Click the "Year" in lower right to see previous years information.

6. **Schedule**: If user permissions allow, these will allow for student schedule changes.

    a. **Schedule Maintenance**: A simple manual student schedule program to quickly add/drop classes on the student's schedule.

    b. **Pattern Board**: Typically for high schools and large middle
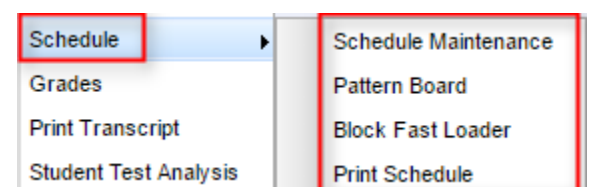
schools, this is a request-based student scheduler for entering requests, automatic scheduling for the student, or manually add /drop a class.

    c. **Block Fast Loader**: Typically for elementary schools and smaller middle schools, this assigns a student to a homeroom, which also assigns a schedule associated with the homeroom.

    d. **Print Schedule**: Quick preview/print out of student's schedule.

7. **Grades**: Displays the current marking period grades, and any semester / final averages if calculated. Click the "Year" in the lower right to see previous year's grades.

8. **Print Transcript**: Displays the transcript of the high school student. Current year semester / final averages are merged and indicated with a "G" for "Grade Record".

9. **Student Test Analysis**: Displays test score information for the student. Easiest way to view is to hit the "**Print**" button to do a print preview.

10. Communication

    a. **Parent Contact Log**: Typically, a note posting entered by the teacher documenting time/date/contents of a communication with a parent/guardian.

    b. **SPC Login Information**: Displays the last time a parent/guardian accessed information about the student on the Student Progress Center.

Addresses

Student Addresses will now be matched to a map system. As the address is entered, a suggested address will be displayed.

When entering addresses, it is important to be consistent. Below are suggested address standards for abbreviations and formats when entering any address for students,

1. No commas or periods in address text.
2. Common abbreviations:

    a. **AVE**   Avenue
    b. **BLVD**   Boulevard
    c. **CIR**   Circle
    d. **CT**   Court
    e. **DR**   Drive
    f. **HWY**   Highway
    g. **LN**   Lane
    h. **PKWY**   Parkway
    i. **RD**   Road
    j. **RT**   Route
    k. **ST**   Street
    l. **THRWY**   Thruway
    m. **TR**   Trail

3. Abbreviate directions without the period. Examples: **320 W JEFFERSON ST**, **938 E JEFFERSON ST**

    a. Exception: If the street's name is a direction, do not abbreviate it. Example: **103 NORTH ST**

4. A post office box should be **PO**. No space and no periods. Example: **PO BOX 125**

5. **LOT**, **APT,** and **UNIT** <u>are entered on the second address line</u>. Don't use "#". Example: **LOT 16**, **APT 32**.

Student Address Edit and Entry

1. Click on the student name to edit or enter an address.
2. Click on the physical address field.
3. If an existing street address is modified, the entire address will be removed from display to start a new search for a valid address.
4. Begin typing the street address in the mailing or physical address field. Click the **TAB** key to move to the next line and make the AVS window appear.
5. Upon moving to the next address field, the AVS will try to find an address match:
6. If the student physical address contains an apartment or lot number (ex. APT 101), enter it on line 2.
7. If at least one is found, a list of possible matches will be displayed on the right in the **AVS** window. Select the correct address and click OK.
8. If no match is found, continue entering the city, state, and zip code, and then check for an address match after each is entered.
   a. If no address match is found after entering the city, state, and zip code, check the accuracy of the address.
   b. If address is accurate and there is no match, make sure all of the address fields are entered, then click the close box.
9. Once an address has been matched, a green check will appear at the bottom of the screen stating either the mailing or physical address has been validated.

   Physical Address Validated ✅

10. PO Boxes are not allowed in the physical address field.
11. Blank or incomplete physical addresses are not allowed. A student cannot be saved without a complete physical address.
12. **TIP**: Once an address is validated, you may want to use the **Copy Address** button to save time by copying the valid address to other address locations.

Checking Physical Addresses – Audit 911 Address List

This report will list the physical addresses that have problems, including map mismatches.

Focus on fixing the easy problems. In some cases, map mismatches may happen because the map has inaccuracies.

1. Go to Student Master > Lists > Audit 911 Address List
2. Set for current year, then click Ok.
3. The listing will show students with missing physical addresses or addresses that may not match the map system.
4. Fix any problems in student master.

Enter a New Student Using Reenroll

1. If currently working on a student, click the **Save** button to store any work that was done on the current student.
2. Click the **Clear** button on the lower center portion of the student master screen. Click in the **Name** field and the Student Information window will open.
3. Enter all or part of the **first** and **last name** of the student OR enter all or part of the student's ssn in the **ssn** field.
   a. If any part of the name contains an apostrophe, use the key left of #1 and above the Tab key on the keyboard ("backquote" key). Remember to spell as is on the birth certificate if available.
   b. If the student's name is an uncommon name, try using the first two or three letters of the first and last name instead of the whole name.
   c. **TIP**: If the name matching is too difficult, and no results are returned, clear the names and search by putting the ssn in the ssn field.

Action ▼
Demographics ▶
Re-Enroll
Leave/Entry Package
Enrollment Status Form
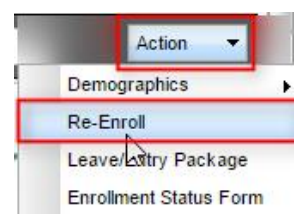
4. Click **Action** in the upper right of the screen. Choose **Re-Enroll**.
5. Check the appropriate items to import. Usually, all items are selected.
6. Always choose 026 Jefferson unless the student is coming from a JCampus district, then select the JCampus district.
    a. JCampus districts have the name of the district twice. Ex. 001 Acadia   Acadia
7. Click **Ok**. If any matches appear on the screen in the home district, check to make sure that for the current year, the student has a leave code from the previous school. If no drop information is shown, contact the previous school in the district to post a leave code, then repeat the search.
    a. It is school courtesy to help the other school calling for a drop. Try to post the drop right away so that the other school may gain the new student as fast as possible.
    b. For in district searches, be sure to choose the **most recent entry** (top entry) for the current year.
8. If choosing from a district other than St. Landry, set the **District** to the other JCampus district, and if a match is found, be sure to choose the most recent entry, which is usually the topmost entry.
9. When a row is selected, an initial view of the student's data will be presented to make sure the correct student is being selected.
10. After verifying the information, if it is the correct student, click the **Import** button on the lower left.
11. Select the appropriate entry school, entry code, entry grade (-1 is PreK, 00 is Kindergarten), and enrollment date grade for the incoming student. Click **Ok.**
12. After the import of the student is complete, the user will be directed to being updating the address and contact information of the student. Don't assume information from the other school site is correct. Verify all information; including ssn, date of birth, etc... Update address and contact information. Click *Save* at the bottom of the page.

Entering a New Student When No Reenroll Match is Found

1. If no match was found in the Reenroll process, the user enters the student's information from scratch, starting with the student information box, then work down the student screen.
2. Any field that is red must be completed to enroll the student. Any field with a blue/gray background indicates additional information is available when the field is selected.
3. Click in the **Name** field and the Student Information window will open.
    a. Enter the student's Last, First, and Middle Name, including any suffix information.
    b. If any part of the name contains an apostrophe, use the key left of #1 and above the Tab key (backquote key) on the keyboard.
    c. Complete the physical address. If same as the mailing, use the "**Copy Address**" button to speed up the process.
    d. Enter a student home phone number, or primary contact number for the student. A Phone Options window will appear. Checking the Tardy, Attendance, Discipline, Grade and Event options will **opt out** of receiving phone calls for those items.
        ▪ "Cell Phone" can receive SMS text messages from the JCall system.
    e. Enter the Social Security number in the **SS Number** field*.* If a parent does not supply a SSN, double click in the SSN box and the system will generate a temporary SSN.
4. When finished with the student, click the **Guardian** button to enter Guardian information (if applicable) for the student.
5. When finished with the **Guardian** information, click the **Father** button to enter Father information for the student.
6. Repeat for **Mother**, **Emergency**, and **Resides With**.
7. For **Grade**, select the drop-down menu to select student's grade.

   a.   Kindergarten grade = 00   Pre-K grade = -1

8. For Ethnic field, select the **Primary** first, then any additional under **Secondary Ethnicity**.

9. Click in the **Birth Date** field. Select the month, date, and year from the drop-down menu. Click Close when finished.

10. In the **Transportation** Information window data from the transportation system will display.

11. Click in the **Entry Date** field. The Entry Information window will appear.

   a.   Select an entry code and entry date from the drop-down menu.

   b.   If the student is transferring from within the state of Louisiana, click in the **Transferred From** field to generate a Louisiana State School list. Use the Search field to locate the school site. Select the school.

   c.   If the student is transferring from a school not listed with the state, close the site listing by clicking the "x" in the upper right. You will see the cursor is blinking in the Transferred From field. Just start typing the name of the site the student is coming from. Click **Close**.

Enter the Homeroom

1. For Elementary Schools: Normally this is automatically populated when a student is assigned to a Block (homeroom) schedule. This only is needed for exceptions in the elementary setting.

2. For High Schools and Middle Schools: Normally this is assigned either by first period or by last name range. Pick the homeroom teacher based on which criteria is used by the school.

3. If manually entering the **Homeroom** field. A list of staff members will appear. Click on the staff member's name to be the homeroom teacher for this new student.

Enter Special Codes

1. Click in the **Special Codes** field to get the Special Codes box.

   a.   VIR = Virtual Program student from Compliance.

2. Click on the drop-down arrow to choose the appropriate state reported special code.

3. Click Close when finished.

4. Click Save to store the code selection.

Special Codes for PreK Students (-1)

- P01 Title 1
- P02 INVALID
- P03 Starting Points P04 Even Start
- P05 8(g) Block Grant
- P06 Locally Funded
- P07 Head Start (4 yr olds)
- P08 Head Start (3 yr olds)
- P09 LA 4(formerly Early Childhood Dvlpmnt)
- P10 Rural Education Achievement Prgm. (REAP)
- P11 Education Excellency Fund (EEF)
- TAN TANF
- SE1 Preschool Special Ed (Use for Special Ed PreK who needs to be in Grade 20 for state)
- SE 2 Infant Toddler Special Ed (Use for Special Ed PreK who needs to be in Grade 15 for state)

Special Codes for Kindergarten Students (00)

- K01 PUBLIC School Prekindergarten
- K02 NONPUBLIC Prekindergarten
- K03 LICENSED Childcare
- K04 Family Day Care Home Program
- K05 Head Start Programs
- K06 Tribal Schools
- K07 Home (No Pre-K)

Enter Alert Codes

1. After finding the student in Student Master, click in the **Alert Codes** field to get the Alert Information box.
2. Click on the drop-down arrow to choose one (or more) alarms.
3. Click Close when finished. Click **Save**.
4. Once an alarm code has been entered, the field will be red. You will also receive notification that a student has an alarm code when checking the student out, or when posting a discipline referral.

Enter Country Information (Limited English Proficiency)

1. Typically done by Jefferson Parish staff who administer Limited English students.
2. Needs to be completed if:
    a. The student is not proficient in English
    b. If the student was born in another country.
3. Click the **Country Entry** field on the right of student master under the photo area.
4. Enter the following:
    a. **Entry Date**: Enter the date the student entered, or was born in the United States
    b. **Country of Citizenship**: If born in another country, indicate that country in this field.
    c. **Language Code**: Indicate language spoken by student.
    d. **English Proficiency**: Enter whether the student is Fully English Proficient, or Limited English Proficient.
        i. If student is **02 Limited English Proficient**, then a **Funding Source** has to be identified. In some districts, it is code **11 Local Funding**. Check with your district coordinator for correct funding source for LEP services.

Report of Limited English Proficient Students

1. On the navigation panel, go to **Student Master**, then **Lists**, then **English Proficiency Report**.
2. At the setup, set the **Year**, **District**, **Grade**, and **As of Date.**
3. In the List If options, choose English Proficient Code = **LIMITED**
4. Click **OK** to run the report.

Posting Homeless Information

The directions below show how to assign a student as homeless.

1. In Student Master, click **Find** to locate the homeless student. On the lower tabs row, select the **Programs** tab.
2. In the upper left, select the drop down in the **Program** field. Scroll up or down to the codes numbered **48 – 52**. Select the appropriate homeless code.
3. Click in the **Begin Date** field to bring up a calendar. Select the date of homeless services to start for the current year.
4. Click in the **End Date** field and post the end date for the homeless services. Usually this is the last day of the

current year.

5. To show the reason for Homeless services, click in the **End Type** field and select the desired homeless reason code.

6. Click in the check box under **Services**. If the student has qualified for homeless, but has refused services, leave this box unchecked.

Homeless Student Report

This listing will provide students identified as homeless in the school or district.

1. In Student Master, click Lists, then select Homeless Students List.

2. At the setup box, the School Year, District and School should be defaulted based on security.

3. **Grade** should be left blank if all grades are to be included on the list; otherwise click in the box to select the required grade level(s).

4. Select the **Entry Date From**.

5. To pull a report of only currently enrolled students, place a check next to **Active Only.** To view a report of all enrolled students who were coded as homeless, uncheck **Active Only.**

6. Click **OK** to view the report.

Posting Homebound Information

When students are marked with a Homebound Program code, attendance posting will provide reminders that the student is receiving Homebound services. Homebound information can be assigned in the in the **Programs** tab of student master.

1. In Student Master, click **Find** to locate the desired student.

2. Across the bottom of the student master, click on the tab labeled **Programs.**

3. On screen are rows of fields to enter multiple program information items. On the first available row, click the drop-down arrow under **Program**. Scroll to **17 Hosp./Homebound**. In the Area/Reason/Score field, enter the reason for the homebound condition.

4. In the **Begin Date** field, enter the start date of homebound services. In the **End Date** field, enter the anticipated end date of the homebound condition.

5. Click **Save** at the bottom of the Student Master screen.

6. When a Homebound student is marked absent, the attendance posting system will warn the user that the student is homebound.

Exit a Student

1. After finding the student in Student Master, click on the **Leave Date** field to begin the process of exiting a student.

2. Select the appropriate **Leave Code** from the drop-down menu for Leave Code.

    a.   If a Leave code contains "D", the student will be reported to the state as a dropout. Use carefully.

3. In the **Leave Date** field, select the first nonattendance date as the leave date.

4. Enter the **Transferred To** information

5. Click **Close**. You will notice the **Leave Date** field is now red, indicating the student is dropped.

6. If all information is correct, click **Save**.

Print Entry/Leave Packet

1. After finding the exited student in Student Master, click **Action** at the top right of the screen, then choose **Leave/Entry Package**.

2. Click the **Print** button to print out the document.

Alpha/Recruiter List

The **Alpha Recruiter** List is a great report to get lists of students for various reports.
1. In the left navigation panel, go to Student Master / Lists / Alpha-Recruiter List.
2. In the Setup window, ensure the correct year, district, and school are selected.
3. Commonly Used Settings:
   a. **Grade** can be left blank if all options are to be included; otherwise, click in the box to select the specific choices.
   b. **Filters**: Click to limit students by Special Code VIR, or Custom Code ADay, BDay, or A/B Day.
   c. The **Column** field can be used to select which fields will be displayed in the report.

      d. **Active Only** date will list students enrolled on this date.

      e. **Special Ed** and **504** can be checked off to limit the report to Special Education or 504 students**.**

4. **Order to List** gives sorting options.

5. Click **Ok** to get a student listing.

6. Clicking on the down arrow on the right side of any column header will display additional sorting options.

      a. **Sort Ascending**-alphabetical order

      b. **Sort Descending**- reverse alphabetical order

      c. **Configure Sort**- custom sort using multiple columns

      d. **Clear sort**- clears the Configure sort option

      e. **Auto Fit All Columns**- adjust all columns' width to fit the text in each field automatically

      f. **Auto Fit**- does the same but only in the column you are working in

      g. **Column**- uncheck columns to hide

      h. **Group by**-when grouping, all items are sorted and then collapsed into drop down items to make the information easier to access in an organized fashion.

      i. **Ungroup**- clears Group By

      j. **Freeze**- keeps the chosen column stationary while scrolling from left to right

7. **Save / Report Feature**: After configuring the report the way you like it, click the **SAVE** button and give it a title. The settings and display will be remembered. To call the report up again, use the **Report** field in either the setup box or on the bottom of the Alpha Recruiter screen.

8. Click **Print**. In the Print Document window, select the appropriate format to save or print.

      a. Highlighting rows in the list and selecting **Print** will only print those selected rows

Birthday List

1. In Student Master section, click **Lists**, then **Birthday List**.

2. At the setup box, set the Year, School, Grade(s), Order By, and As of Date.

3. For **Sort By**, click **Month**.

4. For **Choose**, pick **Option 2**.

5. In the **Option 2** section, set the desired month to search birthdays for, then click **OK**.

Gain Loss Report

1. Select Student Master, then click on **Lists**. Select **Gain Loss Report** and the setup box will appear.

2. Set the usual Site, Grade information at the top of the setup box.

3. **Print First Day Students**: By default, the program does not display students who are enrolled on the first day of school. Selecting the Print First Day Students option will show all students, including those who were enrolled on the first day of school.

4. **Show Gains Only**: Show only students you have gained.

5. **Show Losses Only**: Show only students who have left.

6. **Select Show Transfers From**: This field is the district(s) from which a student has transferred and it will only have information if it was entered upon enrolling. Leave the field blank if you want transfers from all districts. Click in the field to restrict the report to one or more districts.

7. **Select Entry Codes**: Leave the Entry Code field blank if all Entry Codes are to be included. Otherwise, click in the box to select the desired code(s) to be included.

8. **Select Leave Codes**: Leave the Leave Code field blank if all Leave Codes are to be included. Otherwise, click in the box to select the desired code(s) to be included.

9. Click **OK** to move to the student listing.

10. Columns of interest are:
    a. GLFD--Students gained or lost on the first day of school
    b. FD--Students gained on the first day of school
    c. GOST--Students gained out of state
    d. GIST--Students gained in state
    e. GID--Students gained in district
    f. GOTH--Students gained other than out of state, in state or in district
    g. GTOT--Total students gained
    h. LOST--Students lost out of state
    i. LIST--Students lost in state
    j. LID--Students lost in district
    k. LOTH--Students lost other than out of state, in state or in district
    l. LTOT--Total students gained
    m. TOTAL--Net gain (positive value) or net loss (negative value)
    n. TRANSFRM--6-digit site code if site is located in Louisiana
    o. TRANSTO--6-digit site code if site is located in Louisiana

Classroom Log 1 Week

The Classroom Log is used to quickly print class roster logs for substitute teachers or for other needs.
1. On the left navigation area, choose Student Master, Lists, then Classroom Log 1 Week.
2. At the Setup Box, configure for the usual Year, Site, Grade, As of Date options.
3. Click in the box to the right of **Teacher** to select the teacher(s) for whom you need to print the Classroom Log.
4. Click in the box to the right of **Periods** to select the desired class periods to print for the teachers.
5. Click in the box to the right of **Semesters** to select the desired semesters to print for the teachers.
6. Click **OK** after all fields of the setup box have been set as desired. A list of teachers with their classes will appear based on the settings of the setup box.
7. Select the teachers to print the Classroom Log for and click **Print**.

Student Locator

This program will allow the user to locate students by course and period. There several different selections in the setup box for the user to choose.
1. Select Student Master on the panel on the left side of the screen. Under **Lists**, select **Student Locator**.
2. Set the normal setup options such as Year, School, and Grade.
3. **Periods To Show** --class periods to show on report
4. **Location Type**--Select Teacher to show only the teacher, Room to show only the room number, or Course to show only the course on the single line report.
5. **Report Type**--Select **Single Line** Report to show the teacher only or **Multi Line** Report to show course, teacher, and room number.
    a. (NOTE: If a student is taking a multi-period course (2+ periods), then the information will show up in all of the periods the student is scheduled into the class. As an example, if a student is taking Welding for three consecutive periods beginning at 1st period, the Welding information will be on the report at 1st period, 2nd period, and 3rd period.)
6. Homeroom, Advisor, Club and Sport --You can sort you schedules by those students assigned only to homerooms, advisors, Clubs and sports.
7. Click **OK** to move to the next screen.

8. **Print**: Click Print to create a print job.
   a. If set to "Multi Line" report, the student's information (address, phone number, etc.) will also be printed on the schedule.

Student Demographic Fast Loader

This program will do the following:

- Create a form for parents to review demographic information about a student, then return with any corrections.
- Allow a user to update the demographic information of the student, then print an updated copy of the form if needed.
   1. In the upper left, locate the Student Master category. Underneath, click on "Loaders", then "Student Demographic Fast Loader".
   2. Set the normal setup of School, Grade, As of Date.
   3. **Show Parent's Security Code**: Select to show the 5 digit code (PSN) needed for the Parent / Guardian to create a Student Progress Center Account.
   4. **Show JCOMM Permissions**: Use only if the district uses the Edgear Call System. Select to show a place for the parent / guardian to indicate that a call is not to be placed to a given phone number.
   5. **Show General Permissions**: Deselect (no check) to show the Comments from Student Master at the bottom of the form. Select to show Permissions check boxes at the bottom of the form.
   6. **Show Alert Codes**: Shows a student's alert code. To print Alert Codes on Demographic Form, you must check "Show Alert Codes" and "Show Comments".
   7. **Show Comments**: This will show the student's master record comments on the Student Short Form. You may choose to "Show General Permission" or Show Comments" but not both.
   8. **Show Blank JCOMM Permissions**. By selecting this option, the printout will show the blank check boxes on the short for each selected student. This will give the parents/guardian the mechanism to update these permissions.
   9. Click **OK**.
   10. A listing of students with a select box will be displayed. Click in the select box of the desired students to create a form, or to select all students displayed, click the square in the upper left. You will then notice that a check mark is placed to the left of the name of the student(s).
   11. To print the forms, click the **Print Short Form or Demographic Page** button on the lower right of the screen. A print preview will be displayed to review the report before printing.
       a. Note: If a large school, it may take a minute or two to get the report.

Directions for Updating Student Demographics When the Form Is Returned

Note: This is not the only way to update demographics. If the user is more comfortable updating demographics in the Student Master module, that is certainly a good option. The advantage here is that all of the demographic information is on one screen that roughly fits the form that was printed out.

1. When the forms are returned, go to the **Student Demographics Fast Loader** as detailed earlier in steps 1 and 2 on the previous page.
2. At the student listing, click on a student's name or ID number. Give it two or three seconds, then you will see a demographic screen that will appear as shown below. Generally, you will find that the fields match the layout of the printed demographic page.
3. Update the information on the screen to match the form returned by the parent/guardian.
4. To update the call system "opt out" for the types of messages, click any of the phone number(s) fields for the Father, Mother, and/or Guardian. NOTE: No work numbers will be called; therefore, you will not get a popup for updating the opt out for any work number.
5. To update the permissions found on the bottom of the sample below, click the permissions tab at the bottom of the student master.

6. Important! Click the "**Save**" button located on the lower left to store the changes.

7. **Tip**: If the user wishes to print an updated form of demographic information on the student, click the "Print Short Form" button located in the lower left.

8. To work on the next student, browse the listing to the desired student, click on the student name or ID, and repeat the steps above.

Homeroom Teacher Affidavit w/Signatures

This set of instructions is for printing Homeroom Affidavits w/signatures. The document will list students in a homeroom, a count breakdown at the bottom, a place for students to sign as verification, and a place for the teacher to sign/date as verification also.

This is an excellent tool for student checks at the start of the year and on funding dates such as October 1.

1. Select **Student Master** from the program list on the left. Click on **Lists**, then select **Homeroom Teacher Affidavit with/Signatures.**

2. Enter the usual setup options such as School, Grade, As of Date.

3. If you want to double space the list of names on the rosters, click the check box beside **Double Space**; otherwise, leave it unchecked.

4. Click **OK** to move to the next screen.

5. A list of homeroom teachers with a check box to the left of their names will appear on the screen. Leave all teachers unchecked to print the complete list of rosters or you can check the box to the left of value at the top of the list to print all rosters. If you want a select few of the rosters to print, click the check box to the left of the teachers' names for which you want rosters to print.

6. Click the **Print** button to print homeroom listings for the selected teachers.

Attendance Posting Flow

Start of the Day

1. **Teacher** posts start of the day attendance for students in first period.
2. **Teacher** confirms Roll Call by clicking the Roll Call Verify button. Will turn from red to white when done.
3. **Secretary** posts students who check in late as the day begins (Late to School).
4. **Secretary** runs Roll Call Verification to make sure all teachers checked roll at the start of the day. Secretary emails Roll Call Verification containing lunch count to the cafeteria manager.
5. **JCampus** system, around 9:00, starts calling parents to notify them that student is absent.

During the Day

1. **Elementary / Middle School Teacher** verifies students who should be present based on check in / check out information shown on screen. Notifies office if a student if discrepancy.
2. **High School Teacher** verifies students who should be present based on check in / check out information on the screen. If a student should be present, but is not in the room, the teacher marks the student as either Tardy or Skipped.
    a. Skip notifications are immediately emailed to School Staff to investigate.
3. **High School Teacher** checks for students marked out as skipped but are now in the class without a check in from the Skip. Student sent to office to resolve.
4. **Secretary** checks students in and out in the attendance system.
5. **Secretary** posts any excuses received from parents for previous absences.
6. **JCampus** system calls parents if a student has a check out during the day.

During the Evening

1. **JCampus** looks at ISS and OSS discipline referrals, then automatically creates attendance records related to the discipline records for the coming day.

Types of Attendance Codes:

There are just a few attendance types, but within that group there are different specific codes.

1. **D** = "Dr Note". These usually do not count against the student when considering letters and denial of credit.
2. **E** = "Excused". These may, or may not, count against the student when considering letters and denial of credit. Typically these are notes from parent or phone calls from parents. CWA offices usually determine whether to count against the student.
3. **N** = "Extenuating Circumstances". These usually do not count against the student when considering letters and denial of credit. Examples would be Court appearances, Hospital Stays, Funerals.
4. **P** = "Present Under School Control". These usually do not count against the student when considering letters and denial of credit. Student is not absent, but there is a record showing the student is not in the normal class. Examples would be field trip or in-school suspension.
5. **S** = "Out of School Suspension". These may, or may not, count against the student when considering letters and denial of credit. CWA offices usually determine whether to count against the student.
6. **U** = "Unexcused". These always count against the student when considering letters and denial of credit. Examples are U Dr. Parent Note Needed and U Checked out by Parent.

Tardy Vs. Late to School/Early Departure in JCampus

- In JCampus, **14 Tardy** is not an absence. It is an attendance record indicating the student was at school but was late for a class. Tardy records are typically posted by high school and middle school teachers that have frequent class changes.
- **19 U Late to School/Early Departure** is an absence where the student was not physically present on school and came in late or left early. There is a loss of attendance time. Usually this is used when a student comes in late to school or leaves early.

Post Attendance at the Start of the Day

Normally, Teachers do this task, but Secretaries can do this also for cases where there is a substitute or someone who does not have access to a gradebook.

1. On the navigation panel on the left, click on **Attendance**
2. Under **Entry**, select **Post Attendance**
3. A setup box will appear. Normally you set this once, then simply click **Ok**.
   a. Set the normal Year, District, School.
   b. **1st PD Code** defaults to code **30 U Unexcused**.
   c. Check **Auto Admit** having the system automatically print admit slips when checking a student out or checking a student in. If you have your own admit slip pad, leave this unchecked.
   d. Check **Show Keyboard** to be able to see the alpha keys in addition to the search box.
   e. Click on **Add Comment** to bring up a dialog box that allows personalized comments to be set for each of the different admit slips. There are defaulted comments, but they can be changed.
   f. Click **OK**.
4. To get a list of students:
   a. Click on the **Students** button at the bottom of the screen to get a complete list of the students.
   b. Click on the **Homeroom** button to get a list of Homeroom teachers. Select a Homeroom teacher to get their list of students on the screen.
   c. Click on the **Class** button to get the Master Schedule. Select a class to get a list of students in that class on the screen.
   d. Virtual Special Code students: Will show in a red type shading.
   e. Spec: Use if you would like to see just VIR Special Code Students.
   f. Custom: Use if you would like to see just students assigned to ADay, BDay, and-or A/B Day codes.
5. Use the Search box or keyboard to locate the student to be marked absent at the start of the day.
6. Locate the field labeled **1ST**. To mark a student absent, click in the first blue cell to the right of the student's name and underneath the heading **1ST**.
   a. After clicking the first blue cell by the student's name, the start time of school and the default absence code and reason appear in the out area.
7. ***Marked the wrong student or need it to go away?***
   a. Click on the "**Out**" time, then select "**Delete Complete Attendance Record**".

Post a Check In

When a student is initially absent, but is coming into school, follow the steps below:

1. Locate the late student in the listing of students.
2. Click on the "**In**" cell. A listing of codes will appear.
3. Select the appropriate code for the check in.
   a. Student is late to school? Use **19 U Late to School / Early Departure**.
4. The record will be added along with a start of day absence record if not already posted.
5. Give the student an admit slip from the school notepad or click the "**Print Admit**" button on the bottom left row to have one printed from the JCampus system.

Post a Check Out

Follow the steps below to show a student is leaving school and is absent for the rest of the day.

1. Use the Search bar or alpha key button to locate the student checking out.
2. Locate the **Out** column of the student.
3. Click in the **Out** cell.
4. A list of attendance reasons will appear. Select the appropriate reason for the checkout.
   a. Often, a school will default to a code of **30 U Unexcused** pending an excuse brought in for the check out.
5. If the student has a health code or alert code, then the demographic page will appear to notify you.
6. If the checkout reason is a medical reason, an additional box will appear listing medical reasons. Find the medical reason that best fits the situation.
   a. To the left of the medical reasons are check boxes in columns labeled **MI**, **MO**, and **SE**.
      - **MI** = Mild
      - **MO** = Moderate
      - **SE** = Severe
   b. Select the appropriate severity of the medical reason for the student's checkout.

Post Multiple Checkouts

Sometimes a student will have multiple checkouts. The student may have been absent at the start of the day, came back in, then is headed out. On the screen, the student will have an "Out" and an "In" and it will appear there is no way to add an additional check out, but the directions below show the user how this can be done.

1. If a student has an existing absence with a check-in and they are checking out, go to that student and click on the existing checkout time.
2. A list of options will appear on the screen. Select the first option, **Post New / Multiple Checkout(s)**.
3. A list of attendance codes will appear. Select the appropriate checkout code. A new checkout record will appear.
4. By creating multiple check-ins and checkouts, only the most recent transaction will be visible.
   a. To view earlier attendance records, place the mouse arrow over the student's name. A gear will appear to the right of the student's name. Click on the gear. A list of options will appear. Click on **Attendance By Day**.

Change Check Out Time

1. Find the student whose attendance records needs to be changed.
2. Click on the **Out** time.
3. A list of options will appear.
4. Select **Change Check Out Time** and click **Ok**.
5. Enter the correct time in the popup and click **Save**.

Change Check Out Code

1. Find the student whose attendance records needs to be changed.
2. Click on the **Out** time.
3. A list of options will appear.
4. Select **Change Check Out Code** and click **Ok**.
5. A list of available codes will appear on the screen.
6. Make your selection and the screen refreshes to display the new check out code.

Change Check In Time

1. Find the student whose attendance records needs to be changed.
2. Click on the **Check in Time**.
3. Enter the correct time in the popup and click **Save**.

Change Check In Code

1. Find the student whose attendance records needs to be changed.
2. Click on the checkout time.
3. A list of options will appear.
4. Select **Change Check In Code** and click **Ok**.
5. A list of available **Check In Codes** will appear.
6. Select the new Check In Code and the screen will refresh and display the new code.

Post Attendance for a Large Group of Students at Once – Mass Button

Sometimes a user may need to mark a large group of students as being out for a field trip, or school activity, or some other reason. The directions show the user how this can be done, but be careful, there is no UNDO for this step.

1. Click on the **Mass** button at the bottom of the screen to get a setup box for posting mass absences
2. At the setup, configure a filter for students based on Grade, Special Code, Program, Club, Sport, Class etc…
3. If the user needs to individually select students, click in the **Students** cell.
4. Click **Next** when all setup options are correct.
5. An additional popup will appear in which you need to enter the date range and code.
    a. **From Date** and **To Date** should be set so that the desired attendance date range to post absences to is selected.
        ▪ **Note**: Weekends and holiday's will not be posted to if the date range selected extends over such days.
    b. Click in the **Code** field to select the absence code. The excuse and reason that will be updated based on

the code selected. This information will be posted to all students selected.

6. If you click in the **Reason** field you will be able to type a more detailed description if desired.
7. Click **Post** when all setup options are correct.
8. After clicking **Post**, a final confirmation box will appear. Click **Yes** if the total number of students to be posted to and the date range is correct. Click **No** to exit the program and not post the absences.

Posting Excuses

In JCampus, excuses are not done by changing the original attendance record. The excuse posting in JCampus is done by posting an Excuse code that acts as an override. **Remember: Don't change the original code to post an excuse. Follow the directions below to post an excuse override**.

1. If an excuse needs to be posted for a student's prior absences, with the Post Attendance program open with the students listed on the screen, find the student.
2. Once the student has been found, to the right along the same row, find the column labeled **DR**. Click in the cell.
3. A table listing all the student's prior days' absences will appear. Locate the absences to be excused. After locating them, go to the cell on the row of the absence to be excused and below the column header **DRCD**. Click in that cell.
4. After clicking, a list of excuses will appear. Select the appropriate excuse.
   a. If the checkout reason is a medical reason, an additional box will appear listing medical reasons. Find the medical reason that best fits the situation.
   b. To the left of the medical reasons are check boxes in columns labeled **MI**, **MO**, and **SE**.
      i. **MI** = Mild
      ii. **MO** = Moderate
      iii. **SE** = Severe
   c. Select the appropriate severity of the medical reason for the student's checkout.
5. Once the excuse has been posted, the **DR REASON** can be changed to fit a more unique event. To do this, simply click on the cell with the **DR REASON** to be changed.
6. A text box will appear containing the existing **DR REASON**. Change the information to the desired description then click **Save**.
7. If the excuse was placed on the wrong absence, a red cell is located to the right. Click on the red cell to delete the excuse.
8. After clicking the red delete cell, a deletion verification box will appear. Click **Yes** if you are sure you would like to delete the excuse for the displayed date. Click **No** to cancel.

Using the Gear icon in Post Attendance

The Gear icon floats by the student's name in the Post Attendance screen. Use the Gear icon for the following situations when working with Attendance:

1. **Parent/guardian needs to be called**: Go to Gear / Student / Student Demographic to bring up a demographic page with all of the phone numbers and contact information.
2. **Call student to the office**: Go to Gear / Schedule / Print Student Schedule to look up where the student is at a given period of the day.
3. **Lookup student's schedule**: Same as #2.
4. **Lookup the student's enrollment history**: Go to Gear / Student / Enrollment History
5. **Lookup the student's attendance history**: Go to Gear / Attendance / Attendance by Day
   a. **TIP:** The Secretary can edit a student's attendance history from the **Attendance by Day** screen.

    i. Records can be changed by clicking on the cell.

    ii. Records can be deleted by clicking the red delete button.

6. **Lookup the student's attendance by Course**: Go to Gear / Attendance / Attendance by Course

  a. The student's courses will be displayed in Term – Period order. On the far right is a total column showing a count of absences for the class.

  b. Cell click on the count to see the attendance records showing the days the student was out of the class.

Roll Call Verification

The RollCall Verification Report is a key report to run each day. It is very important to perform this process each day.

- Teachers post first period start of the day attendance and check off the **Sign Off Roll Call** button, then enter the lunch count.
- Secretaries run this report to check that teachers have performed the above tasks.

1. On the left navigation panel, select **Attendance**, **Lists**, and **Roll Call Verification**.
2. At the Setup Box, set the usual items such as Year, School. The date will default to the current date.
3. For **Show,** select **Roll Call Not Taken** to initially see those teachers who have not taken roll for first period.
4. Click in the field to the right of **Class Period** and set to first period. The listing of staff who have not performed a "**Sign Off Roll Call**" will be listed.

  a. Contact the teachers on the list to please perform a "**Sign Off Roll Call**" for first period.

  b. Have a class with a sub showing on the list?

    i. In Post Attendance, click the "**Class**" button to pull up the first period class with the sub.

    ii. Click the red **Sign Off Roll Call** button and enter any lunch count, then click **Ok**. This will take the first period class off the listing.

5. Once there are no longer teachers on the "Roll Call Not Taken" listing, change the setup to **Roll Call Taken.** This will list those who have taken roll, along with a lunch count for each teacher, as well as sums at the bottom.

Daily Absentee List

This report is a listing of student(s) absences by day but can also give a summary of counts for a date range.

Many schools send this report to the cafeteria manager.

1. On the left navigation panel, click on **Attendance**. Under **Lists**, select **Daily Absentee List**.
2. At the setup box, configure the usual Year, School, Date options.
3. Select **Detail Report** to get detailed list of students and their detailed attendance records.
4. At the bottom row are checkboxes to add details to the report:

  a. **Homeroom**, the student's homeroom will be printed on the report and a homeroom column will appear on the table.

  b. By checking **Legend**, an explanation of the attendance headers will be printed out.

5. Select **Summary Report** to get a list of students and the number of days they have been absent for a date range.
6. If **Summary Report** is selected, other options become available at the bottom of the setup screen:

  a. **Over Days** allows the printing of students with a range of days absent. Set the range as desired.

7. **Skip Codes** allows the program to ignore certain attendance codes when counting the number of days absent. Click in the field and select the codes to skip and click "OK"
8. If **Active** is checked, only students who are currently enrolled will be listed.

9. If **Skips** is checked, only students with skip codes will be listed.
    a. **Attention High Schools and Middle Schools**: It is suggested that this report with the "Skips" option be run after each period to check if students have been marked as skipped by teachers and are unaccounted for.
10. The report will appear on the screen. Click "**Print**" to print the report as shown on the screen.

Late Arrival/Early Departure

This will show you how to generate a report of students with a late arrival attendance record or an early departure attendance record. You can generate the report for a range of days or for the to-date in the date range.

1. On the left navigation panel, click on **Attendance**. Under **Lists**, select **Late Arrival/Early Departure**.
2. At the setup box, configure the usual standard setup options. For the other setup values:
    - **Show Total Counts** – check this option to have the Period to Date and Year to Date totals show in a separate row per student.
    - **Code 19 Only** – Do not use normally. Can be used to get a list of students who have been code 19 Late to School.
    - **Count>/=** -Not normally used.   If you enter a number in this box, after clicking OK, you will get Code 19s only.
    - In the **Late Arrivals** area complete the following information:
        - Select Show Late Arrivals for the To Date if you want to limit the report to include students with a Late Arrival attendance record with a check out date equal to the to date and a late arrival code.
        - Select Show Late Arrivals – This will include any student with a late arrival code on a date in the date range specified below.
        - Enter the **Begin** Time
        - Enter the **End** Time
        - Enter the **No. of Late Arrivals > =** (Enter the least number of late arrivals required for a student to be on the report.) Enter this number only if you DO NOT select the show late arrivals for the to date.
    - In the **Early Departures** area complete the following information only if you want to include these students on the report:
        - Select the **Show Early Departures** check box to include these students on the report.
        - Enter the **Begin** Time
        - Enter the **End** Time
        - Enter the **No. of Early Departures > =** (Enter the least number of early departures required for a student to be on the report.)
    - Select the **Skip Reasons** which are the letters such as P (in-school suspension, field trip…), D (Doctor appointment), N (Extenuating Circumstances).
    - Select the **Skip Codes** which are number codes such as 01 (Received contact from parent), 02 (Dr. Note Verified), 03 (In-school Suspension).
    - Select the **Order by**: Alpha, Grade or Homeroom.
        - Select to **Show** either Detail or Summary.
    - Indicate whether you want active students only.
3. Click the **OK** button to begin.

Letters: Excessive Abs by Factor (Attendance by Day)

These instructions will show you how to generate a report or parent letters based on excessive absentees by factor for your school. **NOTE**: You must verify that the letter you want to print is available, or you must create the letter before you continue in **Letter Maintenance** found in **Student Master**, **Letters**.

1. On the left navigation panel, click on **Attendance**. Under **Count**, select **Excessive Abs by Factor**.
2. At the setup box, configure the usual standard setup options. For the other setup values:
    - **Team** – Absentees by Teams can be selected by clicking in the cell and choosing the team(s).
    - **Exclude Program** – This option allows certain programs to be excluded from the report.
    - **Skip Codes** – These are non-attendance codes that you do not want to be considered for the report. In Jefferson, generally we skip any code D, E, P, N.
    - **Skip L Codes** – Check to NOT list students who have leave codes in Student Master and have dropped from you school.
    - Check **Today's Abs Only** to limit the list of students to those who have records on the To Date.
    - **Print Detail** – Print attendance history with the letters.
    - **Show Remote Only**
        - If your school does NOT offer any remote classes, this feature does not apply.
        - As a school that offers remote classes, by checking this box the list of students will be those from other schools in your district that attend classes on your campus. Students from your school will not be on the list if this box is checked.
    - Check **Do Not Print Previously Printed Letters** to not include the students who have already had a letter printed for this letter title.
3. Click **Letters** to choose a letter that corresponds to the number of absences. To do this, check the row of the **Letter** column that corresponds with the number of absences, then click on the row in the **blank space** under the **Letter Selections** column to choose the letter name needed. Also, place a check in the Letter column.
4. Click **OK** to generate your report.
5. Definitions of Column Headers

Sch	School Name		2=	3+	3=	5+	5=	8+	8=	10+	13+	13=	15+	15=	20+	25+	30+	35+	40+	Total

   - **Sch # and School** – your school site # and Name will appear.
   - **Number followed by an equal (Ex: 2=)** – total number of absences that are equal to 2
   - **Number followed by a plus (Ex: 3+)** – total number of absences that are equal to 3 and less than 5 (which is the next plus)
   - **Total** – total number of absences of all columns.
   - **Note**: click on the counts in the columns to view student information. Here you will be able to print this list of students, attendance letters, FINS Letters, and attendance history.

Letters: Attendance by Course History for High Schools (Attendance by Period)

The directions below are for 4x4 high schools to obtain a list of students who have missed a specific number of absences for half credit courses ending in the first grading period.

**Students need a bell schedule for this program to work.

1. Go to **Attendance / Counts / Attendance by Course History**
2. Set the "**From Date**" to the start of the school year. After mid term, set to first day back from Christmas break.
3. Set the "**To Date**" to the end of the Fall or Spring Term.
4. **Full Credit Threshold**: (Count of absences for full credit courses) Set to number of absences considered max.
5. **Half Credit Threshold**: (Count of absences for half credit courses) Set to number of absences considered max.
6. **Skip Codes**: Select the attendance codes to skip from being counted.
    a. Click on the field and sort by "Description". Select all codes to skip except the ones with "P" and "S".
7. **Check Boxes to Select:**

☐ Print Break on Homeroom	☑ Show Half/Full Totals in History
☐ Show Remote Scheduled Only	☑ Courses On This Campus Only
☑ Active Only	☑ Active Schedules Only
☐ Carnegie Credit Courses Only	☑ Ignore `Do Not Post Grade` Courses

    a. **Active Only**: Select to run for students currently enrolled only.
    b. **Show Half/Full Totals in History**: Shows attendance detail on "History" tab.
    c. **Courses on this Campus Only**: Select to run report only for courses located on campus.
    d. **Active Schedules Only**: Select to run for current classes on the student's schedule.
    e. **Ignore "Do Not Post Grade" Courses:** Select to leave out classes that do not post grades.
8. **Bottom Settings**:
    a. **Sped**: Set to "All" for all students.
    b. **Marking Period**: Set to "**P2**" for Fall. Set to "**P4**" for Spring.
    c. **Hide**: Select to hide "-1".
    d. **Marking Period to Post:** Leave blank.
9. **Letters Button**: Click to select the type of letter to be printed.
10. Select **OK** at the bottom of the setup box.
11. A list of students appears with courses and a count of number of times the class was missed is displayed.
12. The students who need a letter will be checked off.
13. Click the "**Print Letters**" button to make letters to send home.
14. A history of the student's absences can be selected by clicking on the **History** tab. This will give a complete history of absences for all or a specific student.

Marking Attendance Recovery Days
1. Go to **Attendance / Entry / Post Attendance**
2. Click **Ok** at the setup box.
3. Click the "**Student**" button at the bottom left. A listing of the students at school will appear.
4. Use the **Search** box to locate a student.
5. Click in the "**DR**" cell of the student (on the far right of the row of the student).
6. Locate the attendance date that the student is going to receive attendance recovery.

7. Click in the **blue DR Code** cell of the row, then select **40 P Attendance Recovery**.
   a. This will override the original attendance posting and show the date the attendance recovery was issued.
8. Mark other days in the same manner.
9. Close the student's listing, then search for the next student to work with.
10. Repeat steps above.