

August 8, 2008
(080808)!

DATA ENTRY OPERATORS MEETING

1. Email—GroupWise

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Keep email going!!...sign in and let it run (minimize, check periodically
By clicking on taskbar)

2. Information Sheets

20-day dates, Report Card dates

3. Reminders

Summer school grades

“Inactivate” non-returning teachers on S166

First-time entries:

Use E05 if the student is entering school for the first time
(usually for PK and some KG students)

S318 (F11)

PK – indicate Headstart/Disabled, etc. in Pp field
(Use “V” for Voluntary PK)

Updating student address (remember that you have to enter
Mailing addresses on S314—they will NOT automatically get
There from the S313 residential address entry)

Enter new IEP dates and schedules by September 8

Your ESE teachers will be given this same info and date
(they should be providing TNDP on the S336)

Headstart withdrawals

There will be times when Headstart PK students may “withdraw”,
but Headstart needs to keep them “active” in the system longer—
so, the Headstart Office will coordinate with your Guidance about
withdrawals.

Co-teaching Instructions

Enter "primary" teacher on S602.

F9 twice

On S604, enter "co-teacher" – Teacher number, from and to dates

180 days and "X" under T/A, enter "B" under T

"B" under T,

Highly Qualified code under H, and

Certification code under C

F9 twice to get back to S602.

On S602, enter a "B" under the T, and "C" under the S

ESE Dismissals—

Z the Primary EX and blank out the Matrix #

ESE Additions—

Put dates on S704

Key the Primary EX and put a Matrix #

Do NOT update the Language Survey Date (on S313) each year. It is supposed to reflect the "original" (first-time) registration date.

Do NOT update the Alias # on S313 (call me or Steve if you have any questions on this field).

Graduation Plans – S316

ST (1) – Standard State 24-credit

ST (8) – GED Exit Option

CL (5) – 18-credit college prep

CR (6) – 18-credit career prep

Special diplomas:

On S317, put the intended withdrawal code in first Tag field)

SD (4) – Special diploma (also put W07 in "Tag" on S317)

SD (7) – Returning ESE student on FAPE

O2 (4) – Option 2 (also put W27 in "Tag" on S317)

Subject Area Codes

Secondary courses for grades 9-12 should have Subject Areas attached to them. If they do not, call Renea or Steve.

Subject Area Codes on our courses **must** match what is in the DOE Course Code directory. Your Guidance Counselors have been shown before how to look these up...

VPK (Voluntary Pre-K)

5100580 – VPK – School Year program

5100590 – VPK – Summer program

5100560 – PreK Other (after school payment program)

Entering **Ineligible ESE** Students

S704 – Enter Referral date and code = Z (enter)

Type Evaluation date in Eval and Eligible field (**!!**)

(Type Evaluation date in Eval AND Eligible field –this is very important!!!)

P=I

C=Z

Rt=N

Rr=D or G

(enter)

Grade Collection Types (used on S602)

E – (Elementary) PK-5

S – (Secondary) 06-12 Semester

4. Gifted (School of instruction = 9001)

These 9001 master schedule records will be set:

Large - KG-5 7755040 001L 002L 003L 004L 005L 006L 007L

- 6-8 7855040 001L 002L 003L 004L 005L 006L 007L

Redmon - KG-5 7755040 001R 002R 003R 004R 005R 006R 007R

- 6-8 7855040 001R 002R 003R 004R 005R 006R 007R

5. Free/Reduced Meal processing

(same as last year)

Also...the information the Managers get is from the Food Service Office system—it is NOT generated by us or from the AS/400.

We do get the statuses and they get posted to S321 each night but the manager's info does not come from us. And—we have NO control over what they get...

6. Web site

JCSB Web site

<http://www.jcsb.org>

DEO page – From homepage, select Departments menu
select Management Information System
(roll down)
Select “DEO Page” link

FTE page – From homepage, select Departments menu
select Management Information System
(roll down)
Select “FTE Page” link

7. Other Internet Links

Link to Student Database Manual –

http://www.fldoe.org/eias/dataweb/student_0809.asp

Withdrawal codes are in Appendix A of the Student DB Manual

Link to Course Code Directory

<http://www.fldoe.org/bii/curriculum/CCD/>

Link to JCSB FORMS –

<http://web.jcsb.org>

Select Departments and Services
Select District Resources
Select JC FORMS
(by name or by number)

8. New stuff from DOE

Review blue packet....