



Student Master / Attendance Guide

Version: 08/08/2013

**714 Ashley Ridge Loop
Shreveport, Louisiana 71106
(318) 868-8000
(800) 509-7070
support@edgear.com
www.edgear.com**

Contents

| | |
|--|-------------------------------------|
| Logging In | 4 |
| Basic Navigation | 4 |
| Student Master | 6 |
| Find a Student using the Find button..... | 6 |
| Find a Student using the Search Bar | 6 |
| Student Master Screen Features | 6 |
| Tabs at the Bottom of the Student Master Screen:..... | 7 |
| Using the Gear Box..... | 8 |
| Print Student Demographic Sheet | 8 |
| Address Standards and Abbreviations | 8 |
| Enroll a Student Using Re-Enroll | 9 |
| Enter the Homeroom | 11 |
| Enter Applicable State Reported Special Codes..... | 11 |
| Special Codes Listing | 11 |
| PreK Funding Special Codes (Needed for all PreK students) | 11 |
| Kindergarten Special Codes (Needed for all K students) | 12 |
| State Options / Other State Codes..... | 12 |
| Other Commonly Used Special Codes..... | 12 |
| Enter Alarm Codes | 12 |
| Country Information (Limited English Proficiency or English as Second Language)..... | 13 |
| Report of Limited English Proficient Students | 13 |
| Posting 504 Information | Error! Bookmark not defined. |
| Printing a List of 504 Students | Error! Bookmark not defined. |
| Posting Homeless Information..... | 14 |
| Homeless Student Report | 17 |
| Posting Homebound Information | 18 |
| Posting Homebound Special Codes in Student Master One Student at a Time | 18 |
| Posting Homebound Special Codes for Multiple Students at a Time (Fast Loader) | 18 |
| Obtain a Report of Students with Homebound Special Codes | 18 |
| (Optional) Posting Homebound Program Codes..... | 18 |
| Student Fees in JPams..... | 19 |
| Assigning a Fee to a Single Student | 19 |
| Assigning Fees to Multiple Students Using the Fees Fast Loader | 20 |
| Printing a Fees Report..... | 21 |
| Exit a Student | 21 |
| Print Entry/Leave Packet..... | 21 |
| Student Master Lists and Loaders..... | 22 |
| Alpha/Recruiter List | 22 |
| Birthday List | 23 |
| Enrollment Audit | 23 |
| Gain Loss Report | 25 |
| Attendance Log for a Substitute (Homeroom Log 7 Week)..... | 26 |
| Student Locator List | 27 |
| Student Demographic Fast Loader..... | 28 |
| Directions for Printing a Demographic Page to Send Home:..... | 28 |

| | |
|--|----|
| Directions for Updating Student Demographics When the Form Is Returned | 29 |
| Identifying Overage Students: Use the MFP Ethnic Gender Lunch Count | 30 |
| Identifying Overage Students: Grade vs Age Count..... | 31 |
| Homeroom Maintenance:..... | 32 |
| Change a Homeroom on a Single Student | 32 |
| Mass Load Homerooms, Counselor, Advisors..... | 32 |
| Change a Homeroom Teacher for Students..... | 32 |
| Homeroom Listing..... | 33 |
| Homeroom Counts..... | 33 |
| Photo File Creator | 33 |
| Attendance..... | 36 |
| Interpreting the Attendance by Day Screen | 36 |
| Posting Attendance..... | 37 |
| Attendance Setup Box:..... | 37 |
| To get a list of students:..... | 37 |
| Post First Period Absence: | 37 |
| Post Checkout: | 37 |
| Post a Tardy to Class: | 38 |
| Print Admit Slip: | 39 |
| Post Excuse:..... | 39 |
| Edit Attendance: | 40 |
| Daily Absentee List:..... | 41 |
| Daily Absentee List Setup Box:..... | 41 |
| Roll Call Verification | 43 |
| Excessive Absences By Factor | 43 |
| Bell Schedule Maintenance..... | 45 |
| How to Create a Bell Schedule | 45 |
| How to Edit a Bell Schedule | 46 |
| How to Assign a Bell Schedule to an Individual Student..... | 46 |
| How to Assign a Bell Schedule to Multiple Students at Once..... | 47 |

JPAMS works best in Firefox, Google Chrome, or Internet Explorer 9.

Logging In

1. At the login screen, enter your username and password.
2. If you are using the live site, click **Login**.
3. To access the training site, click the dropdown arrow and select *Training*. Then click **Login**.

Basic Navigation

Menu Bar

The top of JPAMS has a menu bar that contains several features.



Status

The first feature is the color of the menu bar. If the menu bar is red, you are in training mode and the title will say training. If the background is gold you are in live mode.

Live mode is the data that actually is used to run the school. Training mode is used for training and testing purposes and does not reflect true data.

User

The user indicator will have *Welcome* (username).

Icons



- This is your favorites. From here you can save your 10 favorite programs and launch them.



- This is a link to the help system.



- This is the logout button.

Navigator

The left side of the screen is the program navigator. This is a collapsible panel that is categorized by application area.

Within each application area there are several broad program types:

Entry

List

Loader

Count

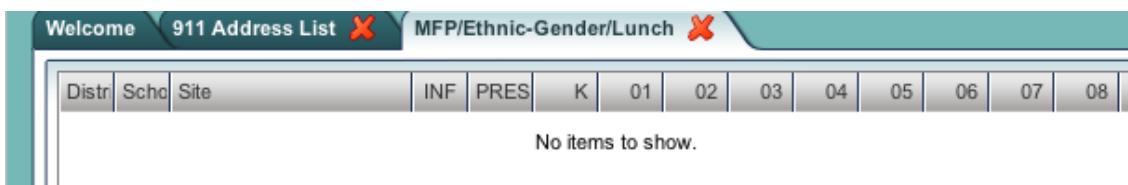
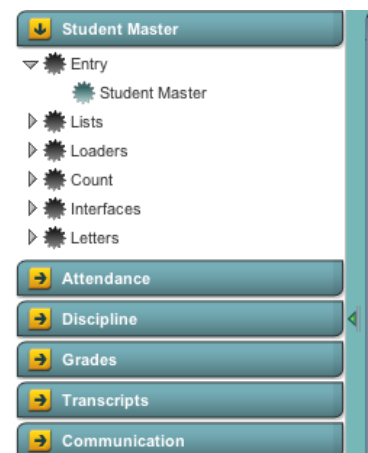
Interface

Letter

Trends

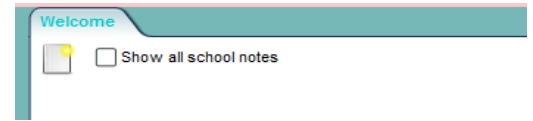
Workspace

The Workspace is a tab separated work area that allows you to manage multiple open programs without overlapping windows. You can have several different programs open at any given time. You can select a tab to switch the active program. When you are finished with a program you can click on the red "X" at the top of the tab to close the individual program.



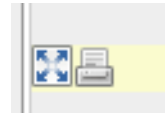
Notifications

This window will be visible when you login to JPAMS. It will display JPAMS and district notices.




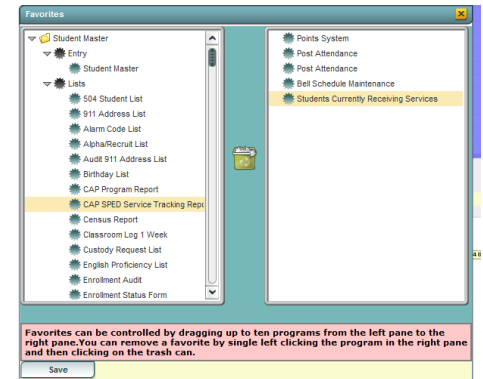
Enrollment and Ethnic Breakdown Graphs

These graphs will be visible once you login to JPAMS. You can enlarge the graph by clicking the **Show in Larger Window** icon. To print, click the **Print** icon.




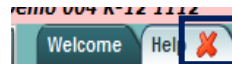
Adding Links to Favorites

1. Click the **Favorites**  icon.
2. Select **Configure**.
3. 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.
4. Click **Save**.
5. 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**.



Accessing Help

1. Click the **Help**  icon.
2. Select the main topic area from the list on the bottom of the page.
3. Choose a topic under the necessary category.
4. Directions will be listed. If a video has been created, it will be listed at the top of the page.
5. Click the red **x** on the **Help Tab** to close the window.



Contents [hide]

- 1 Overview
- 2 Accessing
- 3 Student Master
- 4 Attendance
- 5 Discipline
- 6 Grades
- 7 Scheduling
- 8 Transcripts
- 9 Communication
- 10 SBL/C
- 11 Special Education

Overview

WebPams is the latest evolution in school management. This section contains the programs that have to do with the interface and notifications.

Accessing

Logging In

Student Master

This section contains the programs that have to do with student information.

Attendance

Programs that deal with student attendance.

Discipline

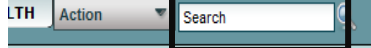
Programs that deal with student discipline.

Student Master

Find a Student using the Find button

1. On the upper left navigation pane, click on **Student Master** under *Entry*.
2. In the *Student Master Setup* window, ensure the correct **year**, **district**, and **school** are selected.
 - a. The current year will be selected and the district and school should be defaulted based on security.
3. Click **Ok**.
4. Click the **Find** button located at the bottom of the *Student Master* screen. This brings up a list of students in alphabetical order.
5. 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.
6. The student information will appear on the *Student Master* screen.

Find a Student using the Search Bar

1. The search field is the blank field to the right of *Action* at the top of the screen. Search by typing all or part of the student's last name, first name, social security number, or student ID number and hit **Enter** on the keyboard. 
2. A list of possible matches is displayed and can be sorted using any column heading.
3. Select the desired student. The student information will appear in the *Student Master* screen.
4. **TIP:** In this field, the user can search Student Name, 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

There are many areas to store different types of information on the **Student Master** Screen. Some of the commonly referred to fields are described below:

Save button: **When entering or editing data in Student Master, it is important to click the Save button.** Any work done is not retained until the **Save** button is clicked.

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.

SSN: If the student needs a temporary SSN, double click the SSN field.

Status Indicators: Flags in the top right corner will be visible if a student has been classified as SPED, 504, LEP, or has a health flag.



- a. Special Ed button colors:
 - i. **Blue** = student has not been evaluated yet
 - ii. **Gold** = student has an initial evaluation but not an IEP.
 - iii. **Gray** = student is speech only
 - iv. **Purple** = student is Gifted / Talented
 - v. **Red** = student has an active IEP.

Guardian: Click in this field to enter/edit a guardian's name, address, email, and phone information. Information can be copied from the **Mother** or **Father** by clicking the **Copy From ...** buttons at the bottom of the Guardian window. 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**.

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. Address information can be copied from Guardian, Student, Mother, or Father by clicking the **Copy From** button. 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**.

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

Homeroom: Click to enter a homeroom for the student. There are other ways to load many students, or selected students, into a homeroom. These are described in the section labeled **HMRM/Advise**.

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.

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.

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.

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

Leave Date: Contains the date the student left the school. A user can 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.

US Entry: If a student was born in another country, a user would 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**. Funding goes to your district to educate students with a Limited English Proficiency code.

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.

Old SSN: If a student's SSN was changed, the old one appears here.

Old SSN D: If a student's SSN was changed, the date of the change appears here.

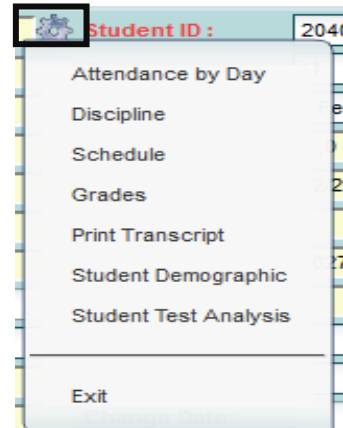
Tabs at the Bottom of the Student Master Screen:

- **Demographic:** First screen displayed when entering **Student Master**. Basic information on a student is displayed here.
- **Addresses:** This tab will display all name/address/phone information contained in the **Student, Guardian, Father, Mother, and Emergency** fields.
- **Misc:** This tab will display information such as **Sports, Fees, and Graduation** (if early graduate) data.
- **Programs:** This tab will display program information such as Homeless, Migrant, Homebound, etc... Program start and end dates can be associated with each program.
- **Voc 1:** This tab will allow you to input vocational information about the student.
- **Perms:** Student permissions for the student are stored here.
- **Log:** A file that allows an Administrator or Counselor make journal entries on a student.

- **ENHIST:** A very important tab. This tab indicates the **enrollment history** of the student in the district.
- **504:** This tab will display details about the student if the student has been identified as 504.

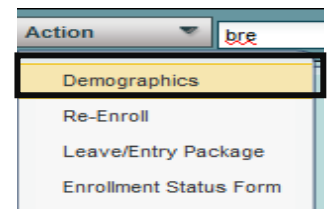
Using the Gear Box

1. Find the student using the *Search* box or the *Find* button.
2. Click on the **gear icon** at the end of the *Student Name* field.
3. Make a selection.
 - Attendance by Day
 - Discipline
 - Schedule
 - Grades
 - Print Transcript



Print Student Demographic Sheet

1. Find the student using the *Search* box or the *Find* button.
2. Click on the **Action** button at the top of the screen.
3. Select **Demographics**.
4. A print preview will open displaying the student’s demographic information. Choose either **Print** or **Save**.



Address Standards and Abbreviations

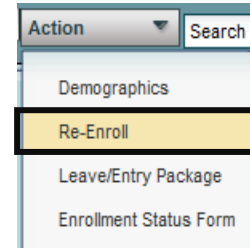
When entering addresses, it is important to be consistent. Below are suggested address standards for abbreviations and formats when entering any address for students, parents, or emergency contacts. Your district will have the final say on the proper way to use address standards and abbreviations.

- No commas or periods
- Use the following abbreviations:
 - **AVE** for Avenue
 - **BLVD** for Boulevard
 - **CIR** for Circle
 - **CT** for Court
 - **DR** for Drive
 - **HWY** for Highway
 - **LN** for Lane
 - **PKWY** for Parkway
 - **RD** for Road
 - **RT** for Route
 - **ST** for Street
 - **THRKY** for Thruway
 - **TR** for Trail
- Numbered streets from First through Tenth should be spelled out. Above Tenth, use the figures.
 - Examples: 123 THIRD ST, 382 14TH ST
- Abbreviate all directions without the period.
 - Examples: 320 W JEFFERSON ST, 938 E JEFFERSON ST,
 - **Note:** If the street’s name is North Street, do not abbreviate North.
 - Example: 103 NORTH ST

- A post office box should be PO. No space and no periods.
 - Examples: PO BOX 235, PO DRAWER 309
- Leave off the number sign (#) between Lot and Apartment. Put a space before the number.
 - Example: 23 COLE RD LOT 16, 1834 GREEN ACRES HWY APT 32

Enroll a student Using Re-Enroll

1. If working on a student, before enrolling another, click the **Save** button to save any work being done on a current student.
2. Click the Clear button on the lower center portion of the student master screen. Click in the yellow field next to *Name* 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 student's ssn in the ssn field.



- If any part of the name contains an apostrophe, use the key left of #1 and above the Tab key on the keyboard.
- 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.
- **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.

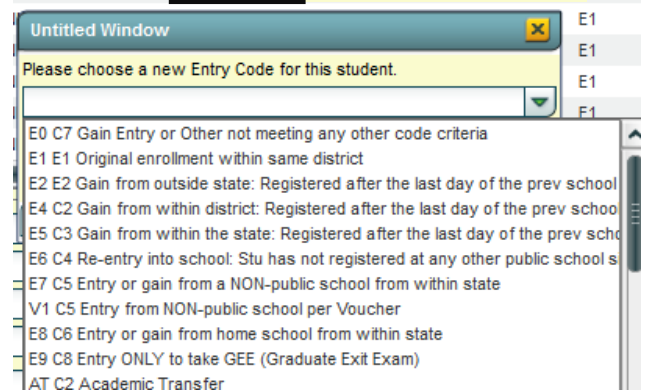
4. (Optional) Click **Close**.
5. Click **Action** in the upper right of the screen. Choose **Re-Enroll**.
6. Check the appropriate items to import.
7. **Always at least choose the home district to search from. If the student is coming from a JPams district, choose the district from the drop down menu.**

8. Click **Ok**.
9. 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 none are present, contact the previous school in the district to post a leave code, then repeat the search.

 A screenshot of a form titled 'Resides With'. It contains several input fields: 'Name', 'Student Address' (with the value '103 DERRICK ST'), 'Address 2', and 'Student City' (with the value 'PIERRE PART'). There is an 'Import' button at the bottom of the form.

- For in district searches, be sure to choose the **most recent entry** (top entry) for the current year.

10. If any matches appear from the other JPams district, be sure to choose the most recent entry.
11. 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.
12. After verifying the information, if it is the correct student, click **Import**.
13. Select the appropriate **entry code** from the drop down menu.
14. Click **Ok**.
15. 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.



16. If no match was found after repeated attempts with checking for name spelling variations, then proceed to enter the student from scratch.

- Any field that is red must be completed to enroll the student. Any field with a yellow background indicates additional information is available when the field is selected.
- Click in the yellow field next to *Name* and the *Student Information* window will open.
 - Enter the **student's first and last name**.
 - If any part of the name contains an apostrophe, use the key left of #1 and above the Tab key on the keyboard.
- Complete the mailing address.
 - You can copy the mailing address to different fields by click **Copy Address**. Under *Copy From*, select **Student's Mailing Address**. Under *Copy To*, select any necessary fields and click **Copy**.
- Enter a **contact number**. In the *Phone Options* window, checking the *Tardy, Attendance, Discipline, Grade* and *Event* options will **opt out** of receiving phone calls for those items.
 - Note-** Home phone and cell phone numbers entered in JPAMS will have those options. Please verify with parents/guardians which number(s) should be receiving phone calls.
- 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.
- Click **Close**.

- Enter parent information in either the Guardian, Father, or Mother field. Click in the appropriate field and the *Information* window will open. Click **Close** when finished.
- In the *Resides with* field, enter the person(s) that the student resides with.
- Use the drop down menu to select student's grade.

| | |
|----------------|--|
| Guardian : | |
| Father : | |
| Mother : | |
| Emergency : | |
| Resides With : | |

- Kindergarten code: 00
 - Pre-K code: -1
- Use the drop down menu to select gender.
 - Click in the *Ethnic* field. Select the **Primary Ethnicity** and click **Close**.

| | |
|--------------|---------|
| Student ID : | 2049987 |
| Grade : | |
| Gender : | |
| Ethnic : | |
| Birth Date : | |

- Only *Primary Ethnicity* is required, but a *Secondary Ethnicity* may be selected by checking all boxes that apply.
- Click in the *Birth Date* field. Select the month, date, and year from the drop down menu. Click **Close** when finished.
 - Click in the **Transportation** field. In the *Transportation Information* window, click the drop down menu next to **Transportation** and make the appropriate selection.

- If the child rides a bus, select **01 Transported at Public Expense**.
 - If the child is a walker or car rider, select **05 Private Car or Walker**.
 - Click **Close**.
- Click in the *Entry Date* field. The *Entry Information* window will appear.
 - Select an **entry code** and **entry date** from the drop down menu.

- If the student is transferring from within the state of Louisiana, click in the *Transferred From* field to generate a Louisiana State School list. Select the school. Click **Close**.

- Click **SAVE** at the bottom of the Student Master window.



Enter the Homeroom

- Click in 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 Applicable State Reported Special Codes

1. Click in the **Special Codes** field to get the *Special Codes* box.
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.
5. A listing of state reported special codes is presented on the next page.

Special Codes Listing

PreK Funding Special Codes (Needed for all PreK students)

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)
 SE1 Preschool Special Ed
 SE 2 Infant Toddler Special Ed
 TAN TANF

Kindergarten Special Codes (Needed for all K students)

- 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)

State Options / Other State Codes

- | | | |
|-----|--|---|
| Op1 | 4/8 L21 Fail-8gr campus | For 4 th or 8 th grader retained due to testing |
| OM1 | Op4 Career Diploma Pathway/Track | For High School student on Career Diploma Track |
| OM2 | Op5 Non Diploma School/Program | For High School student on NonDiploma Track |
| OM3 | Op6 Connections Pathway | For 8 th grader in Connections Program |
| OM4 | Op7 Skills Certificate after Connections Pathway | High School student on Skills Track aft. Connect |
| OM5 | Op8 Pursuring GED after Connections Process | High School student on GED Track aft. Connect. |

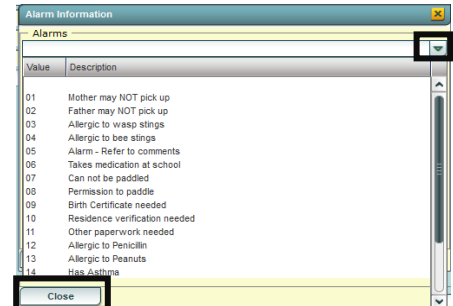
Other Commonly Used Special Codes

- | | | |
|-----|--------------------------------|---|
| ALT | Alternative School | Causes post attendance to warn student at Alternative |
| CO4 | Core 4 | Core 4 diploma path. Not reported to state |
| COB | Basic Core | Basic Core diploma path. Not reported to state. |
| HB | Hospital or Home Bound Has IEP | Causes post attendance to warn student is homebound |
| HS | Home Serviced - No IEP | Causes post attendance to warn student is homebound |

Enter Alarm Codes

1. After finding the student in *Student Master*, click in the **Alarm Codes** field to get the *Alarm Information* box.
2. Click on the drop down arrow to choose one (or more) alarms.
3. Click **Close** when finished.
4. Click **Save**.
5. 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.

Alarm Codes : 07



Country Information (Limited English Proficiency or English as Second Language)

Needs to be completed if:

- The student is not proficient in English
- If the student was born in another country.

Click the **US Entry** field on the right of student master under the photo area. Enter the following:

1. **Entry Date:** Enter the date the student entered, or was born in the United States
2. **Country of Citizenship:** If born in another country, indicate that country in this field.
3. **Language Code:** Indicate language spoken by student.
4. **English Proficiency:** Enter whether the student is Fully English Proficient, or Limited English Proficient.
5. **Funding Source:** If the student is Limited English Proficient, identify the funding source for ESL assistance. Check with your JPams District Coordinator for correct local funding source for ESL.
6. When done, click the **Close** button, then click the **Save** button on Student Master.

Country Entry Information

Entry Information

US Entry Date : Apr 15 2004 Country of Citizenship : HT Haiti

Languages

Language Code : 041 French Other Languages 1 :
Home Language : 041 French Other Languages 2 :
Native Language : Other Languages 3 :
Correspondance Language : Other Languages 4 :

Proficiency Information

English Proficiency : 02 Limited English prof
Funding Source : 11 Local Funding
Migratory Status :

Close

Report of Limited English Proficient Students

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

Setup

Year : 1213
District : 027
School : 004
Grade : -1,00,01,02,03,04,05,06,07,0
As of Date : Aug 10 2012

List If:

There is an Entry Date
 There is a Funding Code
 There is an English Proficient Code
 English Proficient Code = LIMITED
 Include Inactive Students
 Students Coded LEP in Last 2 Years

Do Not List If:

Country of Birth = US or Blank
 Language Code is English or Blank
 Fully English Proficient
 There is no Entry Date

OK

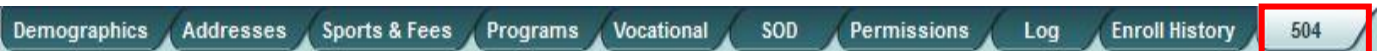
Posting 504 Information

Note: Be sure to complete **all** fields of the 504 information for a student! If not complete, the information will not transmit to the state for SIS reporting.

Exception: The **Exit Code** and **Exit Date** fields are not needed unless a 504 student is exiting 504.

Beginning in the 1011 school year, the state requires additional information on 504 students. The steps below outline how to post this information.

- In **Student Master**, click the **Find** button, then locate the student to post 504 information.
- On the lower right of the student master screen, click the 504 tab.



- Click the **New** button.
- If the student has no previous 504 information, click “**No**”. If the student has a previous 504 record, click “**Yes**”.
- Enter all fields except the **Exit Code** / **Exit Date** (All must be complete in order to transmit to the state).



- **Note:** For the **Disabilities** field, be sure **NOT** to pick any disability that begins with “XX”
- Click **Save**.
- The 504 addition of information is now complete. The user should see a new row of 504 information on the student’s list of 504 records.
- If a mistake was made, highlight the row, edit the 504 information at the bottom, then click **SAVE**.

Posting an Exit from 504

- If the student is leaving 504 during an existing 504 plan date range, click the row containing the plan, add in an **Exit Code** and an **Exit Date**, then click **Save**.
- If the student is leaving 504 as a result of the regularly scheduled update process, click **New**, then **Copy** from previous. Enter all information as if the student was continuing in 504, but add in the **Exit Code** and **Exit Date**.

Printing a List of 504 Students

To print a list of 504 students, follow the directions below.

- In **Student Master**, click Lists in the upper left. Select **504 Student List**.



- At the setup box, set the desired Year.
- **District** and **School** should be defaulted based on security.
- If the user leaves the Grades, Disabilities, and Accommodations fields blank, all will be displayed for this field. If the user wishes to limit the Grades, Disabilities, or Accommodations to be displayed, then click in the fields and select the desired filters.
- For **Show**, select if you would like to include all students, special ed students only, or regular ed students only on the report.
- The **As of Date** limits the list to only those students who are active the date selected.
- If **Print Break on School** is checked, when printing the report, students will be sorted alphabetically by school and printed on separate pages.
- If **Show Remote Scheduled Only** is checked, only those students who are remotely scheduled will appear on the list.
- Click **Ok** when finished. A list of students with 504 data will appear based on the settings of the setup box.
- By clicking **Print**, you will be given a box that allows you to make a choice of saving or printing in different formats.
 - By highlighting rows within the list and then clicking print, the rows highlighted will be the only rows printed. You can highlight rows by clicking and dragging or by holding CTRL and clicking to select specific rows.
- Click the **Legend** button to print a list of disabilities and accommodations and their meanings.
- **Note:** If the user sees 504 students with empty data in the fields on the right, the student's 504 information will not transmit to the state SIS system. Work with data entry person(s) to enter all fields to ensure transmission.
- **TIP:** To check for which 504 students are due for a given time frame, browse to the far right of the report. Sort the listing by either the "Next Eval" or "Next IAP" columns.

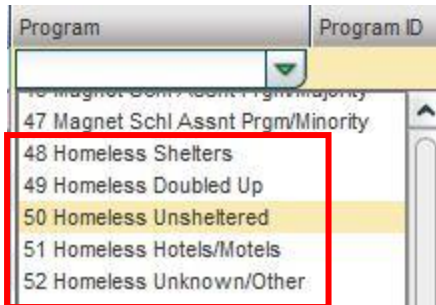
Posting Homeless Information

The directions below show how to assign a student as homeless for the SIS requirements.

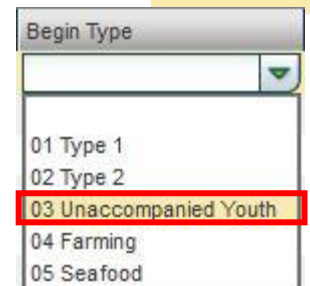
- In **Student Master**, click **Find** to locate the homeless student.
- On the lower tabs, select **Programs**.



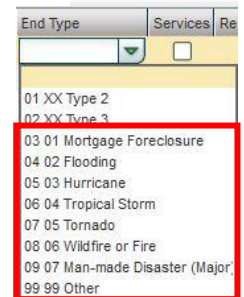
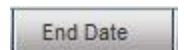
- In the upper left, select the drop down in the **Program** field. Scroll up or down to the codes numbered 48 – 52. Select the appropriate homeless code.



- Click in the **Begin Date** field to bring up a calendar. Select the date of homeless services to start for the current year.
- If the student needs to be coded as "Unaccompanied Youth", click in the **Begin Type** field and choose **03 Unaccompanied Youth**.



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



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

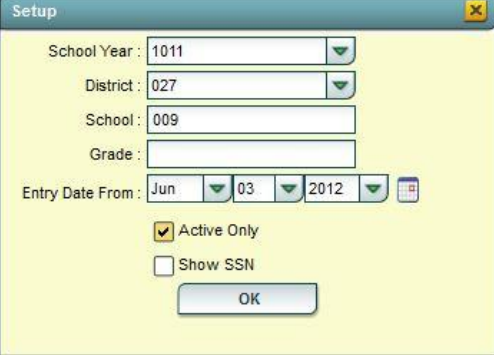


- Click **Save** at the bottom of the **Student Master**. **Program Type**, **End Type**, and **Services** are sent to the state as part of the SIS record.

Homeless Student Report

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

- In Student Master, click **Lists**, then select **Homeless Students List**.
- At the setup box, set the **School Year**.
- **District** and **School** should be defaulted based on security.
- **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).
- Select the **Entry Date From**.
- 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**.
- Check **Show SSN** to show Social Security Numbers on the report.
- Click OK to view the report.
- Focus on students who are Homeless, but do not have LU1 lunch codes. Usually, a homeless student is automatically free lunch. Work with the FNS department to alert them if a homeless student is not free lunch.



Setup

School Year : 1011

District : 027

School : 009

Grade :

Entry Date From : Jun 03, 2012

Active Only

Show SSN

OK

Posting Homebound Information

When students are marked with a **Homebound special code** or **Homebound Program code**, lists can be generated to review the students, and attendance posting will provide reminders that the student is receiving Homebound services. Homebound information can be assigned in the **special codes** part of student master, and / or posted in the **programs** tab of student master.

Posting Homebound Special Codes in Student Master One Student at a Time

- In **Student Master**, click **Find** to locate the homebound student. On the left side, locate the field labeled **Special Codes**. Click in the cell. A window opens with spaces for posting multiple special codes.
- Click the drop down arrow and select the appropriate homebound code
 - For special education students, select **HB Hospital or Home Bound Has IEP**
 - For regular education students, select **HS Home Serviced – No IEP**.
- Click the **Close** button to close the special codes window, then click the **Save** button to save the change.
- Click the **Find** to select the next student and repeat the steps above.

Posting Homebound Special Codes for Multiple Students at a Time (Fast Loader)

- Under **Student Master**, expand **Loaders**. Click on **Special Code Loader**.
- At the setup box, set the current year, desired year, school, and grade range. Set the date to the current date. Click **OK**.
- On screen, the user will see students on the left and special codes on the right. Locate a student to assign a homebound code. Click in a blank special code cell. The cell will now show an “x”. Repeat for each homebound student.
- After marking the homebound students, (students with “x”), move to the right and browse to the desired homebound code. Click on the desired homebound code. After a few seconds, the user will see the selected students on the left will now have the homebound code.
- **TIP:** The user may want to do the special education homebound students first, then do the regular education students second since there are two different codes for homebound.

Obtain a Report of Students with Homebound Special Codes

- Under **Student Master**, expand **Lists**.
- Scroll down and click on **Special Code List**.
- At the setup box, set the current year, district, school, and grades.
- In the blank special codes fields, click and select the desired homebound codes (**HB Hospital or Home Bound Has IEP** or **HS Home Serviced – No IEP**)
- The remaining fields will determine how the list will be displayed on screen. Select desired output options, and then click **OK**.
- Student listing will be displayed on screen. A user can click on column headers to sort the report further.

(Optional) Posting Homebound Program Codes

Why post **Homebound Program** codes? When using program codes to track homebound students, a user can assign start and end dates of service, as well as reasons for the homebound service. The disadvantage here is that the information is contained on the programs tab of student master, but the detail is much greater. Discuss with your district coordinator what is best. The user may decide to post both a homebound special code and a homebound program code.

- In **Student Master**, click **Find** to locate the desired student.
- Across the bottom of the student master screen are tabs. Click on the tab labeled **Programs**.

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

| Program | Program ID | Area/Reason/Score | Begin Date | Begin Type | End Date | End Type | Services |
|--------------------|------------|-------------------|------------|------------|------------|----------|--------------------------|
| 17 Hosp./Homebound | | car accident | 03/07/2011 | | 04/22/2011 | | <input type="checkbox"/> |

of homebound services.

- Click **Save** at the bottom of the **Student Master** screen.
- Click the **Find** button to locate the next student and repeat steps above.

Student Fees in JPams

Students can be assigned fees in Student Master. Reports can be run to check for students who owe fees. A fee assigned to a student will show on the Parent Command Center.

Assigning a Fee to a Single Student

- Open the student master record of the student.
- Click the **Sports & Fees** tab at the bottom.
- Click in the **Fee 1** box.



Fees
Fee 1 :

- A box as shown below will appear. Descriptions of the fields are below:
 - Fee:** Type of fee owed. In the example below, a parking fee of \$5 was assigned.
 - AR Date:** (Amount Requested Date) Date student fee was assessed. In the example below, the fee was assessed on 1/7/2011.
 - Amount:** Amount owed for the fee
 - Total:**
 - Pay Plan:** Time span allowed for payment, such as 30 days, or due monthly.
 - Last Payment:** If on a pay or installment plan, amount of last payment.
 - Last Payment Date:** If on a pay or installment plan, date last payment was made.
 - Invoice:** Basically a billing method. Was an invoice of some kind given? Or was the parent phoned about the fee owed?
 - Invoice Person:** Field for noting who the bill was given to.
 - Close Date:** Date the fee was paid considered paid in full.
 - Total Payment Amt:**
 - Click **Save** to save the record.

- Other fees can be assigned in the same manner. A student can have up to 12 fees.

Fees

| | | | | | |
|---------|----------------------|----------|----------------------|----------|----------------------|
| Fee 1 : | <input type="text"/> | Fee 2 : | <input type="text"/> | Fee 3 : | <input type="text"/> |
| Fee 5 : | <input type="text"/> | Fee 6 : | <input type="text"/> | Fee 7 : | <input type="text"/> |
| Fee 9 : | <input type="text"/> | Fee 10 : | <input type="text"/> | Fee 11 : | <input type="text"/> |

- The fees assigned in **Student Master** will display in the **Student Progress Center** in the **Fees** tab.

Home Attendance Conduct Discipline Grades Lessons Progress Transcript Curriculum Other **Fees**

Fee Sheet for ANDREA JOUBERT

| Fee Title | Fee Amt | Fee Title | Fee Amt |
|-----------------|---------|----------------|---------|
| PRK Parking Fee | 5 | LCK Locker Fee | 6 |
| TXT Text Books | 37.5 | | |
| | | | |

- The fees will also show when printing a **Leave / Entry Package**.

Assigning Fees to Multiple Students Using the Fees Fast Loader

Using the **Fees Loader**, many students can be loaded with a fee at one time. As an example, we will give all 9th grade students a locker fee of \$5.00

Loaders

- Activity Attendance
- Advisor Loader
- Club Code Loader
- Counselor Loader
- Fees Loader**

- Under Student Master, click **Loaders**, then **Fees Loader**.
- At the setup box, set the **Year**, **Grade**, and **As Of** date. Click **OK**.

Student Fees Loader Setup

Year: 1213
 District: 027
 School: 009
 Grade:
 As of Date: Jun 05 2012

OK

- At the bottom right of the screen, locate the **Add Fee** button.

Setup Print Help **Add Fee**

- In the Click in the field and type the fee amount to be assigned to multiple students. Click the **OK** button.

New Fee

Fee Amount :

OK

- Click in the column underneath the type of fee for the students you wish to assign a fee to, then click the fee on the right to assign.

| Name | Sidno | Homeroom | PAP | PRK | LCK | PE1 | PE2 | PE3 | LIB | YRB | TXT | LIT | SCH | COM | BND | CHO | FUN | FTF | Fees |
|------------------------|---------|----------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|------|
| ACHANE MARK | 6090009 | | | X | | | | | | | | | | | | | | | |
| ADAMS JASON JAMES | 7089918 | | | X | | | | | | | | | | | | | | | 5.00 |
| ALEXANDER CHRIS ISAAC | 7089849 | | | X | | | | | | | | | | | | | | | |
| ALLEN BEVERLY DUONAY | 7089977 | | | X | | | | | | | | | | | | | | | |
| ANDREPONT BEVERLY ROSE | 8090004 | | | X | | | | | | | | | | | | | | | |
| ANTHONY ROBERT DWYER | 6089816 | | | X | | | | | | | | | | | | | | | |

Printing a Fees Report

- Under **Student Master**, expand **Lists**, then **Fee List**.
- At the setup box, set the **Year**.
- **District** and **School** should be defaulted based on security.
- Set the **As of Date**.
- Leave **Grade**, **Gender**, and **Ethnic** blank to include all criteria; otherwise click in the field to make selections.
- Click **Ok**.
- On screen you will see a listing of students associated with fees. To print the report as seen, click **Print**.
- To print columns that are to the far right, click and hold on the column label and “drag” to the left into the printable area of the screen.

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 **Exit Code** from the drop down menu for *Leave Code*.
3. In the *Leave Date* field, select the first **nonattendance date** as the leave date.
4. Enter the **Transferred To** information (if known).
5. Click **Close**.
6. If all information is correct, click **Save**.

Print Entry/Leave Packet

1. After finding the student in *Student Master* and exiting them or after entering a new student, click **Action** at the top of the screen.
2. Choose **Leave/Entry Package**.
3. Check all appropriate boxes to print.
 - By default, social security numbers do not print on reports. It must be selected in order to print.
 - Check *Nurse Notification* to print any information a nurse has entered into the system, such as allergies and medication.
 - Check *Demographic Information Page* to print student demographic information.
 - Check *Current Grades Not Recorded* and select the current semester from the drop down menu to print out a list of the student’s current schedule with a place for teachers to write the average for the class.
 - Check *Current JPAMS Grades* to print a report card for the student.
 - Check *Current Progress Report* and select the current grading period from the drop down menu to print out a detailed progress report for the student that lists all assignments and grades for each class.
 - Check *Historical Grades Detail* to print a transcript for the student.
 - Check *Attendance History* to get a detailed history of the student’s attendance.
 - Check *Discipline History* to get a summary history of the student’s discipline.

- Check *Discipline Referral Detail* to get a detailed history of the student's discipline.
 - Check *Test Score Card* to get a list of state tests the student has taken and the scores received.
4. Click **Print**.
 5. A *print preview* open. Click **Print**.

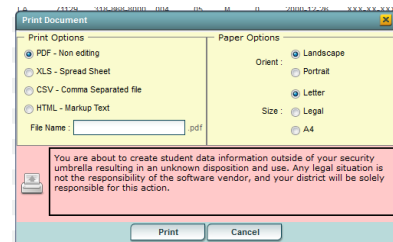
Student Master Lists and Loaders

Alpha/Recruiter List

1. Under *Student Master*, expand **Lists**.
2. Select **Alpha/Recruiter List**.
3. In the *Setup* window, ensure the correct **year**, **district**, and **school** are selected.
 - The current year will be selected and the district and school should be defaulted based on security.
 - Checking *Skip Opt Out Stus* will eliminate students who have asked not to be placed on public lists. This option can be found in *Student Master* on the *Permissions* tab.
 - By default, social security numbers do not print on reports. *Show SSN on report* must be selected in order to print.
 - *Grade*, *Gender*, and *Ethnic* should be left blank if all options are to be included; otherwise, click in the box to select the specific choices.
 - *Order to List* gives sorting options.
 - *Alpha Order*- sort alphabetically by student's last name
 - *Grade Order*- sort alphabetically by student's last name within the grade level
 - *Homeroom Order*- sort by homeroom teacher then alphabetically by student's last name
 - *Counselor Order*- sort by counselor name then alphabetically by student's last name
 - If *Print Break on Homeroom* is checked, *Order to List* will change to *Homeroom Order* when the list is printed and each homeroom teacher will be printed separately.
 - If *Show Remote Scheduled Only* is checked, only those students who are remotely scheduled will appear on the list.
 - If *Skip NR Students* is checked, students with an entry code of *NR* will not appear on the list.
 - The *As of Date* limits the list to only those students who are active on the date selected.
 - *Special Codes* and *Team Codes* will only display students who have the code selected. Leave blank to list all students regardless of special or team code.
 - For *Show*, select if you would like to include all students, SPED students only, or Regular Ed students only on the report.
 - *Homeroom*, *Counselor*, *Club* and *Sport* will only display students who are in the criteria selected. Leave blank to list all students.
 - Enter a **Report Title** to have that name printed at the top of the list.
4. Click **Ok** after all fields have been set as desired.
5. The list of students meeting the settings will be displayed.
6. Clicking on the down arrow on the right side of any column header will display additional options.
 - *Sort Ascending*-alphabetical order
 - *Sort Descending*- reverse alphabetical order
 - *Configure Sort*- custom sort using multiple columns
 - *Clear sort*- clears the Configure sort option
 - *Auto Fit All Columns*- adjust all columns' width to fit the text in each field automatically
 - *Auto Fit*- does the same but only in the column you are working in

- *Column*- uncheck columns to hide
- *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. It is an expanded level of sorting.
 - *Ungroup*- clears Group By
- *Freeze*- keeps the chosen column stationary while scrolling from left to right

7. 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**. For **Choose**, pick **Option 2**.
4. In the **Option 2** section, set the desired month to search birthdays for, then click **OK**.

Enrollment Audit

The enrollment audit is an important report that checks for dual or overlapping enrollments, birthdays that seem off of the normal grade level, grade levels that don't match the grades offered by the school, and other items. There is a legend at the bottom of the report to assist the user.

1. In the left navigation panel, select **Student Master**, then **Lists**, then **Enrollment Audit**.
2. At the setup box, set the **Year**, and **School**, then click **OK**.
3. In a few moments, a listing will be produced on screen of students that have possible enrollment details to be checked on in student master.
4. On the far right, click on the column labeled **Error Type** to sort the report by error type. On the various rows, the user will see that possible errors have an

asterisk next to them.

- a. For example, a suspicious birthday (a birthday out of the normal range for a grade level) will have an asterisk next to it.

| Welcome Enrollment Audit | | | | | | | | | | |
|--------------------------|-------|--------------|-------------|-------|--------|-------|-------------|-------|-------------|------------|
| | Sidno | Student Name | Birthdate | Grade | School | ECode | Entry Date | LCode | Leave Date | Error Type |
| 1 | | | 1999-12-09 | 07 | | E7 | 2012-08-10 | | | 18, 19 |
| 2 | | | 2001-08-23 | 06 | | E7 | 2012-08-10 | | | 18, 19 |
| 3 | | | *2001-04-05 | 07 | | E1 | 2012-08-10 | | | 22 |
| 4 | | | *2011-07-11 | 06 | | E5 | 2012-08-10 | | | 22 |
| 5 | | | *2002-01-02 | 06 | | E1 | 2012-08-10 | | | 22 |
| 6 | | | *1997-09-18 | 06 | | E1 | 2012-08-10 | L2 | 2012-08-10 | 22 |
| 7 | | | 1999-06-17 | 08 | | E4 | *2012-08-10 | | * | 28 |
| 8 | | | 1999-12-10 | 07 | | E4 | *2012-08-10 | | * | 28 |
| 9 | | | 2000-08-17 | 07 | | E1 | *2012-08-10 | | * | 28 |
| 10 | | | 2001-10-16 | 05 | | E1 | *2012-08-10 | L2 | *2012-08-13 | 28 |
| 11 | | | 1999-02-10 | 08 | | E1 | *2012-08-10 | | * | 28 |
| 12 | | | 2002-09-01 | 04 | | E4 | *2012-08-10 | | * | 28 |
| 13 | | | 2001-12-20 | 05 | | E5 | 2012-08-10 | | | 4 |
| 14 | | | 2007-02-02 | **00 | | E5 | 2012-08-10 | L2 | 2012-08-10 | 9, 10 |

5. At the bottom of the screen, a legend of the error codes will be displayed. Common ones are highlighted below.

| | | | |
|-----------------------------|------------------------------|---------------------------|---------------------------------|
| 1 Illegal chars. | 9 Grade not at sponsor site | 17 Missing ethnic code | 25 Missing entry code or date |
| 2 Generation suffix in name | 10 No calendar for grade | 18 SSN length not 9 | 26 Invalid leave code |
| 3 Empty name field | 11 Missing fund. code, Pre-K | 19 SSN has illegal chars. | 27 Missing leave code or date |
| 4 Duplicate sidno | 12 Grade not 2 digit | 20 Duplicate SSN | 28 Overlapping enrollment |
| 5 Spaces in sidno | 13 Missing grade | 21 Missing SSN | 29 School/dist. not in sysfile |
| 6 Sidno with length > 7 | 14 Invalid sex code | 22 Suspicious birthdate | 30 Missing school |
| 7 Missing sidno | 15 Missing sex code | 23 Missing birthdate | 31 Missing district |
| 8 Invalid grade | 16 Invalid ethnic code | 24 Invalid entry code | 32 Invalid school/district |
| | | | 33 Missing PreK Experience Code |

6. Using the report, go to the student master record of each student and resolve any issues found.

7. **Common Error Codes And What To Do With Them:**

- a. **28 Overlapping enrollment:** The student has an enrollment date conflict with another school in the district. To fix, do one of the following in the **Student Master** record of the student...
 - i. Click to check the **Enroll History** of the student.
 1. You may see that the student has an enrollment that does not have a leave code at the other school, or at your school. This would mean that the student is enrolled at two sites. Contact the other school and resolve with a leave code at the proper site.
 2. You may see that the student has a leave code from a previous site that is not in agreement with the entry code at your site. Work with other school site to correct the proper leave/entry date at the school sites.
- b. **2 Generation suffix in name:** This is caused when the generation suffix, such as JR, is not matching one of the generation suffix choices in JPams. To fix, do one of the following in the **Student Master** record of the student...
 - i. Click on the Name of the student to see name details:

1. If the generation suffix of “Jr”, “II”, etc...., is in the first name or last name field rather than in the suffix field; edit out the generation suffix from the first or last name, and click the correct choice in the **Suffix** field, then click **Save**.
 2. If the generation suffix does not match of the available choices in the **Suffix** drop down; Click on the generation suffix; pick one of the choices, then click **Save**.
- c. **9 Grade not at sponsor site:** This is caused when the grade level of the student does not match the grades offered at the school. To fix, do the following in the **Student Master** record of the student....
 - i. Adjust the grade level of the student to a grade that is offered at the school, then click **Save**.
 - d. **11 Missing fund code, PreK:** This is caused when a PreK student (-1) does not have a funding code required for state reporting. To fix, do the following in the **Student Master** record of the student...
 - i. Locate the student in **Student Master**. Click on the **Special Codes** area of **Student Master**, and then assign a PreK funding code per **Special Codes for State Reporting** section of this guide.
 - e. **18 SSN length not 9:** A student who does not have a 9 digit SSN will be listed with this code. To fix, do the following in the **Student Master** record of the student....
 - i. Check cumulative records for the correct SSN of the student.
 - ii. If you have rights to change **SSN**, click on the name of the student to see the SSN field. Edit the SSN, then click **Save**.
 - iii. If you do not have rights to change the **SSN**, contact your JPams district administrator to make the change.
 - f. **22 Suspicious birthdate:** Any student more than 2 years off of the normal age for a given grade level will be listed here. To fix, do the following in the **Student Master** record of the student....
 - i. Verify the birthdate in cumulative records.
 - ii. If editing of the birth date is needed, update in the **Birth Date** field, then click **Save**.
 - iii. If the grade level of the student is the real cause, update the **Grade** field, then click **Save**.
 - g. **33 Missing PreK Experience code:** A Kindergarten student (grade 00) does not have a PreK experience code (one of the Special Codes that begin with “K”). To fix, do the following in the **Student Master** record of the student....
 - i. Locate the student in **Student Master**. Click on the **Special Codes** area of **Student Master**, and then assign a PreK funding code per **Special Codes for State Reporting** section of this guide.

Gain Loss Report

1. In the **Student Master** navigation area, click **Lists**, then **Gain Loss Report**.
2. At the setup, set the Year, School, Grade, and From Date / To Date.
3. Select all genders and ethnicities.
4. For Entry Codes, select all or select all except E1.
5. Click OK.
6. At the report screen, the student’s leave entry will categorized into basic columns. Hover over the column header to get a tool tip on what the column stands for.
7. At the bottom will be a count of gains / losses over the period.
8. Sort the report by various columns to obtain lists of desired types of students.

The screenshot shows the 'Setup' screen for the Gain Loss Report. The fields are as follows:

- Year: 1213
- District: 027
- School: 004
- Grade: 09,10,11,12
- From Date: Aug 10, 2012
- To Date: May 25, 2012
- Print First Day Students
- Gender: F,M
- Ethnic: 0,1,2,3,4,5
- Show Student: Sidno SSN
- Show Transfers: From: []
- Entry Codes: !,I3,I4,I5,I6,I7,S1,S2,S3,S4,S5
- OK button

Attendance Log for a Substitute (Homeroom Log 7 Week)

Note: Although this report has “homeroom” in the title, it can be used for middle and high schools.

- Navigate to **Student Master, Lists, Homeroom Log 7 Week**.
- At the setup, set the **Year, School, and Grade**.
- **To Print for Homeroom:**
 - Go to **Order By** and select **Homeroom**.
 - Set **Weeks** to **3** or **7**
 - Set the **Log Start** date. Set the **As of Date**.
 - Click **OK**. A list of homeroom teachers will appear.
 - Select the desired homeroom teacher(s), then click **Print**.

Setup

Year: 1011
District: 027
School: 004
Grade: 4,05,06,07,08,09,10,11,12,99
Teacher:
Class Periods:
Semesters:
Order By: HOMEROOM
Weeks: 3
 Group Class Periods
 Include Students
 Include Saturdays
Log Start: Aug 10 2012
As of Date: Aug 10 2012
OK

- **To Print for Classes (Middle or High School)**
 - Go to **Order By** and select **Class Tea**.
 - Set **Weeks** to **3** or **7**
 - Go up to **Teacher** and select the desired Teacher(s).
 - **Class Periods:** Usually select all.
 - **Semesters:** Select the current semester
 - Check the option for “**Group Class Periods**”
 - Set the **Log Start** date. Set the **As of Date**.
 - A pick list of classes will appear. Select All or just the desired classes.
 - Click **Print**.

Setup

Year: 1011
District: 027
School: 004
Grade: -1,00,01,02,03,04,05,06,07,0
Teacher: BERGERON MICHAEL B
Class Periods: 00,01,02,03,04,05,06,07,08,09
Semesters: 1
Order By: CLASS TEA
Weeks: 3
 Group Class Periods
 Include Students
 Include Saturdays
Log Start: Aug 10 2012
As of Date: Aug 10 2012
OK

Student Locator List

The student locator report will present a listing of students and the teacher they are scheduled to. It is handy to have a quick print out of where a student is in the course of a day. It is also a handy tool for making sure each student has a full schedule.

- Directions: The **Student Locator List** can be accessed under **Student Master**, expand **Lists**. Select **Student Locator**.
- At the setup box, set the desired **Year**.
- **District** and **School** should be defaulted based on security.
- Leave **Grade**, **Gender**, and **Ethnic** blank to include all criteria; otherwise, click in the box to make selections.
- Set **Periods to Show** and **Semester**,
- Set the print order in **Order to List**.
- Adjust the **As of Date** if needed.
- Leave **Special Codes** and **Team Codes** blank to include all criteria; otherwise, click in the box to make selections.
- For **Show**, select **All**, **Sped Only**, or **Non Sped**.
- For **Location Type**, select **Teacher**, **Room**, or **Course**.
- Set the **Report Type** as either **Single Line Report** or **Multi Line Report**

a. **Multi Line Report** Option

- The **Multi Line Report** option will print each cell with Subject name, Teacher, and class count.

| St | Student Name | Gd | Spec | Period 1 | Period 2 | Period 3 |
|-----|----------------|----|------|-------------------------------|---------------------------------------|------------------------------|
| 009 | ABRAHAM STEPHA | 04 | ALT | READING 4 REED REBE 012 | LANGUAGE FRENCH 4 REED REBE 012 | FRENCH 4 DOLEJSIOV 050 |

- When printing the **Multi Line Report**, the output will also show demographic information on the student, as well as Course, Teacher, and Class Count.

| Demo School 1 | | | | 17/09/2010 10.41 AM | | | |
|-----------------------------|--------------|--------------------|--------------|----------------------|--------------|--------------|----------------|
| Student Locator | | | | | | | |
| BABINEAUX DAVID SAGE | | 5040325 | 05 | Name | | Cell | Home |
| 6007 FINANCIAL PLAZA | | (H) (318) 868-8000 | Mother | BABINEAUX ANGELA | | | (318) 868-8000 |
| SUITE 215 | | (E) | Father | BABINEAUX CHRIS LANE | | | (318) 868-8000 |
| SHREVEPORT | | LA 71129 | Guardian | | | | |
| | | | Resides | | | | |
| | P1 | P2 | P3 | P4 | P5 | P6 | P7 |
| Course | READING 5 | LANGUAGE ART | SOCIAL STUDI | | MATH 5 | SCIENCE 5 | HEALTH-PE 5 |
| Teacher | PROUSE YVONN | PROUSE YVONN | HEAROD CONST | | PROUSE YVONN | PROUSE YVONN | PROUSE YVONN |
| Room | 020 | 020 | 021 | | 020 | 020 | GYM |

- **Single Line Report** option

- By choosing either **Single Line Report** options of **Teacher**, **Room**, or **Course**, the student's information will be shown on a single line.

| St | Student Name | Gd | Spec | Period 1 | Period 2 | Period 3 | Period 4 | Period 5 |
|-----|----------------|----|------|------------|------------|----------|------------|-----------|
| 009 | BERTRAND CHRIS | 03 | | FONTENOT F | FONTENOT F | | ATKINSON E | TRAHAN CA |

- When printing the **Single Line Report**, the results will also display in a single line.

| Sch | Student Name | Gd | Spec | Period 1 | Period 2 | Period 3 | Period 4 |
|-----|-------------------|----|------|--------------|--------------|--------------|--------------|
| 009 | ABRAHAM STEPHANIE | 04 | ALT | REED REBECCA | REED REBECCA | DOLEJSIOVA O | REED REBECCA |
| 009 | ACHANE CHRIS | 05 | | DOMINGUE UVO | FREDERICK AL | MCCLEERY ELI | HOFFPAUIR BA |
| 009 | ACHANE MARK | 03 | | FONTENOT PEG | FONTENOT PEG | JONES MARY S | CUMMINGS LOR |
| 009 | ACHANE STEPHANIE | 05 | | FREDERICK AL | HOFFPAUIR BA | DORR KATIE F | MCKINLEY NAN |

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.

Directions for Printing a Demographic Page to Send Home:

- In WebPams, in the upper left, locate the **Student Master** category. Underneath, click on “**Loaders**”, then “**Student Demographic Fast Loader**”.

- At the setup box, set for the following

- Year, School, and Grade** level(s) to be printed.
- If specific homeroom(s) are desired, click in the **Homeroom** field.
- Set the **As of Date** to the first day of school, or the current date.
- Check box Options:
 - Show SSN:** Select to Show SSN on the report (Warning: SSN’s will be shown on the document)
 - Homeroom Order:** Select to print in Homeroom order
 - 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.
 - Show JCOMM Permissions:**

- 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.
- 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.

- Shown below are typical Settings for Student Progress Center / Address – Contact Updating.

3. 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).
4. To print the forms, click the **Print Short Form** button on the lower right of the screen. A print preview will be displayed to review the report before printing. 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.

3040002 CROCHET,MIKE

Student Mailing Address
 Address 1 : 6007 FINANCIAL PLAZA
 Address 2 : SUITE 215
 City/St/Zip : SHREVEPORT LA 71129
 Phone : 318 8688000 SSN : 901014539

Student Physical Address
 Address 1 : 6007 FINANCIAL PLAZA
 Address 2 : SUITE 215
 City/St/Zip : SHREVEPORT LA 71129
 Gender : M Ethnic Birthday : Oct 14 1996

Mother Address
 Last Name : CROCHET First : STEPHANIE Middle : MICHELL
 Address 1 : 6007 FINANCIAL PLAZA
 Address 2 : SUITE 215
 City/State/Zip : SHREVEPORT LA 71129
 Home Phone : 318 8688000 PSN : 38465
 Cell Phone : Work : 318 8688000
 Email :

Father Address
 Last Name : CROCHET First : MARK Middle : ADAM
 Address 1 : 6007 FINANCIAL PLAZA
 Address 2 : SUITE 215
 City/State/Zip : SHREVEPORT LA 71129
 Home Phone : 318 8688000 PSN : 38465
 Cell Phone : Work : 318 8688000
 Email :

Guardian Mailing
 Last Name : First : Middle :
 Address 1 :
 Address 2 :
 City/St/Zip :
 Phone : Cell :

Guardian Physical
 Address 1 :
 Address 2 :
 City/St/Zip :
 PSN : Work :
 Email :

Emergency Address
 Last Name : First : Middle :
 Address 1 :
 Address 2 :
 City/State/Zip :
 Phone : Work :
 Cell Phone :

Permissions
 Yes No Video/Photo Yes No Evaluation Yes No Leave School
 Yes No Non-Invasive Search Yes No Permission for Child To Access Internet Yes No Disable Student Record Web Access

Save Print Short Form

3. Update the information on the screen to match the form returned by the parent/guardian.
4. **Important!** Click the **"Save"** button located on the lower left to store the changes.
5. 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.
6. Click the yellow **"x"** in the upper right to close the screen. You will be returned to the student listing.
7. 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.

Identifying Overage Students: Use the MFP Ethnic Gender Lunch Count

Use the MFP count report with an as of date to get a list of students with an age on this date.

- Setup directions

1. On the left navigation pane, select **Student Master**, then **Count**, then **MFP / Ethnic – Gender / Lunch**.
2. At the setup box, set the **Year, Grade(s)**.
3. In the **As of Date**, set for the desired date to check the age of the student against.
4. Click **OK**.
5. A count of students by grade is displayed. Click any count, either by a single grade, or in the far right on the “**Enroll**” column, to get a listing of students.
6. At the student listing, click on any column label to see a yellow drop down arrow. Select **Columns** and uncheck data you would want to leave out of the report.
7. Click on the column label **Age** to sort by age of the student(s), or click the yellow arrow and choose **Configure Sort** to do multiple sorts on the various columns of the report.
8. Click **Print** to print the report out.

Identifying Overage Students: Grade vs Age Count

This report will help a user identify students who may be over age for a given grade level.

- Setup directions
 1. On the left navigation pane, select **Student Master**, then **Count**, then **Grade Vs Age Count**.
 2. Set the **Year**. Set **Grade** to all grade levels at school.
 3. Set **As Of Date** to the date for which a student's age is to be checked against.
 4. Fill out the "normal" age for each grade level. You can use the settings shown below as a good guide to use. This will stay after first time use.
 5. Click **Active Only Show**, then **All** as shown below.
 6. Click **Ok** to begin the report.

Setup

1 Year: 1213
 District: 010
 School:
 2 Grade: -1,00,01,02,03,04,05,06,07,0
 3 As of Date: Oct 1 2012
 -1: 05 K: 06 01: 07
 02: 08 03: 09 04: 10
 4 05: 11 06: 12 07: 13
 08: 14 09: 15 10: 16
 11: 17 12: 18
 5 Active Only Show : All Sped Only Non-Sped
Over Age Student Report
 This program will display all students in a chosen grade or grade range that are older than an age that you specify in the setup box. If you are not at the 700 level, or the Central Office, you will only be able to run the program for your school.
 6 OK

7. The report will show counts by grade of over age students. Cell click on a count to get a listing of students and their respective age(s). To get a full listing of all overage students, click the total count at the far right of the report.

| SCH | School Name | -1 | 00 | 01 | 02 | 03 | 04 | 05 | 06 | 07 | 08 | 09 | 10 | 11 | 12 | Total |
|---------------|-------------|----|----|----|----|----|----|----|----|----|----|----|----|----|----|-------|
| | | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 10 | 10 | 24 | 0 | 0 | 0 | 0 | 44 |
| Totals | | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 10 | 10 | 24 | 0 | 0 | 0 | 0 | 44 |

Homeroom Maintenance:

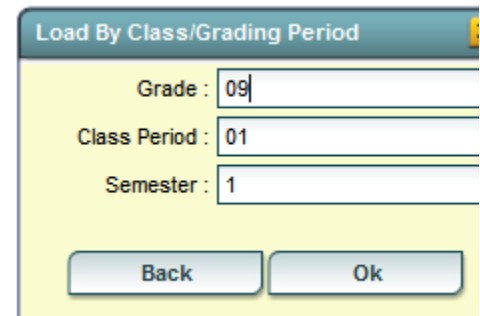
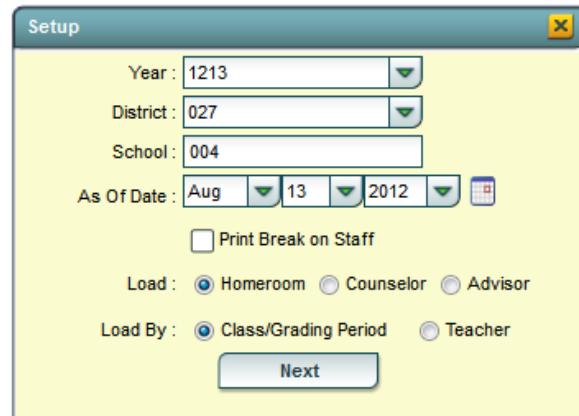
Sometimes it is necessary to do some changes to homerooms for various reasons such as a teacher change and special student situations.

Change a Homeroom on a Single Student

In Student Master, Find the desired student. Click in the Homeroom field. A list of teachers will appear. Select the desired homeroom teacher, then click Save.

Mass Load Homerooms, Counselor, Advisors

- In **Student Master**, click **Loaders**, then **Homeroom/Advisor/Counselor Auto Loader**
- To Load Students to Homerooms, Counselor, or Advisor by First Hour
 - Set the current year and date. For **Load**, select **“Homeroom”**. For **“Load By”**, set to **“Class/Grading Period”**. Click **Next**.
- Set the Grade, then click to enter 01 in the **Class Period** field. Set the Semester to 1 if doing this at the start of the year. Repeat with Semester 2 at the start of the spring.
- Click **OK**. Click **OK** again at the warning.
- The system will go through and assign homeroom to students by first period on the schedule.



Change a Homeroom Teacher for Students

- In the **Student Master** module, click **Loaders**, then **Homeroom Loader**.
- At the setup box, set for the desired year and grades.
- On the left, a listing of students will appear. On the right will be a listing of teachers.
- Click to place an “x” in the homeroom field of the students to change. Next, click on the replacement teacher on the right.
- The homerooms of the students will be updated to match the new teacher.
- TIP: sort on the homeroom field to be able to make sure all students have a homeroom. Blank homerooms will appear first.

Homeroom Listing

- In **Student Master**, click **Lists**, then **Homeroom Teacher Affidavit w/Signatures**.
- At the setup box, set to the current year, desired grades, and as of date.
- Click **OK**.
- A listing of homeroom teachers will be presented. Click selected teachers to print homeroom lists for. Click the Print button.

Homeroom Counts

- In **Student Master**, run either the **Homeroom Count by Grade**, or the **Homeroom Gender/Ethnic List**.

Photo File Creator

This program will create a csv file for the photographer in advance of the picture taking sessions. The file will help the photographer create photos that import into JPams for students.

NOTE: *If the file is opened in Excel, DO NOT SAVE it. It will change the file. Excel will trim off the leading 0's on a student's ID and cause problems for the photographer. If the file is opened in Excel, please be sure to just close it without saving so as to not alter the file.*

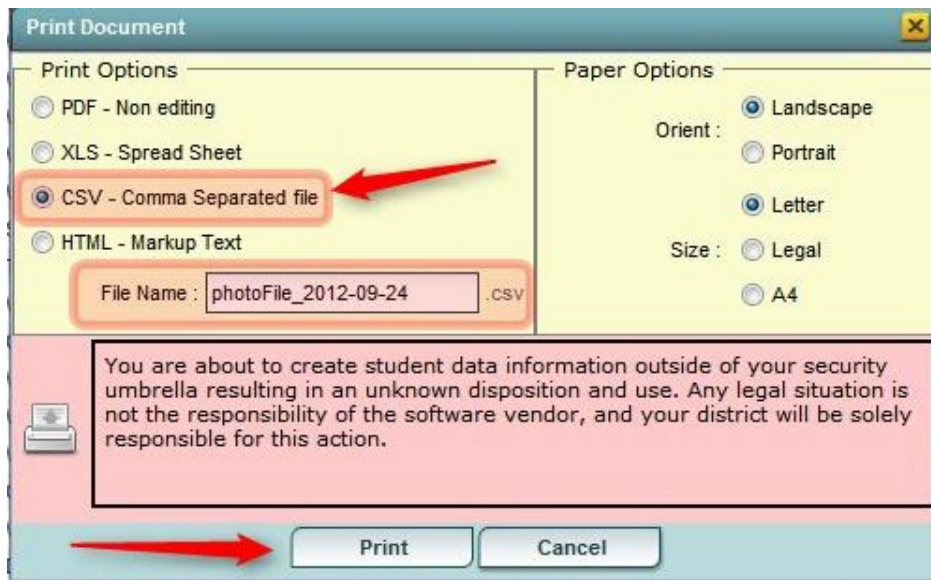
How-to

1. In the left navigation pane, click **Student Master**, then **Interfaces**, then **Photo File Creator**.
2. At the setup box, set the **Year**, **School**, **Grades**, and **As of Date**.
3. To create a file by Homeroom:
 - **Semester** = "1"
 - **Transcript group** = "blank" as shown below.

4. To create a file by English classes, or any other Transcript group:
 - **Semester** = "1" or current semester
 - **Transcript group** = English
5. Click the **OK** button to continue.

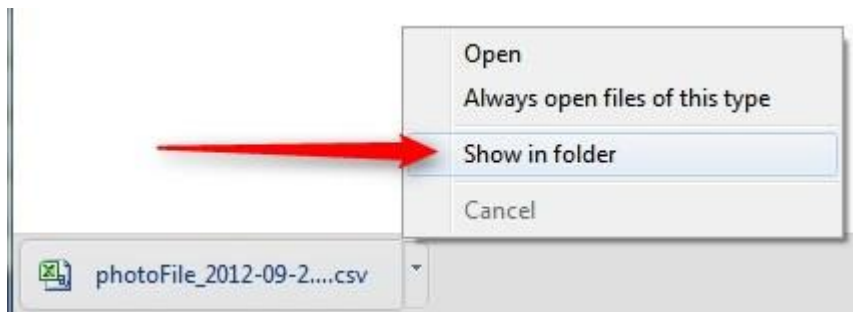
| Value |
|--|
| <input checked="" type="checkbox"/> 1 English |
| <input type="checkbox"/> 2 Computer Education |
| <input type="checkbox"/> 3 Math |
| <input type="checkbox"/> 4 Social Studies |
| <input type="checkbox"/> 5 Science |
| <input type="checkbox"/> 6 Health & PE |
| <input type="checkbox"/> 7 Foreign Languages |
| <input type="checkbox"/> 8 Vocation Ed Electives |
| <input type="checkbox"/> 9 Regular Ed Electives |
| <input type="checkbox"/> |

6. Review the results, then click the **Print** button on the lower left of the screen.
7. At the **Print** options screen, click to select “**CSV – Comma Separated file**”. You will see that the system has created a File Name for you. Click the **Print** button to create the file.



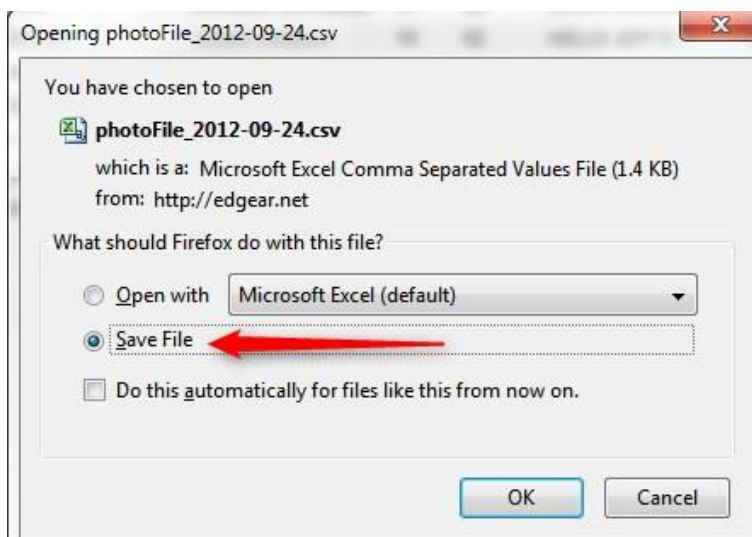
8. **Google Chrome** users:

- A new window will open that will be mostly blank. In the lower left will be a link to the file. Click the arrow on the right of the file name. A menu will open. Choose Show in folder.

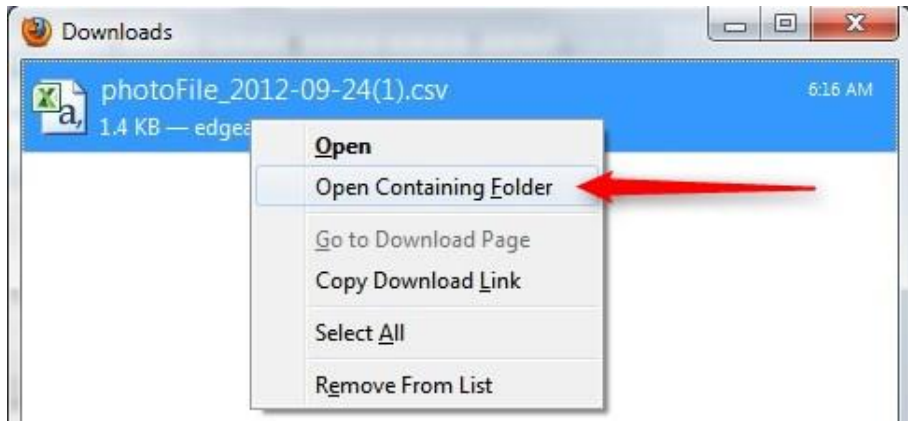


9. **Firefox** Users:

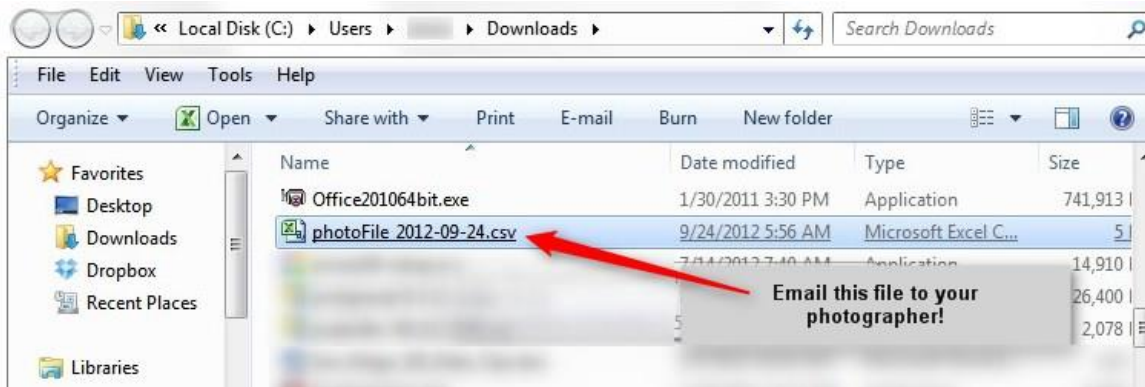
- A dialog box will appear. Choose **Save File**, then click **OK**.



- A Downloads window will appear. Right click on the “photofile...csv” and choose **Open Containing Folder**.



10. For either browser, you will now be in the Downloads directory. Locate the “photoFile...csv” file. Send this file to your photographer.



11. **Remember, if the file is opened in Excel, please do not save it. Leave the file in its original state so that the leading 0's of a Student's ID are not trimmed off.

Attendance

Interpreting the Attendance by Day Screen

The Attendance by Day screen is accessed by the gear box in Student Master, Post Attendance, Discipline, or in SBLC, as well as other areas of JPams. The window shows important details about the student's attendance.

The top half of the window shows each attendance record. Each record shows the check in/check out information on the attendance record, if an excuse note was posted, and if the day was a full day, half day, or other.

Time / Date / Code items:

OTIM = Check out time

OCOD = Check out code. U means "unexcused", S means "suspension", E means "excused", and D means "doctor/medical".

DRCD and **PSTD** = Excuse brought in, and date brought in.

Amount of Day items:

F = Full Day absence

H = Half Day absence

O = Less than half day. Usually a check in / check out of less than 25% of the day.

Classification items:

U = Unexcused

S = Suspended

E = Excused

ND = Note from Doctor, Medical, or Extenuating Circumstances

OP = Other Present such as field trip or ISS.

Summary Line:

Shows a count of Full, Half, and Other absences. The Full day count is then split into categories of Unexcused, Suspended, Excused, and Note from Doctor.

| DATE | OTIM | OCOD | ITIM | ICOD | DRCD | PSTD | F | H | O | U | S | E | ND | OP | D |
|--|-------|------|-------|------|------|------------|---|---|---|---|---|---|----|----|---|
| 03/23/2011 | 07:45 | 05 U | 10:05 | 01 E | | | | * | | | | O | | | |
| 03/17/2011 | 07:45 | 09 S | | | | | * | | | | F | | | | |
| 03/16/2011 | 07:45 | 09 S | | | | | * | | | | F | | | | |
| 03/01/2011 | 07:45 | 05 U | 10:10 | 07 N | | | | * | | | | | O | | |
| 02/21/2011 | 07:45 | 36 N | | | 15 E | 2011-02-21 | * | | | | | F | | | |
| 01/20/2011 | 07:45 | 05 U | 12:39 | 01 E | | | | * | | | | H | | | |
| 01/19/2011 | 07:45 | 05 U | 08:14 | 01 E | | | | * | | | | O | | | |
| 01/10/2011 | 07:45 | 09 S | | | | | * | | | | F | | | | |
| NAME: ADICKES, SHERRI LYNNE HMRM: CART CYNTHIA L | | | | | | | 7 | 2 | 6 | 0 | 4 | 1 | 2 | | |

In the example above, of the 7 full days, 0 are unexcused, 4 are due to OSS, 1 is excused, and 2 are doctor/medical/extenuating circumstances.

Posting Attendance

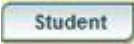
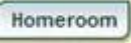
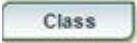
Click **Attendance** in the Program Navigator list.

Under **Entry**, select **Post Attendance**.

Attendance Setup Box:

1. Select the desired **Year**.
2. **District** and **School** should be defaulted based on security.
3. **1st PD Code** defaults to code *30 Unexcused Absence*. To change the default code, click in the field to get a list of codes. Select the appropriate code as a default code.
4. Check **Auto Admit** to have the system automatically print admit slips when checking a student out or checking a student in.
5. Verify the number of minutes for **Lunch** and for **Non-Instr Minutes**.
6. Click **OK**.

To get a list of students:

1. Click on the **Student** button at the bottom of the screen to get a complete list of the school's students. 
2. 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. 
3. 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. 

Post First Period Absence:

1. In the **Post Attendance** screen 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**.

| | STUDENT | 1ST | OUT | CODE | EX | O-REASON |
|----|-------------------------|-----|-----|------|----|----------|
| 17 | ARDOIN, JOHN JAMES | | | | | |
| 18 | ARDOIN, MARK JOSEPH | | | | | |
| 19 | ARDOIN, RACHAEL KAITLIN | | | | | |

2. 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.

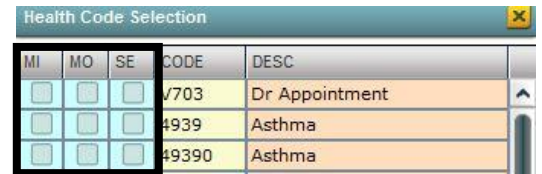
| | STUDENT | 1ST | OUT | CODE | EX | O-REASON |
|----|---------------------|-----|-------|------|----|-------------------|
| 17 | ARDOIN, JOHN JAMES | | 07:50 | 30 | U | Unexcused Absence |
| 18 | ARDOIN, MARK JOSEPH | | | | | |

Post Checkout:

1. In the **Post Attendance** screen, locate the **Out** column.
2. Find the student that needs to check out and click in the cell to the right of the student's name in the **Out** column.
3. A list of attendance reasons will appear. Select the appropriate reason for the check out.

| | STUDENT | 1ST | OUT | CODE | EX | O-REASON |
|----|-------------------------|-----|-----|------|----|----------|
| 17 | ARDOIN, JOHN JAMES | | | | | |
| 18 | ARDOIN, MARK JOSEPH | | | | | |
| 19 | ARDOIN, RACHAEL KAITLIN | | | | | |

- 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.
- To the left of the medical reasons are check boxes in columns labeled **MI** (Mild), **MO** (Moderate), or **SE** (Severe). Select the appropriate severity of the medical reason for the student's check out.



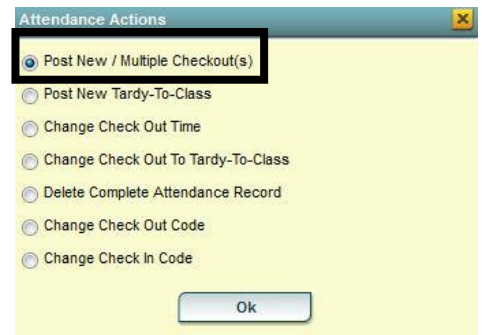
Post a Tardy to Class:

1. In the **Post Attendance** screen, locate the **OUT** column
2. Then find the student that needs to be marked tardy and click in the cell to the right of the student's name in the **OUT** column
3. A list of attendance reasons will appear. Select code **#14 U Tardy To Class**
 - Note: Tardy To Class means that the student is present at school but has not made it to the appropriate class in the allotted amount of time. Conversely, Late To School is a student that is not at school and is showing up late.
4. After selecting the tardy to class code, a list of tardy reasons will appear with E or U beside each reason. **E**=Excused and **U**=Unexcused. Select the appropriate reason by selecting the **E** for an excused tardy or the **U** for an unexcused.
5. If the student has accumulated 4 or more consecutive tardies with no administrative action being taken, a message will appear stating that an email will be sent to the administrators.
6. The tardy will be posted in both the check in and check out fields. This is because a tardy is neither a check in or check out, simply a notice that the student was not where they should be at the correct time.

| | | | | | | | | | | |
|----|-----------------------|--|-------|----|---|----------------|-------|----|---|----------------|
| 24 | ARDOIN, SHAUNA LAUREN | | 14:34 | 14 | U | Tardy/to/Class | 14:34 | 14 | U | Tardy/to/Class |
|----|-----------------------|--|-------|----|---|----------------|-------|----|---|----------------|

Post Multiple Check Outs:

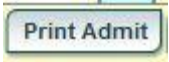
1. If a student has an existing absence with a check in and they are checking out, go to that student and click on the existing check out time.
2. A list of options appears on the screen. Select the first option, **Post New/Multiple Checkout(s)**.
3. A list of attendance codes will appear. Select the appropriate check out code. A new check out record will appear.
 *NOTE: By creating multiple check ins and check outs, only the most recent transaction will be visible. 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**.



| | | | | | | | | | | |
|----|--------------------------|--|--|--|--|--|--|--|--|--|
| 26 | ARIAS LABRADOR, CHRIS | | | | | | | | | |
| 27 | ARISTIZABAL, BEVERLY | | | | | | | | | |
| 28 | ARISTIZABAL, JEFF | | | | | | | | | |
| 29 | ARMENTOR, REBECCA NICOL | | | | | | | | | |
| 30 | ARON, MIKE CUYLER | | | | | | | | | |
| 31 | ARSEMENT, RACHAEL JOY | | | | | | | | | |
| 32 | ASHFORD, MIKE GAIGE | | | | | | | | | |
| 33 | ASHFORD, RACHAEL KATHLE | | | | | | | | | |
| 34 | ASHFORD, SHERRI PAIGE | | | | | | | | | |
| 35 | AUGUSTINE, ANGELA ADELLE | | | | | | | | | |
| 36 | AUGUSTINE, ANGELA JOYCE | | | | | | | | | |
| 37 | AUGUSTINE, CHRIS LEE | | | | | | | | | |
| 38 | AUGUSTINE, DAVID AARON | | | | | | | | | |
| 39 | AUGUSTINE, DAVID JOSEPH | | | | | | | | | |

Print Admit Slip:

- If Auto Admit was selected on the setup box:
 - When you check a student out or check a student in, a print preview of the admit slip will appear on the screen listing the student check in and/or check out as well as a list of the student's classes. Print the admit slip.
- If Auto Admit was not selected on the setup box:
 - When you check a student out or check a student in, click Print Admit at the bottom of the screen. A print preview of the admit slip will appear on the screen listing the student check in and/or check out as well as a list of the students classes. Print the admit slip.



Post Excuse:

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.

*HINT: You can narrow down your search using the alphabet bar at the top of the Post Attendance screen. Click the letter that corresponds with the student's last name.



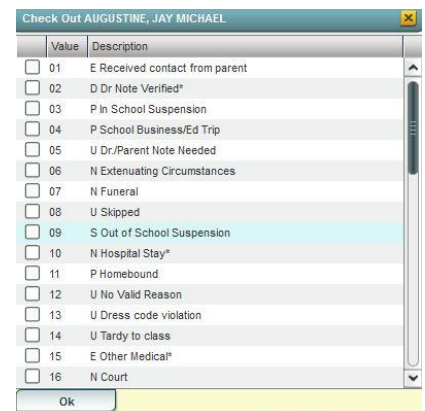
- Once the student has been found, to the right along the same row, find the column labeled **DR**. Click in the cell.

| STUDENT | 1ST | OUT | CODE | EX | O-REASON | IN | CODE | EX | I-REASON | DR | D | SIDNO |
|----------------------------|-----|-----|------|----|----------|----|------|----|----------|----|---|---------|
| 39 AUGUSTINE, DAVID JOSEPH | | | | | | | | | | | 0 | 0100008 |
| 40 AUGUSTINE, JAY MICHAEL | | | | | | | | | | | 4 | 7110001 |
| 41 AUGUSTINE, MARK JAMES | | | | | | | | | | | 8 | 2100012 |

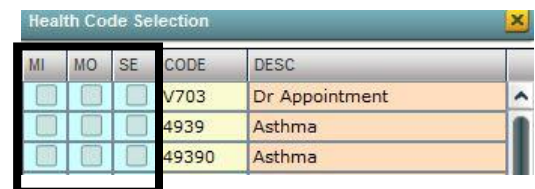
- A table listing all the student's prior day's absences will appear. Locate the absences to be excused. After locating them, go to the cell on the row of the absence to be excused and below the column header **DRCD**. Click in that cell.

| AUGUSTINE, JAY MICHAEL 7110001 | | | | | | | | | | | |
|----------------------------------|-------|------|------|------|------|------------|-------------------|---|----------|------|-------|
| DATE | OTIM | OCOD | ITIM | ICOD | DRCD | POSTED | DR REASON | D | REC NO | HLT | DESC |
| 2010-10-20 | 07:50 | 05 U | | | 02 D | 2010-10-20 | Dr Note Verified* | | 1154103 | 3079 | Other |
| 2010-09-17 | 14:30 | 21 E | | | | | | | 11540002 | | |

- After clicking, a list of excuses will appear. Select the appropriate excuse.
 - 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.



- To the left of the medical reasons are checkboxes in columns labeled **MI** (Mild), **MO** (Moderate), or **SE** (Severe). Select the appropriate severity of the medical reason for the student's check out.



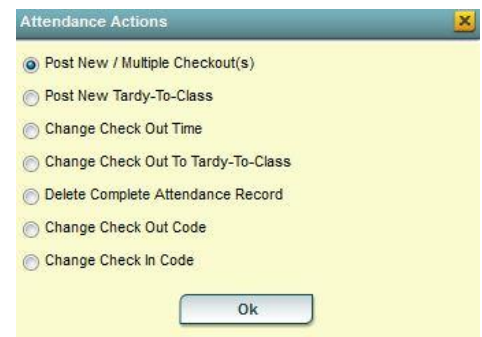
4. Once the excuse has been posted, the DR REASON can be changed to fit a more unique event. To do this, simply click on the cell with the **DR REASON** to be changed.
 - A text box will appear containing the existing DR REASON, change the information to the desired description, then click **SAVE**.
 - 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.
 - 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.

| DATE | OTIM | OCOD | ITIM | ICOD | DRCD | POSTED | DR REASON | D | REC NO | HLT | DESC |
|------------|-------|------|-------|------|------|------------|-------------------|---|---------|------|----------------|
| 2011-05-16 | 11:02 | 30 U | 13:15 | 29 E | | | | | 1541561 | | |
| 2011-05-14 | 07:50 | 05 U | 11:01 | 07 N | | | | | 1541558 | | |
| 2011-05-02 | 07:50 | 19 U | 07:50 | 19 U | | | | | 153909C | | |
| 2011-04-12 | 07:45 | 07 N | | | | | | | 1541448 | | |
| 2010-09-13 | 10:15 | 05 U | | | 02 D | 2010-09-14 | Dr Note Verified* | | 1539814 | V703 | Dr Appointment |

Edit Attendance:

If editing a student's current attendance record:

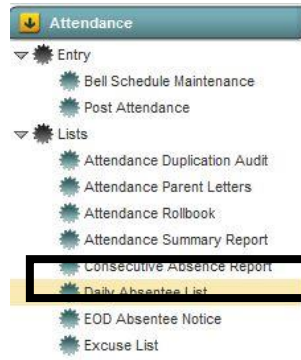
1. Find the student and click on the checkout time
2. A list of options will appear. The options are:
 - *Post New/Multiple Checkout(s)*- If a student has an existing check in and check out record, this option will allow the creation of multiple attendance records for the same day.
 - *Post New Tardy-To-Class*- If a student has an existing tardy, this option will allow the creation of multiple tardies for the same day
 - *Change Check-Out Time*- When checking a student in or out, the system uses the current time when posting. If the time is incorrect, select this option to correct it.
 - *Change Check Out To Tardy-to-Class*- If a student is marked absent to class and then walks in the door soon after, use this option to change the absence to a tardy.
 - *Delete Complete Attendance Record*- If the attendance record for the student is incorrect; select this option to remove the record complete.
 - *Change Check-Out Code*- If the wrong reason for the checkout was selected; select this option to select a new checkout code.
 - *Change Check In Code*- If the wrong reason for the check in was selected, select this option to select a new check in code.
3. Select the appropriate option and then click **OK**.
4. After clicking OK, a new window will appear to make the adjustment based on the selection made. Make the appropriate corrections.
5. If editing a student's past attendance record:
 - Find the student and 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.
 - A window listing the student's attendance history will appear. Locate the record that needs adjusting.
 - To make an adjustment to the record, simply click on the area that needs to be adjusted and make the appropriate changes.



Daily Absentee List:

Click **Attendance** in the Program Navigator list.

Under **Lists**, select **Daily Absentee List**.



Daily Absentee List Setup Box:

1. Select the desired **Year**.
2. **District** and **School** should be defaulted based on security.
3. Select **Detail Report** to get a detailed list of students and their detailed attendance records. If Detail Report is selected, other options become available at the bottom of the setup screen:

- By checking **Phone #**, the student's phone number will be printed on the report.
- By checking **Legend**, an explanation of the attendance headers will be printed out.

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

- **Over Days** allows the printing of students with a range of days absent. Set the range as desired.
- **Equal Days** allows the printing of students with a specific amount of days absent. Set the number of days that is desired.
- By checking **Policy**, a policy letter will print out as well as the attendance letter.
- By checking **History**, a detailed attendance history will print out with the attendance letter.

5. **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 **OK**.
6. **From Date** and **To Date** should be set so that the desired attendance date range is selected.
7. **Grades** should be left blank if all grade levels are to be included in the report.

- Otherwise, click in the box to the right of **Grades** to select the desired grade level to be included.
8. **Clubs** will only display students who are in the club selected. Leave blank to list all students regardless of club.
 9. **Sport** will only display students who are in the sport selected. Leave blank to list all students regardless of sport.
 10. **Order** allows for the list to be sorted in the desired way upon clicking **OK**. The options for sorting are:
 - **ALPHA** will sort the list alphabetically by the student's last name.
 - **GRADE/ALPHA** will sort the list alphabetically by the student's last name within the student's grade level
 - **HR/ALPHA** will sort the list first by homeroom teacher name and then alphabetically by the student's last name
 11. If **Check In After** is checked, the results will be limited to show attendance records with doctor's notes that were posted within the specified date range and attendance records with a check that occurred after the specified time. (To view records without check ins, set the check in time to the end of school and the checkout time to any time you wish within the school hours)
 12. If **Check Out After** is checked, the results will be limited to show attendance records with check out times that are after the specified time.
 13. For **Show Remote**:
 - If set to **None**, only enrolled students will appear on the list.
 - If set to **Only**, then only students coming to your school from others schools will be listed.
 - If **All**, then both remotely scheduled students and enrolled students will be listed.
 14. For **Show Only**:
 - If **Active** is checked, only students who are currently enrolled will be listed.
 - If **Full Day** is checked, only full day absences will be considered for the report.
 - If **Tardies** is checked, only students with tardy to class codes will be listed.
 - If **Skips** is checked, only students with skip codes will be listed.
 15. If letters need to be printed, click **Letters** at the bottom of the setup box. A **Letter Options** window will appear
 - The **Letter Options** window is divided into two areas, **Letters** and **Policy Statement**. In each area, there are three selection boxes labeled with the grade levels each box represents. Grades 1-3, 4-8, and 9-12. Click in the selection box in the area and grade range desired.
 - Click in the selection box, a list of letters or policies will appear. Select the appropriate letter and click **OK**.
 - After all desired letters and/or policies have been selected, click **OK**.
 16. To email the report to staff members, click the **Email** button at the bottom of the setup box.
 - The **Email Options** window will appear. You must check the box **Use Email** to send the report out using email.
 - In the **To:** field, type the email address of the employees to send the report to or click the **Teacher Email** button at the bottom to select the teachers to send the report.
 - In the **From:** field, type the email address of the person sending the report.
 - Click **OK**.
 17. Click **OK** on the setup box when all options have been set correctly.
 18. The report will appear on the screen. Click **Print** to print the report as shown on the screen.
 19. Click **Print Letters** to print letters for everyone on the report or only those highlighted on the report.

Roll Call Verification

This report is used to identify which teachers have indicated roll was checked either in a homeroom or in a period class.

1. In the left navigation panel, click the **Attendance** group, then **Lists**, then **Roll Call Verification**.
2. At the setup box, verify the **Year**, **District**, and **School**. The date from and date to fields will initially be set for the current date. For **“Show”**, set to either Roll Call Taken or Roll Call Not Taken.
 - For schools that take roll by homeroom (typically elementary schools), check **“Use Homeroom”**.

The screenshot shows the 'Setup-04.03.12 ML' window. The 'School Year' is 1112, 'District' is 027, and 'School' is 004. The 'Date From' and 'Date To' are both set to May 09, 2012. The 'Show' options are 'Roll Call Taken' and 'Roll Call Not Taken', with 'Roll Call Not Taken' selected. The 'Use Homeroom' checkbox is checked. The 'Class Period' and 'Course Name' fields are empty.

- For schools that take roll by first period (typically middle / high schools), uncheck **“Use Homeroom”** and click to enter Class Period of **“01”**.

The screenshot shows the 'Setup-04.03.12 ML' window. The 'School Year' is 1112, 'District' is 027, and 'School' is 004. The 'Date From' and 'Date To' are both set to May 09, 2012. The 'Show' options are 'Roll Call Taken' and 'Roll Call Not Taken', with 'Roll Call Not Taken' selected. The 'Use Homeroom' checkbox is unchecked. The 'Class Period' field is set to 01. The 'Course Name' field is empty. A red arrow points to the 'Class Period' field.

- Click **OK** to see the results of staff who did not indicate roll was taken.

Excessive Absences By Factor

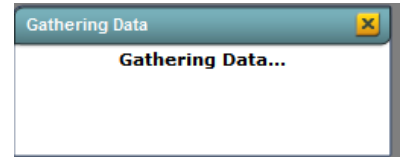
This report will show counts of students absent. The counts can be clicked to produce listings of students.

1. At the main screen, locate the menu buttons on the left side of the screen. Locate, then click on the **Attendance** button, then click the down arrow next to **Count**. A listing of reports is displayed. Click on the link for **Excessive Abs by Factor**.
2. Set the correct **Year**, **District**, and **School(s)**. Set the **From** and **To** date range.

The screenshot shows the 'Setup' window. The 'Year' is 1112, 'District' is 005, and 'School' is 016. The 'From' date is Aug 15, 2011, and the 'To' date is Aug 30, 2011. Red circles with numbers 1, 2, and 3 highlight the School, From, and To fields respectively.

- Click in the **Grade** cell (1) and select the grade levels for your school. This is a first time only setup item.
- Click in the **Skip Codes** cell, then place a check next to codes 02, 04, 06, and 09. This is a first time only setup item.
- For **Ethnicity**, click and select all of the ethnic codes. Do the same for **Gender**.
- Todays Abs Only:** Selecting this option will display absence counts only for students absent today.
- Click the **OK** button. The report will begin to process and display the dialog box shown at right.
- When done, the screen will show counts of students by days absent.

Grade : -1,00,01,02,03,04,05,06,07,0
 Skip Codes : D,P,N,S
 Skip L Codes
 Ethnicity : 0,1,2,3,4,5
 Gender : F,M,
 Todays Abs Only
 Print Detail



Welcome Excessive Abs by Factor

| NO | SITE | 2= | 3+ | 3= | 5+ | 5= | 8+ | 8= | 10+ | 13= | 15+ | 15= | 20+ | 25+ | 30+ | 35+ |
|--------|-------------|----|----|----|----|----|----|----|-----|-----|-----|-----|-----|-----|-----|-----|
| | High School | 58 | 32 | 20 | 15 | 8 | 4 | 2 | 8 | | | | | | | |
| TOTAL: | | 58 | 32 | 20 | 15 | 8 | 4 | 2 | 8 | | | | | | | |

- To review the students in a count, click on a count of students on the screen. A screen like below will appear.

Student Information for 2= absences

| | <input type="checkbox"/> | NAME | SID | GR | HR | EDATE | ECOL | EMAIL | NO. | SP |
|---|-------------------------------------|------|-----|----|----|---------------|------|-------|-----|----|
| 1 | <input checked="" type="checkbox"/> | | | 12 | | J. 2010-08-09 | E1 | | 2 | |
| 2 | <input checked="" type="checkbox"/> | | | 11 | | 2010-08-09 | E1 | | 2 | |
| 3 | <input checked="" type="checkbox"/> | | | 09 | | 2010-08-09 | E1 | | 2 | |
| 4 | <input type="checkbox"/> | | | 07 | | 2011-08-12 | E4 | | 2 | |
| 5 | <input type="checkbox"/> | | | 10 | | JP 2010-08-09 | E6 | | 2 | |
| 6 | <input type="checkbox"/> | | | 11 | | 2010-08-09 | E1 | | 2 | |

Information blurred for privacy

Print Letters Print Print FINS Letter Print History Help

Bell Schedule Maintenance

Bell Schedules only need to be entered for schools that do attendance by period. This is commonly high schools and in some cases, middle schools.

How to Create a Bell Schedule

1. On the left navigation panel, click **Attendance**, then **Entry**, then **Bell Schedule Maintenance**.

2. At the setup box, set the **Current Year** and **School**. Click the **OK** button to begin.

3. In the upper left, enter the **From Date** and **To Date**. Usually, this is the start of school, to the end of school.

4. Enter the **From Grade** and **To Grade**. This will be the grade level(s) of students that this bell schedule will apply to.

5. Set the **Start of Day** and **End of Day** times. Note: Use military time in all time fields.

6. Click the days of the week that the schedule will be in effect.

7. Enter a **Name** of the bell schedule.

8. For the **Lunch** field, enter the number of minutes the lunch period lasts.

9. Enter the **Number of Periods** the bell schedule contains.

10. Enter the start and end time of each period in military time. **TIP:** Leave out the time in between classes.

11. Enter the start and end time of the **Lunch** session associated with this bell schedule.

District : 028 School : 004

From Date : Aug 10 2012

To Date : May 29 2013

From Grade : 09 To Grade : 12

Start of Day : 07:25 HH:MM End of Day : 14:47 HH:MM

Include

Monday Tuesday Wednesday

Thursday Friday Saturday

Name : FIRST LUNCH

Lunch : 25

Number of Periods : 7

| | | | | |
|------------|-------|-------|-------|-------|
| Period 1 : | 07:25 | HH:MM | 08:22 | HH:MM |
| Period 2 : | 08:25 | HH:MM | 09:22 | HH:MM |
| Period 3 : | 09:25 | HH:MM | 10:22 | HH:MM |
| Period 4 : | 10:25 | HH:MM | 11:22 | HH:MM |
| Period 5 : | 11:50 | HH:MM | 12:47 | HH:MM |
| Period 6 : | 12:50 | HH:MM | 13:47 | HH:MM |
| Period 7 : | 13:50 | HH:MM | 14:47 | HH:MM |
| Period 8 : | | HH:MM | | HH:MM |
| Lunch : | 11:22 | HH:MM | 11:47 | HH:MM |

- Click the **Save** button on the lower portion of the screen. After doing so, you will see a row appear with some details about the bell schedule.

District : 028 School : 004

From Date : Aug 10 2012 To Date : May 29 2013

From Grade : 09 To Grade : 12

Start of Day : 07:25 End of Day : 14:47

Include

Monday Tuesday Wednesday

Thursday Friday Saturday

Name : FIRST LUNCH

Lunch : 25

Number of Periods : 7

Period 1 : 07:25 08:22

Period 2 : 08:25 09:22

Period 3 : 09:25 10:22

Period 4 : 10:25 11:22

Period 5 : 11:50 12:47

Period 6 : 12:50 13:47

Period 7 : 13:50 14:47

Period 8 : HH:MM HH:MM

Lunch : 11:22 11:47

| | Date From | Date Through | GD From | GD Through | M | T | W | TH | F | S |
|---|------------|--------------|---------|------------|---|---|---|----|---|---|
| 1 | 2012-08-10 | 2013-05-29 | 09 | 12 | Y | Y | Y | Y | Y | |

Bell Schedule

Delete Help Clear **Save** Prev Next Setup Copy

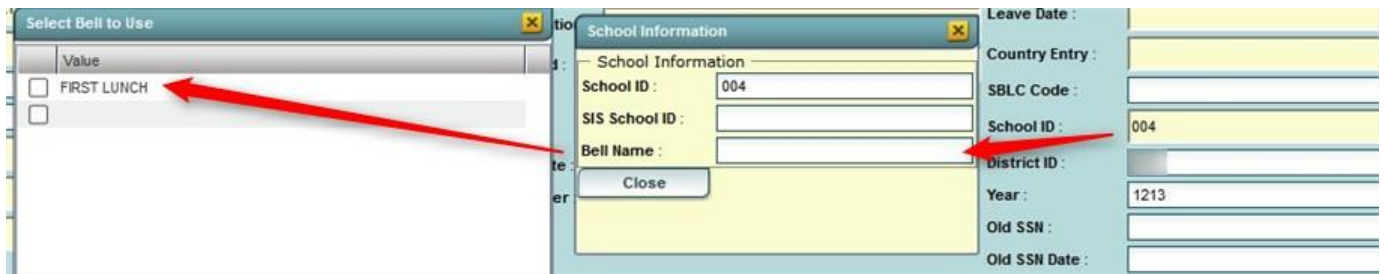
- To create additional bell schedules, after clicking **Save**, do one of the following:
 - Highlight the current bell schedule row, then click the **Copy** button. Enter the dates to copy the bell schedule to. Highlight the new bell schedule row, edit with a new **Name** and other details, then click the **Save** button.
 - Start a new bell schedule from scratch by clicking the **Clear** button, then enter the next bell schedule.

How to Edit a Bell Schedule

- On the left navigation panel, click **Attendance**, then **Entry**, then **Bell Schedule Maintenance**.
- At the setup box, set the **Current Year** and **School**. Click the **OK** button to begin.
- Highlight the desired current bell schedule row displayed on the right. The details will show on the left.
- Make any needed changes, then click the **Save** button at the bottom of the screen.

How to Assign a Bell Schedule to an Individual Student

- Open the **Student Master** record of the student.
- Click on the **School ID** field. A School Information window will appear. Click on the **Bell Name** field.
- A Select Bell to Use window will appear showing the bell schedules created for the school. Click in the select box of the desired bell schedule, then click the **OK** button.



How to Assign a Bell Schedule to Multiple Students at Once

1. On the left navigation pane, click **Student Master**, then **Loaders**, then **Bell Schedule Loader**.
2. At the setup box, set the **Year**, **School**, and **As of Date**.
3. To assign a bell schedule by grade level of students, set the **Grade(s)** of the students to be assigned. Click the **OK** button.

4. To assign a bell schedule by room(s) in a master schedule, enter the **Semester**, **Class Period**, and **Room Number(s)** fields to assign which students in given rooms will be assigned the bell schedule. Click the **OK** button.

- A listing of students will appear on the left. A listing of bell schedules created for the school will appear on the right. Click the **Select All** button on the lower right. This will place an "x" marker by each student in the listing.
- Click the desired bell schedule on the right. All students with an "x" will be assigned the bell schedule. The user will see, after updating, that next to each student's name is the bell schedule name assigned.
- To change the bell schedule, click in the **Bell Name** field to place an "x", then select the desired bell schedule on the right.

| Sidno | Student Name | Grade | Bell Name |
|-------|---------------|-------|-----------|
| | DEMIYAH | | X |
| | JEREMIAH | | X |
| | JA' MARION J | | X |
| | ZAVIER | | X |
| | JARELL | | X |
| | TAVIS A | | X |
| | ASHLYN DENAE' | | X |
| | JADE | | X |
| | NIYHA | | X |
| | DOUGLAS | | X |
| | JORDAN | | X |
| | KELSI A | | X |
| | ELIAS LUC | | X |
| | DAIJA CHIMERE | | X |
| | JANEE | | X |
| | BRIANNE L | | X |
| | MYA M | | X |
| | RUBUNAE | | X |
| | JULES | | X |
| | MARIE | | X |
| | RAZA | | X |
| | ROSE | | X |
| | TAREZ | | X |
| | TAEISA J | | X |
| | MEKHI | | X |
| | JANAE' | | X |
| | MYRON | | X |
| | DIONTAE' | | X |
| | NICOLE | | X |
| | JA' ARON | | X |
| | JASARI | | X |

Buttons: Setup, Print, Help, **Select All**

Right Pane: Bell Name, FIRST LUNCH