

## **DATA ENTRY OPERATOR MEETING** **End of Year**

### **ESE STAFFINGS (April/May) – JC-156**

All current ESE students are re-evaluated in April/May and staffed for the coming school year. The ESE teachers have been instructed to give you updated IEP dates on a JC-156.

\*\*\* GO AHEAD and ENTER these WHEN YOU GET THEM \*\*\*

For NEW Placements (placement date = August 2008), DO NOT enter these until after school starts next year.

S704 Rr -- D = All ESE (except Gifted)

G = Gifted

Spc Name – be sure to get a specialist name (prompt for number)

### **FINAL GRADES**

Elementary teachers need to give a FINAL grade (FIN) for academic history (it is the ONLY grade posted to academic history)

Teachers should contact their Technology coordinator for instructions on how to make this happen in Pinnacle.

High schools need to give SEMESTER grades(SM2) and only give YEARLY AVERAGES (SYR) for ½ credit averaged courses.

Again, technology coordinators should be able to help with this process.

You might want to print a report searching these slots for “blank grades”.

Run format C from panel S506—call us for setup help.

### **RETENTIONS**

**EVERYONE** has already been **PROMOTED**

and a 2009 Assignment record has been created on S320

Get a list of students to be **RETAINED** (for 2009) from the appropriate person at your school

(Elementary need this before report cards are printed) then:

1. Put “R” in the “PR” field on S313 **and**
2. Update SCHL and GR on S320 (for 2009 record) with **correct** school and grade

Also need to make similar update for codes A (Alternative placement) or “blank” (which will mean a promotion decision is pending).

>Enrollment vs. Admission explanation (included in this agenda)

>**PK** retentions (Z code vs. R code)

If the PK student should be “moving on” to KG, but needs to be retained, then use code = R.

If the PK student is “continuing” in PK, use code = Z.

If you have NEW students enrolling between 04/21/08 and the end of School, you need to create them an admissions record (for 2009) on the S320 panel. Assume they will be promoted and put them in the NEXT School and grade they would go in to. Also, go ahead and put the P-promotion code on the S313 panel on the enrollment line. (This does NOT apply for 12<sup>th</sup> graders.)

Remember to mark the Pp field on S318 for PK students (this needs to be done every time you enter a PK student!)

**THIRD GRADERS – PROMOTION INFO**

Third graders “promoted” with the “A” code ***must*** have a ‘promotion status/ good cause’ indicator on the S313. Prompt for these codes under the “S” field next to the “Pr” promotion field. Guidance will have to tell you which code to use.

Everyone else (and every other code for 3<sup>rd</sup> graders besides A) should have a “0” in this field.

Once FCAT scores are posted, we will send a list of Level 1’s to Guidance.

**END OF SCHOOL REPORTS**

Perfect Attendance: Run from panel S250, format A  
(on select line: use E = 000)

Year-long Honor Roll: Run from panel S506, format K  
(use slot=01 and program will look at all appropriate slots)  
(Elem looks at slots 01/02/03/04 -- Sec looks at slots 01/02/05/06)

Report Cards:

Elementary—be sure your promotion codes are set appropriately (see above). The messages that correspond to these codes are listed below (they have not changed in 8 years)—

On S313, the “Pr” code	P	will print:	Promoted
	R		Retained
	A		Alternative placement
	blank		Promotion decision pending

(remember, the NEXT grade level will also print and this is pulled from the S320 panel—whatever is on the 2009 record).

We will print report cards when we get the word from you.

Again this year, you will print your own “slip” sheets of final grades to be placed in cum folders. These run from panel S523 and run card “set ups” have been copied to your profiles.

High School slip sheets will show the current year academic history from S520. (If replacement sheets are needed/desired after summer school, you can reprint at that time).

The elementary slip sheet has a place to write-in days present and absent. This can be obtained by printing report: *Format A from S247 (sequence I sorts by homeroom)*.

### **CLASS RANKINGS**

To print ranking report from S510, use Format Z

Post-Secondary Plans (Exit interview form—from Guidance)—put appropriate code in “PS” field (F4 prompt for codes)

### **AVERAGING RULE (grades 9-12 only)**

**ONLY FOR STUDENTS WHO FAIL ONE SEMESTER, PASS THE OTHER, BUT THE AVERAGE OF THE GRADES RESULTS IN PASSING FOR THE YEAR:**

Teachers will mark the averaged passing grade on the grade edit.

DEO will key this grade into the YEARLY GRADE (SYR) column on the S515 panel.

This yearly average grade will print on the report card, but the semester grade will be posted to academic history (with a “C” flag).

### **AVERAGING RULE (grades 6-8 only)**

No credit is involved, but put the “C” flag on the failed semester course on S520.

We can send you a query to help with this.

### **ENTRIES / RE-ENTRIES**

Timeliness (for Food Service)

External ID and Alias handout

Date Entered US (now on Registration form—Language Survey section)

For ESOL students, Immigrant students or those not born in US--

Enter the date MMDDCCYY given on form or

999999999 (if date field highlights and no date was given).

For all other students, leave blank and let it default to all zeros.

**HOMELESS FORM**

Discussion of JC-467 form and procedures

**SURVEY 5**

Collect: VOCATIONAL INFO  
DROPOUT PREVENTION (JAS, FSC and DOVE only)  
BEFORE teachers leave for the summer.  
Save and file forms as your audit backups.  
Try to get all of this entered before June 20.

**FINAL REMINDERS**

Be sure all of your 20-day reports have been run for the year.

**COMING EVENTS**

May 26	Memorial Day Holiday
May 30	Last day of school
June 3	Last teacher day
June 9-13	Survey 4 (Count Week) (0708)
July 14-18	Survey 1 (Count Week) (0809)
August 7	Teachers back
August 18	0809 School Starts
August 1	Survey 5 due

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**“No-stress” SUMMER SCHOOL**

Information and forms will be posted on the website...

<http://web.jcsb.org/fte.htm>

We'll work with schools individually on set ups and reporting.

Your major responsibility should be to find out which teachers to use and then to get the most accurate list(s) of students taking classes.

June will be “crunched” because the count week is the first week of 1<sup>st</sup> summer session classes, so you will not have much time to finalize class rolls. (Just do the best you can....)

(Renea will not be working June 2-6 or June 16-20! Steve will be at the DOE conference June 17-20. We'll capture FTE on June 13 and get it ready to send to DOE during the week of June 23. Don't worry...it'll all be Okay!!)

**2009**

**CALENDARS**

For 2008-2009, everyone will use the same calendar(s) as they used this year.  
(Elem=07, secondary=01)

If your school is planning to do something weird with scheduling or grading, we need to know ASAP! otherwise we'll leave things as they currently are.

**ENTRY OF PK AND KG FOR 0607 – (FIRST-TIME ENTRIES)**

To enter FIRST-TIME ENTRY students (usually this is a PK or KG student):

Change your school year to = 2009

On S313, go ahead and “completely” enroll the student.

(You would NOT create a S320 record—your student would already be enrolled in 2009.)

Remember the entry code for First-time entry = E05.

(Don't forget to change your year back to 2008 if you want to go back and work with THIS year's students and info!)

**Elementary Scheduling**

Elementary scheduling will be “by period” again next year!

Course # 5200500 Ungraded temporary placement was deleted from the CCD.

Use 5010020 for Reading Remediation

Use 5012010 for Math Remediation

Use “grade specific” Math course numbers

Use 5022000 (study hall) for the “homeroom” attendance-taking course (NO FTE, No grading)

Make your bell schedules and Master schedule available to your ESE teachers and work with them regarding “resource” students!!!

**Homerooms**

Everybody (all grade levels) needs a HMRM assignment!!!

(even if you are not “packaging”, we need students assigned to homerooms for labels, reports, lists, etc.)

## **Enrollment vs. Admission**

**Enrollment** refers to where a student is for the current school year (...right now)

**Admission** refers to where a student will be next year

On panels and in batch setups, the choice of which type of student to select is indicated by "A/E"

At the end of a school year, existing, currently enrolled students will have an admissions record created for them. This admissions record (on panel S320) is for the NEXT school year and indicates the school, grade and calendar into which we expect to enroll this student.

We run a program, which creates these admission records, based on the assumption that everyone will be promoted to their next grade level. We know, of course, that some students will be retained. When this happens, you have to update that student's admissions record on the S320 panel to reflect the correct school/grade (based on their retention). (At the same time, don't forget to update their promotion status field on S313.)

ANY student who enrolls after this program has been run (and who will be here next year), MUST have an admissions record **created** for him on the S320 panel (for the NEXT school year).

ANY student who withdraws after this program has been run MUST have his admissions record on the S320 panel **deleted**.

At some point before the next school year starts, we will run another program which will look at all the admissions records and based on the school, grade, and calendar found--will **enroll** that student into the next school year (actually create an enrollment record on S313). -- Whenever this happens, then there will be no more admissions until the end of the (now) current school year. At this point, any new students would be enrolled on S313 and any students who leave would be withdrawn on S313 (we will try to remember to "block" the S320 panel from being used).

During the time when students are both enrolled (for current year) and admitted (to next year) you have a choice on many panels and batch setups of which type of information you want to see or print. Remember that the "A/E" choice E= current year / current students, and A= next year's expected students.

**BE CAREFUL: an "A" (here) does NOT mean 'active'**

## **Instructions for JC-467 "Homeless" form**

(JC-467-Student Residency Information)

If this form is returned and any of the questions at the bottom of the form have a "**yes**" answer, then the corresponding code on the form needs to be entered on the S316 panel **AND** you should also make a copy of that form and send it to Linda Cox.

The first 6 answers relate to the "Hs" element (for homeless student).

If a student is homeless (meets one of the definitions) there should only be one "yes" box marked for questions 1-6.

For whichever question is marked--the code that you see in the "Code" box/column is the code you will put on S316 under Hs.

(An "A" or "B" or "D" or "E")

The answer to the 7th question is entered into the "Uy" element (for Unaccompanied youth).

(The N-Y in the code box is just trying to show that those are acceptable codes to use--an N or a Y).

The unaccompanied youth is either an N or Y or Z--the N is defined as homeless but not meeting the definition of unaccompanied youth,

the Y is homeless and unaccompanied, Z is not homeless or unaccompanied.

Remember, tho, that if no homeless indication is given (yes to a question 1-6), then #7 is automatically a Z. You can only mark a Y or N for

Uy if the student is also identified as homeless.

In general--If 1-6 are no, then 7 must be a Z.

The only way for 7 to be a Y or N is if the student is homeless, otherwise, the only code that will take is the Z.

If you get a form and nothing is marked -- no yeses or nos-- then don't enter anything on S316. Let it default.

If you get a form and more than one question 1 thru 6 has a yes response...either try to get the parent to give you ONE answer, or

use the first answer and ignore the rest. Remember that there should NOT be multiple answers, but we know how some of these forms get filled out!

When you enter a new student--the system will now only let you enter "32" numbers.

BUT, if the student has a social security number, you need to enter it

**leave the external and alias fields blank -- or blank it out if something is there**

and when you hit enter, it should default to the ssn you keyed with an X.

If you do not have a SSN to enter, key all zeros (leave--or make--the external and alias blank)

when you hit enter, the "32" # will default into the external and alias.

**BOTTOM LINE:**

If a SSN exists, we want the external id and alias to be the SSN with an X.

The simplest thing to do is just leave those 2 fields blank.

Be sure to enter something in the SSN field--if it is all zeros (meaning no SSN was given) , then the external id and alias will become the same as the student id.

If there is a SSN, then the external id and alias will become the SSN with an X.

Once you hit enter, please look at the external id and the alias and see what you got....

Again, if there is an SSN, then the external id and the alias should be the SSN with an X.

If there is not a SSN, the the SSN should be zeros, and the external id and alias should be the same as the (internal) student id.

## 2008 SUMMER SCHOOL

Year = 2008

Year TYPE = "S"

(Change the info in the top right of your panels to be "2008 S")

	<u>June</u>	<u>July</u>
SESSIONS =	'55'	'66'
EXTERNAL TERM =	'4'	'5'
CALENDAR =	'01' (for "regular" summer school--PE/VOC/Drivers ed)	
	'07' (for Reading Camp at Riverside)	
	'13' (for VPK at Golson)	
	'11' (for ESE at Hope)	
	'09' (for Sup Comp Employment students)	
	'12' (for DOVE and GVYC DJJ students)	

**DO NOT WITHDRAW STUDENTS FROM "REGULAR" SCHOOL TYPE TO ATTEND SUMMER SCHOOL**

**KEEP STUDENTS IN THE SAME GRADE AS THEY WERE IN AT THE END OF REGULAR SCHOOL YEAR**

**DO NOT PROMOTE until AFTER Summer School**

### Scheduling

(We have rolled most info for you -- you can enter from scratch if you'd like)

Under TYPE = S:

Bell/Mods (on S161/S162)

Teachers (on S166)

Master Schedules (S602)

(Watch your calendar and from/to dates--especially if you have Sup Comp Employment students)

Enroll students with R01 on S313 (school year type must = S)

Enter student schedules on S614

### Exceptions

Students enrolling in a "different" school should have an R02 code

Note!

Incoming 9<sup>th</sup> graders—leave them in the 8<sup>th</sup> grade and put a “9-flag” on their course.

Make a separate course/section just for 8<sup>th</sup> graders and put a 9 in the flag field. MIS will help make that course “available” for 8<sup>th</sup> graders. (This will allow them to earn credit for the class and us to capture them in the appropriate grade level for our end-of-year reporting.)

Attendance and Grading

Teachers should give DEO attendance to enter “manually” (there really should not be any abs reported during summer—absences usually mean withdrawals)

We recommend that teachers keep grade books that show the course being taught and the dates of the session (for auditing purposes)

Teachers should "turn in" grades to DEO and DEO should enter them directly into Academic History.

REMEMBER to put a “9” flag on courses your 8<sup>th</sup> graders took for 9<sup>th</sup> grade credit.

Also remember:

For a June course – Year=2008, type=S, record number can be 4, term must be 4, watch grade levels

For a July course – Year=2008, type=S, record number can be 5, term must be 5, watch grade levels

Reports

Print your attendance verification report and have teachers sign and date it.

Make any changes identified (or have teachers make corrections)

Print 20-day reports: June begin date = 06/09/08

July begin date = 07/07/08

If you have Sup Comp Emp students print 20-day reports with the following begin dates: 06/02/08

07/01/08 and 07/25/08

Reminders

**DO NOT withdraw from "Regular" school type to enroll in Summer School**

**Keep students in the SAME grade as they were in at the end of Regular School**

**DO NOT PROMOTE until AFTER Summer School --**

But DO remember to do the promotion after summer school (if needed)...