



ProgressBook StudentInformation Student and Registration Guide



StudentInformation

ProgressBook Student Information Student and Registration Guide

(This document is current for v21.3.0 or later.)

© 2022 Frontline Technologies Group LLC. All rights reserved. All other company and product names included in this material may be Trademarks, Registered Trademarks, or Service Marks of the companies with which they are associated. Frontline Technologies Group LLC reserves the right at any time and without notice to change these materials or any of the functions, features, or specifications of any of the software described herein.

Change Log

The following Change Log explains by Product Version, Heading, Page, and Reason where changes in the *ProgressBook StudentInformation Student and Registration Guide* have been made.

Product Version	Heading	Page	Reason
21.3.0	<i>"Student Profile – FN-Graduate Tab"</i>	98	Updated screenshot and text to reflect that fields have been rearranged and that some fields are now read-only.
21.3.0	<i>"Edit Student Memberships"</i>	145	Added note that the Edit Student Membership screen is no longer used to maintain membership records for Graduation Seal program codes and updated screenshots to show the related message on the Edit Student Membership screen.
N/A	<i>"Student Profile – Additional Tab"</i>	69	Added note related to the Requires Paper Copy of Report Card checkbox.
21.1.0	<i>"Registration Wizard – Complete Registration Tab"</i>	47	Updated screenshot and text to add the Pronunciation field.
21.1.0	<i>"Student Profile – General Tab"</i>	64	Updated screenshot and text to add the Pronunciation field.
21.1.0	<i>"Student Profile – FN-Attributes Tab"</i>	95	Updated screenshot and text to remove the Admission to Current High School field.
21.1.0	<i>"Student Profile – FN-Graduate Tab"</i>	98	Updated screenshot and text to remove the CORE Graduation Requirement Exemption Date , CORE Graduation Requirement Met , and Expected Graduation Date fields.
21.0.0	<i>"Registration Wizard – Family Group Tab"</i>	51	Added and edited notes regarding the Uses Family Groups checkbox on the District Options screen.
21.0.0	<i>"Civil Rights Reporting"</i>	253	Removed section.
20.4.0	<i>"Student Profile – FD-Attributes Tab"</i>	87	Updated screenshots and text to reflect that LEP
N/A	<i>"Student Transfers"</i>	115	Added note to indicate that the student's disability condition transfers with them.
20.2.0	<i>"Contact Type Codes Maintenance"</i>	16	Updated text to reflect that only unique contact type codes can exist between the building and the district. Updated screenshots to reflect new user interface. Updated text to reflect updated style guide.
20.0.0	<i>"Add/Edit Program Codes"</i>	13	Updated text for Code field to indicate that * is allowed.
N/A	<i>"Registration Wizard – Family Group Tab"</i>	51	Added note regarding family groups.

Table of Contents

Change Log	i
Table of Contents	ii
Student and Registration Overview	1
Understanding Student and Student Registration.....	1
Student Registration Outline and Flow	2
Student Codes Maintenance	6
Student Status Codes	7
Add/Edit Student Status Codes	8
Team Codes Maintenance	9
Add/Edit Team Codes	9
Ethnicity Codes Maintenance	10
Add/Edit Ethnicity Codes	12
Student Program Codes	12
Add/Edit Program Codes	13
Custody Type Codes.....	14
Add Custody Type Codes	15
Edit Custody Type Codes	16
Contact Type Codes Maintenance.....	16
Add/Edit Contact Type Codes.....	18
Map Building Contact Type Codes to District Contact Type Codes	19
Map District Contact Type Codes to Professional Contact Type Codes	20
Admission Codes Maintenance	21
Add/Edit Admission Codes.....	22
Withdraw Codes Maintenance	23
Add/Edit Withdraw Codes	24
Birthdate Verification Codes.....	25
Add/Edit Birthdate Verification Codes	26
Membership Group Codes.....	26
Add/Edit Membership Group.....	28
Membership Codes Maintenance	28
Add/Edit Membership.....	30
Miscellaneous Data Groups.....	31
Add Miscellaneous Data Group	32

Miscellaneous Data Definitions.....	33
Add/Edit Miscellaneous Data Definition.....	34
Registering Students	38
Registration Wizard.....	38
Registration Wizard – Registration Pre-requisites Tab.....	39
Registration Wizard – Possible Matches Tab.....	41
Registration Wizard – Non-Attending Graduate Registration Tab.....	44
Registration Wizard – Complete Registration Tab.....	47
Registration Wizard – Family Group Tab.....	51
Registration Wizard – EMIS Tab.....	53
Registration Wizard – Course History Tab.....	55
Registration Wizard – Attendance Tab.....	59
Registration Wizard – Assessment Tab.....	60
Student Profile.....	60
StudentInformation/GradeBook Integration Note.....	61
Common Profile Controls.....	62
Student Profile – General Tab.....	64
Student Profile – Additional Tab.....	69
Student Profile – Custom Tab.....	72
Student Profile – Private Tab.....	73
Student Profile – FS-Standing Tab.....	74
Student Profile – FS-Attendance Tab.....	84
Student Profile – FD-Attributes Tab.....	87
Student Profile – FN-Attributes Tab.....	95
Student Profile – FN-Graduate Tab.....	98
Student Profile – Transportation Tab.....	101
Students Failing Address Verification.....	102
Student Information	104
Admission/Calendar History.....	104
View Calendar History.....	105
Edit Calendar Percentages.....	106
View Admission History.....	107
Edit History Details.....	108
Delete Admission Event.....	109
Edit Admission Event.....	111
Withdraw Student.....	113

Table of Contents

Student Transfers.....	115
Student Transfer	116
View Pending Transfers	118
Transfer History.....	130
Bulk Student Transfer	132
WebService Administration	134
Student Community Service Hours.....	134
Add/Edit Community Service Hours.....	135
Student Contact Information	136
Add Contact	137
Edit Contact	141
Change Primary Contact.....	142
Reorder Contacts.....	143
Delete Contact	143
Student Memberships.....	144
View Student Memberships	144
Edit Student Memberships.....	145
Membership Members Screen.....	149
Copy Ad-Hoc Membership to Membership	157
Family Groups.....	159
Create a Family Group.....	160
Modify a Family Group.....	162
Add Contacts to a Family Group.....	163
Delete a Family Group	166
Set District Courier Policy	166
Set Page Level Security for Family Groups Contacts.....	168
Link ParentAccess Accounts to Contacts	169
Family Groups Wizard	177
Student Alert Screens	183
Custody Alert.....	184
Disability Alert	187
Miscellaneous Alert.....	189
Medical Alert	191
Outstanding Fees Alert	191
Student Note Maintenance	192
Student Miscellaneous Data	193
Student Counselor Assignment.....	195
View-Only Student Profile.....	196

Student Photographs	196
Student Reports	197
Student Lunch Free/Reduced (LUNCH)	197
Student Alerts (STD_ALERT).....	200
Student with No SSID (SSID)	204
Student with No SSNO (SSNO).....	206
Student Contact List (CONT).....	207
Student Locker Allocation (LOCK)	210
Student Location Report (Report Builder).....	213
Withdrawal List (WITH).....	216
Student Status/Attendance Code (STAT)	217
Admission/Withdrawals (AWEX).....	219
Ethnicity Summary Report	222
Student Roster Detail (R101-A).....	224
Student Roster Summary (R101-B).....	229
Student Roster Summary by Home School (R101-B By Home School).....	231
Student Roster Summary by Homeroom (R101-B By Homeroom)	234
Student Roster Summary by Program (R101-B By Program)	236
Administrative Homeroom List Summary (R201B)	239
Administrative Homeroom List Detail (R201-A).....	241
Student Roster by Membership (R102)	244
Principals Report of Enrollment (R305)	248
Year-End Enrollment Summary (R306-B).....	250
View Archived Student Data	253
Archived Student Details – Student Profile Tab	254
Archived Student Details – Scheduling Tab	255
Archived Student Details – Marks Tab	256
Archived Student Details – Fees Tab	256
Marking Pattern Mapping	257
Add Marking Pattern Mapping	258
Edit Marking Pattern Mapping.....	259
Deactivate Marking Pattern Mapping.....	260

Student and Registration Overview

The ProgressBook StudentInformation Student and Student Registration program is used by school personnel to enter all types of information on new and existing students. This data is used by the district as well as for EMIS reporting needs.

The student program is made up of several elements that are defined by code tables. These tables work in combination with the various student screens as validation for fields within the applications. This helps to maintain the integrity of data entered. Once these code tables have been defined, you can begin adding records for students. Staff members also have the capability to modify, change, and delete various student records as needed. The StudentInformation modules, such as miscellaneous data, memberships, alerts, and contact information, help to meet the reporting needs of the school and/or district.

Understanding Student and Student Registration

The student master or profile record, as it is called in StudentInformation, has many properties. Some properties are specific to the student at the school building level, while other properties are specific to the student at the district level. EMIS reporting requirements necessitate the addition of other properties as well. Each are outlined and explained in this chapter.

The student and student registration modules encompass several collection and reporting capabilities as well. Those areas include the following:

- Registration of new students and updating of existing students' demographic information
- Admission and withdrawal history for all students
- Ability to define disability, medical, custody, and miscellaneous alerts for individual students
- Collection and reporting of all EMIS student demographic requirements
- Create contact information for students with the ability to view and edit
- Define student memberships with beginning and ending dates
- Capability to set up miscellaneous screens for collection of other/miscellaneous data

Student Registration Outline and Flow

1. Student Codes Maintenance

- **Student Status Codes** – Codes used to define the enrollment status of a student, indicating if they are actively enrolled, inactive, expelled, etc.
- **Team Codes** – Available to group students together according to academic levels for the purpose of scheduling students as a common group to common course sections.
- **Ethnicity Codes** – Codes used to describe a student’s ethnic background.
- **Program Codes** – Defines a collective course of study and typically used to group students in a common education program.
- **Custody Type Codes** – Codes used to describe parental or guardianship custody of a student.
- **Contact Type Codes** – Defines the type of contact or relationship of a contact to the associated student. Some contact codes require that the custody code be included as well.
- **Admission Codes** – Codes used to describe the reason a student is being admitted to a school, such as new resident, from non-public school, first school attended, etc.
- **Withdrawal Codes** – Codes used to describe the reason a student is leaving the school, such as moving, drop out, etc.
- **Birthdate Verification Codes** – Codes that signify permitted methods of birthdate verification.
- **Membership Group Codes** – Used to group related memberships together, such as fall sports teams, academic clubs, etc.
- **Membership Codes** – Used to group related students to indicate a common affiliation or activity.
- **Miscellaneous Data Groups Maintenance** – Defines the valid miscellaneous groups with field definitions, for entry of additional student data not currently stored in any other area.
- **Miscellaneous Data Definitions Maintenance** – Used to define the field definitions for the **Miscellaneous Data Group Maintenance**.

2. Registering Students

- a. **Registration Wizard** – Initial screen used to register students in the working school.
 - i. **Registration Pre-requisites** tab
 - ii. **Possible Matches** tab
 - iii. **Complete Registration** tab
 - iv. **EMIS** tab
- b. **Student Profile** – Series of tabs used for input of student information.
 - i. **General** tab – Detailed student demographic information.
 - ii. **Additional** tab – Additional demographic info and some scheduling information.
 - iii. **Custom** tab – Miscellaneous data definitions.
 - iv. **Private** tab – Private student information.

- v. **FS-Standing** tab – EMIS FS Student Standing records.
 - vi. **EMIS Situation Wizard**
 - vii. **FS-Attendance** tab – EMIS FS Student Attendance records.
 - viii. **FD-Attributes** tab – EMIS FD Attributes records.
 - ix. **FN-Attributes** tab – EMIS FN Attributes records.
 - x. **FN-Graduate** tab – EMIS FN Graduate record.
 - xi. **Transportation** tab – Student transportation info.
- 3. Student Information**
- a. **Admission/Calendar History** – Displays admission and withdrawal history as well as calendar changes for the selected student.
 - b. **View Calendar History** – Displays calendar history for the selected student.
 - c. **Edit Calendar Percentages** – Displays and allows editing of the selected student’s attendance percentage for multiple buildings.
 - d. **View Admission History** – Displays admission and withdrawal history for the selected student.
 - e. **Edit History Details** – Displays and allows editing and deletion of the selected student’s admission events.
 - f. **Withdraw Student** – Used to withdraw students from the district.
 - g. **Student Transfers** – Used to track transfer students.
 - h. **Student Community Service Hours** – Used to track community service hours for each student.
 - i. **Student Contact Information** – Viewable information for all contacts designated for the selected student.
 - j. **Student Memberships and Membership Staff Members**
 - i. **View Student Memberships** – View the selected student’s associated memberships.
 - ii. **Membership Staff Members** – View of student’s memberships and the staff member (if applicable) assigned to that code.
 - iii. **Memberships Members** – Used for adding students in bulk to a specific membership.
 - iv. **View Memberships**
 - v. **Add Students to Membership**
 - vi. **Delete Students from Membership**
 - vii. **Bulk Addition of Students**
 - viii. **Copy Ad-Hoc Membership to Membership** – Copy students in a selected ad-hoc membership to a regular membership.
 - ix. **Copy Membership from Year to Year** – Copy selected student’s membership from the previous year to the current year in context.

- k. **Family Groups** – Enables you to create a group of students who are living in the same household so that when the district or school needs to notify the parents of an event, such as by phone or mail, only one notification is set per household.
 - l. **Student Alerts**
 - i. **Custody Alert** – Used to display and remove existing custody alerts for a student.
 - ii. **Disability Alert** – Used to display and remove existing disability alerts for a student.
 - iii. **Miscellaneous Alert** – Used to display and remove existing miscellaneous alerts for a student.
 - iv. **Medical Alert** – Used to display and remove existing medical alerts for a student; see the *ProgressBook StudentInformation Student Medical Guide*.
 - m. **Student Note** – This screen provides the ability to maintain the properties of a student note or to create a new student note.
 - n. **Student Miscellaneous Data** – Provides the ability to define the valid miscellaneous groups with field definitions for entry of additional student data not currently stored in any other area.
 - o. **Student Counselor Assignment** – View students assigned to a specific counselor.
4. **View-Only Student Profile** – Basic demographic information for selected student, including picture of student if available; screen has links to other areas of the student's records.
5. **Student Reports**
- **Student Lunch Free/Reduced (LUNCH)** – Lists students on the free/reduced lunch program.
 - **Student Alerts (STD_ALERT)** – Lists all student alerts for students meeting the specified criteria and having the selected alerts.
 - **Student With No SSID (SSID)** – Lists all students meeting the specified criteria with no State Student ID (SSID) recorded in their demographic record; the report can also display a listing of students meeting the specified criteria and the SSID record in their demographic record.
 - **Student With No SSNO (SSNO)** – Lists students meeting the specified criteria with no Social Security Number (SSN) record in their demographic record; the report can also display a listing of students meeting the specified criteria and the SSN recorded in their demographic record.
 - **Student Contact List (CONT)** – Displays contact information for contact of specified types and students meeting specified criteria.
 - **Student Locker Allocation (LOCK)** – Displays all lockers of specified type and status when assigned to students meeting the user specified student selection criteria; additional options permit printing of unassigned lockers as well, and locker combinations may be optionally displayed in the report.
 - **Withdrawal List (WITH)** – Displays all students who have withdrawn within a specified date range.
 - **Student Status/Attendance Code (STAT)** – Displays students' EMIS situations. The students reported can be limited by EMIS handicap situation and other student properties.

- **Admission/Withdrawals (AWEX)** – Displays school admission and withdrawal events for specified date ranges and specified admission and withdrawal types.
- **Ethnicity Summary Report** – Displays students by ethnic origin classification; the report displays ethnicity codes specific to the school in context as well as EMIS standard ethnicity codes.
- **Student Roster Detail (R101-A)** – Generates a detailed listing of all students as well as create address labels. This report can be used to generate student rosters for specific groups of students by grade, age, program, previous school, etc.
- **Student Roster Summary (R101-B)** – Generates a summary listing of all students attending the school as well as create address labels.
- **Student Roster Summary (R101-B By Home School)** – Generates a summary listing of all students attending a selected group of schools by grade, gender, and home school. Similar to the **Student Roster Summary (R101-B)** report.
- **Student Roster Summary (R101-B By Homeroom)** – Generates a summary listing of all students attending a selected group of schools by grade, gender, and homeroom.
- **Student Roster Summary (R101-B By Program)** – Generates a summary listing of all students attending a selected group of schools by grade, gender, and program.
- **Administrative Homeroom Summary (R201-B)** – Prints a summary of student information by homeroom.
- **Administrative Homeroom Detail (R201-A)** – Prints detailed student information by homeroom.
- **Student Roster by Membership (R102)** – Generates a list of students that all belong to a group/membership.
- **Principals Report of Enrollment (R305)** – Displays enrollment by grade, age, and gender.
- **Year-End Enrollment Summary (R306B)** – This interactive report shows enrollment by grade and admission/withdrawal codes.

Student Codes Maintenance

Most Student Codes may be defined globally (by the ITC), at the district level, or at the school level per the chart below.

	Visibility and Use	Editable
Global Level	ITC, District, School	ITC
District Level	ITC, District, School	ITC, District
School Level	ITC, District, School	ITC, District, School

 – Codes with this icon in place of the  (delete) and  (edit) icons have been defined at a higher level, as described above. You can only delete or edit codes at the same level they were defined.

The list of student codes are as follows:

- *“Student Status Codes”*
- *“Team Codes Maintenance”*
- *“Ethnicity Codes Maintenance”*
- *“Student Program Codes”*
- *“Custody Type Codes”*
- *“Contact Type Codes Maintenance”*
- *“Admission Codes Maintenance”*
- *“Withdraw Codes Maintenance”*
- *“Birthdate Verification Codes”*
- *“Membership Group Codes”*
- *“Membership Codes Maintenance”*
- *“Miscellaneous Data Groups”*
- *“Miscellaneous Data Definitions”*

Student Status Codes

Navigation: StudentInformation > Management > School Administration > Student Codes Administration > Student Status Codes

Student status codes are used to define the enrollment status of a student, indicating if they are actively enrolled, inactive, expelled, etc.

	Code	Name ▲	Overall Student Status	Description	Active
	A	ACTIVE RES	Active	ACTIVE RES	
	FE	FOSTER PLACED A/ELSE	Inactive	FOSTER PLACED STUDENT ATTENDING ANOTHER DISTRICT BUT GREEN IS RESPONSIBLE	
	FI	FOSTER PLACED IN	Active	FOSTER STUDENT ATTENDING DISTRICT	
	I	INACTIVE	Inactive	INACTIVE	
	N	NON-RES	Active	OPEN ENROLLED	
	R	RES A/ELSE	Inactive	RES A/ELSE	

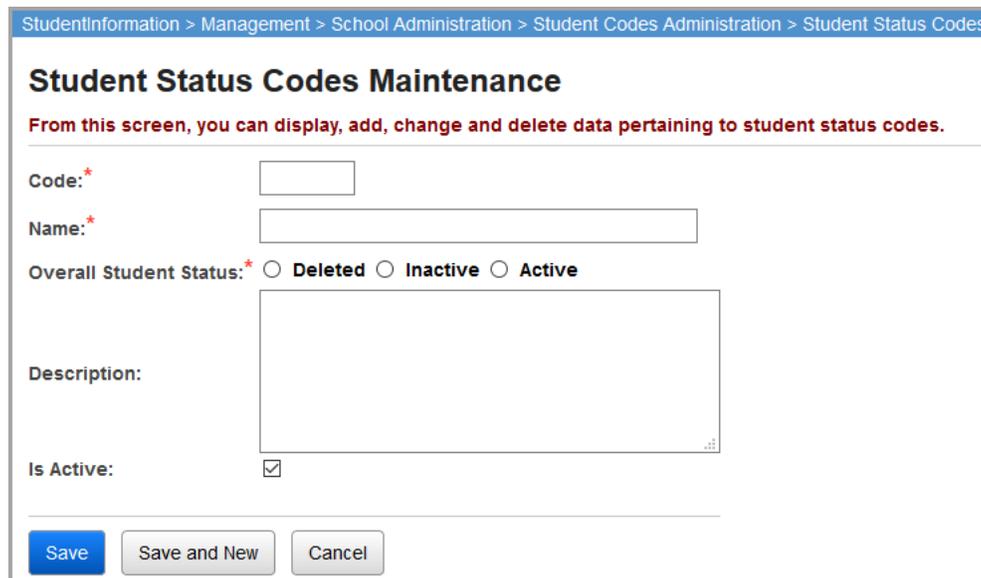
Show Active Only

This screen has standard add record, edit record, and delete record controls.

Records on this screen are not deleted but are inactivated instead. For information on reactivating records, see the *ProgressBook StudentInformation Getting Started Guide*.

Sorting – You can sort by any column (**Code**, **Name**, **Overall Student Status**, **Description**, **Active**) in ascending or descending order by clicking the column header.

Add/Edit Student Status Codes



The screenshot shows a web application interface for maintaining student status codes. At the top, a breadcrumb trail reads: StudentInformation > Management > School Administration > Student Codes Administration > Student Status Codes. Below this is the title "Student Status Codes Maintenance" and a red instruction: "From this screen, you can display, add, change and delete data pertaining to student status codes." The form contains several fields: "Code:" with a small text input box and an asterisk; "Name:" with a larger text input box and an asterisk; "Overall Student Status:" with three radio buttons labeled "Deleted", "Inactive", and "Active", and an asterisk; "Description:" with a large text area; and "Is Active:" with a checked checkbox. At the bottom, there are three buttons: "Save" (blue), "Save and New" (grey), and "Cancel" (grey).

Code (required) – Enter up to 4 characters (alphanumeric) for the status code. If you try to use an existing inactive status code, you are prompted to reactivate this inactive status code if you wish.

Name (required) – Enter the name of the status code.

Overall Student Status (required) – Select if this new student status code is to be considered with an overall status of **Deleted**, **Inactive**, or **Active**.

Description (optional) – Enter a description for the status code.

Team Codes Maintenance

Navigation: StudentInformation > Management > School Administration > Student Codes Administration > Team Codes

Team codes are used to group students together according to academic levels for purposes of scheduling students as a common group to common course sections.

StudentInformation > Management > School Administration > Student Codes Administration > Team Codes

Team Codes Maintenance

From this screen, you can display, add, change and delete Team codes.

[Add Team Code](#)

		Code	Name ▲	Description	Active
		Band	Band Grade 9		
		Blue	Blue Team		
		DT	District Team		
		Gold	Gold Team		

Show Active Only

This screen has standard add record, edit record, and delete record controls.

Records on this screen are not deleted but are inactivated instead. For information on reactivating records, see the *ProgressBook StudentInformation Getting Started Guide*.

Sorting – You can sort by any column (**Code**, **Name**, **Description**, **Active**) in ascending or descending order by clicking the column header.

Add/Edit Team Codes

StudentInformation > Management > School Administration > Student Codes Administration > Team Codes

Team Codes Maintenance

From this screen, you can display, add, change and delete Team codes.

Code:*

Name:*

Description:

Is Active:

[Save](#) [Save and New](#) [Cancel](#)

Code (required) – Enter up to 4 characters (alphanumeric) for the team code. If you try to use an existing inactive team code, you are prompted to reactivate this inactive team if you wish.

Name (required) – Enter the name of the team code.

Description (optional) – Enter a description of the team code.

Ethnicity Codes Maintenance

Navigation: StudentInformation > Management > School Administration > Student Codes Administration > Ethnicity Codes

The ethnicity codes describe a student’s ethnic background. The ethnicity values located on the **Ethnicity Codes Maintenance** screen displays in the **Local Ethnic Category** field located on the **General** tab of the **Edit Student Profile** screen. StudentInformation uses these values in many reports that include values for ethnicity. Ethnicity is also reported to EMIS; however, the values reported to EMIS are reported from the **Summative Race** field, which is also located on the **General** tab of the **Edit Student Profile** screen.

StudentInformation > Management > School Administration > Student Codes Administration > Ethnicity Codes

Find Students [] (Go To) []

Ethnicity Codes Maintenance

From this screen, you can display, add, change and delete data pertaining to ethnicity codes.

Add Ethnicity Code

		Code	Name	Description	Active
🔒	🔒	A	Asian	Origins in Far East, Southeast Asia or India. EX: Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, Philippine Islands, Thailand, & Vietnam.	●
🔒	🔒	B	Black or African American	Persons having origins in any of the black racial groups in Africa.	●
🔒	🔒	H	Hispanic	Persons of Mexican, Puerto Rican, Cuban, Central or South America or Other Spanish culture or origin, regardless of race.	●
🔒	🔒	I	American Indian	Origins in any of the original peoples of North & South America, Central America, & who maintain tribal affiliation or community attachment.	●
🔒	🔒	M	Multiracial	Person having origins in two or more of the above options.	●
🔒	🔒	P	Hawaiian or Pacific Islander	Persons having origins in any of the original peoples of Hawaii, Guan, Samoa, or other Pacific Islands.	●
🔒	🔒	W	White	People who have origins in any of the original peoples of Europe, North Africa, or the Middle East.	●

Show Active Only

StudentInformation > SIS > Student > Edit Profile

Edit Student Profile

From this screen, you can display and change information regarding a students profile.

General Additional Custom Private FS-Standing FS-Attendance FD-Attributes FN-Attributes FN-Graduate Transportation

Save Cancel

Last Modified: 01/28/2017 9:19 AM by User:

Student Number: 04304027 Auto-Assign Student Status: A - ACTIVE RES

First Name: Arpad Middle Name:

Last Name: Adkins **Not reported to EMIS** Called Name:

Last Name Suffix:

Gender: M Local Ethnic Category: W - White Birthdate: 09/22/2000 Age: 16

Hispanic/Latino: N - No, the student is not Hispanic/Latino Verified With: BC - Birth Certificate

Racial Group(s): A-Asian B-Black or African American I-American Indian or Alaska Native P-Native Hawaiian or Other Pacific Islander W-White

Summative Race: W - White, Non-Hispanic **Reported to EMIS**

Native Language: ENG - English (Default) Home Language:

Address of Residence (For Address Verification) Mailing Address Use Address of Residence

Street: 1368 Smith Drive Street: 1368 Smith Drive

City, State, Zip: SADoc OH 44320-0000 City, State, Zip: SADoc OH 44320-0000

Bypass Address Standardization Bypass Address Standardization

Bypass Comments: View Log

Phone Number: (440) 433-9400 Unlisted Email: S4304027@SADoc.org

Building Grade: 12 - 12th Grade Grade Next Year:

EMIS Grade: 12 EMIS Grade Next Year: GR

Changing the Building Grade does not change the State Equivalent Grade. The FD tab can be used to change the State Equivalent Grade. *Changing the Grade Next Year does not change the EMIS Grade Next Year. The FN tab can be used to change the EMIS Grade Next Year.*

Program: Home school IRN: 300433

Home School: SADoc High School

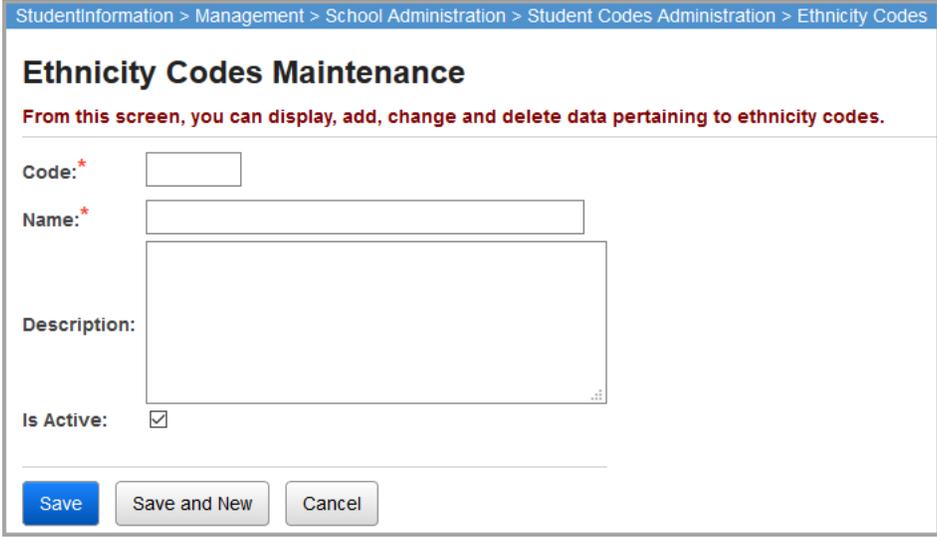
Attendance Calendar: HS Default 2016 (Default) Report to EMIS:

The **Ethnicity Code Maintenance** screen has standard add, edit, and delete record controls.

Records on this screen are not deleted but are inactivated instead. For information on reactivating records, see the *ProgressBook StudentInformation Getting Started Guide*.

Sorting – You can sort by any column (**Code, Name, EMIS Code, Description, Active**) in ascending or descending order by clicking the column header.

Add/Edit Ethnicity Codes



StudentInformation > Management > School Administration > Student Codes Administration > Ethnicity Codes

Ethnicity Codes Maintenance

From this screen, you can display, add, change and delete data pertaining to ethnicity codes.

Code:*

Name:*

Description:

Is Active:

Code (required) – Enter up to 4 characters (alphanumeric) for the ethnicity code. If you try to use an existing inactive ethnicity code, you are prompted to reactivate this inactive ethnicity code if you wish.

Name (required) – Enter the name of the ethnicity code.

Description (optional) – Enter a description of the new ethnicity code.

Student Program Codes

Navigation: StudentInformation > Management > School Administration > Student Codes Administration > Program Codes

Student program codes give the school the ability to define special programs, groups, or activities that students may participate in. Programs are typically used by Joint Vocational Schools (JVS) to indicate the area of study in which a student has enrolled. Each program code may contain a weight indicator that is used when calculating course filling counts.

StudentInformation > Management > School Administration > Student Codes Administration > Program Codes

Program Code Maintenance

From this screen, you can display, add, change and delete data pertaining to program codes.

[Add Program Code](#)

		Code ▲	Name	Description	Weight	Active
		**	NOT APPLICABLE	NOT APPLICABLE	.0	
		01	Multiple Disabilities	Multiple Disabilities	.0	
		02	Deaf-Blindness	Deaf-Blindness	.0	
		03	Hearing Impairments	Hearing Impairments	.0	
		04	Visual Impairments	Visual Impairments	.0	
		05	Speech & Language Impair.	Speech & Language Impair.	.0	
		06	Orthopedic Impairments	Orthopedic Impairments	.0	

Show Active Only

This screen has standard add record, edit record, and delete record controls.

Records on this screen are not deleted but are inactivated instead. For information on reactivating records, see the *ProgressBook StudentInformation Getting Started Guide*.

Sorting – You can sort by any column (**Code**, **Name**, **Description**, **Weight**, **Active**) in ascending or descending order by clicking the column header.

Add/Edit Program Codes

StudentInformation > Management > School Administration > Student Codes Administration > Program Codes

Program Code Maintenance

From this screen, you can display, add, change and delete data pertaining to program codes.

Code:*

Name:*

Description:

Weight:

Is Active:

[Save](#) [Save and New](#) [Cancel](#)

Code (required) – Enter up to 4 characters (alphanumeric and/or *) for the program code. If you try to use an existing inactive program code, you are prompted to reactivate this inactive program code if you wish.

Name (required) – Enter the name of the program code.

Description (optional) – Enter a description of the program code.

Weight (optional) – Numeric value used as a multiplier for calculating course fillings. For example, you can enter 1.5 and any student with that particular program would count as 1.5 students when filling courses during scheduling process.

Custody Type Codes

Navigation: StudentInformation > Management > School Administration > Student Codes Administration > Custody Type Codes

Use custody type codes to define types of custody arrangements that you can assign to a student's contact.

StudentInformation > Management > School Administration > Student Codes Administration > Custody Type Codes

Custody Type Code Maintenance

From this screen, you can display, add, change and delete data pertaining to custody type codes.

[Add Custody Type](#)

		Code	Name ▲	Description	Custody	Active
		C	CUSTODIAL PARENT	CUSTODIAL PARENT	<input type="checkbox"/>	
		G	GUARDIAN	GUARDIAN	<input type="checkbox"/>	
		O	OTHER	OTHER	<input type="checkbox"/>	
		P	PARENT	PARENT	<input type="checkbox"/>	
		R	RELATIVE	RELATIVE	<input type="checkbox"/>	
		S	SELF	SELF	<input type="checkbox"/>	

Show Active Only

This screen has standard add record, edit record, and delete record controls.

Records on this screen are not deleted but are inactivated instead. For information on reactivating records, see the *ProgressBook StudentInformation Getting Started Guide*.

Sorting – You can sort by any column (**Code**, **Name**, **Description**, **Weight**, **Active**) in ascending or descending order by clicking the column header.

Add Custody Type Codes

1. On the **Custody Type Code Maintenance** screen, click **Add Custody Type**.
The screen displays in add mode.

The screenshot shows the 'Custody Type Code Maintenance' screen. At the top, a breadcrumb trail reads: 'StudentInformation > Management > School Administration > Student Codes Administration > Custody Type Codes'. Below this, the title 'Custody Type Code Maintenance' is displayed in bold. A red instruction line states: 'From this screen, you can display, add, change and delete data pertaining to custody type codes.' The form contains the following fields and controls:

- Code:** A text input field with an asterisk indicating it is required.
- Name:** A text input field with an asterisk indicating it is required.
- Description:** A large text area for entering a description.
- Custody:** A checkbox that is currently checked.
- Is Active:** A checkbox that is currently checked.

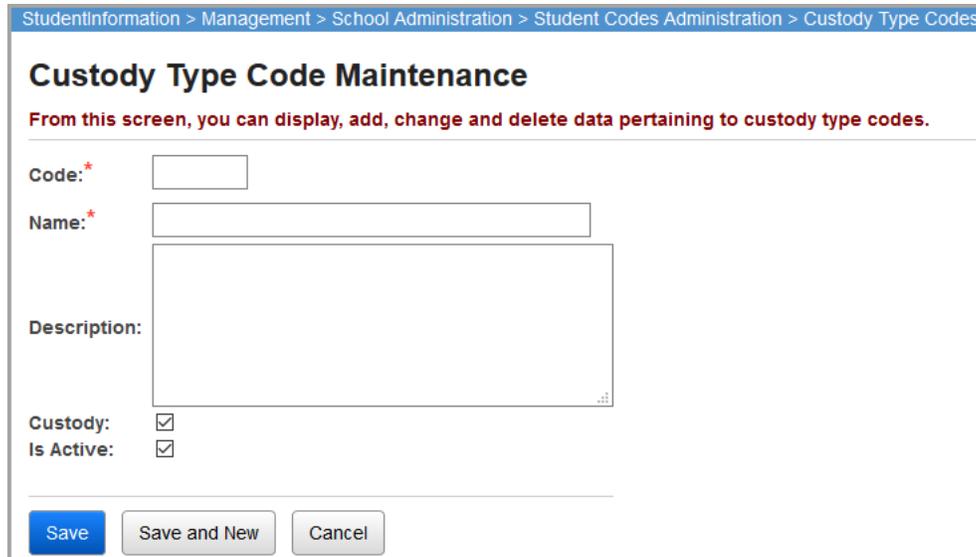
At the bottom of the form, there are three buttons: 'Save' (highlighted in blue), 'Save and New', and 'Cancel'.

2. Enter information in the following fields:
 - **Code** – Enter up to 4 alphanumeric characters.
 - **Name** – Enter a name for this custody type code.
 - **Description** (optional) – Enter a description for this custody type code.
 - **Custody** – If a person assigned this custody type does not have any type of custody, deselect this checkbox.
 - **Is Active** – To inactivate the custody type, deselect this checkbox.
3. Click **Save** to save the record or click **Save and New** to save and continuing adding records.

Edit Custody Type Codes

1. On the **Custody Type Code Maintenance** screen, in the row of the custody type code you want to edit, click .

The screen displays in edit mode.



StudentInformation > Management > School Administration > Student Codes Administration > Custody Type Codes

Custody Type Code Maintenance

From this screen, you can display, add, change and delete data pertaining to custody type codes.

Code:*

Name:*

Description:

Custody:

Is Active:

2. Edit any information in the following fields:
 - **Code** – Up to 4 alphanumeric characters.
 - **Name** – Name of this custody type code.
 - **Description** (optional) – Description of this custody type code.
 - **Custody** – If selected, it indicates that a person assigned this custody type has some type of custody.
 - **Is Active** – Indicates if the custody type record is active or inactive.
- Click **Save**.

Contact Type Codes Maintenance

Navigation: StudentInformation > Management > School Administration > Student Codes Administration > Contact Type Codes

Use contact type codes to define the relationship of a student contact to the student, such as mother, father, grandparent, aunt, etc.

If you maintain contact type codes at the district level, you can map your building-level codes to them (see [“Map Building Contact Type Codes to District Contact Type Codes”](#)). You can also map district-level contact type codes to professional codes. (See [“Map District Contact Type Codes to Professional Contact Type Codes.”](#))

Contact Type Codes Maintenance – District Level

Contact Type Codes Maintenance									
From this screen, you can display, add, change and delete contact type codes.									
Add Contact Type Code		Map Professional Contact Codes							
	Code	Name ▲	Description	Count	District Codes	Professional Contact	NCES Contact Type	Active	
		F	*Father	53	-- Select a Professional Code --				
		P	*Parent(s)	17	-- Select a Professional Code --				
		2PAR	*Two Parents	40	-- Select a Professional Code --				
		DAYC	Day Care Center	17	-- Select a Professional Code --				
		DENT	Dentist	28	-- Select a Professional Code --				

Contact Type Codes Maintenance – Building Level

Contact Type Codes Maintenance							
From this screen, you can display, add, change and delete contact type codes.							
Add Contact Type Code		Map Contact Codes					
	Code	Name ▲	Description	Count	District Codes	Professional Contact	Active
		C	Custodial Paren	0	-- Select a District Code --		
		FB	Father Business	4	-- Select a District Code --		
		G	Guardian	2	-- Select a District Code --		
		O	Other	18	-- Select a District Code --		

This screen contains standard add record, edit record, and delete record controls.

Records on this screen are not deleted but are inactivated instead. For information on reactivating records, see the *ProgressBook StudentInformation Getting Started Guide*.

Sorting – Click any blue column header to sort by that column in ascending or descending order.

Add Contact Type Code – Click to create a new contact type code for the district or building in context.

Map Contact Codes (building level only)– See [“Map Building Contact Type Codes to District Contact Type Codes.”](#)

Map Professional Contact Codes (district level only) – See [“Map District Contact Type Codes to Professional Contact Type Codes.”](#)

– Click to edit the contact type code.

– Click to inactivate the contact type code.

Count – Displays the number of student contact records using the contact type.

Professional Contact (district level only) –  indicates that the contact is a professional contact, such as a daycare center, doctor, dentist, parole officer, etc., and displays for preloaded professional contacts when you have a district in context. Students can share this type of contact.

Note: The **Professional Contact** column is blank at the building level.

Add/Edit Contact Type Codes

Note: You can create unique contact type codes only between the building and district level; buildings within a district can still share identical contact type codes.

Contact Type Codes Maintenance

From this screen, you can display, add, change and delete contact type codes.

Code: *

Name: *

Description:

Default Settings for Contacts of this type:

<input type="checkbox"/> Legal Guardian	<input type="checkbox"/> Migrant Work	<input type="checkbox"/> Copied on Correspondence
<input type="checkbox"/> Medical Contact	<input type="checkbox"/> Emergency Contact	<input type="checkbox"/> Willing to Volunteer
<input type="checkbox"/> Available at Work	<input type="checkbox"/> Living with Student	<input type="checkbox"/> Is Publicly Viewable
<input type="checkbox"/> Authorized to Pick up	<input type="checkbox"/> Same as Student Address	

NCES Contact Type Code:

Is Active:

Is Publicly Viewable:

Code (required) – Enter up to 4 alphanumeric characters for the contact type code. If you try to use an existing inactive contact type code, you are prompted to reactivate this inactive contact type code, if desired.

Name (required) – Enter a name for the contact type code.

Description – Enter a description of the contact type code.

Default Settings for Contacts of this type – Select the applicable checkboxes for default settings that you want to use the next time you use this contact type when adding student contacts. These values are only initial settings. If you change them in a contact type code, this does not affect existing contacts of this type. For more information on these settings, see [“Student Contact Information.”](#)

NCES Contact Type Code (district level only) – Select the appropriate National Center for Education Statistics (NCES) contact type for this contact type code. This drop-down list is available only at the district level.

Is Active – Select this checkbox to indicate that the contact type code is active and can be used.

Is Publicly Viewable – If this checkbox is selected, and the **Publicly Viewable** checkbox is also selected on the contact record, existing contacts of this type display in ParentAccess.

Map Building Contact Type Codes to District Contact Type Codes

When you map a building contact type code to a district contact type code, the building contact type code is inactivated, and all records that reference this contact type code now reference the mapped district contact type code.

1. On the **Contact Type Codes Maintenance** screen, with a building in context, in the row of the code you want to map to a district code, in the **District Codes** drop-down list, select the district-level contact type code.
2. Click **Map Contact Codes**.

Contact Type Codes Maintenance
From this screen, you can display, add, change and delete contact type codes.

	Code	Name ▲	Description	Count	District Codes	Professional Contact	Active
	C	Custodial Paren	Custodial Paren	0	-- Select a District Code --		
	FB	Father Business	Father Business	4	-- Select a District Code -- -- Select a District Code -- 2PAR - *Two Parents DAYC - Day Care Center DENT - Dentist DOCT - Doctor F - *Father HOSP - Hospital mo - Mother P - *Parent(s) P2 - Parent PARO - Parole Officer		
	G	Guardian	Guardian	2			
	O	Other	Other	18			
	OT	Other	Other	7			

Show Active Only

Map District Contact Type Codes to Professional Contact Type Codes

When you map a district contact type code to a professional contact type code, the district contact type code is inactivated, and all records that reference this contact type code now reference the mapped professional contact type code.

1. On the **Contact Type Codes Maintenance** screen, with a district in context, in the row of the code you want to map to a professional contact code, in the **District Codes** drop-down list, select the professional code.
2. Click **Map Professional Contact Codes**.

Contact Type Codes Maintenance
 From this screen, you can display, add, change and delete contact type codes.

Add Contact Type Code
Map Professional Contact Codes

	Code	Name ▲	Description	Count	District Codes	Professional Contact	NCES Contact Type	Active
		F	*Father	53	-- Select a Professional Code --			
		O	*Other contact	16	-- Select a Professional Code --			
		P	*Parent(s)	Parent(s)	17			
		2PAR	*Two Parents	40				
		DAYC	Day Care Center	Day Care Center	1			
		DENT	Dentist	Dentist	28			

Admission Codes Maintenance

Navigation: StudentInformation > Management > School Administration > Student Codes Administration > Admission Codes

Admission codes are used to define the reason a student is being admitted to a school, such as new resident, from non-public school, first school attended, etc.

StudentInformation > Management > School Administration > Student Codes Administration > Admission Codes

Admission Codes Maintenance

From this screen, you can display, add, change and delete data pertaining to admission codes.

[Add Admission Code](#)

		Code	Name ▲	Description	Active
		16	Community school	From a community school	
		11	Court referral	Court referral	
		07	From home schooling	From home schooling	
		02	non-public school	From a non-public school	
		01	Only school attended	Only school district attended	
		04	public district/oh/not same co	From another public school district in OH not same county	
		03	Public school/same county	From another public school district in the same county	

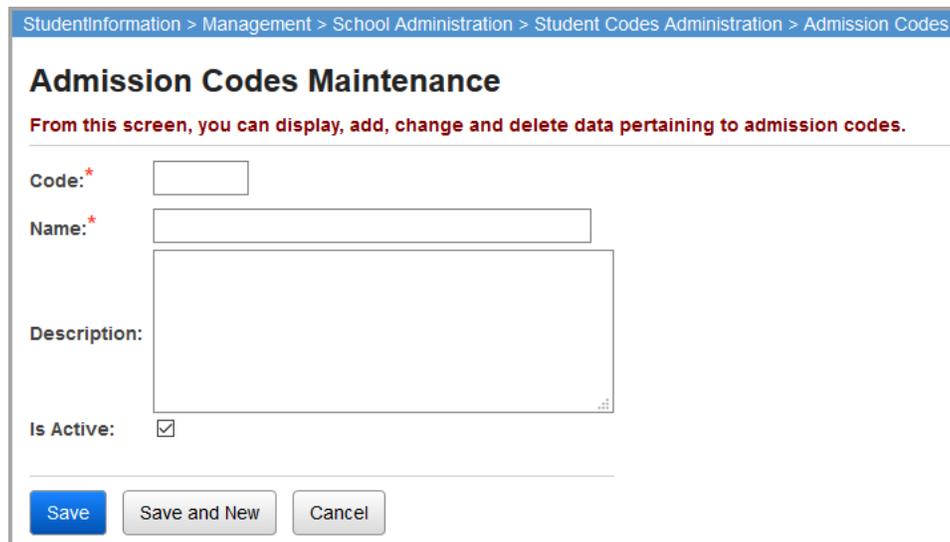
Show Active Only

This screen has standard add record, edit record, and delete record controls.

Records on this screen are not deleted but are inactivated instead. For information on reactivating records, see the *ProgressBook StudentInformation Getting Started Guide*.

Sorting – You can sort by any column (**Code, Name, Description, Active**) in ascending or descending order by clicking the column header.

Add/Edit Admission Codes



The screenshot shows a web application interface for managing admission codes. At the top, a breadcrumb trail reads: StudentInformation > Management > School Administration > Student Codes Administration > Admission Codes. Below this is the title "Admission Codes Maintenance" and a red instruction: "From this screen, you can display, add, change and delete data pertaining to admission codes." The form contains the following fields: "Code:" with a small text input box and a red asterisk; "Name:" with a larger text input box and a red asterisk; "Description:" with a large text area; and "Is Active:" with a checked checkbox. At the bottom, there are three buttons: "Save" (blue), "Save and New" (grey), and "Cancel" (grey).

Code (required) – Enter up to 4 characters (alphanumeric) for the admission code. If you try to use an existing inactive admission code, you are prompted to reactivate this inactive admission code if you wish.

Name (required) – Enter the name of the admission code.

Description (optional) – Enter a description of the admission code.

Withdraw Codes Maintenance

Navigation: StudentInformation > Management > School Administration > Student Codes Administration > Withdraw Codes

Withdraw codes are used to describe the reason a student is leaving school, such as moving, dropping out, etc. Withdraw codes are also reported to EMIS, so they must be mapped to valid EMIS withdraw codes.

StudentInformation > Management > School Administration > Student Codes Administration > Withdraw Codes Find Students [] Go To []

Withdraw Codes Maintenance

From this screen, you can display, add, change and delete data pertaining to withdraw codes.

[Add Withdraw Code](#)

		Code	EMIS Code	Name ▲	Description	Active
		44	44	44	44	
		99	99	Completed HS Grad require./course requir. & passed	Completed graduation requirements	
		52	52	Death	Death	
		48	48	Expelled	Expelled	
		74	74	Moved: not known to be continuing	Moved, not known to be continuing	
		79	79	No longer eligible to be enrolled in district	No longer eligible to be enrolled in district	
		76	76	Non-Attendance Accor. to 72 hour Rule	Non-attending according to 72 hour rule (Community Schools only)	
		39	39	Non-enrolled student no longer receiving services	Non-enrolled student no longer receiving services	
		**	**	Not Applicable, Did not withdraw/was not truant	Not applicable, includes transfer within district	
		73	73	Over 18 years of age	Over 18 years of age	
		72	72	Pursued employment/work permit - Supt. approval on	Pursued employment/work permit	
		35	35	Res. District no longer Responsible for Student	Resident Student Withdrew from Educating Entity with a Reason Code that indicates the Resident District no longer has a Responsibility for the Student	
		75	75	Student compl. course require./did NOT pass requ.	Completed course requirement, did NOT pass testing	
		38	38	Student promoted beyond max grade/entity	Student promoted beyond max grade/entity	
		81	81	Student reported in error - never should have been	Student reported in error - never should have been reported	
		45	45	Tr. by Court Order/Adj/ff court ordered other pub	Transfer by court order/adjudication	
		41	41	Tr. to another Ohio SD, local/exem vill/city, tr.	Transfer to another Ohio Public School district	
		42	42	Tr. to prive school, transcript req on file, Ed Ch	Transfer to private school	
		46	46	Transferred out of the United States	Transfer out of the United States	
		40	40	Transferred to another School District outside of	Transfer to another district outside of Ohio	
		43	43	Transferred to home schooling, superint. approval	Transfer to home schooling - supt. approval on fil	
		51	51	Verified Medical Reasons - Dr. authorization on fi	Verified Medical Reason - doctor auth. on file	
		77	77	Withdrew due to 3314.26(non-tested 2 yr e-School (Withdrew due to 3314.26(non-tested 2 yr e-School (Comm. Sch only)	
		71	71	Withdrew due to truancy/non-attendance	Withdrew due to truancy/nonattendance	
		37	37	Withdrew from Kindergarten	KG Student has withdrawn because it has been deemed to be in the best interest of the student if he/she waits one more year until starting his/her KG experience	
		36	36	Withdrew from Preschool/PS student WD from PS prog	PS student has completed the preschool program requirements and will not be enrolled in the same district next year for preschool or KG programs	
		47	47	Withdrew pursuant to Yoder vs. Wisconsin	Withdrew pursuant to Yoder vs Wisconsin	

Show Active Only

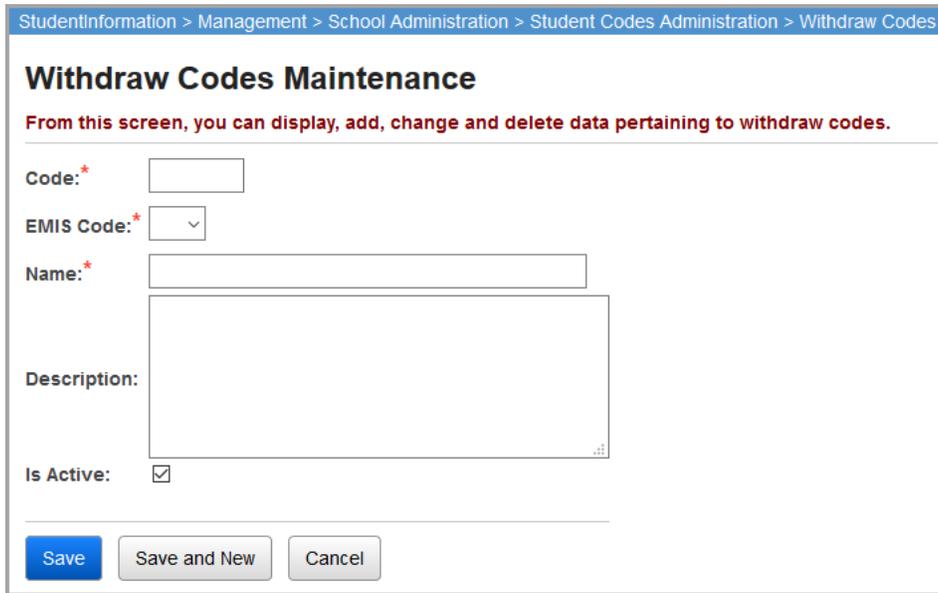
27 Records Displayed [Back To Top](#)

This screen has standard add record, edit record, and delete record controls.

Records on this screen are not deleted but are inactivated instead. For information on reactivating records, see the *ProgressBook StudentInformation Getting Started Guide*.

Sorting – You can sort by any column (**Code**, **EMIS Code**, **Name**, **Description**, **Active**) in ascending or descending order by clicking the column header.

Add/Edit Withdraw Codes



StudentInformation > Management > School Administration > Student Codes Administration > Withdraw Codes

Withdraw Codes Maintenance

From this screen, you can display, add, change and delete data pertaining to withdraw codes.

Code:*

EMIS Code:*

Name:*

Description:

Is Active:

Code (required) – Enter up to 4 characters (alphanumeric) for the withdraw code. If you try to use an existing inactive withdraw code, you are prompted to reactivate this inactive withdraw code if you wish.

EMIS Code (required) – Select the appropriate EMIS code that the new withdraw code should be mapped to for EMIS reporting purposes (withdraw codes must have an EMIS withdraw code, and some withdraw codes loaded from SIS may not have an EMIS code assigned yet).

Name (required) – Enter the name of the withdraw code (50-character limit).

Description (optional) – Enter a description of the new withdraw code.

Birthdate Verification Codes

Navigation: StudentInformation > Management > School Administration > Student Codes Administration > Birthdate Verification Codes

Birthdate verification codes signify permitted methods used for verification of student birthdates.

StudentInformation > Management > School Administration > Student Codes Administration > Birthdate Verification Codes

Birthdate Verification Codes Maintenance

From this screen, you can display, add, change and delete data pertaining to birthdate verification codes.

[Add Verification Code](#)

		Code	Name ▲	Description	Active
		B	Birth Certifica	Birth Certifica	
		GC	Green Card		
		H	Hospital Record	Hospital Record	
		O	Other	Other	
		P	Passport	Passport	

Show Active Only

This screen has standard add record, edit record, and delete record controls.

Records on this screen are not deleted but are inactivated instead. For information on reactivating records, see the *ProgressBook StudentInformation Getting Started Guide*.

Sorting – You can sort by any column (**Code**, **Name**, **Description**, **Active**) in ascending or descending order by clicking the column header.

Add/Edit Birthdate Verification Codes

StudentInformation > Management > School Administration > Student Codes Administration > Birthdate Verification Codes

Birthdate Verification Codes Maintenance

From this screen, you can display, add, change and delete data pertaining to birthdate verification codes.

Code:*

Name:*

Description:

Is Active:

Code (required) – Enter up to 4 characters (alphanumeric) for the birthdate verification code. If you try to use an existing inactive birthdate verification code, you are prompted to reactivate this inactive birthdate verification code if you wish.

Name (required) – Enter the name of the birthdate verification code.

Description (optional) – Enter a description for the birthdate verification code.

Membership Group Codes

Navigation: StudentInformation > Management > School Administration > Membership Groups

A membership group code is used to define a group that can then be used to group related membership codes together.

Memberships codes are used to group related students to indicate a common affiliation or activity, such as athletic team members, band members, special education program, etc.

StudentInformation > Management > School Administration > Membership Groups Find Stud

Membership Group Maintenance

From this screen, you can display, add, change and delete data pertaining to membership groups.

[Add Membership Group](#)

		Code ▲	Name	Description	Active
		11	Intervention	Intervention	
		12	Post-secondary Enrollment Options Program	Post-secondary Enrollment Options Program	
		15	15	15	
		16	16	16	
		20	Specialized Instructions	Specialized Instructions	
		21	Placement Options	Placement Options	
		22	Disadvantaged Pupil Programs (DPPF)	Disadvantaged Pupil Programs (DPPF)	
		23	Title I	Title I	
		24	Emergency Immigrant Education Program	Emergency Immigrant Education Program	
		30	Vocational Programs	Vocational Programs	
		40	Extracurricular/Intracurricular Programs and Servi	Extracurricular/Intracurricular Programs and Services	
		41	Academic Intracurricular Descriptions (Vocational	Academic Intracurricular Descriptions (Vocational Student Organizat	
		42	Interscholastic Athletics	Interscholastic Athletics	
		48	Not Signed FERPA Forms	Parent did not sign FERPA forms. Use to send to military and other	
		49	Other	Other	
		50	50	50	
		60	60	60	

Show Active Only

This screen has standard add record, edit record, and delete record controls.

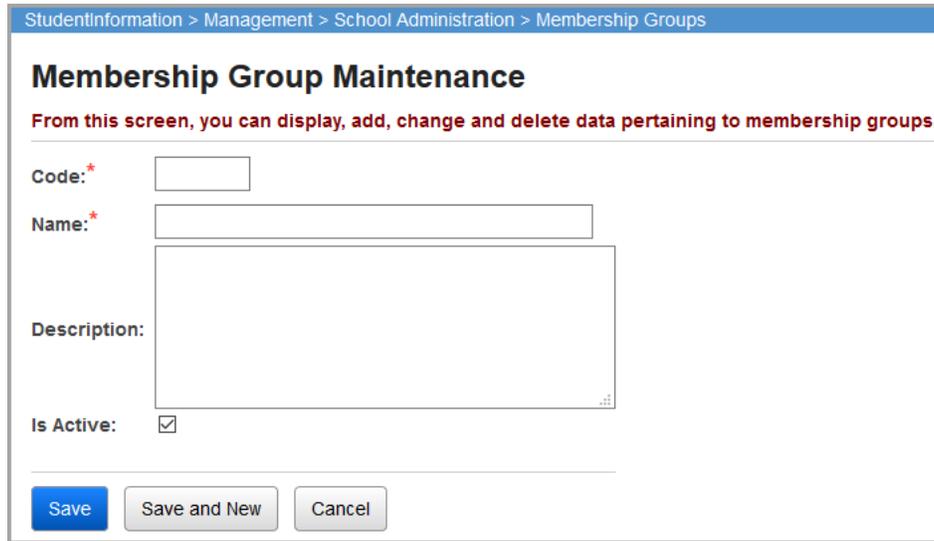
Records on this screen are not deleted but are inactivated instead. For information on reactivating records, see the *ProgressBook StudentInformation Getting Started Guide*.

Sorting – You can sort by any column (**Code**, **Name**, **Description**, **Active**) in ascending or descending order by clicking the column header.

– Indicates that this membership group code has been entered at the global level or district level and cannot be changed at the building level, or it is a pre-defined group (such as AD-HOC).

Interscholastic Athletics – If you click the [blue](#) name of a membership group, you are taken to the **Memberships Maintenance** screen for the members of that group (see [“Add/Edit Membership Group”](#)).

Add/Edit Membership Group



StudentInformation > Management > School Administration > Membership Groups

Membership Group Maintenance

From this screen, you can display, add, change and delete data pertaining to membership groups.

Code:*

Name:*

Description:

Is Active:

[Save](#) [Save and New](#) [Cancel](#)

Code (required) – Enter up to 4 characters (alphanumeric) for the membership group code. If you try to use an existing inactive membership group code, you are prompted to reactivate this inactive membership group code if you wish.

Name (required) – Enter the name of the membership group code.

Description (optional) – Enter a description of the membership group code.

Membership Codes Maintenance

Navigation: StudentInformation > Management > School Administration > Membership Groups

Membership codes are used to group related students together to indicate a common affiliation or activity, such as athletic team members, band members, etc. Each membership must belong to one and only one membership group.

To see which membership codes belong to which membership group, or to add, update, or delete Membership Codes, first access the **Membership Groups Maintenance** screen, and then click the [blue](#) group name to view memberships.

Membership Group Maintenance

From this screen, you can display, add, change and delete data pertaining to membership groups.

Add Membership Group

		Code ▲	Name	Description	Active
		11	Intervention	Intervention	
		12	Post-secondary Enrollment Options Program	Post-secondary Enrollment Options Program	
		15	15		

Memberships Maintenance - Intervention

From this screen, you can display, add, change and delete data pertaining to memberships.

Add Membership

		Code	EMIS Program Code	Name ▲	Description	Active
		115002	115002	Educational travel		
		115004	115004	Mentor program		
		115005	115005	Tutorial program		

Show Active Only

Back to Groups

This screen has standard add record, edit record, and delete record controls.

Records on this screen are not deleted but are inactivated instead. For information on reactivating records, see the *ProgressBook StudentInformation Getting Started Guide*.

Sorting – You can sort by any column (**Code**, **EMIS Program Code**, **Name**, **Description**, **Active**) in ascending or descending order by clicking the column header.

Back to Groups – Return to the **Membership Groups Maintenance** screen.

Educational travel – If you click a **blue** membership name, you are taken to the **Membership Members** screen with this membership pre-selected. This lets you see a list of all students listed as active members of that membership. This screen is detailed in *“Membership Members Screen.”*

Add/Edit Membership

StudentInformation > Management > School Administration > Membership Groups > Memberships

Memberships Maintenance - Intervention

From this screen, you can display, add, change and delete data pertaining to memberships.

Code:*

EMIS Program Code: ▾

Require Staff Member:

Require Dates:

Default Staff Member: ▾

Default Program Provider IRN:* 🔍

Name:*

Description:

Is Active:

Code (required) – Enter up to 6 characters (alphanumeric) for the membership code. If you try to use an existing inactive membership code, you are prompted to reactivate this inactive membership code if you wish.

EMIS Program Code (optional) – If the new membership code you are adding should be reported to EMIS, select an EMIS program code from the drop-down list.

Require Staff Member – Select this checkbox if the membership code also requires a staff member to be reported to EMIS; otherwise, deselect this checkbox.

Require Dates – Select this checkbox to indicate that the effective start and end dates for a program should be reported to EMIS; otherwise, deselect this checkbox.

Default Staff Member (optional) – Select a staff member from the drop-down list that displays as the default staff member when a membership code requires a staff member (as per the **Require Staff Member** field). If more than one staff member provides the service, specify one staff member as a default and then select the appropriate staff member who is providing the service on the individual student membership record.

Default Program Provider IRN (required) – Enter an IRN to use as the default program provider for students in this membership. If not applicable, you must enter *****. Click 🔍 for assistance with the search for the IRN by accessing the ODE IRN Search.

Name (required) – Enter the name of the membership code.

Description (optional) – Enter a description for the membership code.

Miscellaneous Data Groups

Navigation: StudentInformation > Management > School Administration > Miscellaneous Data Groups

Miscellaneous data groups are used to group related miscellaneous data items together. Miscellaneous data groups may be defined at the ITC level, district level, or building level.

Miscellaneous data provides a way to store additional information for a student to support special requirements that are currently not provided in the StudentInformation application. Miscellaneous data groups must be established, and then data definitions for each data group defined. Once the data definitions are defined, students can be added to the group.

StudentInformation > Management > School Administration > Miscellaneous Data Groups

Miscellaneous Data Groups Maintenance

From this screen, you can display, add, change and delete data pertaining to miscellaneous data groups.

[Add Miscellaneous Group](#)

		Code	Name ▲	Description	# Fields	Data Definitions	Active	Read Only
		100	County of Residence		1	View Definitions		
		1	Emergency Contact	Emergency Contact	12	View Definitions		
		97	Gifted Assessment - SAA	Gifted Assessment - SAA	7	View Definitions		
		98	Gifted Identification	Gifted Identification	9	View Definitions		
		16	SAT Subject Tests	SAT Subject Tests	12	View Definitions		
		3	Sibling Information	Sibling Information	14	View Definitions		
		50	Vehicle Information	Vehicle Information	8	View Definitions		

Show Active Only

This screen has standard add record, edit record, and delete record controls.

Records on this screen are not deleted but are inactivated instead. For information on reactivating records, see the *ProgressBook StudentInformation Getting Started Guide*.

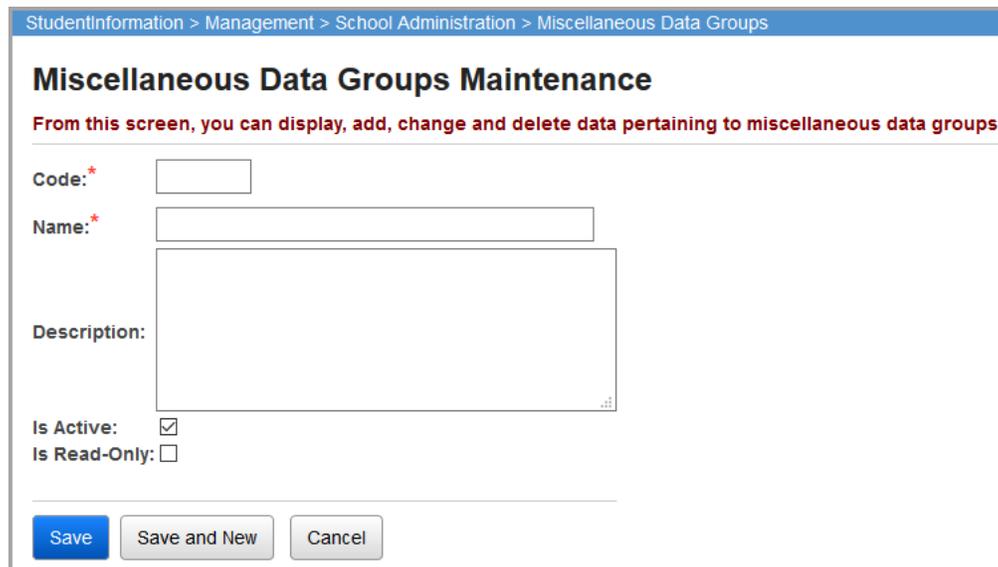
Sorting – You can sort by any column (**Code**, **Name**, **Description**, **# Fields**, **Data Definitions**, **Active**, **Read Only**) in ascending or descending order by clicking the column header.

View Definitions – View miscellaneous data definitions for this group (see [“Add Miscellaneous Data Group”](#)).

(Read-Only Miscellaneous Data Group Code) – Cannot be used on new student records but you can view existing information.

(Non Read-Only Miscellaneous Data Group Code) – Can be used on new student records.

Add Miscellaneous Data Group



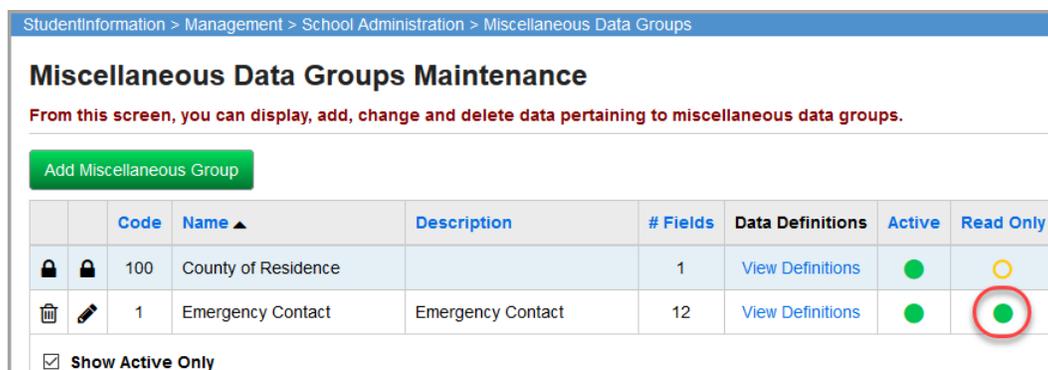
Code (required) – Enter up to 4 characters (alphanumeric) for the miscellaneous data group code. If you try to use an existing inactive miscellaneous data group code, you are prompted to reactivate this inactive miscellaneous data group code if you wish.

Name (required) – Enter the name for the miscellaneous data group code.

Description (optional) – Enter a description for the miscellaneous data group code.

Is Read-Only (optional) – Select this checkbox to make information only available for viewing; the information cannot be modified and no new members can be added (for instance, miscellaneous data groups with testing data that has been converted using the Misc To AAT procedure becomes read-only). Deselect this checkbox to let users modify the miscellaneous data group code and add new members.

Note: If the **Read Only** checkbox is selected, the miscellaneous data group displays with  in the **Read-Only** column as shown below.



	Code	Name ▲	Description	# Fields	Data Definitions	Active	Read Only
🔒	100	County of Residence		1	View Definitions	●	○
🗑️ ✎	1	Emergency Contact	Emergency Contact	12	View Definitions	●	●

Show Active Only

Once the miscellaneous data group has been added, Miscellaneous data definitions must be defined for the miscellaneous data group. For more information, refer to [“Miscellaneous Data Definitions.”](#)

Miscellaneous Data Definitions

Navigation: StudentInformation > Management > School Administration > Miscellaneous Data Groups > Miscellaneous Data Definitions

Miscellaneous data definitions are used to define the values that are valid for each field in the miscellaneous group. A miscellaneous group can have up to 14 fields or data elements defined. The user can define the item name, data type from a predefined list of available types, and maximum length, and can specify the appropriate values via a regular expression pattern. You can also specify a display format for pure numeric data types and date/time items.

Each miscellaneous data item is associated with one and only one miscellaneous data group.

StudentInformation > Management > School Administration > Miscellaneous Data Groups

Miscellaneous Data Groups Maintenance

From this screen, you can display, add, change and delete data pertaining to miscellaneous data groups.

[Add Miscellaneous Group](#)

		Code	Name ▲	Description	# Fields	Data Definitions	Active	Read Only
🔒	🔒	100	County of Residence		1	View Definitions	●	○
🗑️	✎	1	Emergency Contact	Emergency Contact	12	View Definitions	●	●

Show Active Only

Once the miscellaneous group has been established, the data definitions for that group must be defined. To view or define miscellaneous data definitions, click the **View Definitions** link, as shown above.

StudentInformation > Management > School Administration > Miscellaneous Data Groups > Miscellaneous Data Definitions

Miscellaneous Data Definitions Maintenance - 1 - Emergency Contact

From this screen, you can display, add, change and delete data pertaining to miscellaneous data field definitions.

[Add Data Definition](#)

		Field Title	Field Type	Data Type	Used By	Field Length	Sort Order ▲	On Profile	Active	Read Only
🗑️	✎	Emergency Contact:	Textbox	Alpha Numeric	0	30	1	<input type="checkbox"/>	●	●
🗑️	✎	Emergency Phone:	Textbox	Phone Number	0	14	2	<input type="checkbox"/>	●	●

Show Active Only

[Back to Groups](#)

This screen has screen add record, edit record, and delete record controls.

Records on this screen are not deleted but are inactivated instead. For information on reactivating records, see the *ProgressBook StudentInformation Getting Started Guide*.

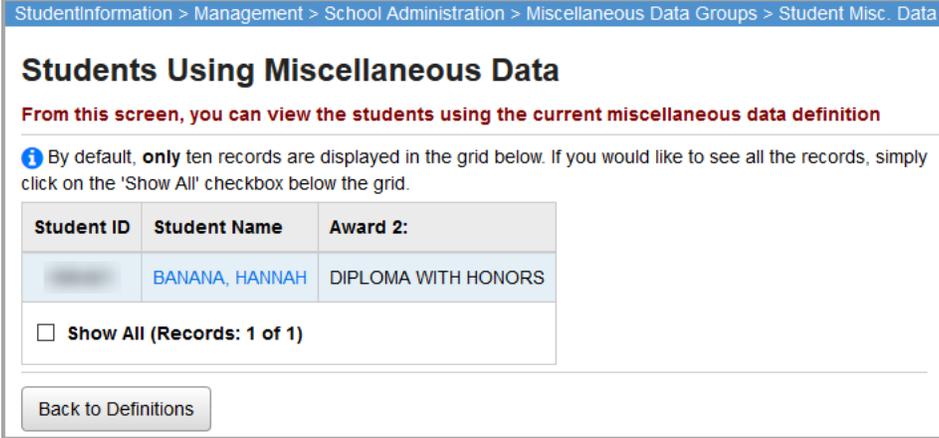
Sorting – You can sort by any column (**Field Title**, **Field Type**, **Data Type**, **Used By**, **Field Length**, **Value Expression**, **Sort Order**, **Searchable**, **On Profile**, **Active**, and **Read Only**) in ascending or descending order by clicking the column header

 (Read-Only Miscellaneous Data Definition) – Cannot be used on new student records but you can view existing information.

 (Non Read-Only Miscellaneous Data Definition) – Can be used on new student records.

Back to Groups – Click to return to the **Miscellaneous Data Groups Maintenance** screen.

Used By – This column displays the number of students with data in this definition. Click the [blue](#) number to display a list of students with data, as well as their data value for this field.



StudentInformation > Management > School Administration > Miscellaneous Data Groups > Student Misc. Data

Students Using Miscellaneous Data

From this screen, you can view the students using the current miscellaneous data definition

i By default, **only** ten records are displayed in the grid below. If you would like to see all the records, simply click on the 'Show All' checkbox below the grid.

Student ID	Student Name	Award 2:
[Blue Link]	BANANA, HANNAH	DIPLOMA WITH HONORS

Show All (Records: 1 of 1)

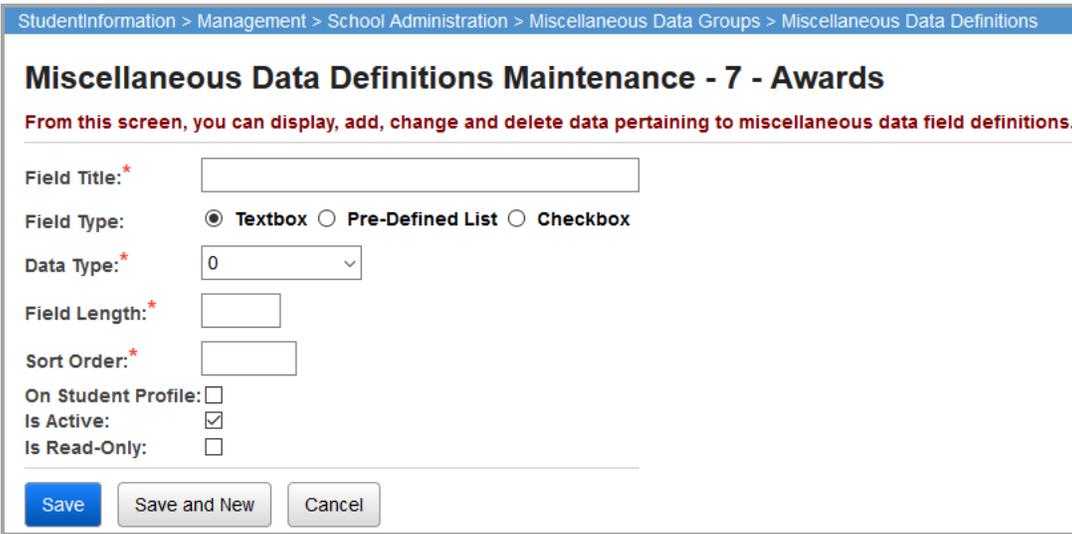
Back to Definitions

This screen shows up to 10 records. Select the **Show All** checkbox to view all records (the number of records is listed).

[Student's Last name, Student's First and Middle Name] – Click a [blue](#) student name to view that student's **View Profile** screen.

Back to Definitions – Click to go back to the **Miscellaneous Data Definitions** screen.

Add/Edit Miscellaneous Data Definition



StudentInformation > Management > School Administration > Miscellaneous Data Groups > Miscellaneous Data Definitions

Miscellaneous Data Definitions Maintenance - 7 - Awards

From this screen, you can display, add, change and delete data pertaining to miscellaneous data field definitions.

Field Title:*

Field Type: Textbox Pre-Defined List Checkbox

Data Type:*

Field Length:*

Sort Order:*

On Student Profile:

Is Active:

Is Read-Only:

Save Save and New Cancel

Field Title (required) – Enter a title for the field that displays for this item in labels and StudentInformation.

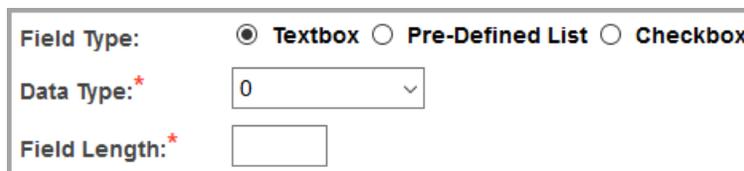
Field Type (required) – Select **Textbox**, **Pre-Defined List**, or **Checkbox** for the type of field. Each field type has different values and fields, as described in the sections below.

Sort Order (required) – Enter the sort order for this item to determine its order of appearance in the list of data definitions.

On Student Profile (optional) – Select this checkbox to display this field on the **Edit Student Profile** screen **Custom** tab. Otherwise, deselect this checkbox. These fields are sorted by the sort order of the data definition first, and then by the definition field title, each in ascending order. Only active data definitions are included on the **Edit Student Profile** screen **Custom** tab.

Is Read-Only (optional) – Select this checkbox to make the miscellaneous data definition available only for viewing; the information cannot be modified and no new members can be added. Deselect this checkbox to let users modify the miscellaneous data definition and add new members.

Field Type: Textbox

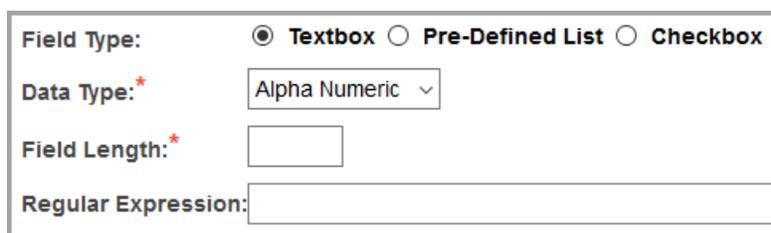


A screenshot of a configuration form for a 'Textbox' field. The form is enclosed in a rectangular border. At the top, it says 'Field Type:' followed by three radio buttons: 'Textbox' (which is selected), 'Pre-Defined List', and 'Checkbox'. Below this, there are three rows: 'Data Type:*' with a dropdown menu showing '0', 'Field Length:*' with an empty text input box, and 'Regular Expression:' with an empty text input box.

The **Textbox** field type requires the user to enter a value.

Data Type (required) – Select a type of data from the following list: **Alpha Numeric**, **Whole Number**, **Decimal**, **Currency**, **Date**, **Phone Number**, **Email Address**, **Web Address**, and **Time**. Each of these data types has a different default **Field Length** value.

Field Length (required) – The field length indicates the number of characters allowed for data input for the field. Defaults are **10** for **Whole Number**, **Decimal**, and **Date**; **8** for **Currency** and **Time**; **14** for **Phone Number**; and **100** for **Email Address** and **Web Address**. These default values (except for **Phone Number**) can be edited once the data type is selected.



A screenshot of a configuration form for a 'Textbox' field, similar to the one above but with 'Alpha Numeric' selected in the 'Data Type' dropdown. The 'Regular Expression' field is now visible and is an empty text input box.

Note: if you select a **Data Type** of **Alpha Numeric**, the additional **Regular Expression** field displays.

Regular Expression (optional) – Enter a regular expression for the field.

Field Type: Pre-Defined List

Field Type:	<input type="radio"/> Textbox	<input checked="" type="radio"/> Pre-Defined List	<input type="radio"/> Checkbox
List Type:	<input checked="" type="radio"/> Radio Buttons	<input type="radio"/> Drop Down List	
<input type="button" value="View Pre-Defined List"/>			

The **Pre-Defined List** field type requires the user to select an option from a list defined on this screen.

List Type (required) – Select either **Radio Buttons** or **Drop Down List**.

View Pre-Defined List – Click to define values for the radio buttons or drop-down list options. (You must enter a **Field Title** and **Sort Order** for the miscellaneous data definition before clicking this button.)

StudentInformation > Management > School Administration > Miscellaneous Data Groups > Miscellaneous Data Definitions > Misc. Data Options

Miscellaneous Data Definitions Option List

From this screen, you can display, add, change and delete options pertaining to miscellaneous data definitions.

		Option Value	Sort Order
		Never	1
		Six Months	2
		Twelve Months	3

Add Option – Click to add an option to the list.

 – Click to delete an option from the list.

 – Click to edit an option in the list.

Adding a list option is very similar to adding other types of records.

StudentInformation > Management > School Administration > Miscellaneous Data Groups > Miscellaneous Data Definitions > Misc. Data Options

Miscellaneous Data Definitions Option List

From this screen, you can display, add, change and delete options pertaining to miscellaneous data definitions.

Option Value: *

Sort Order: *

Option Value (required) – Indicate the option(s) that should display in the pre-defined list.

Sort Order (required) – Enter the sort order for this item to determine its order of appearance in the pre-defined list.

Field Type: Checkbox

Field Type:	<input type="radio"/> Textbox	<input type="radio"/> Pre-Defined List	<input checked="" type="radio"/> Checkbox
Sort Order:*	<input type="text"/>		

The **Checkbox** field type simply displays as a regular checkbox available for selection and you do not need to select any additional options or set any values.

Registering Students

The student is the primary entity of the StudentInformation application. A student is described by many properties. Some properties are specific to the student at the district level, others are specific to the student at the school level. EMIS reporting requirements necessitate additional properties for the student as well.

A student must have a master record before any additional elements can be defined for the student. A master record or student profile should include all required fields such as name, birthdate, gender, etc. Instructions on creating a student profile or master record is described later in this chapter. There should be one district record for a student, but a student can have information in several buildings within the district.

To begin entering data for any student, they must first be registered in the building for which you wish to report that student's information.

As part of EMIS Reporting Period G requirements, the following rules now apply when registering a student or using the Registration Wizard.

- If a student is not newly enrolled in the district (i.e., was previously enrolled), do not update the graduate fields.
- If a student is newly enrolled in the district, initialize the graduate fields as shown in the table below.

Field	Default
CORE Economics and Financial Literacy Requirement Met	N
CORE Fine Arts Requirement Met	N
CORE Graduation Requirement Exception	*
Exempted from Physical Education Graduation Requirement	N
Graduation Date	Blank (null)
Diploma Type	*
OGT Graduation Alternative	0
Military Compact Graduation Alternative	0

Registration Wizard

Navigation: StudentInformation > SIS > Registration Wizard

The student Registration Wizard is used to register or re-enroll students. Users can use the Registration Wizard to create a new student record or enroll a new or previously-attending student to the school.

Students must first be registered in the working building before data can be collected for EMIS reporting, attendance, grades, etc. Student registration automatically creates new FS, FN, and FD records for the student with the proper effective dates where applicable.

The **Exclude from Fall Initialization** flags are set to false when:

- A student is newly enrolled or re-enrolls in the district.
- A student is promoted/bulk enrolled into a new school year.
- A student transfers into a new school district.

Three specific situations must now be identified when registering a student:

1. The student is new to the district or is re-enrolling after previously withdrawing from the district. This situation requires the EMIS data to be updated to reflect that the student is now enrolled in the district. The **Effective Start Date** should be the same as the **Admission Date**.
2. The student is currently registered in the district at another building and this registration changes the primary building/EMIS attending building. This situation requires the EMIS data to be updated to reflect that the student's EMIS attending building has changed. The **Effective Start Date** should be the same as the **Admission Date**.
3. The student is currently registered in the district at another building and this registration does not change the primary building/EMIS attending building. EMIS data does not have to be updated in this situation.

To use the **Registration Wizard** screen, specific Registration Defaults must be entered at either the district or building level. If the proper defaults are not entered, you will receive the message shown below.



Click **Registration Defaults Page** to go to the **Registration Defaults** screen.

Registration defaults can be entered at the district or building level to pre-populate registration fields. The **Registration Defaults** screen can be found at **StudentInformation > Management > School Administration > School Building Administration > Registration Defaults**. Refer to the *ProgressBook StudentInformation School Setup and Configuration Guide* for more information on registration defaults.

Registration Wizard – Registration Pre-requisites Tab

Navigation: StudentInformation > SIS > Registration Wizard > Registration Pre-requisites Tab

Fill out all required fields and any additional fields desired, then click **Next**. The wizard then checks to see if a record already exists for the student even if you have entered only the minimum required information for the verification process. If no existing student record has a possible match, the wizard proceeds to the **Complete Registration** tab and you can skip the next several steps.

First Name (required) – Legal first name of student, up to 50 characters.

Middle Name (optional) – Legal middle name of student, up to 50 characters.

Last Name (required) – Legal last name of student, up to 100 characters.

Called Name (optional) – Student's called name; e.g., Becky for Rebecca, or TJ for Thomas James, etc.

Social Security (optional) – Student's social security number.

EMIS ID (optional) – You can manually enter the EMIS ID number (a combination of your school code and a random number) or you can configure the automatic assignment of EMIS ID numbers on the **School Demographics** screen for the district (refer to the *ProgressBook StudentInformation School Setup and Configuration Guide* for more details).

Student Number (optional) – If you do not enter a specific number in this field, StudentInformation automatically creates a student number for this student.

Note on Auto-Assign Student Numbers: Auto-assign begins with the **District Student Number Seed** (as defined on the district **School Demographics** screen) when creating new student numbers using Auto-assign. The **Maximum Increment from Seed** (as defined on the district **School Demographics** screen) is the maximum number the Student Number Auto-Assign feature uses when incrementing to find an unused student number.

If the **District Student Number Seed** is not entered (as defined on the district **School Demographics** screen), StudentInformation starts from the largest student number currently in the district when auto-assigning student numbers. If the **Maximum Increment from Seed** is not set (as defined on the district **School Demographics** screen), StudentInformation uses increments of 1 to find the next unused student number. If the maximum student number allowable has been used, StudentInformation begins searching for unused student numbers beginning with the smallest student number in the district. Refer to the *ProgressBook StudentInformation School Setup and Configuration Guide* for more information on the **School Demographics** screen.

Birthdate (required) – Enter the student's birthdate.

Age – This field automatically calculates the student's age from the student's birthdate field.

Gender (required) – Select the student's gender from the drop-down list.

Grade (required) – Select the appropriate student's grade from the drop-down list.

Student is a Non-Attending Graduate – Select this checkbox to indicate that the student is a non-attending graduate (grad only). The Registration Wizard enters Grad Only Registration Mode after you click **Next>**.

***Note:** Non-attending graduates can only be registered at community schools and traditional schools.*

***Note:** Transfer students cannot be registered as non-attending graduates.*

Next> – Click to move to the next appropriate tab in the Registration Wizard. If there are no possible matches, clicking **Next>** skips the **Possible Matches** tab and takes the user to the **Complete Registration** tab or **Non-Attending Graduate Registration** tab.

Registration Wizard – Possible Matches Tab

Navigation: StudentInformation > SIS > Registration Wizard > Possible Matches Tab

If certain parts of a student's required information (on the **Registration Pre-requisites** tab) matches any existing student's information, this tab displays.

StudentInformation finds a **Strict Match** if the social security number or EMIS ID matches an existing student in the district or the school building. StudentInformation finds a **Non-Strict Match** if the first initial of the student's **First Name**, as well as the student's **Last Name**, **Birthdate**, and **Gender** all match an existing student in the district or the school building.

These possible matches fall into the following four categories:

- Strict Match, Same School
- Strict Match, Different School
- Non-Strict Match, Same School
- Non-Strict Match, Different School

Depending on the possible match category, follow the steps below to continue to the **Complete Registration** tab or **Non-Attending Graduate Registration** tab of the Registration Wizard.

Strict Match

If the social security number or EMIS ID number for a student being registered matches an existing student, StudentInformation does not permit registration of that new student. This helps prevent the duplication of students.

The screenshot shows the 'Student Registration Wizard' interface. At the top, there are three tabs: 'Registration Pre-requisites', 'Possible Matches', and 'Non-Attending Graduate Registration'. The 'Possible Matches' tab is active. A message box states: 'A possible match for the student you are registering. Please review the students listed below for possible duplicate records.' Below this, a student profile is shown for 'Only, JoeGrad' with address '1234 Easy St, Smallville, OH 90210'. To the right, it says 'This student is already enrolled in your district but not in your building.' Below the profile, there is a radio button and the text 'STRICT MATCH ⚠️ You may continue and add the existing student to the building you are working with, or go back and change some information to add a new student.' At the bottom, there are '< Back' and 'Next >' buttons.

Select a matching student and click **Next>** to edit that student's profile instead of registering a new student.

<Back – Click to return to the **Registration Pre-requisites** tab and edit the entered information.

Note: StudentInformation does not automatically update the student's **Building Progression Track** when a **Strict Match** is found and used for student registration. You must manually update the student's **Building Progression Track**.

Non-Strict Match

If a student's **First Name's** first initial, **Last Name**, **Gender**, and **Birthdate** all match an existing student or students in the school, StudentInformation warns the user of a possible **Non-Strict Match**. You can either continue registering the new student as a brand new student (not using any information from any matching student's record), edit a matching student's profile (if the student is found in the current building and year), or enroll a matching student to the current building and year (if the student is found, but is not in the current building and year). A non-strict match can contain multiple students from the same or different schools.

The screenshot shows the 'Student Registration Wizard' interface. At the top, there are three tabs: 'Registration Pre-requisites', 'Possible Matches', and 'Non-Attending Graduate Registration'. The 'Possible Matches' tab is active. A warning message states: 'A possible match for the student you are registering. Please review the students listed below for possible duplicate records.' Below this, a student record is displayed for 'Joe Grad' with address '1234 Easy St, Smallville, OH 90210'. A note indicates the student is already enrolled in the current building. The record includes fields for Student ID (600381250), Gender (M), and Birthdate (Jan 01, 1998). A 'NON-STRICT MATCH' warning suggests selecting the student to make edits. At the bottom, there are radio buttons for 'Register New Student (Registering this student could create a duplicate entry.)' and navigation buttons for '< Back' and 'Next >'.

Select a matching student and click **Next>** to edit that student's profile instead of registering a new student.

Select the **Register New Student** option and click **Next>** to register the new student (not using any information from the matching record or records).

<Back – Click to return to the **Registration Pre-requisites** tab and edit the entered information.

If a strict or non-strict match is found for the student in another building, you must indicate whether or not this is a change of the student's primary building/EMIS attending building.

The screenshot shows the 'Student Registration Wizard' interface with the 'Possible Matches' tab active. It features additional tabs: 'Complete Registration', 'Family Group', and 'EMIS'. A question is posed: 'Change primary / EMIS attending building?' with radio buttons for 'Yes' (selected) and 'No'. A 'Next >' button is located at the bottom of the form.

If you select **Yes**, the primary/EMIS attending building is changed to the new building. If you select **No**, the primary/EMIS attending building remains as it is and does not change.

Registration Wizard – Non-Attending Graduate Registration Tab

Navigation: StudentInformation > SIS > Registration Wizard > Non-Attending Graduate Registration Tab

Fill out all required fields and any optional fields on the **Registration** screen. A student must have a master record before any additional elements can be defined for that student. Any **Registration Defaults** previously defined (refer to the *ProgressBook StudentInformation School Setup & Configuration Guide*) already populate this screen.

Note: You can view this tab only if you selected the **Student is a Non-Attending Graduate** checkbox on the **Registration Pre-requisites** tab.

StudentInformation > SIS > Registration Wizard

Find Students | Go To

Student Registration Wizard

From this screen users can register students

Registration Pre-requisites | Possible Matches | Non-Attending Graduate Registration

Hispanic/Latino:* N - No, the student is not Hispanic/Latino

Local Ethnic Category:* W - White

Racial Group(s):* A-Asian B-Black or African American I-American Indian or Alaska Native P-Native Hawaiian or Other Pacific Islander W-White

Summative Race:

State Student ID (SSID):*

The Graduation Date will be used as the Admission Date, Withdrawal Date, and Graduation Date for this student.

Graduation Date:* 05/06/2017

Student Status:* A - ACTIVE RES

Attendance Calendar:* Default Non-attendir

Grade:* 12

Address of Residence (For Address Verification) | Mailing Address Use Address of Residence

Street:* 6770 West Snowville Road | Street:*

City, State, Zip:* Brecksville OH 44141 | City, State, Zip:*

Phone Number: | Unlisted

Student Email:

County of Residence:* 18 - Cuyahoga

Diploma Type: * - Not Applicable

Courses Completed IRN: | - |

Courses Completed Date: |

< Back | Finish

Hispanic/Latino (required) – This drop-down list populates with values from EMIS field **GI580**.

Note: If the student must be coded with the new Race/Ethnicity options, then only the “Y” and “N” options display.

Local Ethnic Category (required) – This is the 2009-2010 **Ethnicity** field renamed to avoid confusion. Changing the value of this field no longer sets the EMIS Ethnicity. However, since the field is still used by most of the StudentInformation reports, we recommend you update it accordingly.

Racial Group(s) (required) – These fields are enabled if you select “Y” or “N” in the **Hispanic/Latino** field or if the student must be coded with the new Race/Ethnicity coding. These fields are disabled if you select “*” in the **Hispanic/Latino** field.

Summative Race (read-only) – This field is calculated based on the values set in the **Hispanic/Latino** and **Racial Group(s)** fields when the screen is saved. If the **Hispanic/Latino** field is set to “Y,” **Summative Race** displays **H – Hispanic/Latino**. If the **Hispanic/Latino** field is set to “N” and only one racial group is selected, **Summative Race** displays the selected group (**A – Asian**, for example). If the **Hispanic/Latino** field is set to “N” and multiple racial groups are selected, **Summative Race** displays **M – Multiracial**. Values from EMIS field **GI090** are used to populate this field.

State Student ID (SSID) (required) – Enter the student’s 9-digit alphanumeric ID code unique to each public school student in Ohio; this code can be hidden through security settings. See the *ProgressBook StudentInformation Security Guide* for details.

Graduation Date (required) – The date the student received his/her diploma. Refer to the *ODE EMIS Manual* for more details on reporting this element.

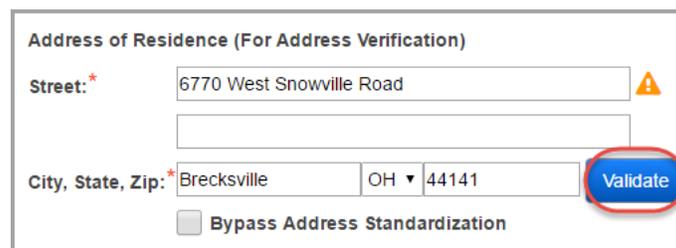
Student Status (required) – Select the appropriate option from drop-down list.

Attendance Calendar (required) – Select the appropriate attendance calendar from the drop-down list. Direct any questions concerning which calendar to use to your building’s designated EMIS personnel. Defaults to the **Default Calendar** selected on the **StudentInformation Options** screen.

Grade (required) – Automatically populates from the **Pre-requisites** tab.

Address of Residence (required) – Enter the street address, city, state, and zip code where the student lives in these fields (the second address line is optional). If you have Address

Standardization and Address Verification enabled,  displays to alert you that you must validate the address by clicking **Validate**.



The screenshot shows a form titled "Address of Residence (For Address Verification)". It contains the following fields and controls:

- Street:** A text input field containing "6770 West Snowville Road". To the right of the field is a yellow warning triangle icon.
- City, State, Zip:** A composite field with three parts: a text input field containing "Brecksville", a dropdown menu showing "OH", and a text input field containing "44141".
- Validate:** A blue button with white text, circled in red.
- Bypass Address Standardization:** A checkbox that is currently unchecked.

Bypass Address Standardization/Verification – Select this checkbox to leave the **Address of Residence** as entered, and to ignore Address Standardization and Address Verification on the address. Use this option only if you are certain that the address is accurate.

Note: If you select the **Bypass** checkbox for either address, a new field displays.

Address of Residence (For Address Verification)		Mailing Address <input checked="" type="checkbox"/> Use Address of Residence	
Street:*	<input type="text" value="6770 West Snowville Road"/>	Street:*	<input type="text"/>
	<input type="text"/>		<input type="text"/>
City, State, Zip:*	<input type="text" value="Brecksville"/> <input type="text" value="OH"/> <input type="text" value="44141"/>	City, State, Zip:*	<input type="text"/> <input type="text" value="OH"/> <input type="text"/>
	<input checked="" type="checkbox"/> Bypass Address Standardization		<input type="checkbox"/> Bypass Address Standardization
Bypass Comments: <input type="text"/>			View Log

Use Address of Residence – Select this checkbox to duplicate the **Address of Residence** data in the **Mailing Address** fields.

Bypass Comments (required) – If bypassing standardization or verification, you must enter a reason in this field.

Mailing Address (required or optional) – In these fields, enter the street address, city, state, and zip code where the student receives mail (the second address line is optional). If you have Address Standardization and Address Verification enabled,  displays to alert you that you must click **Validate** to validate the address.

Bypass Address Standardization – Select this checkbox to leave the **Mailing Address** as entered and not run Address Standardization on the address. Select this checkbox only if you are certain that the address is accurate.

Phone Number (optional) – Enter the student’s phone number with an area code.

Unlisted (optional) – Select this checkbox so that the student phone number does not print or display on various screens/reports for privacy purposes.

Student Email (optional) – Enter the student’s email address. When registering a student that has been transferred to the district or school in context, the student’s email address from the previous district or school displays here. If your district has OAuth enabled, students can log into ParentAccess using this email after it is imported through GradeBook. (*ProgressBook ParentAccess Administration Guide, ProgressBook GradeBook Principal Guide*).

County of Residence (required) – Select the county in which the student resides from the drop-down list.

Diploma Type – The type of diploma received by the graduating student. Refer to the *ODE EMIS Manual* for more details on reporting this element.

Courses Completed IRN – Enter the IRN of the district in which the student completed the course requirements for a diploma. Click  for assistance with the search for the IRN by accessing the ODE IRN Search. SMART logic helps determine the correct value.

Courses Completed Date – Enter the month and year in which the student completed the course requirements for a diploma.

<Back – Click to return to the **Registration Pre-requisites** tab.

Finish – Click to finish registration for this student and continue to register new students.

Registration Wizard – Complete Registration Tab

Navigation: StudentInformation > SIS > Registration Wizard > Complete Registration Tab

Fill out all required fields and any optional fields on the **Registration** screen. A student must have a master record before any additional elements can be defined for the student. Any **Registration Defaults** previously defined (refer to the *ProgressBook StudentInformation School Setup & Configuration Guide*) are already filled in on this screen.

Hispanic/Latino (required) – This drop-down list populates with values from EMIS field **G1580**.

Note: If the student must be coded with the new Race/Ethnicity options, then only the “Y” and “N” options display.

Local Ethnic Category (optional) – This is the 2009-2010 **Ethnicity** field renamed to avoid confusion. Changing the value of this field no longer sets the EMIS Ethnicity. However, since the field is still used by most of the StudentInformation reports, it is recommended that you update it accordingly.

Racial Group(s) (required) – These fields are enabled if you select “Y” or “N” in the **Hispanic/Latino** field or if the student must be coded with the new Race/Ethnicity coding. These fields are disabled if you select “*” in the **Hispanic/Latino** field.

Summative Race (read-only) – This field is calculated based on the values set in the **Hispanic/Latino** and **Racial Group(s)** fields when the screen is saved. If the **Hispanic/Latino** field is set to “Y,” **Summative Race** displays **H – Hispanic/Latino**. If the **Hispanic/Latino** field is set to “N” and only one racial group is selected, **Summative Race** displays the selected group (**A – Asian**, for example). If the **Hispanic/Latino** field is set to “N” and multiple racial groups are selected, **Summative Race** displays **M – Multiracial**. Values from EMIS field **GI090** are used to populate this field.

Citizenship (optional) – Select the appropriate option from drop-down list.

Native Language (optional) – Select the language the student spoke at the onset of speech.

Birthplace City (optional) – Enter the student’s city of birth.

Birthdate Verified (optional) – Select the method used to verify the student’s birthdate.

Admission Date (required) – Enter the student’s admission date; defaults to the current date.

Home Language (optional) – Select the language the student speaks at home.

Student Status (required) – Select the appropriate option from drop-down list.

Building Prog Track (optional) – Building progression tracks describe the path a student can take through schools within a district. Select the appropriate option from drop-down list.

Admission Code (optional) – Select the appropriate option from drop-down list.

Attendance Calendar (required) – Select the appropriate attendance calendar from the drop-down list. Direct any questions concerning which calendar to use to your building’s designated EMIS person. Defaults to the **Default Calendar** selected on the **StudentInformation Options** screen.

Mother’s Maiden Name (optional) – Enter the student’s mother’s maiden name (for security purposes).

Program (optional) – Select the appropriate option from drop-down list.

Locker Assignment – Click **Assign Primary Locker** to open a window that lets you quickly find and select a locker for the student using the Locker Selection Wizard. If desired, you can also change the combination series of the locker to be assigned as part of the process. Refer to the *ProgressBook StudentInformation Student Lockers Guide* for more information about using the Locker Selection Wizard.

Free/Reduced Lunch Status (required) – Select the appropriate option from the drop-down list.

Note: *Selecting **Free** or **Reduced** sets the student’s **Disadvantagement** to **1 – Economic Disadvantagement**.*

Last Name Suffix (optional) – Enter the student’s last name suffix if applicable; for example, Jr. or III.

Homeroom (optional) – Select a homeroom from the drop-down list. For more details or to update the list of homeroom options, refer to the *ProgressBook StudentInformation Student Homeroom Guide*.

Include in Ranking (optional) – Deselect this checkbox if the student should have no bearing on GPA calculations and ranks. Defaults to the value selected for the student’s building grade level.

Include in Honor Roll (optional) – Select or deselect this checkbox to determine if the student should be included or excluded from the honor roll. Defaults to the value selected for the student’s building grade level.

Counselor (optional) – Select the student’s counselor from the drop-down list. Defaults to the value selected for the student’s building grade level.

Scheduling Priority (optional) – Select a priority level from 1-9 to set the priority of this student’s scheduling in the scheduling process. Defaults to the value selected for the student’s building grade level.

Include in GPA (optional) – Select or deselect this checkbox to determine if the student should be included or excluded from GPA calculations. Defaults to the value selected for the student’s building grade level.

Home School IRN (optional) – Used with JVS students. Refers to the IRN of the sending or home building. Click  for assistance with the search for the IRN by accessing the ODE IRN Search. SMART logic helps determine the correct value. This is the building IRN and not the district IRN.

Primary Grad. Rule (optional) – Select the student’s primary graduation rule used for Graduation Verification.

Secondary Grad. Rule (optional) – Select the student’s secondary graduation rule used for Graduation Verification.

Flags (optional) – These flags were converted from SIS, and are used for marking students with various letters or numbers, as determined by the school, for use with reports and grouping like students together.

Country of Origin (optional) – Select the student’s country of origin.

Grade (required) – Automatically populates from the **Pre-requisites** tab.

Graduation Year (optional) – Enter the school year in which the student will graduate. When registering a student that has been transferred to the district or school in context, the student’s graduation year from the previous district or school displays here.

Pronunciation (optional) – Use this text field to enter a phonetic spelling of the student’s name.

Address of Residence (required) – Enter the street address, city, state, and zip code where the student lives in these fields (the second address line is optional). If you have Address

Standardization and Address Verification enabled,  displays to alert you that you must validate the address by clicking **Validate**.



The screenshot shows a form titled "Address of Residence (For Address Verification)". It contains the following fields and elements:

- Street:** A text input field containing "6770 West Snowville Road". To the right of the field is a yellow warning triangle icon.
- City, State, Zip:** A row of three input fields. The first contains "Brecksville", the second is a dropdown menu showing "OH", and the third contains "44141".
- Validate:** A blue button with white text, circled in red, located to the right of the City, State, Zip fields.
- Bypass Address Standardization:** A checkbox that is currently unchecked, located below the City, State, Zip fields.

Bypass Address Standardization/Verification – Select this checkbox to leave the **Address of Residence** as entered and to ignore Address Standardization and Address Verification on the address. Use this option only if you are certain that the address is accurate.

Note: If you select the **Bypass** checkbox for either address, a new field displays.

Address of Residence (For Address Verification)		Mailing Address <input checked="" type="checkbox"/> Use Address of Residence	
Street: *	<input type="text" value="6770 West Snowville Road"/>	Street: *	<input type="text"/>
	<input type="text"/>		<input type="text"/>
City, State, Zip: *	<input type="text" value="Brecksville"/> <input type="text" value="OH"/> <input type="text" value="44141"/>	City, State, Zip: *	<input type="text"/> <input type="text" value="OH"/> <input type="text"/>
	<input checked="" type="checkbox"/> Bypass Address Standardization		<input type="checkbox"/> Bypass Address Standardization
Bypass Comments:	<input type="text"/>		View Log

Use Address of Residence – Select this checkbox to duplicate the **Address of Residence** data in the **Mailing Address** fields.

Bypass Comments (required) – If bypassing address standardization or verification, you must enter a reason in this field.

Mailing Address (required or optional) – In these fields, enter the street address, city, state, and zip code where the student receives mail (the second address line is optional). If you have Address Standardization and Address Verification enabled,  displays to alert you that you must click **Validate** to validate the address.

Bypass Address Standardization – Select this checkbox to leave the **Mailing Address** as entered and not run Address Standardization on the address. Select this checkbox only if you are certain that the address is accurate.

Phone Number (optional) – Enter student’s phone number with the area code.

Unlisted (optional) – Select this checkbox so that the student phone number does not print or display on various screens/reports for privacy purposes.

Student Email (optional) – Enter the student’s email address. When registering a student that has been transferred to the district or school in context, the student’s email address from the previous district or school displays here. If your district has OAuth enabled, students can log into ParentAccess using this email after it is imported through GradeBook. (*ProgressBook ParentAccess Administration Guide, ProgressBook GradeBook Principal Guide*).

Transfer Options (required) – Choose to transfer this student’s course history (not available for ITC to ITC student transfers), attendance, assessments (not available for ITC to ITC student transfers), or any combination of these options when transferring a student between ITCs or districts. The **Course History**, **Attendance**, and **Assessment** tab headings are visible when transferring a student. These tabs are available and used when the appropriate transfer options are selected. These options are not available when transferring a student between buildings within the same district.

Admission Reason (required) – Select the reason this student entered the district from the drop-down list.

Admitted From IRN (required) – Enter the IRN of the district from which the student was admitted.

Click  for assistance with the search for the IRN by accessing the ODE IRN Search. This field is enabled and required for students newly enrolled after July 1 with an admission reason 3, 6, or 7. Joint Vocational School Districts (JVSDs) and Education Service Centers (ESCs) are required to report ***** in this field. This field defaults to ***** and is disabled when re-registering a student into a building in the same district as the building from which the student was withdrawn. This field is disabled and given a value of ***** when the school or district in context is a Joint Vocational School District (JVSD) or Educational Service Center (ESC).

County of Residence (required) – Select the county in which the student resides from the drop-down list.

Edit Profile – Click to continue adding information for this particular student.

<Back – Click to return to the **Registration Pre-requisites** tab.

Next> – Click to continue to the **Family Group** tab for this student.

Finish – Click to finish registration for this student and continue to register new students.

Registration Wizard – Family Group Tab

Navigation: StudentInformation > SIS > Registration Wizard > Family Group Tab

Add the student you are registering to an existing family group.

***Note:** If you deselect the **Uses Family Groups** checkbox on the **District Options** screen, this tab does not display.*

***Note:** If the **Family Group** tab is visible and you do not add the student to an existing family group, a new family group is automatically created for the student.*

1. To search for an existing family group to which to add the student, in the **Family Group Search** area, select either to **Search By Family Group Name** or **Search By Family Group Criteria**.
2. If you are searching by name, in the **Family Group Name** field, enter the family group name. If you are searching by criteria, in the **Matching Criteria** section, select your search criteria.
3. Click **Search**.

The family groups (if any) that match your search criteria display in a grid.

StudentInformation > SIS > Registration Wizard

Student Registration Wizard

From this screen users can register students

Registration Pre-requisites Possible Matches Complete Registration **Family Group** EMIS

Family Group Search:

Search By Family Group Name
 Search By Family Group Criteria

Family Group Name:

Matching Criteria:

Address City State
 Zip Code Student Last Name Phone Number

	Family Group	Description	Student Address	Students In Group	Active
<input type="checkbox"/>	Miller	Miller Family Group			●
<input type="checkbox"/>	Miller	Miller Family Group	2010 Hwy 33	<input checked="" type="checkbox"/> Miller, Ella	●

Show Active Only

- Select the checkbox in the row of the correct family group.
- To proceed to the **EMIS** tab, click **Next >**. To finish registration for this student, click **Finish**.

Registration Wizard – EMIS Tab

Navigation: StudentInformation > SIS > Registration Wizard > EMIS Tab

Complete all required fields and any desired optional fields on the **EMIS** tab. A student must have a master record before any additional elements can be defined for the student.

EMIS Situation (required) – Select student’s EMIS situation from drop-down list that is validated against EMIS situation codes.

 – Click to open the EMIS Situation Wizard window to assist with selecting the appropriate EMIS situation. This sets several of the following fields according to the **EMIS Situation**.

District Relationship (optional) – Select the appropriate educational relationship between the student and the district from the drop-down list.

District of Residence (optional) – Enter the district of the student’s legal residence. Click  for assistance with the search for the IRN by accessing the ODE IRN Search. SMART logic helps determine the correct value.

How Received (optional) – Select how the student arrived at the district from the drop-down list.

How Received IRN (optional) – Enter the district IRN from which a student is received. Click  for assistance with the search for the IRN by accessing the ODE IRN Search. SMART logic helps determine the correct value.

Percent of Time (optional) – Enter the average percent of time for the week that the student participates in any instruction provided by a certified/licensed employee.

Tuition Type (optional) – Select the appropriate manner in which the student is paying tuition to the reporting district from the drop-down list.

Attending Building IRN (optional) – Enter the IRN of the building within the district that the student attends between the effective dates inclusive of the record being reported. Click  for assistance with the search for the IRN by accessing the ODE IRN Search. SMART logic helps determine the correct value. The **Attending Building IRN** can be a district IRN only when the **How Received** value is one of the following:

- **6 – Non-Public (Services Only)**
- **F – Career Assessment Only**
- **I – Non-instructional, Supplementary, or Related Services**
- **P – Court Placed Students, Excluding foster Care**
- **T – Students Placed in Institutions, Non-Court Ordered**
- **V – Pre-school, Evaluated Only, Found Ineligible**

Assigned Building IRN (optional) – Enter the IRN of the building the student would normally attend according to the standard district attendance policy. Click  for assistance with the search for the IRN by accessing the ODE IRN Search. SMART logic helps determine the correct value.

Sent To Reason 1 (optional) – Select the reason a student is sent to another district from the drop-down list.

Sent To Reason 2 (optional) – Select the reasons the student is sent to another district from the drop-down list if the student is sent to a second district.

Sent To IRN 1 (optional) – Enter the district to which a student is sent. Click  for assistance with the search for the IRN by accessing the ODE IRN Search. SMART logic helps determine the correct value.

Sent To IRN 2 (optional) – Enter the district to which a student is sent if the student is simultaneously being sent to a second district. Click  for assistance with the search for the IRN by accessing the ODE IRN Search. SMART logic helps determine the correct value.

Sent to Percent of Time 1 (optional) – Enter the average percent of time for the week that the student participates in any instruction provided by an employee at a non-EMIS reporting entity.

Sent to Percent of Time 2 (optional) – Enter the average percent of time for the week that the student participates in any instruction provided by an employee at a non-EMIS reporting entity.

Legal First Name (optional) – Enter if different from the name on the **Pre-requisites** tab.

Legal Middle Name (optional) – Enter if different from the name on the **Pre-requisites** tab.

Legal Last Name (optional) – Enter if different from the name on the **Pre-requisites** tab.

Legal Name Suffix (optional) – Enter if different from the suffix on the **Pre-requisites** tab.

Birth Gender (optional) – Select an option if different from the gender on the **Pre-requisites** tab.

State Student ID (SSID) (optional) – Enter the student's 9-digit alphanumeric ID code unique to each public school student in Ohio; this code can be hidden through security settings. See the *ProgressBook StudentInformation Security Guide* for details.

Disability Condition (optional) – Select the student’s primary handicap code from the drop-down list; selecting ** updates any prior disability.

Edit Profile – Click to continue adding information for this particular student.

<Back – Click to return to the **Family Group** tab

Next> – Click to continue to the **Course History** tab for this student if marks are being transferred.

Finish – Click to finish registration for this student and continue to register new students.

Registration Wizard – Course History Tab

Navigation: StudentInformation > SIS > Registration Wizard > Course History Tab

The **Course History** tab is available when you are registering a pending transfer student (already transferred from another school or district within the same ITC) and selected the **Transfer Course History** transfer option on the **Complete Registration** tab. Only marks of high school credit courses are transferred. Fill out all required fields and any optional fields on this screen. A student must have a master record before any additional elements can be defined for the student.

<input type="checkbox"/>	Sending School	Marks available to transfer from School Year	Mapping Status
<input type="checkbox"/>	BLACK RIVER HIGH SCHOOL	2016-2017	No Mapping

Sending School – Indicates the school(s) from which marks can be transferred.

Marks Available to Transfer From School Year – Indicates the school year from which to transfer marks.

Mapping Status – Indicates the current status of the mapping for this sending school, receiving school, and school year combination. The following explains the different status types:

- **No Mapping** – Indicates that no mapping for this combination has been saved or it is currently inactive.
- **Default Mapping** – Indicates that a mapping for this combination is already active in the system and is in use.
- **Temporary Mapping** – Indicates that the mapping for this combination has been created or activated using  for this combination.

Select the years of course history you wish to transfer. Not all years of course history need to be transferred.

Note: *This is the only opportunity to transfer a student’s course history.*

Click  to retrieve the marking pattern and marking pattern rule information for the selected school and school year, which displays in a table similar to the following image. This table determines which marks are transferred.

StudentInformation > SIS > Registration Wizard Find Students

Student Registration Wizard

From this screen users can register students

Registration Pre-requisites Possible Matches Complete Registration Family Group EMIS Course History Attendance Assessment

Sending District*: 043505 - Ashland City Schools

Sending School: ASHS - ASHLAND HIGH SCHOOL

Receiving School*: BRHS - BLACK RIVER HIGH SCHOOL

Marks Available to Transfer From School Year*: 2014-2015

Sending Marking Pattern	Sending Marking Pattern Rule	Receiving Marking Pattern	Receiving Reporting Term	Receiving Mark Type	Receiving Significance Level
ALYR	AV1	ALYR *	GP1 *	Grading Period	Progress 1
ALYR	GP3	ALYR *	GP3 *	Grading Period	Progress 1
ALYR	GP4	ALYR *	GP4 *	Grading Period	Progress 1
ALYR	AV2	ALYR *	SA2 *	Average	Progress 2
2SEM	GP3	SEM2 *	GP3 *	Grading Period	Progress 1
2SEM	FIN	SEM2 *	FIN *	Final	Earned
ALYR	GP2	ALYR *	GP2 *	Grading Period	Progress 1
1SEM	GP1	SEM1 *	GP1 *	Grading Period	Progress 1
2SEM	GP4	SEM2 *	GP4 *	Grading Period	Progress 1
ALYR	FIN	ALYR *	FIN *	Final	Earned
1SEM	AV1	SEM1 *	GP1 *	Grading Period	Progress 1
2SEM	AV2	SEM2 *	GP3 *	Grading Period	Progress 1
1SEM	GP2	ALYR *	GP2 *	Grading Period	Progress 1
ALYR	GP1	ALYR *	GP1 *	Grading Period	Progress 1
1SEM	FIN	SEM1 *	FIN *	Final	Earned

Receiving Marking Pattern (required) – Select the marking pattern of the receiving school that corresponds to the marking pattern and reporting term combination of the sending school for the marks to be transferred.

Receiving Reporting Term (required) – Select the appropriate reporting term of the sending marking pattern of the receiving school for the marks to be transferred.

Use Alpha Marks (required) – Transfer alpha marks from the sending school to the receiving school. A table similar to the following image displays. Select the receiving school’s alpha mark that corresponds to each sending school’s alpha mark.

Registering Students

Sending School Alpha Marks	Sending School Numeric Marks	Receiving School Alpha Marks	Receiving School Numeric Marks
A+		<input type="text" value="A+"/>	
A		<input type="text" value="A"/>	
A-		<input type="text" value="A-"/>	
AU		<input type="text" value="-- Not Loaded --"/>	
B+		<input type="text" value="B+"/>	
B		<input type="text" value="B"/>	
B-		<input type="text" value="B-"/>	
BLK		<input type="text" value="-- Not Loaded --"/>	
C+		<input type="text" value="C+"/>	
C		<input type="text" value="C"/>	
C-		<input type="text" value="C-"/>	
D+		<input type="text" value="D+"/>	
D		<input type="text" value="D"/>	
D-		<input type="text" value="D-"/>	
EX		<input type="text" value="-- Not Loaded --"/>	
F		<input type="text" value="F"/>	
I		<input type="text" value="I"/>	
N		<input type="text" value="-- Not Loaded --"/>	
P		<input type="text" value="P"/>	
S		<input type="text" value="S"/>	
U		<input type="text" value="U"/>	
WD		<input type="text" value="WD"/>	
WF		<input type="text" value="WF"/>	
WP		<input type="text" value="WP"/>	

24 Records Displayed [Back To Top](#)

- **Use Numeric Marks (Both Sending and Receiving School must be Numeric Marks)** (required) – Transfer numeric marks from the sending school to the receiving school. A table similar to the following image displays. This table lists the numeric scale of the sending and receiving schools. Select the receiving school’s alpha mark that corresponds to each sending school’s alpha mark listed.

Sending School Alpha Marks	Sending School Numeric Marks	Receiving School Alpha Marks	Receiving School Numeric Marks
*		-- Not Loaded --	
A+		A	
A	91.50 - 125.00	A	94.50 - 100.00
A-		A-	89.50 - 94.49
AUD		-- Not Loaded --	
B+		B+	86.50 - 89.49
B	82.50 - 91.49	B	82.50 - 86.49
B-		B-	79.50 - 82.49
C+		C+	76.50 - 79.49
C	73.50 - 82.49	C	72.50 - 76.49
C-		C-	69.50 - 72.49
D+		D+	66.50 - 69.49
D	64.50 - 73.49	D	62.50 - 66.49
D-		D-	59.50 - 62.49
F	0.00 - 64.49	F	0.00 - 59.49
I		I	
O		O	
P		P	
S		S	
U		U	
WD		WD	
WF		WF	
WP		WP	

23 Records Displayed [Back To Top](#)

Add – Click to compile the marks information for this student and create a temporary mapping that is stored in memory for use by this registration for only this student. You then return to the initial **Course History** tab grid.

<Back – Click to return to the **EMIS** tab.

Next> – Click to continue to the **Attendance** tab for this student if attendance is being transferred.

Finish – Click to finish registration for this student and continue to register new students. If all school years for the student have not been mapped, you receive a prompt asking if you want to proceed with the transfer.

Registration Wizard – Attendance Tab

Navigation: StudentInformation > SIS > Registration Wizard > Attendance Tab

The **Attendance** tab is available when registering a pending transfer student (already transferred from another school or district) and selecting the **Attendance** option on the **Complete Registration** tab. Select the years of attendance you wish to be transferred. Not all years of attendance need to be transferred; however, this is the only opportunity to transfer a student's attendance. A student must have a master record before any additional elements can be defined for the student.

<input type="checkbox"/>	Sending School	School Year
<input type="checkbox"/>	LINCOLN ELEMNTARY	2011-2012
<input type="checkbox"/>	ASHLAND MIDDLE SCHOOL	2012-2013
<input type="checkbox"/>	ASHLAND MIDDLE SCHOOL	2013-2014
<input type="checkbox"/>	ASHLAND HIGH SCHOOL	2014-2015
<input type="checkbox"/>	ASHLAND HIGH SCHOOL	2015-2016
<input type="checkbox"/>	ASHLAND HIGH SCHOOL	2016-2017

<Back – Click to return to the **Course History** or **EMIS** tab.

Next> – Click to continue to the **Assessment** tab for this student if assessments are being transferred.

Finish – Click to finish registration for this student and continue to register new students. If all school years for the student have not been mapped or all attendance school years have not been selected, you receive a prompt asking if you want to proceed with the transfer.

Registration Wizard – Assessment Tab

Navigation: StudentInformation > SIS > Registration Wizard > Assessment Tab

The **Assessment** tab is available when you are registering a pending transfer student (already transferred from another school or district within the same ITC) and selected the **Transfer Assessment** option on the **Complete Registration** tab **Transfer Options** section (for more information, see “[Student Transfers](#)”). Select the high school assessments (ACT, PSAT, SAT, OGT, and PLAN) to transfer. A student must have a master record before any additional elements can be defined for the student.

<input type="checkbox"/>	Assessment Name
<input type="checkbox"/>	OGT
<input type="checkbox"/>	ACT
<input type="checkbox"/>	PLAN
<input type="checkbox"/>	SAT Reasoning
<input type="checkbox"/>	PSAT

<Back – Click to return to the **Attendance**, **Course History**, or **EMIS** tabs.

Finish – Click to finish registration for this student and continue to register new students. If all course history has not been mapped, all attendance school years have not been selected, or all assessments have not been selected, you receive a prompt asking if you want to proceed with the transfer.

Student Profile

Navigation: StudentInformation > SIS > Student > Edit Student Profile

Once a student is registered, you can edit the student’s profile as shown in the image below.

From FY09 and forward, the tabs on the **Edit Student Profile** screen are now configured to capture EMIS data according to the record it should be reported on. Student profiles from prior years still display the old format. Additionally, there is no longer a LIVE record for the student profile. Instead FN – EMIS Time period records are created specifically for each time period.

StudentInformation/GradeBook Integration Note

If specific students are not properly extracted from StudentInformation into GradeBook, please check the following information:

- **Student Profile – Additional tab:** Ensure the **Primary Building** is the actual building the student is in and not the district.
- **Student Profile:** Ensure the student has an FS record with an **Effective Start Date** that is not in the future.
- **Student Profile:** Ensure the student has an FD record with an **Effective Start Date** that is not in the future.

StudentInformation > SIS > Student > Edit Profile [Find Students] [Go To]

Edit Student Profile

From this screen, you can display and change information regarding a students profile.

General **Additional** Custom Private FS-Standing FS-Attendance FD-Attributes FN-Attributes FN-Graduate Transportation

Last Modified: 08/12/2019 8:21 AM by User:

Student Number: Auto-Assign Student Status:

First Name: Middle Name:

Last Name: Called Name:

Last Name Suffix:

Gender: Birthdate: Age:

Local Ethnic Category: Verified With:

Hispanic/Latino: Birthplace City:

Racial Group(s): A-Asian B-Black or African American I-American Indian or Alaska Native P-Native Hawaiian or Other Pacific Islander W-White

Summative Race:

Native Language: Home Language:

Address of Residence (For Address Verification) Mailing Address Use Address of Residence

Street: Street:

City, State, Zip: City, State, Zip:

Bypass Address Standardization Bypass Address Standardization

Bypass Comments: [View Log](#)

Phone Number: Unlisted Student Email:

Building Grade: Grade Next Year:

EMIS Grade: EMIS Grade Next Year:

i Changing the Building Grade does not change the State Equivalent Grade. The FD tab can be used to change the State Equivalent Grade. **i** Changing the Grade Next Year does not change the EMIS Grade Next Year. The FN tab can be used to change the EMIS Grade Next Year.

Program:

Home school IRN:

Home School:

Attendance Calendar: Report to EMIS:

This profile contains the following tabs for entering information for the selected student:

- **General** – Basic information such as name, birthdate, gender, address, etc.
- **Additional** – Homeroom, building, graduation, etc.
- **Custom** – This tab lists miscellaneous data definitions that have been specified to be included on the student profile. Active miscellaneous definitions display in their sort order and are grouped by their miscellaneous data group.
- **Private** – Private information such as SSN, SSID, birthplace city, mother’s maiden name, etc.
- **FS-Standing** – EMIS FS student standing data which describes the standing of the student within the district reporting the student.
- **FS-Attendance** – EMIS FS student attendance totals for the school year.
- **FD-Attributes** – EMIS FD attributes data for a student that can change over time and the date of change can have a financial or other impact.
- **FN-Attributes** – EMIS FN student attributes data that needs to be reported for the student each reporting period or at year end.
- **FN-Graduate** – This is data for reporting in Period G. These fields are not school or reporting period specific and are only reported once during Period G when the student graduates.
- **Transportation** – Information related to the student’s transportation to and from school.

Note: Users must have proper security access in order to view and/or **update** the **FS-Standing**, **FS-Attendance**, **FD-Attributes**, **FN-Attributes**, and **Custom** tab. These profile tabs are controlled by **Extra System Permissions**. In the **EMIS – Extra System Permissions** folder, **Edit Student Profile** controls the **EMIS** and **Private** tabs. In the **SIS – Extra System Permissions** folder, **Custom Profile Data** controls the **Custom** tab.

Note: If the student is a non-attending graduate (grad-only), the following message displays on the **General** and **FN-Graduate** tabs: “This Student is a Non-Attending Graduate.”

Common Profile Controls

Last Modified: 07/30/2008 9:31 AM by User: noacsc.chris – This shows the date, time, and user that most recently updated this student profile. This last modified information applies only to updates made through the **Edit Student Profile** screen; updates made through the **Student Profile Bulk Update** screen do not affect the **Last Modified** information.

Note: The **Last Modified** date/time/name information is not tab specific, it reflects the last time any data on the student record was updated.

Save – Click to save information on the tab you are working on.

Cancel – Click to clear already entered data.

If your search for a student yields multiple results, the following four buttons display on the top and bottom of the search results so you can navigate between screens of results. Each screen displays up to 25 student search results.

-  – Navigates to the first screen of the search results
-  – Navigates to the last screen in the search results
-  – Navigates to the previous screen in the search results
-  – Navigates to the next screen in the search results

The **Edit Student Profile** screen warns you when you make changes on a tab but then select another tab without saving the prior changes. If the changes on the previous tab are valid, you are given the option to save the changes and proceed to the chosen tab or cancel changes and proceed to the chosen tab. If the changes on the previous tab are not valid, you are given the option to return to the previous tab to re-enter the changes or cancel changes and proceed to the chosen tab.

Note: You can also access the **Edit Student Profile** screen by selecting **Edit This Student's Profile** in the **I want to...** drop-down list on either the **View Profile** screen or in the student in context area of the masthead.

Student Profile – General Tab

StudentInformation > SIS > Student > Edit Profile [Find Students] [Go To]

Edit Student Profile

From this screen, you can display and change information regarding a students profile.

General Additional Custom Private FS-Standing FS-Attendance FD-Attributes FN-Attributes FN-Graduate Transportation

Last Modified: 10/8/2021 11:45 AM by User: Master1

Student Number: Auto-Assign Student Status:

First Name: Middle Name:

Last Name: Called Name:

Last Name Suffix: Pronunciation:

Gender: Birthdate: Age:

Local Ethnic Category: Verified With:

Hispanic/Latino: Birthplace City:

Racial Group(s): A-Asian B-Black or African American I-American Indian or Alaska Native P-Native Hawaiian or Other Pacific Islander W-White

Summative Race: Native Language: Home Language:

Address of Residence (For Address Verification) Mailing Address Use Address of Residence

Street: Street:

City, State, Zip: City, State, Zip:

Bypass Address Standardization Bypass Address Standardization

Bypass Comments: [View Log](#)

Phone Number: Unlisted Student Email:

Building Grade: Grade Next Year:

EMIS Grade: EMIS Grade Next Year:

Changing the Building Grade does not change the State Equivalent Grade. The FD tab can be used to change the State Equivalent Grade. Changing the Grade Next Year does not change the EMIS Grade Next Year. The FN tab can be used to change the EMIS Grade Next Year.

Program: Home school IRN:

Home School:

Attendance Calendar: Report to EMIS:

Information entered during initial registration populates many fields on this screen but can be modified at this time if needed.

Note: Student demographic information and student pictures are **not** school year specific. If you change student demographic information or reload student pictures in one school year, the information changes it in all school years.

Student Number (required) – You can manually modify the student number here or have the system automatically assign a number.

Auto-Assign – Select this checkbox if you want the system to automatically assign the student number.

Note: The **Auto-Assign** checkbox is not selectable if the user does not have the **Extra System Permissions – Reassign Student Number** security setting enabled.

Note: Auto-assign begins with the **District Student Number Seed** (as defined on the district **School Demographics** screen) when creating new student numbers using Auto-assign. The **Maximum Increment from Seed** (as defined on the district **School Demographics** screen) is the maximum number the Student Number Auto-Assign feature uses when incrementing to find an unused student number.

Note: If the **District Student Number Seed** is not entered (as defined on the district **School Demographics** screen), StudentInformation starts from the largest student number currently in the district when auto-assigning student numbers. If the **Maximum Increment from Seed** is not set (as defined on the district **School Demographics** screen), StudentInformation uses increments of 1 to find the next unused student number. If the maximum student number allowable has been used, StudentInformation begins searching for unused student numbers beginning with the smallest student number in the district. Refer to the ProgressBook StudentInformation School Setup and Configuration Guide for more information on the **School Demographics** screen.

Student Status (required) – You can select a different option from the drop-down list. This status is not EMIS related, but refers to the student's status in the building.

First Name (required) – First name of student, up to 50 characters.

Middle Name (optional) – Middle name of student, up to 50 characters.

Last Name (required) – Last name of student, up to 100 characters.

Called Name (optional) – Student's called name; e.g., Becky, TJ, etc.

Last Name Suffix (optional) – Suffix if applicable; e.g., Jr. or III.

Pronunciation (optional) – You can use this text field to enter a phonetic spelling of the student's name.

Gender (required) – Select the appropriate option from the drop-down list.

Birthdate (required) – Student's birthdate in mm/dd/yyyy format.

Age (automatic) – Once a birthdate is entered, the student's current age automatically displays in this field.

Local Ethnicity Category (optional) – Select the appropriate option from the drop-down list. This field is not associated with ethnicity for EMIS purposes.

Verified With (optional) – Select the appropriate option from the drop-down list.

Hispanic/Latino (required) – This drop-down list populates with values from EMIS field **G1580**.

Note: If the student must be coded with the new Race/Ethnicity options, then only the "Y" and "N" options display.

Birthplace City (required for SSID assignment) – Place/name of the location where the student was born as it appears on the birth certificate (see the *ODE EMIS Manual* for more details on reporting this element).

Racial Group(s) (required) – Select the racial groups to which the student is a member. Hovering your cursor over a racial group displays an explanation of that group.

Summative Race (read-only) – This field is calculated based on the values set in the **Hispanic/Latino** and **Racial Group(s)** fields when the screen is saved. If the **Hispanic/Latino** field is set to “Y,” **Summative Race** displays **H – Hispanic/Latino**. If the **Hispanic/Latino** field is set to “N” and only one racial group is selected, **Summative Race** displays the selected group (**A – Asian**, for example). If the **Hispanic/Latino** field is set to “N” and multiple racial groups are selected, **Summative Race** displays **M – Multiracial**. Values from EMIS field **GI090** are used to populate this field.

Native Language (optional) – Select the language the student spoke at the onset of speech.

Home Language (optional) – Select the language the student speaks at home.

Address of Residence (required) – Enter the street address, city, state, and zip code where the student lives in these fields (the second address line is optional). If you have Address Standardization and Address Verification enabled,  displays to alert you that you must validate the address by clicking **Validate**. See the *ProgressBook StudentInformation Getting Started Guide* for more information on Address Standardization and Verification.

***Note:** If you change the student’s address and the student has any contacts with the **Same As Student Address** checkbox selected in the contact record, a grid displays with these contacts and lets you select or deselect which contact address(es) you want to update along with the student’s address.*

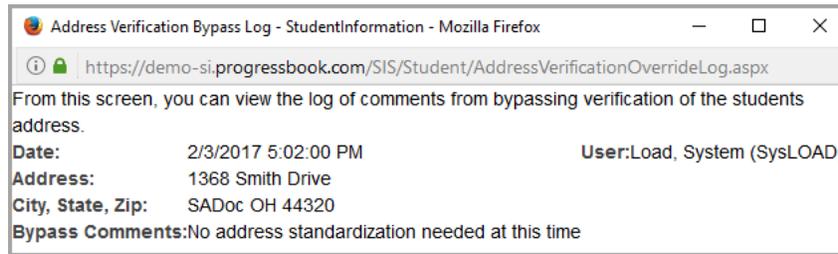
Bypass Address Standardization/Verification – Select this checkbox to leave the **Address of Residence** as entered and to ignore Address Standardization and Address Verification on the address. Use this option only if you are certain that the address is accurate.

***Note:** If you select the **Bypass** checkbox for either address, a new field displays.*

Address of Residence (For Address Verification)		Mailing Address <input checked="" type="checkbox"/> Use Address of Residence	
Street: *	<input type="text" value="6770 West Snowville Road"/>	Street: *	<input type="text"/>
City, State, Zip: *	<input type="text" value="Brecksville"/> <input type="text" value="OH"/> <input type="text" value="44141"/>	City, State, Zip: *	<input type="text"/> <input type="text" value="OH"/> <input type="text"/>
<input checked="" type="checkbox"/> Bypass Address Standardization		<input type="checkbox"/> Bypass Address Standardization	
Bypass Comments: <input type="text"/>		View Log	

Use Address of Residence – Select this checkbox to duplicate the **Address of Residence** data in the **Mailing Address** fields.

Bypass Comments (required) – If bypassing address standardization or verification, you must enter a reason in this field. Click **View Log** to see a log of all comments used to bypass standardization and/or verification, including the name of the user who entered each comment.



If the student's address was previously bypassed, the **Bypass Comments** field is still present, but it is not required.

Mailing Address (required or optional) – In these fields, enter the street address, city, state, and zip code where the student receives mail (the second address line is optional). If you have

Address Standardization and Address Verification enabled,  displays to alert you that you must click **Validate** to validate the address.

Bypass Address Standardization – Select this checkbox to leave the **Address of Residence** as entered and to ignore Address Standardization and Address Verification on the address. Use this option only if you are certain that the address is accurate.

Phone Number (optional) – Enter student's phone number with the area code.

Unlisted (optional) – Select this checkbox so that the student phone number does not print or display on various screens/reports for privacy purposes.

Student Email (optional) – Enter the student's email address. If your district has OAuth enabled, students can log into ParentAccess using this email after it is imported through GradeBook. (*ProgressBook ParentAccess Administration Guide, ProgressBook GradeBook Principal Guide*).

Building Grade (required) – Grade level in which the student is currently enrolled at this building.

***Note:** Changing the **Building Grade** does not change the **EMIS Grade**. Please see the **FD-Attributes** tab to change the **EMIS Grade**.*

Grade Next Year (optional) – Grade level that the student will be in next year.

***Note:** Changing the **Grade Next Year** does not change the **EMIS Grade Next Year**. See the **FN-Attributes** tab to change the **EMIS Grade Next Year**. Whenever you edit a student's **General** tab and save, the **Grade Next Year** is auto-populated based on the **Building Progression Track**, unless it is overridden manually.*

EMIS Grade (view only) – The EMIS grade from the **FD-Attributes** tab.

EMIS Grade Next Year (view only) – The EMIS grade next year from the **FN-Attributes** tab.

Program (optional) – Select the appropriate program from drop-down list if applicable.

Home School IRN (optional) – Used with JVS students. Refers to the IRN of the sending or home building. Click  for assistance with the search for the building IRN by accessing the ODE IRN Search.

***Note:** This is the building IRN and not the district IRN. In some cases (i.e., community schools), the district and building IRN are the same.*

***Note:** If a student is direct enrolled to the JVS, the home school field should be left blank.*

Home School (view only) – The home school name displays based on the **Home School IRN** entered.

Attendance Calendar – Select the appropriate attendance calendar from the drop-down list if the student should not be assigned the default attendance calendar. For more information, see the *ProgressBook StudentInformation Attendance and Calendar Guide*.

Report to EMIS (view only) – Indicates if the student is reported to EMIS based on the selection on the **FN-Attributes** tab.

Save – Click to save your changes.

The **Edit Student Profile** screen warns you when you make changes on a tab but then select another tab without saving the prior changes. If the changes on the previous tab are valid, you are given the option to save the changes and proceed to the chosen tab or cancel changes and proceed to the chosen tab. If the changes on the previous tab are not valid, you are given the option to return to the previous tab to re-enter the changes or cancel changes and proceed to the chosen tab.

Cancel – Click to clear already entered data.

Student Profile – Additional Tab

StudentInformation > SIS > Student > Edit Profile

Edit Student Profile

From this screen, you can display and change information regarding a students profile.

General Additional Custom Private FS-Standing FS-Attendance FD-Attributes FN-Attributes FN-Graduate Transportation

Save Cancel

Last Modified: 02/3/2017 5:02 PM by User:

Primary Building: * SADoc High School

Special Ed: Country of Origin:

Citizenship:

Building Progression Track: Graduation Year

New School: SADoc High School

Pri. Graduation Rule: Alt. Graduation Rule:

Counselor: -- Select Counselor -- Scheduling Priority: 5

Show grade appropriate counselors only Locker Assignments: Assign Primary Locker

Homeroom: Coleman_Patrick OR Auto-Assign

Team:

i Choose from drop down or click Auto-Assign which will randomly assign an available grade-level appropriate homeroom to the student.

Include in Honor Roll: Flags: 1 2 3 4 5

Include in Ranking:

Include in GPA:

Requires Paper Copy of Report Card:

District's Non-Public SSID Prefix: HBBGNon-Public SSID: HBBG00015

Primary Building (optional) – The drop-down list populates with all the schools with which a student is involved this year. It defaults to the working building in which the student record was added. If a student is enrolled in more than one building in the district, this field should reflect the primary/reporting building for the student (for EMIS reporting purposes).

***Note:** If this value contains a district (and not a building), the student will be in the DASL/ProgressBook StudentPersonal.xml extract file but will not be in the DASL/ProgressBook SchoolEnrollment.xml extract file. This could cause the student not to display properly in ProgressBook.*

Special Ed (optional) – Field for entering information pertaining to special education. As of 9.0, this field is no longer used and can be updated to a zero or blank value.

Country of Origin (optional) – Select the student’s country of origin.

Citizenship (optional) – Select the student’s citizenship.

Building Progression Track – Building progression tracks describe a path a student can take through schools within a district. Select the appropriate option from the drop-down list.

Graduation Year (optional) – Enter the student’s graduation year. This displays in the student context area in parentheses between the school name and school year.

New School (optional) – Select the school the student will attend for the next year based on the progression track and the grade next year. If you choose to select a different new school from the expected one based on the **Building Progression Track**, you should remove any **Building Progression Track** assigned; otherwise, the **New School** field will be overwritten and replaced by the Student Promotion process.

Pri. Graduation Rule (optional) – Select the primary graduation rule to apply to the student and use with the graduation verification package.

Alt. Graduation Rule (optional) – Select the alternative graduation rule to apply to the student and use with the graduation verification package.

Counselor (optional) – Select the appropriate counselor from the drop-down list. The teacher must have been defined (in security) as a counselor job function (see the *ProgressBook StudentInformation Security Guide*).

Show grade appropriate counselors only – Select this checkbox if you wish to only see counselors with the selected student’s grade level assignment in the **Counselor** drop-down list.

Scheduling Priority (optional) – Select a student scheduling priority from the drop-down list. Valid options are 1-9 with 9 being the highest priority.

Locker Assignments – Click the **Locker Assignments** link to display the **Student Locker Assignment** screen. See the *ProgressBook StudentInformation Student Lockers Guide* for more information about using the Locker Assignment functionality.

Assign Primary Locker – Click to open the Locker Selection Wizard window that lets you quickly find and select a locker. If desired, you can also change the combination series of the locker assigned. See the *ProgressBook StudentInformation Student Lockers Guide* for more information about using the Locker Assignment functionality.

***Note:** If you wish to use the **Locker Assignment** or **Assign Primary Locker** screen, you must first click **Save** on the **Additional** tab to save any modifications made.*

Team (optional) – Select from the drop-down list populated based on the **Team Codes Maintenance** screen; this field is used in the scheduling process.

Homeroom – Select from the drop-down list or click **Auto Assign** to randomly assign an available grade-level appropriate homeroom to the student.

***Note:** If you wish to use the **Homeroom Assignment** screen, you must first click **Save** on the **Additional** tab to save any modifications made.*

Include in Honor Roll (optional) – Select this checkbox to include the student in honor roll calculations. When you register a student, the registration process looks at the student’s building grade level and selects or deselects the **Include in Honor Roll** checkbox according to the configured grade level default. If no grade level default value is defined, the **Include in Honor Roll** checkbox is selected by default when the student is registered.

Flags (optional) – These flags were converted from SIS and can be used for marking students with various letters or numbers, as determined by the school, for use with reports and grouping like students together.

	1	2	3	4	5
Flags:	<input type="text"/>				

Include in Ranking (optional) – Select this checkbox to include the student in class ranking calculations (selected by default). When a class ranking is calculated, only students with **Include in Ranking** selected are considered in the calculation, and only these students display on any ranking reports. Students not included in ranking have no bearing on the ranking reports and calculations. Students who have **Include in Ranking** deselected are still included in the GPA set and have their GPA calculated.

When you register a student, the registration process looks at the student's building grade level and selects or deselects the **Include in Ranking** checkbox according to the configured grade level default. If no grade level default value is defined, the **Include in Ranking** checkbox is selected by default when the student is registered.

Include in GPA (optional) – Select this checkbox to include the student in GPA calculations (selected by default). When you register a student, the registration process looks at the student's building grade level and selects or deselects the **Include in GPA** checkbox according to the configured grade level default. If no grade level default value is defined, the **Include in GPA** checkbox is selected by default when the student is registered.

District's Non-Public SSID Prefix – This is your district's 4-letter prefix for non-public SSIDs. The prefix in this field must be assigned by ODE and added on the **Non-Public SSID Management** screen before you can add or edit the student's non-public SSID on the **Edit Student Profile** screen. See the *ProgressBook StudentInformation Ad-Hoc Updates Guide* for instructions on updating the non-public SSID prefix.

Non-Public SSID – This is the state student identifier for students of non-public schools. The 9-digit alphanumeric identification code is unique to this student. The non-public SSID must be assigned to non-public school students during pre-identification for OCBA. Refer to the *ODE EMIS Manual* for more details on reporting this element.

Add or edit the student's non-public SSID. Enter your 4-letter district prefix and 5 digits unique to the student. Only new SSID numbers can be entered.

Requires Paper Copy of Report Card – Select this checkbox if a paper copy of the student's report card is required.

***Note:** If this checkbox is not selected and  displays beside the student's name on the **Report Card Student List** screen in **GradeBook**, it indicates there are no parent type **ParentAccess** accounts associated with the student, and therefore, a paper copy of the report card is still required.*

Save – Click to save your changes.

The **Edit Student Profile** screen warns you when you make changes on a tab but then select another tab without saving the prior changes. If the changes on the previous tab are valid, you are given the option to save the changes and proceed to the chosen tab or cancel changes and proceed to the chosen tab. If the changes on the previous tab are not valid, you are given the option to return to the previous tab to re-enter the changes or cancel changes and proceed to the chosen tab.

Cancel – Click to clear out already entered data.

Student Profile – Custom Tab

The screenshot shows a web application interface for editing a student profile. The breadcrumb trail at the top reads 'StudentInformation > SIS > Student > Edit Profile'. The main heading is 'Edit Student Profile'. Below the heading is a red warning message: 'From this screen, you can display and change information regarding a students profile.' A grey box contains the text 'There is no Custom Data to Display.' Below this are ten tabs: 'General', 'Additional', 'Custom' (which is highlighted in blue), 'Private', 'FS-Standing', 'FS-Attendance', 'FD-Attributes', 'FN-Attributes', 'FN-Graduate', and 'Transportation'. At the bottom left are two buttons: a blue 'Save' button and a grey 'Cancel' button.

The **Custom** tab lists all of the miscellaneous data definitions that have been specified to be included on the student profile. These fields display according to the sort order of the data definition first, and then by the definition field title, each in ascending order. Only active data definitions display on the screen.

Users must have proper security access in order to view and/or update the data on the **Custom** tab (**Extra Systems Permissions – Custom Profile Data**). If the user does not have access to this node, the **Custom** tab is disabled. If the user has only read access to this node, the **Custom** tab is enabled but all fields are disabled. The user must have read and write access in order to view and update the fields.

Save – Click to save your changes.

The **Edit Student Profile** screen warns you when you make changes on a tab but then select another tab without saving the prior changes. If the changes on the previous tab are valid, you are given the option to save the changes and proceed to the chosen tab or cancel changes and proceed to the chosen tab. If the changes on the previous tab are not valid, you are given the option to return to the previous tab to re-enter the changes or cancel changes and proceed to the chosen tab.

Cancel – Click to clear out already entered data.

Student Profile – Private Tab

This tab contains the student's private information for reporting. Reported names are only needed if they are different from the names located on the **General** tab.

StudentInformation > SIS > Student > Edit Profile

Edit Student Profile

From this screen, you can display and change information regarding a students profile.

General Additional Custom **Private** FS-Standing FS-Arrivance FD-Attributes FN-Attributes FN-Graduate Transportation

Save Cancel

Last Modified: 08/31/2018 12:53 PM by User: [redacted]

Legal Names are only needed if different from Demographics Names

Legal First Name:

Legal Middle Name:

Legal Last Name:

Legal Name Suffix:

Birth Gender:

Mother's Maiden Name:

Social Security: [View Social Security](#)

Legal First Name (optional) – Legal first name of student (used for SSID assignment purposes). Only necessary if different from name on **General** tab.

Legal Middle Name – Legal middle name of student (used for SSID assignment purposes). Enter * if the student has no middle name.

Legal Last Name (optional) – Legal last name of student (used for SSID assignment purposes). Only necessary if different from name on **General** tab.

Birth Gender (optional) – Birth gender of the student (used for transcript purposes). Only necessary if different from gender on **General** tab.

Mother's Maiden Name (optional for SSID assignment) – Maiden name of the student's mother.

Social Security – Social security number of the student. This field is hidden by default. You can click **View Social Security** to view or edit the content.

Save – Click to save your changes.

The **Edit Student Profile** screen warns you when you make changes on a tab but then select another tab without saving the prior changes. If the changes on the previous tab are valid, you are given the option to save the changes and proceed to the chosen tab or cancel changes and proceed to the chosen tab. If the changes on the previous tab are not valid, you are given the option to return to the previous tab to re-enter the changes or cancel changes and proceed to the chosen tab.

Cancel – Click to clear out already entered data.

Student Profile – FS-Standing Tab

This tab is used to view and enter the data describing the standing of a student within the district reporting that student. You can also enter data describing situations in which the reporting district receives a student from another district and/or in which the reporting district sends a student to another district.

The tasks that can be performed on this tab are as follows:

- View the student standing history and individual record details.
- Add a new FS record.
- Correct a previously entered FS record.
- Adjust the effective start date of a previously entered FS record.
- Delete an FS record.

You can also select the proper EMIS situation or launch the EMIS Situation Wizard to aid you in entering some of the required student standing data along with the appropriate data validation.

The new EMIS situation options and EMIS Situation Wizard help you code the following fields:

- EMIS Situation
- District Relationship
- District of Residence IRN
- How Received
- How Received IRN
- Tuition Type
- Percent of Time
- Sent to 1 Reason
- Sent to 1 IRN

Smart Logic has been built into the screen to perform checks on field values based on the selected **EMIS Situation**. The Smart Logic guides the user in coding the student correctly the first time.



Caution: *Because the FS record is a date-effective record that captures the changing events for data related to the student, it is very important to understand the difference between a change and a correction.*

Change – Means a change to the value of the element for the student. This requires the creation of a new FS record. See [“Student Profile – Create New FS Record.”](#)

Correction – Means correcting a value on an existing record because it is incorrect, not because it has changed. This requires editing an existing FS record. See [“Student Profile – Edit FS Record.”](#)

StudentInformation > SIS > Student > Edit Profile

Edit Student Profile

From this screen, you can display and change information regarding a students profile.

General Additional Custom Private **FS-Standing** FS-Attendance FD-Attributes FN-Attributes FN-Graduate Transportation

	Start Date	Withdraw Date	Withdraw Reason	EMIS Situation	District Relationship	District Of Residence	How Received	How Received IRN	Percent Of Time	Attending Building IRN	Sent To Reason 1	Sent To IRN 1	Sent To % Of Time 1
	7/1/2016		**	5	1	300430	*	*****	100	300433	NA	*****	0

Show Current Year Only

Save Cancel **New Student Standing** Ignore EMIS Situation Errors

Last Modified: 02/3/2017 5:06 PM by User:

EMIS ID: E04304027 State Student ID (SSID): DO3940995

Effective Start Date: 7/1/2016 Satellite Student

District Admission Date: 6/30/2004 Admission Reason: 7 - Not newly enrolled in this school district

Admitted From IRN: ***** - *****

District Withdraw Date: Withdraw Reason: ** - Not Applicable, Did not withdraw/was not truant

Withdrawn To IRN: ***** - *****

EMIS Situation: 5 - Resident attending Full Time

District Relationship: 1 - Stud. rcvg instr. in whole/part from rep. dist

How Received: * - Not Applicable District of Residence: 300430 - SADoc SD

Percent of Time: 100 How Received IRN: ***** - *****

Attending Building IRN: 300433 - SADoc High School Tuition Type: N - Non-tuition student (default)

County of Residence: 77 - Summit Assigned Building IRN: *****

Sent To 1: Reason: NA - Not sent to another district

Sent To 2: Reason: NA - Not sent to another district (default)

IRN: ***** - ***** IRN: ***** - *****

Percent of Time: 0 Percent of Time: 0

Exclude FS Records from Fall Initialization Updates

This check box is not school-year specific and should not be selected until the student has been promoted.

At the top of the tab is a history grid that displays a summary of the student’s FS records. At the bottom of the tab is a detail area where you can view or modify student standing details. When the **FS-Standing** tab initially displays, the most recent FS record displays in the detail area. When a record displays in the detail area, the corresponding row in the history grid is highlighted.

EMIS ID (required) – ID assigned during initial registration used for EMIS reporting purposes (this is for local use only; ODE does not receive this information).

State Student ID (SSID) – State student identifier. The 9-digit alphanumeric identification code unique to this student. Refer to the *ODE EMIS Manual* for more details on reporting this element. This field can be hidden by the security settings.

Effective Start Date (required) – The effective start date of this FS record. It is recommended by StudentInformation State Support to use **July 1** as the **Effective Start Date** for students who are promoted. For new students who are registered in the summer, it is recommended to use **August 1**. Using a date before the first day of school also ensures that ProgressBook extracts on the first day of school will pick up these students.

Satellite Student – Select this checkbox to indicate that the student is a satellite student and for the attendance calculator to calculate the student's attendance as if their **Percent of Time** at the district is 100% for HB410 reporting. This does not change the FS record's **Percent of Time** values and EMIS attendance is still calculated according to the student's **Percent of Time** values. For more information, see the *ProgressBook StudentInformation HB410 District Task List*.

District Admission Date (required) – Indicates the date of the student's most recent admission to the district. Refer to the *ODE EMIS Manual* for more details on reporting this element.

Admission Reason (required) – Select from the drop-down list. You should select a value if the student needs an SSID assigned via SSID Import or Export.

Admitted From IRN (required) – Enter the IRN of the district from which the student was admitted.

Click  for assistance with the search for the IRN by accessing the ODE IRN Search. This field is enabled and required for students newly enrolled after July 1 with an admission reason 3, 6, or 7. Joint Vocational School Districts (JVSDs) and Education Service Centers (ESCs) are required to report ***** in this field. This field defaults to ***** and is disabled when re-registering a student into a building in the same district as the building from which the student was withdrawn. This field is disabled and given a value of ***** when the school or district in context is a Joint Vocational School District (JVSD) or Educational Service Center (ESC).

District Withdraw Date – Indicates the most recent date a student withdrew from the district. Refer to the *ODE EMIS Manual* for more details on reporting this element.

Withdrawn To IRN – IRN of the school to which the student was withdrawn. This field is enabled and required when withdraw reason 41, 42, or 45 is selected. Click  for assistance with the search for the IRN by accessing the ODE IRN Search. The default value is *****. This field is disabled and given a value of ***** when the school or district in context is a Joint Vocational School District (JVSD) or Educational Service Center (ESC).

Withdraw Reason (optional) – Choose the reason for withdrawal from the drop-down list.

EMIS Situation (required) – Choose from a drop-down list (or use the EMIS Situation Wizard) validated against the EMIS options file of all valid EMIS situations. Both the EMIS Situation number and description display. Refer to the *ODE EMIS Manual* for more details on reporting this element.

District Relationship (optional) – Select the appropriate educational relationship between the student and the district.

District of Residence (optional) – Enter the district of the student's legal residence. Click  for assistance with the search for the IRN by accessing the ODE IRN Search. SMART logic helps determine the correct value.

How Received (optional) – Select how the student arrived at the district. SMART validation may require that you select a value.

How Received IRN (optional) – Enter the district from which a student is received. Click  for assistance with the search for the IRN by accessing the ODE IRN Search. SMART logic helps determine the correct value.

Percent of Time (optional) – Enter the average percent of time, for the week, that the student participates in any instruction provided by a certified/licensed employee at the district.

Tuition Type (optional) – Select the appropriate manner in which the student is paying tuition to the reporting district.

Attending Building IRN (optional) – Enter the IRN of the building within the district that the student attends between the effective dates inclusive of the record being reported. Click  for assistance with the search for the IRN by accessing the ODE IRN Search. SMART logic helps determine the correct value. The **Attending Building IRN** can be a district IRN only when the value of **How Received** is one of the following:

- **6 – Non-Public (Services Only)**
- **F – Career Assessment Only**
- **I – Non-instructional, Supplementary, or Related Services**
- **P – Court Placed Students, Excluding foster Care**
- **T – Students Placed in Institutions, Non-Court Ordered**
- **V – Pre-school, Evaluated Only, Found Ineligible**

County of Residence (required) – Select the county in which the student resides.

Assigned Building IRN (optional) – Enter the IRN of the building the student would normally attend according to the standard district attendance policy. Click  for assistance with the search for the IRN by accessing the ODE IRN Search. SMART logic helps determine the correct value.

The value in the **Assigned Building IRN** field should only be an IRN if the student is attending a building other than the building the student would normally attend. If the student is attending the building to which a student would normally be assigned, the value in this field must remain *****.

Sent To Reason 1 (optional) – Select the reason a student is sent to another district.

Sent To Reason 2 (optional) – Select the reason the student is sent to another district if the student is sent to a second district.

Sent To IRN 1 (optional) – Enter the district IRN to which a student is sent. Click  for assistance with the search for the IRN by accessing the ODE IRN Search. SMART logic helps determine the correct value.

Sent To IRN 2 (optional) – Enter the district IRN to which a student is sent if the student is simultaneously being sent to a second district. Click  for assistance with the search for the IRN by accessing the ODE IRN Search. SMART logic helps determine the correct value.

Sent to Percent of Time 1 (optional) – Enter the average percent of time for the week that the student participates in any instruction provided by an employee at a non-EMIS reporting entity.

Sent to Percent of Time 2 (optional) – Enter the average percent of time for the week that the student participates in any instruction provided by an employee at a non-EMIS reporting entity.

Exclude FS Record from Fall Initialization Updates – Select this checkbox to exclude the student’s FS records from Fall Initialization. This checkbox is deselected by default when the following scenarios apply:

- A student is newly enrolled or re-enrolls in the district.
- A student is promoted/bulk enrolled into a new school year.
- A student transfers into a new school district.

Ignore EMIS Situation Errors – Select this checkbox to ignore certain required EMIS fields for this session only, so that the user can continue working with the student information or another StudentInformation module.

Note: See the following sections for creating, editing, and deleting an FS record.

FS-Student Standing History Grid

	Start Date	Withdraw Date	Withdraw Reason	EMIS Situation	District Relationship	District Of Residence	How Received	How Received IRN	Percent Of Time	Attending Building IRN	Sent To Reason 1	Sent To IRN 1	Sent To % Of Time 1
 	7/1/2016		**	5	1	300430	*	*****	100	300433	NA	*****	0

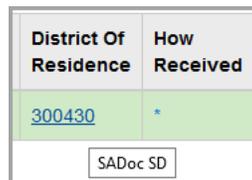
The history grid displays the FS records for the student in context. By default, only current fiscal year records display. Deselect the **Show Current Year Only** checkbox to show all FS records.

The history grid is sorted in descending order by **Effective Start Date**.

When a detail record displays in the **FS-Standing** tab, the corresponding history record is highlighted.

The first FS record in a school year cannot be deleted.

When you move and hover your cursor over individual fields in the history grid, tooltips display.



Student Profile – Create New FS Record

Navigation: StudentInformation > SIS > Student > Edit Student Profile > FS-Standing tab

You can insert a record with an **Effective Start Date** that falls between the **Effective Start Dates** of 2 existing FS records if the information in the new record meets the following criteria:

- At least one value in the inserted record is different than the values in the existing records.
- The inserted record does not have the same **Effective Start Date** as another record.
- The **Effective Start Date** in the inserted record must be greater than the earliest **Effective Start Date** for this school.
- The **District Admission Date** is greater than or equal to the current **District Admission Date**.

To add a new FS record for the student in context, complete the following steps:

1. Click **New Student Standing**.
2. The detail area (bottom of the tab) of the **FS-Standing** tab displays with auto-populated values of the most recent FS record for this student with the exception of the **Effective Start Date** field.
3. Enter an **Effective Start Date** for this FS record and modify fields as needed in the detail area for the new FS record.

Note: *It is recommended by StudentInformation State Support to use **July 1** as the **Effective Start Date** for students who are promoted. For new students who are registered in the summer, it is recommended to use **August 1**. Using a date before the first day of school also ensures that ProgressBook extracts on the first day of school will pick up these students.*

4. Click **Save** to save the new FS record in the history grid at the top of the **FS-Standing** tab. If there are any data errors preventing this new FS record from saving correctly, they display on the screen. You must correct any errors before saving the new FS record.
5. If your save is successful, you receive a confirmation message and the new FS record displays in the history grid. The history grid is sorted in descending order by **Effective Start Date**.

	Start Date	Withdraw Date	Withdraw Reason	EMIS Situation	District Relationship	District Of Residence	How Received	How Received IRN	Percent Of Time	Attending Building IRN	Sent To Reason 1	Sent To IRN 1	Sent To % Of Time 1
 	2/7/2017		**	8	1	300430	*	*****	100	300433	NA	*****	0
 	7/1/2016		**	5	1	300430	*	*****	100	300433	NA	*****	0

Note: *When the most recent FS record indicates a withdrawal (i.e., the record has a **Withdraw Date** and the **Withdraw Reason** is not **), then a new FS record cannot be created. You must re-register the student or remove the **Withdraw Date** and **Withdraw Reason**.*

Student Profile – Edit FS Record

StudentInformation > SIS > Student > Edit Profile

Edit Student Profile

From this screen, you can display and change information regarding a students profile.

General Additional Custom Private FS-Standing FS-Arrival FD-Attributes FN-Attributes FN-Graduate Transportation

	Start Date	Withdraw Date	Withdraw Reason	EMIS Situation	District Relationship	District Of Residence	How Received	How Received IRN	Percent Of Time	Attending Building IRN	Sent To Reason 1	Sent To IRN 1	Sent To % Of Time 1
	2/7/2017		**	8	1	300430	*	*****	100	300433	NA	*****	0
	7/1/2016		**	5	1	300430	*	*****	100	300433	NA	*****	0

Show Current Year Only

To edit an FS record for the student in context, complete the following steps:

1. Click  in the row in the history grid (top of the tab) that you wish to edit.
2. The **FS-Standing** tab displays the data from the selected record in the detail area (bottom of the tab).
3. Modify the FS fields as needed in the detail area of the **FS-Standing** tab. It is recommended by StudentInformation State Support to use **July 1** as the **Effective Start Date** for students who are promoted. For new students who are registered in the summer, it is recommended to use **August 1**. Using a date before the first day of school also ensures that ProgressBook extracts on the first day of school will pick up these students.
4. Click **Save** to save the new FS record in the history grid (top of the tab) of the **FS-Standing** tab. If there any data errors preventing this new FS record from saving correctly, they display on the screen. You must correct any errors before saving the new FS record.
5. If your save is successful, you receive a confirmation message and the new FS record displays in the history grid. The history grid is sorted in descending order by **Effective Start Date**.

Student Profile – Delete an FS Record

Navigation: StudentInformation > SIS > Student > Edit Student Profile > FS-Standing tab

StudentInformation > SIS > Student > Edit Profile

Edit Student Profile

From this screen, you can display and change information regarding a students profile.

General Additional Custom Private FS-Standing FS-Arrival FD-Attributes FN-Attributes FN-Graduate Transportation

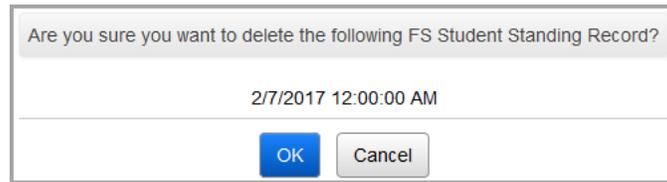
	Start Date	Withdraw Date	Withdraw Reason	EMIS Situation	District Relationship	District Of Residence	How Received	How Received IRN	Percent Of Time	Attending Building IRN	Sent To Reason 1	Sent To IRN 1	Sent To % Of Time 1
	2/7/2017		**	8	1	300430	*	*****	100	300433	NA	*****	0
	7/1/2016		**	5	1	300430	*	*****	100	300433	NA	*****	0

Show Current Year Only

To delete an FS record for the student in context, complete the following steps:

1. In the FS history grid, click  in the row of the FS record you wish to delete.

You receive a confirmation message. Click **OK** to continue with the delete or **Cancel** to not continue with the delete.



2. After clicking **OK**, you receive the following successful delete message:



3. The record no longer displays on the FS history grid.

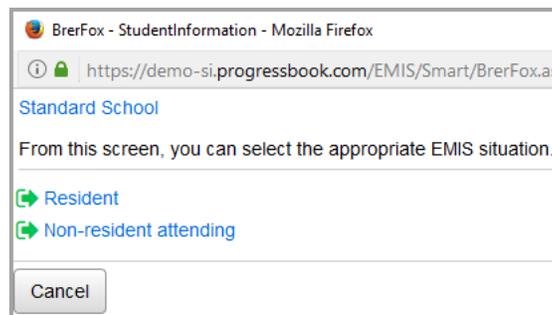
Note: The first FS record in a school year is locked (indicated by ) and cannot be deleted.

EMIS Situation Wizard

Click  next to any **EMIS Situation** drop-down list to access the EMIS Situation Wizard, which walks you through selecting the appropriate EMIS situation.

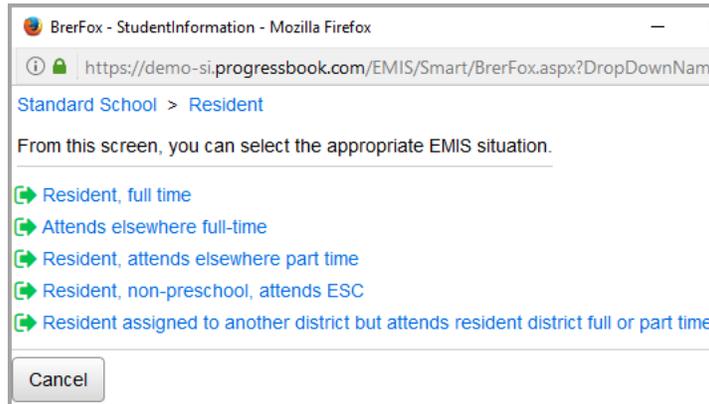
This wizard opens in a new window. If you do not see this window, you may need to disable your pop-up blocker or authorize pop-ups from your StudentInformation site.

EMIS Situation Wizard – Standard School Screen

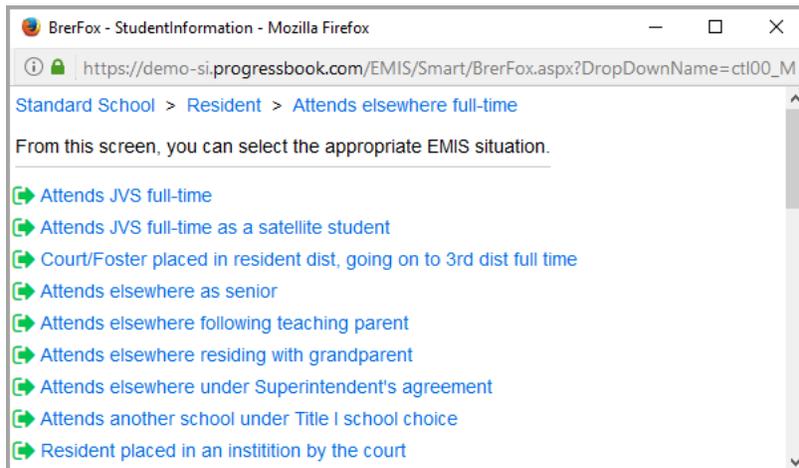


Continue selecting the appropriate options from each screen.

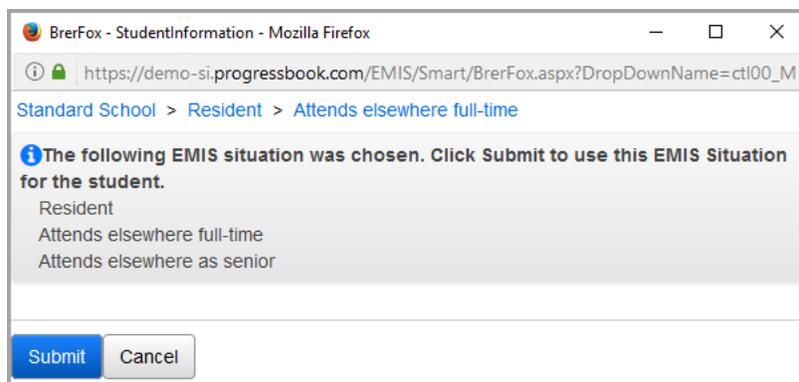
EMIS Situation Wizard – Resident Screen



EMIS Situation Wizard – Attends Elsewhere Full-Time



EMIS Situation Wizard – Review Selections



Submit – Click to submit the EMIS situation that you have worked out using the wizard and update specific EMIS fields on the EMIS-related tabs of the student profile.

Cancel – Click to cancel the EMIS Situation Wizard and return to the student profile.

After submitting the results of the EMIS Situation Wizard, the following fields on the **FS-Standing** tab may auto-populate with the results indicated by the wizard selection if applicable.

- EMIS Situation
- District Relationship
- District of Residence IRN
- How Received
- How Received IRN
- Tuition Type
- Percent of Time
- Sent to 1 Reason
- Sent to 1 IRN

Once the information populates and you click **Save**, you may receive notification if some of the EMIS fields do not have valid data according to the **EMIS Situation**.

To continue to save without correcting the errors, you must select the **Ignore EMIS Situation Errors** checkbox to continue. The next time a user accesses this screen, they will receive the error(s) again and must either ignore or correct the error.

Note: *The fields to which the **Ignore EMIS Situation Errors** checkbox applies are in the above list. If you select the **Ignore EMIS Situation Errors** checkbox, you can leave the screen if there are errors in any of the above fields. If the errors apply to any other fields, you must make the correction before leaving the screen.*

Student Profile – FS-Attendance Tab

You can use this tab to view and enter student attendance absence totals for the school year.

Note: You cannot add new FS records on this tab. You can only add new FS records on the **FS-Standing** tab. (For more information about editing an FS record, see “[Student Profile – Edit FS Record.](#)”)

StudentInformation > SIS > Student > Edit Profile (Find Students) [Q] (Go To) [Q]

Edit Student Profile

From this screen, you can display and change information regarding a students profile.

General Additional Custom Private FS-Standing **FS-Attendance** FD-Attributes FN-Attributes FN-Graduate Transportation

Absence Alerts & Interventions

	Start Date	Withdraw Date	Withdraw Reason	School Year Attendance Hours	School Year Excused Absence Hours	School Year Unexcused Absence Hours	Other SY Attendance Hours	Other SY Excused Absence Hours	Other SY Unexcused Absence Hours
	8/18/2017		**	351.00	35.75	61.75	0.00	0.00	0.00

Show Current Year Only

Last Modified: 08/21/2017 9:47 AM by User:

Effective Start Date:

District Withdraw Date:

i The relation between Days and Hours may not be equal due to the accuracy of the calculations and values entered on the calendars. Days are for reference only, hours will be reported.

	Current Entity		Other Entity	
	Days	Hours	Days	Hours
Attendance	<input type="text" value="54.00"/>	<input type="text" value="351.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>
Excused Absence	<input type="text" value="5.50"/>	<input type="text" value="35.75"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>
Unexcused Absence	<input type="text" value="9.50"/>	<input type="text" value="61.75"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>

The top of the screen contains a link to the **Student Absence Intervention** screen (see the *ProgressBook StudentInformation Attendance and Calendar Guide*) and a historical list showing a summary of the attendance records. The bottom of the screen contains an area where you can view or modify details of the most recent attendance record.

Effective Start Date (read-only) – From the **FS-Standing** tab.

District Withdraw Date (read-only) – From the **FS-Standing** tab.

Current Entity – Reports attendance information for the student at the current school.

Note: The value in the **Hours** fields is reported to EMIS. These fields are automatically updated by the verify attendance process (ATTUPEMIS). After running the verify process, you can manually update these fields as needed to correct attendance values. The **Days** fields contain calculated values for reference purposes only.

Other Entity – Reports attendance information for the student at any other school the student attended.

*Note: The value in the **Hours** fields is reported to EMIS. You must enter these values manually. The **Days** fields contain calculated values for reference purposes only.*

Attendance – Number of hours and days the student was in attendance during the selected FS record.

Excused Absence – Number of hours and days the student was absent for excused reasons during the selected FS record.

Unexcused Absence – Number of hours and days the student was absent for any reasons not listed as excused, including truancy, during the selected FS record.

Edit FS-Attendance Records

The FS-attendance history grid displays the student’s historical FS-attendance records. By default, only the attendance records for the school year in context display in the list. To display the records for the school year in context and all prior years, deselect the **Show Current Year Only** checkbox.

	Start Date	Withdraw Date	Withdraw Reason	School Year Attendance Hours	School Year Excused Absence Hours	School Year Unexcused Absence Hours	Other SY Attendance Hours	Other SY Excused Absence Hours	Other SY Unexcused Absence Hours
	12/1/2016		**	0.00	0.00	0.00	0.00	0.00	0.00
	8/1/2016		**	378.70	0.00	0.00	0.00	0.00	0.00
	7/1/2016		**	0.00	0.00	0.00	0.00	0.00	0.00
	7/1/2015		**	931.30	151.00	6.16	0.00	0.00	0.00
	7/1/2014		**	982.32	54.04	6.16	0.00	0.00	0.00
	8/1/2013		**	0.00	0.00	0.00	0.00	0.00	0.00

Show Current Year Only

Note: When a record displays in the detail area, the corresponding row in the history grid is highlighted.

To edit the current record, make any needed changes in the detail area at the bottom of the screen.

To edit a previous year's record, complete the following steps:

1. In the row of the record you want to edit, click .

	Start Date	Withdraw Date	Withdraw Reason	School Year Attendance Hours	School Year Excused Absence Hours	School Year Unexcused Absence Hours	Other SY Attendance Hours	Other SY Excused Absence Hours	Other SY Unexcused Absence Hours
	12/1/2016		**	0.00	0.00	0.00	0.00	0.00	0.00
	8/1/2016		**	378.70	0.00	0.00	0.00	0.00	0.00
	7/1/2016		**	0.00	0.00	0.00	0.00	0.00	0.00
	7/1/2015		**	931.30	151.00	6.16	0.00	0.00	0.00
	7/1/2014		**	982.32	54.04	6.16	0.00	0.00	0.00
	8/1/2013		**	0.00	0.00	0.00	0.00	0.00	0.00

Show Current Year Only

2. Make any needed changes in the detail area at the bottom of the screen.
3. Click **Save**.

Save

Last Modified: 12/9/2016 3:22 PM by User:

Effective Start Date:

District Withdraw Date:

The relation between Days and Hours may not be equal due to the accuracy of the calculations and values entered on the calendars. Days are for reference only, hours will be reported.

	Current Entity		Other Entity	
	Days	Hours	Days	Hours
Attendance	<input type="text" value="0.00"/>	<input type="text" value="320"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>
Excused Absence	<input type="text" value="0.00"/>	<input type="text"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>
Unexcused Absence	<input type="text" value="0.00"/>	<input type="text"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>

A confirmation message displays, and the updated FS-attendance record displays in the history grid.

StudentInformation > SIS > Student > Edit Profile

Edit Student Profile

From this screen, you can display and change information regarding a students profile.

The FS - Attendance information was successfully saved

General Additional Custom Private FS-Standing **FS-Attendance** FD-Attributes FN-Attributes FN-Graduate Transportation

	Start Date	Withdraw Date	Withdraw Reason	School Year Attendance Hours	School Year Excused Absence Hours	School Year Unexcused Absence Hours	Other SY Attendance Hours	Other SY Excused Absence Hours	Other SY Unexcused Absence Hours
	12/1/2016		**	320.00	0.00	0.00	0.00	0.00	0.00
	8/1/2016		**	378.70	0.00	0.00	0.00	0.00	0.00

Student Profile – FD-Attributes Tab

Navigation: StudentInformation > SIS > Student > Edit Student Profile > FD-Attributes tab

The **FD-Attributes** tab is used to view and enter the data attributes for a student that change over time; the date of change can have a financial or other impact.

The tasks that can be performed on this tab are as follows:

- View the FD history and individual record details
- Add a new FD record
- Correct a previously entered FD record
- Adjust the **Effective Start Date** of a previously entered FD record
- Delete an FD record



Caution: Because the FD Attributes record is a date-effective record that captures the change events for data related to the student, it is very important to understand the difference between a change and a correction.

Change – Means a change to the value of the element for the student. This requires creating a new FD record. See [“Student Profile – Create New FD Record.”](#)

Correction – Means correcting a value on an existing record because it is wrong, not because it has changed. This requires editing an existing FD record. See [“Student Profile – Edit FD-Attributes Record.”](#)

StudentInformation > SIS > Student > Edit Profile

Edit Student Profile

From this screen, you can display and change information regarding a students profile.

General Additional Custom Private FS-Standing FS-Arrival FD-Attributes FN-Attributes FN-Graduate Transportation

	Start Date	Withdraw Date	Withdraw Reason	St. Eq. Gr. Lvl.	Disability	504 Plan	Disadvantage	Free/Reduced Lunch	LEP	Migrant Status	Immigrant Status	Preschool Poverty
	7/1/2020		**	11	02	N	2	Reduced	N	N	N	N

Show Current Year Only

Last Modified: 01/20/2021 4:10 PM by User: jane_miller

Effective Start Date:

District Withdraw Date:

Withdraw Reason:

State Equivalent Grade:

i Changing the State Equivalent Grade does not change the Building Grade. The General tab can be used to change the Building Grade.

Disability Condition: Section 504 Plan:

Disadvantage: Free/Reduced Lunch Status:

English Learner: LEP Reclass Date:

Homeless Status: Unaccompanied Youth:

Migrant Status: Immigrant Status:

Foreign Exchange Graduation Plan:

Attendance Pattern: Preschool Poverty Level:

Reporting Calendar:

Exclude FD Records from Fall Initialization Updates

i This check box is not school-year specific and should not be selected until the student has been promoted.

At the top of the tab is a history grid that displays a summary of the student’s FD records. At the bottom of the tab is a detail area where you can view or modify student attribute details. When the **FD-Attributes** tab initially displays, the most recent FD record displays in the detail area. When a record displays in the detail area, the corresponding row in the history grid is highlighted.

Effective Start Date (required) – The effective start date of this FD record. It is recommended by StudentInformation State Support to use **July 1** as the **Effective Start Date** for students who are promoted. For new students who are registered in the summer, it is recommended to use **August 1**. Using a date before the first day of school also ensures that ProgressBook extracts on the first day of school will pick up these students.

District Withdraw Date (read-only) – Displays from the **FS-Standing** tab.

Withdraw Reason (read-only) – Displays from the **FS-Standing** tab.

State Equivalent Grade – The grade level in which the student is included for ODE reporting purposes.

Note: Changing the **State Equivalent Grade** does not change the **Building Grade**. The **General** tab can be used to change the **Building Grade**.

Disability Condition – Indicates a student’s primary disability condition, if applicable. Refer to the *ODE EMIS Manual* for more details on reporting this element. Selecting ** updates any prior disability condition.

Section 504 Plan – Select **Y** to indicate that the student is identified with a disability under Section 504 Code; otherwise, select **N**. Refer to the *ODE EMIS Manual* for more details on reporting this element.

Disadvantagement – Select the level of economical or academic disadvantagement the student meets. Refer to the *ODE EMIS Manual* for more details on reporting this element.

Note: Selecting a **Free/Reduced Lunch Status** value of **Free** or **Reduced** automatically sets this field to **1 - Economically Disadvantaged**.

Free/Reduced Lunch Status – Select the applicable lunch status to indicate if the student is eligible to receive the free or reduced-price lunch (a program through the National School Lunch and Child Nutrition Programs).

Note: Selecting **Free** or **Reduced** automatically sets the **Disadvantagement** field to **1 - Economically Disadvantaged**.

Note: The **Free/Reduced Lunch Status** field only displays if the user has been granted **Display** access to **Extra System Permissions – EMIS – Free And Reduced Lunch Status**.

English Learner – Select the applicable English Learner proficiency level for the student. Refer to the *ODE EMIS Manual* for more details on reporting this element.

LEP Reclass Date – Enter or select a date to indicate when the student was reclassified as no longer an English Learner. Refer to the *ODE EMIS Manual* for more details on reporting this element.

Homeless Status – If the student lacks a fixed and adequate night-time residence, select an applicable residence type from the drop-down list. Refer to the *ODE EMIS Manual* for more details on reporting this element.

Unaccompanied Youth – Select **Y** to indicate that a student is not in the physical custody of a parent or guardian; otherwise, select **N**. Refer to the *ODE EMIS Manual* for more details on reporting this element.

Migrant Status – Select **Y** to indicate that the student or his/her parents or guardian is a migratory agricultural worker; otherwise, select **N**. Refer to the *ODE EMIS Manual* for more details on reporting this element.

Immigrant Status – Select **Y** if the student meets all of the following criteria to be considered an immigrant; otherwise, select **N**. Yes or No.

- Age 3 through 21
- Not born in the United States of America (any of the 50 states, District of Columbia, Commonwealth of Puerto Rico, United States Virgin Islands, Guam, American Samoa, and Commonwealth of the Northern Mariana Islands)
- Has not attended any school or schools in the United States of America for more than 3 full academic years

Foreign Exchange Graduation Plan – Select the foreign exchange status of a student as it relates to the student’s graduation plans.

Attendance Pattern (read-only) – Indicates the student’s attendance pattern used to calculate attendance. This field populates based on your **Reporting Calendar** selection. Refer to the *ODE EMIS Manual* for more details on reporting this element.

Reporting Calendar – Select the student’s reporting calendar. Your selection in this field determines the associated **Attendance Pattern**.

Preschool Poverty Level – Select the applicable preschool poverty level of the student’s family. Refer to the *ODE EMIS Manual* for more details on reporting this element.

Exclude FD Records from Fall Initialization Updates – Select this checkbox to exclude the student’s FD-attribute records from Fall Initialization. This checkbox is deselected by default when the following scenarios apply:

- A student is newly enrolled or re-enrolls in the district.
- A student is promoted/bulk enrolled into a new school year.
- A student transfers into a new school district.

Note: See the following sections for creating, editing, and deleting an FD record.

FD History Grid

General		Additional		Custom		Private		FS-Standing		FS-Attendance		FD-Attributes		FN-Attributes		FN-Graduate		Transportation	
	Start Date	Withdraw Date	Withdraw Reason	St. Eq. Gr. Lvl.	Disability	504 Plan	Disadvantage	Free/Reduced Lunch	LEP	Migrant Status	Immigrant Status	Preschool Poverty							
	7/1/2020		**	11	02	N	2	Reduced	N	N	N	N							
<input checked="" type="checkbox"/> Show Current Year Only																			
<input type="button" value="Save"/> <input type="button" value="Cancel"/> <input type="button" value="New Student Attributes"/>																			

The history grid displays the FS records for the student in context. By default, only current fiscal year records display. Deselect the **Show Current Year Only** checkbox to show all FS records.

The history grid is sorted in descending order by Effective Start Date.

When a detail record displays in the **FD-Attributes** tab, the corresponding history record is highlighted.

When you move and hover your cursor over individual fields in the history grid, tooltips display.

Student Profile – Create New FD Record

StudentInformation > SIS > Student > Edit Profile

Edit Student Profile

From this screen, you can display and change information regarding a students profile.

General Additional Custom Private FS-Standing FS-Attendance **FD-Attributes** FN-Attributes FN-Graduate Transportation

	Start Date	Withdraw Date	Withdraw Reason	St. Eq. Gr. Lvl.	Disability	504 Plan	Disadvantagem	Free/Reduced Lunch	LEP	Migrant Status	Immigrant Status	Preschool Poverty
🔒	7/1/2020		**	11	02	N	2	Reduced	N	N	N	N

Show Current Year Only

Save Cancel **New Student Attributes**

Last Modified: 01/20/2021 4:10 PM by User: BarbeeD

Effective Start Date: 📅

District Withdraw Date:

Withdraw Reason: ** - Not Applicable, Did not withdraw/was not truant

State Equivalent Grade: 11 - Eleventh Grade

Changing the State Equivalent Grade does not change the Building Grade. The General tab can be used to change the Building Grade.

Disability Condition: 02 - Deaf-Blindness Section 504 Plan: N

Disadvantagem: 2 - Academic Disadvantagem (CTE students only) Free/Reduced Lunch Status: Reduced

English Learner: N - No, the student is not an English Learner LEP Reclass Date: 📅

Homeless Status: B - Unsheltered Unaccompanied Youth: N

Migrant Status: N Immigrant Status: N

Foreign Exchange Graduation Plan: *

Attendance Pattern: ** - Not Applicable Preschool Poverty Level: N - Not a Preschool student

Reporting Calendar: DFLT - Default HS

Exclude FD Records from Fall Initialization Updates

This check box is not school-year specific and should not be selected until the student has been promoted.

You can insert a record with an **Effective Start Date** that falls between the **Effective Start Dates** of 2 existing FD records if the information in the new record meets the following criteria:

- At least one value in the inserted record is different than the values in the existing records.
- The inserted record does not have the same **Effective Start Date** as another record.
- The **Effective Start Date** in the inserted record must be greater than the earliest **Effective Start Date** for this school.

To add a new FD record for the student in context, complete the following steps:

1. Click **New Student Attributes**.
2. The detail area (bottom of the tab) of the **FD-Attributes** tab displays with auto-populated values of the most recent FD record for this student with the exception of the **Effect Start Date** field.

- Enter an **Effective Start Date** for this FD record and modify fields as needed in the detail area for the new FD record.

Note: It is recommended by StudentInformation State Support to use **July 1** as the **Effective Start Date** for students who are promoted. For new students who are registered in the summer, it is recommended to use **August 1**. Using a date before the first day of school also ensures that ProgressBook extracts on the first day of school will pick up these students.

- Click **Save** to save the new FD record in the history grid at the top of the **FD-Attributes** tab. If there are any data errors preventing this new FD record from saving correctly, they display on the screen. You must correct any errors before saving the new FD record.

If your save is successful, you receive a confirmation message and the new FD record displays in the history grid. The history grid is sorted in descending order by **Effective Start Date**.

	Start Date	Withdraw Date	Withdraw Reason	St. Eq. Gr. Lvl.	Disability	504 Plan	Disadvantage	Free/Reduced Lunch	LEP	Migrant Status	Immigrant Status	Preschool Poverty
 	7/1/2020		**	11	02	N	2	Reduced	N	N	N	N
 	7/1/2019		**	10	**	N	1	Free	N	N	N	N
 	7/1/2018		**	09	**	N	1	Free	N	N	N	N

Show Current Year Only

Student Profile – Edit FD-Attributes Record

StudentInformation > SIS > Student > Edit Profile

Edit Student Profile

From this screen, you can display and change information regarding a students profile.

General Additional Custom Private FS-Standing FS-Arrivance **FD-Attributes** FN-Attributes FN-Graduate Transportation

	Start Date	Withdraw Date	Withdraw Reason	St. Eq. Gr. Lvl.	Disability	504 Plan	Disadvantagemnt	Free/Reduced Lunch	LEP	Migrant Status	Immigrant Status	Preschool Poverty
	7/1/2020		**	11	02	N	2	Reduced	N	N	N	N

Show Current Year Only

Last Modified: 03/29/2021 9:38 AM by User:

Effective Start Date: * 7/1/2020 

District Withdraw Date:

Withdraw Reason: ** - Not Applicable, Did not withdraw/was not truant

State Equivalent Grade: 11 - Eleventh Grade

 Changing the State Equivalent Grade does not change the Building Grade. The General tab can be used to change the Building Grade.

Disability Condition: 02 - Deaf-Blindness Section 504 Plan: N

Disadvantagemnt: 2 - Academic Disadvantagemnt (CTE students only) Free/Reduced Lunch Status: Reduced

English Learner: N - No, the student is not an English Learner LEP Reclass Date: 

Homeless Status: B - Unsheltered Unaccompanied Youth: N

Migrant Status: N Immigrant Status: N

Foreign Exchange Graduation Plan: *

Attendance Pattern: ** - Not Applicable Preschool Poverty Level: N - Not a Preschool student

Reporting Calendar: DFLT - Default HS

Exclude FD Records from Fall Initialization Updates

 This check box is not school-year specific and should not be selected until the student has been promoted.

To edit an FD record for the student in context, complete the following steps:

1. Click  in the row in the FD history grid (top of the tab) that you wish to edit.
2. The **FD-Attributes** tab displays the data from the selected record in the detail area (bottom of the tab).
3. Modify the FD fields as needed in the detail area of the **FD-Attributes** tab. It is recommended by StudentInformation State Support to use **July 1** as the **Effective Start Date** for students who are promoted. For new students who are registered in the summer, it is recommended to use **August 1**. Using a date before the first day of school also ensures that ProgressBook extracts on the first day of school will pick up these students.
4. Click **Save** to save the new FD record in the history grid at the top of the **FD-Attributes** tab. If there any data errors preventing this new FD record from saving correctly, they display on the screen. You must correct any errors before saving the updated FD record.

- If your save is successful, you receive a confirmation message and the new FD record displays in the history grid. The history grid is sorted in descending order by **Effective Start Date**.

Student Profile – Delete FD-Attribute Record

Navigation: StudentInformation > SIS > Student > Edit Student Profile > FD-Attributes tab

StudentInformation > SIS > Student > Edit Profile

Edit Student Profile

From this screen, you can display and change information regarding a students profile.

General Additional Custom Private FS-Standing FS-Attendance **FD-Attributes** FN-Attributes FN-Graduate Transportation

	Start Date	Withdraw Date	Withdraw Reason	St. Eq. Gr. Lvl.	Disability	504 Plan	Disadvantagemnt	Free/Reduced Lunch	LEP	Migrant Status	Immigrant Status	Preschool Poverty
	3/31/2021		**	11	02	N	3	Free	N	N	N	N
	7/1/2020		**	11	02	N	2	Reduced	N	N	N	N

Show Current Year Only

Save Cancel **New Student Attributes**

To delete an FD record for the student in context, complete the following steps:

- In the FD history grid, click  in the row of the FD record you wish to delete.
- You receive a confirmation message. Click **OK** to continue with the delete or **Cancel** to not continue with the delete.
- After clicking **OK**, you receive a success message.

The record no longer displays on the FD history grid.

Note: The first FD record in a school year is locked (indicated by ) and cannot be deleted.

Student Profile – FN-Attributes Tab

Navigation: StudentInformation > SIS > Student > Edit Student Profile > FN-Attributes tab

The **FN-Attributes** tab is used to enter student data that has only a single value that needs to be reported.

The screenshot shows the 'Edit Student Profile' interface with the 'FN-Attributes' tab selected. The form contains the following fields and values:

- EMIS Grade Next Year:** 11 - Eleventh Grade
- Retained Status:** * - Student was not retained at the end of the previous school year
- Oct Childcount IEP Outcome:** **** - No Change from latest IEP reported to ODE
- Military Student:** * - Not Applicable (Not a Military Student)
- CTE Program Area:** (Empty)
- Fiscal Year Began 9th:** 2021
- CTE Program of Concentration:** ** - Student is not a concentrator in any CTE Program
- Tech Prep Completer:** N
- Majority Of Attendance IRN:** (Empty)
- Accountability IRN:** (Empty)
- Attending Building IRN Next Year:** (Empty)
- Previous Year District IRN:** (Empty) - (Empty)
- Third Grade Reading Guarantee:**
 - Math Diagnostic Result Code:** ** - Not Required
 - Reading Diagnostic Result Code:** ** - Not Required
 - Writing Diagnostic Result Code:** ** - Not Required
- Latest Third Grade Reading Promotion Status:** This student has not taken the 3rd Grade Reading Promotion Assessment Report To EMIS:
- Exclude FN Records from Fall Initialization Updates:**

EMIS Grade Next Year – Select the grade level to which the student will be promoted, or the grade level to which they will be retained. Refer to the *ODE EMIS Manual* for more details on reporting this element.

Note: Changing the **EMIS Grade Next Year** does not change the **District Grade Next Year**. The **General** tab can be used to change the **District Grade Next Year**.

Retained Status – Select the appropriate retained status of the student. Refer to the *ODE EMIS Manual* for more details on reporting this element.

Oct Childcount IEP Outcome – Select the LRE outcome as of the October count week for a student whose IEP currently on file with ODE does not reflect the current LRE for a student with a disability. Refer to the *ODE EMIS Manual* for more details on reporting this element.

Military Student – Indicates whether a student has a parent, step-parent, or legal guardian who is an active member of the Armed Forces or National Guard. Refer to the *ODE EMIS Manual* for more details on reporting this element.

Fiscal Year Began 9th – Select the fiscal year that the student began 9th grade. This value must be reported for all students in grades 09-12. Refer to the *ODE EMIS Manual* for more details on reporting this element.

CTE Program Area – Choose a program area for the **CTE Program of Concentration** field.

CTE Program of Concentration – Choose an element that designates the program of concentration for a CTE concentrator. The list of available values in the **CTE Program of Concentration** drop-down list is dependent on the value selected for the **CTE Program Area**.

Tech Prep Completer – Select **Y** if the student completed a tech prep program; otherwise, select **N**.

Majority of Attendance IRN – Indicates the building IRN within the district (or district IRN) where the student was enrolled for at least 120 consecutive days. Refer to the *ODE EMIS Manual* for more details on reporting this element.

Accountability IRN – Only use this field if the district determines that another building within the district (other than the building designated in the **Majority of Attendance IRN** field) should be accountable for testing results. You must enter ********* if there is no **Accountability IRN** that applies. Refer to the *ODE EMIS Manual* for more details on reporting this element.

Attending Building IRN Next Year – This field is only visible for FY13 and forward and indicates the building within the school district that the student will attend next year. The drop-down list includes the available IRNs and school names within the district in context. ********* indicates that the student is withdrawn, graduating in the current year, or newly registered. When you run the Promotion/Bulk Enrollment process to move students to the next school year, the process updates the **Attending Building IRN Next Year** field on the **FN-Attributes** tab in the current school year. Students who are switching buildings in the upcoming year have their field updated with the new value. Newly registered students in the current year (who have a default value of *********) have the value updated to correspond with the building they will attend in the next school year. Refer to the *ODE EMIS Manual* for more details on reporting this element.

Attending District IRN Last October – This field is only visible for FY15 and forward and indicates the district the student attended as of the past October. If you leave this field blank, the transfer reports this element as asterisks (*********).

Third Grade Reading Guarantee – This field is only visible for FY13 and forward and indicates the student's math, reading, and writing diagnostic result codes using values of **** – Not Required, AO – Assessed, On Track, NO – Assessed, Not On Track, RN – Required, Not Completed**, and (for the Reading Diagnostic Result Code only) **EX – Exempt from Diagnostic Assessment**. Refer to the *ODE EMIS Manual* for more details on reporting this element.

Latest Third Grade Reading Promotion Status – This field displays and reports the student's promotion status based on the most recent assessment entered on the **Next Generation Assessment Grades 3-8** screen. 1 of 3 statuses displays:

- **Yes – Student meets reading promotion score**
- **No – Student does not meet reading promotion score**
- **This student has not taken the 3rd Grade Reading Promotion Assessment**

Refer to the *ProgressBook StudentInformation Assessment Guide* for more details on reporting this element.

Report to EMIS – Select this checkbox to report the student to EMIS (default); otherwise, deselect this checkbox.

Exclude FN Records from Fall Initialization Updates – Select this checkbox to exclude the student's FN-attribute records from Fall Initialization. This checkbox is deselected by default when the following scenarios apply:

- A student is newly enrolled or re-enrolls in the district.
- A student is promoted/bulk enrolled into a new school year.
- A student transfers into a new school district.

Save – Click to save your changes.

The **Edit Student Profile** screen warns you when you make changes on a tab but then select another tab without saving the prior changes. If the changes on the previous tab are valid, you are given the option to save the changes and proceed to the chosen tab or cancel changes and proceed to the chosen tab. If the changes on the previous tab are not valid, you are given the option to return to the previous tab to re-enter the changes or cancel changes and proceed to the chosen tab.

Cancel – Click to clear out already entered data.

Student Profile – FN-Graduate Tab

Use the **FN-Graduate** tab to maintain information for a student who is a Non-Attending Graduate and to view a student's reported graduation information.

StudentInformation > SIS > Student > Edit Profile

(Find Students) [Search] (Go To) [Search]

Edit Student Profile

From this screen, you can display and change information regarding a students profile.

General Additional Custom Private FS-Standing FS-Arrivance FD-Attributes FN-Attributes **FN-Graduate** Transportation

Save Cancel

Last Modified: 04/8/2022 6:11 PM by User:

Student is a Non-Attending Graduate:

Non-Attending Graduates

Courses Completed IRN: -

Courses Completed Date:

Maintenance of the following graduation elements has been moved to Student Graduation Points - [Student Exemptions/Requirements](#)

Graduation Date:

Diploma Type: * - Not Applicable

CORE Economics and Financial Literacy Requirement Met: N - District has not determined this student met requirement

CORE Fine Arts Requirement Met: N - District has not determined this student met requirement

CORE Graduation Requirement Exemption: * - Student has not opted out of Ohio Core requirements (default)

Exempted from Physical Education Graduation Requirement: N - District not adopted policy or student has not met all of policy re

OGT Graduation Alternative: 0 - Not Used

Military Compact Graduation Alternative: 0 - Student is not using the military compact alternative

Proficient Foreign Languages:

Non-Attending Graduates

Student is a Non-Attending Graduate – This checkbox is selected when the student is registered as a non-attending graduate (grad only). Deselect this checkbox to indicate that the student should be reported as an enrolled student.

If the student is a non-attending graduate (grad only), the message “This Student is a Non-Attending Graduate” ( **This Student is a Non-Attending Graduate**) displays at the top of the screen. Complete the fields in the Non-Attending Graduates section:

- **Courses Completed IRN** – Enter the IRN of the district in which the student completed the course requirements for a diploma. Click  for assistance with the search for the IRN by accessing the ODE IRN Search. SMART logic helps determine the correct value.
- **Courses Completed Date** – Enter the month and year in which the student completed the course requirements for a diploma..

Non-Attending Graduates

Courses Completed IRN: - Brecksville-Broadview

Courses Completed Date:

Click **Save** to save your changes.

The **Edit Student Profile** screen warns you when you make changes on a tab but then select another tab without saving the prior changes. If the changes on the previous tab are valid, you are given the option to save the changes and proceed to the chosen tab or cancel changes and proceed to the chosen tab. If the changes on the previous tab are not valid, you are given the option to return to the previous tab to re-enter the changes or cancel changes and proceed to the chosen tab.

*Note: Click **Cancel** if you want to clear out already entered data.*

EMIS Graduation Elements

Fields for graduation elements are read-only on the **FN-Graduate** tab. These fields are maintained on the **Student Exemptions / Requirements** screen in the **EMIS Graduation Elements** section. Information on the **FN-Graduate** tab is updated as soon as the **Student Exemptions/Requirements** screen is saved.

*Note: The following message is displayed on the **FN-Graduate** tab:*

“Maintenance of the following graduation elements has been moved to Student Graduation Points - Student Exemptions/Requirements.”

*In this message, **Student Exemptions/Requirements** is a link you can click to go to the **Student Exemptions/Requirements** screen for the student in context.*

An overview of information displayed in the graduation element fields is below. Refer to the *Student Information Graduation Points Guide* for more information about working with the **Student Exemptions/Requirements** screen.

- **Graduation Date** – Displays the date the student received his/her diploma.
- **Diploma Type** – Displays the type of diploma received by the graduating student.
- **CORE Economics and Financial Literacy Requirement Met** – Indicates if a student has met the CORE Economics and Financial Literacy Requirement. If “Y,” the **Student Exemptions / Requirements** screen and all relevant Graduation Points screens automatically mark the student as having completed the Economics and Financial Literacy requirement.
- **CORE Fine Arts Requirement Met** – Indicates if a student has met the CORE Fine Arts Requirement. If “Y,” the **Student Exemptions / Requirements** screen and all relevant Graduation Points screens automatically mark the student as having completed the Fine Arts requirement.
- **CORE Graduation Requirement Exemption** – Indicates if a student qualifies for the CORE Graduation Requirement Exemption.
- **Exempted from Physical Education Graduation Requirement** – Indicates that the district has adopted a policy to exempt certain students from the Physical Education Graduation Requirement and that the student has met the policy’s requirements. If “Y,” the **Student Exemptions / Requirements** screen and all relevant Graduation Points screens automatically mark the student as being exempt from the Physical Education requirement.
- **OGT Graduation Alternative** – This field is selected if the student passed a graduation test using alternative criteria.

- **Military Compact Graduation Alternative** – This field indicates if the student is using the Military Compact Graduation Alternative criteria and the number of Ohio graduation assessments the student is not required to pass.
- **Proficient Foreign Language** – If the student has demonstrated high levels of proficiency in one or more languages and have the language(s) print on their transcript, the selected languages are shown.

Student Profile – Transportation Tab

This tab is available for entering transportation information that is reported for the student in context.

StudentInformation > SIS > Student > Edit Profile [Find Students] [Go To]

Edit Student Profile

From this screen, you can display and change information regarding a students profile.

Last Modified: by User:

Parking Permit:

Assigned Space:

Vehicle Description: License Plate:

Vehicle 2 Description: License Plate 2:

Vehicle 3 Description: License Plate 3:

Driver's License Number: State:

Number:

Pick-up Time:

Drop-off Time:

Primary Bus: Stop Location:

Bus Route:

Number:

Pick-up Time:

Drop-off Time:

Alternate Bus: Stop Location:

Bus Route:

Comments:

Distance To School:

Transportation: Student Drives Student is Bussed Student Walks

Distance student was transported from residence to school building:

Countweek Transportation Days

 Monday Tuesday Wednesday Thursday Friday

Parking Permit (optional) – Enter up to 4 characters to designate the student’s parking permit number.

Assigned Space (optional) – Enter up to 30 characters to designate the student’s assigned parking space.

Vehicle Description (optional) – Enter up to 65 characters to describe the student’s vehicle.

License Plate (optional) – Enter up to 12 characters to designate the student’s license plate number.

Driver’s License Number (optional) – Enter the student’s driver’s license number.

State – Choose state of student’s driver’s license from drop-down list.

Bus Number 1 (optional) – Enter the bus number.

Bus Number 2 (optional) – Enter the additional bus number.

Comments (optional) – Enter any additional comments (up to 200 characters) needed for student transportation.

Distance To School (optional) – Enter the number of miles a student lives from school.

Transportation – Select all applicable checkboxes. Options are **Student Drives**, **Student is Bussed**, and **Student Walks**.

Distance student was transported from residence to school building (community schools only) – Select the distance the student is transported during the selected days in the **Countweek Transportation Days** section.

Countweek Transportation Days (community schools only) – Select the checkbox for each day of count week in which the student uses school-provided transportation.

Save – Click to save your changes.

The **Edit Student Profile** screen warns you when you make changes on a tab but then select another tab without saving the prior changes. If the changes on the previous tab are valid, you are given the option to save the changes and proceed to the chosen tab or cancel changes and proceed to the chosen tab. If the changes on the previous tab are not valid, you are given the option to return to the previous tab to re-enter the changes or cancel changes and proceed to the chosen tab.

Cancel – Click to clear out already entered data.

Students Failing Address Verification

Navigation: StudentInformation > SIS > School > Address Verification > Failing Students

This screen displays a listing of all students whose addresses have failed Address Verification. If a student is listed on this screen and should not be, you should enter that student’s address on the **District Addresses** screen (**StudentInformation > SIS > School > Address Verification > District Addresses**) with the district in context.

Students Failing Address Verification
This screen lists students whose address of residence fails Address Verification.

<p>BOARD, NICHOLAS LEE 1720 W State Rd Lima, OH 45807-9578</p>	<p>Ignore Bypassed Addresses <input checked="" type="checkbox"/></p> <p>By ignoring bypassed addresses, students who have been selected to bypass Address Verification will not be included in the list.</p> <hr/> <p>Please note that a maximum of 250 students will be shown.</p>
--	--

Ignore Bypassed Addresses – Select this checkbox to hide any addresses that have the **Bypass Residence Address Verification** checkbox selected. Deselect this checkbox to display all addresses that fail Address Verification whether or not they were bypassed.

[Student’s Last name, Student’s First and Middles Name] – Click a student’s name to take you to their **Edit Student Profile** screen **General** tab so that you can edit their **Residence Address**.

Student Information

Admission/Calendar History

Navigation: StudentInformation > SIS > Student > Admission History > Admission/Calendar History

The **Admission/Calendar History** screen displays admission and withdrawal history as well as calendar changes for the selected student.

StudentInformation > SIS > Student > Admission History > Admission/Calendar History		
Admission/Calendar History		
This page displays admission and withdrawal history as well as calendar changes		
School Year: 2011 - 2012		
7/1/2011	District Admission	SADoc
7/1/2011	Building Admission	SADoc Elementary School - Only school dist attended, inc tranfer within dist Calendar: ES11
School Year: 2012 - 2013		
7/1/2012	Building Admission	SADoc Elementary School - Only school dist attended, inc tranfer within dist Calendar: ES12
School Year: 2013 - 2014		
7/1/2013	Building Admission	SADoc Elementary School - Only school dist attended, inc tranfer within dist Calendar: ES13
School Year: 2014 - 2015		
7/1/2014	Building Admission	SADoc Elementary School - Only school dist attended, inc tranfer within dist Calendar: ES14
School Year: 2015 - 2016		
7/1/2015	Building Admission	SADoc Elementary School - Only school dist attended, inc tranfer within dist Calendar: ES15
School Year: 2016 - 2017		
7/1/2016	Building Admission	SADoc Middle School - Only school dist attended, inc Calendar: MS16

Each admission and withdrawal per building as well as calendar changes are listed in ascending chronological order.

Admission Date – Most recent admission date to the building/district.

Admission Code – Admission code that describes the reason a student was admitted to the school.

School Code – The school building code for the admission record; these are the 4-character building codes that are used in StudentInformation.

School Name – Name of the school.

Withdraw Date – Withdrawal date if applicable.

Withdraw Code – Withdrawal code to describe the reason a student is leaving school if applicable. Otherwise, ** displays.

Comments – The additional comments entered when the student withdrawal occurred.

Calendar Name – The attendance calendar the student was assigned during this admission history record.

School Year – School year applicable to this admission history record.

Dates – Dates enrolled during the school year.

View Calendar History

Navigation: StudentInformation > SIS > Student > Admission History > View Calendar History

The **View Calendar History** screen displays calendar history for the selected student.

The screenshot shows a web interface with a breadcrumb trail at the top: "StudentInformation > SIS > Student > Admission History > View Calendar History". Below this is a section titled "Calendar History Summary" with a red sub-header: "This page displays calendar history for the selected student". The main content area lists six school years, each with a school name and a calendar name and date range:

- School Year: 2011**
 - SADoc Elementary School
 - Calendar: ES Default 2011 8/1/2011- 7/29/2012
- School Year: 2012**
 - SADoc Elementary School
 - Calendar: ES Default 2012 8/1/2012- 7/29/2013
- School Year: 2013**
 - SADoc Elementary School
 - Calendar: ES Default 2013 8/1/2013- 7/29/2014
- School Year: 2014**
 - SADoc Elementary School
 - Calendar: ES Default 2014 8/1/2014- 7/29/2015
- School Year: 2015**
 - SADoc Elementary School
 - Calendar: ES Default 2015 8/1/2015- 7/29/2016
- School Year: 2016**
 - SADoc Middle School
 - Calendar: MS Default 2016 8/1/2016- 7/29/2017

The calendar history is listed in ascending chronological order.

School Year – School year applicable to this calendar history record. E.g., **School Year: 2016** designates the 2016-2017 school year.

School Name – Name of the school.

Calendar Name – The attendance calendar the student was assigned during this calendar history record.

Dates – Dates that the student was assigned to a particular calendar.

Edit Calendar Percentages

Navigation: StudentInformation > SIS > Student > Admission History > Edit Calendar Percentages

The **Edit Calendar Percentages** screen lets you view and modify a student's attendance percentage for multiple buildings at the district level. It displays the start and stop date range during which a student attends one or more schools, the calendar(s) to which they are assigned during each time period, and the student's attendance percentage for each building.

The calendar grid is listed in ascending chronological order.

StudentInformation > SIS > Student > Admission History > Edit Calendar Percentages

Edit Calendar Percentages

Edit the attendance percentages of calendars for date ranges in which the student attends more than one school building.

Start Date	Stop Date	School	Calendar	Attendance Percentage (%)
Nov 05, 2017	Nov 14, 2017		Default Calendar -	100
Nov 15, 2017	Dec 04, 2017		Default Calendar -	50
			Default Calendar -	50
Dec 05, 2017	Jan 05, 2018		Default Calendar -	50
			Default Calendar -	25
			Default Calendar -	25
Jan 06, 2018	Feb 05, 2018		Default Calendar -	50
			Default Calendar -	50
Feb 06, 2018	May 31, 2018		Default Calendar -	100

Save Cancel

Start Date – The date the student started attending the building(s).

Stop Date – The date the student stopped attending the building(s).

School – The school(s) the student attends during the start date and stop date range.

Calendar – The calendar(s) assigned to the student during the start date and stop date range.

Attendance Percentage (%) – The percentage of time the student attends each building. Defaults to 100 for 1 building, 50/50 for 2 buildings, 33/33/34 for 3 buildings, etc. If the student attends more than one building during a time period, you can edit the percentages to receive accurate attendance calculations.

Note: Each time the student's admission records change, the **Attendance Percentage** values are reset to the default amounts. You must return to this screen to adjust the percentage(s) again even if you had already done so before.

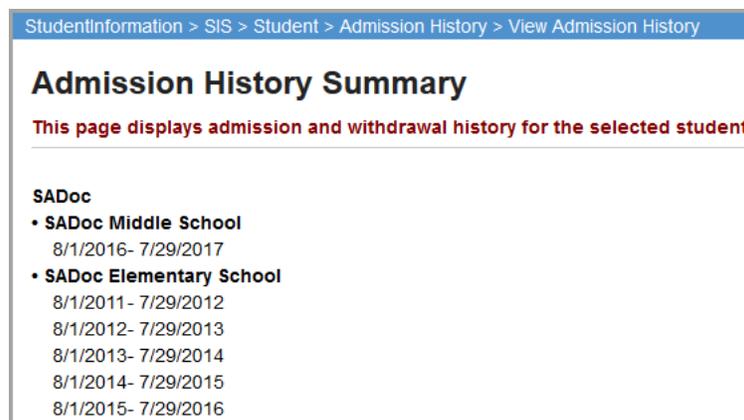
Click **Save** to retain the new percentages you entered.

Click **Cancel** to undo the percentages you entered and use the defaults.

View Admission History

Navigation: StudentInformation > SIS > Student > Admission History > View Admission History

The **View Admission History** screen displays the admission and withdrawal history for the selected student.



The admission history is listed in ascending chronological order.

School District – Name of the school district to which the student was admitted.

School Name – Name of the school building to which the student was admitted.

Dates – Dates that the student was assigned to a particular school building.

Description – Description of the **Withdraw Code**.

Edit History Details

Navigation: StudentInformation > SIS > Student > Admission History > Edit History Details

The **Edit History Details** screen lets the user edit and delete the selected student's admission events.

	Year	Date	Event	School	Calendar	Code
	2016 - 2017	Aug 23, 2016	District Admission			
	2016 - 2017	Aug 23, 2016	Building Admission		DNAC	From another public school district in same county
	2016 - 2017	Aug 23, 2016	Building Withdraw		DNAC	Student reported in error - never should have been
	2016 - 2017	Aug 23, 2016	District Withdraw			

The admission history is listed in ascending chronological order.

Note: The initial admission into the district generates both a **District Admission** event and a **Building Admission** event. A **District Admission** event is shaded in pale orange. The withdrawal from the district generates both a **District Withdraw** event and a **Building Withdraw** event. A **District Withdraw** event is shaded in orange.

School Year Type – Choose from **Regular** or **Summer School**; filters admission events accordingly.

Year – School year of the admission event.

Date – Date that admission event took place. Dates are not applicable to admission events generated by progression tracks.

Event – Type of admission event. Examples are: **District Admission**, **Building Admission**, **Intrabuilding Progression**, **Summer Withdraw**, **Building Withdraw**, and **District Withdraw**.

School – School Name where the admission event took place.

Calendar – Attendance calendar for this admission event.

Code – Description of admission event.

 – Click to delete the admission event. Only the latest admission or withdrawal event in each school year can be deleted.



Caution: *Deleting the first admission event for a school year for a student completely removes the student’s record from StudentInformation for the selected school year only, and archives all student records. If a student is completely removed by accident, all student data has to be re-entered manually. As a safety feature, delete/edit buttons display only for those records where the school building and school year match the school building and school year in the current context to prevent a student from accidentally getting expunged.*

 – Click to edit the admission event. Only building admission events can be edited. When editing a building withdrawal, only withdrawal codes that are linked to the EMIS withdrawal code of ** display in the **Withdrawal Code** drop-down list.

Delete Admission Event

Navigation: StudentInformation > SIS > Student > Admission History > Edit History Details

The **Edit History Details** screen lets the user edit and delete the selected student’s admission events.

Note: *Make sure you have the correct building and year in context.*

If you are completely removing a student from a building in a particular school year, you must have that building and school year in context. As a safety feature, only delete/edit buttons display for those records where the school building and school year match the school building and school year in the current context to prevent a student from accidentally getting expunged.

StudentInformation > SIS > Student > Admission History > Edit History Details

Find Students [] Go To []

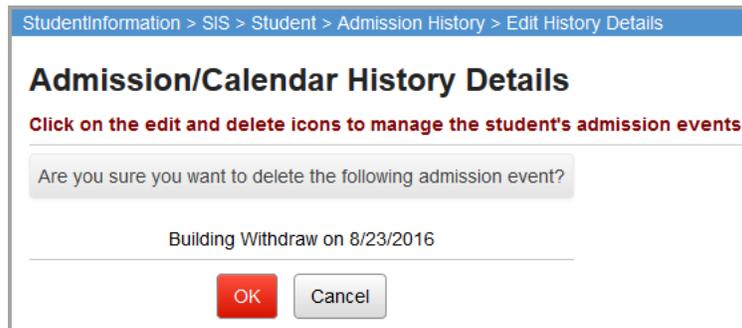
Admission/Calendar History Details

Click on the edit and delete icons to manage the student's admission events.

School Year Type: Regular ▾

	Year	Date	Event	School	Calendar	Code
	2016 - 2017	Aug 23, 2016	District Admission			
	2016 - 2017	Aug 23, 2016	Building Admission		DNAC	From another public school district in same county
 	2016 - 2017	Aug 23, 2016	Building Withdraw		DNAC	Student reported in error - never should have been
	2016 - 2017	Aug 23, 2016	District Withdraw			

Click  to delete a specific admission event. Only the last building admission or withdrawal event in each year can be deleted.



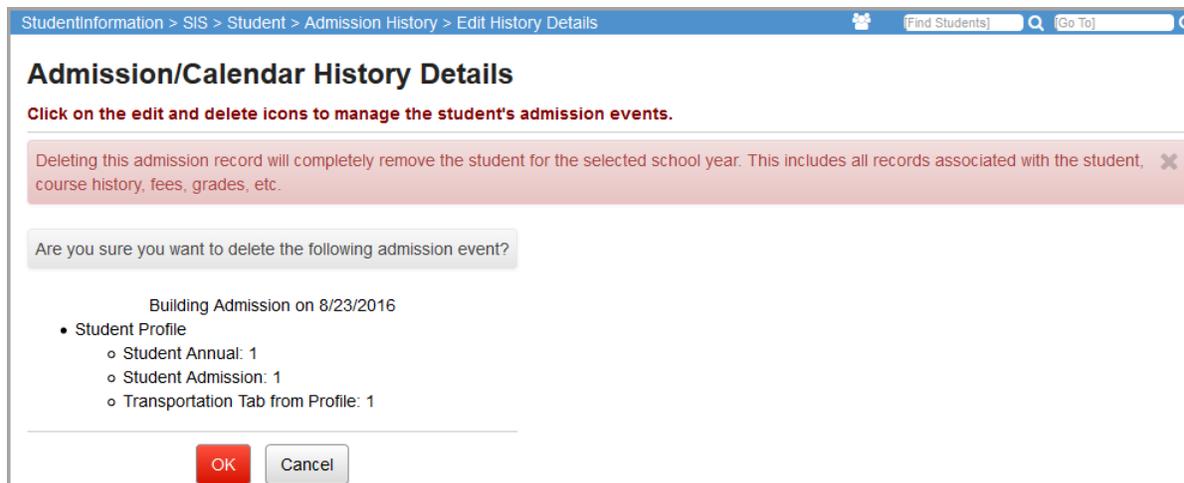
OK – Click to delete the admission event. You return to the **Edit History Details** screen and receive a confirmation message.

Cancel – Click to cancel the deletion of the admission event and return to the **Edit History Details** screen.



Caution: If you delete the first admission event for a school year for a student, this action will completely remove the student's record from StudentInformation, and archive all student records. If a student is completely removed by accident, all student data will have to be re-entered manually. Students can only be completely removed from a selected school year when the building the student is being removed from is also the building in context.

As a safety feature, only delete/edit buttons display for those records where the school building and school year match the school building and school year in the current context to prevent a student from accidentally getting expunged.



Edit Admission Event

Navigation: StudentInformation > SIS > Student > Admission History > Edit History Details

The **Edit History Details** screen lets the user edit and delete the selected student's admission events.

StudentInformation > SIS > Student > Admission History > Edit History Details

Find Students [] Go To []

Admission/Calendar History Details

Click on the edit and delete icons to manage the student's admission events.

School Year Type: Regular ▾

	Year	Date	Event	School	Calendar	Code
	2016 - 2017	Aug 23, 2016	District Admission	[REDACTED]		
	2016 - 2017	Aug 23, 2016	Building Admission	[REDACTED]	DNAC	From another public school district in same county
	2016 - 2017	Aug 23, 2016	Building Withdraw	[REDACTED]	DNAC	Student reported in error - never should have been
	2016 - 2017	Aug 23, 2016	District Withdraw	[REDACTED]		

Click to edit a specific admission event. Only the last building admission or withdrawal event in each school year can be edited.

StudentInformation > SIS > Student > Admission History > Edit History Details

Admission/Calendar History Details

Click on the edit and delete icons to manage the student's admission events.

School Year: 2016 - 2017

Event: Building Admission

School: SADoc Middle School

Admission Date:

Admission Code: 1 - Only school dist attended, inc ▾

Calendar: ▾

School Year – School year of admission.

Event – Type of admission.

School – School name where admission event occurred.

Admission Date – Enter the date for the admission event.

Admission Code – Choose the code from the drop-down list for the admission event.

Calendar – Choose the attendance calendar for this admission event from drop-down list.

Withdraw comments display on the following screens:

StudentInformation > SIS > Student > Admission History > Edit History Details

Admission/Calendar History Details

Click on the edit and delete icons to manage the student's admission events.

School Year: 2016 - 2017
 Event: Building Withdraw
 School: SHREVE ELEMENTARY
 Withdrawal Date: 8/23/2016
 Withdrawal Code: 81 - Student reported in error - never should have been
 Withdrawal to School Comments: Should not be registered
 Comments are editable

Save Cancel

StudentInformation > SIS > Student > Admission History > Admission/Calendar History

Admission/Calendar History

This page displays admission and withdrawal history as well as calendar changes

School Year: 2016 - 2017		
8/23/2016	District Admission	Triway Local Schools
8/23/2016	Building Admission	SHREVE ELEMENTARY - From another public school district in same county Calendar: DNAC
8/23/2016	Building Withdraw	SHREVE ELEMENTARY - Student reported in error - never should have been Calendar: DNAC
8/23/2016	District Withdraw	Triway Local Schools Comments: Should not be registered

School Year – School year of withdrawal event.

Event – Type of withdrawal event.

School – School name where the withdrawal event took place.

Withdrawal Date – Enter the date for the admission or withdrawal event.

Withdrawal Code – Choose the code for the withdrawal event from the drop-down list. When editing a building withdrawal, only withdrawal codes that are linked to the EMIS withdrawal code of ** display in the **Withdrawal Code** drop-down list. When editing a district withdrawal, only withdrawal codes that are linked to EMIS district withdrawal codes display in the **Withdrawal Code** drop-down list.

Withdrawal to School Comments – Enter an additional comment concerning the withdrawal.

Save – Click to save the current updates to the admission event and return to the **Edit History Details** screen. A confirmation message displays along with a reminder to manually change the student's FS record.

Cancel – Click to cancel the updates to the admission event and return to the **Edit History Details** screen.

Withdraw Student

Navigation: StudentInformation > SIS > Student > Withdraw Student

The **Withdraw Student** screen is used to withdraw the student from the building or district.

The withdraw student process functions as follows:

- Updates latest FS record with **Withdraw Date** and **Withdraw Reason** on district withdrawals.
- Sets **Withdraw Date** on FD record.
- Deletes any FS or FD records in the current year with an **Effective Start Date** after the **Withdraw Date**.
- Updates **EMIS Grade Next Year** on FN record effective as of the **Withdraw Date**.
- Building withdrawal leaves current open date records alone until student is admitted into new building within district.
- Removes assigned course sections that have not yet started (sets stop date equal to start date).
- The student's FS, FD, and FN records are only expunged in the following scenarios:
 - The student's admission date on current **Withdrawal Code** is in the current fiscal year.
 - **EMIS Attending Building IRN** on the record is the same as the school in context.
 - Only current fiscal year FS, FD, and FN records are deleted.

StudentInformation > SIS > Student > Withdraw Student

Withdraw Student

From this screen, you can withdraw a student from the working school.

i In order to withdraw a student from the working school for the current school year, please enter a withdraw date and select a valid withdraw code. If you are **sure** you want to withdraw the student, please select the submit button from below.

Building | District

Admission Date: 8/1/2016

Withdraw Date*: 2/9/2017

Withdraw Reason*: -- Select a Withdraw Reason --

Withdraw to District IRN: ***** - Q

Withdraw to District Comments:

Student Status*:

Remove Locker Assignment:

Remove Homeroom Assignment:

Submit Cancel

Withdraw the student from the building or entire district by selecting the **Building** or **District** (default) tab respectively.

Note: *If a student is enrolled in 2 buildings, the **District** tab is disabled. You must do a building withdraw for the student from one building. Then, once the student is only actively enrolled in one building in the district you can then district withdraw them, thus completing the district withdraw for the student.*

Admission Date (read-only) – Most recent date that the student was admitted to school.

Withdraw Date (required) – Date that the selected student is withdrawing from the school or district. If you set this as a future date, it creates a Pending Withdrawal Enrollment Alert for that date, allowing users to continue entering data for this student until that withdrawal is processed. For more information, refer to the *ProgressBook StudentInformation Portal Guide*.

Withdraw Reason (required) – Select the withdraw reason from the drop-down list that describes why the student is withdrawing from school. If the **District** tab is chosen, the withdraw reason of ** does not display in the drop-down list, only district withdraw reasons display. If the **Building** tab is chosen, only withdraw reasons mapped to the EMIS withdrawal code of ** display in the drop-down list. Additional building withdrawal codes can be set up and linked to the EMIS withdrawal code of ** if desired.

Withdraw to School/District IRN (optional) – IRN of the school that the withdrawing student will attend. Click  for assistance with the search for the building IRN by accessing the ODE IRN Search. This field is required when a **Withdraw Reason** of 41, 42, or 45 is selected. This field is disabled and given a value of ***** when the school or district in context is a Joint Vocational School District (JVSD) or Educational Service Center (ESC).

Withdraw to School/District Comments (optional) – Enter any additional comments regarding the student's withdrawal from school. This field only displays for a building withdraw.

Student Status (required) – Select the student's new student status at the current school from the drop-down list.

Remove Locker Assignment – Select this checkbox to remove the student's current locker assignment, which leaves the locker free; otherwise, deselect this checkbox. This is selected by default.

Remove Homeroom Assignment – Select this checkbox to remove the student's current homeroom assignment; otherwise, deselect this checkbox. This is selected by default.

Submit – Click to save current student withdrawal information and display the student's **Admission/Calendar History** screen.

Cancel – Click to cancel already entered data and return to the previous screen.

Note: *When a student is withdrawn, their **EMIS Grade Next Year** assignment is set to ** on the student's **Edit Student Profile** screen **General** and **FN-Attributes** tabs, unless they are withdrawn with a **Withdrawal Code** of 71-75 (in which case their **EMIS Grade Next Year** is set to DR) or 99 (in which case their **EMIS Grade Next Year** is set to GR).*

Note: *When a student is withdrawn, StudentInformation does not prevent them from receiving marks through an import process. See the ProgressBook StudentInformation Import Export Guide for more details.*

Student Transfers

Navigation: StudentInformation > SIS > Student > Student Transfer

The student transfer screens are used to move student profile data from the current school building to another school building or district. The data included in this process updates at the time of enrollment in the destination school. The fields updated are as follows:

- **General** tab
 - First Name
 - Middle Name
 - Last Name
 - Called Name
 - Last Name Suffix
 - Gender
 - Birthdate
 - Age
 - Native Language
 - Home Language
 - Birthplace City
 - Residence Address
 - Mailing Address
 - Phone Number
 - EMIS ethnicity value logic for FY11 and forward
 - If the EMIS ethnicity values [**Hispanic/Latino, Summative Race, and Racial Group(s)**] have not been collected, you must provide the EMIS ethnicity values at the time of the student transfer.
 - If the EMIS ethnicity values [**Hispanic/Latino, Summative Race, and Racial Group(s)**] have been collected and a student is transferred, the EMIS ethnicity values are moved with the student at the time of the transfer.
- **Additional** tab
 - Country of Origin
- **Private** tab
 - Legal First Name
 - Legal Middle Name
 - Legal Last Name
 - Mother's Maiden Name
 - Social Security
- **FS-Standing** tab
 - EMIS ID
 - SSID

- If the receiving school is a JVS school, the following rules apply:
 - **EMIS Situation** at the JVS should be **302 - Regular student attending JVS F/T or P/T**.
 - **District of Residence IRN** at the JVS should be initialized to the sending district's IRN.
 - **Attending Building IRN** at the JVS should be initialized to the sending district's IRN.
 - **Sent To 1** and **Sent To 2** areas at the JVS should have **Reason of NA - Not sent to another district** and **IRN of *******.
- **FD-Attributes** tab:
 - A new FD record is created in the following circumstances:
 - When the student is transferred to another building in the same district and the **Change Primary/EMIS Attending Building** option has **Yes** selected.
 - When the student is transferred to a new district.

*Note: The student's **Disability Condition** transfers with the student.*

*Note: The student's reporting calendar is set to the calendar from the **Registration Defaults** of the building into which the student is transferring.*

- **FN-Attributes** tab:
 - **Accountability IRN** is be set to a default of ********* during registration.
- **Transportation** tab:
 - Vehicle Description
 - License Plate
 - Driver's License Number
 - Driver's License State

The **Exclude FS/FD/FN Records from Fall Initialization** checkboxes are deselected by default when the following scenarios apply:

- A student is newly enrolled or re-enrolls in the district.
- A student is promoted/bulk enrolled into a new school year.
- A student transfers into a new school district.

Student Transfer

Navigation: StudentInformation > SIS > Student > Transfer Student

This screen requires a student in context and is used to move the profile data for the student from the current school building in context to the selected school building or district.

If the student is moving within the district, the **FN-Graduate** tab data should not be changed and move with the student.

If the student is moving between districts, the **FN-Graduate** tab data should not move with the student.

*Note: This screen is used by the school or district **sending** the student.*

StudentInformation > SIS > Student > Student Transfer

Student Transfer

From this screen, you can transfer the selected student to a building or a district and view the status of the transfers that have taken place.

To Building	To District	JVS	Transfer Date	Status
There are no records to display				

Make students available in: * 2016-2017

Search For District: *

Building: -- Select a Building (optional) --

To Building – Displays the name of the school building, if any, that the student is being transferred to for all previous and pending transfers.

To District – Displays the name of the school district the student is being transferred to for all previous and pending transfers.

JVS – Displays whether or not the destination school is a JVS for all previous and pending transfers.

Transfer Date – Displays the date the transfer was processed for all previous and pending transfers.

Status – Displays the status (**Pending**, **Accepted**, or **Rejected**) of all previous and pending transfers.

Make students available in (required) – Select the school year in which the transferred student is enrolled.

Search for District (required) – Enter the appropriate search text until the school district to receive the student is listed and then select that school district.

Building (optional) – Select the school building to receive the student. If you do not select a building, all buildings in the selected district can see the pending transfer until one of them accepts it.

Transfer – Click to process the student transfer.

Cancel – Click to cancel the student transfer.

Once you click **Transfer**, the transfer displays in a data grid and the screen lets you continue entering additional transfers if necessary.

StudentInformation > SIS > Student > Student Transfer

Student Transfer

From this screen, you can transfer the selected student to a building or a district and view the status of the transfers that have taken place.

To Building	To District	JVS	Transfer Date	Status
SADoc High School	SADoc	no	02/09/2017 11:48 AM	Pending
SADoc Middle School	SADoc	no		

Make students available in: 2016-2017

Search For District: *

Building:

View Pending Transfers

Navigation: StudentInformation > Management > School Administration > Student Transfer > Pending Students

On this screen with a school in context, a school building can view any incoming transfers, enroll all (or selected) pending students, or view an individual student's details and enroll or reject those students.

Note: This screen is used by the school receiving the student.

StudentInformation > Management > School Administration > Student Transfer > Pending Students

View Pending Students

From this screen, you can view students that have been transferred from other schools and are pending registration in your school.

Transfer Job ID: Transfer Date Range: to

Transferred From:

Check for Marking Patterns Mapping: [i](#)

The fields in the search box act as search criteria, which limit the results that display.

Transfer Job ID – Enter a job ID to only display transfers matching that job ID.

Transfer Date Range – Select a start date and an end date to only display transfers processed during that range of dates.

Transferred From – Enter the appropriate search text until the school or district sending the student is listed and then select that school or district.

Student Information

Search – Click to display student transfers matching the selected criteria. You can sort the search results by clicking the appropriate column heading.

Check for Marking Patterns Mapping – Select this checkbox to review each pending student’s course history for marking patterns mapping; if you do not need to transfer any course history, you can leave this checkbox deselected to speed up the process.

Note: The message *REMOTE SERVICE ERROR* in the **Student** column indicates that the Remote Transfer Service of the ITC sending that student is not active or malfunctioning.

View Pending Students

From this screen, you can view students that have been transferred from other schools and are pending registration in your school.

Transfer Job ID: Transfer Date Range: to

Transferred From: Search For Sending School

Check for Marking Patterns Mapping: [?](#)

[Hide Building List]

Bulk Enroll Building Transfers Building Transfers

<input type="checkbox"/>	Student ▲	From District	From Building	From Grade	To School	To District	Job ID	Transfer Date
<input type="checkbox"/>	Detail	Southeast Local Schools		04		Southeast Local Schools	6016	02/09/2017 12:48 PM
<input type="checkbox"/>	Detail	Southeast Local Schools		05		Southeast Local Schools	6014	02/09/2017 12:47 PM

[Hide District List]

Bulk Enroll District Transfers District Transfers

<input type="checkbox"/>	Status	Student ▲	From District	From Building	From Grade	To School	To District	Job ID	Transfer Date
<input type="checkbox"/>	Detail		Tri-County ESC District		W3		Southeast Local Schools	6007	10/05/2016 01:15 PM
<input type="checkbox"/>	Detail		Triway Local Schools		06		Southeast Local Schools	6013	02/09/2017 12:16 PM

Hide Building List and **Hide District List** – Click to hide the building and/or district transfers list.

Show Building List and **Show District List** – Click to show the building and/or district transfers list.

Building transfers are transfers of students between buildings in the same district (determined by the building in context).

District transfers are transfers of students from outside the district (determined by the building in context).

Bulk Enroll Building Transfers – Click to enroll all (or selected) students awaiting building transfers using the same **Grade**, **Student Status**, **Admission Date**, and **Attendance Calendar**. You can also use the same **Admission Code**, **Building Prog Track**, or **Program**, if desired. See [“Bulk Enroll Pending Students”](#) for additional details.

Delete Selected Transfers – Click to delete the selected building or district student transfers.

Bulk Enroll District Transfers – Click to enroll all (or selected) students awaiting districts transfers using the same **Grade**, **Student Status**, **Admission Date**, and **Attendance Calendar**. You can also use the same **Admission Code**, **Building Prog Track**, **Program**, or additional **EMIS** fields. See [“Bulk Enroll Pending Students”](#) for additional details.

 – Indicates that one or more years of course history cannot be transferred because a mapping for those specific combinations of sending school, receiving school, and school year have not yet been saved or are inactive.

 – Indicates that mappings for all available years of course history have been saved and are active.

Detail – Click to display a detail screen for this student transfer. See *“Pending Student Detail”* for more information.

Pending Student Detail

Navigation: StudentInformation > Management > School Administration > Student Transfer > Pending Students

Note: This screen is used by the school receiving the student.

StudentInformation > Management > School Administration > Student Transfer > Pending Students

View Pending Students

From this screen, you can view students that have been transferred from other schools and are pending registration in your school.

Transfer Job ID: Transfer Date Range: to

Transferred From: Search For Sending School

Check for Marking Patterns Mapping: [?](#)

[Hide Building List]

Bulk Enroll Building Transfers **Building Transfers**

<input type="checkbox"/>	Student ▲	From District	From Building	From Grade	To School	To District	Job ID	Transfer Date
<input type="checkbox"/>	Detail	Southeast Local Schools		04		Southeast Local Schools	6016	02/09/2017 12:48 PM
<input type="checkbox"/>	Detail	Southeast Local Schools		05		Southeast Local Schools	6014	02/09/2017 12:47 PM

[Hide District List]

Bulk Enroll District Transfers **District Transfers**

<input type="checkbox"/>	Status	Student ▲	From District	From Building	From Grade	To School	To District	Job ID	Transfer Date
<input type="checkbox"/>	Detail		Tri-County ESC District		W3		Southeast Local Schools	6007	10/05/2016 01:15 PM
<input type="checkbox"/>	Detail		Triway Local Schools		06		Southeast Local Schools	6013	02/09/2017 12:16 PM

Student Information

Click the **Detail** link to display a detail screen for the building or district transfer of this student.

Pending Student Detail Screen – Building Transfer

StudentInformation > Management > School Administration > Student Transfer > Pending Student Detail

Pending Student Detail

From this screen, you can register or reject a student that has been sent to you from another school.

Student Name: Bennett, Deva
Gender: F
From District: SADoc
From Building: SADoc Middle School
From Grade: 5th Grade
Transfer Job ID:5399

		To Building	To District	JVS	Transfer Date	Status
		SADoc High School	SADoc	no	02/09/2017 11:48 AM	Pending
		SADoc Middle School	SADoc	no		

[View Pending Students](#)

Pending Student Detail Screen – District Transfer

StudentInformation > Management > School Administration > Student Transfer > Pending Student Detail

Pending Student Detail

From this screen, you can register or reject a student that has been sent to you from another school.

Student Name: Manchester, Daniel
Gender: M
From District: SADoc
From Building: SADoc Middle School
From Grade: 8
Transfer Job ID:6000

Warning: The Marking Patterns of the schools and school years need to be mapped in order to transfer course history.

[Click Here](#) to map the marking patterns.

		To Building	To District	JVS	Transfer Date	Status
		SATest Middle School	SATest Schools	no	10/04/2016 09:31 AM	Pending
		SADoc Middle School	SADoc	no		

[View Pending Students](#)

Transfer Job ID – ID number assigned to transfers made between districts or schools within the same ITC.

If at least one year of course history cannot be transferred because a mapping for that specific combination of sending school, receiving school, and school year has not yet been saved, a warning displays. You do not need to provide these mappings for years of course history that are not being transferred.

To provide these mappings, complete the following steps:

1. Select **Click Here** to open the **Marking Mapping Summary** screen.

StudentInformation > Management > School Administration > Student Transfer > Marking Pattern Summary

Marking Pattern Summary

From this screen, you can edit and create new marking pattern mappings for the following schools/years.

Return

	Sending School	School Year
 	SA Test Middle School	2015-2016
 	SA Test Middle School	2016-2017
 	SA Test Middle School	2017-2018

This screen lists all the years of course history that can be transferred and indicates the status of the mapping for each sending school, receiving school, and school year combination.  indicates that this combination has not yet been mapped and saved or is inactive.  indicates that this combination has been mapped and saved and is active.

2. Click  for the combination that needs to be mapped and saved.
3. Complete and save the mapping in the **Marking Pattern Mapping Detail** screen. You will be returned to the **Marking Pattern Summary** screen. Refer to ["Registration Wizard – Course History Tab"](#) for more detailed information about mapping marks.
 -  – Click to register the student into the building in context; this takes you to the **Registration Wizard** screen **Registration Pre-requisites** tab on which you begin the process of registering a student. If this student was transferred to a district, other schools in the district no longer see this student on their **Pending Students** screen.
 -  – Click to reject the student transfer. You return to the **View Pending Students** screen and the student no longer displays.

Bulk Enroll Pending Students

Navigation: StudentInformation > Management > School Administration > Student Transfer > Pending Students

Note: This screen is used by the school either within the same district or in another district **receiving** the student.

View Pending Students
 From this screen, you can view students that have been transferred from other schools and are pending registration in your school.

Transfer Job ID: Transfer Date Range: to

Transferred From: Search For Sending School

Check for Marking Patterns Mapping: [?](#)

[\[Show Building List \]](#)
[\[Hide District List \]](#)

<input type="checkbox"/>	Status	Student ▲	From District	From Building	From Grade	To School	To District	Job ID	Transfer Date
<input type="checkbox"/>		[Redacted]	Tri-County ESC District	[Redacted]	W3	[Redacted]	Southeast Local Schools	6007	10/05/2016 01:15 PM
<input type="checkbox"/>		[Redacted]	Loudonville-Perrysville Ex. Village Schools	[Redacted]	KG	[Redacted]	Southeast Local Schools	6019	02/09/2017 01:10 PM
<input type="checkbox"/>		[Redacted]	Mapleton Local Schools	[Redacted]	01	[Redacted]	Southeast Local Schools	6018	02/09/2017 01:03 PM
<input type="checkbox"/>		[Redacted]	Northwestern Local Schools	[Redacted]	05	[Redacted]	Southeast Local Schools	6017	02/09/2017 01:03 PM
<input type="checkbox"/>		[Redacted]	Triway Local Schools	[Redacted]	06	[Redacted]	Southeast Local Schools	6013	02/09/2017 12:16 PM
<input type="checkbox"/>		[Redacted]	East Holmes Local Schools	[Redacted]	01	[Redacted]	Southeast Local Schools	6020	02/09/2017 01:12 PM

The **Exclude FS/FD/FN Records from Fall Initialization** checkboxes are deselected by default when the following scenarios apply:

- A student is newly enrolled or re-enrolls in the district.
- A student is promoted/bulk enrolled into a new school year.
- A student transfers into a new school district.

Bulk Enroll Building Transfers

Note: This screen is used by the school **receiving** the student.

1. On the **View Pending Students** screen, select the students you want to enroll in the building list area, or select the checkbox in the header row to select all of the students.
2. Click **Bulk Enroll Building Transfers** to enroll the selected students awaiting building transfers.

The **Bulk Enroll Pending Students** screen building transfers displays. The students you selected on the **View Pending Students** screen display in the grid.

StudentInformation > Management > School Administration > Student Transfer > Bulk Enroll Pending Students

Bulk Enroll Pending Students

From this screen, you can register or reject a student that has been sent to you from another school.

Student Status:*

Admission Date:* Admission Code:

Attendance Calendar:* Program:

Building Prog Track: Change Primary/EMIS Attending Building? Yes No

Student ▲	From District	From Building	From Grade	To Grade	Job ID	Transfer Date
Manchester, Daniel	SADoc	SADoc Middle School	04	<input type="text" value="04"/>	6016	02/09/2017 12:48 PM

Student Status (required) – Select the student status with which to enroll all selected students.

Admission Date (required) – Enter the enrollment date for all selected students.

Admission Code (optional) – Select an admission code for all selected students. This is an optional field, so you can set different codes later for individual students.

Attendance Calendar (required) – Select an attendance calendar for all selected students.

Program (optional) – Select a program for all selected students. This is an optional field, so you can set different programs later for individual students.

Building Prog Track (optional) – Select a building progression track for all selected students. This is an optional field, so you can set different building progression tracks later for individual students.

Change Primary / EMIS Attending Building? (optional) – Select **Yes** if the **Primary Building** on the **Student Profile** screen **Additional** tab and the **EMIS Attending Building** on the **Student Profile** screen **FS-Standing** tab should be updated.

To Grade (required) – Select the grade level in which to enroll each student. If the school year in context is equal or prior to the current school year, this field defaults to the grade shown in the **From Grade** field for this student. If the school year in context is newer than the current school year, this field defaults to the next valid grade level of the school in context based on the configured **Grade Level Progressions**.

View Pending Students – Click to return to the **View Pending Students** screen.

Building Register Selected Students – Click to register the listed students in the specified building. The following confirmation screen displays.

Cancel – Click to cancel the transfer and return to the **View Pending Students** screen.

Continue with Registration – Click to process the transfer and register selected students.

If a student was already enrolled in the destination school, a list of the students that were not enrolled and the reason(s) display:

	Transferred Student	To Grade	Matching Student	M Student ID	M Gender	M Birthdate	M Address	M City	M State	M Zip
<input checked="" type="checkbox"/>	Manchester, Daniel - SADoc Elementary	06	Manchester, Daniel						OH	

Bulk Enroll District Transfers

Note: This screen is used by the school receiving the student.

1. On the **View Pending Students** screen, select the students you want to enroll in the building list area, or select the checkbox in the header row to select all of the students.
2. Click **Bulk Enroll District Transfers** to enroll the selected students awaiting district transfers.

- The **Bulk Enroll Pending Students** screen for district transfers displays. The students you selected on the **View Pending Students** screen display in the grid.

StudentInformation > Management > School Administration > Student Transfer > Bulk Enroll Pending Students

Bulk Enroll Pending Students

From this screen, you can register or reject a student that has been sent to you from another school.

Student Status: * [dropdown]

Admission Date: * 01/25/2017 [calendar icon] Admission Code: [dropdown]

Attendance Calendar: * Default (Default) [dropdown] Program: [dropdown]

Building Prog Track: [dropdown]

EMIS Situation: * 5 - Resident attending Full Time [dropdown] [more icon]

Admission Reason: * 6 - Transferred from other Ohio public district/community school [dropdown]

District Relationship: 1 - Stud. rcvng instr. in whole/part fro [dropdown] District of Residence: [dropdown] - [dropdown] [search icon]

How Received: * - Not Applicable [dropdown] How Received IRN: ***** - [dropdown] [search icon]

Percent of Time: 100 [input] Tuition Type: N - Non-tuition student (default) [dropdown]

Attending Building IRN: [dropdown] - [dropdown] Middle School [dropdown] Assigned Building IRN: ***** [dropdown]

Sent To 1: Reason: NA - Not sent to another district [dropdown] IRN: ***** - [dropdown] [search icon] Percent of Time: 0 [input]

Sent To 2: Reason: NA - Not sent to another district (default) [dropdown] IRN: ***** - [dropdown] [search icon] Percent of Time: 0 [input]

Transfer Attendance:

Transfer Assessments:

Transfer Course History: (Currently not available for ITC to ITC transfer)

Status	Student ▲	From District	From Building	From Grade	To Grade	Job ID	Transfer Date
	[blurred]	Tri-County ESC District	[blurred]	W3	[07] [dropdown]	6007	10/05/2016 01:15 PM
	[blurred]	Tri-County ESC District	[blurred]	H4	[07] [dropdown]	5754	08/29/2016 10:38 AM
	[blurred]	Triway Local Schools	[blurred]	07	[07] [dropdown]	5899	09/28/2016 02:38 PM
	[blurred]	Tri-County ESC District	[blurred]	W4	[07] [dropdown]	5872	09/26/2016 09:00 AM

District Register Selected Students [button] View Pending Students [button]

Student Status (required) – Select the student status with which to enroll all selected students.

Admission Date (required) – Enter the enrollment date for all selected students.

Admission Code (optional) – Select an admission code for all selected students. This is an optional field, so you can set different codes later for individual students.

Attendance Calendar (required) – Select an attendance calendar for all selected students.

Program (optional) – Select a program for all selected students. This is an optional field, so you can set different programs later for individual students.

Building Prog Track (optional) – Select a building progression track for all selected students. This is an optional field, so you can set different building progression tracks later for individual students.

EMIS Situation (required) – Choose from a drop-down list (or use the EMIS Situation Wizard) validated against the EMIS options file of all valid EMIS situations. Refer to the *ODE EMIS Manual* for more details on reporting this element.

Admission Reason (required) – Select from drop-down list of valid admission reasons.

District Relationship (optional) – Select the appropriate educational relationship between the student and the district.

District of Residence (optional) – Enter the district of the student’s legal residence. Click  for assistance with the search for the building IRN by accessing the ODE IRN Search.

How Received (optional) – Select how the student arrived at the district.

How Received IRN (optional) – Enter the district from which a student is received. Click  for assistance with the search for the building IRN by accessing the ODE IRN Search.

Percent of Time (optional) – Enter the average percent of time, for the week, that the student participates in any instruction provided by a certified/licensed employee.

Tuition Type (optional) – Select the appropriate code to indicate whether a student is a tuition student or not.

Attending Building IRN (optional) – Enter the IRN of the building within the district that the student attends. Click  for assistance with the search for the building IRN by accessing the ODE IRN Search. The **Attending Building IRN** can be a district IRN only when the **How Received** value is one of the following:

- **6 – Non-Public (Services Only)**
- **F – Career Assessment Only**
- **I – Non-instructional, Supplementary, or Related Services**
- **P – Court Placed Students, Excluding foster Care**
- **T – Students Placed in Institutions, Non-Court Ordered**
- **V – Pre-school, Evaluated Only, Found Ineligible**

Assigned Building IRN (optional) – Enter ***** unless the student attends another building within the district that is not the normal building they would be assigned. Click  for assistance with the search for the building IRN by accessing the ODE IRN Search.

Sent to Reason 1 (optional) – Select the reason a student is sent to another district.

Sent to Reason 2 (optional) – Select the reason the student is sent to another district if the student is sent to a second district.

Sent to IRN 1 (optional) – Enter the district to which a student is sent. Click  for assistance with the search for the building IRN by accessing the ODE IRN Search.

Sent to IRN 2 (optional) – Enter the district to which a student is sent if the student is simultaneously being sent to a second district. Click  for assistance with the search for the building IRN by accessing the ODE IRN Search.

Percent of Time 1 (optional) – Enter the average percent of time, for the week that the student participates in any instruction provided by an employee at a non-EMIS reporting entity.

Percent of Time 2 (optional) – Enter the average percent of time, for the week that the student participates in any instruction provided by an employee at a non-EMIS reporting entity.

Transfer Attendance (optional) – Select this option to transfer student attendance when enrolling students in bulk.

Transfer Assessments (optional) – Select this option to transfer student assessments when enrolling students in bulk. The assessments currently available for ITC to ITC transfers are ACT, OGT, PLAN, PSAT, and SAT Reasoning.

Transfer Course History (optional) – Select this option to transfer student course history when enrolling students in bulk. This option is currently not available for ITC to ITC transfers.

Status – Displays the following information about the student you have selected to transfer:

-  – Indicates that the marking pattern mapping is set up between the sending and receiving school.
-  – Indicates that additional marking patterns need to be set up between the sending and receiving school.
-  – Indicates that the student has transferred from a school in another ITC and no course history can be transferred.

To Grade (required) – Select the grade level in which to enroll each student. If the school year in context is equal or prior to the current school year, this field defaults to the grade shown in the **From Grade** field for this student. If the school year in context is newer than the current school year, this field defaults to the next valid grade level of the school in context based on the configured **Grade Level Progressions**.

View Pending Students – Click to return to the **View Pending Students** screen.

District Register Selected Students – Click to register the listed students in the specified district. The following confirmation screen displays:

StudentInformation > Management > School Administration > Student Transfer > Bulk Enroll Pending Students

Bulk Enroll Pending Students

From this screen, you can register or reject a student that has been sent to you from another school.

You selected **3** students for bulk enrollment.
 The students will be registered with the following values:

Student Status: A - ACTIVE RES
Admission Date: 02/13/2017
Admission Calendar: Default (Default)
Admission Code:
Admission Reason: 6 - Transferred from other Ohio public district/community school
Progression Track: SAES - SAMS - SAHS
Program:
Emis Situation: 5 - Resident attending Full Time
District Relationship: 1 - Stud. rcvg instr. in whole/part from rep. dist
District Of Residence: SATest
How Received: * - Not Applicable
How Received IRN: *****
PercentOfTime: 100
Tuition Type: N - Non-tuition student (default)
AttendingBuildingIRN: 000851 - SATest Elementary School
Assigned Building IRN: *****
Sent to 1 Reason: NA - Not sent to another district
Sent to 1 IRN: *****
Sent to 1 Percent of time:0
Sent to 2 Reason: NA - Not sent to another district (default)
Sent to 2 IRN: *****
Sent to 2 Percent of time:0
Transfer Attendance:
Transfer Assessments:
Transfer Course History: (Currently not available for ITC to ITC transfer)

i The Bulk Enrollment process may take several minutes to complete. After clicking the 'Continue with Registration' button, please be patient while students are registered.

Cancel – Click to cancel the transfer and return to the **View Pending Students** screen.

Continue with Registration – Click to process the transfer and register selected students.

If a student was already enrolled in the destination school, a list of the students that were not enrolled and the reason(s) why display.

StudentInformation > Management > School Administration > Student Transfer > Bulk Enroll Pending Students

Bulk Enroll Pending Students

From this screen, you can register or reject a student that has been sent to you from another school.

The following are matches for students you are attempting to register. The matching students either exist in the school without open admission records, or they exist in another school in the district with or without open admission records. Please review the students listed below for possible duplicate records.

Transferred Student	To Grade	Matching Student	M Student ID	M Gender	M Birthdate	M Address	M City	M State	M Zip
<input type="checkbox"/> Pearson, Benjamin - SATEST ELEMENTARY SCHOOL	05	Pearson, Benjamin	624589	M	10/2/2005	1234 ProgressBook Road	Brecksville	OH	44141

Transfer History

StudentInformation provides two screens for viewing the transfer history for students who have transferred into or out of the building in context:

- **Transfer In History** – Displays the information for students who have transferred into the building from another building or district.
- **Transfer Out History** – Displays the information for students who have transferred from the building to another building or district.

Transfer In History

Navigation: StudentInformation > Management > School Administration > Student Transfer > Transfer In History

From the **Transfer In History** screen, you can view the history of all students who transferred into the building in context.

StudentInformation > Management > School Administration > Student Transfer > Transfer In History

Transfer In History

From this screen, you can view students that have recently transferred to your building from another building or district.

Transfer Date Range:  to  This School Year Only

Enter a range of dates for the transfer history and click **Search**. Clicking **Search** without entering any dates displays all transfer records.

Student Information

Select the **This School Year Only** checkbox to view all of the transfers that have occurred within the current school year. StudentInformation automatically completes the **Transfer Date Range** fields with the start and end dates for the current fiscal year.

StudentInformation > Management > School Administration > Student Transfer > Transfer In History

Transfer In History

From this screen, you can view students that have recently transferred to your building from another building or district.

Transfer Date Range: 02/01/2017 to 02/13/2017 This School Year Only

	Student	Grade	From District	From School	Transfer Date	User Id	From Year
Detail	Jones, Max	01	SADoc	SADoc Elementary	02/09/2017 01:12 PM	principal1	2016-2017
Detail	Kelly, Anderson	KG	SADoc	SADoc Elementary	02/09/2017 01:10 PM	principal1	2016-2017
Detail	Westfield, Mike	01	SADoc	SADoc Elementary	02/09/2017 01:03 PM	principal1	2016-2017
Detail	Boddy, Trent	06	SADoc	SADoc Elementary	02/09/2017 12:16 PM	principal1	2016-2017

Click the **Detail** link to view the attendance, course history, and assessments that have been transferred into StudentInformation for the student from the sending school district.

StudentInformation > Management > School Administration > Student Transfer > Transfer In History

Transfer In History

From this screen, you can view students that have recently transferred to your building from another building or district.

Transfer Date Range: 02/01/2017 to 02/13/2017 This School Year Only

	Student	Grade	From District	From School	Transfer Date	User Id	From Year
Detail	Jones, Max	01	SADoc	SADoc Elementary	02/09/2017 01:12 PM	principal1	2016-2017
Detail	Kelly, Anderson	KG	SADoc	SADoc Elementary	02/09/2017 01:10 PM	principal1	2016-2017
Detail	Westfield, Mike	01	SADoc	SADoc Elementary	02/09/2017 01:03 PM	principal1	2016-2017
Detail	Boddy, Trent	06	SADoc	SADoc Elementary	02/09/2017 12:16 PM	principal1	2016-2017

StudentInformation > Management > School Administration > Student Transfer > Transfer In History Detail

Transfer In History Detail

From this screen, you can view the detail of the data that was transferred in with this student.

Accepted Attendance:

Year	Attendance
2011	<input checked="" type="checkbox"/>
2012	<input checked="" type="checkbox"/>
2013	<input checked="" type="checkbox"/>
2014	<input checked="" type="checkbox"/>
2015	<input checked="" type="checkbox"/>
2016	<input checked="" type="checkbox"/>

Accepted Course History:

Year	Sending Marking Pattern	Pattern Rule
There are no records to display		

Accepted Assessments:

Test Type	Date Taken	Sending School IRN
There are no records to display		

Transfer Out History

Navigation: StudentInformation > Management > School Administration > Student Transfer > Transfer Out History

From the **Transfer Out History** screen, you can view the history of all students who transferred out of the building in context.

StudentInformation > Management > School Administration > Student Transfer > Transfer Out History

Transfer Out History

From this screen, you can view students that have been previously transferred from your building to another building or district.

Transfer Date Range: to

Enter a range of dates for the transfer history and click **Search**. Clicking **Search** without entering any dates displays all transfer records.

StudentInformation > Management > School Administration > Student Transfer > Transfer Out History

Transfer Out History

From this screen, you can view students that have been previously transferred from your building to another building or district.

Transfer Date Range: to

	Student	Grade	To School	To District	To Year	Job ID	Transfer Date
Detail	Carter, William	KG	SATest Elementary	SATest	2016-2017	5767	08/30/2016 10:07 AM
Detail	Pollock, Kathy	03	SATest Elementary	SATest	2016-2017	5753	08/29/2016 09:47 AM
Detail	Miller, Paul	KG	SATest Middle	SATest	2016-2017	5742	08/25/2016 10:15 AM
Detail	Austin, Luke	KG	SADoc Middle	SADoc	2016-2017	5741	08/25/2016 10:10 AM

Bulk Student Transfer

Navigation: StudentInformation > Management > School Administration > Student Transfer > Bulk Student Transfer

This screen is used to move the profile data for all students in an ad-hoc membership from the current school building in context to the selected school building.

If the student is moving within the district, then the data on the **Edit Student Profile** screen **FN-Graduate** tab moves with the student unchanged.

If the student is moving between districts, then data on the **Edit Student Profile** screen **FN-Graduate** tab does not move with the student.

During the transfer of students from a regular school into a JVS, the following EMIS fields now retain their values from the sending school:

- **How Received**
- **District of Residence**
- **How Received IRN**

Note: This screen is used by the school sending the students.

Ad-Hoc Membership (required) – Select an ad-hoc membership from the drop-down list, or click  to view the **Ad-Hoc Membership Maintenance** screen and create or view existing ad-hoc memberships. Click **Public** and **Private** to display both public and private ad-hoc memberships.

Make students available in (required) – Select the school year in which the transferred students are enrolled.

District (required) – Select the school district receiving the students.

Building (optional) – Select the school building receiving the students. If you do not select a building, all buildings in the selected district can see the pending transfers until one of them accepts each one or processes a bulk enroll.

Bulk Transfer – Click to process the bulk student transfer. You receive a confirmation message.

Cancel – Click to cancel the bulk student transfer and reset the drop-down lists.

View Transfer History – Click to go to the **Transfer History** screen.

WebService Administration

Navigation: StudentInformation > ITC > WebService Administration

This screen is used to check the status of ITCs that are connected to this ITC by a web service called Remote Transfer Service. This service handles ITC to ITC student transfers. If you are experiencing ITC to ITC student transfer problems, consult your ITC for assistance.

Site Name	Status	Refresh All
Aaaaaaa	●	
Bbbbbbb	●	

Click to verify the connection to an individual ITC site. Click **Refresh All** to verify the connection to all ITC sites. A green status indicates an active connection while a red status indicates a broken or inactive connection.

Student Community Service Hours

Navigation: StudentInformation > SIS > Student > Community Service

Community service hours may be entered for individual students as needed. You can use this feature in conjunction with graduation eligibility.

	School Year	Date Served	Description	Is Grad. (Hours)	Hours
	2015 - 2016			(.00)	8.00
	2015-2016	11/05/2015	Helped with Lock-In for Parents Plus		8.00
	2016 - 2017			(.00)	12.00
	2016-2017	09/05/2016	Worked youth football camp		12.00

– Click to delete this community service hours record. You receive a confirmation message asking if you are sure you want to delete the record.

– Click to edit this community service hours record.

Add Hours – Click to add a community service record.

Add/Edit Community Service Hours

Navigation: StudentInformation > SIS > Student > Community Service

When you add or edit a community service record, the following screen displays:

The screenshot shows a web browser window with the address bar displaying "StudentInformation > SIS > Student > Community Service" and a search box labeled "Find Students". The main heading is "Student Community Service Hours". Below the heading is a red instruction: "From this screen, you can display, add, change and delete data pertaining to a student's community service hours." The form contains the following fields: "Date Served:" with a text input and a calendar icon; "Hours:" with a spinner box containing the number "1"; a checkbox labeled "Include in Graduation / Eligibility"; and "Description:" with a large text area. At the bottom are three buttons: "Save", "Save and New", and "Cancel".

Date Served (required) – Date the community service task was performed.

Hours (required) – Time spent on the community service task. The value defaults to **1**. You can enter or use  to select a value between 0.25 to 999.00 hours in increments of 0.25 (1/4) hours.

Include in Graduation/Eligibility (optional) – Select this checkbox to have the community service task count toward graduation eligibility requirements; otherwise, deselect this checkbox.

Description (required) – Enter a description of the community service task.

Save – Click to save the community service record and return to the **Student Community Service Hours** screen listing where the updated information displays.

Save and New – Click to save the new community service record and immediately add another community service record.

Cancel – Click to clear out already entered data and return to the **Student Community Service Hours** screen listing.

Student Contact Information

Navigation: StudentInformation > SIS > Student > Contacts Summary

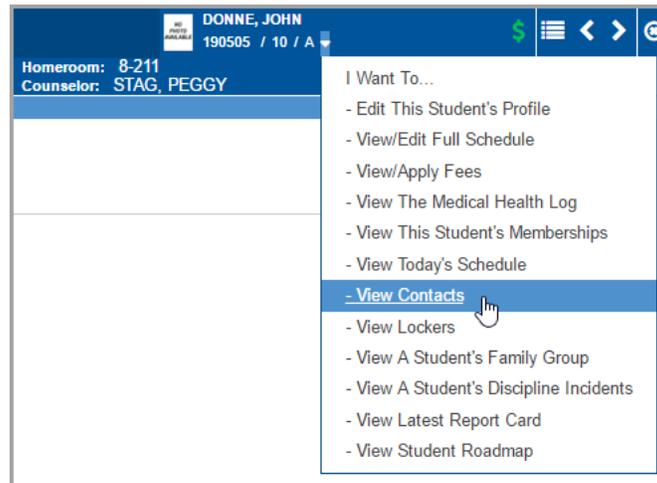
Add personal and professional contacts to students on the **Student Contacts Summary** screen. A student can have only one primary contact. The primary contact is listed first and displays ★.

Note: You can also access this screen by selecting **View Contacts** in the **I want to...** drop-down list on either the **View Profile** screen or in the student in context area of the masthead.

View Student Contacts from the View Profile Screen

Address:	6770 West Snowville Road Brecksville, OH 44141
Phone Number:	(555) 555-5555 <input type="checkbox"/> Unlisted
Student Email:	
Primary Contact's Email:	
Parent/Guardian:	DONNE, JEFF H: (555) 555-5555
Student Status:	ACTIVE RES
Birthdate:	6/15/2000
Ethnicity:	White
Program:	
Academic Locker:	
Admission History:	8/28/2007 - Enrolled
EMIS Situation:	5 - Resident attending Full Time

View Student Contacts from Masthead



Add Contact

Note: This procedure adds a contact to an individual student. To add a contact to a family group, see [“Add Contacts to a Family Group.”](#)

You can add personal and professional contacts, such as a day care provider, doctor, or dentist, to a student in one of the following ways:

To search for a professional contact that already exists in the system for another student, complete the following steps:

1. With a student in context, on the **Student Contacts Summary** screen, in the **Search Professional Contacts** area, enter all or part of an existing contact's name. (Do not press ENTER.)
2. If a contact record is found, it displays in a drop-down list.
3. In the drop-down list, click the contact's name.
4. Click **Add**.

The contact is added to the student.

To add a new personal or professional contact, complete the following steps:

1. With a student in context, on the **Student Contacts Summary** screen, click **Add Contact**.

The **Add Student Contact** window displays.

2. Complete the required contact information in the following fields.

Note: The fields that display vary based on the contact type you select at the top of the window.

- Contact type – This drop-down list populates based on the **Contact Type Codes Maintenance** screen.
- Title – Salutation title, such as Mr., Mrs., Ms., or Dr.
- **First Name** – First name of this contact.
- **Middle Name** – Middle name of this contact.
- **Last Name** (required) – Last name of this contact.
- **Suffix** – Any suffix, such as Jr. or III.

- **Phone Number** area – Phone number information for the contact, including the type of phone number (home, work, cell, pager, etc.), the number, and any extension.
 - **Unlisted** – Select this checkbox to mark the number as unlisted for privacy purposes.
 - **Available** start time and end time fields – Time period during which the contact can be reached at this phone number.

Note: To add another phone number, click . To delete a phone number, click .

- **Address section** – Address information for the contact, including the type of address (mailing, other home, employer, etc.).

Note: If you choose to enter an address, you must enter it completely, including street, city, state and zip code. The system does not let you save a partial address.

- **Same As Student Address** – Automatically populate a home address from the student's home address on record.

Note: To add another address, click . To delete an address, click .

Note: You can designate only one primary **Home** address, but you can add additional homes as **Other home**.

- **Email Address** area – Email address information for the contact, including the type of email address (primary, work, home, etc.).

Note: To add another email address, click . To delete an email address, click .

- **Place of Employment** – Contact's place of employment.
- **Occupation** – Occupation of this contact.
- **Custody Code** – Drop-down list populates based on the **Custody Code Type Maintenance** screen.
- **Language** – Language spoken by the contact.
- **Legal District of Residence Change Date** (community schools only) – Effective date when a legal guardian's district of residence changed.
- **Contact Comments** – Additional comments for this contact, such as work schedule or any other comments that would be helpful when trying to contact this person.
- **Relationship Comments** – Additional comments related to this contact's relationship with the student.
- **Contact Flags** – Select the applicable checkboxes that display based on the contact type.
 - **Legal Guardian** – If you select this option, the contact displays on the student's **View Profile** screen.
 - **Emergency Contact** – Informational only.

- **Living with Student** – Informational only.
- **Copied on Correspondence** – If you select this checkbox and also select the **Include Copied on Correspondence** checkbox on student reports and labels (including report cards), extra copies are printed specifically for this contact.
- **Willing to Volunteer** – Informational only.
- **Medical Contact** – If you select this checkbox, the contact's information also displays as the student's medical contact on the **Medical Contacts** screen.
- **Available at Work** – Informational only.
- **Migrant Worker** – Informational only.
- **Authorized to Pickup** – Informational only.
- **Publicly Viewable** – If you select this checkbox and the **Is Publicly Viewable** checkbox for the associated contact type code is also selected, the contact's information displays in ParentAccess.

3. Click **Save**.

The new contact displays on the **Student Contact Summary** screen.

Note: *The first contact you enter for a student becomes the student's primary contact. To change the primary contact, see ["Change Primary Contact."](#)*

Edit Contact

1. On the contact you want to edit, click .

The **Edit Student Contact** window displays.

Edit Student Contact - Emily Aguilar

Mother

Emily Middle Aguilar * Suffix

+ Phone Number

Home (440) 433-5900 Ext Unlisted Available: Start Time to End Time

+ Address Same As Student Address

Home 1335 7th Street Address 2 SADoc OH 44320-0 Select County...

+ Email Address

Primary EmilyAguilar@email.com

Place of Employment Occupation Custody Code Language

PARENT English (Default)

Legal District of Residence Change Date

Change Date

Contact Comments Relationship Comments

Contact Flags

Legal Guardian Emergency Contact Living with Student Copied on Correspondence

Willing to Volunteer Medical Contact Available at Work Migrant Worker

Authorized to Pick up Publicly Viewable

Save Cancel

2. Edit the contact information. For field descriptions, see [“Add Contact.”](#)

Note: The fields that display vary based on the contact type you select at the top of the window.

3. Click **Save**.

The updated contact displays on the **Student Contact Summary** screen.

Change Primary Contact

To make a different contact the student's primary contact, click ☆ to change it to ★.

StudentInformation > SIS > Student > Contacts Summary [Find Students] [Go To]

Student Contacts Summary

From this screen, you can display, add, change and delete student contact information.

[Add Contact](#) Search Professional Contacts Tip: Search Last Name [Add](#)

★ Mother			
Jane Doe	Cell: (555) 555-5555	o Legal Guardian	o Same as Student Address
Home address 6770 West Snowville Road Brecksville, OH 44141 County: Cuyahoga	Home: (555) 555-5555	o Emergency Contact	o Publicly Viewable
Contact Comments: Best to call at 12pm			

☆ Father			
Mr. Darrell Adams	Work: (555) 555-5555	o Publicly Viewable	
	Cell: (555) 555-5555		

StudentInformation > SIS > Student > Contacts Summary [Find Students] [Go To]

Student Contacts Summary

From this screen, you can display, add, change and delete student contact information.

[Add Contact](#) Search Professional Contacts Tip: Search Last Name [Add](#)

★ FATHER			
JEFF DONNE	Home: (555) 555-5555	o Legal Guardian	o Same as Student Address
Home address 6770 West Snowville Road Brecksville, OH 44141		o Emergency Contact	o Publicly Viewable

☆ MOTHER			
ABBEY DONNE	Cell: (555) 555-5555	o Emergency Contact	o Publicly Viewable

☆ GRANDPARENT			
SUE DONNE	Home: (555) 555-5555	o Emergency Contact	o Publicly Viewable

Note: You can also drag and drop a contact to the top position to make it the primary contact. See ["Reorder Contacts"](#) for details.

Reorder Contacts

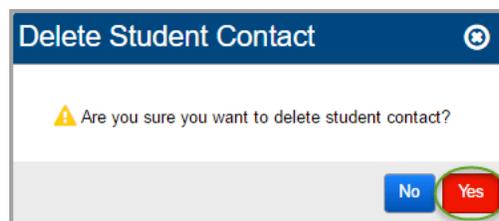
Drag and drop contacts to reorder how they display on screen.

The screenshot shows the 'Student Contacts Summary' page. At the top, there is a breadcrumb trail: 'StudentInformation > SIS > Student > Contacts Summary'. Below this is a search bar for 'Professional Contacts' with a 'Tip: Search Last Name' and an 'Add' button. The main content area displays a list of contacts, each with a star icon indicating their status as a primary contact. The contacts are: JEFF DONNE (FATHER, primary), ABBEY DONNE (MOTHER), SUE DONNE (GRANDPARENT), JEFF DONNE (FATHER), SUE DONNE (GRANDPARENT), and ABBEY DONNE (MOTHER). A red box highlights the SUE DONNE (GRANDPARENT) contact in the second list, and a red arrow points to the SUE DONNE (GRANDPARENT) contact in the third list, illustrating the drag-and-drop reordering process.

Note: The primary contact (denoted by ★) is always listed first. If you drag and drop a contact to the top of the list, it becomes the new primary contact.

Delete Contact

1. On the contact you want to delete, click .
2. On the **Delete Student Contact** confirmation window, click **Yes**.



The contact is inactivated and no longer displays on the **Student Contacts Summary** screen.

Note: Records on this screen are not deleted but are inactivated. For information on reactivating records, see the ProgressBook StudentInformation Getting Started Guide.

Note: If the deleted contact is associated with a discipline incident, the contact remains viewable on the **Discipline Incident** screen below **Parent Involvement**. (*) displays next to the deleted contact name, indicating it is inactive.

Student Memberships

Navigation: StudentInformation > SIS > Maintenance > School > Student Memberships

Student memberships codes are used to designate that a student is part of common affiliation or activity, such as athletic team members, band members, special education program, etc.

Membership codes may be associated with a state defined program code for EMIS reporting purposes, but not all membership codes are required to be EMIS reportable.

A student's inclusion in a membership is tracked by date so that inclusion in a membership can be determined at any point during the school year.

View Student Memberships

Navigation: StudentInformation > SIS > Student > Student Memberships

On the **Student Memberships** screen, you can view the selected student's current memberships.

Note: You can also access this screen by selecting **View This Student's Memberships** in the **I want to...** drop-down list on either the **View Profile** screen or in the student in context area of the masthead.

StudentInformation > SIS > Student > Student Memberships

[Find Students] [Go To]

Student Memberships

From this screen, you can view the memberships associated with a student.

Special Education Services (215xxx) for FY13 and beyond now report to EMIS from the Special Education Services page.

Membership Code	Membership Name	School Year ▲	Start Date	Stop Date	EMIS Program Code
205075	Honors Class(es)	2019	Aug 21, 2019		205075
405004	Foreign Language Clubs	2019	Aug 21, 2019		405004
205075	Honors Class(es)	2020	Aug 25, 2020		205075
405004	Foreign Language Clubs	2020	Aug 25, 2020		405004

Current Assignments Only
 All Assignments This Year
 All Assignments All Years

Back to Student Profile

Click **Back to Student Profile** to go back to the **View Profile** screen.

Edit Student Memberships

Navigation: StudentInformation > SIS > Student > Edit Memberships

To view membership details for a student, use the **Edit Memberships** link on the **Student** menu. This screen lists memberships that have been associated with the selected student.

Notes

- For School Years 2020-2021 and forward, the **Edit Student Membership** screen is no longer used to maintain membership records for **Graduation Seal** program codes, and **Graduation Seal** program codes (51xxxx) are no longer available for selection on this screen. Instead, **Graduation Seal** program codes are now maintained based on the selections in **Graduation Points > Student Exemptions/Requirements** in the **State System of Diploma Seals** section for the **Plans to Earn** and **Earned** checkboxes.

Note: An exception to this rule is the **Program Codes** for the **Earned Seal of Biliteracy**. The Language codes for the Seal of Biliteracy need to be added to the student's **Membership Records** to be included in the **GQ** transfer file.

- As of FY13, special education services (215xxx codes) are no longer assigned as memberships on the **Edit Student Memberships** screen. You must enter any special education services assigned to this student on the **Services** tab on the **Special Education** screen. For more information about the **Special Education** screen, refer to the *ProgressBook StudentInformation EMIS Guide*.
- From FY09 and forward, the start and end dates on student memberships are used to determine which student memberships to report to EMIS. The EMIS reporting period on the membership definitions give MEMBEMIS control over which membership codes transfer to EMIS.

StudentInformation > SIS > Student > Edit Memberships

Edit Student Memberships

From this screen, you can edit and delete student memberships for the working school and school year.

Graduation Seal Program Codes are now maintained on the [Student Exemptions/Requirements](#) Screen.

	Membership Code	Membership Name	Start Date	Stop Date	Staff Member	Prog Prov IRN
	420010	Soccer	Aug 27, 2021			*****

[Add Membership](#) [Back to Student Profile](#)

– Click to remove this student from this membership.

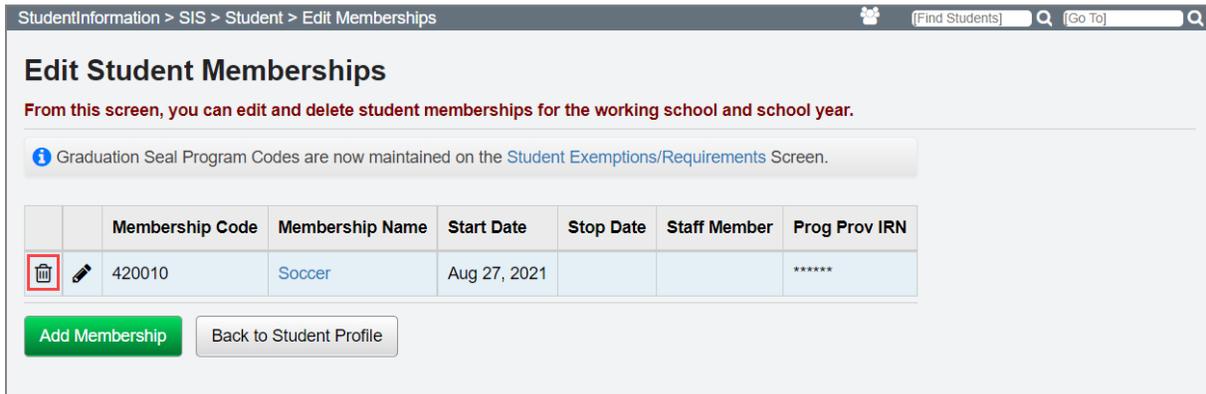
– Click to edit this student’s membership details.

Add Membership – Click to add membership to the student in context.

Back to Student Profile – Click to return to the **View Profile** screen.

Delete Student Membership

Navigation: StudentInformation > SIS > Student > Edit Memberships



StudentInformation > SIS > Student > Edit Memberships

Edit Student Memberships

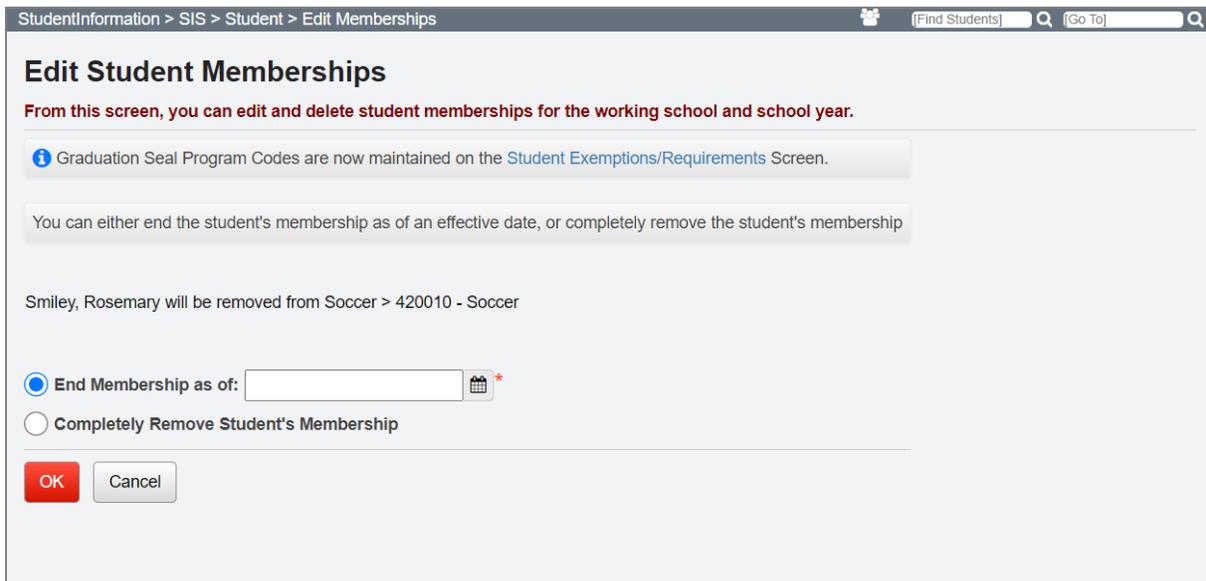
From this screen, you can edit and delete student memberships for the working school and school year.

Graduation Seal Program Codes are now maintained on the [Student Exemptions/Requirements](#) Screen.

	Membership Code	Membership Name	Start Date	Stop Date	Staff Member	Prog Prov IRN
	420010	Soccer	Aug 27, 2021			*****

[Add Membership](#) [Back to Student Profile](#)

Click  to remove the student in context from the membership.



StudentInformation > SIS > Student > Edit Memberships

Edit Student Memberships

From this screen, you can edit and delete student memberships for the working school and school year.

Graduation Seal Program Codes are now maintained on the [Student Exemptions/Requirements](#) Screen.

You can either end the student's membership as of an effective date, or completely remove the student's membership

Smiley, Rosemary will be removed from Soccer > 420010 - Soccer

End Membership as of:  *

Completely Remove Student's Membership

[OK](#) [Cancel](#)

End Membership as of – The current date is listed and can be changed. When you select this option, the listed date is entered as the **Stop Date** for the student's association with this membership.

Completely Remove Student's Membership – Select this option to delete the student's association with this membership completely, removing all records relating to the association.

OK – Click to remove the membership from the student's record using the method selected.

Cancel – Click to cancel the removal of the membership from the student's record and return to the **Edit Student Memberships** screen.

Edit Student Membership Details

Navigation: StudentInformation > SIS > Student > Edit Memberships

StudentInformation > SIS > Student > Edit Memberships

Edit Student Memberships

From this screen, you can edit and delete student memberships for the working school and school year.

i Graduation Seal Program Codes are now maintained on the [Student Exemptions/Requirements](#) Screen.

	Membership Code	Membership Name	Start Date	Stop Date	Staff Member	Prog Prov IRN
 	420010	Soccer	Aug 27, 2021			*****

Add Membership Back to Student Profile

Click  to edit the membership details for the student in context.

StudentInformation > SIS > Student > Edit Memberships

Edit Student Memberships

From this screen, you can edit and delete student memberships for the working school and school year.

i Graduation Seal Program Codes are now maintained on the [Student Exemptions/Requirements](#) Screen.

Membership Name:

Start Date: * 

Stop Date: 

Staff Member: 

Program Provider IRN: * 

Save Cancel

Membership Name (read-only) – Lists the name of the membership.

Start Date (required) – The date the student became associated with the membership.

Stop Date (optional) – The date the student stopped being associated with the membership.

Staff Member (optional) – Select a staff member to be associated with this membership, if applicable.

Program Provider IRN – This field is used by EMIS processing. Click  for assistance with the search for the IRN by accessing the ODE IRN Search.

Save – Click to save the changes and return to the **Edit Student Memberships** screen. You receive a confirmation message.

Cancel – Click to discard your changes and return to the **Edit Student Memberships** screen.

Add Student Membership

Navigation: StudentInformation > SIS > Student > Edit Memberships

StudentInformation > SIS > Student > Edit Memberships

Edit Student Memberships

From this screen, you can edit and delete student memberships for the working school and school year.

Graduation Seal Program Codes are now maintained on the [Student Exemptions/Requirements](#) Screen.

	Membership Code	Membership Name	Start Date	Stop Date	Staff Member	Prog Prov IRN
		420010	Soccer	Aug 27, 2021		*****

Add Membership Back to Student Profile

Click **Add Membership** to add a student membership.

StudentInformation > SIS > Student > Edit Memberships

Edit Student Memberships

From this screen, you can edit and delete student memberships for the working school and school year.

Graduation Seal Program Codes are now maintained on the [Student Exemptions/Requirements](#) Screen.

Membership Group: 40 - Extracurricular/Intracurricular Programs & Service

Membership*: 405001 - National Honor Society

Start Date*: 09/07/2021

Stop Date: 05/20/2022

Staff Member: [Select Staff]

Program Provider IRN*: *****

Save Cancel

Membership Group (required) – Select the membership group.

Membership (required) – Select the membership. This drop-down list populates based on the **Membership Group** selected.

***Note:** When FY13 and forward is in context, you must enter special education services (215xxx codes) on the **Services** tab on the **Special Education** screen. For more information, refer to the ProgressBook StudentInformation EMIS Guide.*

Start Date (required) – The date the student became associated with the membership.

Stop Date (optional) – The date the student stopped being associated with the membership.

Staff Member (optional) – Select a staff member to be associated with this membership, if applicable.

Program Provider IRN – Used by EMIS processing. Click for assistance with the search for the IRN by accessing the ODE IRN Search.

Save – Save changes and return to the **Edit Student Memberships** screen. You receive a confirmation message and the newly added student membership displays in the student membership grid.

Cancel – Click to discard your changes and return to the **Edit Student Memberships** screen.

Membership Members Screen

Navigation: StudentInformation > SIS > School > Membership Members

The **Membership Members** screen displays all students associated with a specific membership code. You can also add students to memberships either by searching for students using various criteria or typing in specific student IDs and adding them to the selected membership.



The screenshot shows the 'Membership Members' screen. At the top, there is a breadcrumb trail: 'StudentInformation > SIS > School > Membership Members'. To the right of the breadcrumb is a search bar with the text '[Find Students]' and a magnifying glass icon, followed by a 'Go To' button. Below the breadcrumb is the title 'Membership Members'. Underneath the title is a red instruction: 'From this screen, you can maintain the students associated with the selected membership.' Below this instruction are two dropdown menus: 'Membership Group: -- Select a Membership Group --' and 'Membership: -- Select a Membership --'. Below the dropdowns are two radio buttons: 'Show Active Members' (which is selected) and 'Show Members From:'. To the right of the 'Show Members From:' radio button is a date input field containing '2/15/2017' and a calendar icon. To the right of the date input field is a 'To:' label, another date input field containing '2/15/2017' with a calendar icon, and a blue 'Go' button.

Show Active Members – Select this option to display students who are currently associated with the selected membership (have no **Stop Date**).

Show Members From/To – Select this option to display students who are associated with the selected membership for the entire duration between the date range.

Go – Click to display students based on the search criteria.

View Membership Members

Navigation: StudentInformation > SIS > School > Membership Members

To view the members of a membership, first select a **Membership Group** from the drop-down list. This populates the **Membership** drop-down list with applicable membership codes for selection.

StudentInformation > SIS > School > Membership Members

Membership Members

From this screen, you can maintain the students associated with the selected membership.

Membership Group: Membership:

Show Active Members Show Members From: To:

	ID	Name ▲	Homeroom	Staff Member	Start	End	Grade	Prog Prov IRN
		CONTRARY, MARY	216-Room		Sep 13, 2016		09	*****
		OLIVER, ANDREW	133-Room		Sep 13, 2016		12	*****
		DENNINGER, BEN	107-Room		Sep 13, 2016		12	*****

Sorting – You can sort by any column (**ID**, **Name**, **Homeroom**, **Staff Member**, **Start**, **End**, **Grade**) in ascending or descending order by clicking the column header.

Add Students to Membership – Click to search for individual students to add to the selected membership code.

Bulk Addition of Students – Click to add several students based on their student ID to the selected membership code.

 – Click to delete this student from the Membership.

Contrary, Mary – Clicking a student's name takes you to that student's **View Student Memberships** screen.

Add Students to Membership

Navigation: StudentInformation > SIS > School > Membership Members

StudentInformation > SIS > School > Membership Members

Membership Members
From this screen, you can maintain the students associated with the selected membership.

Membership Group: 41 - Academic Intracurricular Descriptions (Vocational) | Membership: 415004 - Student Council

Show Active Members Show Members From: 2/15/2017 To: 2/15/2017 **Go**

Add Students to Membership Bulk Addition of Students

ID	Name ▲	Homeroom	Staff Member	Start	End	Grade	Prog Prov IRN
	CONTRARY, MARY	216-Room		Sep 13, 2016		09	*****
	OLIVER, ANDREW	133-Room		Sep 13, 2016		12	*****
	DENNINGER, BEN	107-Room		Sep 13, 2016		12	*****

Click **Add Students to Membership** to search for students and add them to the selected membership code.

StudentInformation > SIS > School > Membership Members

Membership Members
From this screen, you can maintain the students associated with the selected membership.

Membership Group: 41 - Academic Intracurricular Descriptions (Vocational) | Membership: 415004 - Student Council

First Name: Last Name:

Grade Level: Last Initial: **Search**

Available Students Found | Students to Add to Membership

Effective Start Date: 2/15/2017 | Effective End Date:

Staff Member:

Program Provider IRN: ***** **Q**

Add Students to Membership Cancel

Membership Group (read-only) – Membership group name.

Membership (read-only) – Membership name.

First Name – Enter a name to use as a search criterion or enter part of a name and select the checkbox to perform a wild card search.

Last Name – Enter a name to use as a search criterion or enter part of a name and select the checkbox to perform a wild card search.

Grade Level – Select a grade level from the drop-down list to narrow your search results.

Last Initial – Select an initial from the drop-down list to search by the first initial of the students' last name.

Search – Click to perform a search based on the criteria you selected.

Available Students Found – Results of your search display in this multi-select list. Select the students you wish to add to the membership, then click → to move them to the **Students to Add to Membership** multi-select list on the right. (You can hold down CTRL or SHIFT to make multiple selections and use any of the arrow icons to move students between the 2 multi-select lists.)

Students to Add to Membership – Displays students selected from the **Available Students Found** list that you wish to add to the membership code.

Effective Start Date (required) – Start date of the membership that should be added to the students' records.

Effective End Date (optional) – End date of the membership so that it will be removed from students' record. Only include if the membership has a specific end date.

Staff Member (optional) – Select a staff member to be associated with this membership, if applicable.

Title I Public School Choice IRN (Transfer from IRN) (optional) – This field is only available prior to FY09. Select a school IRN from the drop-down list. This designates the IRN from which this student membership is transferring. This field can be selected here or selected separately later for each student.

Program Provider IRN (optional) – Used by EMIS processing. Click  for assistance with the search for the IRN by accessing the ODE IRN Search. This field can be selected here or selected separately later for each student.

Add Students to Membership – Click to add the selected students to the membership.

Cancel – Click to cancel the membership assignment for the selected students and return to the **Membership Members** screen.

Delete Students from Membership

Navigation: StudentInformation > SIS > School > Membership Members

StudentInformation > SIS > School > Membership Members

Membership Members

From this screen, you can maintain the students associated with the selected membership.

Membership Group: 41 - Academic Intracurricular Descriptions (Vocational) Membership: 415004 - Student Council

Show Active Members Show Members From: 2/15/2017 To: 2/15/2017 **Go**

Add Students to Membership Bulk Addition of Students

ID	Name ▲	Homeroom	Staff Member	Start	End	Grade	Prog Prov IRN
	CONTRARY, MARY	216-Room		Sep 13, 2016		09	*****
	OLIVER, ANDREW	133-Room		Sep 13, 2016		12	*****
	DENNINGER, BEN	107-Room		Sep 13, 2016		12	*****

Click  to delete a student from the selected membership code.

StudentInformation > SIS > School > Membership Members

Membership Members

From this screen, you can maintain the students associated with the selected membership.

You can either end the student's membership as of an effective date, or completely remove the student's membership

CONTRARY, MARY will be removed from > Student Council

End Membership as of: *

Completely Remove Student's Membership

OK Cancel

End Membership as of – The current date is listed and can be changed. Select this option to enter the listed date as the **Stop Date** for the student's association with this membership.

Completely Remove Student's Membership – Select this option to delete the student's association with this membership completely, removing all records relating to the association.

OK – Click to remove the membership from the student's record using the method selected.

Cancel – Click to cancel the removal of the membership from the student's record and return to the **Membership Members** screen.

If you selected **End Membership as of** and entered a date, it displays on the **Membership Members** screen.

StudentInformation > SIS > School > Membership Members

Membership Members

From this screen, you can maintain the students associated with the selected membership.

Membership Group: 41 - Academic Intracurricular Descriptions (Vocational) Membership: 415004 - Student Council

Show Active Members Show Members From: 2/15/2017 To: 2/15/2017

ID	Name ▲	Homeroom	Staff Member	Start	End	Grade	Prog Prov IRN
	CONTRARY, MARY	216-Room		Sep 13, 2016	Feb 27, 2017	09	*****
	OLIVER, ANDREW	133-Room		Sep 13, 2016		12	*****
	DENNINGER, BEN	107-Room		Sep 13, 2016		12	*****

If you selected **Completely Remove Student's Membership**, the student no longer displays on the membership list.

StudentInformation > SIS > School > Membership Members

Membership Members

From this screen, you can maintain the students associated with the selected membership.

Membership Group: 41 - Academic Intracurricular Descriptions (Vocational) Membership: 415004 - Student Council

Show Active Members Show Members From: 2/15/2017 To: 2/15/2017

ID	Name ▲	Homeroom	Staff Member	Start	End	Grade	Prog Prov IRN
	OLIVER, ANDREW	133-Room		Sep 13, 2016		12	*****
	DENNINGER, BEN	107-Room		Sep 13, 2016		12	*****

Bulk Addition of Students

Navigation: StudentInformation > SIS > School > Membership Members

Several students can be added at the same time to a membership code using the **Bulk Addition of Students** option. You must know the Student IDs for all students you wish to add to the membership.

StudentInformation > SIS > School > Membership Members

Membership Members

From this screen, you can maintain the students associated with the selected membership.

Membership Group: 41 - Academic Intracurricular Descriptions (Vocational) Membership: 415004 - Student Council

Show Active Members Show Members From: 2/15/2017 To: 2/15/2017

ID	Name ▲	Homeroom	Staff Member	Start	End	Grade	Prog Prov IRN
	CONTRARY, MARY	216-Room		Sep 13, 2016		09	*****
	OLIVER, ANDREW	133-Room		Sep 13, 2016		12	*****
	DENNINGER, BEN	107-Room		Sep 13, 2016		12	*****

Click **Bulk Addition of Students** to add several students at once to the selected membership code.

StudentInformation > SIS > School > Membership Members - Bulk Addition

Membership Members - Bulk Addition (415004) - Student Council

From this screen, you can add students to the selected membership in a bulk addition manner.

Student ID (comma-separated list):*

Effective Date:* 2/15/2017

End Date:

Staff Member:

Program Provider IRN:* *****

Student ID (required) – Enter student ID numbers separated by commas for all students that you wish to add to the selected membership code.

Effective Date (required) – Start date of the membership that should be added to the students' records.

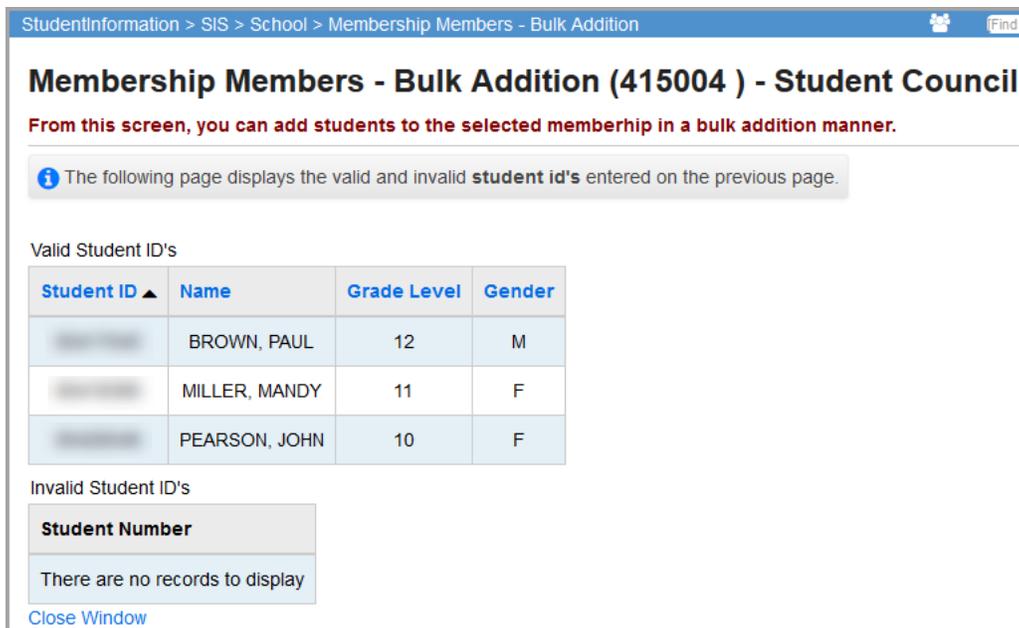
End Date (optional) – End date of the membership so that it will be removed from students' record. Only include if the membership has a specific ending date.

Staff Member (optional) – Select a staff member to be associated with this membership, if applicable.

Title I Public School Choice IRN (Transfer from IRN) (optional) – This field is only available prior to FY09. Select a school IRN from the drop-down list. This designates the IRN from which this student membership is transferring. This field can be selected here or selected separately later for each student.

Program Provider IRN (optional) – Used by EMIS processing. Click  for assistance with the search for the IRN by accessing the ODE IRN Search. This field can be selected here or selected separately later for each student.

View Students – Click to display a list of all student names based on the entered student IDs in a new window. Any invalid student IDs entered also display.



StudentInformation > SIS > School > Membership Members - Bulk Addition

Membership Members - Bulk Addition (415004) - Student Council

From this screen, you can add students to the selected membership in a bulk addition manner.

 The following page displays the valid and invalid **student id's** entered on the previous page.

Valid Student ID's

Student ID ▲	Name	Grade Level	Gender
██████████	BROWN, PAUL	12	M
██████████	MILLER, MANDY	11	F
██████████	PEARSON, JOHN	10	F

Invalid Student ID's

Student Number

There are no records to display

[Close Window](#)

Save – Click to save students with the selected membership code or remove the membership code from selected students according to the selected options.

If any listed student IDs are invalid, you receive an error message when you click **Save**.

Cancel – Click to cancel the membership assignment for the selected students and return to the **Membership Members** screen.

Copy Ad-Hoc Membership to Membership

Navigation: StudentInformation > Management > School Administration > School Building Administration > Ad Hoc Copy

This screen lets you copy students who are in an ad-hoc membership to a regular membership within a membership group.

Select Ad Hoc Membership Tab

The screenshot shows a web interface with a breadcrumb trail at the top: StudentInformation > Management > School Administration > School Building Administration > Ad Hoc Copy. The main heading is 'Copy Ad-Hoc Membership to Membership'. Below the heading is a red instruction: 'From this page, you can promote Ad-Hoc Memberships to regular Memberships.' The form contains a 'Select Ad Hoc Membership' label and a 'Copy' button. Below this is a required field 'Ad-Hoc Membership:' with a red asterisk, a dropdown menu showing '-- Select an Ad-Hoc Membership --', and a small square icon with three dots. To the right of the dropdown is a 'Public And Private' checkbox. At the bottom left of the form is a 'Next' button.

Ad-Hoc Membership (required) – Choose an ad-hoc membership from the drop-down list. By default, the **Ad-Hoc Membership** drop-down list populates with private ad-hoc memberships assigned to the user. Select the **Public and Private** checkbox to display both public (assigned to others and marked as public) and private (assigned to the user) ad-hoc memberships in the **Ad-Hoc Membership** drop-down list.

Click  to find or build an ad-hoc membership. See the *ProgressBook StudentInformation Getting Started Guide* for details on creating or editing an ad-hoc membership.

After selecting an ad-hoc membership from the drop-down list, click **Next** to proceed to the **Copy** tab.

Copy Tab

StudentInformation > Management > School Administration > School Building Administration > Ad Hoc Copy

Copy Ad-Hoc Membership to Membership

From this page, you can promote Ad-Hoc Memberships to regular Memberships.

Select Ad Hoc Membership Copy

Membership Name: *

Start Date:

Stop Date:

Staff Member:

Program Provider IRN: *

Membership Group: * -- Select a Membership Group --

Membership: *

School Year:

Membership Name (required) – The ad-hoc membership from which you are copying displays.

Start Date (optional) – Enter the start date for the new memberships you are creating. Date must be within the current school year. This field is available from FY09 and forward.

End Date (optional) – Enter the end date for the new memberships you are creating. Date must be within the current school year. This field is available from FY09 and forward.

Staff Member (optional) – Choose the staff member associated with this membership, if applicable. This field is available from FY09 and forward.

Program Provider IRN (optional) – Used by EMIS processing. Click for assistance with the search for the IRN by accessing the ODE IRN Search. This field is available from FY09 and forward.

Membership Group (required) – Choosing a membership group populates the **Membership** drop-down list with memberships that belong to the chosen group.

Membership (required) – Choose the membership to which you are copying students.

School Year (read-only) – Defaults to the school year in context.

Click **Back** to return to the **Select Ad Hoc Membership** tab.

Click **Copy** to copy these students from the selected ad-hoc membership to the selected regular membership. A confirmation message displays if it is successful.

The students from the Ad Hoc Membership have been successfully copied to the selected membership.
Total Affected Students : 8

Student Information

If the students being copied are already in the chosen membership, you receive the following message instead:

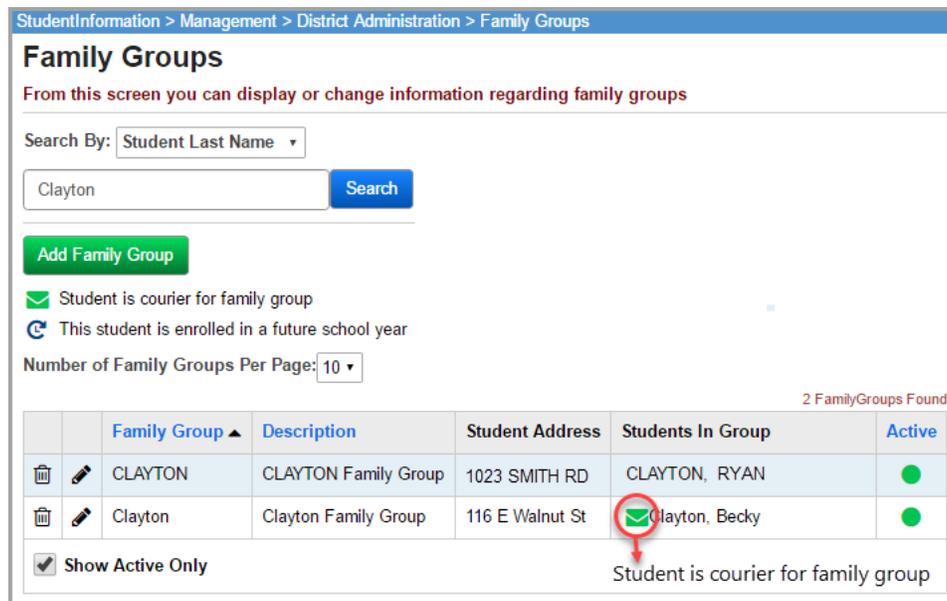
No students were copied.
Total Students Already in Membership : 8

Family Groups

Navigation: StudentInformation > Management > District Administration > Family Groups

The **Family Groups** screen lets you select students who reside in the same household so that when the district or school needs to notify the parents of an event, such as by phone or mail, only one notification is sent per household. You can set up family groups by school or district.

You can designate one of the students in the family group as the courier. The courier is the student through whom all correspondence from the school or district is sent. On the **Family Groups** screen,  displays next to the student selected as the courier.



StudentInformation > Management > District Administration > Family Groups

Family Groups

From this screen you can display or change information regarding family groups

Search By: Student Last Name

Clayton Search

Add Family Group

 Student is courier for family group

 This student is enrolled in a future school year

Number of Family Groups Per Page: 10

2 FamilyGroups Found

	Family Group ▲	Description	Student Address	Students In Group	Active
	CLAYTON	CLAYTON Family Group	1023 SMITH RD	CLAYTON, RYAN	
	Clayton	Clayton Family Group	116 E Walnut St	 Clayton, Becky	

Show Active Only

Student is courier for family group

Note: You can also access this screen by selecting **View a Student's Family Group** in the **I want to...** drop-down list on either the **View Profile** screen or in the student in context area of the masthead.

Once a student has been assigned to a family group, it displays on the student's profile.

StudentInformation > SIS > Student > View Profile

Clayton, Becky

From this screen, you can view the student's profile.

I want to...

Address:	116 E Walnut St Ashland, OH 44805
Phone Number:	(419) 555-2161 <input type="checkbox"/> Unlisted
Email Address:	
Parent/Guardian:	None specified

Student Status:	ACTIVE RES
Birthdate:	2/14/2000
Ethnicity:	White
Program:	
Academic Locker:	
Admission History:	5/20/2016 - Enrolled

EMIS Situation:	5 - Resident attending Full Time
Percent of Time:	100%
Report to EMIS:	<input checked="" type="checkbox"/>
Effective Date:	5/20/2016

Student is courier for family group
 Student is enrolled in a future school year

Family Group	Description	Student Address	Students In Group
Clayton	Clayton Family Group	116 E Walnut St	<input checked="" type="checkbox"/> Clayton, Becky ASHLAND HIGH SCHOOL

Create a Family Group

1. On the **Family Groups** screen, click **Add Family Group**.
The add/edit screen displays.
2. On the **Group** tab, in the **Name** field, enter a short description for the group.
3. (Optional) In the **Description** field, enter a long description for the group.

StudentInformation > Management > District Administration > Family Groups

Family Groups

From this screen you can display or change information regarding family groups

Group: **Students** | **Contacts**

Name: *

Description:

4. Click the **Students** tab.

Student Information

- Search for a student you want to add to this group by entering any of the following values, and then click **Search**.
 - In the **Student Name** field, enter all of the student's last name. If you want to search using part of the student's name, type * to indicate a wildcard search. For example, to return all the students with a last name that starts with s, type **s***.
 - In the **Phone Number** field, enter the student's phone number. You must type all 10 digits (dashes and parentheses are not required).
 - In the **Street Address** field, enter all or part of the student's street address.

The search results display at the bottom of the screen.

StudentInformation > Management > District Administration > Family Groups

Family Groups

From this screen you can display or change information regarding family groups

Group | Students | **Contacts**

Is Courier	Student	Grade	School	Student Number	Phone Number	Address	Gender	Active
There are no records to display								

Family Group
Name: Clayton

Show Active Only ⓘ This student is enrolled in a future school year

Student Name: Clayton Phone Number:

Street Address: **Search**

Add Selected Students

<input type="checkbox"/>	FirstName ▲	LastName	MiddleName	Grade	Student Number	Phone Number	Address	BirthDate	Gender	Is Active	Family Groups
<input type="checkbox"/>	Becky	Clayton		10	680073541	(419) 555-2161	116 E Walnut St	02/14/2000	F		Clayton
<input type="checkbox"/>	RYAN	CLAYTON		K	610240	(912) 247-4445	23 Smith Rd.	03/05/2010	M		Clayton CLAYTON

- Select the checkbox in the row of the student(s) you want to add to the family group. To select all of the students, select the checkbox in the heading row of the grid.
 - When you have selected all of the applicable students, click **Add Selected Students**.
- The students you selected display in the grid on the **Students** tab.

Note: Your changes on the **Students** tab are saved automatically.

StudentInformation > Management > District Administration > Family Groups

Family Groups

From this screen you can display or change information regarding family groups

Group | **Students** | Contacts

Is Courier	Student	Grade	School	Student Number	Phone Number	Address	Gender	Active
<input checked="" type="checkbox"/>	Clayton, Becky	10	ASHLAND HIGH SCHOOL	680073541	(419) 555-2161	116 E Walnut St	F	●
<input checked="" type="checkbox"/>	CLAYTON, RYAN	K	Reagan Elementary	610240	(912) 247-4445	23 Smith Rd.	M	●

Family Group
Name: Clayton

Show Active Only ⓘ This student is enrolled in a future school year

Student Name: Clayton Phone Number:

Street Address: **Search**

Add Selected Students

<input type="checkbox"/>	FirstName ▲	LastName	MiddleName	Grade	Student Number	Phone Number	Address	BirthDate	Gender	Is Active	Family Groups
There are no records to display											

8. To assign a student as the courier for the family, click  in the **Is Courier** column next to the student.

 becomes  into indicate that the student is selected.

Note: Only one student can be selected as the courier at a time. When you click  in the **Is Courier** column for another student, the previous student is deselected as the courier.

Group		Students	Contacts
			Clayton, Becky
			CLAYTON, RYAN
Family Group		<input checked="" type="checkbox"/>	Show Active Only
Name: Clayton			 This student is enrolled in a future school year

9. (Optional) To add contacts to a family group, see [“Add Contacts to a Family Group.”](#)

Modify a Family Group

1. On the **Family Groups** screen, in the **Search By** field, search for the family group you want to modify by entering all or part of the family group name or student last name, and then click **Search**.

The family groups meeting the search criteria you enter display in the grid at the bottom of the screen.

StudentInformation > Management > District Administration > Family Groups

Family Groups

From this screen you can display or change information regarding family groups

Search By: Student Last Name

Clayton

 Student is courier for family group

 This student is enrolled in a future school year

Number of Family Groups Per Page: 10

2 FamilyGroups Found

	Family Group	Description	Student Address	Students In Group	Active
	CLAYTON	CLAYTON Family Group	1023 SMITH RD	CLAYTON, RYAN	
	Clayton	Clayton Family Group	116 E Walnut St	 Clayton, Becky	

Show Active Only

2. Click  in the row of the family group you want to modify.

The **Students** tab on the **Family Groups** maintenance screen displays.

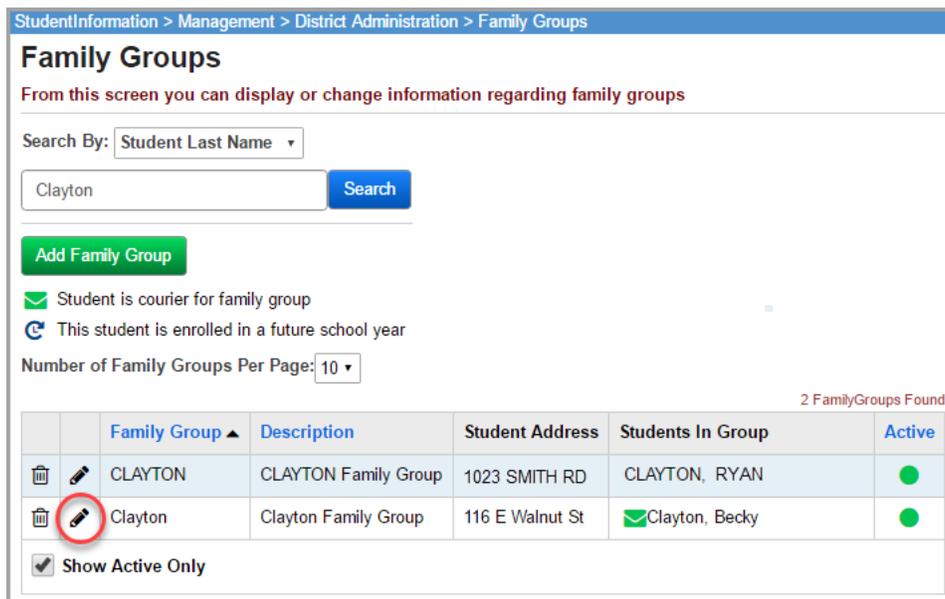
3. Perform one of the following actions to change the students assigned to the family group:
 - Click  in the row of a student to remove that student from the family group.
 - Click  or  in the **Is Courier** column next to the student’s name to assign or remove that student as courier for the family group. The icon for the student who is assigned as the courier displays .
 - To add a student to the group, refer to steps 6 through 8 in [“Create a Family Group.”](#)
4. Click the **Group** tab, and then perform one of the following actions to change the basic information for the family group:
 - In the **Name** field, change the short name for the family group.
 - In the **Description** field, change the long description for the family group.
5. When you are done modifying the family group, click **Save**.

Add Contacts to a Family Group

You can add personal and professional contacts, such as a day care provider, doctor or dentist, to more than one student in a family group. Your system administrator determines whether or not you have access to update contacts for students in the family group who are outside the building in context. See [“Set Page Level Security for Family Groups Contacts.”](#)

1. With a building in context, on the **Family Groups** screen, in the **Family Group Name** field, search for the family group to which you want to add contacts by entering all or part of the family group name, and then click **Search**.

The family groups meeting the search criteria you entered display in the grid at the bottom of the screen.



Student Information > Management > District Administration > Family Groups

Family Groups

From this screen you can display or change information regarding family groups

Search By: Student Last Name

Clayton

 Student is courier for family group

 This student is enrolled in a future school year

Number of Family Groups Per Page: 10

2 FamilyGroups Found

	Family Group ▲	Description	Student Address	Students In Group	Active
	CLAYTON	CLAYTON Family Group	1023 SMITH RD	CLAYTON, RYAN	
 	Clayton	Clayton Family Group	116 E Walnut St	 Clayton, Becky	

Show Active Only

2. Click  in the row of the family group.

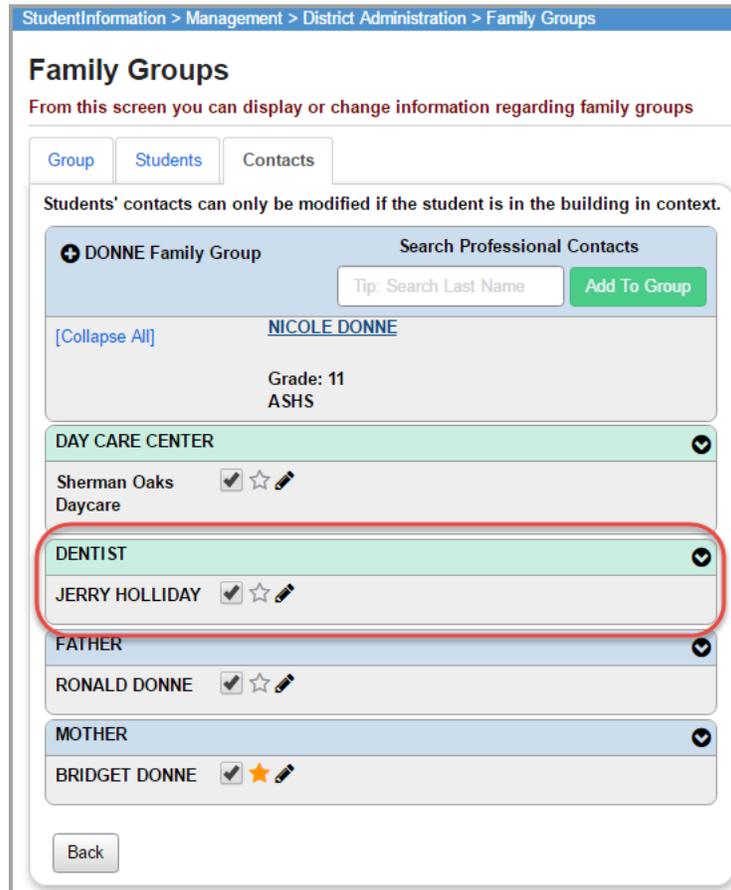
The **Students** tab on the **Family Groups** maintenance screen displays.

3. Click the **Contacts** tab.

The screenshot shows the 'Family Groups' management interface. At the top, there is a breadcrumb trail: 'StudentInformation > Management > District Administration > Family Groups'. Below this, the title 'Family Groups' is displayed, followed by a sub-header: 'From this screen you can display or change information regarding family groups'. There are three tabs: 'Group', 'Students', and 'Contacts', with 'Contacts' being the active tab. A note states: 'Students' contacts can only be modified if the student is in the building in context.' The main content area shows the 'DONNE Family Group' with a red plus icon. To the right, there is a 'Search Professional Contacts' section with a text input field containing the tip 'Tip: Search Last Name' and a green 'Add To Group' button. Below this, a list of contacts is shown for 'NICOLE DONNE', Grade: 11, ASHS. The contacts are categorized into 'FATHER' and 'MOTHER'. Under 'FATHER', there is a contact for 'RONALD DONNE' with a checkmark, star, and edit icon. Under 'MOTHER', there is a contact for 'BRIDGET DONNE' with a checkmark, star, and edit icon. A 'Back' button is located at the bottom left.

4. Add a contact in one of the following ways:
 - To search for a professional contact that already exists in the system for another student:
 - i. In the **Search Professional Contacts** area, enter all or part of an existing contact's name. (Do not press ENTER.)
If a contact record is found, it displays in a drop-down list.
 - ii. In the drop-down list, click the contact's name.
 - iii. Click **Add To Group**.
The contact is added to all students in the family group who are within the building in context.
 - To add a new personal or professional contact:
 - i. Click .
 - ii. Add the contact. For information on adding contacts, see ["Add Contact."](#)

The contact is added to all students in the family group for whom you have permission to add contacts (based on your security). See [“Set Page Level Security for Family Groups Contacts.”](#)



Note: The following fields on the contact record are tied to the contact itself. Therefore, they apply to all students having this contact:

- Phone Number
- Address
- Email Address
- Contact Comments
- Available at Work
- Migrant Worker

The following fields on the contact record are tied to the student. Therefore, if more than one student has this contact, you need to set these field values individually for each student:

- Relationship Comments
- Legal Guardian
- Emergency Contact
- Living with Student

- *Copied on Correspondence*
 - *Willing to Volunteer*
 - *Medical Contact*
 - *Authorized to Pickup*
5. (Optional) To remove the contact from a specific student who is within the building in context, in the row of the contact, deselect the checkbox for the student.

Delete a Family Group

When you delete a family group, it no longer displays.

1. On the **Family Groups** screen, search for the family group you want to delete by entering all or part of the family group name in the **Family Group Name** field, and then click **Search**.
2. Click  in the row of the family group you want to delete.
A confirmation message displays, and the family group is deleted.

Set District Courier Policy

StudentInformation > Management > District Administration > District Options

The **District Options** screen lets you set the courier policy at the district level. The Student Registration Wizard uses this policy to assign family couriers. If you withdraw a student who is assigned to be a family courier, StudentInformation assigns a new courier to the family group based on the district policy.

1. In the **Select a method to assign a Family Courier** area, select one of the following options:
 - **No Family Courier assignment** – Does not assign a family courier to the family group.
 - **Assign Family Courier to youngest family member** – Assigns the youngest student in the family group as the family courier.

- **Assign Family Courier to oldest family member** – Assigns the oldest student in the family group as the family courier

StudentInformation > Management > District Administration > District Options

District Options

From this screen, you can display and change District Options.

Select a method to assign a Family Courier

No Family Courier assignment

Assign Family Courier to youngest family member

Assign Family Courier to oldest family member

Select grade levels that will be excluded from being a family group courier

Grade

01 - 01

02 - 02

03 - 03

04 - 04

AG - AG

IN - Infant/Toddler (Ages 0-2)

PS - PS

K - K

Select a method to edit Family Group Contacts

Allow edits per school

Allow edits per district

Report Cards

Disable Report Cards on ParentAccess Portal for Students with Unpaid Fees:

Graduation Points Service

Recalculate Student Graduation Points daily:

Save

2. (Optional) To exclude students in certain grade levels (for example, preschool) from being selected as the courier for family groups, in the **Grade** multi-select list, select the grade(s) you wish to exclude, then click → to move them to the multi-select list on the right. (You can hold down CTRL or SHIFT to make multiple selections and use any of the arrow icons to move students between the 2 multi-select lists.)

3. Click **Save**.

Note: To reassign couriers based on your updated district policy, see [“Set Page Level Security for Family Groups Contacts.”](#)

Set Page Level Security for Family Groups Contacts

StudentInformation > Management > District Administration > District Options

The **District Options** screen lets you control page level security on the **Family Groups Contacts** tab.

1. In the **Select a method to edit Family Group Contacts** area, select one of the following options:
 - **Allow edits per school** – Users can only add or remove contacts for students in the family group who are within the building in context. Contacts checkboxes for students in other buildings are disabled.
 - **Allow edits per district** – All contacts checkboxes are enabled, and users can add or edit contacts for all students in the family group in the district.

2. Click **Save**.

StudentInformation > Management > District Administration > District Options

District Options

From this screen, you can display and change District Options.

Select a method to assign a Family Courier

- No Family Courier assignment
- Assign Family Courier to youngest family member
- Assign Family Courier to oldest family member

Select grade levels that will be excluded from being a family group courier

Grade

01 - 01	AG - AG
02 - 02	IN - Infant/Toddler (Ages 0-2)
03 - 03	PS - PS
04 - 04	K - K

Select a method to edit Family Group Contacts

- Allow edits per school
- Allow edits per district

Report Cards

Disable Report Cards on ParentAccess Portal for Students with Unpaid Fees:

Graduation Points Service

Recalculate Student Graduation Points daily:

Save

Link ParentAccess Accounts to Contacts

Navigation: StudentInformation > Management > District Administration > ParentAccess Accounts/ParentAccess Account Administration (old)

You can link ParentAccess accounts to family group contacts. This can help you identify which contact is using a specific ParentAccess account. You can also manage security access to viewing and editing contact information for family groups in ParentAccess.

Link ParentAccess Accounts

You can search for ParentAccess accounts through the **ParentAccess Accounts** or **ParentAccess Account Administration (old)** screen.

1. Search for ParentAccess accounts through the **ParentAccess Account Administration (old)** screen.
 - The **ParentAccess Account Administration (old)** screen displays a listing of the ParentAccess accounts in the district or school in context.

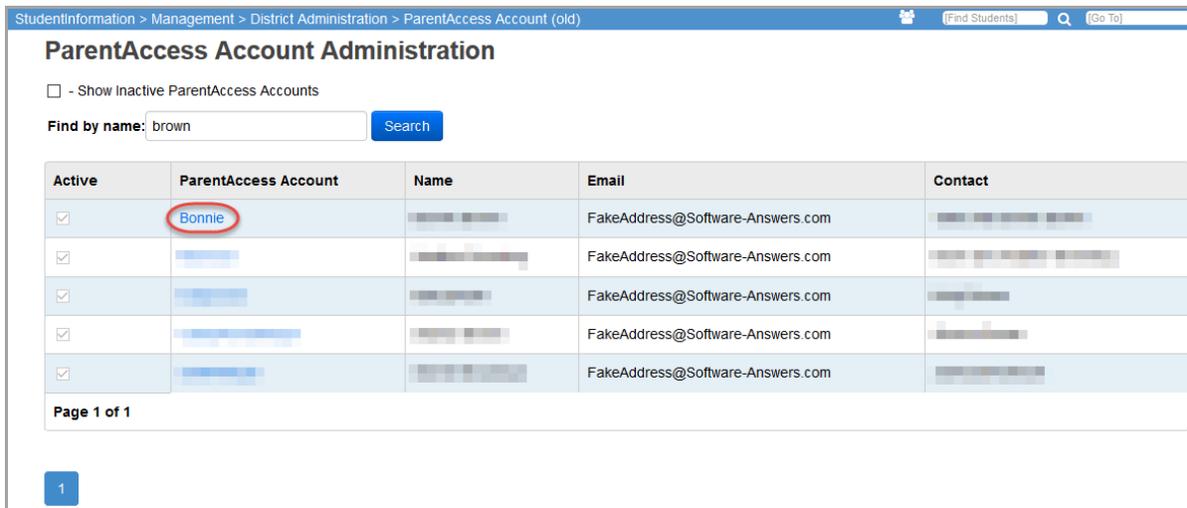
Note: The **Active** column is for display only and cannot be edited by any user.

The screenshot shows the 'ParentAccess Account Administration' interface. At the top, there is a breadcrumb trail: 'StudentInformation > Management > District Administration > ParentAccess Account (old)'. Below this, there is a search bar with the text 'Find by name:' and a 'Search' button. A checkbox labeled '- Show Inactive ParentAccess Accounts' is present. The main content is a table with the following columns: 'Active', 'ParentAccess Account', 'Name', 'Email', and 'Contact'. The table lists 20 active accounts, each with a checked checkbox in the 'Active' column. At the bottom of the table, it says 'Page 1 of 34' and there is a pagination control showing page 1 selected.

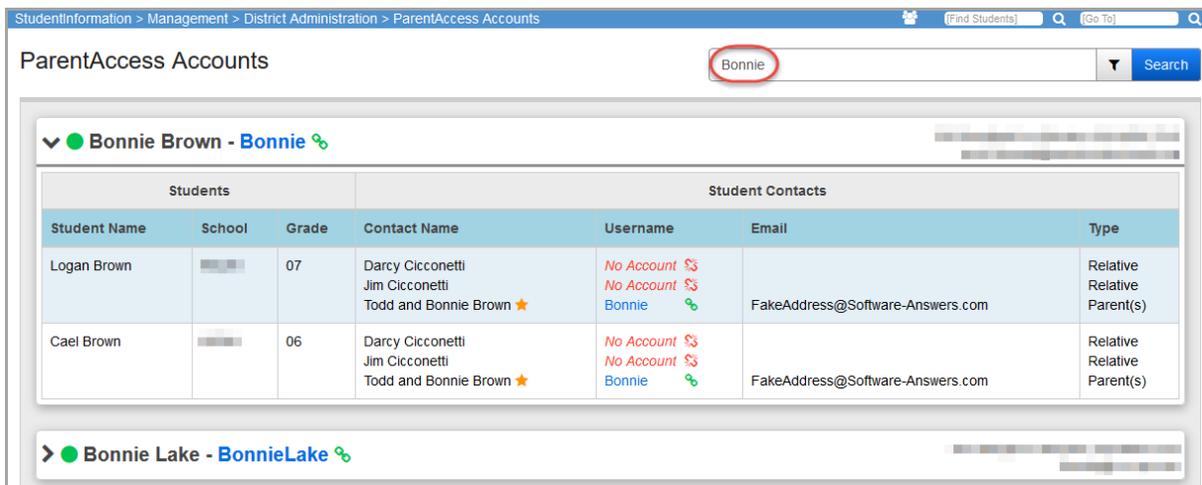
Active	ParentAccess Account	Name	Email	Contact
<input checked="" type="checkbox"/>	BurkeAaron	Aaron Burke	AaronBurke@email.com	Aaron Burke
<input checked="" type="checkbox"/>	HernandezAaron	Aaron Hernandez	AaronHernandez@email.com	Aaron Hernandez
<input checked="" type="checkbox"/>	DelgadoAdam	Adam Delgado	AdamDelgado@email.com	Adam Delgado
<input checked="" type="checkbox"/>	FreemanAdam	Adam Freeman	AdamFreeman@email.com	Adam Freeman
<input checked="" type="checkbox"/>	LeeAdrian	Adrian Lee	AdrianLee@email.com	Adrian Lee
<input checked="" type="checkbox"/>	WeberAgnes	Agnes Weber	AgnesWeber@email.com	Agnes Weber
<input checked="" type="checkbox"/>	JonesAlan	Alan Jones	AlanJones@email.com	Alan Jones
<input checked="" type="checkbox"/>	RomeroAlan	Alan Romero	AlanRomero@email.com	Alan Romero
<input checked="" type="checkbox"/>	HenryAlbert	Albert Henry	AlbertHenry@email.com	Albert Henry
<input checked="" type="checkbox"/>	SantosAlbert	Albert Santos	AlbertSantos@email.com	Albert Santos
<input checked="" type="checkbox"/>	SmithAlex	Alex Smith	AlexSmith@email.com	Alex Smith
<input checked="" type="checkbox"/>	VaughnAlexander	Alexander Vaughn	AlexanderVaughn@email.com	Alexander Vaughn
<input checked="" type="checkbox"/>	HowardAlfred	Alfred Howard	AlfredHoward@email.com	Alfred Howard
<input checked="" type="checkbox"/>	NewmanAlfred	Alfred Newman	AlfredNewman@email.com	Alfred Newman
<input checked="" type="checkbox"/>	HughesAlice	Alice Hughes	AliceHughes@email.com	Alice Hughes
<input checked="" type="checkbox"/>	McdanielAlice	Alice Mcdaniel	AliceMcdaniel@email.com	Alice Mcdaniel
<input checked="" type="checkbox"/>	SmithAlicia	Alicia Smith	AliciaSmith@email.com	Alicia Smith
<input checked="" type="checkbox"/>	BlairAllan	Allan Blair	AllanBlair@email.com	Allan Blair
<input checked="" type="checkbox"/>	CrossAllen	Allen Cross	AllenCross@email.com	Allen Cross
<input checked="" type="checkbox"/>	MasonAllen	Allen Mason	AllenMason@email.com	Allen Mason
<input checked="" type="checkbox"/>	NelsonAllison	Allison Nelson	AllisonNelson@email.com	Allison Nelson
<input checked="" type="checkbox"/>	WilsonAlma	Alma Wilson	AlmaWilson@email.com	Alma Wilson
<input checked="" type="checkbox"/>	SanchezAlvin	Alvin Sanchez	AlvinSanchez@email.com	Alvin Sanchez
<input checked="" type="checkbox"/>	KennedyAmanda	Amanda Kennedy	AmandaKennedy@email.com	Amanda Kennedy
<input checked="" type="checkbox"/>	ReeseAmanda	Amanda Reese	AmandaReese@email.com	Amanda Reese

- (Optional) Filter the listing and/or include additional types of accounts as follows:
 - To include both active and inactive ParentAccess accounts in the list, select the **Show Inactive ParentAccess Accounts** checkbox.
 - To search for a specific account, enter all or part of the account name or user's name, and then click **Search**.

The screen displays your refined search results.

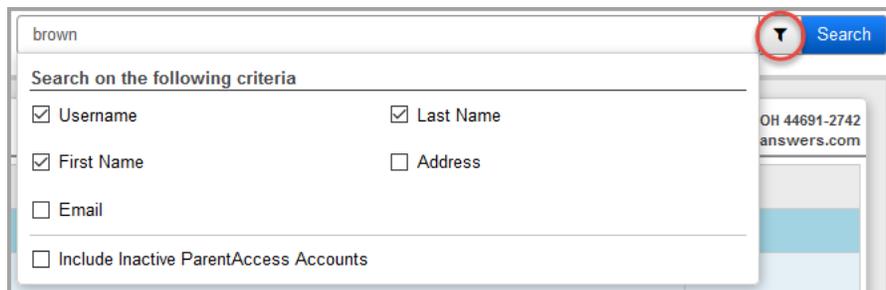


- Click a ParentAccess Account to view more details.
- The new **ParentAccess Accounts** screen displays with search results for the username of the ParentAccess account you selected.



2. Search for ParentAccess accounts through the **ParentAccess Accounts** screen.
 - a. On the **ParentAccess Accounts** screen, with the district or school in context, you must first conduct a search to display a listing of the related ParentAccess accounts.

- b. (Optional) Select  to filter the listing and/or include additional types of accounts as follows:
- **Username** (default) – Select the checkbox to apply the search terms to Usernames; deselect the checkbox to exclude Usernames in the search.
 - **Last Name** (default) – Select the checkbox to apply the search terms to Last Names; deselect the checkbox to exclude Last Names in the search.
 - **First Name** (default) – Select the checkbox to apply the search terms to First Names; deselect the checkbox to exclude First Names in the search.
 - **Address** – Select the checkbox to apply the search terms to Addresses.
 - **Email** – Select the checkbox to apply the search terms to Emails.
 - **Include Inactive ParentAccess Accounts** – Select the checkbox to include both active and inactive ParentAccess accounts in the search.



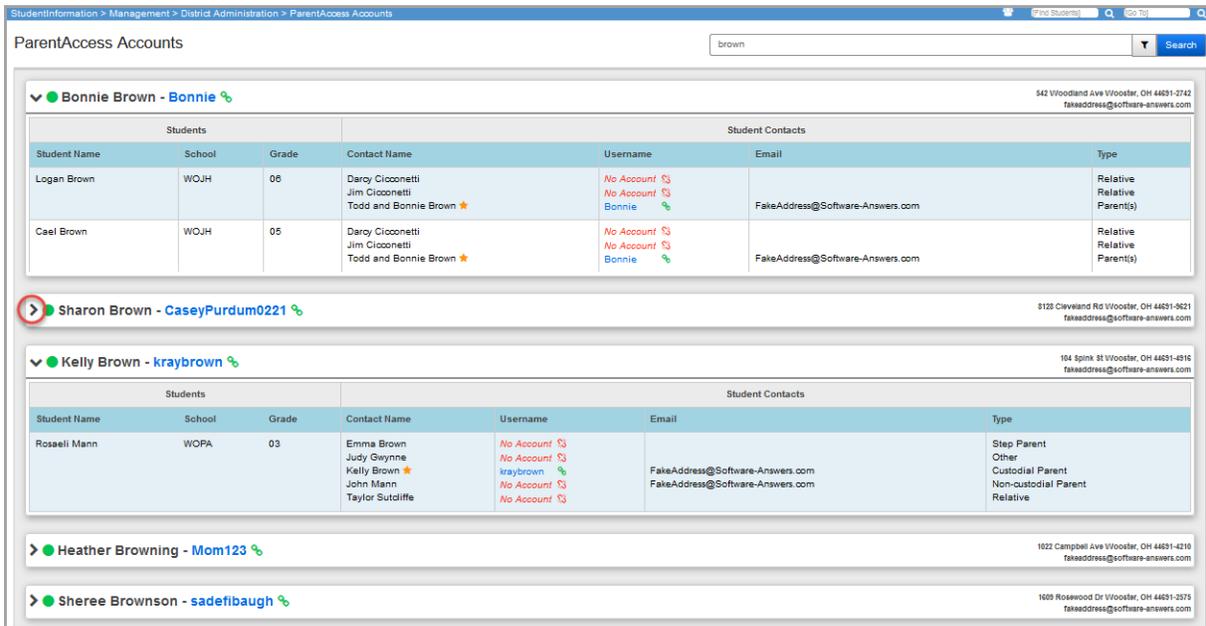
The screenshot shows a search interface with a search bar containing the text "brown". To the right of the search bar is a blue "Search" button with a dropdown arrow icon circled in red. Below the search bar is a section titled "Search on the following criteria" with a horizontal line. Under this section, there are several checkboxes: "Username" (checked), "Last Name" (checked), "First Name" (checked), "Address" (unchecked), "Email" (unchecked), and "Include Inactive ParentAccess Accounts" (unchecked). To the right of these checkboxes, there is a partial view of a search result card showing the text "OH 44691-2742" and "answers.com".

3. The first listing in the search results is always expanded to reveal additional details. You can expand each account in the list by clicking on  to reveal additional details. Details for students associated with a family group display as follows:
- **Student Name** – Name of student.
 - **School** – Student's current attending school.
 - **Grade** – Student's current grade level.
 - **Contact Name** – Family group contacts associated with the student; primary contact is identified with .
 - **Username** – The username of a linked ParentAccess account displays in **blue** with  next to it; unlinked contacts display **No Account** .
 - **Email** – Email address(es) of associated contact(s).

Student Information

- **Type** – Type of associated contact; e.g. parent, grandparent, aunt etc.

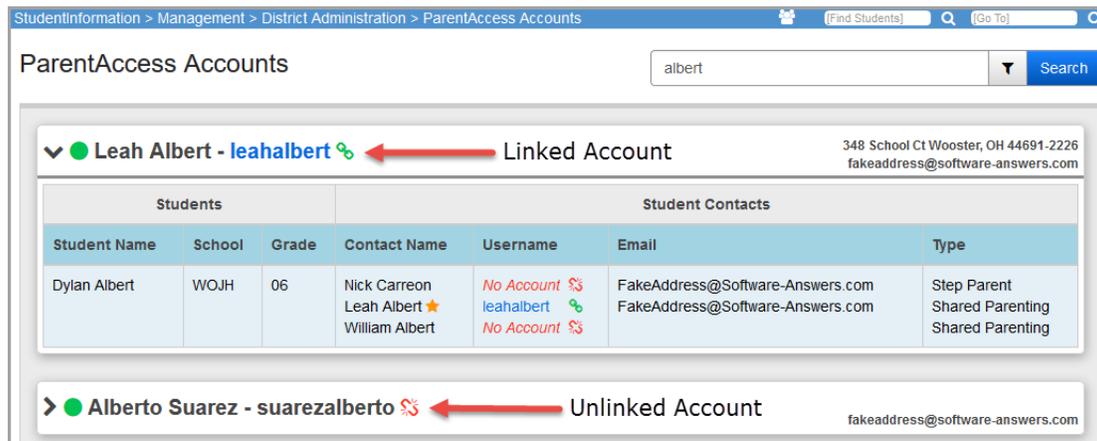
Note: The Active icon  is for display only and cannot be edited by any user.



The screenshot shows the 'ParentAccess Accounts' page with a search bar containing 'brown'. The page lists several accounts, each with a table of associated students and contacts. The 'Bonnie Brown - Bonnie' account is highlighted with a green circle and an active icon. The 'Sharon Brown - CaseyPurdum0221' account is highlighted with a red circle and an inactive icon. The 'Kelly Brown - kraybrown' account is highlighted with a green circle and an active icon. The 'Heather Browning - Mom123' and 'Sheree Brownson - sadefibaugh' accounts are also listed.

Students			Student Contacts			
Student Name	School	Grade	Contact Name	Username	Email	Type
Logan Brown	WOJH	06	Dary Cicoonetti Jim Cicoonetti Todd and Bonnie Brown ★	No Account ❌ No Account ❌ Bonnie 	FakeAddress@Software-Answers.com	Relative Relative Parent(s)
Cael Brown	WOJH	05	Dary Cicoonetti Jim Cicoonetti Todd and Bonnie Brown ★	No Account ❌ No Account ❌ Bonnie 	FakeAddress@Software-Answers.com	Relative Relative Parent(s)
Rosell Mann	WOPA	03	Emma Brown Judy Geyrme Kelly Brown ★ John Mann Taylor Sutcliffe	No Account ❌ No Account ❌ kraybrown  No Account ❌ No Account ❌	FakeAddress@Software-Answers.com FakeAddress@Software-Answers.com	Step Parent Other Custodial Parent Non-custodial Parent Relative

- On the header row, when a ParentAccess account is linked to a contact, the username displays in **blue** with  next to it; when a ParentAccess account is not linked to a contact, the username displays in black with  next to it.

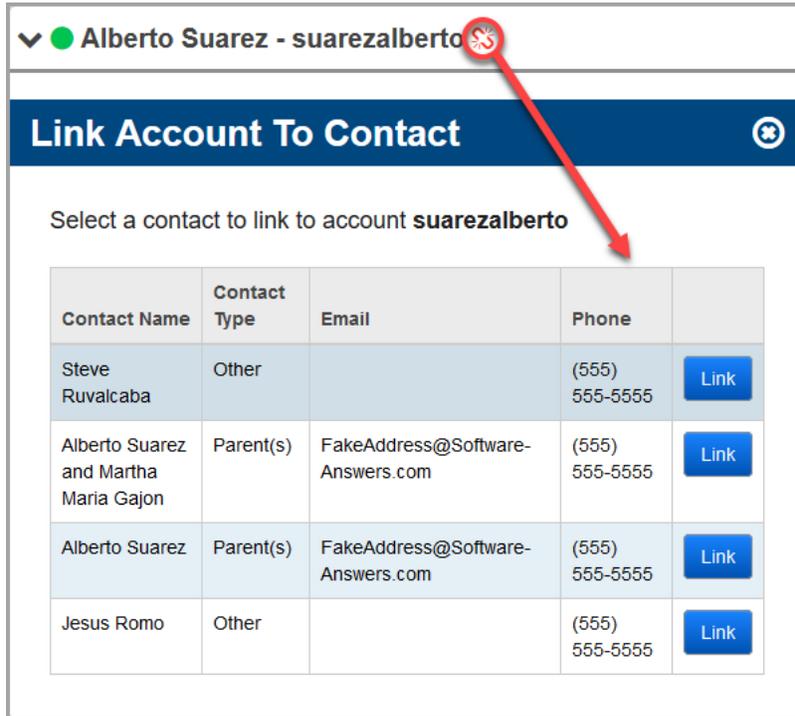


The screenshot shows the 'ParentAccess Accounts' page with a search bar containing 'albert'. The 'Leah Albert - leahalbert' account is highlighted with a green circle and an active icon, and a red arrow points to it with the text 'Linked Account'. The 'Alberto Suarez - suarezalberto' account is highlighted with a green circle and an inactive icon, and a red arrow points to it with the text 'Unlinked Account'. The table below shows the student contacts for Leah Albert.

Students			Student Contacts			
Student Name	School	Grade	Contact Name	Username	Email	Type
Dylan Albert	WOJH	06	Nick Carreon Leah Albert ★ William Albert	No Account ❌ leahalbert  No Account ❌	FakeAddress@Software-Answers.com FakeAddress@Software-Answers.com	Step Parent Shared Parenting Shared Parenting

- To link the ParentAccess account to a contact, click  on the header row or in the details area. A **Link Account to Contact** window opens.

- a. In the header row, when you click , all contacts associated with the student display as options.



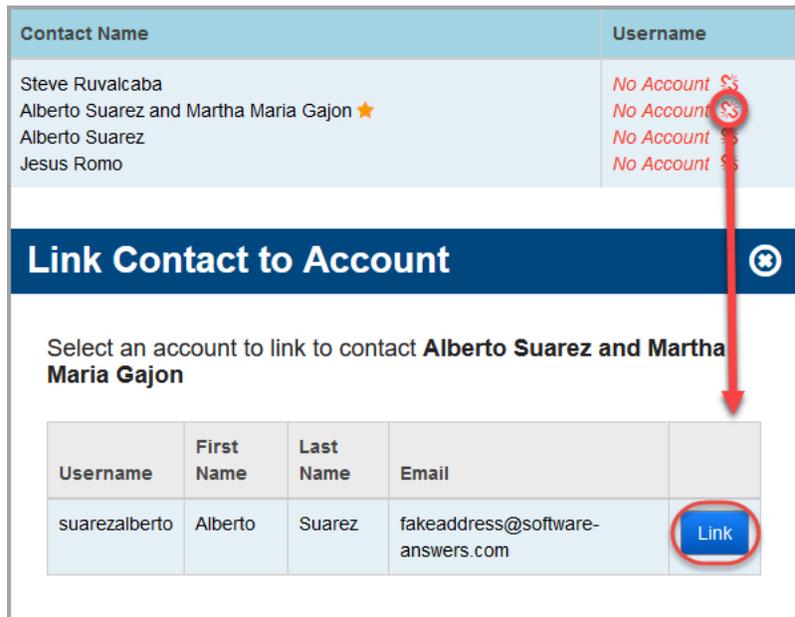
▼ ● Alberto Suarez - suarezalberto 

Link Account To Contact

Select a contact to link to account **suezalberto**

Contact Name	Contact Type	Email	Phone	
Steve Ruvalcaba	Other		(555) 555-5555	Link
Alberto Suarez and Martha Maria Gajon	Parent(s)	FakeAddress@Software-Answers.com	(555) 555-5555	Link
Alberto Suarez	Parent(s)	FakeAddress@Software-Answers.com	(555) 555-5555	Link
Jesus Romo	Other		(555) 555-5555	Link

- b. In the details area, when you click  next to a contact name, only that contact associated with the student displays.



Contact Name	Username
Steve Ruvalcaba	No Account 
Alberto Suarez and Martha Maria Gajon ★	No Account 
Alberto Suarez	No Account 
Jesus Romo	No Account 

Link Contact to Account

Select an account to link to contact **Alberto Suarez and Martha Maria Gajon**

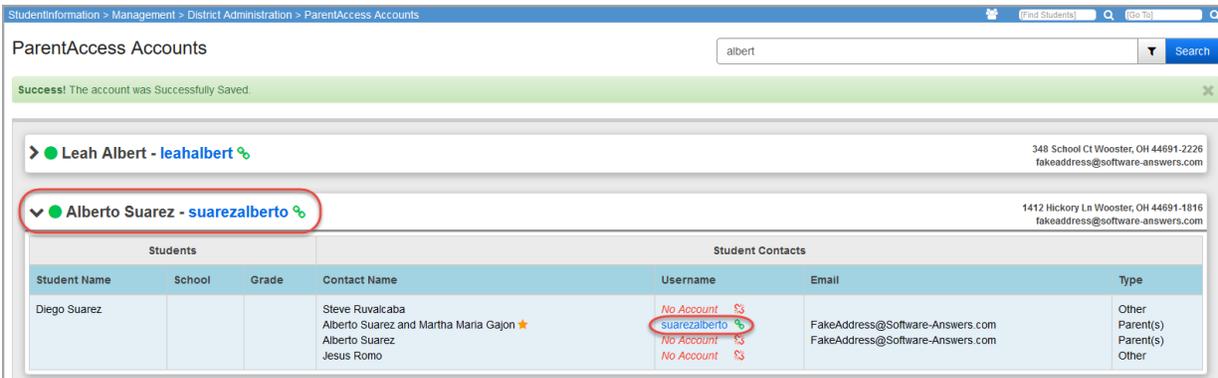
Username	First Name	Last Name	Email	
suezalberto	Alberto	Suarez	fakeaddress@software-answers.com	Link

Student Information

- From the available contacts, in the row of the contact you want to link to the ParentAccess account in context, click **Link**.

Note: Only one contact can be linked to one ParentAccess account at any time. To change the linked contact, you must first unlink the current contact and then choose a new contact to link.

- The **ParentAccess Accounts** screen refreshes and displays at the top of the screen: “Success! The account was Successfully Saved.” Now, the ParentAccess account shows the username in **blue** with  to indicate it is linked.



ParentAccess Accounts

Success! The account was Successfully Saved.

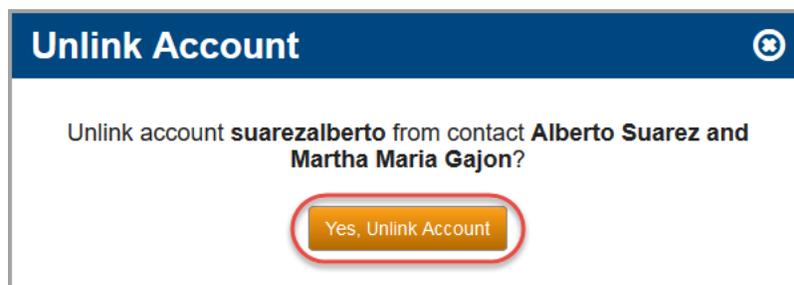
Leah Albert - leahalbert 

Alberto Suarez - suarezalberto 

Students			Student Contacts			
Student Name	School	Grade	Contact Name	Username	Email	Type
Diego Suarez			Steve Ruvalcaba	No Account 	FakeAddress@Software-Answers.com	Other
			Alberto Suarez and Martha Maria Gajon 	suarzalberto 	FakeAddress@Software-Answers.com	Parent(s)
			Alberto Suarez	No Account 	FakeAddress@Software-Answers.com	Parent(s)
			Jesus Romo	No Account 	FakeAddress@Software-Answers.com	Other

Unlink ParentAccess Accounts

- To unlink a ParentAccess account, on an existing linked account, click . The **Unlink Account** window opens.



Unlink Account

Unlink account **suarzalberto** from contact **Alberto Suarez and Martha Maria Gajon**?

Yes, Unlink Account

- Click **Yes, Unlink Account**. The **ParentAccess Accounts** screen refreshes and no longer shows a linked account. You can now link the ParentAccess Account to a different contact.

Edit ParentAccess Account Security Access

- You can grant/remove permissions for a ParentAccess account to view/edit a student's contacts data through the **ParentAccess Accounts** screen. This determines which contacts the ParentAccess account holder can view and/or edit through their account.

- On the **ParentAccess Accounts** screen listing, on the header row or details area, select the **blue** username of a linked ParentAccess account.

ParentAccess Accounts

Success! The account was Successfully Saved.

Leah Albert - lehalbert

Alberto Suarez - suarezalberto

Students			Student Contacts			
Student Name	School	Grade	Contact Name	Username	Email	Type
Diego Suarez			Steve Ruvalcaba Alberto Suarez and Martha Maria Gajon Alberto Suarez Jesus Romo	No Account suarzalberto No Account No Account	FakeAddress@Software-Answers.com FakeAddress@Software-Answers.com	Other Parent(s) Parent(s) Other

The **Account Permissions** window opens.

Account Permissions

ParentAccess Account Permissions – Alberto Suarez

Account Name: Alberto Suarez Username: suarezalberto Email: fakeaddress@software-answers.com

Update Permissions

Diego Suarez
Grade:
DOB: 10/28/2006

Steve Ruvalcaba Other (555) 555-5555	Alberto Suarez can: <input checked="" type="checkbox"/> View Steve Ruvalcaba <input type="checkbox"/> Edit Steve Ruvalcaba
Alberto Suarez and Martha Maria Gajon Parent(s) (555) 555-5555	Alberto Suarez can: <input checked="" type="checkbox"/> View Alberto Suarez and Martha Maria Gajon <input checked="" type="checkbox"/> Edit Alberto Suarez and Martha Maria Gajon
Alberto Suarez Parent(s) (555) 555-5555	Alberto Suarez can: <input checked="" type="checkbox"/> View Alberto Suarez <input checked="" type="checkbox"/> Edit Alberto Suarez
Jesus Romo Other (555) 555-5555	Alberto Suarez can: <input checked="" type="checkbox"/> View Jesus Romo <input type="checkbox"/> Edit Jesus Romo

- For each associated contact in the student's family group, you can select the checkboxes to indicate which associated contacts the ParentAccess account in context can view and/or edit through ParentAccess.

Note: If you select the **Edit** checkbox for a contact, you must also select the **View** checkbox in order to grant the ParentAccess account **Edit** permissions.

- To remove permissions for the ParentAccess account in context, deselect the appropriate view/edit checkboxes corresponding to each contact.
- After granting/removing the permissions, click **Update Permissions** to save the changes.

Family Groups Wizard

Home – StudentInformation – District Administration – Family Groups Wizard

The Family Groups Wizard guides you through the process of creating all of the family groups for a school or district at once. You can create family groups by matching on address, city, state, zip code, contact last name, contact first name, and/or phone number.

Create Family Groups with the Family Groups Wizard

Note: In order for the Family Groups Wizard to recognize new students, the default school year must be the year in which the new students will start. For example, if you are registering new Kindergarten students with an admission date of 8/1/14, the default school year must be 2014-2015 when you run the Family Groups Wizard.

1. On the **Family Groups Wizard** screen, select one of the following options:
 - a. **Build groups with single and multiple students** – Creates a family group for a single student if StudentInformation does not find another with matching information.
 - b. **Build only groups with multiple students** – Creates only groups where two or more students have matching information.
 - c. **Add Students to existing groups** – Searches existing family groups based on your chosen criteria and attempts to match students who are not yet included in the group.
 - d. **Reassign Courier based on Family Courier District Policy** – Reassigns the courier in all family groups based on the school district’s courier policy. See [“Set District Courier Policy.”](#)

If you select one of the first three above options, the following selectable checkboxes display: **Address**, **City**, **State**, **Zip Code**, **Contact LastName**, and **Contact FirstName**.

1. (Optional) In the **Matching Criteria** area, select applicable checkboxes criteria by which you want StudentInformation to match the students to create a family group.
2. (Optional) If you want to delete all of the existing groups in the district, select **Remove existing groups in the district**.

Note: This option is only available for users with delete access to this screen and if the above radio options (a) and (c) are selected.



Caution: If you select this option, all of the currently existing family groups in the district are deleted. Ensure that you do not have any existing family groups that you want to keep before selecting this option.

3. Click **Next**.

StudentInformation > Management > District Administration > Family Groups Wizard

Family Groups Wizard

From this screen, you can run a Wizard to assist in the creation of Family Groups for your district.

General Selection Summary Display Groups

Matching Criteria

Address City State

Zip Code Contact LastName Contact FirstName

Phone Number

Build groups with single and multiple students

Build only groups with multiple students

Add Students to existing groups

Reassign Courier based on Family Courier District Policy

Remove existing groups in the district:

Next >

The **Selection Summary** tab displays.

4. Review the criteria you selected, and then click **Next**.

StudentInformation > Management > District Administration > Family Groups Wizard

Family Groups Wizard

From this screen, you can run a Wizard to assist in the creation of Family Groups for your district.

General Selection Summary Display Groups

Please review your selections

Address City State

Zip Code Contact LastName Contact FirstName

Phone Number

Build groups with single and multiple students

Build only groups with multiple students

Add Students to existing groups

Reassign Courier based on Family Courier District Policy

Remove existing groups in the district:

No Family Courier assignment

Assign Family Courier to youngest family member

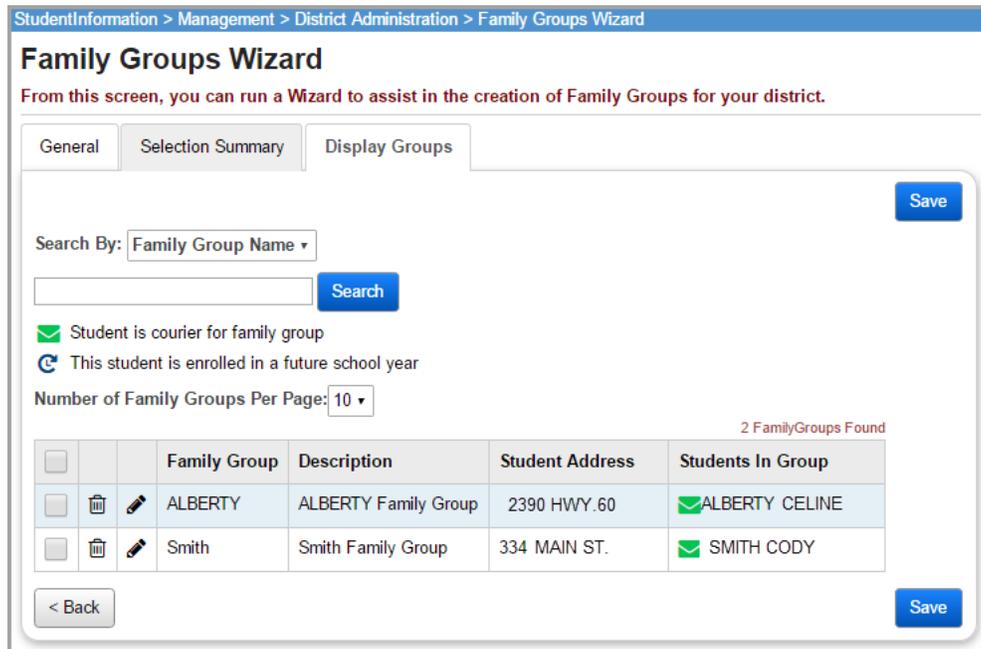
Assign Family Courier to oldest family member

Grade Levels to exclude from Family Courier assignment:

- None

< Back Next >

StudentInformation matches students based on the criteria you selected and creates the family groups. Once the process is complete, the created family groups display on the **Display Groups** tab.

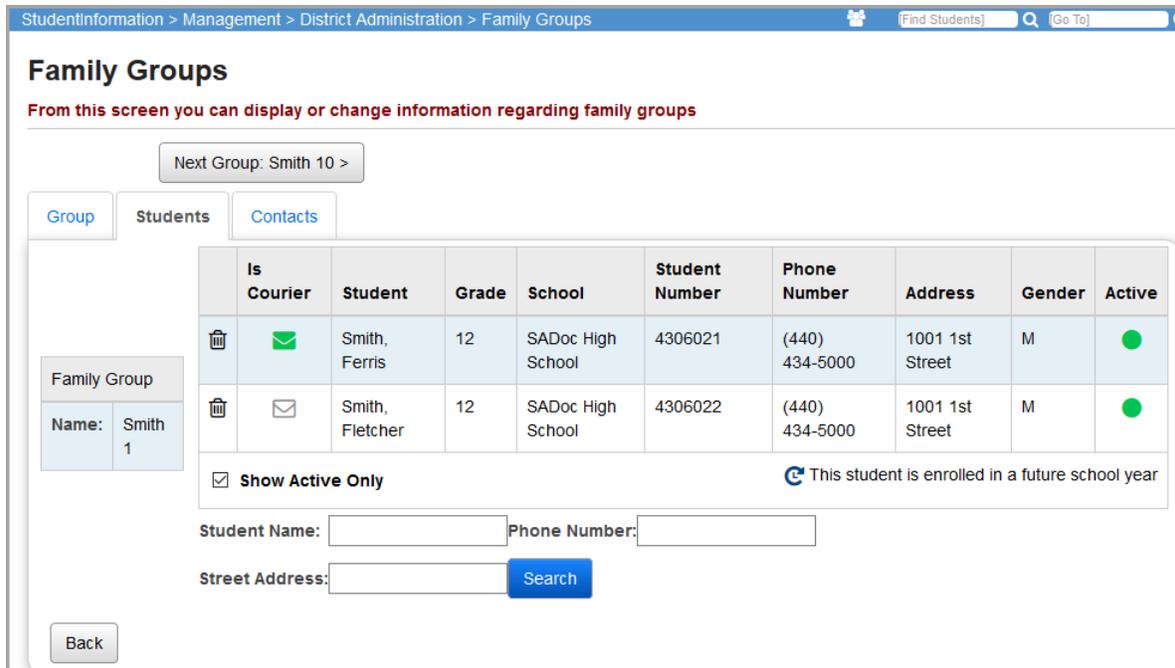


5. From the **Display Groups** tab, you can perform the following tasks:
 - Delete a family group by clicking .
 - Edit a family group as described in [“Modify Groups in Family Groups Wizard.”](#)
 - Search for a family group by entering the **Family Group Name** or **Student Last Name** in the **Search By** field.
6. Save the family group(s) you want to keep.
 - To save one or more of the family groups, select the checkbox next to the family group(s) you want to save, and then click **Save**.
 - To save all of the family groups on the current tab, select the checkbox in the table heading to select all of the family groups, and then click **Save**.

Modify Groups in Family Groups Wizard

1. On the **Family Groups Wizard** screen, click  next to the family group you want to modify.

On the **Family Groups** maintenance screen, the **Students** tab displays.



Studentinformation > Management > District Administration > Family Groups

Family Groups

From this screen you can display or change information regarding family groups

Next Group: Smith 10 >

Group | **Students** | Contacts

Is Courier	Student	Grade	School	Student Number	Phone Number	Address	Gender	Active
	 Smith, Ferris	12	SADoc High School	4306021	(440) 434-5000	1001 1st Street	M	
	 Smith, Fletcher	12	SADoc High School	4306022	(440) 434-5000	1001 1st Street	M	

Show Active Only  This student is enrolled in a future school year

Student Name: Phone Number:

Street Address:

2. Perform one of the following actions to change the students assigned to the family group:
 - Click  in the row of a student to remove that student from the family group.
 - Click  or  in the **Is Courier** column next to the student's name to assign or remove that student as courier for the family group. The icon for the student who is assigned as the courier displays .
3. To add additional students to the group:
 - a. Search for a student you want to add to this group by entering any of the following values, and then click **Search**:
 - Enter all of the student's last name in the **Student Name** field. If you want to search using part of the student's name, type * to indicate a wildcard search. For example, to return all the students with a last name that starts with s, type **s***.
 - Enter the student's phone number in the **Phone Number** field. You must type all 10 digits (dashes and parentheses are not required).
 - Enter all or part of the student's street address in the **Street Address** field.

The search results display at the bottom of the screen.

StudentInformation > Management > District Administration > Family Groups Find Students [] [Go To]

Family Groups

From this screen you can display or change information regarding family groups

Next Group: Smith 10 >

Group | Students | Contacts

Is Courier	Student	Grade	School	Student Number	Phone Number	Address	Gender	Active
	Smith, Ferris	12	SADoc High School	4306021	(440) 434-5000	1001 1st Street	M	●
	Smith, Fletcher	12	SADoc High School	4306022	(440) 434-5000	1001 1st Street	M	●

Show Active Only 🕒 This student is enrolled in a future school year

Student Name: Phone Number:

Street Address:

<input type="checkbox"/>	FirstName	LastName	MiddleName	Grade	Student Number	Phone Number	Address	BirthDate	Gender	Is Active	Family Groups
<input type="checkbox"/>	Fairfax	Smith		5	4306010	(440) 434-5000	1015 Cedar Road	09/03/2007	M		Smith 15
<input type="checkbox"/>	Falkner	Smith		5	4306009	(440) 434-5000	1015 Cedar Road	08/19/2007	M		Smith 15

- b. Select the checkbox in the row of the student(s) you want to add to the family group, or click the box in the heading row of the grid to select all of the students.
- c. When you have selected all of the applicable students, click **Add Selected Students**.

The students you selected display in the grid on the **Students** tab.

StudentInformation > Management > District Administration > Family Groups Find Students [] [Go To]

Family Groups

From this screen you can display or change information regarding family groups

Next Group: Smith 10 >

Group | **Students** | Contacts

	Is Courier	Student	Grade	School	Student Number	Phone Number	Address	Gender	Active
		Smith, Fairfax	5	SADoc Middle School	4306010	(440) 434-5000	1015 Cedar Road	M	
		Smith, Ferris	12	SADoc High School	4306021	(440) 434-5000	1001 1st Street	M	
		Smith, Fletcher	12	SADoc High School	4306022	(440) 434-5000	1001 1st Street	M	

Family Group
Name: Smith 1

Show Active Only This student is enrolled in a future school year

Student Name: Phone Number:

Street Address:

4. To change the name of the family group, click the **Group** tab, and then perform one of the following actions to change the basic information for the family group:
 - Change the short name for the family group in the **Name** field.
 - Change the long description for the family group in the **Description** field.
5. When you are done modifying the family group, click **Save**.

The **Family Groups Wizard** screen displays with the changes you made to the family group.

Student Alert Screens

StudentInformation has several alert capabilities that let the appropriate school personnel view at a glance if there is a situation to which they need to be alerted for the selected student. When alerts have been added for the selected student, the applicable icon displays in the context area as shown below.

ProgressBook | School: SADoc High School | Home School: SADoc High School | Homeroom: Boyd_Brandon | Counselor: | Calendar: HS16 | Program: | Brady, Larissa 4313030 / 12 / A

StudentInformation > SIS > Student > View Profile

Brady, Larissa

From this screen, you can view the student's profile.

I want to...

Address of Residence:	1418 Pine Ave SADoc, OH 44320
Mailing Address:	1418 Pine Ave SADoc, OH 44320
Phone Number:	(440) 434-4800 <input checked="" type="checkbox"/> Unlisted
Email Address:	S4313030@SADoc.org
Parent/Guardian:	Brady, Tammy H: (440) 434-4800
Parent/Guardian:	Brady, Louis H: (440) 434-4800

Student Status:	ACTIVE RES
Birthdate:	9/16/2000
Ethnicity:	Hispanic/Latino
Program:	
Academic Locker:	448
Admission History:	7/31/2004 - Enrolled

Available Alerts in StudentInformation include:

-  – Custody
-  – Medical
-  – (Life Threatening) Medical
-  – Disability
-  – Miscellaneous
-  – Outstanding Fees

Student Alerts and Student Promotion/Bulk Enrollment

Custody, medical, disability, and miscellaneous alerts copy to the new school year as part of the Student Promotion and Bulk Enrollment process as shown in the following table.

Alert	No Ending Date	End Date in previous school year	End Date in future school year
Custody	Yes, copies	Yes, copies	Yes, copies
Disability	Yes, copies	Yes, copies	Yes, copies
Medical	Yes, copies	Yes, copies	Yes, copies
Miscellaneous	Yes, copies	No, does not copy	Yes, copies

Custody Alert

Navigation: StudentInformation > SIS > Student > Custody Alert

Custody alerts can be designated for individual students as needed.

ProgressBook School: SADoc High School Home School: SADoc High School Homeroom: Boyd_Brandon Counselor: Calendar: HS16 Program: Birthdate: Gender: F

StudentInformation > SIS > Student > Custody Alert

Custody Alert

From this screen, you can display, add, change and delete custody alerts for a student.

[Add Custody Alert](#)

	Date	Alert Description	Priority	Starting Date	Ending Date	Author	Critical	Active
	Aug 04, 2017	Larissa may not leave school with anyone except her mother.	1	Oct 03, 2016	Nov 06, 2017	Principal1		

Show Active Only

Sorting – You can sort by any column (**Date**, **Alert Description**, **Priority**, **Starting Date**, **Ending Date**, **Author**, **Critical**, **Active**) in ascending or descending order by clicking the column header.

– Click to delete (inactivate) this custody alert.

– Click to edit this custody alert.

– Indicates the custody alert is critical.

– Indicates an active custody alert.

– Indicates an inactive custody alert.

Show Active Only – Select this checkbox to show only active custody alerts; deselect this checkbox to show both active and inactive custody alerts.

Add Custody Alert – Click to add a new custody alert.

Add/Edit/Delete Custody Alert

Navigation: StudentInformation > SIS > Student > Custody Alert

Custody Alert

From this screen, you can display, add, change and delete custody alerts for a student.

[Add Custody Alert](#)

	Date	Alert Description	Priority	Starting Date	Ending Date	Author	Critical	Active
	Aug 04, 2017	Larissa may not leave school with anyone except her mother.	1	Oct 03, 2016	Nov 06, 2017	Principal1		

Show Active Only

Do one of the following:

- Click **Add Custody Alert** to add a new custody alert.
- Click to edit a specific custody alert.
- Click to delete (inactivate) a specific custody alert.

StudentInformation > SIS > Student > Custody Alert

Custody Alert

From this screen, you can display, add, change and delete custody alerts for a student.

Date:

Priority: *

Starting Date:

Ending Date:

Custody Alert Description: *

Critical:

Is Active:

[Save](#) [Save and New](#) [Cancel](#)

Date (read-only) – Defaults to current date; cannot be modified.

Priority (required) – Priority is used when more than one alert exists. Highest priority is listed first on the screen. Valid range of 1-10 with 10 being the highest priority.

Starting Date (optional) – Date this custody alert begins.

Ending Date (optional) – Date alert ends if applicable.

Custody Alert Description (required) – Enter a description of the custody alert.

Critical (optional) – Select this checkbox to mark the alert as critical and display the applicable icon.

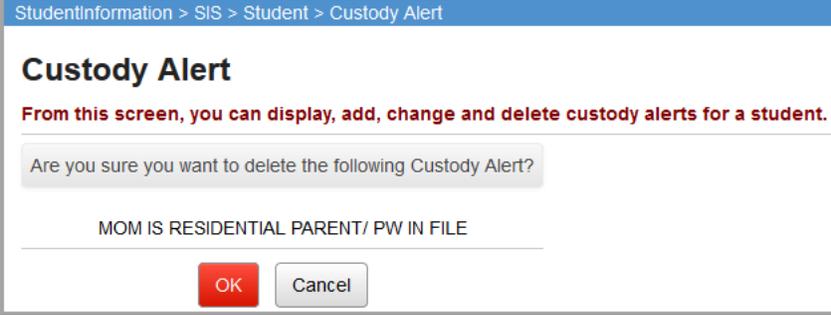
Is Active – Selected by default. If an **Ending Date** is specified, the alert becomes inactive when that date passes.

Save – Click to save the custody alert information and return to the **Custody Alert** listing screen where the new information displays.

Save and New – Click to save the custody alert information and return to the **Custody Alert** add/edit screen.

Cancel – Click to clear out already entered data and return to the **Custody Alert** listing screen.

If you click  to delete a specific custody alert, a confirmation screen displays.



StudentInformation > SIS > Student > Custody Alert

Custody Alert

From this screen, you can display, add, change and delete custody alerts for a student.

Are you sure you want to delete the following Custody Alert?

MOM IS RESIDENTIAL PARENT/ PW IN FILE

OK Cancel

OK – Click to delete the custody alert.

Cancel – Click to cancel the delete action and return to the **Custody Alert** listing screen.

Note: When you delete a custody alert, it is not actually deleted. It is made inactive as notated by  in the **Active** column. Display both active and inactive custody alerts by selecting or deselecting the **Show Active Only** checkbox. To activate an inactive custody alert, see [“Add/Edit/Delete Custody Alert.”](#)

Disability Alert

Navigation: StudentInformation > SIS > Student > Disability Alert

Disability alerts may be designated for individual students as needed.

	Date	Alert Description	Priority	Starting Date	Ending Date	Author	Active
 	Nov 06, 2016	SPED	9				

Sorting – You can sort by any column (**Date, Alert Description, Priority, Starting Date, Ending Date, Author, Active**) in ascending or descending order by clicking the column header.

 – Click to delete (inactivate) this disability alert.

 – Click to edit this disability alert.

 – Indicates an active disability alert.

 – Indicates an inactive disability alert.

Show Active Only – Select this checkbox to display only active disability alerts. Deselect this checkbox to show both active and inactive disability alerts.

Add Disability Alert – Click to add a new disability alert.

Add/Edit/Delete Disability Alert

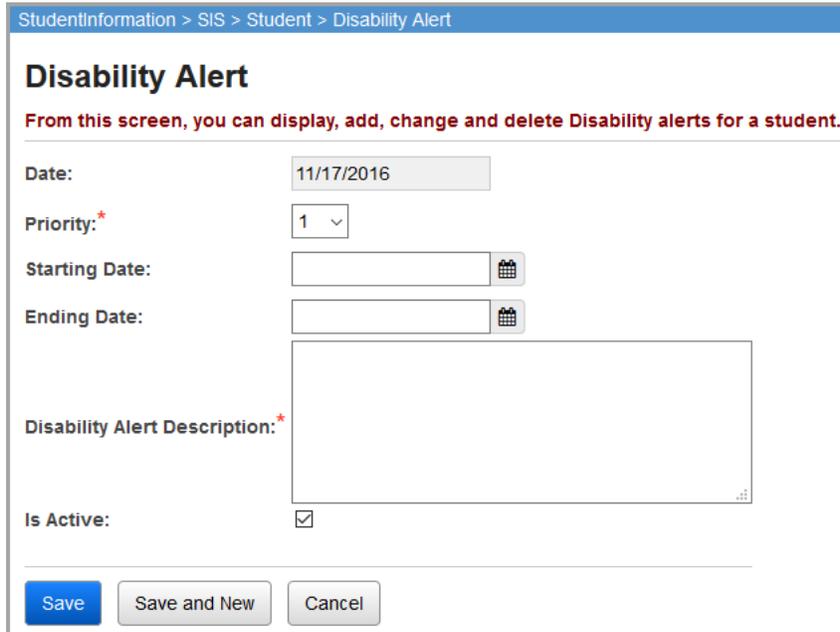
Navigation: StudentInformation > SIS > Student > Disability Alert

	Date	Alert Description	Priority	Starting Date	Ending Date	Author	Active
 	Nov 06, 2016	SPED	9				

Do one of the following:

- Click **Add Disability Alert** to add a new disability alert.

- Click  to edit a specific disability alert.
- Click  to delete (inactivate) a specific disability alert.



StudentInformation > SIS > Student > Disability Alert

Disability Alert

From this screen, you can display, add, change and delete Disability alerts for a student.

Date:

Priority:

Starting Date: 

Ending Date: 

Disability Alert Description:

Is Active:

Date (read-only) – Defaults to current date; cannot be modified.

Priority (required) – Priority is used when more than one alert exists. Highest priority is listed first on the screen. Valid range of 1-10 with 10 being the highest priority.

Starting Date (optional) – Date this disability alert begins.

Ending Date (optional) – Date this disability alert ends if applicable.

Disability Alert Description (required) – Enter a description of the disability alert.

Is Active – Selected by default. If an **Ending Date** is specified, the alert becomes inactive when the date passes.

Save – Click to save the disability alert information and return to the **Disability Alert** listing screen where the new information displays.

Save and New – Click to save the disability alert information and return to the **Disability Alert** add/edit screen.

Cancel – Click to clear out already entered data and return to the **Disability Alert** listing screen.

Note: When you delete a disability alert, it is not actually deleted. It is made inactive as notated by  in the **Active** column. Display both active and inactive disability alerts by selecting or deselecting the **Show Active Only** checkbox. To activate an inactive miscellaneous alert, see [“Add/Edit/Delete Disability Alert.”](#)

Miscellaneous Alert

Navigation: StudentInformation > SIS > Student > Miscellaneous Alert

Miscellaneous alerts can be designated for individual students as needed.

Miscellaneous Alerts

From this screen, you can display, add, change and delete data pertaining to the miscellaneous alerts of students.

[Add Miscellaneous Alert](#)

	Date Created	Alert Description	Priority	Starting Date	Ending Date	Author	Active
	Nov 06, 2016	Mom and dad have 50/50 shared parenting	9				●

Show Active Only

Sorting – You can sort by any column (**Date**, **Alert Description**, **Priority**, **Starting Date**, **Ending Date**, **Author**, **Active**) in ascending or descending order by clicking the column header.

– Click to delete (inactivate) this miscellaneous alert.

– Click to edit this miscellaneous alert.

● – Indicates an active miscellaneous alert.

○ – Indicates an inactive miscellaneous alert.

Show Active Only – Select this checkbox to display only active miscellaneous alerts. Deselect this checkbox to show both active and inactive miscellaneous alerts.

Add Miscellaneous Alert – Click to add a new miscellaneous alert.

Add/Edit/Delete Miscellaneous Alert

Navigation: StudentInformation > SIS > Student > Miscellaneous Alert

Miscellaneous Alerts

From this screen, you can display, add, change and delete data pertaining to the miscellaneous alerts of students.

[Add Miscellaneous Alert](#)

	Date Created	Alert Description	Priority	Starting Date	Ending Date	Author	Active
	Nov 06, 2016	Mom and dad have 50/50 shared parenting	9				●

Show Active Only

Do one of the following:

- Click **Add Miscellaneous Alert** to add a new miscellaneous alert.

- Click  to edit a specific miscellaneous alert.
- Click  to delete (inactivate) a specific miscellaneous alert.

StudentInformation > SIS > Student > Miscellaneous Alerts

Miscellaneous Alerts

From this screen, you can display, add, change and delete data pertaining to the miscellaneous alerts of students.

Date:

Priority: * ▾

Starting Date: 

Ending Date: 

Miscellaneous Alert Description: *

Is Active:

Date (read-only)– Defaults to current date; cannot be modified.

Priority (required) – Priority is used when more than one alert exists. Highest priority is listed first on the screen. Valid range of 1-10 with 10 being the highest priority.

Starting Date (optional) – Date the miscellaneous alert begins.

Ending Date (optional) – Date the alert ends, if applicable.

Miscellaneous Alert Description (required) – Enter a description of the miscellaneous alert.

Is Active – Selected by default. If an **Ending Date** is specified, the alert becomes inactive when the date passes.

Save – Click to save the miscellaneous alert information and return to the **Miscellaneous Alert** listing screen where the new information displays.

Save and New – Click to save the miscellaneous alert information and return to the **Miscellaneous Alert** add/edit screen.

Cancel – Click to clear out already entered data and return to the **Miscellaneous Alert** listing screen.

Note: When you delete a miscellaneous alert, it is not actually deleted. It is made inactive as notated by  in the **Active** column. Display both active and inactive miscellaneous alerts by selecting or deselecting the **Show Active Only** checkbox. To activate an inactive miscellaneous alert, see [“Add/Edit/Delete Miscellaneous Alert.”](#)

Medical Alert

Navigation: StudentInformation > SIS > Student > Medical > Medical Alert

Medical alerts may be designated for individual students as needed.

The screenshot shows the ProgressBook interface for a student named Abraham Matthews. The page title is "Medical Alerts" and it includes a green "Add Medical Alert" button. Below the button is a table with columns: Date, Alert Description, Private Notes, Priority, Starting Date, Ending Date, Author, Life Threatening, and Active. Two alerts are listed: one for a concussion on Nov 22, 2017, and another for headaches on Nov 22, 2017. A "Show Active Only" checkbox is checked at the bottom left of the table area.

	Date	Alert Description	Private Notes	Priority	Starting Date	Ending Date	Author	Life Threatening	Active
	Nov 22, 2017	Concussion.	Student should be observed.	1	Nov 06, 2017		Principal1		
	Nov 22, 2017	Headaches--meds in clinic		9	Nov 01, 2017		Principal1		

Show Active Only

Note: See the ProgressBook StudentInformation Student Medical Guide for details on setting up a medical alert.

Outstanding Fees Alert

Navigation: StudentInformation > SIS > Student > Fees

The screenshot shows the ProgressBook interface for a student named Arpad Adkins. The page title is "Student Open Fees" and it includes a summary of fees assessed and a table of individual fees. A "Fee Options" dropdown menu is open, showing options to filter fees by school year and building.

Total Fees Assessed \$40.00
Overall Balance \$40.00

I want to...
Fee Options
 Show Fees from Past School Years
 Show Fees from Future School Years
 Show Fees from All Buildings

School Year	Grade Level	Fee Type	Fee Code	Date	Course	Section	Description	Amount Assessed	Amount Paid	Amount Owed	School Code
2016	12	General Fee	SF	Sep 01, 2016			School Fee	\$30.00	\$0.00	\$30.00	DOHS
2016	12	Misc	PP	Sep 01, 2016			Parking Pass	\$10.00	\$0.00	\$10.00	DOHS
Total								\$40.00	\$0.00	\$40.00	

Click  to display the **Student Open Fees** screen.

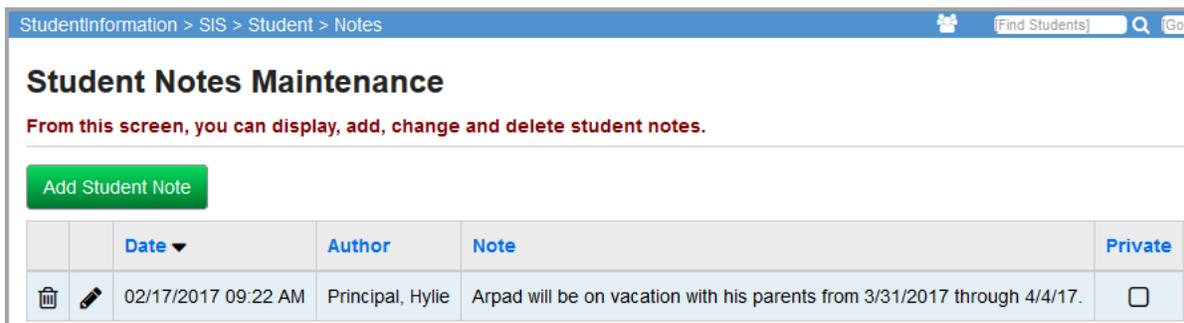
Note: For more information about student open fees, see the ProgressBook StudentInformation Fees Guide.

Student Note Maintenance

Navigation: StudentInformation > SIS > Student > Notes

The student **Notes** screen lets you add, modify, or delete notes pertaining to an individual student.

Student notes will copy to the new school year as part of the Student Promotion and Bulk Enrollment process.



	Date ▼	Author	Note	Private
 	02/17/2017 09:22 AM	Principal, Hylie	Arpad will be on vacation with his parents from 3/31/2017 through 4/4/17.	<input type="checkbox"/>

Sorting – You can sort by any column (**Date, Author, Note, Private**) in ascending or descending order by clicking the column header.

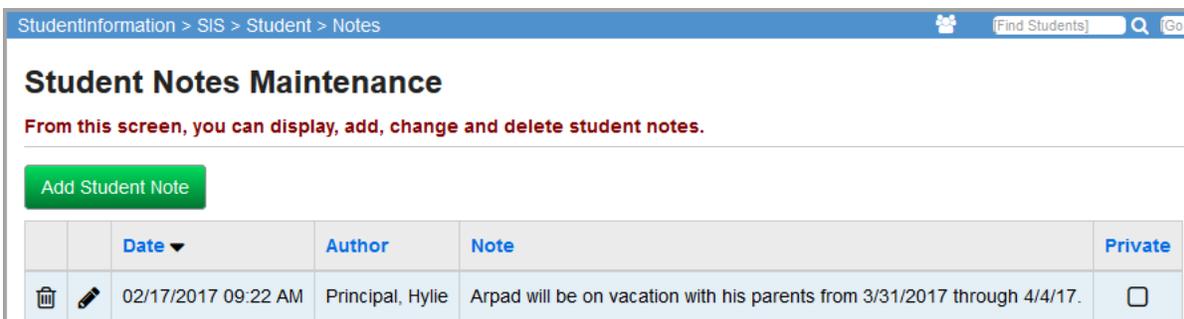
 – Click to delete this student note.

 – Click to edit this student note.

Add Student Note – Click to add a new student note.

Add/Edit/Delete Student Note

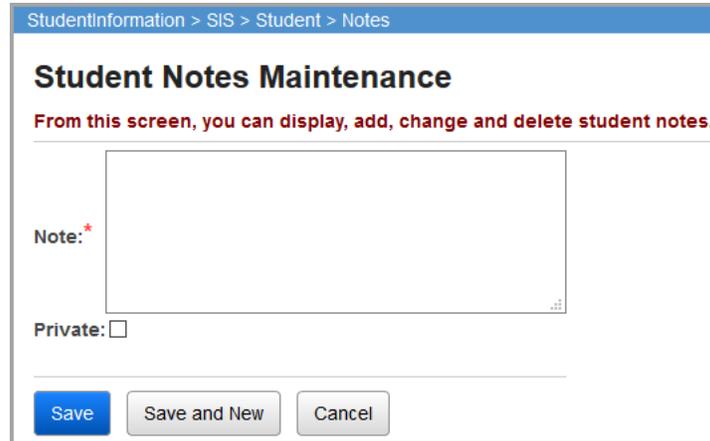
Navigation: StudentInformation > SIS > Student > Notes



	Date ▼	Author	Note	Private
 	02/17/2017 09:22 AM	Principal, Hylie	Arpad will be on vacation with his parents from 3/31/2017 through 4/4/17.	<input type="checkbox"/>

Do one of the following:

- Click **Add Student Note** to add a new student note.
- Click  edit a specific student note.
- Click  to delete a specific student note.



Note (required) – Enter up to 1,000 characters of text for the student note.

Private (optional) – Select this checkbox if you want the note to only be viewable to the author of the note; otherwise, deselect this checkbox.

Save – Click to save the new note and return to the **Student Notes Maintenance** listing screen where the updated information displays.

Save and New – Click to save the student note and return to **Student Notes Maintenance** add/edit screen.

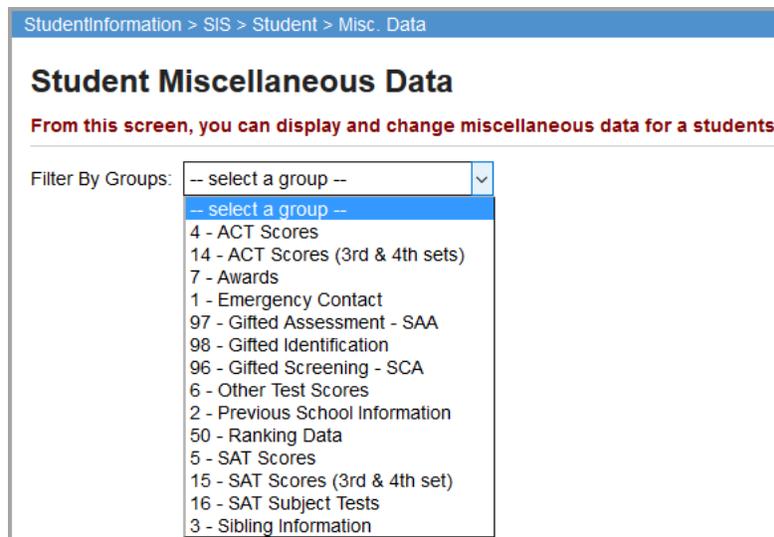
Cancel – Click to clear out already entered data and return to the **Student Notes Maintenance** listing screen.

Student Miscellaneous Data

Navigation: StudentInformation > SIS > Student > Misc. Data

Miscellaneous data is used to track any other ad hoc student miscellaneous data. It can be configured as needed.

Filter By Group – Select a miscellaneous group from the drop-down list.



The grid for the selected miscellaneous group with all the miscellaneous data definitions displays for input. See the following example.

StudentInformation > SIS > Student > Misc. Data

Student Miscellaneous Data

From this screen, you can display and change miscellaneous data for a students.

Filter By Groups: 16 - SAT Subject Tests

Definition	Last Modified
Item: SAT Subject:	
Value: <input type="text" value="Math"/>	On 2/17/2017 10:23:00 AM
Item: Testing Date:	
Value: <input type="text" value="12/14"/>	On 2/17/2017 10:23:00 AM
Item: Grade:	
Value: <input type="text"/>	
Item: Score:	
Value: <input type="text" value="724"/>	On 2/17/2017 10:23:00 AM
Item: SAT Subject:	
Value: <input type="text" value="Reading"/>	On 2/17/2017 10:23:00 AM
Item: Testing Date:	
Value: <input type="text" value="12/14"/>	On 2/17/2017 10:23:00 AM
Item: Grade:	
Value: <input type="text"/>	
Item: Score:	
Value: <input type="text" value="620"/>	On 2/17/2017 10:23:00 AM
Item: SAT Subject:	
Value: <input type="text" value="Writing"/>	On 2/17/2017 10:23:00 AM
Item: Testing Date:	
Value: <input type="text" value="12/14"/>	On 2/17/2017 10:23:00 AM
Item: Grade:	
Value: <input type="text"/>	
Item: Score:	
Value: <input type="text" value="648"/>	On 2/17/2017 10:23:00 AM

Value – Enter or select the applicable value(s) you wish to add or edit for the selected student.

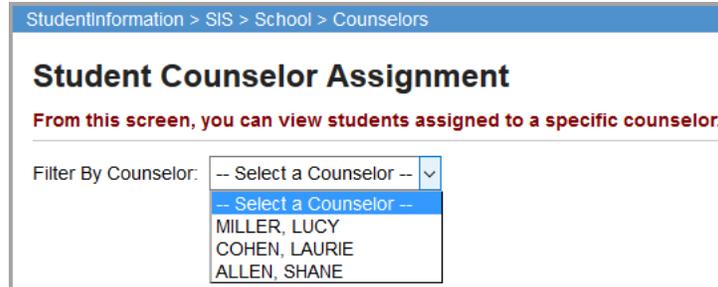
Save – Click to save the current miscellaneous data and return to **Student Miscellaneous Data** filter by group screen.

Cancel – Click to clear out already entered data and return to **Student Miscellaneous Data** filter by group screen.

Student Counselor Assignment

Navigation: StudentInformation > SIS > School > Counselors

The **Student Counselor Assignment** screen displays students assigned to the selected counselor.



Filter by Counselor (required) – Choose a counselor from the drop-down list. Counselors are identified with the job function of **Counselor** on their **Staff Member Schools** record (**Management > Security > View Staff Members > Add/Edit Staff Member Schools** tab). Job functions are school and school year specific.

The screenshot shows the same navigation bar and title as the previous image. The "Filter By Counselor:" dropdown is now set to "ALLEN, SHANE". Below the filter is a table with the following columns: Student ID, Student Name, Student Status, Grade, Gender, Homeroom, Phone Number, Program, and Age. The table contains two rows of student data.

Student ID	Student Name	Student Status	Grade	Gender	Homeroom	Phone Number	Program	Age
	MILLER, MADELINE	ACTIVE RES	10	F				16
	YOUNG, JENNIFER	ACTIVE RES	10	F				16

Sorting – You can sort by any column (**Student ID, Student Name, Student Status, Grade, Gender, Homeroom, Phone Number, Program, Age**) in ascending or descending order by clicking the column header.

Student Name – You can click any student name to go to their **View Profile** screen.

View-Only Student Profile

Navigation: StudentInformation > SIS > Student > View Profile

The view-only student profile displays basic student information and a photo (if available) of the selected student. From this screen, there are several links to other areas within the StudentInformation application, such as the student's schedule, contact information, etc. (For more information, see the *ProgressBook StudentInformation Getting Started Guide* and *ProgressBook StudentInformation Quick Reference Card*.)

StudentInformation > SIS > Student > View Profile

Ballard, Julie

From this screen, you can view the student's profile.

Address of Residence:	1402 Hickory Road SADoc, OH 44320
Mailing Address:	1402 Hickory Road SADoc, OH 44320
Phone Number:	(440) 434-3100 <input checked="" type="checkbox"/> Unlisted
Student Email:	S4311029@SADoc.org
Primary Contact's Email:	
Parent/Guardian:	Ballard, Betty H: (440) 434-3100
Parent/Guardian:	Ballard, Mark H: (440) 434-3100

Student Status:	ACTIVE RES
Birthdate:	2/2/2000
Ethnicity:	Black/African American
Program:	
Academic Locker:	431
Admission History:	6/30/2004 - Enrolled

EMIS Situation:	5 - Resident attending Full Time
Percent of Time:	100%
Report to EMIS:	<input checked="" type="checkbox"/>
Effective Date:	7/1/2016

Parking Permit Number:	221
Parking Space:	P221

Student is courier for family group
 Student is enrolled in a future school year

Family Group	Description	Student Address	Students In Group
There are no records to display			

I want to...



Student Photographs

You can load student pictures into StudentInformation. Contact your ITC for more information. Use the following guidelines to determine the optimal photograph size for your application:

- The standard U.S. passport size photograph works well with StudentInformation.
- The second best photograph size is 200x200 pixels with a file size of 10kB or less. If you require rectangular photographs, the first dimension (width) can be less than the second (height).
- The maximum photograph size should not exceed 225x225 pixels with a maximum file size of 10 kilobytes.
- The minimum useful photograph size is 128x165 pixels with a file size of about 6 kilobytes.

Student Reports

Please see the Batch/Report Management documentation for more detailed information about running and viewing reports.

Student Lunch Free/Reduced (LUNCH)

Navigation: StudentInformation > SIS > School > Student Reports > Student Lunch Free/Reduced (LUNCH)

The Student Lunch Free/Reduced (LUNCH) report lists students and total students on the free and reduced lunch program.

StudentInformation > SIS > School > Student Reports > Student Lunch Free/Reduced (LUNCH)

Student Lunch Free/Reduced (LUNCH)

From this screen, you can select parameters to generate a report.

Selection Criteria Selection Summary Load Settings

Homeroom Date:* 2/17/2017

Effective Date:* 2/17/2017

School*

DOES - SADoc Elementary School
DOHS - SADoc High School
DOMS - SADoc Middle School

Lunch Status*

None
Reduced
Free
Applied-Denied

Grade

KG - Kindergarten
1 - 1st Grade
2 - 2nd Grade
3 - 3rd Grade

Student Status

A - ACTIVE RES
D - DELETED
I - INACTIVE
J - JVS RES

Gender

M
F

Group By: Grade

Sorting Options

Grade (ASC)
Grade (DESC)
Homeroom (ASC)
Homeroom (DESC)

Output: Report Labels Both Report and Labels

Label Type: Avery Label 5160 - 1" X 2 5/8" 3-columns

Address: Use Student Address Use Parent Address
 Use custom address text

Include Copied On Correspondence: Yes No

Delivery Method: Pickup

Email Address: Principal1@SADoc.edu

Report Format: Adobe PDF

Description:

Homeroom Date (required) – Specify the date to use to retrieve the students' homerooms. Defaults to the current date.

Effective Date (required) – Specify the date to use to select students with free lunches as of the date selected. Defaults to the current date.

School (required) – Select the schools you wish to include in the report. Defaults to all available schools.

Lunch Status (required) – Select which lunch statuses you wish to include in the report. You must select at least one lunch status.

Grade (optional) – Select one or more grades you wish to include in the report. If no grades are selected, all grades are included in the report.

Student Status (optional) – Select one or more student statuses to include in the report. If no student statuses are selected, all student statuses are included in the report.

Gender (optional) – Select one or more genders you wish to include in the report. If no genders are selected, all genders are included in the report.

Group By (required) – Select to group by **Grade**, **Homeroom**, or **Counselor**. Defaults to **Grade**.

Sorting Options – Select one or more sort options for your report.

Output – Select **Report**, **Labels**, or **Both Report and Labels**.

If you select labels, use the following Adobe page settings when printing the labels to ensure that the labels print correctly on the page.

- For Adobe 9:
 - Page Scaling = None
 - Auto Rotate and Center = Unchecked
- For Adobe 10:
 - Size Options = Actual Size
 - Orientation = Portrait

Note: *If you are using Firefox, you must change a setting before printing labels. In Firefox, go to **Options**. On the **Applications** window, below **Content Type**, locate **Portable Document Format (PDF)**. In the **Action** column of that row, change the selection from **Preview in Firefox** to an Adobe option (such as **Use Adobe Acrobat**).*

Label Type – If you selected the **Labels** or **Both Report and Labels** radio button, select a label type from the drop-down list.

Address – Select the address to use for labels. If you select the **Use custom address text** checkbox, the text you enter in the field is added to the top of each label.

Include Copied on Correspondence – **Yes** or **No**. If you select **Yes**, address labels for contacts with the **Copied on Correspondence** checkbox selected are included when creating labels.

Delivery Method (required) – Select how you want to receive the report:

- **Pickup** – Retrieve the report on the **Batch/Report Management** window.
- **Email Notification** – Receive an email with a link to the report when the report is ready to view.
- **Email Delivery** – Receive an email with the report included as a PDF attachment.

Email Address (autopopulated from your StudentInformation account)

Description – If entered, displays on the **Batch/Report Management** screen.

Submit – Click to submit this report to the **Batch/Report Management** screen.

ID	STUDENT NAME	GN	GR	STATUS	ETHNICITY	LUNCH STATUS	SCHOOL CODE	HOMEROOM
58	Student47415, MADISON	F	01	A	W	Reduced	EL	109
58	Student47420, CORY	M	01	A	W	None	EL	110
58	Student47407, JACOB	M	01	A	W	None	EL	110
58	Student47424, NICHOLAS	M	01	A	W	None	EL	109
58	Student47438, LEONA	F	01	A	W	Free	EL	110

Student Alerts (STD_ALERT)

Navigation: StudentInformation > SIS > School > Student Reports > Student Alerts (STD_ALERT)

The Student Alerts (STD_ALERT) report displays all student alerts for students meeting the specified criteria and having the selected alerts – medical, custody, miscellaneous, disability, fees, pending enrollment, and/or pending withdraw alerts.

StudentInformation > SIS > School > Student Reports > Student Alerts (STD_ALERT)

Student Alerts (STD_ALERT)

From this screen, you can select parameters to generate a report.

Selection Criteria Selection Summary Load Settings

Selecting an Ad-Hoc Membership Group will limit the report the students associated with that membership group. All other criteria will be ignored.

Ad-Hoc Membership: -- Select an Ad-Hoc Membership --
Public And Private

If not limiting to an Ad-Hoc Membership Group, you may select as many other criteria as desired. Each selection will limit your results further.

Date Range: 8/1/2016 2/17/2017
Homeroom Date: 2/17/2017

Alert Type:
 Custody Fee Medical Pending Enrollment
 Disability Fee Negative Miscellaneous Pending Withdraw

Grade
 9 - 9th Grade
 10 - 10th Grade
 11 - 11th Grade
 12 - 12th Grade

Student Status
 A - ACTIVE RES
 D - DELETED
 I - INACTIVE
 J - JVS RES

Administrative Homeroom
 DOHS56 - Cook (Full Year)
 DOHS57 - Morgan (Full Year)
 DOHS58 - Bell (Full Year)
 DOHS59 - Murphy (Full Year)

Membership Group
 A - Athletic
 B - Clubs
 C - Academic
 I - Intervention

Membership

Special Education Services
 215001 - Adapted Physical Education S
 215002 - Aide Services
 215003 - Attendant Services
 215004 - Audiological Services

Sorting Options
 Grade (ASC)
 Grade (DESC)
 Student Name (DESC)
 Homeroom (ASC)

Student Name (ASC)

Delivery Method: Pickup Set As Default

Email Address: Principal1@SADoc.edu

Report Format: Adobe PDF

Description:

Submit

Ad-Hoc Membership (optional) – Select an ad-hoc membership from the drop-down list if you wish to only include students associated with the membership for this run of the report. Select the **Public and Private** checkbox to see memberships created by other users in your drop-down list. Selecting an ad-hoc membership group limits the report to the students associated with that ad-hoc membership group. All other criteria are ignored.

Date Range (required) – Specify the date range in which you want to look for specific alerts; the start date defaults to the first day of school of the school and school year in context and the end date defaults to today's date.

Homeroom Date (required) – Specify the date to use to retrieve students' homerooms. Defaults to the current date or the most recent valid school day for the school and school year in context.

Alert Type (required) – Select one or more alert types for this report.

Grade (optional) – Select one or more grades you wish to include in the report. If no grades are selected, all grades are included in the report.

Student Status (optional) – Select one or more student statuses you wish to include in the report. If no student statuses are selected, all student statuses are included in the report.

Administrative Homeroom (optional) – Select one or more administrative homerooms to include in the report. If no administrative homerooms are selected, all administrative homerooms are included in the report.

Membership Group (optional) – Select one or more membership groups to include in the report. If no membership groups are selected, all membership groups are included in the report.

Membership (optional) – Select one or more memberships to include in the report. If no memberships are selected, all memberships are included in the report.

Special Education Services (optional) – Select the special education services to include students in the report who are assigned those services. If no special education services are selected, the report includes students assigned to all services. This list box contains the 215xxx codes and refers to the records entered for a student on the **Special Education** screen **Services** tab.

***Note:** The **Special Education Services** list only displays when FY13 and forward is in context. In prior years, the special education services were entered on the **Edit Student Memberships** screen and are selected for this report in the **Membership Code** list.*

Sorting Options – Select one or more sort options for your report.

Delivery Method (required) – Select how you want to receive the report:

- **Pickup** – Retrieve the report on the **Batch/Report Management** window.
- **Email Notification** – Receive an email with a link to the report when the report is ready to view.
- **Email Delivery** – Receive an email with the report included as a PDF attachment.

Email Address (autopopulated from your StudentInformation account)

Report Format – Select an output format of **Adobe PDF**, **Rich Text File (RTF)**, **Text**, **Excel Spreadsheet**, or **HTML**.

Description – If entered, displays on the **Batch/Report Management** screen.

Student Reports

Submit – Click to submit this report to the **Batch/Report Management** screen.

ID	STUDENT NAME TYPE	GN	GR	COUNSELOR	HMRM	HMRM TEACHER	ALERT DETAIL INFORMATION
	[REDACTED], HOPE Disability	F	09	JONATHAN [REDACTED]			11/21/2016 test
	[REDACTED], COLTON Disability Medical Fee	M	09	JONATHAN [REDACTED]			10/21/2016 sprained ankle asthma Student owes fees
	[REDACTED], CANDACE Fee	F	10	JONATHAN [REDACTED]			Student owes fees
	[REDACTED], CARMEN Fee	F	10	JONATHAN [REDACTED]			Student owes fees
	[REDACTED], LOGAN Fee	M	09	JONATHAN [REDACTED]			Student owes fees
	[REDACTED], REAGAN Fee	F	09	JONATHAN [REDACTED]			Student owes fees

Student with No SSID (SSID)

Navigation: StudentInformation > SIS > School > Student Reports > Student With No SSID (SSID)

The Student with No SSID (SSID) report lists all students meeting the specified criteria with no state student ID (SSID) recorded in their FS record. The report can also display a listing of students meeting the specified criteria and the SSID record in their FS record.

StudentInformation > SIS > School > Student Reports > Student With No SSID (SSID)

Student With No SSID (SSID)

From this screen, you can select parameters to generate a report.

Selection Criteria Selection Summary Load Settings

Homeroom Date: * 2/17/2017 

Grade

9 - 9th Grade	
10 - 10th Grade	
11 - 11th Grade	
12 - 12th Grade	

Student Status

A - ACTIVE RES	
D - DELETED	
I - INACTIVE	
J - JVS RES	

Administrative Homeroom

DOHS56 - Cook (Full Year)	
DOHS57 - Morgan (Full Year)	
DOHS58 - Bell (Full Year)	
DOHS59 - Murphy (Full Year)	

Only show students missing the SSID on one or more of their FS records:

Group By: Grade

Sorting Options

Counselor (ASC)	Student Name (ASC)
Counselor (DESC)	
Grade (ASC)	
Grade (DESC)	

Delivery Method: Pickup

Email Address: Principal1@SADoc.edu

Report Format: Adobe PDF

Description:

Homeroom Date (required) – Specify the date to use to retrieve students' homerooms. Defaults to the current date or the most recent valid school day for the school and school year in context.

Grade (optional) – Select one or more grades you wish to include in the report. If no grades are selected, all grades are included in the report.

Student Status (optional) – Select one or more student statuses to include in the report. If no student statuses are selected, all student statuses are included in the report.

Administrative Homeroom (optional) – Select one or more administrative homerooms to include in the report. If no administrative homerooms are selected, all administrative homerooms are included in the report.

Only show students missing the SSID on one or more of their FS records (optional) – Select this checkbox to display only students without an SSID on one or more of their FS records; otherwise, deselect this checkbox to display only students with an SSID. Selected by default.

Group By (required) – Select to group by **Grade**, **Homeroom**, or **Counselor**. Defaults to **Grade**.

Sorting Options – Select one or more sort options for your report.

Delivery Method (required) – Select how you want to receive the report:

- **Pickup** – Retrieve the report on the **Batch/Report Management** window.
- **Email Notification** – Receive an email with a link to the report when the report is ready to view.
- **Email Delivery** – Receive an email with the report included as a PDF attachment.

Email Address (autopopulated from your StudentInformation account)

Report Format – Select an output format of **Adobe PDF**, **Rich Text File (RTF)**, **Text**, **Excel Spreadsheet**, or **HTML**.

Description – If entered, displays on the **Batch/Report Management** screen.

Submit – Click to submit this report to the **Batch/Report Management** screen.

Report: SSID				#2 High School			
Printed Tue, Mar 17, 2009, 8:51 PM				2008-2009			
				Students with no SSID			
Id	Last *	First *	Middle *				
12519	Student62700	BRIANNA	JANAE				
Gender * Native Language * Ethnicity *		Birthdate * Birth Place *					
F	ENG	B	12/14/93	LIMA			
Grade	Homeroom	Homeroom Teacher	Counselor				
09							
Student FS records			Effective Start Date	Admission Reason	State Student Id		
			09/26/2008	6	87617		
			09/30/2008	6	!88879		
Id	Last *	First *	Middle *				
12518	Student62702	ZACHAIRA	TYREE				
Gender * Native Language * Ethnicity *		Birthdate * Birth Place *					
M	ENG	M	02/06/92	BELLEFONTAINE			
Grade	Homeroom	Homeroom Teacher	Counselor				
09							
Student FS records			Effective Start Date	Admission Reason	State Student Id		
			09/05/2008	6	75502		

Student with No SSNO (SSNO)

Navigation: StudentInformation > SIS > School > Student Reports > Student With No SSNO (SSNO)

The Student With No SSNO (SSNO) report lists students meeting the specified criteria with no social security number (SSN) record in their demographic record. The report can also display a listing of students meeting the specified criteria and the SSN recorded in their demographic record.

StudentInformation > SIS > School > Student Reports > Student With No SSNO (SSNO)

Student With No SSNO (SSNO)

From this screen, you can select parameters to generate a report.

Selection Criteria Selection Summary Load Settings

Homeroom Date: * 2/17/2017 

Grade

9 - 9th Grade	↔	
10 - 10th Grade	↔	
11 - 11th Grade	↔	
12 - 12th Grade	↔	

Student Status

A - ACTIVE RES	↔	
D - DELETED	↔	
I - INACTIVE	↔	
J - JVS RES	↔	

Administrative Homeroom

DOHS56 - Cook (Full Year)	↔	
DOHS57 - Morgan (Full Year)	↔	
DOHS58 - Bell (Full Year)	↔	
DOHS59 - Murphy (Full Year)	↔	

Show Students With No Social Security Number Only:

Sorting Options

Student Number (ASC)	↔	Student Name (ASC)
Student Number (DESC)	↔	
Student Name (DESC)	↔	
Grade (ASC)	↔	

Delivery Method: Pickup

Email Address: Principal1@SADoc.edu

Report Format: Adobe PDF

Description:

Homeroom Date (required) – Specify the date to use to retrieve students' homerooms. Defaults to the current date or the most recent valid school day for the school and school year in context.

Grade (optional) – Select one or more grades you wish to include in the report. If no grades are selected, all grades are included in the report.

Student Status (optional) – Select one or more student statuses to include in the report. If no student statuses are selected, all student statuses are included in the report.

Administrative Homeroom (optional) – Select one or more administrative homerooms to include in the report. If no administrative homerooms are selected, all administrative homerooms are included in the report.

Show Students With No Social Security Number Only (optional) – Select this checkbox to display only students without an SSN; otherwise, deselect this checkbox to also display students with an SSN.

Sorting Options – Select one or more sort options for your report.

Delivery Method (required) – Select how you want to receive the report:

- **Pickup** – Retrieve the report on the **Batch/Report Management** window.
- **Email Notification** – Receive an email with a link to the report when the report is ready to view.
- **Email Delivery** – Receive an email with the report included as a PDF attachment.

Email Address (autopopulated from your StudentInformation account)

Report Format – Select an output format of **Adobe PDF**, **Rich Text File (RTF)**, **Text**, **Excel Spreadsheet**, or **HTML**.

Description – If entered, displays on the **Batch/Report Management** screen.

Submit – Click to submit this report to the **Batch/Report Management** screen.

ID	STUDENT NAME	GN	GR	COUNSELOR	HMPM	HMPM TEACHER	SSN
	HOPE	F	09	JONATHAN			
	COLTON	M	09	JONATHAN	0-106	Brian	

Student Contact List (CONT)

Navigation: StudentInformation > SIS > School > Student Reports > Student Contact List (CONT)

The Student Contact List (CONT) report displays contact information and type for contacts associated with the students that meet the specified criteria.

StudentInformation > SIS > School > Student Reports > Student Contact List (CONT)

Student Contact List (CONT)

From this screen, you can select parameters to generate a report.

Selection Criteria Selection Summary Load Settings

Selecting an Ad-Hoc Membership Group will limit the report the students associated with that membership group. All other criteria will be ignored.

Ad-Hoc Membership: -- Select an Ad-Hoc Membership --
 Public And Private

If not limiting to an Ad-Hoc Membership Group, you may select as many other criteria as desired. Each selection will limit your results further.

Homeroom Date: 2/17/2017

Contact Type

C - Custodial Paren
 DE - DENTIST
 DR - DOCTOR
 EM - EMERGENCY

Grade

9 - 9th Grade
 10 - 10th Grade
 11 - 11th Grade
 12 - 12th Grade

Student Status

A - ACTIVE RES
 D - DELETED
 I - INACTIVE
 J - JVS RES

Administrative Homeroom

DOHS56 - Cook (Full Year)
 DOHS57 - Morgan (Full Year)
 DOHS58 - Bell (Full Year)
 DOHS59 - Murphy (Full Year)

Membership Group

A - Athletic
 B - Clubs
 C - Academic
 I - Intervention

Membership

Special Education Services

215001 - Adapted Physical Education St
 215002 - Aide Services
 215003 - Attendant Services
 215004 - Audiological Services

Sorting Options

Student Number (ASC)
 Student Number (DESC)
 Student Name (DESC)
 Grade (ASC)

Student Name (ASC)

Delivery Method: Pickup Set As Default

Email Address: Principal1@SADoc.edu

Report Format: Adobe PDF

Description:

Submit

Ad-Hoc Membership (optional) – Select an ad-hoc membership from the drop-down list if you wish to only include students associated with the membership for this run of the report. Select the **Public and Private** checkbox to see memberships created by other users in your drop-down list. Selecting an ad-hoc membership group limits the report to the students associated with that ad-hoc membership group. All other criteria are ignored.

Homeroom Date (required) – Specify the date to use to retrieve students' homerooms. Defaults to the current date or the most recent valid school day for the school and school year in context.

Contact Type (optional) – Select one or more contact types you wish to include in the report. If no contact types are selected, all contact types are included in the report.

Grade (optional) – Select one or more grades you wish to include in the report. If no grades are selected, all grades are included in the report.

Student Status (optional) – Select one or more student statuses to include in the report. If no student statuses are selected, all student statuses are included in the report.

Administrative Homeroom (optional) – Select one or more administrative homerooms to include in the report. If no administrative homerooms are selected, all administrative homerooms are included in the report.

Membership Group (optional) – Select one or more membership groups to include in the report. If no membership groups are selected, all membership groups are included in the report.

Membership (optional) – Select one or more memberships to include in the report. If no memberships are selected, all memberships are included in the report.

Special Education Services (optional) – Select the special education services to include students in the report who are assigned those services. If no special education services are selected, the report includes students assigned to all services. This list box contains the 215xxx codes and refers to the records entered for a student on the **Special Education** screen **Services** tab.

***Note:** The **Special Education Services** list only displays when FY13 and forward is in context. In prior years, the special education services were entered on the **Edit Student Memberships** screen and are selected for this report in the **Membership Code** list.*

Sorting Options – Select one or more sort options for your report.

Delivery Method (required) – Select how you want to receive the report:

- **Pickup** – Retrieve the report on the **Batch/Report Management** window.
- **Email Notification** – Receive an email with a link to the report when the report is ready to view.
- **Email Delivery** – Receive an email with the report included as a PDF attachment.

Email Address (autopopulated from your StudentInformation account)

Report Format – Select an output format of **Adobe PDF**, **Rich Text File (RTF)**, **Text**, **Excel Spreadsheet**, or **HTML**.

Description – If entered, displays on the **Batch/Report Management** screen.

StudentInformation > SIS > School > Student Reports > Student Locker Allocation (LOCK)

Student Locker Allocation (LOCK)

From this screen, you can select parameters to generate a report.

Selection Criteria Selection Summary Load Settings

Homeroom Date:

Locker Status

Active
Repair
Unavailable

Locker Grade Level

9 - 9th Grade
10 - 10th Grade
11 - 11th Grade
12 - 12th Grade

Student Status

A - ACTIVE RES
D - DELETED
I - INACTIVE
J - JVS RES

Student Grade Level

9 - 9th Grade
10 - 10th Grade
11 - 11th Grade
12 - 12th Grade

Administrative Homeroom

DOHS56 - Cook (Full Year)
DOHS57 - Morgan (Full Year)
DOHS58 - Bell (Full Year)
DOHS59 - Murphy (Full Year)

Academic Lockers Only:

Include Unassigned Lockers:

Sorting Options

Student Number (ASC)
Student Number (DESC)
Student Name (DESC)
Grade (ASC)

Student Name (ASC)

Delivery Method:

Email Address:

Report Format:

Description:

Homeroom Date (required) – Specify the date to use to retrieve students’ homerooms. Defaults to the current date or the most recent valid school day for the school and school year in context.

Locker Status (optional) – Select one or more locker statuses to include in the report. If no locker statuses are selected, all locker statuses are included in the report.

Locker Grade Level (optional) – Select one or more locker grade levels to include in the report. If no locker grade levels are selected, all locker grade levels are included in the report.

Student Status (optional) – Select one or more student statuses to include in the report. If no student statuses are selected, all student statuses are included in the report.

Student Grade Level (optional) – Choose one or more student grade levels you wish to include in the report. If no student grade levels are selected, all student grade levels are included in the report.

Administrative Homeroom (optional) – Select one or more administrative homerooms to include in the report. If no administrative homerooms are selected, all administrative homerooms are included in the report.

Academic Locker Only (optional) – Select this checkbox to display only academic lockers; otherwise, deselect this checkbox to display all locker types. Selected by default.

Include Unassigned Lockers (optional) – Select this checkbox to display lockers unassigned to students; otherwise, deselect this checkbox to exclude unassigned lockers. Selected by default.

Sorting Options – Select one or more sort options for your report.

Delivery Method (required) – Select how you want to receive the report:

- **Pickup** – Retrieve the report on the **Batch/Report Management** window.
- **Email Notification** – Receive an email with a link to the report when the report is ready to view.
- **Email Delivery** – Receive an email with the report included as a PDF attachment.

Email Address (autopopulated from your StudentInformation account)

Report Format – Select an output format of **Adobe PDF**, **Rich Text File (RTF)**, **Text**, **Excel Spreadsheet**, or **HTML**.

Description – If entered, displays on the **Batch/Report Management** screen.

Submit – Click to submit this report to the **Batch/Report Management** screen.

ID	STUDENT NAME	GN	GR	HMRM	LOCKER #	LOCKER SIZE	LOCKER STATUS	CAPACITY	OCCUPANTS	LOCKER GRADE LEVEL	COMBINATION
					1001	LG	A	2		13	22-04-12
					1002	LG	A	2		10	
					1003	LG	A	2		10	14-05-44
					1004	LG	A	2		10	14-05-49
					1005	LG	A	2		10	
					1007	SM	A	2		GR	40-31-19
					1011	SM	A	1		11	14-05-51
					102	LG	A	3		10	67-58-35
					104	LG	A	3		10	69-60-37
					105	LG	A	3		10	70-61-38
					108	LG	A	3		10	73-64-41
					110	LG	A	3		10	75-66-43

Student Location Report (Report Builder)

Navigation: StudentInformation > Local > Report Builder Links > Report Builder Reports

The Student Location report lists the rooms in which students are located each period of the day based on their scheduled classes. This report also includes the students' homeroom, gender, ethnicity, and status.

Report Builder
From this screen, you can manage Regular and User Reports created in ProgressBook Report Builder

[Hide Regular Reports]

View Report	Name	Description
	Class Master Schedule with Disabilities R407	Class Master Schedule with Disabilities (R407)
	Outstanding Fee Balances by Account Code	Provides a list of outstanding student fees and groups them by account code.
	Period G Student Core Summary Report	Provide a listing of period G Core Summary records by student for verification of core records for graduating students.
	Period K NonGraduate Core Summary Report	Providing a listing of period K Core Summary records by student for verification of core records for non-graduating students.
	Course Fee Analysis	Fee report that shows the outstanding balance, if any, of a student's course fees in each course fees were assessed.
	Discipline Action	Discipline Action report that filters on selected discipline actions and when the punishment is to be served.
	Locker Combinations	Locker report listing all lockers and the all combinations assigned to each one.
	Payments Posted by User	Fee reporting listing payments posted by username for balancing receipts.
	Student Location	Student report that shows where a student is at in the building each period of the day.

[Hide User Reports]

View Report	Name	Description
	Class Master Schedule for Geometry	This report lists the Class Master Schedule for all geometry classes.
	My Outstanding Fee Balances by Account Code	Provides a list of outstanding student fees and groups them by account code.

1. With the school or district for which you want to run the report in context, on the **Report Builder** screen, in the **View Report** column for the Student Location report, click . The **Report Viewer** screen displays.

ProgressBook StudentInformation Report Viewer

Hide Setup Save Setup As... View Report Report Name: Student Location Report

Update Report Headers

Report Header: Student Location

Select Required Parameters

Grade: 09 - 09, 10 - 10

Student Status: A - ACTIVE RES, FS - Foreign Exchange Student, Q - Resident

Expand All Details: Yes No

Set Optional Filters

Field Name	Operation	Value

Add & Remove Columns

No columns are available to add or remove.

2. In the **Report Header** field, modify the heading as you want it to display at the top of the report, if desired.

3. In the **Select Required Parameters** area, in the **Grade** drop-down list, select the grade(s) you want to display on report.
4. In the **Student Status** drop-down list, select the status(es) of the students you want to display on the report.
5. For the **Expand All Details** option, select **Yes** to display the details in the report by default; otherwise, select **No** to hide the details by default.

Note: You can expand and collapse the details in the generated report as desired by clicking or next to each fee code. This option only determines if the details are expanded or not by default when the results display.

6. If you would like to apply an additional filter to the report results, in the **Set Optional Filters** grid, perform the following steps:
 - a. In the **Field Name** drop-down list, select the field by which you want to filter the report.
 - b. In the **Operation** drop-down list, select the operation you want to apply to the filter. The available options may vary depending on the field you selected in the **Field Name** drop-down list. For more information about the filter operations, refer to the *ProgressBook StudentInformation Report Builder User Guide*.
 - c. In the **Value** field, enter or select the appropriate value, if applicable.

Note: The available options and acceptable values vary depending on the option you selected in the **Field Name** drop-down list. You may be able to enter only alphabetical or only numeric characters depending on the option you selected in the **Field Name** drop-down list. If you selected an option in the **Field Name** drop-down list that requires a date, a calendar becomes available in the **Value** field. If you select **Has a Value** or **Does Not Have a Value** in the **Operation** drop-down list, then the **Value** field is unavailable.

- d. To add an additional filter, repeat [step a](#) through [step c](#) in the line below the previous filter.
7. Click **View Report**.

The report displays at the bottom of the window.

Student Location

Grade Level	Student Number	Student Name	Homeroom	Gender	Ethnicity	Status	1	2	3	4	5	6	7	8	9
09	242848	ASHLEY, IRMA	HR19	F	W	A	7	24	15	25	10	10	CAFE	22	17
	287877	ASHLEY, JUANITA	HR23	F	W	A	30	25	14	10	CAFE	8	8	15	17
	253062	ASHLEY, PERRY	HR23	M	W	A	GYM	7	10	15	CAFE	28	28	22	23
	265112	BARROH, GREGORY	HR19	M	W	A	GYM	25	15	10	22	CAFE	22	14	17
	260113	BARRY, GAIL	HR19	F	W	A	15	10	18	24	CAFE	28	28	CAFE	7
	257005	BATES, JOHN	HR19	M	W	A	GYM	15	10	22	CAFE	28	28	14	17
	280641	BLAIR, WALTER	HR19	M	W	A	23	7	15	25	6	CAFE	6	24	10
	227662	BOWMAN, CHARLES	HR14	M	W	A	19	24	15	10	CAFE	8	8	25	14
	380193	BRADY, JUDY	HR19	F	W	A	GYM	7	10	15	CAFE	25	25	22	29
	276869	BROCK, JOE	HR23	M	W	A	7	30	15	23	CAFE	25	25	GYM	10
	266643	CANNON, PETER	HR27	M	W	A	CAFE	7	15	25	6	CAFE	6	20	10
	242866	CASE, SAMANTHA	HR14	F	W	A	30	15	25	7	CAFE	8	8	17	10
	247153	CASH, BRYAN	HR27	M	W	A	23	10	25	7	CAFE	9	9	24	29
	262266	CASTRO, JAIME	HR23	M	W	A	15	25	CAFE	GYM	10	10	CAFE	17	14
	379954	CHAMBERS, TERRY	HR21	M	W	A	23	24	15	25	10	10	CAFE	22	7
	379865	CHANEY, PEDRO	HR27	M	W	A	15	30	25	7	CAFE	8	8	GYM	10
260123	COHEN, CHARLES	HR23	M	W	A	15	20	CAFE	7	CAFE	25	25	24	10	

8. To save the report with your selected parameters and filters, perform the following steps:

- a. Click **Save Setup As**.
- b. In the **New report name** field, enter a unique report name.
- c. In the **New description** field, enter a description of the report.
- d. Click **Save**.

The following message displays at the bottom of the screen: "Report setup saved successfully."

The report is saved. You can now run it directly from the user reports area on the **Report Builder** screen.

9. Click  to close the **Report Viewer** screen and return to the **Report Builder** screen.

Withdrawal List (WITH)

Navigation: StudentInformation > SIS > School > Student Reports > Withdrawal List (WITH)

The Withdrawal List (WITH) report displays all students who have withdrawn within a specific date range.

The screenshot shows the 'Withdrawal List (WITH)' configuration interface. At the top, there is a breadcrumb trail: 'StudentInformation > SIS > School > Student Reports > Withdrawal List (WITH)'. Below this is the title 'Withdrawal List (WITH)' and a red instruction: 'From this screen, you can select parameters to generate a report.' There are three tabs: 'Selection Criteria' (active), 'Selection Summary', and 'Load Settings'. The 'Withdrawal Date Range' is set from '07/22/2016' to '2/17/2017'. Under 'Student Status', the list includes 'A - ACTIVE RES', 'D - DELETED', 'I - INACTIVE', and 'J - JVS RES'. Under 'Grade', the list includes '9 - 9th Grade', '10 - 10th Grade', '11 - 11th Grade', and '12 - 12th Grade'. Under 'Withdrawal Code', the list includes '** - Not applicable, includes transfer with ^', '36 - COMPLETED PS PROGRAM', '37 - Withdrew from Kindergarten', and '40 - Transfer to another district outside'. The 'Sorting Options' section has 'Student Number (ASC)' and 'Student Name (ASC)' selected. The 'Delivery Method' is 'Pickup', the 'Email Address' is 'Principal1@SADoc.edu', and the 'Report Format' is 'Adobe PDF'. There is a 'Description' field and a 'Submit' button at the bottom.

Withdrawal Date Range (required) – Specify the date range to use to retrieve student withdrawals; the start date defaults to the first day of school for the school and school year in context and the end date defaults to the last day of school for the school and school year in context.

Student Status (optional) – Select one or more student statuses to include in the report. If no student statuses are selected, all student statuses are included in the report.

Grade (optional) – Select one or more grades you wish to include in the report. If no grades are selected, all grades are included in the report.

Withdrawal Code (optional) – Select one or more withdrawal codes to include in the report. If no withdrawal codes are selected, all withdrawal codes are included in the report.

Sorting Options – Select one or more sort options for your report.

Delivery Method (required) – Select how you want to receive the report:

- **Pickup** – Retrieve the report on the **Batch/Report Management** window.

Student Reports

- **Email Notification** – Receive an email with a link to the report when the report is ready to view.
- **Email Delivery** – Receive an email with the report included as a PDF attachment.

Email Address (autopopulated from your StudentInformation account)

Report Format – Select an output format of **Adobe PDF**, **Rich Text File (RTF)**, **Text**, **Excel Spreadsheet**, or **HTML**.

Description – If entered, displays on the **Batch/Report Management** screen.

Submit – Click to submit this report to the **Batch/Report Management** screen.

ID	STUDENT NAME	GN	GR	WITHDRAWAL DATE	WITHDRAWAL CODE	WITHDRAWAL DESCRIPTION
	, KURT	M	09	10/25/2016	40	Transferred to another School District outside of
	, ADELLENE	F	12	09/03/2016	73	Over 18 years of age
	, JOSEPHINE ()	F	10	09/05/2016	41	Tr. to another Ohio SD, local/exem vill/city, tr.
	, BRENNYN	M	11	09/05/2016	41	Tr. to another Ohio SD, local/exem vill/city, tr.
	, AUSTIN	M	12	09/12/2016	73	Over 18 years of age

Student Status/Attendance Code (STAT)

Navigation: StudentInformation > SIS > School > Student Reports > Student Status / Attendance Code (STAT)

The Student Status/Attendance Code (STAT) report displays students' EMIS situations. You can include students in the report based on their disability conditions and other student properties.

StudentInformation > SIS > School > Student Reports > Student Status/Attendance Code (STAT)

Student Status/Attendance Code (STAT)

From this screen, you can select parameters to generate a report.

Selection Criteria Selection Summary Load Settings

Grade

9 - 9th Grade
10 - 10th Grade
11 - 11th Grade
12 - 12th Grade

Student Status

A - ACTIVE RES
D - DELETED
I - INACTIVE
J - JVS RES

Disability Condition

** - Not Applicable
01 - Multiple Disabilities (other than Dea
02 - Deaf-Blindness
03 - Deafness (Hearing Impairments)

Sorting Options

Student Number (ASC)
Student Number (DESC)
Student Name (DESC)
Grade (ASC)

Student Name (ASC)

Delivery Method: Pickup Set As Default

Email Address: Principal1@SADoc.edu

Report Format: Adobe PDF

Description:

Submit

Grade (optional) – Select one or more grades you wish to include in the report. If no grades are selected, all grades are included in the report.

Student Status (optional) – Select one or more student statuses to include in the report. If no student statuses are selected, all student statuses are included in the report.

Disability Condition (optional) – Select one or more EMIS disability conditions to include in the report. If no disability conditions are selected, all disability conditions are included in the report.

Sorting Options – Select one or more sort options for your report.

Delivery Method (required) – Select how you want to receive the report:

- **Pickup** – Retrieve the report on the **Batch/Report Management** window.
- **Email Notification** – Receive an email with a link to the report when the report is ready to view.
- **Email Delivery** – Receive an email with the report included as a PDF attachment.

Email Address (autopopulated from your StudentInformation account)

Student Reports

Report Format – Select an output format of **Adobe PDF, Rich Text File (RTF), Text, Excel Spreadsheet, or HTML.**

Description – If entered, displays on the **Batch/Report Management** screen.

Submit – Click to submit this report to the **Batch/Report Management** screen.

ID	STUDENT NAME	GN	GR	EMIS SITUATION DESCRIPTION	DISABILITY CONDITION
	, HOPE	F	09	152 - Res. College Credit Plus student Full Time	**
	, COLTON	M	09	5 - Resident attending Full Time	**
	, LOGAN	M	09	5 - Resident attending Full Time	**
	, REAGAN	F	09	5 - Resident attending Full Time	**
	, BRENDEN	M	09	5 - Resident attending Full Time	**
	, DAVID	M	09	5 - Resident attending Full Time	**
	, TAYLOR	F	09	14 - Resident Taking OCP Classes Elsewhere Part time	**

Admission/Withdrawals (AWEX)

Navigation: StudentInformation > SIS > School > Student Reports > Admission/Withdrawals (AWEX)

This report displays school admission and withdrawal events within specific date ranges and specific admission and withdrawal types.

StudentInformation > SIS > School > Student Reports > Admission/Withdrawals (AWEX)

Admission/Withdrawals (AWEX)

From this screen, you can select parameters to generate a report.

Selection Criteria Selection Summary Load Settings

Selecting an Ad-Hoc Membership Group will limit the report the students associated with that membership group. All other criteria will be ignored.

Ad-Hoc Membership:
 Public And Private

If not limiting to an Ad-Hoc Membership Group, you may select as many other criteria as desired. Each selection will limit your results further.

Admission Date Range: * to *
 Date Match Method:

Withdrawal Date Range: * to *

Admission Code

1 - Only school dist attended, inc tranfer ^	<input type="checkbox"/>	<input type="text"/>
10 - Previously dropped out	<input type="checkbox"/>	<input type="text"/>
11 - Court referral	<input type="checkbox"/>	<input type="text"/>
12 - From a licensed preschool - other tl	<input type="checkbox"/>	<input type="text"/>

Withdrawal Code

** - Not applicable, includes transfer with ^	<input type="checkbox"/>	<input type="text"/>
36 - COMPLETED PS PROGRAM	<input type="checkbox"/>	<input type="text"/>
37 - Withdrew from Kindergarten	<input type="checkbox"/>	<input type="text"/>
40 - Transfer to another district outside c	<input type="checkbox"/>	<input type="text"/>

Grade

9 - 9th Grade	<input type="checkbox"/>	<input type="text"/>
10 - 10th Grade	<input type="checkbox"/>	<input type="text"/>
11 - 11th Grade	<input type="checkbox"/>	<input type="text"/>
12 - 12th Grade	<input type="checkbox"/>	<input type="text"/>

Student Status

A - ACTIVE RES	<input type="checkbox"/>	<input type="text"/>
D - DELETED	<input type="checkbox"/>	<input type="text"/>
I - INACTIVE	<input type="checkbox"/>	<input type="text"/>
J - JVS RES	<input type="checkbox"/>	<input type="text"/>

Membership Group

A - Athletic	<input type="checkbox"/>	<input type="text"/>
B - Clubs	<input type="checkbox"/>	<input type="text"/>
C - Academic	<input type="checkbox"/>	<input type="text"/>
I - Intervention	<input type="checkbox"/>	<input type="text"/>

Membership

<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
----------------------	--------------------------	----------------------

Special Education Services

215001 - Adapled Physical Education S	<input type="checkbox"/>	<input type="text"/>
215002 - Aide Services	<input type="checkbox"/>	<input type="text"/>
215003 - Attendant Services	<input type="checkbox"/>	<input type="text"/>
215004 - Audiological Services	<input type="checkbox"/>	<input type="text"/>

Show Building or District Admission Date: Building District
 Show Earliest or Latest Admission Date: Earliest Latest
 Show Building or District Withdrawal Date: Building District

Sorting Options

Student Number (ASC)	<input type="checkbox"/>	Student Name (ASC)	<input type="checkbox"/>
Student Number (DESC)	<input type="checkbox"/>		
Student Name (DESC)	<input type="checkbox"/>		
Grade (ASC)	<input type="checkbox"/>		

Delivery Method:
 Email Address:
 Report Format:
 Description:

Ad-Hoc Membership (optional) – Select an ad-hoc membership from the drop-down list if you wish to only include students associated with the membership for this run of the report. Select the **Public and Private** checkbox to see memberships created by other users in your drop-down list. Selecting an ad-hoc membership group limits the report to the students associated with that ad-hoc membership group. All other criteria are ignored.

Date Match Method (required) – Select **And** or **Or**.

Select the **And** option to display only admission records with an admission date within the **Admission Date Range** specified AND a withdrawal date within the **Withdrawal Date Range** specified.

Select the **Or** option to display only admission records with an admission date within the **Admission Date Range** specified OR a withdrawal date within the **Withdrawal Date Range** specified.

Admission Date Range (required) – Specify the date range to use to retrieve student admission records. The start date defaults to the first day of school for the school and school year in context and the end date defaults to the current date.

Withdrawal Date Range (required) – Specify the date range to use to retrieve student withdrawal records. The start date defaults to the first day of school for the school and school year in context and the end date defaults to the current date.

Admission Code (optional) – Select one or more admission codes to include in the report. If no admission codes are selected, all admission codes are included in the report.

Withdrawal Code (optional) – Select one or more withdrawal codes to include in the report. If no withdrawal codes are selected, all withdrawal codes are included in the report.

Grade (optional) – Select one or more grades you wish to include in the report. If no grades are selected, all grades are included in the report.

Student Status (optional) – Select one or more student statuses to include in the report. If no student statuses are selected, all student statuses are included in the report.

Membership Group (optional) – Select one or more membership groups to include in the report. If no membership groups are selected, all membership groups are included in the report.

Membership (optional) – Select one or more memberships to include in the report. If no memberships are selected, all memberships are included in the report.

Special Education Services (optional) – Select the special education services to include students in the report who are assigned those services. If no special education services are selected, the report includes students assigned to all services. This list box contains the 215xxx codes and refers to the records entered for a student on the **Special Education** screen **Services** tab.

***Note:** The **Special Education Services** list only displays when FY13 and forward is in context. In prior years, the special education services were entered on the **Edit Student Memberships** screen and are selected for this report in the **Membership Code** list.*

Show Building or District Admission Date (required) – Select the admission date types (building or district) to include in this report.

Show Earliest or Latest Admission Date (required) – Select to include the earliest or latest admission date when multiple dates exist within the date range.

Show Building or District Withdrawal Date (required) – Select the withdrawal date types (building or district) to include in the report.

Sorting Options – Select one or more sort options for your report.

Delivery Method (required) – Select how you want to receive the report:

- **Pickup** – Retrieve the report on the **Batch/Report Management** window.
- **Email Notification** – Receive an email with a link to the report when the report is ready to view.
- **Email Delivery** – Receive an email with the report included as a PDF attachment.

Email Address (autopopulated from your StudentInformation account)

Report Format – Select an output format of **Adobe PDF**, **Rich Text File (RTF)**, **Text**, **Excel Spreadsheet**, or **HTML**.

Description – If entered, displays on the **Batch/Report Management** screen.

Submit – Click to submit this report to the **Batch/Report Management** screen.

ID	STUDENT NAME	GN	GR	HOME SCHOOL IRN	ADMISSION CODE	ADMISSION DATE	SCHOOL CODE OF ADMISSION	WITHDRAWAL CODE	WITHDRAWAL DATE	WITHDRAW TO IRN	WITHDRAWAL COMMENTS	SCHOOL CODE OF WITHDRAWAL
	, AVERY	F	09			09/01/2016	ASHS	40	06/01/2017	*****		ASHS
	, NICHOLAS (M	10			09/25/2016	ASHS	40	11/07/2016	*****	Living with Grandma	ASHS
	, EMILY	F	09		03	09/27/2016	ASHS	41	10/04/2016		High School 10/5/2016	ASHS

Ethnicity Summary Report

Navigation: StudentInformation > SIS > School > Student Reports > Ethnicity Summary Report

This screen displays students by ethnic origin classification. The report displays ethnicity code specific to the school in context as well as the EMIS standard ethnicity codes.

StudentInformation > SIS > School > Student Reports > Ethnicity Summary Report

Ethnicity Summary Report

Select the type of report to execute

Report Type: ▾

Active Only:

Report Type (required) – Select the ethnicity summary report type you wish to generate: grade, summary, or district.

Active Only – Select this checkbox to display only active students; otherwise, deselect this checkbox to display both active and inactive students.

Student Reports

Show Results – Click to submit the report. The results display on the screen

Ethnicity Summary Report – Grade Summary Report

StudentInformation > SIS > School > Student Reports > Ethnicity Summary Report

Ethnicity Summary Report
 Select the type of report to execute

Report Type:

Active Only:

Show Results

Grade Level	Asian		Black or African American/Non-Hispanic		Hispanic/Latino		American Indian or Alaskan Native		Multiracial		Native Hawaiian or Other Pacific Islander		White, Non-Hispanic		Total Enrollment		
	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	
10	7	3	7	13	3	7	0	0	10	10	0	0	47	43	0	0	150
12	3	7	12	8	6	4	0	0	10	10	0	0	45	45	0	0	150

Ethnicity Summary Report – School Summary Report

StudentInformation > SIS > School > Student Reports > Ethnicity Summary Report

Ethnicity Summary Report
 Select the type of report to execute

Report Type:

Active Only:

Show Results

School	Asian		Black or African American/Non-Hispanic		Hispanic/Latino		American Indian or Alaskan Native		Multiracial		Native Hawaiian or Other Pacific Islander		White, Non-Hispanic		Total Enrollment		
	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	
SADoc High School	10	10	19	21	9	11	0	0	20	20	0	0	92	88	0	0	300

Ethnicity Summary Report – District Summary Report

StudentInformation > SIS > School > Student Reports > Ethnicity Summary Report

Ethnicity Summary Report
 Select the type of report to execute

Report Type:

Active Only:

Show Results

School	Asian		Black or African American/Non-Hispanic		Hispanic/Latino		American Indian or Alaskan Native		Multiracial		Native Hawaiian or Other Pacific Islander		White, Non-Hispanic		Total Enrollment		
	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	
SADoc Middle School	7	3	8	12	4	6	0	0	10	10	0	0	45	45	0	0	150
SADoc High School	10	10	19	21	9	11	0	0	20	20	0	0	92	88	0	0	300

Student Roster Detail (R101-A)

Navigation: StudentInformation > SIS > School > Student Reports > Student Roster Detail

The **Student Roster Detail (R101-A)** report generates a detailed listing of all students, as well as create address labels if desired. This report can also generate student rosters for specific groups of students by grade, age, program, previous school, etc.

StudentInformation > SIS > School > Student Reports > Student Roster Detail (R101-A) Find Stu

Student Roster Detail (R101-A)

From this screen, you can select parameters to generate a report.

Selection Criteria | Selection Summary | Load Settings

Selecting an Ad-Hoc Membership Group will limit the report to the students associated with that membership group. All other criteria will be ignored.

Ad-Hoc Membership:
 Public And Private

Entering one or more Student Numbers will limit the report to those students. All other criteria will be ignored.

Student Numbers:

Using Family Group Couriers will limit the report to those students. All other criteria will be ignored.

Use Family Group Couriers:

If not limiting to an Ad-Hoc Membership Group, list of Student Numbers or use family group couriers, you may select as many other criteria as desired. Each selection will limit your results further.

School*

Grade

Student Status

Disability Condition

Program

Home School

Homeroom Date:*

Age Range: To

Gender:

Print Each School Separately:	<input checked="" type="checkbox"/>
Include Middle Names (Report Only):	<input type="checkbox"/>
Include Demographic Data:	<input type="checkbox"/>
Include SSN In Demographic Data:	<input type="checkbox"/>
Use Unlisted Phone Numbers:	<input type="checkbox"/>
Print Copied On Correspondence Contacts On Report:	<input type="checkbox"/>
Include Summary Counts:	<input type="checkbox"/>
Page Break on First Sort:	<input type="checkbox"/>
Print Names Only on Labels:	<input type="checkbox"/>

Sorting Options

Student Number (ASC)	Student Name (ASC)
Student Number (DESC)	
Student Name (DESC)	
Grade (ASC)	

Output: Report Labels Both Report and Labels

Label Type: Avery Label 5160 - 1" X 2 5/8" 3-columns

Address: Use Student Address Use Parent Address

Use custom address text

Include Copied On Correspondence: Yes No

Delivery Method: Pickup

Email Address: Principal1@SADoc.edu

Report Format: Adobe PDF

Description:

Ad-Hoc Membership (optional) – Select an ad-hoc membership from the drop-down list if you wish to only include students associated with the membership for this run of the report. Select the **Public and Private** checkbox to see memberships created by other users in your drop-down list. Selecting an ad-hoc membership group limits the report to the students associated with that ad-hoc membership group. All other criteria are ignored.

Student Numbers (optional) – If the R101-A is needed for specific students, you can enter the student numbers here (comma-separated) and the R101-A runs only for these specific students. If you enter student numbers, all other criteria is ignored.

Use Family Group Couriers – Select this checkbox if you want to print address labels by family courier. If you select this option, labels only print for family groups that have an assigned courier.

School (required) – Select the school(s) you wish to include in the report. Defaults to all available schools.

Grade (optional) – Select one or more grades to include in the report.

Student Status (optional) – Select one or more student statuses to include in the report.

Disability Condition (optional) – Select one or more disability conditions to include in the report.

Program (optional) – Select one or more programs to include in the report.

Home School (optional) – Select one or more home schools to include in the report. This field is populated based on values entered in the **Home School** field on the **Edit Student Profile** screen **General** tab.

Homeroom Date (required) – Specify the date to use to retrieve students' homerooms.

Note: This date does not determine anything else on this report; all students included in the report display with current information, not information as of the date selected.

Age Range (optional) – Specify an age range to include in the report.

Gender (optional) – Specify a gender to include in the report.

Print Each School Separately (optional) – Select this checkbox to have each school on the report print separately; otherwise, deselect this checkbox to sort all students according to the sort options instead.

Include Middle Names (Report Only) (optional) – Select this checkbox to include middle names as part of each student's name; otherwise, deselect this checkbox. Labels always print without the middle names.

Include Demographic Data – Select this checkbox to include demographic data (mailing address) in the report; otherwise, deselect this checkbox. Yes or No; Check if you wish to include demographic data on the report. Demographic data includes the student's mailing address and the parent/guardian name of the student's primary contact.

Include SSN In Demographic Data (optional) – Select this checkbox to include the students' SSNs in the report only if the **Include Demographic Data** checkbox is also selected; otherwise, deselect this checkbox.

Use Unlisted Phone Numbers – Select this checkbox to include unlisted student phone numbers in the report; otherwise, deselect this checkbox.

Print Copied On Correspondence Contacts on Report (optional) – Select this checkbox to include address labels for contacts with the **Copied on Correspondence** checkbox selected.; otherwise, deselect this checkbox.

Include Summary Counts – Select this checkbox to include summary counts in the report; otherwise, deselect this checkbox.

Page Break on First Sort – Select this checkbox to insert a page break based on each unique value of the first **Sorting Option** selected; otherwise, deselect this checkbox.

Print Names Only on Labels – Select this checkbox to print only student names on labels and no other text; otherwise, deselect this checkbox. In order for this option to work, you must have labels with the **Use Student Address** checkbox selected and the **Include Copied on Correspondence** checkbox deselected.

Sorting Options – Select one or more sort options for your report.

Output – Select **Report**, **Labels**, or **Both Report and Labels**.

If you select labels, use the following Adobe page settings when printing the labels to ensure that the labels print correctly on the page.

- For Adobe 9:
 - Page Scaling = None
 - Auto Rotate and Center = Unchecked
- For Adobe 10:
 - Size Options = Actual Size
 - Orientation = Portrait

Note: *If you are using Firefox, you must change a setting before printing labels. In Firefox, go to **Options**. On the **Applications** window, below **Content Type**, locate **Portable Document Format (PDF)**. In the **Action** column of that row, change the selection from **Preview in Firefox** to an Adobe option (such as **Use Adobe Acrobat**).*

Label Type – If you selected the **Labels** or **Both Report and Labels** radio button, select a label type from the drop-down list.

Address – Select the address to use for labels. If you select the **Use custom address text** checkbox, the text you enter in the field is added to the top of each label.

Include Copied on Correspondence – **Yes** or **No**. If you select **Yes**, address labels for contacts with the **Copied on Correspondence** checkbox selected are included when creating labels.

Delivery Method (required) – Select how you want to receive the report:

- **Pickup** – Retrieve the report on the **Batch/Report Management** window.
- **Email Notification** – Receive an email with a link to the report when the report is ready to view.
- **Email Delivery** – Receive an email with the report included as a PDF attachment.

Email Address (autopopulated from your StudentInformation account)

Description – If entered, displays on the **Batch/Report Management** screen.

Submit – Click to submit this report to the **Batch/Report Management** screen.

Student Roster Detail Report – Without Demographics

Report: R101A Printed Thu, Aug 06, 2009, 9:53 AM		DASL ELEMENTARY 2009-2010 Student Roster Detail					
AGE RANGE: ALL AGES							
ID	STUDENT NAME	STATUS	GR	GN	HMRM HOME SCHOOL	PROGRAM	
SCH CD	HOME SCHOOL NAME		DISAB	AGE	BIRTHDATE	TELEPHONE	
5891 AVEL	Student47351, BRANT WALKER (BRANT)	R	01	M	6	08/15/2002 (555) 555-5555	
5889 AVEL	Student47352, JONATHAN CARL	R	KG	M	5	11/19/2003 (555) 555-5555 Autism	
5886 AVEL	Student47355, SAMANTHA ELIZABETH	A	KG	F	5	11/25/2003 (555) 555-5555	
5885 AVEL	Student47356, BLADEN MATTHEW DEAN LEE	A	01	M	118	6	03/17/2003 (555) 555-5555
5884 AVEL	Student47357, SHAUN AUSTIN	A	02	M	123	6	09/07/2002 (555) 555-5555 Not applicable
5882 AVEL	Student47359, MARIA ELIZABETH	A	05	F	103	10	04/28/1999 (555) 555-5555 Not applicable
5881 AVEL	Student47360, LELA SIMONE	A	02	F	123	7	11/07/2001 (555) 555-5555 Not applicable

Student Roster Detail Report – With Demographics

Report: R101A Printed Thu, Aug 06, 2009, 9:51 AM		DASL ELEMENTARY 2009-2010 Student Roster Detail					
AGE RANGE: ALL AGES							
ID	STUDENT NAME	STATUS	GR	GN	HMRM HOME SCHOOL	PARENT/GUARDIAN NAME	
SCH CD	STUDENT ADDRESS		DISAB	AGE	BIRTHDATE	TELEPHONE	
	HOME SCHOOL NAME		SSN			ETHNICITY - ETHNICITY CODE	
	EMIS SITUATION					PROGRAM - PROGRAM CODE	
5911 AVEL	Student47332, TREVOR DYLAN 645 S Main St Lima, OH 45804-1241	R	05	M	10	01/07/1999 (555) 555-5555	CRYSTAL Student47332 WHITE - W
151 - Resident open enrolled elsewhere F/T							
5909 AVEL	Student47334, KALEIGH SUE 645 S Main St Lima, OH 45804-1241	A	03	F	131	04/28/2000 (555) 555-5555	ASHLEIGH Student47334 WHITE - W
5 - Resident attending Full Time							
5908 AVEL	Student47335, REBECCA LYNN 645 S Main St Lima, OH 45804-1241	A	06	F	107	03/04/1997 (555) 555-5555	NICOLE Student47335 WHITE - W
5 - Resident attending Full Time							
5907 AVEL	Student47336, BRANDON MICHAEL 645 S Main St Lima, OH 45804-1241	A	03	M	131	03/23/2000 (555) 555-5555	NICOLE Student47336 WHITE - W
5 - Resident attending Full Time							
Other Health Imped. Minor - - 15							

Student Roster Summary (R101-B)

Navigation: StudentInformation > SIS > School > Student Reports > Student Roster Summary

The **Student Roster Summary (R101-B)** report generates a summary listing of information about all students attending the school based on the criteria selected. The report can also produce address labels if desired.

StudentInformation > SIS > School > Student Reports > Student Roster Summary (R101-B)

Student Roster Summary (R101-B)

From this screen, you can select parameters to generate a report.

Selection Criteria Selection Summary Load Settings

Selecting an Ad-Hoc Membership Group will limit the report to the students associated with that membership group. All other criteria will be ignored.

Ad-Hoc Membership: -- Select an Ad-Hoc Membership --
 Public And Private

If not limiting to an Ad-Hoc Membership Group, you may select as many other criteria as desired. Each selection will limit your results further.

School*

Grade

Student Status

Disability Condition

Program

Homeroom

Home School

Homeroom Date: 2/21/2017

Age Range: To

Gender:

Delivery Method: Pickup Set As Default

Email Address: Principal1@SADoc.edu

Report Format: Adobe PDF

Description:

Submit

Ad-Hoc Membership (optional) – Select an ad-hoc membership from the drop-down list if you wish to only include students associated with the membership for this run of the report. Select the **Public and Private** checkbox to see memberships created by other users in your drop-down list. Selecting an ad-hoc membership group limits the report to the students associated with that ad-hoc membership group. All other criteria are ignored.

School (required) – Select the school(s) to include in the report. Defaults to all available schools.

Grade (optional) – Select one or more grades to include in the report.

Student Status (optional) – Select one or more student statuses to include in the report.

Disability Condition (optional) – Select one or more disability conditions to include in the report.

Program (optional) – Select one or more programs to include in the report.

Homeroom (optional) – Select one or more student homerooms to include in the report.

Home School (optional) – Select one or more home schools to include in the report. This field is populated based on values entered in the **Home School** field on the **Edit Student Profile** screen **General** tab.

Homeroom Date (required) – Specify the date to use to retrieve students' homerooms.

Age Range (optional) – Specify an age range to include in the report.

Gender (optional) – Specify a gender to include in the report.

Delivery Method (required) – Select how you want to receive the report:

- **Pickup** – Retrieve the report on the **Batch/Report Management** window.
- **Email Notification** – Receive an email with a link to the report when the report is ready to view.
- **Email Delivery** – Receive an email with the report included as a PDF attachment.

Email Address (autopopulated from your StudentInformation account)

Report Format – Select an output format of **Adobe PDF**, **Rich Text File (RTF)**, **Text**, **Excel Spreadsheet**, or **HTML**.

Description – If entered, displays on the **Batch/Report Management** screen.

Submit – Click to submit this report to the **Batch/Report Management** screen.

Student Roster Summary Report by School

Report: R101B		DASL ELEMENTARY SCHOOL			
Printed Tue, Jul 29, 2008, 12:17 PM		2008-2009			
		Student Roster Summary			
		AGE RANGE: ALL AGES			
Gender					
Grade	Male	Female	Unknown	Total	
01	2	4	0	6	
02	3	1	0	4	
03	3	2	0	5	
04	2	8	0	10	
Total, School		10	15	0	25

Student Roster Summary Report by School District

Report: R101B		DASL Local SD		
Printed Tue, Jul 29, 2008, 12:17 PM		2008-2009		
Student Roster Summary				
AGE RANGE: ALL AGES				
Gender Summary Counts				
Grade	Male	Female	Unknown	Total
01	2	4	0	6
02	3	1	0	4
03	3	2	0	5
04	2	8	0	10
05	5	4	0	9
06	2	0	0	2
07	5	3	0	8
08	30	19	0	49
09	8	10	0	18
10	2	3	0	5
11	4	5	0	9
12	10	8	0	18
	76	67	0	143

Student Roster Summary by Home School (R101-B By Home School)

Navigation: StudentInformation > SIS > School > Student Reports > Student Roster Summary by Home School

The **Student Roster Summary by Home School (R101-B By Home School)** report is similar to the **Student Roster Summary (R101-B)** report but this report breaks out students for each school by grade, gender, and home school. The summary section breaks out students by grade, gender, and home school across all selected schools.

StudentInformation > SIS > School > Student Reports > Student Roster Summary By Home School

Student Roster Summary By Home School (R101-B By Home School)

From this screen, you can select parameters to generate a report.

Selection Criteria Selection Summary Load Settings

Selecting an Ad-Hoc Membership Group will limit the report to the students associated with that membership group. All other criteria will be ignored.

Ad-Hoc Membership: -- Select an Ad-Hoc Membership --
Public And Private

If not limiting to an Ad-Hoc Membership Group, you may select as many other criteria as desired. Each selection will limit your results further.

School*

DOES - SADoc Elementary School
DOHS - SADoc High School
DOMS - SADoc Middle School

Grade

9 - 9th Grade
10 - 10th Grade
11 - 11th Grade
12 - 12th Grade

Student Status

A - ACTIVE RES
D - DELETED
I - INACTIVE
J - JVS RES

Disability Condition

** - Not Applicable
01 - Multiple Disabilities (other than Deaf-Blind)
02 - Deaf-Blindness
03 - Deafness (Hearing Impairments)

Program

** - NOT APPLICABLE
1 - Multiple Disabilities
10 - Specific Learning Disabil
11 - Preschool disability 0-5

Homeroom

DOHS56 - Cook (Full Year)
DOHS57 - Morgan (Full Year)
DOHS58 - Bell (Full Year)
DOHS59 - Murphy (Full Year)

Home School

300433 - SADoc High School (Sch)

Homeroom Date: 2/21/2017

Age Range: To

Gender:

Delivery Method: Pickup Set As Default

Email Address: Principal1@SADoc.edu

Report Format: Adobe PDF

Description:

Submit

Ad-Hoc Membership (optional) – Select an ad-hoc membership from the drop-down list if you wish to only include students associated with the membership for this run of the report. Select the **Public and Private** checkbox to see memberships created by other users in your drop-down list. Selecting an ad-hoc membership group limits the report to the students associated with that ad-hoc membership group. All other criteria are ignored.

Student Reports

School (required) – Select the school(s) to include in the report. Defaults to all available schools.

Grade (optional) – Select one or more grades to include in the report.

Student Status (optional) – Select one or more student statuses to include in the report.

Disability Condition (optional) – Select one or more disability conditions to include in the report.

Program (optional) – Select one or more programs to include in the report.

Homeroom (optional) – Select one or more student homerooms to include in the report.

Home School (optional) – Select one or more home schools to include in the report. This field is populated based on values entered in the **Home School** field on the **Edit Student Profile** screen **General** tab.

Homeroom Date (required) – Specify the date to use to retrieve students' homerooms.

Age Range (optional) – Specify an age range to include in the report.

Gender (optional) – Specify a gender to include in the report.

Delivery Method (required) – Select how you want to receive the report:

- **Pickup** – Retrieve the report on the **Batch/Report Management** window.
- **Email Notification** – Receive an email with a link to the report when the report is ready to view.
- **Email Delivery** – Receive an email with the report included as a PDF attachment.

Email Address (autopopulated from your StudentInformation account)

Report Format – Select an output format of **Adobe PDF**, **Rich Text File (RTF)**, **Text**, **Excel Spreadsheet**, or **HTML**.

Description – If entered, displays on the **Batch/Report Management** screen.

Submit – Click to submit this report to the **Batch/Report Management** screen.

Report: R101B_ByHomeSchool		CAREER CENTER			
Printed Wed, Sep 24, 2008, 4:52 PM		2008-2009			
Student Roster Summary By Home School					
Home School	Grade	Gender			Total
		Male	Female	Unknown	
-	09	19	26	0	45
	10	18	10	0	28
	11	15	8	0	23
	12	8	2	0	10
-		60	46	0	106
East High School	11	16	5	0	21
	12	6	5	0	11
East High School		22	10	0	32
High School	10	8	23	0	31
	11	46	41	0	87
	12	33	41	0	74
High School		87	105	0	192

Student Roster Summary by Homeroom (R101-B By Homeroom)

Navigation: StudentInformation > SIS > School > Student Reports > Student Roster Summary by Homeroom

This report is similar to the **Student Roster Summary (R101-B)** report but breaks out students for each school by grade, gender, and homeroom. The summary section breaks out students from all schools by grade, gender, and homeroom.

StudentInformation > SIS > School > Student Reports > Student Roster Summary By Homeroom

Student Roster Summary By Homeroom (R101-B By Homeroom)

From this screen, you can select parameters to generate a report.

Selection Criteria Selection Summary Load Settings

Selecting an Ad-Hoc Membership Group will limit the report to the students associated with that membership group. All other criteria will be ignored.

Ad-Hoc Membership: -- Select an Ad-Hoc Membership --
Public And Private

If not limiting to an Ad-Hoc Membership Group, you may select as many other criteria as desired. Each selection will limit your results further.

School*

Grade

Student Status

Disability Condition

Program

Homeroom

Home School

Homeroom Date: 2/21/2017

Age Range: To

Gender:

Delivery Method: Pickup Set As Default

Email Address: Principal1@SADoc.edu

Report Format: Adobe PDF

Description:

Submit

Ad-Hoc Membership (optional) – Select an ad-hoc membership from the drop-down list if you wish to only include students associated with the membership for this run of the report. Select the **Public and Private** checkbox to see memberships created by other users in your drop-down list. Selecting an ad-hoc membership group limits the report to the students associated with that ad-hoc membership group. All other criteria are ignored.

School (required) – Select the school(s) to include in the report. Defaults to all available schools.

Grade (optional) – Select one or more grades to include in the report.

Student Status (optional) – Select one or more student statuses to include in the report.

Disability Condition (optional) – Select one or more disability conditions to include in the report.

Program (optional) – Select one or more programs to include in the report.

Homeroom (optional) – Select one or more student homerooms to include in the report.

Home School (optional) – Select one or more home schools to include in the report. This field is populated based on values entered in the **Home School** field on the **Edit Student Profile** screen **General** tab.

Homeroom Date (required) – Specify the date to use to retrieve students' homerooms.

Age Range (optional) – Specify an age range to include in the report.

Gender (optional) – Specify a gender to include in the report.

Delivery Method (required) – Select how you want to receive the report:

- **Pickup** – Retrieve the report on the **Batch/Report Management** window.
- **Email Notification** – Receive an email with a link to the report when the report is ready to view.
- **Email Delivery** – Receive an email with the report included as a PDF attachment.

Email Address (autopopulated from your StudentInformation account)

Report Format – Select an output format of **Adobe PDF**, **Rich Text File (RTF)**, **Text**, **Excel Spreadsheet**, or **HTML**.

Description – If entered, displays on the **Batch/Report Management** screen.

Submit – Click to submit this report to the **Batch/Report Management** screen.

Report: R101B_ByHomeroom Printed Wed, Sep 24, 2008, 5:03 PM		DASL HIGH SCHOOL 2007-2008 Student Roster Summary By Homeroom			
Homeroom	Grade	Gender			Total
		Male	Female	Unknown	
					AGE RANGE: ALL AGES
	09	2	3	0	5
	10	3	2	0	5
	11	4	6	0	10
	12	7	5	0	12
		16	16	0	32
Total, School		16	16	0	32

Student Roster Summary by Program (R101-B By Program)

Navigation: StudentInformation > SIS > School > Student Reports > Student Roster Summary by Program

This report is similar to the **Student Roster Summary (R101-B)** report but breaks out students' grades and genders by program for each school. The summary section breaks out students' grades and genders by program for all schools on report.

StudentInformation > SIS > School > Student Reports > Student Roster Summary By Program

Student Roster Summary By Program (R101-B By Program)

From this screen, you can select parameters to generate a report.

Selection Criteria Selection Summary Load Settings

Selecting an Ad-Hoc Membership Group will limit the report to the students associated with that membership group. All other criteria will be ignored.

Ad-Hoc Membership: -- Select an Ad-Hoc Membership --
Public And Private

If not limiting to an Ad-Hoc Membership Group, you may select as many other criteria as desired. Each selection will limit your results further.

School*

DOES - SADoc Elementary School
DOHS - SADoc High School
DOMS - SADoc Middle School

Grade

9 - 9th Grade
10 - 10th Grade
11 - 11th Grade
12 - 12th Grade

Student Status

A - ACTIVE RES
D - DELETED
I - INACTIVE
J - JVS RES

Disability Condition

** - Not Applicable
01 - Multiple Disabilities (other than Deaf-Blind)
02 - Deaf-Blindness
03 - Deafness (Hearing Impairments)

Program

** - NOT APPLICABLE
1 - Multiple Disabilities
10 - Specific Learning Disabil
11 - Preschool disability 0-5

Homeroom

DOHS56 - Cook (Full Year)
DOHS57 - Morgan (Full Year)
DOHS58 - Bell (Full Year)
DOHS59 - Murphy (Full Year)

Home School

300433 - SADoc High School (Sch)

Homeroom Date: 2/21/2017

Age Range: To

Gender:

Delivery Method: Pickup Set As Default

Email Address: Principal1@SADoc.edu

Report Format: Adobe PDF

Description:

Submit

Ad-Hoc Membership (optional) – Select an ad-hoc membership from the drop-down list if you wish to only include students associated with the membership for this run of the report. Select the **Public and Private** checkbox to see memberships created by other users in your drop-down list. Selecting an ad-hoc membership group limits the report to the students associated with that ad-hoc membership group. All other criteria are ignored.

School (required) – Select the school(s) to include in the report. Defaults to all available schools.

Grade (optional) – Select one or more grades to include in the report.

Student Status (optional) – Select one or more student statuses to include in the report.

Disability Condition (optional) – Select one or more disability conditions to include in the report.

Program (optional) – Select one or more programs to include in the report.

Homeroom (optional) – Select one or more student homerooms to include in the report.

Home School (optional) – Select one or more home schools to include in the report. This field is populated based on values entered in the **Home School** field on the **Edit Student Profile** screen **General** tab.

Homeroom Date (required) – Specify the date to use to retrieve students' homerooms.

Age Range (optional) – Specify an age range to include in the report.

Gender (optional) – Specify a gender include in the report.

Delivery Method (required) – Select how you want to receive the report:

- **Pickup** – Retrieve the report on the **Batch/Report Management** window.
- **Email Notification** – Receive an email with a link to the report when the report is ready to view.
- **Email Delivery** – Receive an email with the report included as a PDF attachment.

Email Address (autopopulated from your StudentInformation account)

Report Format – Select an output format of **Adobe PDF**, **Rich Text File (RTF)**, **Text**, **Excel Spreadsheet**, or **HTML**.

Description – If entered, displays on the **Batch/Report Management** screen.

Submit – Click to submit this report to the **Batch/Report Management** screen.

Report: R101B_ByProgram Printed Wed, Sep 24, 2008, 5:12 PM		DASL ELEMENTARY SCHOOL 2007-2008 Student Roster Summary By Program			
Program	Grade	Gender			Total
		Male	Female	Unknown	
AGE RANGE: ALL AGES					
-	KG	2	4	0	6
	01	3	1	0	4
	02	3	2	0	5
	03	2	8	0	10
	04	3	3	0	6
-		13	18	0	31
05 - Speech handicapped	04	1	1	0	2
05 - Speech handicapped		1	1	0	2
10 - Specific learning disable	04	1	0	0	1
10 - Specific learning disable		1	0	0	1
Total, School		15	19	0	34

Administrative Homeroom List Summary (R201B)

Navigation: StudentInformation > SIS > School > Student Reports > Administrative Homeroom List Summary (R201-B)

This report displays student summary information by homeroom.

StudentInformation > SIS > School > Student Reports > Administrative Homeroom Summary (R201-B)

Administrative Homeroom List Summary (R201-B)

From this screen, you can select parameters to generate a report.

Selection Criteria Selection Summary Load Settings

Homeroom Term:

Homeroom Date: *01/27/2017

Student Status

A - ACTIVE RES
D - DELETED
I - INACTIVE
J - JVS RES

Administrative Homeroom

DOHS56 - Cook (Full Year)
DOHS57 - Morgan (Full Year)
DOHS58 - Bell (Full Year)
DOHS59 - Murphy (Full Year)

Grade Level

9 - 9th Grade
10 - 10th Grade
11 - 11th Grade
12 - 12th Grade

Sorting Options

Teacher Name (DESC) Teacher Name (ASC)
Homeroom (ASC)
Homeroom (DESC)
Grade (ASC)

Delivery Method: Pickup Set As Default

Email Address: Principal1@SADoc.edu

Report Format: Adobe PDF

Description:

Submit

Homeroom Term (optional) – Select the homeroom term from the drop-down list.

Homeroom Date (required) – Specify the date to use to retrieve students' homerooms. Defaults to the current date.

Student Status (optional) – Select one or more student statuses to include in the report. If no student statuses are selected, all student statuses are included in the report.

Administrative Homeroom (optional) – Select one or more administrative homerooms to include in the report. If no administrative homerooms are selected, all administrative homerooms are included in the report.

Grade Level (optional) – Select one or more grade levels to include in the report. If no grade levels are selected, all grade levels are included in the report.

Sorting Options – Select one or more sort options for your report.

Delivery Method (required) – Select how you want to receive the report:

- **Pickup** – Retrieve the report on the **Batch/Report Management** window.
- **Email Notification** – Receive an email with a link to the report when the report is ready to view.
- **Email Delivery** – Receive an email with the report included as a PDF attachment.

Email Address (autopopulated from your StudentInformation account)

Report Format – Select an output format of **Adobe PDF**, **Rich Text File (RTF)**, **Text**, **Excel Spreadsheet**, or **HTML**.

Description – If entered, displays on the **Batch/Report Management** screen.

Submit – Click to submit this report to the **Batch/Report Management** screen.

Report: R201B		DASL HIGH SCHOOL			
Printed Mon, Dec 17, 2007, 12:36 PM		2007-2008			
Administrative Homeroom List Summary					
HOMEROOM	TEACHER NAME	ID	ROOM	GRADE	No Of Students
A103	DONALD BERRY	BERR	103	09	1
A105	DAVID COUSINS	COUS	105	10	5
A107	LINDA WALTERS	WALT	107	11	6
A109	MICHAEL WEBBER	WEBB	109	12	13
A110	LAURA LAYMAN	LAYM	110	12	4

Administrative Homeroom List Detail (R201-A)

Navigation: StudentInformation > SIS > School > Student Reports > Administrative Homeroom List Detail (R201-A)

The **Administrative Homeroom List Detail (R201-A)** report displays selected student details by homeroom.

StudentInformation > SIS > School > Student Reports > Administrative Homeroom Detail (R201-A)

Administrative Homeroom List Detail (R201-A)

From this screen, you can select parameters to generate a report.

Selection Criteria Selection Summary Load Settings

Homeroom Term:

Homeroom Date: *2/21/2017

Student Status

A - ACTIVE RES
D - DELETED
I - INACTIVE
J - JVS RES

Administrative Homeroom

DOHS56 - Cook (Full Year)
DOHS57 - Morgan (Full Year)
DOHS58 - Bell (Full Year)
DOHS59 - Murphy (Full Year)

Grade Level

9 - 9th Grade
10 - 10th Grade
11 - 11th Grade
12 - 12th Grade

Printable Columns*

Telephone
Program Code
Locker Number
Combination

Student Number
Student Name
Birthdate
Grade

(A limited number of Printable Columns should be selected, or truncation may result)

Omit Unlisted Phone Numbers:

Sorting Options

Student Name (DESC)
ProgramCode (ASC)
ProgramCode (DESC)
Home School (ASC)

Student Name (ASC)

Output: Report Labels Both Report and Labels

Label Type: Avery Label 5160 - 1" X 2 5/8" 3-columns

Address: Use Student Address Use Parent Address

Use custom address text

Include Copied On Correspondence: Yes No

Delivery Method: Pickup

Email Address: Principal1@SADoc.edu

Report Format: Adobe PDF

Description:

Homeroom Term (optional) – Select the homeroom term from the drop-down list.

Homeroom Date (required) – Specify the date to use to retrieve students' homerooms. Defaults to the current date.

Student Status (optional) – Select one or more student statuses to include in the report. If no student statuses are selected, all student statuses are included in the report.

Administrative Homeroom (optional) – Select one or more administrative homerooms to include in the report. If no administrative homerooms are selected, all administrative homerooms are included in the report.

Grade Level (optional) – Select one or more grade levels to include in the report. If no grade levels are selected, all grade levels are included in the report.

Printable Columns (required) – Select one or more fields to print for each student by homeroom. You must select at least one field.

Omit Unlisted Phone Numbers (optional) – Select this checkbox to exclude unlisted phone numbers from the report; otherwise, deselect this checkbox to include unlisted phone numbers.

Sorting Options – Select one or more sort options for your report.

Output – Select **Report**, **Labels**, or **Both Report and Labels**.

If you select labels, use the following Adobe page settings when printing the labels to ensure that the labels print correctly on the page.

- For Adobe 9:
 - Page Scaling = None
 - Auto Rotate and Center = Unchecked
- For Adobe 10:
 - Size Options = Actual Size
 - Orientation = Portrait

***Note:** If you are using Firefox, you must change a setting before printing labels. In Firefox, go to **Options**. On the **Applications** window, below **Content Type**, locate **Portable Document Format (PDF)**. In the **Action** column of that row, change the selection from **Preview in Firefox** to an Adobe option (such as **Use Adobe Acrobat**).*

Label Type – If you selected the **Labels** or **Both Report and Labels** radio button, select a label type from the drop-down list.

Address – Select the address to use for labels. If you select the **Use custom address text** checkbox, the text you enter in the field is added to the top of each label.

Include Copied on Correspondence – **Yes** or **No**. If you select **Yes**, address labels for contacts with the **Copied on Correspondence** checkbox selected are included when creating labels.

Delivery Method (required) – Select how you want to receive the report:

- **Pickup** – Retrieve the report on the **Batch/Report Management** window.
- **Email Notification** – Receive an email with a link to the report when the report is ready to view.
- **Email Delivery** – Receive an email with the report included as a PDF attachment.

Email Address (autopopulated from your StudentInformation account)

Student Reports

Description – If entered, displays on the **Batch/Report Management** screen.

Submit – Click to submit this report to the **Batch/Report Management** screen..

<i>Report: R201A</i>		DASL HIGH SCHOOL				
<i>Printed Thu, Aug 06, 2009, 9:59 AM</i>		2008-2009				
Administrative Homeroom List Detail						
HOMEROOM 202B		TEACHER: MRS. E. Teacher1453		LOCATION: MRS. VOGT		
Stud ID	Student Name	GR	GN	Address	Counselor	DSE
5167	Student47655, NICOLE	07	F	645 S Main St, Lima, OH 45804-1241		01
4008	Student48351, SEAN	07	M	645 S Main St, Lima, OH 45804-1241		01
2608	Student48856, GENE	07	M	645 S Main St, Lima, OH 45804-1241		01
NUMBER OF STUDENTS: 3		(Males: 2, Females: 1)				

Student Roster by Membership (R102)

Navigation: StudentInformation > SIS > School > Student Reports > Student Roster by Membership (R102)

The **Student Roster by Membership (R102)** report generates a list of students that belong to the selected group(s) or membership(s).

StudentInformation > SIS > School > Student Reports > Student Roster By Membership (R102)

Student Roster By Membership (R102)

From this screen, you can select parameters to generate a report.

Selection Criteria Selection Summary Load Settings

Membership Date Range: to

Membership Group

A - Athletic
B - Clubs
C - Academic
I - Intervention

Membership

Special Education Services

215001 - Adapted Physical Education Services
215002 - Aide Services
215003 - Attendant Services
215004 - Audiological Services

Grade

9 - 9th Grade
10 - 10th Grade
11 - 11th Grade
12 - 12th Grade

Student Status

A - ACTIVE RES
D - DELETED
I - INACTIVE
J - JVS RES

Homeroom Date:

Display Address In Report

Sorting Options

Student Number (ASC)
Student Number (DESC)
Student name (ASC)
Student name (DESC)

Output: Report Labels Both Report and Labels

Label Type:

Address: Use Student Address Use Parent Address

Use custom address text

Include Copied On Correspondence: Yes No

Delivery Method:

Email Address:

Report Format:

Description:

Membership Date Range (optional) – Specify a date range to include students with memberships that fall within that date range. The date range and other selected criteria return information on the report. If you do not enter a date range, all students with members according to the other selected criteria display.

Membership Group (optional) – Select one or more membership groups to include in the report.

Membership (optional) – Select one or more memberships to include in the report.

Special Education Services (optional) – Select the special education services to include students in the report who are assigned those services. If no special education services are selected, the report includes students assigned to all services. This list box contains the 215xxx codes and refers to the records entered for a student on the **Special Education** screen **Services** tab.

***Note:** The **Special Education Services** list only displays when FY13 and forward is in context. In prior years, the special education services were entered on the **Edit Student Memberships** screen and are selected for this report in the **Membership Code** list.*

Grade (optional) – Select one or more grades to include in the report.

Student Status (optional) – Select one or more student statuses to include in the report.

Homeroom Date (required) – Specify the date to use to retrieve students' homerooms. Defaults to the current date.

Display Address In Report (optional) – Select this checkbox to display student addresses in the report; otherwise, deselect this checkbox.

Sorting Options – Select one or more sort options for your report.

Output – Select **Report**, **Labels**, or **Both Report and Labels**.

If you select labels, use the following Adobe page settings when printing the labels to ensure that the labels print correctly on the page.

- For Adobe 9:
 - Page Scaling = None
 - Auto Rotate and Center = Unchecked
- For Adobe 10:
 - Size Options = Actual Size
 - Orientation = Portrait

***Note:** If you are using Firefox, you must change a setting before printing labels. In Firefox, go to **Options**. On the **Applications** window, below **Content Type**, locate **Portable Document Format (PDF)**. In the **Action** column of that row, change the selection from **Preview in Firefox** to an Adobe option (such as **Use Adobe Acrobat**).*

Label Type – If you selected the **Labels** or **Both Report and Labels** radio button, select a label type from the drop-down list.

Address – Select the address to use for labels. If you select the **Use custom address text** checkbox, the text you enter in the field is added to the top of each label.

Include Copied on Correspondence – Yes or No. If you select **Yes**, address labels for contacts with the **Copied on Correspondence** checkbox selected are included when creating labels.

Delivery Method (required) – Select how you want to receive the report:

- **Pickup** – Retrieve the report on the **Batch/Report Management** window.
- **Email Notification** – Receive an email with a link to the report when the report is ready to view.
- **Email Delivery** – Receive an email with the report included as a PDF attachment.

Email Address (autopopulated from your StudentInformation account)

Description – If entered, displays on the **Batch/Report Management** screen.

Submit – Click to submit this report to the **Batch/Report Management** screen.

Student Roster by Membership Report with Addresses

Report: R102		DASL HIGH SCHOOL			
Printed Thu, Aug 06, 2009, 10:16 AM		2008-2009			
Student Roster By Membership					
STUDENT CONTROL GROUP: 20 Specialized Instructions		Membership Date Range: ALL DATES			
ID	STUDENT NAME AND ADDRESS	TELEPHONE	AGE ST GR GD HMRM	STUDENT MEMBERSHIP CODE	EFFECTIVE DATE
3490	Student48607, ETHAN 645 S Main St Lima, OH 45804-1241	(555) 555-5555	17 A 10 M 230	205062 Regular Classroom with Cluster Grouping	Start Date: 8/27/2008 Stop Date:
Count of Membership Group 20: 1					
STUDENT CONTROL GROUP: 21 Placement Options		Membership Date Range: ALL DATES			
ID	STUDENT NAME AND ADDRESS	TELEPHONE	AGE SI GR GD HMRM	STUDENT MEMBERSHIP CODE	EFFECTIVE DATE
5167	Student47655, NICOLE 645 S Main St Lima, OH 45804-1241	(555) 555-5555	14 A 07 F 202B	210015 Special education outside the regular class more than 60% of	Start Date: 8/27/2008 Stop Date:
5167	Student47655, NICOLE 645 S Main St Lima, OH 45804-1241	(555) 555-5555	14 A 07 F 202B	215019 Adaptive Equipment and Services	Start Date: 8/27/2008 Stop Date:

Student Roster by Membership Report without Addresses

Report: R102										DASL HIGH SCHOOL	
Printed Thu, Aug 06, 2009, 10:18 AM										2008-2009	
										Student Roster By Membership	
STUDENT CONTROL GROUP: 20 Specialized Instructions				Membership Date Range:				ALL DATES			
ID	STUDENT NAME	TELEPHONE	AGE	ST	GR	GD	HMRM	STUDENT MEMBERSHIP CODE	EFFECTIVE DATE		
3490	Student48607, ETHAN	(555) 555-5555	17	A	10	M	230	205062 Regular Classroom with Cluster Grouping	Start Date: 8/27/2008 Stop Date:		
Count of Membership Group 20: 1											
STUDENT CONTROL GROUP: 21 Placement Options				Membership Date Range:				ALL DATES			
ID	STUDENT NAME	TELEPHONE	AGE	ST	GR	GD	HMRM	STUDENT MEMBERSHIP CODE	EFFECTIVE DATE		
5167	Student47655, NICOLE	(555) 555-5555	14	A	07	F	202B	210015 Special education outside the regular class more than 60% of	Start Date: 8/27/2008 Stop Date:		
5167	Student47655, NICOLE	(555) 555-5555	14	A	07	F	202B	215019 Adaptive Equipment and Services	Start Date: 8/27/2008 Stop Date:		

Principals Report of Enrollment (R305)

Navigation: StudentInformation > SIS > School > Year End Reports > Principals Report of Enrollment (R305)

This report displays student enrollment by age, grade, and gender and displays totals by grade level and gender.

StudentInformation > SIS > School > Year End Reports > Principals Report of Enrollment (R305)

Principals Report of Enrollment (R305)

From this screen, you can select parameters to generate a report.

Selection Criteria Selection Summary Load Settings

Date for Age Calculation: 2/21/2017 

StudentStatus

A - ACTIVE RES
D - DELETED
I - INACTIVE
J - JVS RES

Grade

9 - 9th Grade
10 - 10th Grade
11 - 11th Grade
12 - 12th Grade

Gender

M
F

Ethnicity

A - Asian
B - Black/African American
H - Hispanic/Latino
I - American Indian, Alaskan Native

Sorting Options

Age (ASC)
Age (DESC)
Grade (DESC)

Delivery Method: Pickup

Email Address: Principal1@SADoc.edu

Report Format: Adobe PDF

Description:

Date for Age Calculation (required) – Enter the date to use when calculating student ages. Defaults to the current date.

Student Status (optional) – Select one or more student statuses to include in the report. If no student statuses are selected, all student statuses are included in the report.

Student Reports

Grade (optional) – Select one or more grades you wish to include in the report. If no grades are selected, all grades are included in the report.

Gender (optional) – Select one or more genders to include in the report. If no genders are selected, all genders are included in the report.

Ethnicity (optional) – Select one or more ethnicities to include in the report. If no ethnicities are selected, all ethnicities are included in the report.

Sorting Options – Select one or more sort options for your report.

Delivery Method (required) – Select how you want to receive the report:

- **Pickup** – Retrieve the report on the **Batch/Report Management** window.
- **Email Notification** – Receive an email with a link to the report when the report is ready to view.
- **Email Delivery** – Receive an email with the report included as a PDF attachment.

Email Address (autopopulated from your StudentInformation account)

Report Format – Select an output format of **Adobe PDF**, **Rich Text File (RTF)**, **Text**, **Excel Spreadsheet**, or **HTML**.

Description – If entered, displays on the **Batch/Report Management** screen.

Submit – Click to submit this report to the **Batch/Report Management** screen.

<i>Report: R305</i>		ASHLAND HIGH SCHOOL	
<i>Printed Thu, Aug 10, 2017, 9:40 AM</i>		2016-2017	
Principal's Report of Enrollment			
GRADE	AGE	GENDER	ENROLLMENT
12	17	F	12
12	17	M	6
12	18	F	123
12	18	M	97
12	19	F	14
12	19	M	47
12	20	F	2
12	20	M	2
Grade:	12	Female:	151
		Male:	152
		Total:	303
Report Total:			303

Year-End Enrollment Summary (R306-B)

Navigation: StudentInformation > SIS > School > Year-End Enrollment Summary (R306B)

This interactive report displays student enrollment by grade and admission/withdrawal code.

Date From/Date To (required) – Enter the date range for student enrollment.

Grade (optional) – Select one or more grades you wish to include in the report. If no grades are selected, all grades are included in the report.

Gender (optional) – Select one or more genders. If no gender is selected, all genders are included in the report.

Ethnicity (optional) – Select one or more ethnicities. If no ethnicity is selected, all ethnicities are included in the report.

Student Status (optional) – Select one or more student statuses to include in the report.

Student Reports

Show Results – Click to display the enrollment summary report on the screen.

Grade	Beginning Enrollment
09	M: 120 F: 114
10	M: 131 F: 126
11	M: 118 F: 135
12	M: 110 F: 107
13	M: 0 F: 0
23	M: 0 F: 1
GR	M: 0 F: 0

Admission Code	Admission Code Name	09	10	11	12	13	23	GR
02	From a non-public school	M: 10 F: 11	M: 0 F: 0					
04	From another public school dist in OH-not same cou	M: 3 F: 2	M: 0 F: 3	M: 0 F: 0				
05	From another public school dist in another state	M: 0 F: 0	M: 1 F: 1	M: 0 F: 0	M: 1 F: 0	M: 0 F: 0	M: 0 F: 0	M: 0 F: 0
07	From home schooling	M: 1 F: 0	M: 0 F: 0	M: 0 F: 0	M: 1 F: 0	M: 0 F: 0	M: 0 F: 0	M: 0 F: 0
13	From a licensed kindergarten	M: 1 F: 0	M: 0 F: 0	M: 0 F: 0	M: 0 F: 0	M: 0 F: 0	M: 0 F: 0	M: 0 F: 0
Total Admissions By Grade		28	5	0	2	0	0	0

[Show All Admissions](#)

Withdrawal Code	Withdrawal Code Name	09	10	11	12	13	23	GR
Total Withdrawals By Grade		0						

[Show All Withdrawals](#)

Grade	End Enrollment
09	M: 135 F: 127
10	M: 132 F: 130
11	M: 118 F: 135
12	M: 112 F: 107
13	M: 0 F: 0
23	M: 0 F: 1
GR	M: 0 F: 0

Grade and Beginning Enrollment Grid

Displays the enrollment by grade and gender on the **Date From** selected.

Admission Grid

Admission Code – Displays grade enrollment by admission code (including blank values). You can click any admission code link to see the students included.

Admission Code Name – Description of each admission code. You can click any admission code name link to see the students included.

Grade Levels – Displays the enrollment by gender and admission code for each grade level, including **Total Admissions by Grade**. You can click any grade level link to see the students included in that admission code/grade level, or click any gender total link to see the students included.

Show All Admissions – Click to view all admissions.

Withdrawal Grid

Withdrawal Code – Displays grade enrollment by withdrawal code (including blank values). Click any withdrawal code link to see the students included.

Withdrawal Code Name – Description of each withdrawal code. You can click any withdrawal code name link to see the students included in that withdrawal code.

Grade Levels – Displays the enrollment by gender and withdrawal code for each grade level, including **Total Withdrawals by Grade**. You can click any grade level link to see the students included in that withdrawal code/grade level, or click any gender total link to see the students included.

Show All Withdrawals – Click to view all withdrawals.

Grade and End Enrollment Grid

Displays the enrollment by grade and gender on the **Date To** selected.

View Archived Student Data

Navigation: StudentInformation > SIS > School > Student Archive

The **View Archived Student Data** screen displays students' deleted enrollment data by building. Additional details can be accessed for each student.

	Student	Type	By	Date
Q	Student51885, DARRION	Summer Withdraw	Admin1	6/30/2016 12:33:00 PM
Q	Student51950, ASHLEY	Withdraw	Admin1	3/17/2016 10:26:00 AM
Q	Student51953, DANIEL	Withdraw	Admin1	6/14/2016 9:41:00 AM
Q	Student52072, CHANDLER	Withdraw	Admin1	2/18/2016 11:50:00 AM
Q	Student52110, STEPHANIE	Withdraw	Admin1	3/31/2016 7:55:00 AM

All student withdrawals for the school year and school in context are displayed.

Student – Name of the student withdrawn.

Type – Indicates either **Summer Withdraw**, **Withdraw**, or **Bulk Enroll Withdraw**.

By – The name of the user who processed the withdrawal in StudentInformation.

Date – The date and time of the withdrawal process in StudentInformation.

Q – Click to view the student details. The type of details vary by student depending on when the student was withdrawn, what type of activity the student had at the time of withdrawal, and the type of withdrawal.

Archived Student Details – Student Profile Tab

StudentInformation > SIS > School > Student Archive Find Students [] Go To []

View Archived Student Data

From this page users can view Student's deleted enrollment data.

Student Profile

Student Annual:

Grade Level	Next Grade Level	Graduation Year	Team	Counselor Name	Special Education	Program	Student Status	Schedule Priority	Student Free Lunch Status	Attendance	New School	Include in Honor Roll	Is Primary	Flag1	Flag2	Flag3	Flag4	Flag5	Flags	Include In Ranking
09	09			PEGGY STEWARD	0		Q	5	None			False	False						0	False

Student Admission:

Calendar	Admission	Admission Date	Admitted From	Withdrawal	Withdrawal Date	Withdraw To	Admitted from IRN	Withdraw To IRN
DNAC	01	7/1/2016 12:00:00 AM						

Homeroom Assignments:

Homeroom	Homeroom Name	Term Code	Term Name
HON GE	8th Grade Honors Geometry	FullYear	Full Year Term

Transportation Tab from Profile:

Parking Permit	Assigned Spaces	Vehicle Description	License Plate	Drivers License Number	Drivers License State	Comments	Is Student Driver	Is Student Bussed	Is Student Walker	Distance To School	Bus Number	Second Bus Number
							False	False	False			

[Back to Archive List](#)

The **Student Profile** tab displays the **Student Annual**, **Student Admission**, **Homeroom Assignments**, and transportation information for the student at the time of their withdrawal.

Archived Student Details – Scheduling Tab

StudentInformation > SIS > School > Student Archive Find Students] [Go To]

View Archived Student Data

From this page users can view Student's deleted enrollment data.

Marks Fees **Scheduling**

Course Section Assignments:

Course Section Student Type	Course Section Status	Course	Course Name	Schedule Result	Schedule Job	Start Date	Stop Date	Section Number
	Assigned	101H	Honors English I	Default 16/17	5.10.16 10:42	8/22/2016 12:00:00 AM		2
	Assigned	204H	Honors Geometry	Default 16/17	5.10.16 10:42	8/22/2016 12:00:00 AM		1
	Assigned	301H	Honors Physical Science	Default 16/17	5.10.16 10:42	8/22/2016 12:00:00 AM		3
	Assigned	401H	Honors World Studies	Default 16/17	5.10.16 10:42	8/22/2016 12:00:00 AM		3
	Assigned	612	Spanish II	Default 16/17	5.10.16 10:42	8/22/2016 12:00:00 AM		1
	Assigned	720	Adventure in the Arts	Default 16/17		1/4/2017 12:00:00 AM		3
	Assigned	801OL	Health	Default 16/17	5.10.16 10:42	1/4/2017 12:00:00 AM		2
	Assigned	9913	Study Hall/1	Default 16/17	Study Hall #4	8/22/2016 12:00:00 AM		2
	Assigned	9927	Study Hall/2	Default 16/17	Study Hall #4	1/4/2017 12:00:00 AM		4
	Assigned	AA	Acad Assist/Homeroom /Lunch	Default 16/17	5.10.16 10:42	8/22/2016 12:00:00 AM		51

Course Requests:

Course	Course Name	Alt Course	Alt Course Name	Calendar Period	Is Calendar Period Include	Staff Name	Is Staff Include	Course Request Status	Priority
101H	Honors English I				False				9
204H	Honors Geometry				False				9
301H	Honors Physical Science				False				9
401H	Honors World Studies				False				9
612	Spanish II				False				8
720	Adventure in the Arts				False				5
801OL	Health				False				3
AA	Acad Assist/Homeroom /Lunch				True				3

[Back to Archive List](#)

The **Scheduling** tab shows the **Course Section Assignments** and **Course Requests** information for the student at the time of their withdrawal.

Archived Student Details – Marks Tab

StudentInformation > SIS > School > Student Archive

Find Students [] Go To []

View Archived Student Data

From this page users can view Student's deleted enrollment data.

Marks Fees Scheduling

GPA Set Student:

GPA Set	GPA Set Name	Grade Level	Rank	Total Ranked	Points	Credits Earned	Credits Attempted	GPA	Mark Count	Missing Mark Count	Course Count	Sum Credits Earned Full	Sum Credits Attempted Full	Sum Credits Earned Adjusted	Sum Credits Attempted Adjusted	Credits GPA
CUM	Cumulative GPA	09	139	276	7.300000	2.250000	2.250000	3.244000	3	0	3	2.250000	2.250000			2.250000

Back to Archive List

The **Marks** tab shows the GPA set information for the student at the time of their withdrawal.

Archived Student Details – Fees Tab

StudentInformation > SIS > School > Student Archive

View Archived Student Data

From this page users can view Student's deleted enrollment data.

Marks Fees Scheduling

Student Fees:

Fee	Fee Type	Fee Status	Fee Date	Fee Amount	Total Paid
612~1	Course Fee		7/12/2016 12:00:00 AM	15.0000	0.0000
726~1	Course Fee		7/12/2016 12:00:00 AM	18.0000	0.0000

Back to Archive List

The **Fees** tab shows the **Student Fees** information for the student at the time of their withdrawal.

Marking Pattern Mapping

Navigation: StudentInformation > Management > School Administration > Marks Administration Menu > Marking Pattern Mapping

The **Marking Pattern Mapping** screen is used to create and save the mappings of marking patterns from one school to another school for a specific year. These mappings can be defined at any time and are used when transferring student course history between schools in the same ITC.

The screenshot shows the 'Marking Pattern Mapping' web application interface. At the top, there is a breadcrumb trail: 'StudentInformation > Management > School Administration > Marks Administration Menu > Marking Pattern Mapping'. Below this, the title 'Marking Pattern Mapping' is displayed, followed by a red instruction: 'From this screen, you can display, add, change and delete data pertaining to marking pattern mapping.' The main section is titled 'Search Options' and contains several input fields: 'Sending District' (text input with placeholder '-- Search for District (optional) --'), 'Sending School' (dropdown menu with placeholder '-- Select a Building (optional) --'), 'Receiving School' (dropdown menu with placeholder '-- Select a Building (optional) --'), and 'School Year' (dropdown menu with placeholder '-- Select a School Year (optional) --'). There is also a 'Show Active Only' checkbox which is checked, and a 'Search' button. Below the search options is a green button labeled 'Add Marking Pattern Mapping'. At the bottom, there is a table header with columns: 'Sending District', 'Sending School', 'Receiving District', 'Receiving School', 'School Year', 'Last Update By', and 'Active'. The table body is empty, and a message 'There are no records to display' is shown below the table.

With the receiving school district in context, enter search criteria, or click **Search** to display a listing of the previously defined mappings for the district.

Sending District (optional) – School district sending the course history.

Sending School (optional) – School sending the course history.

Receiving School (optional) – School receiving the course history.

School Year (optional) – School year to which the mapping applies.

Show Active Only (optional) – Select this checkbox to only show active mappings; otherwise, deselect this checkbox to also display inactive mappings.

StudentInformation > Management > School Administration > Marks Administration Menu > Marking Pattern Mapping

Marking Pattern Mapping

From this screen, you can display, add, change and delete data pertaining to marking pattern mapping.

Search Options

Sending District:

Sending School:

Receiving School:

School Year:

Show Active Only:

	Sending District ▲	Sending School	Receiving District	Receiving School	School Year	Last Update By	Active
	SADoc Schools	SADoc High School	SATest Schools	SATest High School	2011-2012	admin1	<input checked="" type="checkbox"/>
	SADoc Schools	SADoc High School	SATest Schools	SATest High School	2009-2010	admin1	<input checked="" type="checkbox"/>
	SADoc Schools	SADoc High School	SATest Schools	SATest High School	2010-2011	admin1	<input checked="" type="checkbox"/>
	SADoc Schools	SADoc High School	SATest Schools	SATest High School	2012-2013	admin1	<input checked="" type="checkbox"/>

Add Marking Pattern Mapping

Click **Add Marking Pattern Mapping** to add a new mapping.

StudentInformation

Marking Pattern Mapping Detail

From this screen, you can display, add, change and delete data pertaining to marking pattern mapping detail.

Sending District: *

Sending School:

Receiving School: *

Marks Available to Transfer From School Year: *

Active:

Sending District (required) – School district sending the course history.

Sending School (required) – School building sending the course history.

Receiving School (required) – School building receiving the course history.

Marks Available to Transfer From School Year (required) – School year to which this mapping applies.

Active (optional) – Select this checkbox to indicate the mapping is active; otherwise, deselect this checkbox.

Marking Pattern Mapping

When the required fields are selected, several grids display. Select the appropriate receiving marking pattern and receiving reporting term for each sending marking pattern listed in the first grid. Also, select the appropriate receiving school alpha or numeric grades in the remaining grids. Refer to [“Registration Wizard – Course History Tab”](#) for more detailed information about mapping marks.

StudentInformation

Marking Pattern Mapping Detail

From this screen, you can display, add, change and delete data pertaining to marking pattern mapping detail.

Sending District:* 300460 - SATest1

Sending School: TDHS - SATest1 High School

Receiving School:* DOHS - SADoc High School

Marks Available to Transfer From School Year:* 2015-2016

Active:

Sending Marking Pattern	Sending Marking Pattern Rule	Receiving Marking Pattern	Receiving Reporting Term	Receiving Mark Type	Receiving Significance Level
ALYR	AV1	ALYR	Qtr1	Grading Period	Progress 1
ALYR	AV2	ALYR	Qtr2	Grading Period	Progress 1

Edit Marking Pattern Mapping

Click  next to an existing mapping to edit that mapping.

StudentInformation

Marking Pattern Mapping Detail

From this screen, you can display, add, change and delete data pertaining to marking pattern mapping detail.

Sending District:* 050542 - Dalton Local Schools

Sending School: DAHS - DALTON HIGH SCHOOL

Receiving School:* WOHS - WOOSTER HIGH SCHOOL

Marks Available to Transfer From School Year:* 2011-2012

Active:

Sending Marking Pattern	Sending Marking Pattern Rule	Receiving Marking Pattern	Receiving Reporting Term	Receiving Mark Type	Receiving Significance Level
ALYR	AV1	SEM1	GP1	Grading Period	Progress 1
ALYR	AV2	SEM2	SE2	Average	Progress 2

Refer to [“Registration Wizard – Course History Tab”](#) for more detailed information about mapping marks.

Deactivate Marking Pattern Mapping

Click  next to an existing mapping to delete (inactivate) that mapping.

Click **OK** when asked if you want to deactivate this mapping.

Deactivated marking pattern mappings can be located (deselect the **Is Active** search option) and reactivated at any time. If you try to create a mapping that already exists but is currently deactivated, the deactivated mapping displays. You can modify the deactivated mapping as required and then reactivate it.