SSEA OPERATIONS MANUAL ELEMENTARY SYSTEM

July 24, 1998

This document describes all of the routine procedures performed by the operator. Included are instructions and diagrams on reports and programs necessary to the operation and flow of the system.

Software Version:	DFMS version 2
Hardware System:	Digital Equipment Corp. VAX
Operating System:	VAX/VMS version 4.5+
Language:	VAX COBOL

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Contents

Preface

Objectives

The SSEA Operational Manual Elementary System gives instructions on the flow and control of the information utilized by the Student Services Education Application (SSEA) package. Operations for the elementary school sites are addressed in this manual. Diagrams of information flow and definitions of data bases are given. Several programs that are essential to the system flow are discussed and explained.

Intended Audience

The material in this manual is aimed at administrators and employees who are directly responsible for the operational areas in which the software will be used.

Prerequisite Reading

We assume that you know how to operate your terminal and access your computer system. We recommend that you consult our Terminal User's Guide to familiarize yourself with the general features of your computer system and Digitronics Software before you begin this manual.

Structure of This Document

The SSEA Operational Manual Elementary System is divided into several chapters, each covering a specific portion of the Student Services Educational Application (SSEA) software package that applies to elementary operations:

- Chapter 1: **Elementary Demographics**, describes the procedures and programs for obtaining accurate and complete information about the student.
- Chapter 2: **Elementary Attendance**, describes the flow of attendance procedure and proper operations that will ensure accurate reports.

- Chapter 3: **Elementary Teacher Assignment**, list programs and discusses procedure for assigning students to teachers.
- Chapter 4: **Elementary Immunization System**, describes the IMECRT program and procedures for using DFQUIZ to generate reports.
- Chapter 5: **Competency Testing System**, discusses the steps taken in the testing cycle to ensure correct results.
- Chapter 6: **Elementary Year-End Crossover,** discusses the tasks that need to be performed to create and maintain next years files while not disrupting this years files.
- Chapter 7: **Summer School**, discusses the initial set up and shows diagrams of the summer school cycle.
- Chapter 8: **Special Education**, discusses the screen display and report programs available for special education.
- Chapter 9: **Discipline**, discusses the flow and control of discipline records.
- Chapter 10: **Fee System**, documents the processing of student fee records.
- Chapter 11: **Local Use Codes**, documents the definitions and uses for local codes.
- Chapter 12: **Parent Survey,** discusses the process of taking and reporting parent surveys.
- Chapter 13: **Study Area Grids,** explains the setup and maintenance of the study area grid files.
- Chapter 14: **Command Files**, discusses how to develop command files to ease and assist the operator.
- Chapter 15: **Scanners and Print Queues,** gives important information on the operation of scanners and the setting up of print queues.
- Chapter 16: **Utilities**, discusses DFQUIZ, DFMTOT, and DFXCRT

Readers of this manual may wish to consult the following related manuals:

Terminal User's Guide (FUTURE*)*: This manual gives a general discussion of operating procedures associated with the Digitronics Software package.

Elementary Site Administrator's Guide: This is a guide to administering the use of the Student Services Educational Application (SSEA).

Reports Reference Manual: This manual shows the various reports that the Student Services Educational Application (SSEA) supplies.

DFQUIZ User's Guide: This manual discusses the DFQUIZ program, which allows users to obtain customized reports of information in the SSEA database.

Conventions Used In This Manual

The following typographical conventions are used in representing terminal dialogs in this manual:

- -**Boldface**-: letters which you type are in boldface. The computer's prompts and responses appear in normal type.
- TAB : indicates where you should press the TAB key.
- - RETURN - : indicates where you should press the RETURN key.
- - \escapkey - : indicates when to press the ESCAPE key.
- - \selctkey - : indicates when to press the SELECT key.
- - *yy* - : indicates the fiscal year
- - *sss* - : the user should input a school number.
- - *ddd* - : the user should input a district number.
- - *fff* - : the user should input a file name.

Terminal dialogues are also indented several spaces in from the left margin and set off from the running text by blank lines.

Elementary Demographics
ELMCRT

Summary of Technical Changes

None.

1 Elementary Demographics

The operating requirements for the elementary demographic system is simply to monitor data input. Some districts will provide site personnel with terminals while others will perform data entry at the district office.

Elementary Demographics includes information pertaining to each student's demographic information, such as name, address, parent information, teacher, enrollment dates and other information.

The following chapter describes all of the programs and files available to obtain information about student demographics. This system provides data retrieval through the interactive program **ELMCRT** and through a set of report programs. **DFQUIZ**, the system-wide report generator provided by Digitronics Software may also be used. For more information on the reports mentioned in this chapter, please see the Elementary Reports Reference Manual.

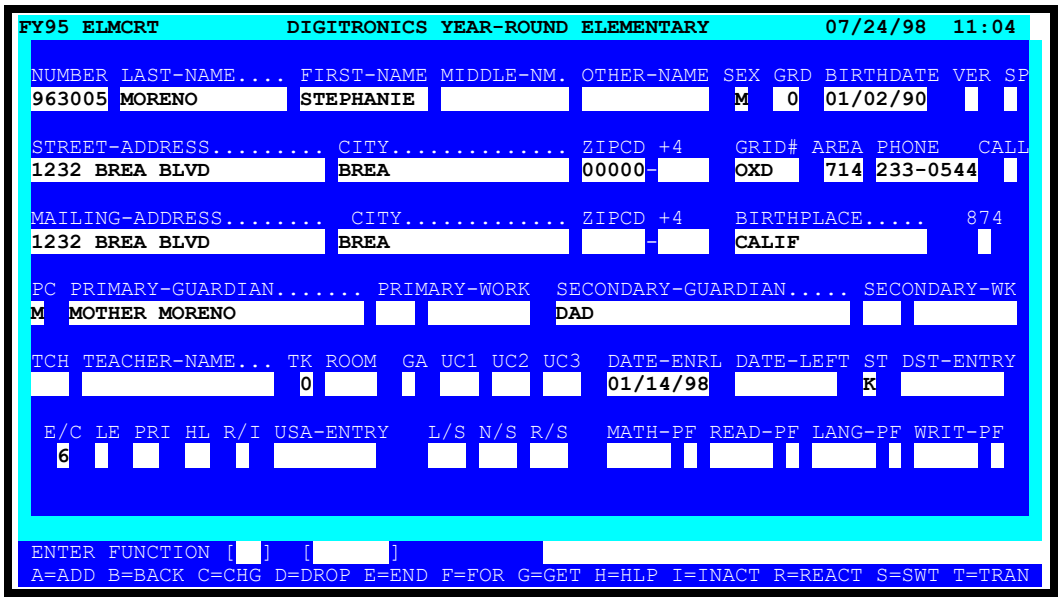
1.1 ELMCRT

The program that enables the user to input student demographic data is **ELMCRT**. This program allows new records to be added, updated and dropped and sequential scrolling though the records by student number or student name. Other information about the student can be displayed by using one of the window functions discussed later in this chapter.

Before you run ELMCRT make sure you are switched to the correct school and year. To begin ELMCRT, at the system prompt or from your menu, simply type

ELMCRT RETURN

Elementary Demographics
ELMCRT Fields



A screen will appear with a template of the elementary fields. Fields are the areas on the screen just below an identifier. For example, beneath the word **NUMBER** on the screen is the field which holds the student's identification number. The bottom of the screen shows three fields that are used for communicating with the system. These are:

1. The **ENTER FUNCTION** field. This is where you input the function code which identifies the type of activity to be performed, such as Add, Change or Drop a record.
2. The reference data field. This field is next to the function field and may be used to input additional information to eliminate possible ambiguity, and
3. The Status field which is next to the reference data field. This area is where system messages will appear. Pay close attention to this field when you are performing a function, it will let you know when you are successful and prompt you if the system needs more information.

1.2 ELMCRT Fields

The fields listed below are shown on the **ELMCRT** screen. For more information on these fields, please see the SSEA Data Files Manual.

- **NUMBER** This field displays the student's id number. This number is assigned to the student by the system when the record is added to the system and never changes. Use this field with the Get function to display a specific record.
- **LAST-NAME** This field holds the student's legal last name. Use this field with the Get function to display a specific record. This field is required to add a record.

- **FIRST-NAME** This field holds the student's legal first name. Use this field with the Get function to display a specific record. This field is required to add a record.
- **MIDDLE-NM** This field holds the student's legal middle name.
- **OTHER-NAME** may be used to record any nickname the student might be known as.
- **SEX** holds the gender of the student. This system requires either an M or F to be recorded for every student. This field is also used to abort from any update function by entering '*'.
- **GRD** holds the grade level of the student. The grade level entered is checked against the defined low and high grades for the school.
- **BIRTHDATE** holds the child's date of birth. Valid months (1-12) and days (1-31) are checked.
- **VER** holds the verification type for the birthdate entered.
- **SP** is the special code. This field is used by the attendance system to define students in separate groups. For students attending regular education classes, this field is blank. Students in Special Day, RSP, home tutor or any other program may have a valid code defined here.
- **STREET-ADDRESS** This field holds the student's home address in the following format:

  NUMBER DIRECTION NAME TYPE APARTMENT-NUMBER

  The address will be validated against the Street Address Grid (**SAG**) file along with the city. If these fields are valid, the zip code and grid number will update automatically.
- **CITY** holds the city in which the street address resides. The CITY field below this one holds the mailing address city.
- **ZIPCD+4** holds the zip code. The field below this one holds the mailing address zip code.
- **GRID#** holds the grid number for the address entered. This number is obtained from the **SAG** database.
- **AREA** is the area code for the home phone number. If this field is left blank during an add, it will fill in automatically with the district's default area code.
- **PHONE** is the student's home phone number. This number is checked against the **PHO** database, which holds key phone numbers such as police and fire stations. This way, the parent or student cannot give an inaccurate number.
- **CALL** holds the call-home tag. This may be used by attendance clerks to determine whether or not the parent wishes to be called at home.
- **MAILING-ADDRESS** holds the student's mailing address. If this is the same as the street address, leave it blank and the system will fill it in when the record is added or changed.
- **BIRTHPLACE** is required by the system. Enter the city, state or country in which the student was born.
- **874** is the military code for the state of California.
- **PC** is the Parent/Guardian code. This field describes the relationship between the student and the primary guardian.

Elementary Demographics
ELMCRT Fields

- **PRIMARY-GUARDIAN** requires the first and last name of the student's primary guardian. This field is used in mailings such as report cards and on labels so it is necessary that it be accurate.
- **PRIMARY-WORK** holds the primary guardian's work phone number, including the area code.
- **SECONDARY-GUARDIAN** holds the name of the secondary guardian.
- **SECONDARY-WORK** holds the secondary guardian's work phone number.
- **TCH** displays the student's assigned teacher's id number. This number is validated against the District Teacher File (**TCH**).
- **TEACHER-NAME** holds the assigned teacher's name obtained from the **TCH** file. You may not change this field. If you wish to change a teacher's name, use **TCHCRT**.
- **TK** holds the student's assigned track. If the school is on a traditional schedule, the track is always 0. Year-round schedules may have up to 5 tracks. This is discussed more in the attendance chapter.
- **ROOM** holds the student's home room. This is assigned when the teacher number is assigned to the student.
- **GA** is the tag for Gifted and Talented Education (GATE).
- **UC1 UC2 UC3** are user defined codes. Each school may design their own list of codes to be used here.
- **DATE-ENRL** Holds the date the student entered the school. This date is assigned to the student when the record is added or transferred into the file and does not change from year to year. The enter date changes only when the student leaves and comes back to the same school. If the student first came to your school in 1994, the enter date remains the same throughout the student's career at your school. This date must be a valid, non-holiday school day unless the student is pre-enrolled.
- **DATE-LEFT** holds the last day of enrollment for the student. If the student does not leave the school during the school year, this date will always be blank. This date must be a valid non-holiday school day unless the student is a "NO SHOW". This date may equal the enter date only if the student is inactive.
- **ST** is the status field. If this field is blank, the student is active. If it is non-blank, the student is not currently attending your school.
- **DST-ENTRY** is the date the student entered the district. This date is set when the record is added and does not change. If this field is left blank during an add, the DATE-ENRL will be moved to this date.
- **E/C** is the ethnic code tag. This field is required.
- **LE** holds the Limited English Proficient (LEP) tag. This tag is either blank, L, F, or N. If it is non-blank, the PRI field must be defined.
- **PRI** is the primary language code.
- **HL** is the home language code. This is necessary when the parents primary language is different from the student's primary language.

- **R/I** is the refugee/immigrant code.
- **USA-ENTRY** is the date the student entered the United States if the student is a refugee or immigrant.
- **L/S** holds the last school the student attended. If this is the first school the student attends, this field may default to 999.
- **N/S** holds the next school the student will attend. This may be used at 'feeder' schools and can be set by using the Study Area Grid file (SAG).
- **R/S** holds the resident school based on the student's home address. This may be different from the school the student is actually attending.
- **MATH-PF LANG-PF WRIT-PF** hold the pass/fail tags and dates of the math, language and writing tests.

1.3 ELMCRT Function Codes

Function codes are listed at the bottom of the screen. The functions are listed in alphabetical order. The character(s) in bold face are what you type in the **ENTER FUNCTION** field to perform that function. Each entry must be followed by RETURN.

A	Add	Add a new student to the file
AD	Multiple Address window	Multiple address screen
AN	Anecdotal Notes window	discipline problem screen
B	Backup	Backup and display the previous student
C	Change	Change the record that is displayed
CM	Comments	Display/Update student comments
D	Drop	Drop a record from the file
DS	Discipline	Display discipline records for student
DT	Search Active Students	Search the active student district file
E	Exit	End the **ELMCRT** program
EH	Enrollment History	Displays the students entire enrollment history
EM	Emergency	Display/Update emergency information
F	Forward	Go Forward and display the next student
FN	Fines	Display/Update fines owed or paid by the student
G	Get	Get a specific student record
H	Help	Display on-line help tutorial
HS	Test History	Display Test History information
I	Inactivate	Inactivate a student's record
IT	Inter/tra Transfer Info	Display/Update Transfer information
J	Jump	Jump to another program
K	Pre-enroll	Pre-enroll a student
LK	Search Inactive Students	Search the inactive student district file
LU	Local Use	Display Local use codes
NS	No Show	Inactivate a record as a No Show
R	Reactivate	Reactivate an inactive record
S	Switch School	Switch to another school file
T	Transfer	Transfer a student TO your school

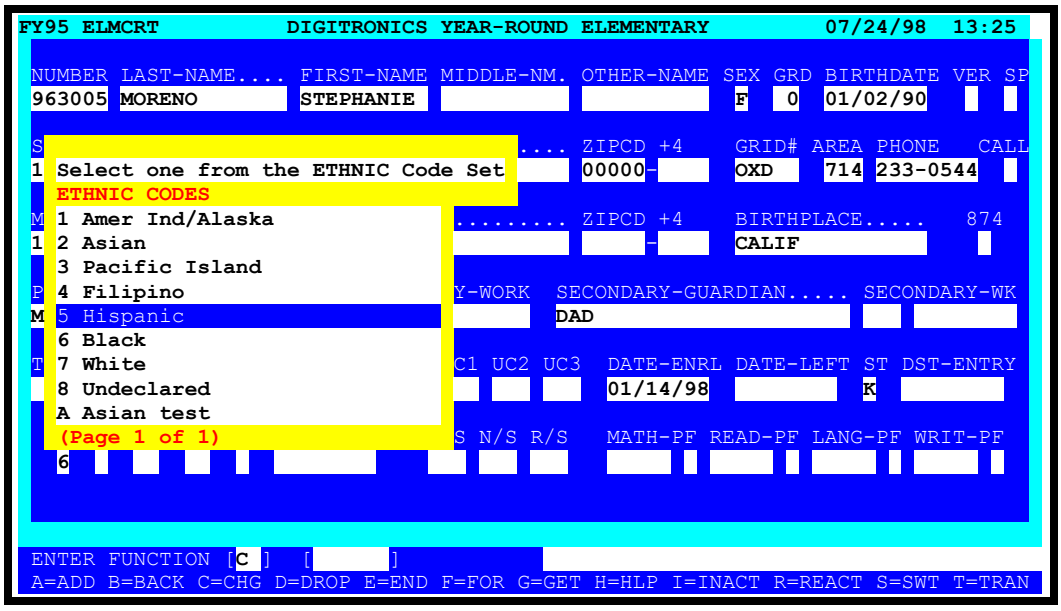
TK	Change Tracks	Change the displayed student's track
X	Switch to the extra screen	Display the extra screen
Z	Quick Add	Add a record to the file. Does not require all fields.

Like every other screen program provided by Digitronics Software, **ELMCRT** offers two types of help for the user: a comprehensive help tutorial and field help which provides information about a specific field.

1.4 On-Line Help

You can open the help tutorial by entering **H** in the **ENTER FUNCTION** area while running **ELMCRT** and pressing RETURN. The first page of the tutorial is a table of contents. You can either read the tutorial sequentially by successively pressing the RETURN key or you can move directly to the topic of your choice by entering its page number. You can also move forward or back a certain number of pages by entering the plus (+) or minus (-) operator followed by the number of pages. For example, to move 5 pages forward, enter +5 and press RETURN. To move 5 pages back, enter -5 and press RETURN.

Field help gives specific information about the field that the cursor is currently in. If you are using a terminal, press the HELP key to view the help. If the keyboard you are using does not have a HELP key, press the Ctrl H keys simultaneously to obtain field help. The field help may consist of one or more sentences explaining what is valid for the field or it may display a menu with a highlight bar to allow you to choose a value. For example, the following picture shows the field help for the ethnic code field. The highlight bar is on the Hispanic definition.



The highlight bar begins on the value that is currently in the field. If there is no value in the field, the bar begins at the top of the list. Use the arrow keys to move up and down the menu until the value you want is highlighted. Then press RETURN and the value will be placed into the field. If the list is more than one page, use the Next and Last keys to move from page to page.

If you decide not to use any value that is listed, press the Delete or Backspace key to end the help message and retain the original value. If you accidentally press RETURN, but you did not want to change the original value, press the Ctrl U keys simultaneously while the cursor is still in that field. The original value will return.

1.5 Browsing the ELM Database

You can browse the student demographic file with the **B**ackup and **F**orward functions or you can display a specific record by using the **G**et function. The **F** and **B** functions are stored by **`ELMCRT`**. After using these functions, press RETURN again to repeat the function.

The **B** function displays the previous record. If you are at the beginning of the file, the screen will clear and the message **NO MORE RECORDS ON FILE** will be displayed. If you immediately use the **B** function again, the last record in the file is displayed.

The **F**orward function displays the next record. As in the **B** function, the program will loop over to the first record in the file if the **F** function is used at the end of the file.

The **G**et function allows you to display a specific record. To use the **G** command, do the following steps:

- Enter G in the **ENTER FUNCTION** box and press RETURN.
- The cursor will display in the **NUMBER** field. If you know the student's id number enter it here and press RETURN. If you only know the student's name, TAB to the **LAST NAME** field and enter the last name, TAB to the **FIRST NAME** field and enter the first name and press RETURN.
- If you entered a valid id number, the student's record will be displayed. If the id number was not valid or you entered the name with no id number, the closest student record to that id will be displayed and the message **Record Not Found, Next Record Displayed** will be shown in the status field.

It is extremely important to display the correct student before proceeding to other functions. Always double check the record that is being displayed before doing any update functions.

1.6 Maintaining the ELM Database

A properly maintained database provides information that is not only timely, but accurate. The functions listed in this section are the primary tools for maintaining the database.

1.6.1 Registering Students

There are several reasons a student's record may need to be activated at your school site. A new student, who has never attended any school in your district will need to have a record added. A student coming from another school in your district will need his/her records transferred from that school. And a student who left your school to attend a school outside your district and is now returning, will have to have his/her record reactivated. Or you may wish to add a student who will be attending your school next year (pre-register).

1.6.1.1 Adding a Record

If the student has previously attended your school in the current school year, a record for that student already exists. Get that record and use the 'R' function to reactivate that record. If the student attended another school in your district, retrieve that record from that school using the 'T' function. If the student will be attending your school beginning in the next fiscal year, and has not attended any school in your district before, use the 'K' function to pre-register the student.

If the student has not attended a school in your district before, use the Add function. To use the Add function, do the following steps while running **ELMCRT**. You may abort the add function at any time by entering an '*' in the **SEX** field and pressing RETURN.

- Enter A in the **ENTER FUNCTION** field and press RETURN.
- The screen will immediately clear. You will be asked to enter the name of the student to be added. Enter the name in the following format:

LAST-NAME FIRST-NAME

Do not use commas or other punctuation. The program will display any student defined in the district with that name. Those student's id numbers, school, grade, sex, birthdate and other information is also shown. From this information you can determine whether a record for the student already exists.

- At the end of the list You will be asked if you found the student. Enter a Y or N. If you enter a Y, the add function aborts. If you enter an N, the screen returns and the add continues.
- If you entered an N in the previous step, the cursor now appears in the **LAST-NAME** field. Begin entering the student information. If you are not sure about what is required in a field, press the Help or Ctrl and H keys. If you wish to abort the add function, TAB to the **SEX** field, enter an '*' and press RETURN. DO NOT PRESS RETURN UNTIL YOU HAVE ENTERED ALL REQUIRED DATA. If you do press RETURN, the program is then in validation mode.
- The following fields are validated by the add routine. If you press RETURN before entering valid information in each of the following fields, the program will continue in validation mode until all fields are entered or the function is aborted. After each validation, if there are still errors, the cursor will appear in the **SEX** field to allow you the opportunity to abort the function. If you do not wish to abort, use the TAB to move to the field(s) requiring valid data.

- First and Last Name
- Gender Code (sex)
- Valid Grade Level
- Valid Birthdate
- Valid Address

- Birthplace
- Primary Guardian Name (first and last)
- Valid Teacher Number
- Valid Ethnic Code
- Valid Enter Date

- After entering all required information, the program will ask you if you wish to enter more information because there may be non-required information that you wish to enter at this time. If so, enter a Y and continue. If not, enter N and the program proceeds to add the record.

The new student number is given automatically. The number is taken from the Student System Parameter File (SSP). This number is incremented by one each time it is accessed. To begin numbering, use the current year * 10000. For example, 94 * 10000 will start your numbers at 940000. This will give the user an idea of what year the student entered the district.

The student is added to the **ELM** file. The attendance record is created and an enrollment history transaction record is added to the **EHT** file. The record is also added to the district demographic file and a blank immunization record is created.

1.6.1.2 Quick Add a Student

The 'Z' function will be useful during pre-scheduling and registration. This function works the same as the (A)dd function, except that it does not require as much information. The Quick Add only needs a first and last name, enter date, sex and grade to add the record. Additional information may be added at any time using the (C)hange function. One way to verify that vital information is eventually added is to run ELM11 weekly. This program will list students with invalid or incomplete information in their records. If you wish to abort the Quick Add function, place an '*' in the SEX field and press RETURN.

1.6.1.3 Pre-registering a Student

The 'K' function will allow you to add a student on to the system, before the student actually begins attending. This function works the same as the Add function does, except that when the record is added, a status code of 'K' is placed in the student's status code. This way, the student is considered inactive and will not show up on reports or **DFQUIZ** listings. This function requires the enter date to be after the last day of school in the current fiscal year. When the student begins attending the school, use DFQUIZ to change all 'K' status codes to spaces.

1.6.1.4 Reactivating a Student

If the student attended your school previously in the current school year and is returning, use the 'R' function to reactivate the record. Do not try to reactivate a record that has been transferred to another school. The program will force you to transfer that record back. If the **ST** field contains a 'T', the record has been transferred to the school shown in the **N/S** field. Reactivate a record by following these steps while the correct student is displayed:

- Enter R in the **ENTER FUNCTION** field and press RETURN.
- The program displays the message "**Please Enter All Changes**" in the status area and the cursor appears in the **SEX** field. Use the TAB to move from field to field to enter all necessary information. All of the fields validated during an Add function are also validated here. If you

wish to abort the function, TAB to the **SEX** field and enter an '*'. Press RETURN when all information has been entered.

- The **ELM** record is changed to active status, the attendance record is updated and an enrollment History Transaction (**EHT**) record is added.

1.6.1.5 Transferring a Student

If the student is transferring to *your* school from another school within your district use the 'T' function. The student must be inactive at the other school for the transfer to take place. If your student is transferring to *another* school in your district simply inactivate the record and that school will be able to transfer him/her in.

Three items are needed before a record can be transferred:

1. The student identification number
2. The school number the student is coming from, and
3. The fiscal year the student record is coming from

Records may be transferred from another fiscal year. This may be necessary if a new student comes in after the files have already been crossed over to the new year. If you are transferring between fiscal years, the record does not have to be inactive at the other school.

Follow these steps to transfer a record while running **ELMCRT**:

- Enter T in the **ENTER FUNCTION** field and press RETURN.
- The screen will clear and the program will ask you to enter the student id number in the **NUMBER** box.
- Enter the id number and press RETURN.
- Enter the school number of the school where the record is currently and press RETURN.
- Enter the fiscal year. You will see the fiscal year displayed where the cursor is. If that is the correct year, simply press RETURN and that year will be used.
- If the program finds the record that matches the parameters you entered, it will be displayed. The program will ask you if the record being displayed is the correct student. Examine the record carefully and answer 'Y' or 'N'. If you answer 'N' the transfer aborts.
- If you answer 'Y', the program enters the change phase and allows you to change the student information. After all fields are validated the record is added to the file.

The attendance record for the student is updated and Enrollment History Transaction (**EHT**) record is added. The student is now active at your school and the other school no longer has access to that record.

1.6.1.6 Displaying Enrollment History

The 'EH' function will display a student's past enrollment history. This information will tell you all schools the student has attended, the grade levels and reasons for leaving.

1.6.2 Modifying a Record

If you need to change a student's demographic information, use the 'C' function. You are only allowed to change information on active students. You may not change enrollment dates for a student with the Change function. To change a student's track assignment, please see the Track Change (TK) function. To use the Change function, first display the correct student. Then:

- Enter C in the **ENTER FUNCTION** field and press RETURN.
- The cursor will appear in the sex field. Use the TAB to move the cursor from field to field and make all necessary changes. Press RETURN when you are done.
- If you have updated all of the fields correctly, the record will be updated.

Updating certain fields may cause **ELMCRT** to request for an effective date. This date is very important to the attendance system. When the program asks you to enter an effective date, enter the date on which that change took place. For example, if you changed the student's special ed. (**SP**) field from blank to 'S', enter the date on which the student first attended classes in that category.

1.6.3 Track Change

If your school is running on a year-round schedule and your students are assigned different tracks, you may find it necessary to change those track assignments. Do this with the 'TK' function.

- Enter TK in the **ENTER FUNCTION** field and press RETURN.
- The cursor displays in the teacher number (**TCH**) field. Enter the new teacher number.
- If you are not already in the track (**TK**) field at this point, use the TAB to move to that field and enter the track. Press RETURN.
- The program will then display a message indicating that the change you have made will require you to enter an effective date. Enter the date that the student first attended the new track and press RETURN.

The **ELM** record is updated and an attendance record for that track is created. If the student has already been in that track, the existing record is updated. The attendance record in the old track is updated to indicate that the student is no longer enrolled in that track.

1.6.4 Drop and Inactivate

Digitronics Software makes an important distinction between drop and inactivate. Users at the school sites will Inactivate records. Dropping records will take place only in rare instances.

Most districts do not give users at the school sites the capability to drop a record. Better control over lost records is exercised when the process of dropping records is done from the district office. The Drop function makes the student's data inaccessible. This should be done only in a few cases such as duplicate records for the same student. When a record is dropped it is tagged for deletion. It can no longer be accessed but it still exists on the system. It is not overwritten until a DFSORT is run for that student file. Therefore, a dropped record can be retrieved only if the file has not been sorted. To retrieve a dropped

record, first try to determine the physical record address of the deleted record. This may be accomplished by using **DFXCRT**. Then, do the following:

- Type **DFXCRT** *fff* RETURN. Where *fff* is the file name.
- Type **'R'** in the function area to retrieve a record that has been tagged for deletion
- Type **'U'** in the function area to return record to non-delete status

Another approach is to use DFQUIZ and the UNDROP statement.

NOTE

If the student never attended your school, use the "NS" (No Show) function discussed in the next section.

When the student leaves your school DO NOT DROP THE RECORD. Use the Inactivate function. This way the record is retained for year-end processing. To inactivate, first display the correct student. Then:

- Enter I in the **ENTER FUNCTION** field and press RETURN.
- The cursor appears in the **LEAVE-DATE** field. Enter the LAST DAY OF ENROLLMENT for the student.
- If you are not already in the **ST** field, use the TAB\ and enter that field. Input the status code that correctly reflects the reason the student left. If you are unsure of the status code definitions, press Help or the Ctrl H keys to display a list.
- If you enter a valid date and status code, the student will be inactivated. This student will no longer show on reports or **DFQUIZ** listings.

1.6.5 No Show

The "NS" function allows the user to inactivate the record as a No Show. A No Show is a student whose record was added to your system, but the student never showed up to attend classes. In this case, no Attendance can be recorded for the student.

The Inactivate function requires the leave date to be equal to or greater than the enter date and will record not-enrolled days from the day after the leave date through the end of the year.

The No Show function differs from the Inactivate in that it automatically sets the leave date to be equal to the system default leave date or to the enter date. If the student's enter date is greater than the default leave date, the student's leave date is set to equal the enter date. It also automatically sets the status code to the district defined No Show code and drops the attendance (**ATZ**) and Enrollment History Transaction (**EHT**) records for the student. If the student eventually shows up, these records will be rebuilt during the reactivate function.

The district defined no show status code is defined in the Student System Parameter File (**SSP**). Any student with this code is ignored by the demographic and attendance systems. The system default leave date is also defined in the **SSP** File.

To inactivate a student as a no show, do the following:

- Enter NS in the ENTER FUNCTION field and press RETURN.

- The program displays a message telling you that the **ATZ** and **EHT** records will be dropped and asks you to verify that this is truly what you want to do. You must enter a "Y" to continue the process. Any other entry will abort the function. If you do not enter a response, the message redisplays until a response is entered.
- If you entered a "Y", the leave date and status are updated and the records indicated above are dropped. The record is no longer accessible.

1.6.6 Look up District Information

There are two functions available to look up information on students throughout the district. The 'DT' function will display active students only, while the 'LK' function will display both active and inactive students. To use these functions, either enter DT or LK in the **ENTER FUNCTION** field and press RETURN. The screen will clear and the ENTER NAME: prompt will appear. Enter the name in the following format:

LAST-NAME FIRST-NAME

Do not use commas or punctuation. Any student found with the name entered will be displayed.

1.6.7 Jump to Another Screen

The Jump function provides a "stroke saving" technique to ending **ELMCRT** and starting another program. For example, if you were running **ELMCRT** and displaying a student's record and you decide you want to see that student's attendance record. Instead of ending the **ELMCRT** program and starting the attendance screen program and doing a Get function to display the record, you can use the 'J' function and jump to that screen.

- Enter J in the **ENTER FUNCTION** field. TAB to the ref data area and enter the name of the program you wish to run, for example **ATZCRT**.
- Press RETURN.
- The **ELMCRT** program will end and the program you typed in will begin. The student you were displaying in **ELMCRT** will automatically be displayed in the new program.
- To return to **ELMCRT** use the J function again.

1.6.8 Switch to Another School

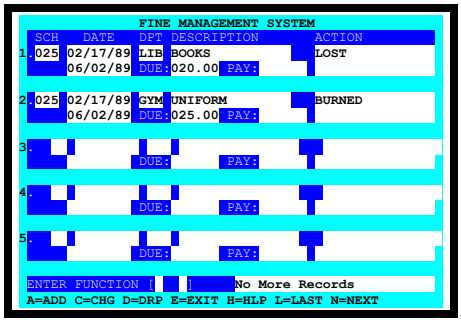
This is a privileged function. This means that only users with special access will be allowed to switch to another school from within **ELMCRT**. Usually, districts do not want to give the users at the schools that kind of control over information. When the 'S' function is executed, the user will be asked for the school he or she wants to switch to. When entered, the program will find that file, open it and display the school name at the top of the screen. The user can then begin working with those records.

1.6.9 Windows

When the following functions are executed a new screen appears and overlays the **ELMCRT** screen. This is referred to as a 'window'. These windows allow the user to update the data bases associated with each function from within the **ELMCRT** program.

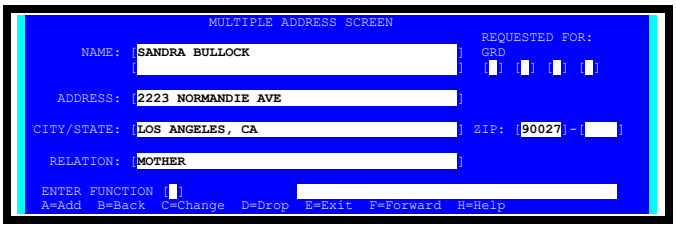
1.6.10 Fine Management

The 'FN' function accesses the **FIN** data base. The window will show any records of past or present fines the student may have. The user may enter new fines or record payment of present fines. If a mistake was made, the user can drop a record. When a change is made it is automatically saved to the **FIN** data base when RETURN is pressed so there is no need to access this file in any other manner to record or save updates.



1.6.11 Multiple Address

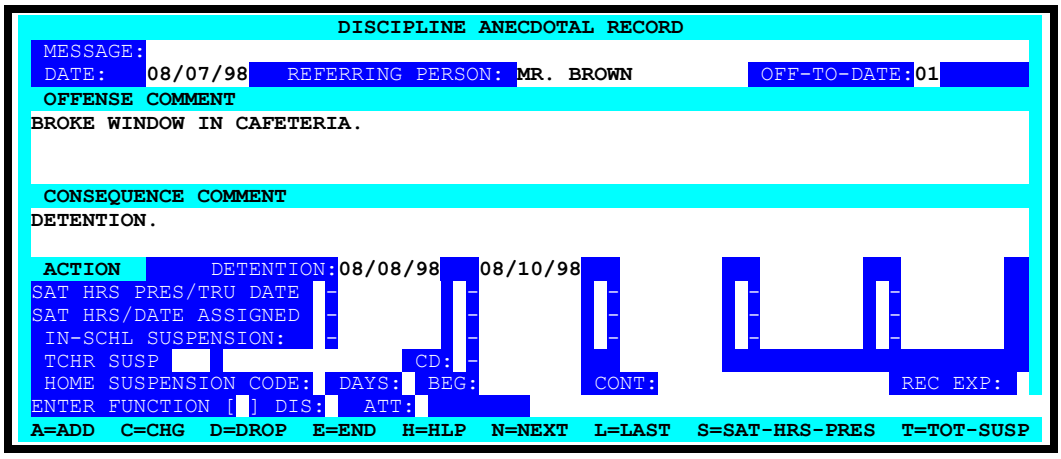
The 'AD' function is used to input names and addresses of persons or agencies who have requested that information about a student be sent to them. From this screen you can tag if grade/progess information, attendance information, labels, or testing information use the address. This way only the requested information is sent.



1.6.12 Anecdotal Notes

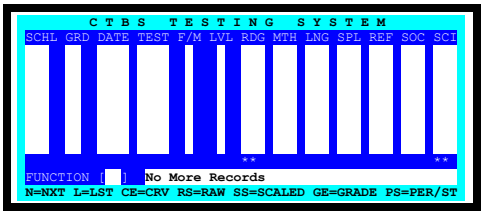
The 'AN' window allows you to input information about student regarding discipline problems. This window is also used to monitor expulsions, detentions, suspensions, and Saturday school makeups. Lost

ADA can be recovered for truant days made up in Saturday school by updating the hours and date of Saturday school.



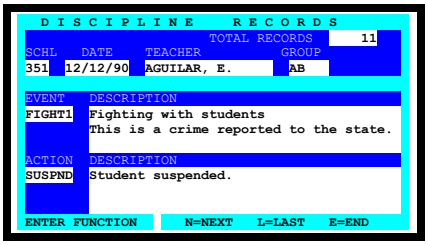
1.6.13 CTBS Testing

The 'HS' function will display a window for CTBS scores. These scores can be evaluated by raw score, curve equivalent, scaled score, grade equivalent or percentile/stanine. Some tests which may be queried include math, reading, language, spelling, reference skills, social science and physical science. This is a display screen only. No changes can be made to these scores from this screen.



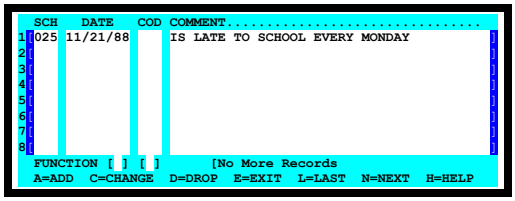
1.6.14 Discipline

The discipline function can be used any time and is very useful to schools when a student transfers into their school. Once the transfer takes place the school will have access to that student's discipline records by using the 'DS' function. If there was a problem with the student in the past, the school will be aware of it and can exercise any caution necessary when dealing with that student. The information shown includes the school at which the action took place, the date, discipline codes, the name of the teacher involved and a comment about the event. To add, change or delete a discipline record, use the **DISCRT** screen.



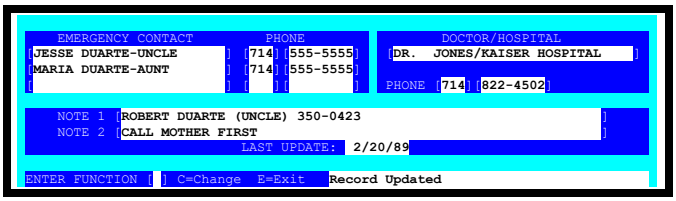
1.6.15 Student Comment

The student comment window will show all general comments made about the student by the user. This may include parent or other relative information or special notes on student habits or conditions. The 'CM' function will access the **SCM** (Student Comment) data base. This window will add, change or drop comments and the user can query all the comments with the 'N' or 'L' functions.



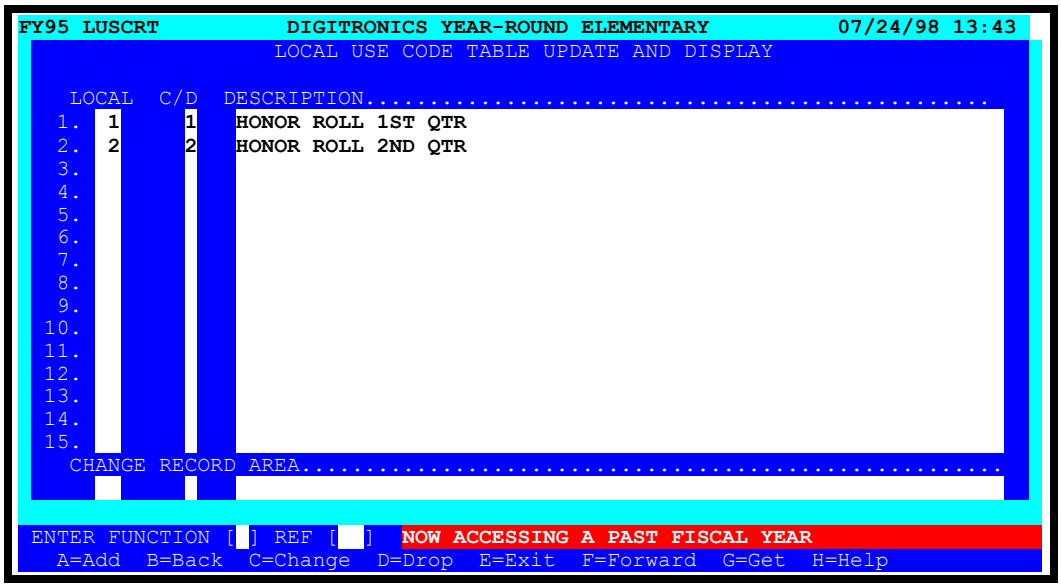
1.6.16 Emergency Information

The emergency information window will show all available names and phone numbers of possible contacts in case of emergency. There are fields for the child's doctor and hospital name and numbers. Also available are two fields called 'notes'. This area can hold any other valid information on the child such as other contacts or doctor's that might be available. If the user wishes to update information, simply use the (C)hange function. The update date will automatically be changed to the current date. To use this window, enter EM in the **ENTER FUNCTION** field.



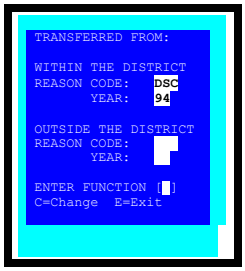
1.6.17 Local Use Window

This window displays the codes and descriptions defined in the local use system. Codes can be added, changed or dropped for the student displayed. To display this window, enter LU in the **ENTER FUNCTION** field.



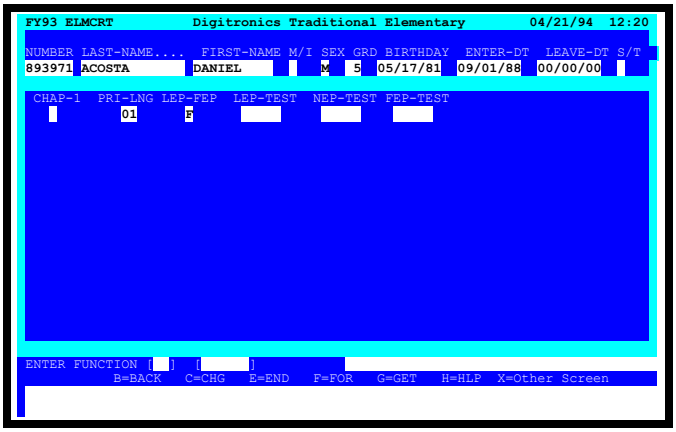
1.6.18 Inter/Intra District Transfer Information

This window displays and allows changes to information pertaining to the student's inter or intra district transfer. The reason codes are defined by the district. To use the window, enter IT in the **ENTER FUNCTION** field.



1.6.19 Extra Screen

Often when Digitronics Software installs the **ELMCRT** screen, the district feels that more fields are necessary. The 'X' function displays a new screen which can be modified by the district to contain the desired fields. Using the 'X' screen will eliminate customization problems for the **ELMCRT** program. The following picture shows the screen as it is delivered.



1.6.20 Ending ELMCRT

To end the **ELMCRT** program enter E in the **ENTER FUNCTION** field and press RETURN. This will return you to system level or a menu. Always end the program and log out when you leave the terminal or go home for the day.

1.7 Weekly Maintenance

Several procedures should take place on a weekly basis in order to maintain the credibility of the data files used in the Elementary Demographics System. Note that the following procedures apply only to the Elementary Demographics system and not to Elementary Attendance or any other system. Please see the other chapters in this manual for additional information about weekly maintenance.

The following files should be sorted by using the **DFSORT** utility:

- **ELM** - for each school
- **EHT** - for the district
- **EHF** - for the district
- **IMM** - for the district

After sorting, the following slave files should be linked by using the **DFLINK** utility:

- **ATZ** - for each school
- **GTE** - for each school, only if the file is being used.

The following maintenance programs should be run on a weekly basis:

- **DST00** - recreates and sorts the **DST** and **LST** files
- **ELM11** - prints an edit list of data errors in the **ELM** file.

- **EHT11** - prints an edit list of errors in the **EHT** file.

1.8 Report and Update Programs

The following is a list of **ELM** programs that will assist in the elementary school operational requirements. Refer to the *Reports Reference Manual* for detailed specifications on report programs.

- **ELM00** This program creates a new **ELM** file in the next fiscal year. See the Year End Crossover chapter for more information.
- **ELM02** prints a student directory for the school.
- **ELM03** prints 3-up student name labels.
- **ELM04** prints 3-up student data labels.
- **ELM05** prints 3-up labels with no teacher name.
- **ELM07** J7 - Month end Enrollment Summary Listing
- **ELM08** updates the teacher name in the ELM file
- **ELM09** prints elementary verification letter
- **ELM10** prints a class load summary for K-3
- **ELM11** prints student edit listing, showing any data errors.
- **ELM12** report card template
- **ELM20** prints locator cards
- **Elm23**connect to new year - update student information from last years files. **DO NOT RUN THIS PROGRAM AFTER ATZ00 HAS BEEN RUN!**
- **ELM30** prints the elementary blank conference schedule
- **ELM31** prints a student birthday list by month/day
- **ELM32** prints a student sibling list
- **ELM33** prints a class list by male/female
- **ELM35** prints student listing by street name
- **ELM36**Daily enrollment report
- **ELM40** prints a list of students added, left or changed
- **CLS12** prints class rosters
- **CLS14** prints a growth record report for nurses

- **CLS15** prints a growth record report by teacher
- **CLS20** prints class rosters - laser

2 Elementary Attendance System

This Elementary Attendance System can keep track of attendance for both traditional and year-round schools. We refer to year-round schools as “multi-track". The programs perform updates for each track that is active and allow for query to all tracks.

This system has been used by several districts whose attendance procedure has been approved by the state of California. If you change your attendance procedures in any way, the district should contact the state School Finance Department by written report describing the attendance procedure. As of the writing of this manual, there is no form for attendance approval. The district simply describes their attendance procedure in written form. Include a contact person so the state can call with any questions that may arise while they are reviewing the report.

2.1 Startup Procedure

Several files must be created or updated during the startup procedure for the elementary attendance system. If the files are not set up properly, the credibility of the attendance system is jeopardized.

2.1.1 The LOC File

The first file we will discuss is the Location File (**LOC**). This file holds a record for each location defined in the district. There are two fields in this file that must be defined before the attendance system is used.

- **ATT-TYPE** is used by the attendance system to define the location’s track status. Tracks are uniquely defined groups of attendance cycles that students will attend. Locations with the **ATT-TYPE** field defined with a zero (0) reflect no track assignment and are referred to as traditional schools. Track assignments of 1 thru 5 identify the total number of tracks supported at the location. Schools with track assignments of 1 thru 5 are referred to as year-round schools.
- **ATTN-TRAP** is used in programs when a student’s enrollment dates are changed. If **ATTN-TRAP** contains a ‘Y’ the user is prohibited from entering a date from a prior attendance month that has already had its final processing done. If this field contains a space, the user is allowed to enter a date from a closed attendance month and a mail message is sent to the district defined attendance coordinator. This coordinator is defined in the **SSP** file.

2.1.2 The SSP File

The Student System Parameter file (**SSP**) will contain one record. This record is used in several systems within the *SSEA* package. The attendance system uses a field called **DIST-ATTENDANCE**. This field should contain the user name of the person in charge of attendance at the district level. This person will receive messages from the users about attendance changes. Another field used is the **DIST-SPECIAL**. This field should contain the user name of the person in charge of special education at the district level. This person will receive messages about special ed changes.

2.1.3 The TCH File

The Teacher file (**TCH**) holds information about the teachers. In the multi-track attendance system, each teacher for the multi-track schools(s) must be assigned to a track. Do this with the **TCHCRT** program. When the student is assigned to the teacher, the student's track assignment is checked to be sure it matches with the track assignment of the teacher.

If no **TCH** file exists, run **DFMAKE** to create one. Then use **TCHCRT** to add the teachers and to update information.

2.1.4 The ELM File

The **ELM** file holds all of the demographic data for each student. An **ELM** record is added when the student enters the school. Each student must be assigned a teacher and track. This is accomplished with **ELMCRT** or **ELMASN**.

2.1.5 The DAY File

The Calendar file (**DAY**) defines each school day. It is not a regular monthly calendar. Only Mondays thru Fridays are defined and weekends are not shown.

Each defined track will have its own **DAY** record that defines the school days for the track. There are two ways to define the calendar for the multi-track schools. One way is to define each track with the actual start date of that track. Another way is to define each track with the same start date and enter the days prior to the actual start date as holidays. See the example below.

Track 1

Month 1

MON	TUE	WED	THU	FRI
8/06	8/07	8/08	8/09	8/10
8/13	8/14	8/15	8/16	8/17
8/20	8/21	8/22	8/23	8/24
8/27	8/28	8/29	8/30	8/31

Track 2

Month 1

MON	TUE	WED	THU	FRI
9/03	9/04	9/05	9/06	9/7
9/10	9/11	9/12	9/13	9/14
9/17	9/18	9/19	9/20	9/21
9/24	9/25	9/26	9/27	9/28

OR

Track 2

Month 1

MON	TUE	WED	THU	FRI
8/06H	8/07H	8/08H	8/09H	8/10H
8/13H	8/14H	8/15H	8/16H	8/17H
8/20H	8/21H	8/22H	8/23H	8/24H
8/27H	8/28H	8/29H	8/30H	8/31H

Track 2

Month 2

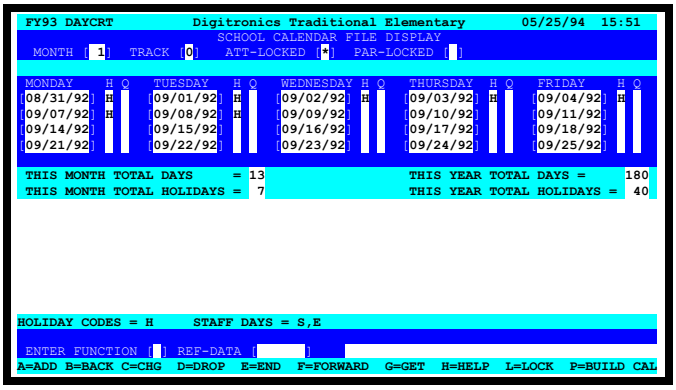
MON	TUE	WED	THU	FRI
9/03	9/04	9/05	9/06	9/7
9/10	9/11	9/12	9/13	9/14
9/17	9/18	9/19	9/20	9/21
9/24	9/25	9/26	9/27	9/28

2.1.6 DAYCRT

To create a calendar file do the following:

1. Type **DFMAKE DAY***yysss* RETURN
2. Type **DAYCRT** RETURN

2.1.7 DAYCRT



2.1.7.1 DAYCRT Fields

The fields listed below are shown on the **DAYCRT** screen. For more information on these fields, Please see the SSEA Data Files Manual.

- **MONTH** holds the attendance month number. The attendance months may number between 1 and 14.
- **TRACK** holds the track number. Traditional schools always have a track of 0. Year round schools may have a track between 1 and 5.
- **ATT-LOCKED** holds the lock tag. If this field is nonblank, the month is locked. This means that any updates to attendance or to the demographic file that affect attendance will be prohibited or at least reported to the district office automatically.
- **PAR-LOCKED** is used in the Secondary Period Attendance System.
- **MONDAY** thru **FRIDAY** hold the dates corresponding to those days.
- **H** is the holiday tag. This field will contain an 'H' if the day is a holiday and an 'S' if the day is a staff development day or pupil free day.
- **Q** is the quarter tag. If you wish to define when the quarters begin, enter a 1, 2, 3 or 4 in the field that corresponds to the first day of that quarter.
- **THIS MONTH TOTAL DAYS** is the total non-holiday days in the month being displayed.
- **THIS YEAR TOTAL DAYS** is the total non-holiday days for the entire school year that is defined.
- **THIS MONTH TOTAL HOLIDAYS** holds the total holidays for the month displayed.
- **THIS YEAR TOTAL HOLIDAYS** holds the total holidays for the entire school year that is defined.

The bottom of the screen shows three fields that are used for communicating with the system. These are:

1. The **ENTER FUNCTION** field. This is where you input the function code which identifies the type of activity to be performed, such as Add, Change or Drop a record.
2. The **REF-DATA** field. This field is next to the function field and may be used to input additional information to eliminate possible ambiguity, and

3. The Status field which is next to the reference data field. This area is where system messages will appear. Pay close attention to this field when you are performing a function, it will let you know when you are successful and prompt you if the system needs more information.

2.1.7.2 DAYCRT Function Codes

The function codes for **DAYCRT** are listed at the bottom of the screen. The functions are listed in alphabetical order. The character(s) in bold face are what you type in the **ENTER FUNCTION** field to perform that function. Each entry must be followed by RETURN.

A	Add	Add a new month to the file
B	Backup	Backup and display the previous month
C	Change	Change the record that is displayed
D	Drop	Drop a record from the file
E	Exit	End the **DAYCRT** program
F	Forward	Go Forward and display the next month
G	Get	Get a specific student record
H	Help	Display on-line help tutorial
J	Jump	Jump to another program
P	Prepare	Prepare a new calendar

2.1.7.3 On-Line Help

Like every other screen program provided by Digitronics Software, **DAYCRT** offers two types of help for the user: a comprehensive help tutorial and field help which provides information about a specific field.

You can open the help tutorial by entering **H** in the **ENTER FUNCTION** area while running **DAYCRT** and pressing RETURN. The first page of the tutorial is a table of contents. You can either read the tutorial sequentially by successively pressing the RETURN key or you can move directly to the topic of your choice by entering its page number. You can also move forward or back a certain number of pages by entering the plus (+) or minus (-) operator followed by the number of pages. For example, to move 5 pages forward, enter +5 and press RETURN. To move 5 pages back, enter -5 and press RETURN.

Field help gives specific information about the field that the cursor is currently in. If you are using a terminal, press the HELP to view the help. If the keyboard you are using does not have a HELP, press the Ctrl and the H key simultaneously to obtain field help. The field help may consist of one or more sentences explaining what is valid.

2.1.7.4 Browsing The DAY Database

You can browse the Daily Calendar File with the **B**ackup and **F**orward functions or you can display a specific record by using the **G**et function. The **F** and **B** functions are stored by **DAYCRT**. After using these functions, press RETURN again to repeat the function.

The **B** function displays the previous record. If you are at the beginning of the file, the screen will clear and the message **NO MORE RECORDS ON FILE** will be displayed. If you immediately use the **B** function again, the last record in the file is displayed.

The **F** function displays the next record. As in the **B** function, the program will loop over to the first record in the file if the **F** function used at the end of the file.

The **G**et function allows you to display a specific record. To use the **G** command, do the following steps:

- Enter G in the **ENTER FUNCTION** box and press RETURN.
- The cursor will display in the **MONTH** field. Enter the month number.
- If you are looking at a multi-track calendar, TAB to the **TRACK** field and enter the track number. Press RETURN.
- If you have entered a valid month and track, the record will be displayed.

2.1.7.5 Maintaining the DAY Database

A properly maintained database provides information that is not only timely, but accurate. The functions listed in this section are the primary tools for maintaining the database.

2.1.7.6 Adding an Attendance Month

The 'A' function will allow you to add an attendance month to the file. Please also see the 'P' function for this program. To add a new month do the following:

- Enter the 'A' in the function box and press RETURN.
- Enter the month number in the MONTH box and, if needed, the track in the TRACK box. Press RETURN.
- Use the 'C'hange function to enter the dates and holiday codes for the new month.

You are not allowed to define two records for the same month and track. An error message will appear and the record will not be added. Do not add an attendance month after the attendance files are built. This may result in corrupt data.

2.1.7.7 Changing an Attendance Month

The 'C' function allows you to change dates and holiday codes for the currently displayed month. You must have a month displayed on the screen in order to invoke the Change function.

- Enter the 'C' in the function box and press RETURN.
- Use the TAB to move from field to field and change any data necessary.
- When you press RETURN, the record is updated.

If the attendance files have already been built, no changes are allowed to the dates. This is necessary to preserve the accuracy of the attendance files. If a mistake was made while building the calendar, be aware of what updates have been done in the attendance files.

2.1.7.8 Dropping an Attendance Month

The 'D' command will drop the currently displayed **DAY** record from the screen. Only Data Processing Personnel should do this. To remove a month from the calendar, do the following:

- Enter the 'D' in the function box and press RETURN.
- A message will appear, asking you if you are sure you want to drop the record. If you are, enter a 'Y'.

- When you press RETURN, the record will be dropped.

2.1.7.9 Building a New Calendar

The 'P' function will build a calendar automatically, based on the dates entered. This relieves you from having to input all the school dates manually. One calendar should be built for each track of a particular school. Only build one calendar for each traditional school in your district. To build a calendar, do the following:

- Enter the 'P' function in the function box and press RETURN.
- Enter the track number in the TRACK box when you are prompted. If your school is year-round, enter a number 1-4. If the school is traditional, enter 0.
- When the program prompts you, enter the first Monday of the first week of school. Press RETURN.
- Then enter the first Monday of the Christmas holiday. Press RETURN. Enter the last Sunday of the Christmas holiday. Press RETURN.
- Enter the number of months to create and press RETURN.
- The program will prompt you when the calendar is complete.
- Use the 'C'hange function to enter in the holiday codes.

Entering the Christmas holidays while you are building the calendar will leave that two week period out of the school calendar. Some districts find that ADA will increase by leaving this time period out of the calendar. If you wish to leave the days in the calendar, do not enter the holiday dates. If the district has more than one traditional school that uses the same calendar schedule, copy the **DAY** file you have created to all the other schools. Use the following statement, replacing each school number until all schools have a **DAY** file.

- **COPY DBM:DAY***yysss*.*.* **DBM:DAY***yysss*.*.* RETURN

If you are working with year-round schools, create a new calendar for each track. The Attendance programs work with the **DAY** file so it is important that these steps are the first in this cycle. The ATZ file for a school can not be created unless that school's **DAY** file is available.

2.1.8 The ATZ File

At the beginning of each school year the following process should take place for each school:

1. Type **DFMSET ALL** *yy dd sss* RETURN.
2. Type **ATZ00** RETURN and answer all questions.
3. Type **DFLINK ATZ** RETURN.
4. Type **DFSORT EHT** RETURN.

This process creates the startup elementary attendance file (**ATZ**) for one track of the elementary school you are connected to. Perform steps 2 and 3 for each track the school has. Then perform step 1 when you

are done with that school and run ATZ00 for each track of that school. ATZ00 may be updated to automatically run DFLINK. If so, eliminate step 3. The DFLINK step is essential to the integrity of the **ATZ** files. DO NOT FORGET TO DFLINK THE ATZ FILE! Do not run **ATZ00** twice for the same school unless you have deleted the previously created file. Do this cycle until all tracks of all elementary schools have **ATZ** records.

The **ATZ00** program will drop any Enrollment History Transaction (**EHT**) records for the school. Then the **ATZ00** program creates an initial **EHT** record that defines the grade, special ed code, track, teacher and enter and leave dates. This initial **EHT** record is essential for the integrity of the first month's attendance. If this record does not exist and the student's record is changed, a discrepancy will occur in the audit trail for that student. DO NOT FORGET TO DFSORT THE EHT FILE! If you do not sort the file, the integrity of the **EHT** records may be jeopardized.

2.1.9 The EHT File

The **EHT** record comes from the Enrollment History Transaction File. This file has three keys; school, student number and date. An **EHT** record is created whenever a transaction takes place in the ELM file. Contents of the **EHT** record include old and new values for the following fields:

- special education code
- grade
- sex
- leave date
- enter date
- track
- teacher

Fields for update date, transaction type and user code also exist. Some districts find that if the user knows that their user code is on the transaction record, they will be more careful when updating records and if a mistake is made, they will correct it. These **EHT** records may be used extensively in the attendance system. The end of month reports, such as ATZ05, can be validated by checking the updating transactions that have occurred during the month. For example, if a student enters a special education class during the month, the **EHT** record will reflect all updates to that record pertaining to the above fields. This way, his or her attendance will reflect an accurate amount of regular attendance days and special education attendance days. The user can also validate teacher counts by checking the students records who have changed teachers or grade levels during the month.

The transaction code field will tell the user the type of transaction that took place. The types include A, for an added record, C, for a changed record, K, for a track change, T, for a transferred record, I, for an inactivated record and R, for a reactivated record. There is an **EHTCRT** program which will enable the user to access these records. More information is available in the help tutorial of **EHTCRT**. Because a record is created with every transaction, the **EHT** file may become exceptionally large with several records for the same student.

2.1.10 The ATM File

The Attendance Scan Sheet Map File (**ATM**) provides the system with the ability to define secondary attendance sheets and which student is on which line of the sheet. This allows the system, when scanning, to process the attendance marks with the appropriate student. The **ATZ01** program will update this file by creating sheets and the **ATZ02** program reads the sheets and updates the attendance. The **ATZCLS** program also uses this file to display each attendance sheet and allow the user to interactively update the attendance.

2.1.11 The COD File

The Code Text File (**COD**) will be set up with several code tables. These tables should be checked and updated appropriately for your district. More information on the **COD** file and building code tables can be found in the *SSEA Data Files Manual*.

2.1.11.1 ATTEND Code Table

The first table to set up will contain a table of attendance codes. The code set is called ATTEND and each attendance code used should be defined. The letters of the alphabet (A-Z) are used as attendance codes. This system supports only one-character attendance codes and reserves the letters 'A' and 'L' to define unverified absences and tardies, respectively. This is necessary for scanning. Also note the letter 'H' is used to depict holidays on reports and screen displays. It may be confusing to use 'H' as an absence code. We also suggest using 'N' to define not enrolled days.

The **ABBREVIATION** field is a shortened description of the attendance code.

The **PARENT** field is not used.

The **TRANSLATION** field is used in the Period by Period Attendance system and does not need to be discussed here.

The **DESCRIPTION** field has two purposes. The first line is a description of the absence code. The second and third lines are reserved for Control Words. These control words will define what type of absence the code represents. The following control words are used in the Attendance System on the SECOND line:

- EXCUSED - Defines the absence as excused. If the EXCUSED control word is not present on the second or third description line, the absence is unexcused.
- CALLHOME - Defines the absence code as being one for which the parent should be called. This can be used in a call home system. If the CALLHOME control word is not present on the second or third description line, the absence will not cause the student to be put on a call home list.
- LETTER - Defines the absence as one for which a letter should be generated. This control word is not currently used for any elementary attendance applications. It is available for future development.
- APPORTION - Defines the absence as one for which the district receives apportionment. If the APPORTION control word is not present on the second or third description line, the absence is unapportioned.
- NONE - Defines the absence code as a not enrolled day. If a student enters the district after the first day of school, or leaves before school is out, he will have not enrolled days in his record. Only one code should be defined with the NONE control word. If more than one code is defined

with this control word, the system will use the first one it finds. Digitronics suggests using 'N' as the not enrolled code.

- TARDY - Defines the code as Late and not absent. If a code is defined as TARDY, it should also be defined as EXCUSED and APPORTION.
- TRIP - Defines the codes as a field trip type of attendance. It may also be used to define attendance codes which should not be counted on absence totals, such as on-campus suspension.
- IND - Defines a completed independent study code. This code is counted on attendance reports.

The following control words are used in the Attendance system on the THIRD line of the description area. These control words define the type of absence for the attendance reports:

- EXC - This control word describes the absence as an Excused absence.
- DOC - This control word describes the absence as a Doctor's excused absence.
- FLD - This control word describes the absence as a Field Trip. It is counted as an excused absence.
- PAR - This control word describes the absence as a Parent Unexcused absence.
- SUS - This control word describes the absence as a Suspension. It is counted as an unexcused absence.
- TRU - This control word describes the absence as a Truant. It is counted as an unexcused absence.
- UNX - This control word describes the absence as an Unexcused absence.

Each absence code the district uses should be defined in the **COD** file before the start of the attendance cycle.

2.1.11.2 SPECIL Code Table

Another code table to be defined is the SPECIL code table. This table lists all of the district's defined special education codes. These codes are used by the attendance system to determine whether or not the student should be counted separately in the attendance accounting. If the student is participating in a special ed program, his **ELM** record will be tagged.

The **ABBREVIATION** area will contain a short description of the type of codes.

The first line of the **DESCRIPTION** area will either be blank, contain the word 'ATTENDANCE' or contain the word 'NOATTENDANCE'. The 'NOATTENDANCE' word will prevent any student with that code from being included on attendance reports. For example, if the school is tracking preschool students and does not want those students to appear on the attendance reports, they can be tagged with a special ed code that is defined with the 'NOATTENDANCE' word.

The 'ATTENDANCE' word should be used if the code defined should be included on attendance reports, but separated in the attendance accounting. Some special education programs are counted separately from other classes in ADA accounting because the amount of funds per student are different than regular education.

The following codes may apply. These are examples only and the district may define any codes from A to Z or 0 to 9.

- **D** - Designated Instructional Services
- **N** - Non Public School
- **R** - Resource Specialist Program
- **S** - Special Day Class
- **Z** - Once was, but no longer in special ed program.

Of the above examples, the Special Day Class (S) is usually separated out in ADA accounting by adding the word 'ATTENDANCE' in the first description line. The other codes will define the student as special ed, but will be counted with the other students in ADA totals.

2.1.11.3 ATZ01 Code Table

The ATZ01 code table will define which scan sheet the school is using to record and scan attendance. The **ATZ01** program uses this code table to determine which module to run to print the scan sheets. The **ATZ02** program uses the code table to determine which module to use to scan the sheets and update the **ATZ** records. The following number is supported:

- **NCS** MO8-19569 10987654

The module that prints and reads this sheet is NCS01EM. Put this definition in the ABBREVIATION area of the **COD** table. Put the school number in the CODE field.

If you are using **ATZ01** to print class rosters only, and are not using scan sheets, you will need to define a sheet in this table so the program will run correctly. The output created for scan sheets can be deleted, and the output created for the class rosters printed.

The **CODE** area will contain the school number. Add all necessary leading zeros. For example, if the school number is 40, enter the number in the **CODE** area as 000040.

The **ABBREVIATION** area will contain the name of the module to run. The following modules are currently supported:

- NCS01EM - This module supports form number MO8-19569 10987654. This form lists students in alphabetical sequence by track and records attendance for a full month. The sheet has two sides, one for attendance gathering and one for scanning.

2.1.11.4 ATZCLS Code Table

This code table defines the type of attendance cycle the school uses, monthly or weekly. This is needed for the **ATZCLS** program. If the school is using a monthly attendance cycle, the program will ask the user for a valid month, and all messages will refer to the month entered. If the school is using a weekly attendance cycle, the program will ask for a valid week and all messages will refer to the week entered.

The **CODE** area will contain the school number. Add all necessary leading zeros. For example, if the school number is 40, enter the number in the **CODE** area as 000040.

The **ABBREVIATION** area will contain the type of attendance cycle the school uses, MONTHLY or WEEKLY.

2.1.12 The ACT File

Another file that must be created is the ACT file. This holds the attendance totals for every school. To create this district file run DFMAKE ACT. This file is used at the district office for end-of-month attendance reports. It is updated by the **ATZ05** program during the final run. Each record is grouped by grade with kindergarten, grades 1-3, 4-6, 7-8 and 9-12. Records tagged as special education are checked against the Special Education code table (SPECIL). If the first line of the description area in the **COD** says 'ATTENDANCE' that record is counted separately with the same grade breakdown. If an error occurs in the **ELM** records such as the wrong grade or special education code and the **ACT** file is updated, a separate **ACT** record for that **ATZ** record is created. Correcting the error in the **STU** record will not correct the error in the **ACT** file even if the updating is done again. This is because the record in error has already been created and is not dropped when the updating takes place. The **ACT** file must be treated separately and should be carefully examined for correctness before the final monthly **ACT** report is processed.

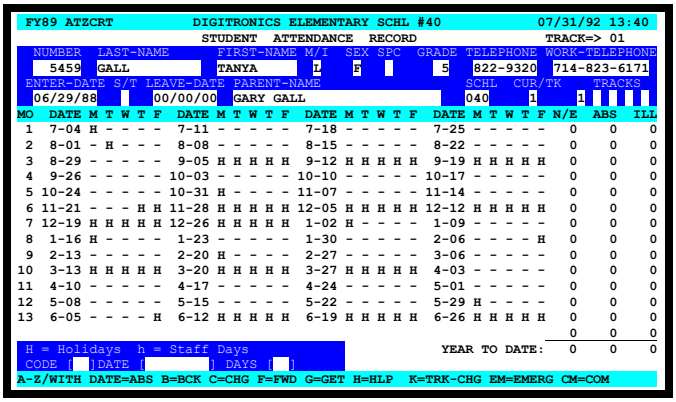
2.2 Daily and Monthly Processes

2.2.1 No Scanning

In this multi-track attendance system, **ATZCRT** and **ATZCLS** are used to update your attendance. A cycle can be set up to record attendance based on the volume of absences at the schools. If absences are common, update the attendance as frequently as possible. Attendance data is available immediately after the updates are done. Most elementary schools find this direct input method to be an accurate and effective way to keep attendance.

2.2.2 ATZCRT

The **ATZCRT** program is the screen display of student attendance. The user can see and update student's attendance.



```
FY89 ATZCRT          DIGITRONICS ELEMENTARY SCHL #40          07/31/92 13:40
                     STUDENT  ATTENDANCE  RECORD                TRACK=> 01
 NUMBER  LAST-NAME      FIRST-NAME M/I  SEX SPC  GRADE TELEPHONE WORK-TELEPHONE
   5459  GALL           TANYA      L    F          5   822-9320  714-823-6171
 ENTER-DATE S/T LEAVE-DATE PARENT-NAME                  SCHL  CUR/TK   TRACKS
  06/29/88      00/00/00  GARY GALL                     040     1      1
MO  DATE M T W T F  DATE M T W T F  DATE M T W T F  DATE M T W T F N/E  ABS  ILL
 1  7-04 H - - - -  7-11 - - - - -  7-18 - - - - -  7-25 - - - - -   0    0    0
 2  8-01 - H - - -  8-08 - - - - -  8-15 - - - - -  8-22 - - - - -   0    0    0
 3  8-29 - - - - -  9-05 H H H H H  9-12 H H H H H  9-19 H H H H H   0    0    0
 4  9-26 - - - - - 10-03 - - - - - 10-10 - - - - - 10-17 - - - - -   0    0    0
 5 10-24 - - - - - 10-31 H - - - - 11-07 - - - - - 11-14 - - - - -   0    0    0
 6 11-21 - - - H H 11-28 H H H H H 12-05 H H H H H 12-12 H H H H H   0    0    0
 7 12-19 H H H H H 12-26 H H H H H  1-02 H - - - -  1-09 - - - - -   0    0    0
 8  1-16 H - - - -  1-23 - - - - -  1-30 - - - - -  2-06 - - - - H   0    0    0
 9  2-13 - - - - -  2-20 H - - - -  2-27 - - - - -  3-06 - - - - -   0    0    0
10  3-13 H H H H H  3-20 H H H H H  3-27 H H H H H  4-03 - - - - -   0    0    0
11  4-10 - - - - -  4-17 - - - - -  4-24 - - - - -  5-01 - - - - -   0    0    0
12  5-08 - - - - -  5-15 - - - - -  5-22 - - - - -  5-29 H - - - -   0    0    0
13  6-05 - - - - H  6-12 H H H H H  6-19 H H H H H  6-26 H H H H H   0    0    0
                                                                     0    0    0
 H = Holidays  h = Staff Days                    YEAR TO DATE:       0    0    0
 CODE [ ]DATE [        ] DAYS [ ]
A-Z/WITH DATE=ABS B=BCK C=CHG F=FWD G=GET H=HLP  K=TRK-CHG EM=EMERG CM=COM
```

2.2.2.1 Absence Codes

Any alphabetic letter may be used as an absence code. Any code used should be defined in the **COD** file. The letter 'A' is reserved for an unverified absence and the letter 'L' is reserved for Lates. Also note that the letter 'H' is used to depict holidays in reports and screen display programs. The 'H' code is used to depict staff development days. Using 'H' or 'h' as an absence code may be too confusing.

The letter 'C' is an exception to the following steps. 'C' is used for a Change function (discussed below). To enter a 'C' as an absence code, use the Change function. To enter any other code, use the following steps:

1. Enter the letter in the CODE box.
2. Enter a date in the DATA area. Use the correct format and make sure the date is displayed on the current screen. Press RETURN.
3. Enter the number of days to update in the DAYS box only if you wish to update more than one day.
4. **ATZCRT** marks the student with the code for those days.

Thus the entry of:

CODE [E] DATE [2/05] DAYS [3]

would give the student excused absences represented by 'E's for February 5, 6 and 7. You may omit the number of days if you wish to effect only the date entered. Typing:

CODE [E] DATE [2/05] DAYS [ ]

marks the student absent on February 5 only.

If a student enters the school after the first day, the days prior to his entry are filled with the not enrolled code, usually 'N's. Similarly, if a student leaves school before the end of the year, the remaining days are filled with the not enrolled code. These days are counted separately and are not totaled into apportionment. It is very important that all attendance records are up to date before the end-of-month reports are printed. When students enter and leave during the month, be sure to Inactivate, Reactivate and Enter the students appropriately.

2.2.2.2 ATZCRT Fields

The fields on the **ATZCRT** screen are listed below. For more information on these fields, please see the SSEA DATA Files Manual.

- **NUMBER** This field displays the student's id number. This number is assigned to the student when the record is added to the system and never changes. Use this field with the Get function to display a specific record.
- **LAST-NAME** This field holds the student's legal last name. Use this field with the Get function to display a specific record. This field is required to add a record.
- **FIRST-NAME** This field holds the student's legal first name. Use this field with the Get function to display a specific record. This field is required to add a record.
- **M/I** This field holds the student's middle initial.

- **SEX** holds the gender of the student. This system requires either an M or F to be recorded for every student.
- **SPC** is the special code. This field is used by the attendance system to define students in separate groups. For students attending regular education classes, this field is blank. Students in Special Day, RSP, home tutor or any other program may have a valid code defined here.
- **GRADE** holds the grade level of the student. The grade level entered is checked against the defined low and high grades for the school.
- **TELEPHONE** is the student's home phone number.
- **WORK-TELEPHONE** holds the primary guardian's work phone number, including the area code.
- **ENTER-DATE** Holds the date the student entered the school. This date is assigned to the student when the record is added or transferred into the file. The enter date does not changed unless the student leaves and comes back to the same school. This date does not change from year to year. If the student first came to your school in 1994, the enter date remains the same throughout the student's career at you school. This date must be a valid, non-holiday school day unless the student is pre-enrolled.
- **S/T** is the status field. If this field is blank, the student is active. If it is non-blank, the student is not currently attending your school.
- **LEAVE-DATE** holds the last day of enrollment for the student. If the student does not leave the school during the school year, this date will always be blank. This date must be a valid non-holiday school day unless the student is a "NO SHOW". This date may equal the enter date only if the student is inactive.
- **PARENT-NAME** holds the first and last name of the student's primary guardian.
- **BIRTH** holds the child's date of birth.
- **SCHL** holds the current school number.
- **TCH** displays the student's assigned teacher's id number.
- **CUR/TK** displays the track the student is currently assigned to. If the school has no tracks, this field will always be zero.
- **TRACKS** shows all tracks the student has been assigned during the year. The track in which the student is currently assigned will be blinking. If the school has no tracks, these fields will be blank.
- The middle of the screen shows a series of dates and attendance codes. The dates represent the Monday of each week. An 'H' indicates a holiday where an 'h' indicates a 'staff day' or 'pupil free' day. The right side shows totals for each month of non-enrolled days, unexcused absences and excused absences with year to date totals at the bottom. The months shown should match the school calendar for the year.
- **CODE** is where the user inputs the function they wish to perform.
- **DATE** is where the month and day is entered. The date entered here with a function in the CODE field will cause that date to record that code as the attendance for the day.

- **DAYS** will allow you to update several days at a time. If you wish to update an entire week with 'E', enter 'E' in the CODE field, TAB to the DATE field and enter the first date of the week, TAB to the DAYS field and enter 5. Press RETURN and the week is updated.

2.2.2.3 ATZCRT Functions

The functions listed below are in alphabetical order. The characters in bold are what you type in the **CODE** field to perform the function.

-	Present	Set student's attendance to present. Must be entered with a date.
A thru **Z**	Set Attendance	Set student's attendance to that code. Must be entered with a date.
B	Backup	Backup and display the previous student
C	Change	Change the record that is displayed
CM	Comments	Display/Update student comments
DS	Discipline	Display discipline records for student
E	Exit	End the **ATZCRT** program
EM	Emergency	Display/Update emergency information
F	Forward	Go Forward and display the next student
FN	Fines	Display/Update fines owed or paid by the student
G	Get	Get a specific student record
H	Help	Display on-line help tutorial
HS	Test History	Display Test History information
IN	Inactivate Attendance	Set attendance to inactive
J	Jump	Jump to another program
K	Change Track Setting	Display attendance on a different track
NH	Display/NoDisplay Holidays	Display or Erase the Holidays from the screen
P	Print	Create a SCREEN.LST file to be printed
RE	Reactivate Attendance	Set attendance to Reactivated
UP	Mass Update Attendance	Display Mass Update Window
YD	Display Year to Date Totals	Display Year to Date Window

2.2.2.4 On-Line Help

Like every other screen program provided by Digitronics Software, **ATZCRT** offers two types of help for the user: a comprehensive help tutorial and field help which provides information about a specific field.

You can open the help tutorial by entering **H** in the **CODE** area while running **ATZCRT** and pressing RETURN. The first page of the tutorial is a table of contents. You can either read the tutorial sequentially by successively pressing the RETURN key or you can move directly to the topic of your choice by entering its page number. You can also move forward or back a certain number of pages by entering the plus (+) or minus (-) operator followed by the number of pages. For example, to move 5 pages forward, enter +5 and press RETURN. To move 5 pages back, enter -5 and press.

Field help gives specific information about the field that the cursor is currently in. If you are using a terminal, press the HELP to view the help. If the keyboard you are using does not have a HELP, press the Ctrl and the H key simultaneously to obtain field help. The field help may consist of one or more sentences explaining what is valid.

2.2.2.5 Browsing The ATZ Database

You can browse the Demographics File with the **B**ackup and **F**orward functions or you can display a specific record by using the **G**et function. The **F** and **B** functions are stored by **ATZCRT**. After using these functions, press RETURN again to repeat the function.

The **B** function displays the previous record. If you are at the beginning of the file, the screen will clear and the message **NO MORE RECORDS ON FILE** will be displayed. If you immediately use the **B** function again, the last record in the file is displayed.

The **F** function displays the next record. As in the **B** function, the program will loop over to the first record in the file if the **F** function used at the end of the file.

The **G**et function allows you to display a specific record. To use the **G** command, do the following steps:

- Enter G in the **CODE** box and press RETURN.
- The cursor will display in the **NUMBER** field. Enter the student id number or TAB to the LAST-NAME field and enter the name.
- If you entered a valid id number, the student is displayed. If you entered only a name, the first record with that name is displayed and the status area will show either a message like 'Record Not Found, Next Record Displayed', or 'NO MORE RECORDS ON FILE'. If a record is displayed, examine it carefully to be sure it is the correct student.

It is extremely important to display the correct student before proceeding to other functions. Always double check the record that is being displayed before doing any update functions.

2.2.2.6 Updating the ATZ Database

The following functions allow the user to update the student's attendance. Extreme caution should always be used when updating attendance. This file is subject to audits from the state of California and it must match the manual log of attendance taken by the teacher.

2.2.2.7 Command - - Present

The '**-**' command will set the student's attendance to a '**-**' for the date entered. The '**-**' defines the student as being present for that day. All enrolled school days are defaulted to a '**-**' so the only time this function will be needed is when the student is wrongly marked absent or late. This code must be defined in the **COD** table **ATTEND** before it is used in **ATZCRT**. To mark a student present, do the following:

1. Enter a '**-**' in the CODE box.
2. Enter a date in the DATE box. Use the correct format and make sure the date is displayed on the current screen.
3. If you wish to update more than one day, enter the number of days in the DAYS box. Press RETURN.
4. **ATZCRT** marks the student with the code for that day or those days.

2.2.2.8 Command A-Z, With a Date

Entering a command in the **CODE** field with a date in the **DATE** field will cause that date's attendance to be updated. The code must be defined in the **COD** file as a valid attendance code before it is used in **ATZCRT**. To update attendance for a student, first display the correct student. Then do the following:

1. Enter the code in the **CODE** field.
2. Enter a date in the **DATE** field. Use the correct format and make sure the date is displayed on the current screen.
3. If you wish to update more than one day, enter the number of days in the **DAYS** field. Press RETURN.
4. **ATZCRT** marks the student with the code for that day or those days with absence marks.

2.2.2.9 Command C - Change

This function allows you to change either the attendance data for the currently displayed student or the demographic information at the top of the screen for the currently displayed student. If you change the demographic data on this screen, it is automatically updated into the **ELM** database. There is no need to change it in both screens.

You must have a record on your screen in order to execute a 'C' function. If you use the 'C' function to change the student's enter date or leave date, the program will check to see if the date you entered is in a closed attendance month. If so, you will either be stopped from performing the change or a mail message will be sent to the appropriate person, informing them of the change. Proceed as follows if you wish to change the student information:

1. Enter the 'C' function in the **CODE** field and press RETURN.
2. The cursor will appear in the TELEPHONE field. Use the TAB\ to move from field to field. Make the necessary changes. You may not change the status from a blank to a value or from a value to a blank.
3. After the necessary changes have been made, press RETURN. A message will appear telling you to update the attendance in accordance with the enter and leave dates. This may be done with the Change (C) function accompanied with a date or the Inactivate (IN) or Reactivate (RE) functions.

To update the attendance information, proceed as follows:

1. Enter the 'C' function code in the **CODE** box and the date desired in the MM/DD format in the DATE box.
2. In the same box, enter the attendance code you wish to use. To erase attendance use the dash '-'. Enter the number of days in the DAYS box if you are updating more than one day. Press RETURN.
3. If the date is valid, **ATZCRT** will update the attendance and display the attendance.

2.2.2.10 Command E - End

This command, entered without a date, ends the **ATZCRT** session and returns you to system level. From there you may run another program, or log out.

1. Enter an 'E' in the **CODE** field.
2. Press RETURN.

Entered with a date, this command will set the student's attendance to 'E' for the date specified. The 'E' code must be defined in the **COD** file before it is used in **ATZCRT**.

2.2.2.11 Command IN - Inactivate

When a student leaves your school during the year the attendance record is not dropped. It is updated to reflect the fact that the student is not enrolled. Usually, the attendance record is updated automatically in **ELMCRT** when the student is inactivated. However, if an error occurs, use the 'IN' command to mark the student as not enrolled. Enter 'IN' in the CODE box and press RETURN. The program looks at the student's leave date and marks the student not enrolled for the day following the leave date to the end of the year.

2.2.2.12 Command J - Jump

Use the 'J' function when you wish to run another screen display program and display the same student's information. Enter a 'J' in the function box and the program you wish to run in the DATE box. Press RETURN. The **ATZCRT** program will end and the program you entered will begin. Information regarding the student currently displayed will be shown.

2.2.2.13 Command K - Track Change

This command, when entered without a date will allow the user to change the track from the one currently displayed. The upper right corner of the **ATZCRT** screen will display all of the tracks that the student is or was assigned to. To change tracks:

1. Enter a 'K' in the **CODE** field. Press RETURN.
2. Enter the desired track when the program prompts you.
3. If the currently displayed student has an **ATZ** record for the track, it will be shown. When you go forward or backward, the records shown will reflect the new track.

Entered with a date, this command will set the student's attendance to 'K' for the date or dates specified. The 'K' code must be defined in the **COD** file before it is used in **ATZCRT**.

2.2.2.14 Command P - Print

This command, entered without a date, will create a print file of the screen. This may be useful if a hard copy of the information on the screen is needed.

Entered with a date, this command will set the student's attendance to 'P' for the date or dates specified. The 'P' code must be defined in the **COD** file before it is used in **ATZCRT**.

2.2.2.15 Command RE - Reactivate

If a student left your school and is now returning, the attendance record must be updated to reflect the fact that the student is enrolled. This is usually done in **ELMCRT** automatically when the student is reactivated. However, if an error occurs, use the 'RE' command to update the **ATT** record. Enter 'RE' in the CODE box and press . RETURN The program looks at the student's enter date marks the student as enrolled from that date to the end of the year.

2.2.2.16 Command NH - No Holidays

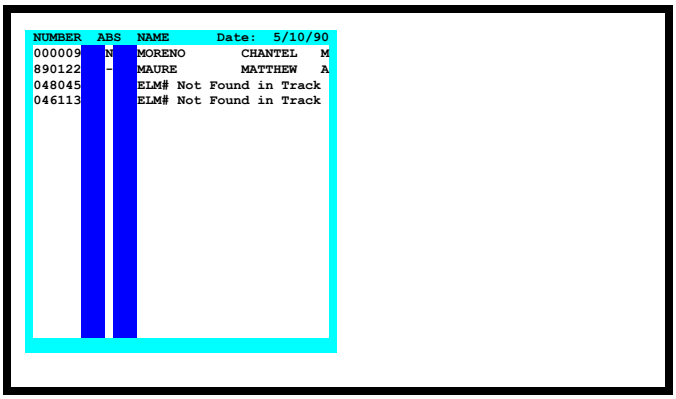
This command will allow the user to display the attendance data without the holidays in place. This may be necessary to validate the attendance during end of month processing. When the attendance is displayed without the holidays, the only valid codes to enter are either a '-' or an 'N'. This will prevent attendance being put on days that are holidays.

1. Enter the 'NH' code in the **CODE** field and press RETURN.
2. The screen will display the attendance without the holidays. If You find an error, such as a '-' on a day that the student was not enrolled, make the changes.
3. To put the holidays back on the screen and enable the other attendance functions, use the 'NH' command again.

2.2.2.17 Command UP - Mass Update

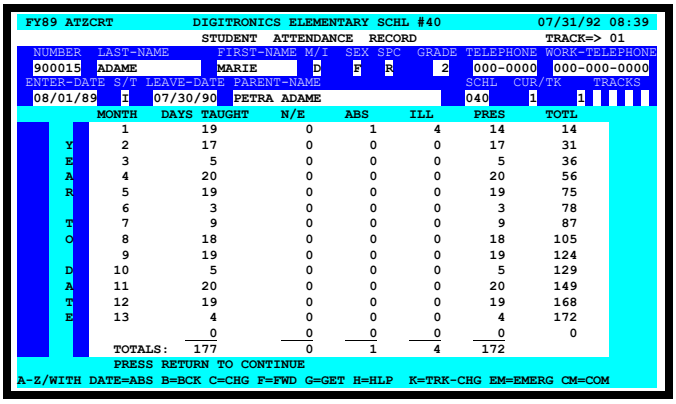
The mass update command may be used when more than one student's attendance needs to be updated. Do the following to utilize the UP command:

1. Enter the 'UP' code in the **CODE** field.
2. The screen will clear. If the school is multi-track, the program will ask you to enter a track number. Enter 1 or 2 or 3 or 4.
3. The program will then ask you to enter a date. Enter a valid school date in the MM/DD/YY format.
4. If the date and track are valid, a screen will appear with NUMBER, ABS and NAME fields. The cursor will appear in the NUMBER field.
5. Enter a valid student number. If the number is 6 digits long, the cursor will automatically go to the ABS field and the student's attendance for the date entered will appear, along with the student's name. If the student's number is less than 6 digits long, use the TAB or arrow keys to get to the ABS field. The student's name and attendance will appear. If the student displayed is the one you wished to update, enter a valid attendance code and the cursor will go to the following NUMBER field.
6. Continue this process until the screen is full or all the student's attendance is updated. Press the return key. The screen will clear and you may enter more student numbers. If you are done, press the RETURN \ again and the original screen will appear. From there you may continue to update attendance, or end the program.



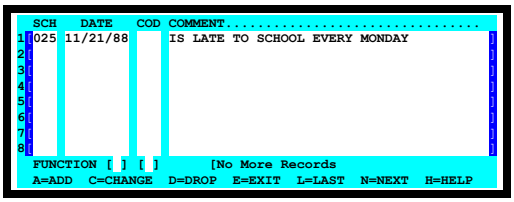
2.2.2.18 Command YD - Year To Date

The 'YD' command allows you to see the attendance totals in a year to date format with accumulating totals. Enter the 'YD' in the **CODE** box and press RETURN. To leave the screen, press RETURN.



2.2.2.19 Command CM - Student Comment Window

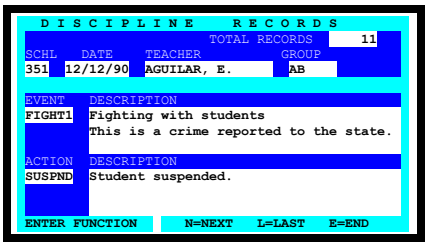
The student comment window will show all general comments made about the student by the user. This may include parent or other relative information or special notes on student habits or conditions. The 'CM' function will access the SCM (student comment) data base. This window will add, change or drop comments and the user can query all the comments with the 'N' or 'L' functions.



2.2.2.20 Command DS - Student Discipline Window

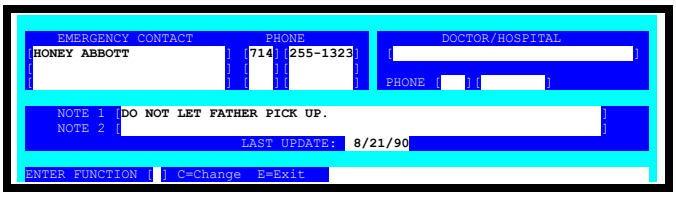
The discipline function can be used any time and is very useful to schools when a student transfers into their school. Once the transfer takes place the school will have access to that student's discipline record by using the 'DS' function. If there was a problem with the student in the past, the school will be aware of it and can exercise any caution necessary when dealing with that student. When the window first appears, the most

recent discipline record is displayed. You can then use the 'L' function to see any prior records. No updating can be done from this screen. If you wish to add a record, use DISCRT. More information on DISCRT can be found in the Discipline chapter of this manual.



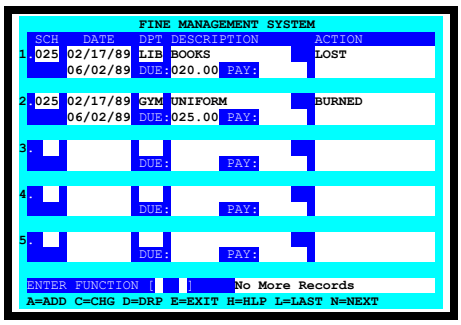
2.2.2.21 Command EM - Emergency Information Window

The 'EM' function will allow the user to see the student's emergency information. The window will display any available information on parent or relative name and phone numbers. There is also a field for doctor and hospital name and number. Notes space is available for additional names and numbers that may be contacted in case of emergency.



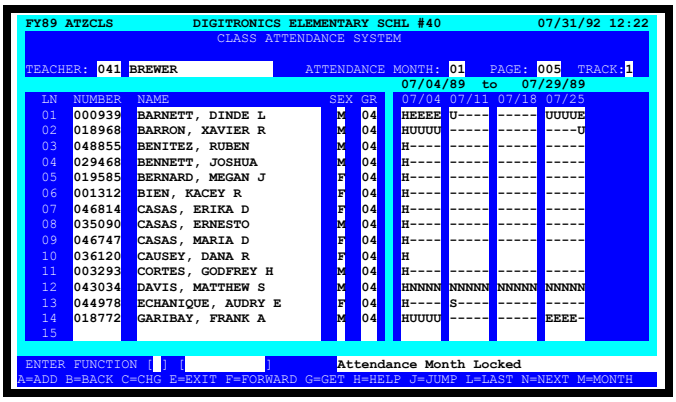
2.2.2.22 Command FN - Fine Information Window

The 'FN' function accesses the FIN data base. The window will show any records of past or present fines the student may have. The user may enter new fines or record payment of present fines. If a mistake was made, the user can drop a FIN record. When a change is made it is automatically saved to the FIN data base when the RETURN is pressed so there is no need to access this file in any other manner to record or save updates. The DESCRIPTION field is a required field. If no description is given, the record will not be saved.



2.2.3 ATZCLS

This screen display program allows the user to update several student's attendance records in one display. The page, month and track number must match a record in the **ATM** data base. The **ATM** data base is updated by **ATZ01** and **ATZ02** or may be updated by a program developed by your district.



When the program begins, the screen will appear and the user will be asked to enter the correct month, page and track of the **ATM** record. If the user is unsure of the exact page number, he or she can enter a 1. Each month's **ATM** records begins with one and goes until all of the students are recorded. The user should remember also that the students are listed alphabetically by teacher so the farther back in the alphabet the student's last name appears, the higher the page number will be.

When a record appears, the user can go forward or backward to view other records by entering the 'F' or 'B' commands in the function box. The 'G' command allows the user to get another record. If the user wishes to update another month, the 'M' command will load **ATM** records from the month entered by the user. To update the attendance data, use the 'C' command. The program will update the student's **ATZ** records automatically so no other updating is necessary.

There is full on-line help to guide the user through the **ATZCLS** program. Use the 'H' function to display the help tutorial.

2.2.4 Scanning Daily Attendance

Often, schools are much too large and have too many absences to update the attendance records one at a time. Therefore, Digitronics Software offers a scanning cycle for attendance gathering. NCS scanners are supported in the cycle.

2.2.4.1 Monthly Scanning

With monthly attendance, Attendance scanner sheets are printed every month and are given to the attendance clerk. When an attendance slip comes in for a student, the clerk simply enters the attendance on the sheet. At the end of the attendance month, the sheets are scanned and the attendance is mass updated. The disadvantage to this method is the lengthy turn-around time between the **ATZ** file updates.

The first step in beginning your monthly scanning cycle is to run **ATZ01**. Be sure the **COD** file is set up properly. This program will print scan sheets with student information in alphabetical order. The program

may also print class rosters if the LOC-TYPE field in the LOC file contains a 'T'. These rosters may be used as turn-around documents for direct input attendance. If you are not using the class rosters, delete the print file that contains them.

After being printed, the scan sheets are then sent to the attendance clerk for the school. The sheets are in two parts: the left side is for recording information while the right side is the part of the sheet that actually goes through the scanner. The following are the numbers for the sheets supported:

- **NCS** MO8-19569 10987654

If a scan sheet is lost or mutilated and cannot be scanned, the user must directly input the attendance information into the **ATZ** file by using **ATZCRT** or **ATZCLS**. If a student has been excused for a certain number of days, his or her attendance can be updated in the same manner. This can be done at any time because the scanner programs will not write over data that is already present for that month.

When the clerk receives an attendance slip, he or she refers to the scan sheet and looks up the student. A mark is made on the left side of the sheet that the student is absent. When the student comes in with an excuse or the parents are contacted, the bubble on the right side of the sheet representing an excused absence may be darkened with a number 2 pencil. Otherwise, one of the bubbles representing an unexcused absence must be darkened. There is also a bubble for days counted as 'not enrolled', if a student leaves or adds after the beginning of the month. The letters represented on the scan sheet must be defined appropriately in the **COD** file.

Upon completion of the attendance month, the scan forms are read into the system using an on-site scanner. The attendance record is updated with all attendance recorded on the sheets. If updates need to be done after the sheets are scanned, **ATZCRT** can be used.

2.2.5 Reports

The following reports may be run at any time during the monthly cycle. They will provide the user with information regarding the validity of the data that has been inputted into system. Some valuable update programs are also available. See the Report and Update Programs section of this chapter.

2.2.5.1 ATZ08

ATZ08 will produce several types of absence reports. Output is printed by teacher and grade and the following options are available:

1. Print students with more Unexcused absences than the limit entered by the user.
2. Print students with more Excused absences than the limit entered by the user.
3. Print students with both Unexcused and Excused absences more than the limit entered by the user.
4. Print the students who have perfect attendance.
5. Print all students.

The user is given the option to choose specific absence codes to be counted, or all absence codes are counted. The user also enters a beginning and ending date. The dates must be valid school days that are not holidays. Grand totals are given at the end of the report.

2.2.5.2 ATZ09 and ATZ10

ATZ09 prints a list of students who have unverified absences (A) in their attendance record. This is a cumulative report and can be used to verify attendance before the end of the month.

ATZ10 prints a daily absence list using the date entered by the user. All types of absences are listed. This report may also be used to verify attendance before the end of the month.

2.2.5.3 ATZ11

This program will total the student's absences and place the total in the **ELM** record. No output is produced and the totals can be accessed immediately.

2.2.5.4 ATZ12

This program produces an attendance report with totals. This is in summary format and may be used by counselors or teachers to determine the consistency in student absences.

2.2.5.5 ATZ14

This program prints a list of students who have been suspended. The user enters a specific date. The students are listed alphabetically or by grade.

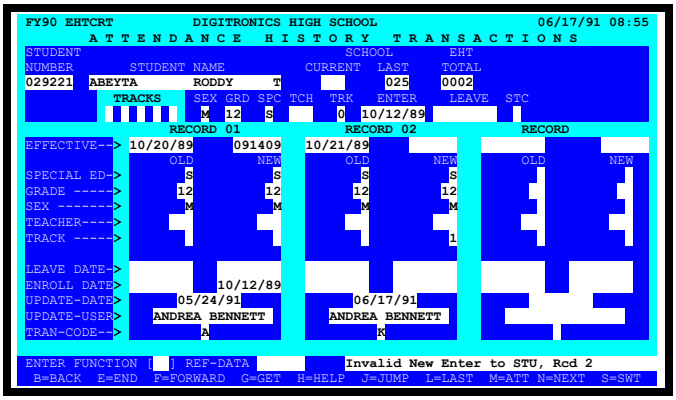
2.3 End of Month Updates and Reports

Gathering attendance and updating the system with the attendance codes is done throughout the attendance month. Each attendance month is defined in the **DAY** file. At the end of each attendance month each school should verify and correct the attendance and send verified attendance reports to the district office. The verified attendance is then used to report to the state. It is very important that this process is done accurately and in a timely manner. Before beginning the end of month process, make sure all new students have been entered into the system and all track, grade and special education changes have been made. Several reports are available to aid the attendance clerk in verifying the attendance.

2.3.1 EHT02, EHT11 and EHTCRT

EHT02 prints a transaction history report that shows any errors or inconsistencies in the **EHT** records. It is essential that all errors are corrected.

EHT11 prints an edit listing of the Enrollment History Transaction File (**EHT**). These programs should be the first step in the end of month process because if the **EHT** records are incorrect, the attendance data will be effected. Errors will occur when the old value of the previous record does not match the new value of the next record. Also, the last **EHT** record's new values must match the values in the **ELM** record. For example, the following illustration shows the **EHTCRT** screen and **EHT** records with two errors:



The student's track in the last **EHT** record does not match the track in the student's record. And the enter date in the last **EHT** record has no value and therefore does not match the student's record. The **EHT11** report will show the following:

DATE: 06/17/91 09:08 AM LIST OF ELM-STUDENTS WITH INACCURATE OR MISSING EHT RECORDS
PAGE: 1

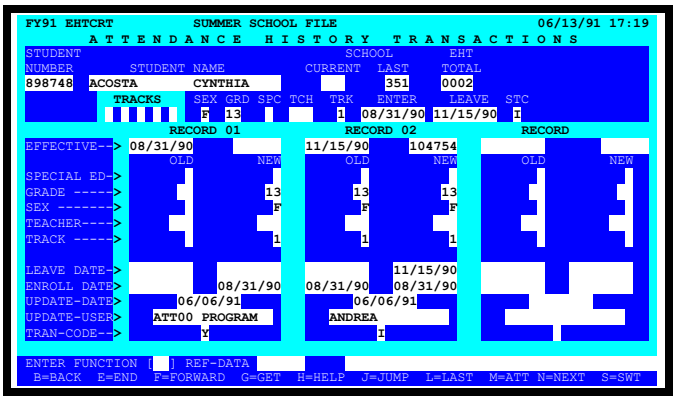
000 DIGITRONICS HIGH SCHOOL

STUD.#	STUDENT NAME	GRADE	SPEC	SEX	TCH	TRK	EXPLANATION OF ERROR
029221	ABEYTA, RODDY T	12/00	S/	M/		0/	MENTER DATES DO NOT AGREE
		12/12	S/S	M/M		0/1	STU/EHT TRACKS DO NOT AGREE

Clean up the **EHT** records by using **EHTCRT** and then rerun **EHT11**. Continue this process until no errors are listed on the **EHT11** report.

The **EHTCRT** program allows the user to see the enrollment history for every student. Each time a student enters, leaves, re-enters, transfers or changes tracks, sex or special education program the **EHT** file is updated. One student may have many **EHT** records. The records are shown in date and time sequence and contain the old and new values of the following fields:

- Enter and Leave dates
- Sex
- Grade
- Teacher
- Track
- Special Education code



If the student record has been updated correctly, the **EHT** records should be in the correct chronological order. The old and new values between records must match, and the last **EHT** new values must match the values in the **ELM** record. The following functions are available to correct any errors.

2.3.1.1 Adding EHT Records

EHT records are automatically generated through **ELMCRT** and **ATZCRT**. However, if an error occurred and you need to add an **EHT** record, follow these steps:

1. Enter an 'A' in the function box and press RETURN.

2. The screen will create a blank record for you and place the cursor in the Effective field. Enter the date on which the change took place. The field directly to the right is the time field. It is not necessary to enter a time unless there is another **EHT** record for the same date. Then you must make sure that the two records appear in the correct order. To make a record appear before another, enter a time that is less than the other record. Likewise, if you want the record to appear after a record, add a time that is greater than the other. Enter the values for the other fields as discussed above. The old values must match the new values of the previous **EHT** record and the new values of the record being added must match the old values of the next record, if there is one.

3. After entering all of the information, press RETURN. The record is added to the **EHT** file and displayed in chronological order with the rest of the student's records.

If you enter an incorrect value and do not realize it until after you press RETURN, use the 'C' command to change it.

2.3.1.2 Browsing The EHT Database

You can browse the Enrollment History Transaction File with the **B**ackup and **F**orward functions or you can display a specific record by using the **G**et function. The **F** and **B** functions are stored by **`EHTCRT`**. After using these functions, press RETURN again to repeat the function.

The **B** function displays the previous record. If you are at the beginning of the file, the screen will clear and the message **NO MORE RECORDS ON FILE** will be displayed. If you immediately use the **B** function again, the last record in the file is displayed.

The **F** function displays the next record. As in the **B** function, the program will loop over to the first record in the file if the **F** function is used at the end of the file.

The **G**et function allows you to display a specific record. To use the **G** command, do the following steps:

- Enter G in the **ENTER FUNCTION** box and press RETURN.
- The cursor will display in the **NUMBER** field. Enter the student's id number or TAB to the STUDENT NAME field and enter the name.
- If you enter a valid number and/or name, the records for that student are displayed.

It is extremely important to display the correct student before proceeding to other functions. Always double check the record that is being displayed before doing any update functions.

2.3.1.3 Changing EHT Records

If you need to change an **EHT** record, follow these steps:

1. Enter a 'C' in the ENTER FUNCTION field. Enter the number of the **EHT** record in the REF-DATA box and press RETURN. The record number is displayed directly above the data.

2. The cursor is placed in the effective date field. You may move from field to field by using the TAB or arrow keys. Enter the information you wish to change and press RETURN.

3. The record will be changed and will possibly be redisplayed, if the date or time was changed.

2.3.1.4 Dropping EHT Records

You must have data processing capabilities to drop an **EHT** record. You may need to drop a record if the student record was incorrectly changed in **ELMCRT** or **STUCRT**. To drop an **EHT** record, do the following:

1. Enter a 'D' in the function box. Enter the number of the record you wish to drop in the REF-DATA box. Press RETURN.
2. The program will ask you to verify that you really want to drop the record. If you do, enter a 'Y' and the record will be dropped. The rest of the records will be displayed in chronological order, If you do not want to drop the record, enter an 'N' and it will be retained.
3. Never drop the record that is created by the **ATT00**. Every student should have at least one **EHT** record.

2.3.1.5 Last and Next Commands

The **EHTCRT** program will display three **EHT** records at a time for one student. If the student has more than three records, the 'L' and 'N' commands will allow you to see the other records. If you wish to see the previous three records enter an 'L' in the function box. If you wish to see the next three records, enter the 'N'. The total number of records for the currently displayed student is shown at the top of the screen after the student name and school information.

2.3.1.6 Attendance Map Command

This command will show a map of the currently displayed student's attendance for the track that you specify. Follow these steps:

1. Enter an 'M' in the function box and the track you wish to see in the REF-DATA box. Press RETURN.
2. If **EHTCRT** can find an attendance record for the track specified, it will be displayed. To return to the function box, press RETURN.

2.3.1.7 Switch Command

The 'S' command allows you to switch to another school to view that school's **EHT** records. You must have data processing capabilities to perform the switch command. Do the following:

1. Enter an 'S' in the function box and enter the school number you wish to switch to in the REF-DATA box.
2. **EHTCRT** will open the file to the school number entered and display the **EHT** records for that school.

2.3.1.8 Windows

EHTCRT will display many windows that show discipline, fines, comment and test history information. See the program help for details on these windows.

2.3.2 ATZ20 and ATZ21

These programs may be used to verify attendance counts. **ATZ20** will produce a 'live body' count for a specific day. If the date entered is the last day of the attendance month, the body count should match the attendance clerk's manual student log total. If it does not match, there are errors in the **EHT** and/or **ELM** files or in the manual log.

ATZ21 prints an Add/Drop list for the month entered. This too can be compared to the manual log. If student's are missing from the list, check the **EHT** and **ELM** files for errors.

2.3.3 ATZ05

When the updates are complete, each school runs **ATZ05**. This is a monthly attendance report depicting each students attendance for the month, year to date totals and summary totals.

Answer 'NO' to the question **'Is This a Final Run?'**. This will allow the attendance clerk to verify the monthly attendance. This report should be used as a turnaround document to correct and verify attendance. The clerks should rerun the report until the attendance has no errors and all updates are done. A complete explanation of how to verify attendance can be found in the Elementary Site Administrator's Guide.

After the attendance verifications are complete, either the Data Processing Department or the clerks run the final report, **ATZ05**, answering 'YES' to the question **'Is This A Final Run'** when the program prompts you. The output from **ATZ05** is by special education code, grade and name. This final report should be signed by the person responsible and sent to the district office. The **ATZ05** report should be kept at the district office as documentation for auditing purposes.

Running **ATZ05** and answering yes to the question 'Is this a Final Run?', will automatically update the Attendance Totals File (**ACT**). The **ACT** file is used by the district personnel to develop the required state reports. It is also used by the state auditors to determine whether or not the attendance is being counted correctly. Therefore, it is very important that the **ACT** file is up to date and correct. The **DAY** file is also updated during a final run. The **DAY-LOCKED** field will be updated with an '*'. When a user tries to update attendance in a month with an '*' in this field, they will be told that the month is locked and no updating will take place. If the user tries to update student data pertaining to attendance, a mail message will be sent to the user defined in the **SSP-ATTENDANCE** field. This message will alert the user that an update has been made to a closed attendance month. The user can then determine whether the data for that month's attendance needs to be updated.

2.4 District Duties

The district personnel in charge of attendance gathering has a responsibility to each school to inform them of inaccurate attendance at their schools. The attendance files must be completely updated before the **ATZ05** program is run. A signed **ATZ05** report will be sent to the district office by each school when the attendance is up to date.

District personnel in charge of attendance are also responsible for reporting attendance to the state. If you have no "multi-track" or "year-round" schools and all of your schools have the same calendar, the **ATT05** report along with the information in the **ACT** file (discussed later) will give you all of the necessary information.

However, if you do have different calendars, you may want to recalculate the A.D.A based on the days each student has been offered, rather than a school total. Districts are not allowed to collect more than 1 A.D.A. unit per student. If a student attends classes when his home track is off, the denominator in his A.D.A. calculation must be increased by the number of additional days offered to him. This would be true if the student changed tracks or transferred from another school.

2.4.1 The SDA File

The Student Daily Attendance Totals File (**SDA**) holds the information necessary to calculate the student's individual average daily attendance based on the days offered and the days attended by the student. The following programs are available to obtain these figures:

- **SDA00** - This program builds an initialized **SDA** file with one records per student. The program asks for any schools to skip. Each **SDA** record shows the student's current school and any other schools the student attends.
- **SDA01** - This program updates the **SDA** records with total absences and apportionment. Attendance from all schools attended is counted.
- **SDA02** - This program prints all students who are over the maximum days. The maximum number of days is calculated based on the beginning and ending dates entered in **SDA00**. Each school and track may have a different number of days taught during the time period. The end of the report prints total days used by school and track for every school represented.

If the student's total days exceeds the limit entered for that school and track, s/he is printed on the report. Totals are printed at the end of the report showing the A.D.A. totals from the **ACT** file and the adjusted totals. These totals may be used to generate the state's "P1" and "P2" reports.

2.4.2 The ACT File

The District Attendance Totals (**ACT**) file holds the attendance totals for every school. To create this district file run DFMAKE for the **ACT** file. Do not create a file for each school. This is a district file, of which there is only one per school year.

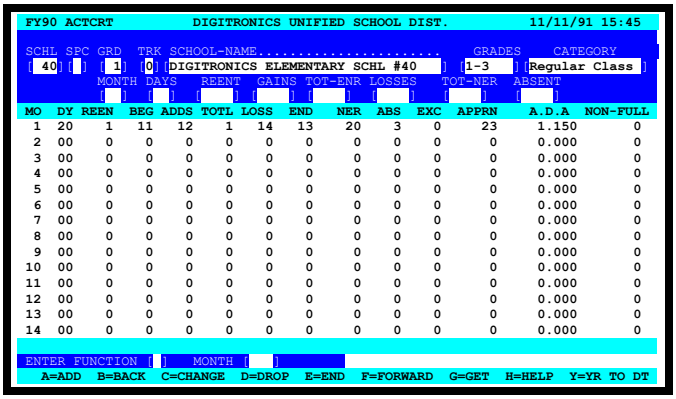
2.4.3 ACT Reports

Several reports are available that print the contents of the **ACT** file. These reports may be used to create the state level reports.

When the **ACT** file is up to date, the **ACT01** report is generated. This is a summary of attendance for the entire district and is used in preparing the reports that are sent to the state for apportionment of funds. The district personnel in charge of attendance are responsible for the accuracy of the **ACT** file. If the above steps are taken and absences are double checked, the **ACT** file will be correct. However, some problems might not become apparent until the **ACT01** report is run. The person responsible is obliged to report to the school with the problem. This way the records are correct and the problem will not reoccur in the

upcoming month. The **ACTCRT** program will allow the district person responsible for attendance to update the **ACT** file.

The **ACT02** and **ACT03** reports may also help gather attendance data information.



```
FY90 ACTCRT          DIGITRONICS UNIFIED SCHOOL DIST.          11/11/91 15:45

SCHL SPC GRD  TRK SCHOOL-NAME.....................    GRADES    CATEGORY
[ 40][ ][ 1][ 0][DIGITRONICS ELEMENTARY SCHL #40 ][ 1-3 ][Regular Class ]
        MONTH DAYS   REENT  GAINS TOT-ENR LOSSES   TOT-NER  ABSENT
        [  ] [  ] [     ] [     ] [     ] [     ] [     ] [     ]
MO  DY REEN  BEG ADDS TOTL LOSS  END  NER  ABS  EXC  APPRN  A.D.A  NON-FULL
 1  20    1   11   12    1   14   13   20    3    0     23  1.150         0
 2  00    0    0    0    0    0    0    0    0    0      0  0.000         0
 3  00    0    0    0    0    0    0    0    0    0      0  0.000         0
 4  00    0    0    0    0    0    0    0    0    0      0  0.000         0
 5  00    0    0    0    0    0    0    0    0    0      0  0.000         0
 6  00    0    0    0    0    0    0    0    0    0      0  0.000         0
 7  00    0    0    0    0    0    0    0    0    0      0  0.000         0
 8  00    0    0    0    0    0    0    0    0    0      0  0.000         0
 9  00    0    0    0    0    0    0    0    0    0      0  0.000         0
10  00    0    0    0    0    0    0    0    0    0      0  0.000         0
11  00    0    0    0    0    0    0    0    0    0      0  0.000         0
12  00    0    0    0    0    0    0    0    0    0      0  0.000         0
13  00    0    0    0    0    0    0    0    0    0      0  0.000         0
14  00    0    0    0    0    0    0    0    0    0      0  0.000         0

ENTER FUNCTION [ ]   MONTH [  ]
  A=ADD  B=BACK  C=CHANGE  D=DROP  E=END  F=FORWARD  G=GET  H=HELP  Y=YR TO DT
```

2.5 Report and Update Programs

This section lists all report programs and recaps the update programs discussed throughout the chapter. The modules that print and read the scan sheets are not listed.

2.5.1 Report and Update Programs

- **ATZ00** create initialized attendance file.
- **ATZ01** prints scan sheets and roll sheets by student.
- **ATZ02** reads scan sheets and update the **ATZ** file.
- **ATZ05** prints monthly attendance summary by grade and name. (End-of month Report).
- **ATZ06** prints consecutive absence list.
- **ATZ08** prints an absence report with a limit entered by the user.
- **ATZ09** prints a monthly absence listing for the date specified.
- **ATZ10** prints a daily absence listing for the day specified.
- **ATZ11** update absence counts in the student's record.
- **ATZ12** prints a summary year to date absence report.
- **ATZ13** prints absence list for students with entered number of absences.

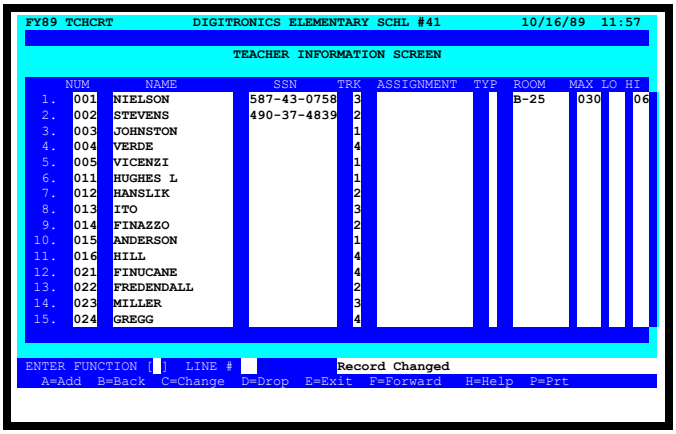
- **ATZ14** prints a suspension list.
- **ATZ15** prints absence letter 1.
- **ATZ16** prints absence letter 2.
- **ATZ17** prints year to date attendance report.
- **ATZ18** prints class attendance summary for the month.
- **ATZ20** prints a live body count for a specific day.
- **ATZ21** prints an Add/Drop list for the month entered.
- **ATZ27** prints year to date attendance listing.
- **ATZ28** prints attendance report by reason code.
- **ACT01** prints a summary of attendance information for the district.
- **ACT02** prints a summary of attendance information for the district with totals.
- **ACT03** prints a summary of a.d.a information for the district.

3 Elementary Teacher Assignment

The Elementary Teacher Assignment Cycle allows for the creation and use of the TCH file and assigns students to teachers quickly and easily. This cycle should be completed before the attendance (ATZ) files are created.

3.1 TCHCRT

To begin assigning the students the operator must first be sure that the TCH file is up to date. The TCH file is usually created during initial data conversion or in the year-end cross-over cycle. If not, run a DFMAKE for this file. To update or correct the teacher file use TCHCRT. Once the TCH file is up to date, run ELM08. This program accesses the ELM file and checks the teacher number. It then looks for that number in the TCH file. If it is found, the teacher name corresponding to that number is written to the ELM file. If the teacher number is not found, a statement is displayed on the screen depicting which student has an invalid teacher number. Note should be taken of these students and corrections should be made in ELMCRT.



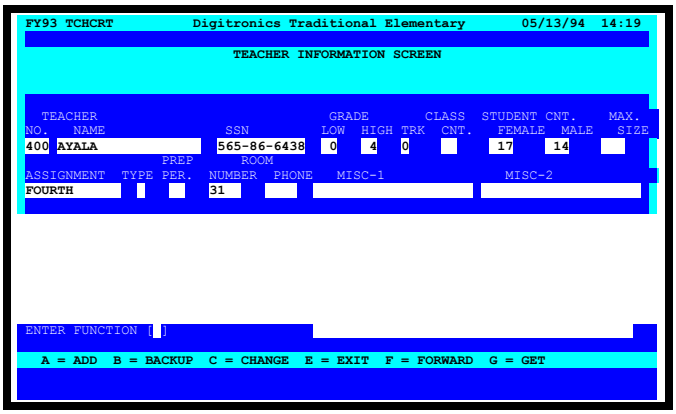
3.1.1 TCHCRT Fields

The fields listed as shown on the **TCHCRT** screen. For more information on these fields please see the SSEA Data Files Manuals.

Elementary Teacher Assignment
TCHCRT

- **NUM** - this field holds the teacher's id number. This number must be unique for each teacher in the school. The **TCH** file is a district file but the teacher's id numbers can be duplicated between schools because the school number is part of the key to the file. Therefore, school 1 may have a teacher id of 10 and school 2 may have a teacher id of 10 because the full id of each teacher is 0110 and 0210.
- **NAME** - this field holds the teacher's name.
- **SSN** - this field holds the teacher's social security number. This number may be used by other systems to identify the teacher.
- **TRK** - this field holds the track to which the teacher is assigned. This field is only used at year-round schools.
- **ASSIGNMENT** - holds the current teacher assignment.
- **TYP** - holds the special ed type assignment. If the teacher does not teach special ed, this field will be blank.
- **ROOM** - this field holds the teacher's room number.
- **MAX** - this field holds the maximum number of students to be given to the teacher. This total is checked by **ELMCRT** when new students are added to a class and if the total is over the max, a message is displayed.
- **LO** - holds the lowest grade level the teacher will teach.
- **HI** - holds the highest grade level the teacher will teach.

The other screen associated with **TCHCRT** is shown below. This screen will appear when the Add, Change or Information functions are used.



Some of the fields are the same as the main screen. The additional fields are:

- **CLASS-CNT** - this field will hold the total number of classes the teacher teaches.
- **FEMALE** - is the total female students currently assigned to the teacher.

- **MALE** - is the total male students currently assigned to the teacher.
- **PREP PER** - is the teacher's preparation period.
- **PHONE** - is the room phone.
- **MISC-1** and **MISC-2** are miscellaneous fields to be used as the school desires.

3.1.2 TCHCRT Functions

Function codes are listed at the bottom of the screen. This is a list of the functions available. They are listed in alphabetical order. The character in bold is what is typed in the **ENTER FUNCTION** box to perform that function. Each entry must be followed by RETURN.

A	Add	Add a new teacher to the file
B	Backup	Backup and display the previous page
C	Change	Change the record
D	Drop	Drop a teacher's record
E	Exit	End the **TCHCRT** program
F	Forward	Go Forward and display the next page
H	Help	Display the help tutorial
I	Info	Get more information about a specific teacher
K	Kids	Display the students in a specific teacher's class
P	Print	Print a teacher's record
G	Get	

3.1.3 On-line Help

Like every other screen program provided by Digitronics Software, **TCHCRT** offers two types of help for the user: a comprehensive help tutorial and field help which provides information about a specific field.

You can open the help tutorial by entering **H** in the **ENTER FUNCTION** area while running **TCHCRT** and pressing RETURN. The first page of the tutorial is a table of contents. You can either read the tutorial sequentially by successively pressing the RETURN key or you can move directly to the topic of your choice by entering its page number. You can also move forward or back a certain number of pages by entering the plus (+) or minus (-) operator followed by the number of pages. For example, to move 5 pages forward, enter +5 and press RETURN. To move 5 pages back, enter -5 and press RETURN.

Field help gives specific information about the field that the cursor is currently in. If you are using a terminal, press the HELP key to view the help. If the keyboard you are using does not have a HELP key, press the Ctrl and the H key simultaneously to obtain field help. The field help may consist of one or more sentences explaining what is valid for the field or it may display a menu with a highlight bar to allow you to choose a value.

3.1.4 Browsing the TCH Database

You can browse the teacher file with the **B**ackup and **F**orward functions or you can display a specific record by using the **G**et function. The **F** and **B** functions are stored by **TCHCRT**. After using these functions, press RETURN again to repeat the function. The Get function may only be used after the Change or Information functions.

The **B** function displays the previous record. If you are at the beginning of the file, the screen will clear and the message **NO MORE RECORDS ON FILE** will be displayed. If you immediately use the **B** function again, the last record in the file is displayed.

The **F**orward function displays the next record. As in the **B** function, the program will loop over to the first record in the file if the **F** function is used at the end of the file.

The **G**et function allows you to display a specific record. To use the **G** command, do the following steps:

- Use the C or I function to display the second screen.
- Enter G in the **ENTER FUNCTION** box and press RETURN.
- The cursor will display in the **NUMBER** field. Enter the teacher number and press RETURN.
- If you entered a valid id number, the record will be displayed. If the id number was not valid, the closest record to that id will be displayed and the message **Record Not Found, Next Record Displayed** will be shown in the status field.

It is extremely important to display the correct record before proceeding to other functions. Always double check the record that is being displayed before doing any update functions.

3.1.5 Maintaining the TCH Database

A properly maintained database provides information that is not only timely, but accurate. The functions listed in this section are the primary tools for maintaining the database.

3.1.5.1 Adding a Record

The 'A' function allows you to add a new teacher record to the **TCH** file. To initiate the Add function, do the following:

- Enter the 'A' in the function box and press RETURN.
- The screen will clear and the cursor will be in the Number area. Enter the teacher's assigned number and press RETURN.
- If the number is valid, you can then enter all known teacher information.

3.1.5.2 Changing a Record

The 'C' function will allow you to update information for a specific teacher. To utilize the 'C' function, do the following:

- Enter the 'C' in the ENTER FUNCTION field.

- Enter the line number of the teacher you wish to change in the LINE# box and press RETURN.
- A new screen appears with all of the teacher information.
- Use the TAB to move the cursor into position and make all changes.
- When you press RETURN, the record for that teacher is updated.

3.1.5.3 Dropping a Record

The 'D' function will delete a teacher from the **TCH** file. Do the following:

- Enter the 'D' in the ENTER FUNCTION field.
- Enter the line number of the teacher you wish to drop and press RETURN.
- The program will ask you if you are sure you want to drop. Enter a 'Y'.
- The record is tagged for deletion when you press RETURN. It will no longer appear on the display.

3.1.6 Information Functions

The following functions may be used to obtain more information about a teacher.

3.1.6.1 Information Screen

The 'I' function will bring up a new screen displaying more information about the teacher you requested.

- Enter 'I' in the ENTER FUNCTION field.
- Enter the line number on which the teacher is displayed and press RETURN.
- The new screen is displayed along with the information available.

3.1.6.2 Displaying The Students

The 'K' function allows you to display all of the student's who are currently assigned to the teacher you request.

- Enter 'K' in the ENTER FUNCTION field and press RETURN.
- The program will ask you for the teacher's number. Enter it and press RETURN.
- The program will then search the student file and display all students assigned to that teacher. Press RETURN to return to the original screen.

3.1.6.3 Printing the Teacher Information

The 'P' function allows you to print the **TCH** file from within the **TCHCRT** program. Simply enter the 'P' in the function field and press RETURN. The program displays the output file number on the screen. This file can be printed when you exit from the **TCHCRT** program.

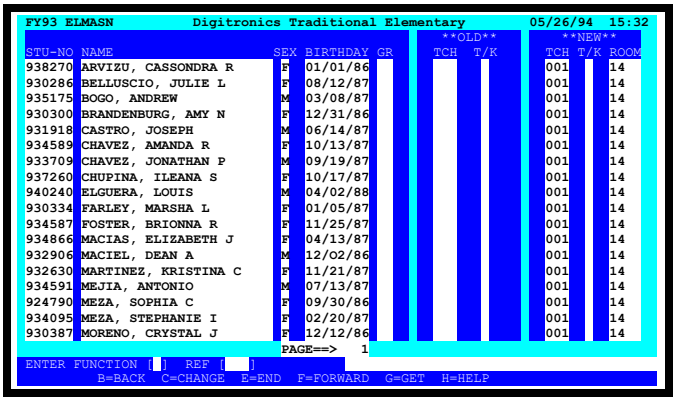
3.2 ASN01 and ELMASN

The **ASN** file is the student teacher assignment file. This file is created in the **ASN01** program. The **ELM** file is sorted by teacher, grade and name and when the record is copied to the **ASN** record, it is given a page number.

The page number becomes the key to accessing the **ASN** record. In addition to creating the **ASN** file the **ASN01** program will produce a listing of students according to the page number assigned in the **ASN** file. The **ASN** file is displayed in the **ELMASN** program.

3.2.1 ELMASN

This is a screen program which will allow for the changing of teacher assignments. There is full, on line help that can be accessed by using the 'H' function.



3.2.1.1 Backward and Forward

These functions will allow you to scroll through the **ASN** file. Enter the 'F' or the 'B' in the ENTER FUNCTION field and press RETURN. If you are at the beginning of the file and use the 'B' function, a message will appear telling you there are no more records. If you use the 'B' function again, the last records in the file are displayed. If you are at the end of the file and use the 'F', another message will appear telling you there are no more records. Another 'F' function will display the first records in the file. So, in a sense, you can 'wrap around' the file with these functions.

3.2.1.2 Changing an ASN Record

This command allows you to change the general data for the currently displayed students. You must have a student record on your screen in order to execute a 'C' command. Proceed as follows to change the teacher assignments:

- Enter the 'C' function code and press RETURN.
- Enter the information you wish to change. Press the TAB to move from one area to another.
- When you have filled in as much as you want, press RETURN.

3.2.1.3 Get

The 'G' function allows you to retrieve records by page number. To invoke the 'G' function, do the following:

- Enter 'G' in the ENTER FUNCTION field and the page number in the REF box. Press RETURN
- **ELMASN** will display the requested records if they are on file. If you enter an invalid page, a message will be displayed.

After assigning all the students run a DFQUIZ listing to verify the assignments. The following statement may be used:

- {TYPE **TITLE "Teacher Assignment List"**}
- {TYPE **ELM SN NM GR SX TN TE PAGE[TN]**}

This statement will give a student listing by teacher and when the teacher changes, a page break will occur. By using DFQUIZ to verify teacher assignments the user can avoid mistakes when class lists are printed.

Elementary Teacher Assignment
ASN01 and ELMASN

4 Immunization System

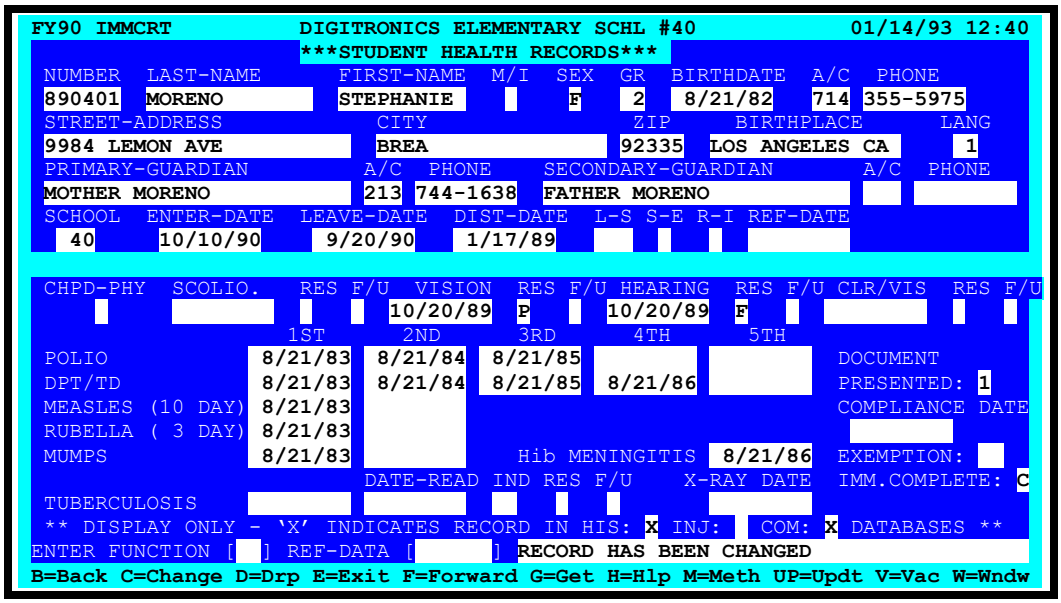
The Immunization System allows school sites to input and monitor immunization, emergency, medical, and student injury information in an effective and confidential manner. Various windows are provided to ensure confidentiality and validation of immunization dates ensures up-to-date vaccination information.

4.1 IMMCRT

IMMCRT enables the user to input immunization information. This program allows new information to be added, updates existing records, drops records, scrolls through the file, and accesses windows by student number or student name.

Before you run **IMMCRT**, make sure you are switched to the correct school. Only the records for the school you are logged on to will be accessible.

At the system prompt, simply type **IMMCRT** RETURN.



A screen will appear with a template of the immunization fields. At the bottom of the screen are the functions available. To view all functions, press the HELP key on your keyboard or use the 'H' function to find out the capabilities of each function. In addition, each field on the screen has a help message assigned to it, so if you are unsure about what is needed in that field press the HELP key and the help information will be displayed.

4.1.1 Get

In order to add information to the immunization database a record for the student must already exist. This is done whenever a student is added to ELMCRT at the elementary level or STUCRT at the secondary level. In essence, if a student is active then his/her immunization record is accessible.

To access a record you must first 'Get' the student by entering 'G' in the function code area and the student number in the ref-data area. If the student is not found or is active at another school, a message will be displayed.

When the student is found, the student's demographic information will be displayed in the top half of the screen. This portion of the screen is for display only and you can not access any field in this area. The bottom half of the screen contains the immunization fields and you can begin adding information by using the 'C' function and tabbing through the fields on the screen. Enter as much information as is available. When you are finished, press RETURN. The program will then validate dates to make sure they are within the guidelines set forth by the State of California. The following dates are checked:

- 3 polio vaccines, last dose after 2nd birthday.
- 4 DPT/TD vaccines, last dose after 2nd birthday, if the series began prior to the student's 7th birthday –or– 3 DPT/TD vaccines, last dose after 2nd birthday, if the series began after the student's 7th birthday.
- 1 measles vaccine, after 1st birthday.
- 1 rubella vaccine, after 1st birthday.
- 1 mumps vaccine, after 1st birthday.
- TB testing date is required if the student is in kindergarten or has an out-of-state immunization record.

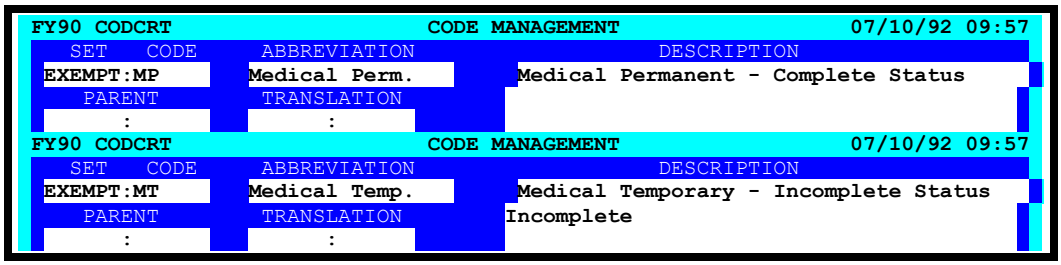
When information is added or updated, and all the vaccination requirements are met, a 'C' (complete status) is automatically written to the IMM-COMPLETE field on the screen. This means that the immunization requirements have been met and the student has a 'Complete' vaccination record.

If the requirements are not met, an 'I' (incomplete status) is written to this field and a compliance date is calculated as 30 days from the enrollment date and written to the COMPLIANCE DATE field on the screen. This means that the requirements are incomplete and must be completed by some date in the near future. The compliance date can be changed to something other than the 30 day default date.

The IMM-COMPLETE field on the screen is not an accessible field. It can only be changed when the vaccination requirements have been met, or when there is an EXEMPTION code which allows for these requirements to be bypassed. Currently, we are following the State of California allowances which are:

- **MP - Medical Reasons - Permanent**
- **MT - Medical Reasons - Temporary**
- **PB - Personal Beliefs**

The IMM-EXEMPTION field uses the **COD** file to determine if the vaccination requirements are needed. These codes can be found under the CODE-SET 'EXEMPT'. When these codes are checked, if the 2nd line of the code description for a particular code is blank, that code will signify a complete status. When the 2nd line is a non-blank, that code signifies an incomplete status.



In the above example, the 'MP' exemption code will automatically update the record to a 'C' (complete status) regardless of whether any requirements are met. Whereas the 'MT' code will allow for a temporary waiver of immunization requirements with a compliance date that can be entered by the user. The status of an 'MT' exemption code will be 'I' (incomplete status).

Two fields on the **IMMCRT** screen require input before the user can proceed. These are, the DOCUMENT PRESENTED field which records what type of document was presented to the school at time of enrollment:

1. California State Immunization Record
2. Other Immunization Record
3. Out-Of-State Record

and the TB FOLLOW-UP field which is required whenever TB test results are positive. This field designates an X-Ray or Medical Clearance.

When a record is added through IMMCRT, the user's name who entered the record is written to the IMM-USER-NAME field and the IMM-UPDATE-DATE field is written to with today's date. These fields do not show up on the screen and may show up on a transcript listing of the students immunization record at a later date.

4.1.2 Change

In order to change an immunization record, the first step is to display the record by using the 'G' function. The GET function works with both the student number and student name indexes, so if the student number is not readily known the name or portion of the name can be entered. To do this, enter 'G' at the function code and press RETURN, now enter the student number and/or name and press RETURN. The program searches the file and if the requested student is not found, the record closest in number or name is displayed, you can then move forward or backward in the file using the 'F' or 'B' functions.

If you have used the 'G' function with the student's name and the record is not found, try 'G'etting the student by number. It may be that the student does not have an immunization record on file and by using the 'G' function with the student number, one is created.

When the student is found, you can then update the record using the 'C' function. Enter 'C' at the function code and press RETURN. Use the TAB or the arrow keys to move from field to field. The record is not re-written until RETURN is pressed, so if you type something or change a field by mistake, simply backspace through that field and the previous value will appear.

When you are finished updating the record, press RETURN. The record is then updated with the new values from the screen. Validation of required fields is done and the IMM-COMPLETE field is updated

with a 'C' or 'I'. As an incomplete record is updated through the 'C' or 'V' functions, the dates are checked and when all requirements are met the IMM-COMPLETE becomes a 'C' (complete status) and the compliance date is cleared.

Whenever an 'F' (fail) testing result is recorded through the 'C' function, a record is internally added to the IMH database. The information added is; school (users school code), date (date of testing), code (test code), and description (text stating that a particular test was failed). This allows the school to keep history of failed tests. This history can be viewed in the Medical History window by scrolling backward or forward through the file.

4.1.3 Drop

Most districts do not give users at the school sites drop capabilities. Better control over lost records is exercised when the process of dropping records is done from the district office. The Drop function makes the student's data inaccessible. This should be done only in a few cases such as duplicate records for the same student. When a record is dropped, it is tagged for deletion. It can no longer is accessed but it still exists on the system until a DFSORT is run on the **IMM** file. Therefore, a dropped record can be retrieved if necessary.

To use the Drop function, do the following:

- Make sure the record you want is displayed on the screen.
- Enter 'D' in the Function field and press RETURN.
- Verify the drop by entering 'Y' when the program asks you if you really want to drop the record.

If the drop is successful, the next record is displayed.

4.1.4 Backward and Forward

The 'F' and 'B' functions let you scroll through the file by either student number or name. If you 'G'et a student by number then using the 'F' or 'B' functions will take you forward or backward numerically. If you 'G'et a student by name, then using the 'F' or 'B' functions will take you forward or backward alphabetically. When either the 'F' or 'B' functions are executed, they are saved in a hold field, therefore, if you wish to continue scrolling forward or backward, simply press RETURN and whatever function is held will be executed until the time another function is entered.

4.1.5 Jump

This function 'J' allows you to exit IMMCRT and start up another program without having to exit the program and re-enter the other program. To use this function, do the following:

- Enter a 'J' in the function code area, press TAB.
- Enter the name of the program you wish to jump to in the REF-DATA area, press RETURN.

- You will be exited out of IMMCRT and the program you entered in the REF-DATA area will be started.

NOTE: If you have used the 'S' (Switch Schools) command, you can not access records at those switched to schools through the 'J' function. You will only be able to access the records of school you are currently logged on to through the 'J' function.

4.1.6 Method Update

This function allows for the updating of two fields on the screen, the COMPLIANCE DATE and the EXEMPTION field. Rather than using the 'C' function and tabbing through all the fields to get to these fields, this is a quicker way of updating these two fields.

If the EXEMPTION field is updated with a code which has the 2nd line of its code description as a non-blank, (Ex: Medical Temporary code-MT), the IMM-COMPLETE field will become 'I' and you can then enter a compliance date or if left blank the 30 days from enter date default will be entered.

If the EXEMPTION field is updated with a code which has the 2nd line of its code description as a blank, (Ex: Medical Permanent code-MP; Personal Beliefs code-PB), the IMM-COMPLETE field will become 'C' and the compliance date will be cleared.

4.1.7 Print Screen

This function will print out the currently displayed student's immunization record exactly as it appears on the screen. This is done by first using the 'G' function to get the student record you want. Then when that record is displayed, enter 'P' in the function code area. A copy of the screen will be created in a file in your directory called **SCREEN.LST**. You may then print out that file.

4.1.8 Switch Schools

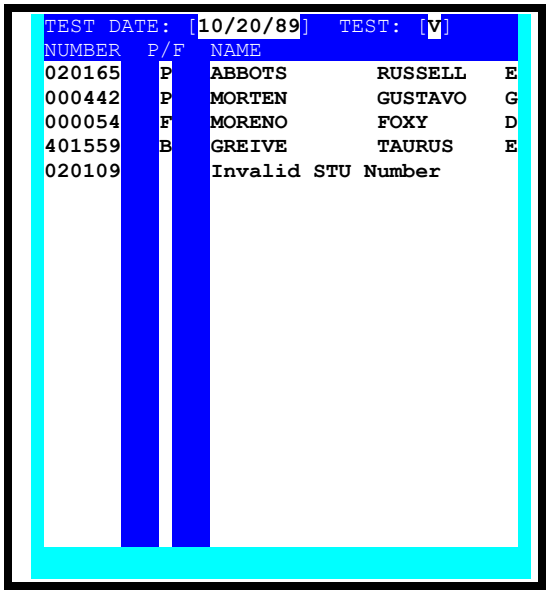
If your user account has the capability to switch schools, then you can have access to using this function. This function allows the user to switch schools within the program rather than having to exit and reset the school through the DFSCHL utility. This gives users rapid access to all records in the district regardless of school. This capability is usually reserved for the district nurse who requires access to records at all schools in the district, whereas a school clerk may not.

To use this function, enter an 'S' in the function code area. At his point, a message will appear asking the user to 'Enter Desired School Code: ', enter the location code number of the school you wish to view and press RETURN. You will now be accessing the immunization records for that school. You can then continue in this school or switch schools again.

4.1.9 Update Testing

This function is used in conjunction with the updating of testing information on the screen. Although you can use the 'C' function to update the testing date and testing result, the 'UP' function allows for rapid input of this information.

To use the 'UP' function, enter 'UP' in the function code area and press RETURN.



A window will appear on the screen and a date can be entered, this will become the test date. Also entered will be a test code as follows:

- S = Scoliosis Test
- V = Vision Test
- H = Hearing Test
- C = Color Vision Test

this will become the test that gets updated.

At this point, enter the student number and a test result, this can be a P (pass), F (fail), or B (borderline) code. Do not press RETURN until you have entered all the students you wish to update, use the TAB to move from field to field, if necessary.

When completed, press RETURN. At this point the dates and results of those students will be updated into the IMM with the test date and test result inputted.

Whenever an 'F' (fail) testing result is recorded through the 'UP' function, a record is internally added to the IMH database. The information added is; school (users school code), date (date of testing), code (test code), and description (text stating that a particular test was failed). This allows the school to keep history of failed tests. This history can be viewed in the Medical History window by scrolling backward or forward through the file.

4.1.10 Vaccinations

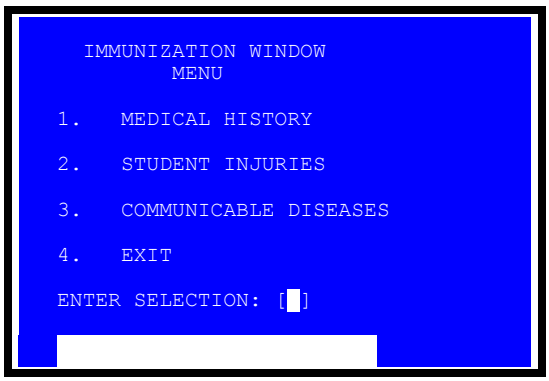
This function allows you to update the vaccination area of the screen. Rather than using the 'C' function and tabbing through all the fields to get to the vaccination area, this function will put you in the vaccination area and allow you to update these fields.

To use this function enter 'V' in the function code area and press RETURN. Enter any information you wish to change and TAB through the fields that do not need updating. When you are finished, press RETURN. At this point, validation of dates and checking of required fields is done and the IMM-COMPLETE field is updated with a 'C' or 'I'.

4.1.11 Windows

This function is only for user's whose user account has the capability to switch schools. Since some information available through these windows may be confidential, access of the user must be on a need to know basis in order to ensure that confidentiality.

To use this function, display the student whose information you want on the screen, type 'W' at the function code and press RETURN.



A window will appear with a menu for finding the following information.

1. Medical History
2. Student Injuries
3. Communicable Diseases

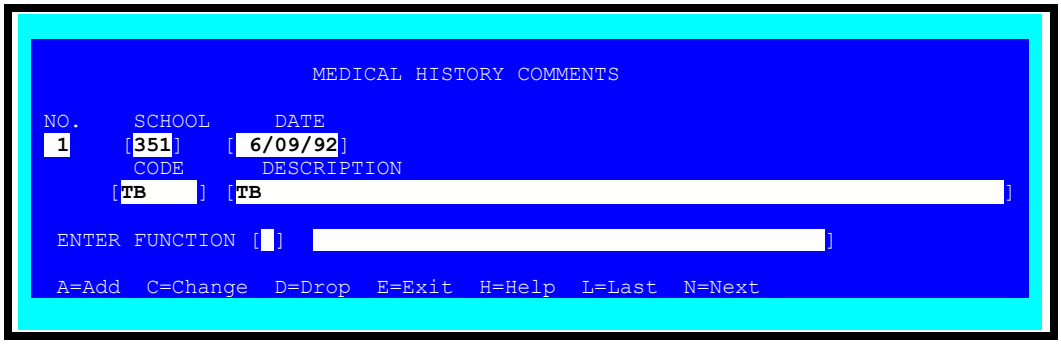
At this point enter your selection 1 - 2 - or - 3 for the windows or 4 or 'E' to exit back to the main IMMCRT screen.

4.1.12 Medical History

This option, available from the Immunization Window Menu, displays Medical History records found in the IMH database.

To use this function do the following:

- Display the correct student on the screen, and enter 'W' and RETURN.
- At the Immunization Window Menu, enter 1 and RETURN.



- At this point a window will be displayed showing either a Medical History Comment or a message indicating no records exist for this student.

From this window, you can do the following functions:

- Add a record.
- Type 'A' in the function code area, press RETURN.
- At this point, the school field will display the school location code you are currently working with and the date field will contain today's date. If these are not correct, you can use the TAB or the Backspace key to access those fields and change them.
- Enter a Medical History code, if this field is left blank the record will not be added. If you do not know the Medical History codes, press the HELP key on your keyboard and a list of valid codes will be displayed. Press TAB to enter your own description of the medical condition or RETURN to add the record and default the description to the code table description.
- Change a record.
- Display the correct record on the screen.
- Enter 'C' in the function code area, press RETURN.
- Tab through the fields making any changes you desire.
- When you are finished, press RETURN. The record is updated.
- Drop a record.
- Display the correct record on the screen.
- Enter 'D' in the function code area, press RETURN.
- A message will be displayed, 'Really Drop Record? '.

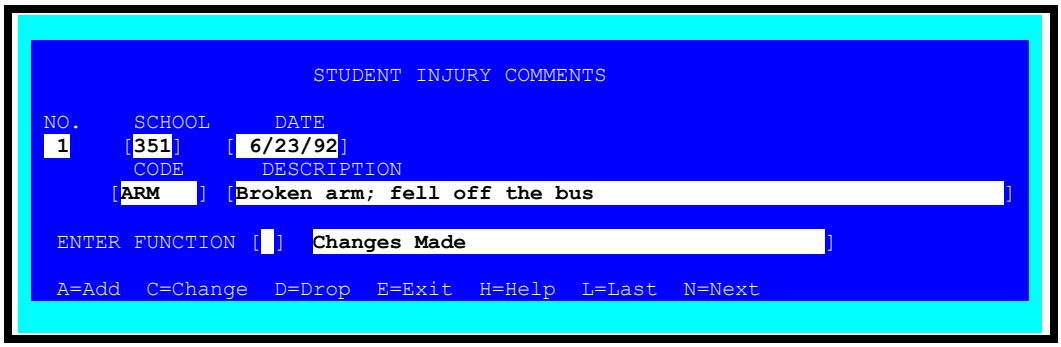
- Enter ‘Y’ or ‘N’.
- The record will be dropped or retained, and a message will be displayed.
- Help.
- Enter ‘H’ in the function code area, press RETURN.
- A HELP tutorial will be displayed.
- Enter the page number of the help topic desired or press RETURN to scroll through the help screen sequentially.
- Type **QUIT** to end and return to the last screen.
- Last record.
- Enter ‘L’ in the function code area, press RETURN.
- The program will scroll backward in the file and display the last record from the one currently displayed.
- If a record exists, it will be displayed, else a ‘No More Records’ message will be displayed.
- The ‘L’ function will continue wrapping around the file so when the beginning of file is reached, the next displayed record will be at the end of the file.
- Next record.
- Enter ‘N’ in the function code area, press RETURN.
- The program will scroll forward in the file and display the next record from the one currently displayed.
- If a record exists, it will be displayed, else a ‘No More Records’ message will be displayed.
- The ‘N’ function will continue wrapping around the file so when the end of file is reached, the next displayed record will be at the beginning of the file.

4.1.13 Student Injury

This option, available from the Immunization Window Menu, displays Student Injury records found in the IMI database.

To use this function do the following:

- Display the correct student on the screen, and enter ‘W’ and RETURN.
- At the Immunization Window Menu, enter 2 and RETURN.



- At this point a window will be displayed showing either a Student Injury Comment or a message indicating no records exist for this student.

From this window, you can do the following functions:

- Add a record.
- Type 'A' in the function code area, press RETURN.
- At this point, the school field will display the school location code you are currently working with and the date field will contain today's date. If these are not correct, you can use the TAB or the Backspace key to access those fields and change them.
- Enter a Student Injury code, if this field is left blank the record will not be added. If you do not know the Student Injury codes, press the HELP key on your keyboard and a list of valid codes will be displayed. Press TAB to enter your own description of the student injury or RETURN to add the record and default the description to the code table description.
- Change a record.
- Display the correct record on the screen.
- Enter 'C' in the function code area, press RETURN.
- Tab through the fields making any changes you desire.
- When you are finished, press RETURN. The record is updated.
- Drop a record.
- Display the correct record on the screen.
- Enter 'D' in the function code area, press RETURN.
- A message will be displayed, 'Really Drop Record? '.
- Enter 'Y' or 'N'.
- The record will be dropped or retained, and a message will be displayed.
- Help.

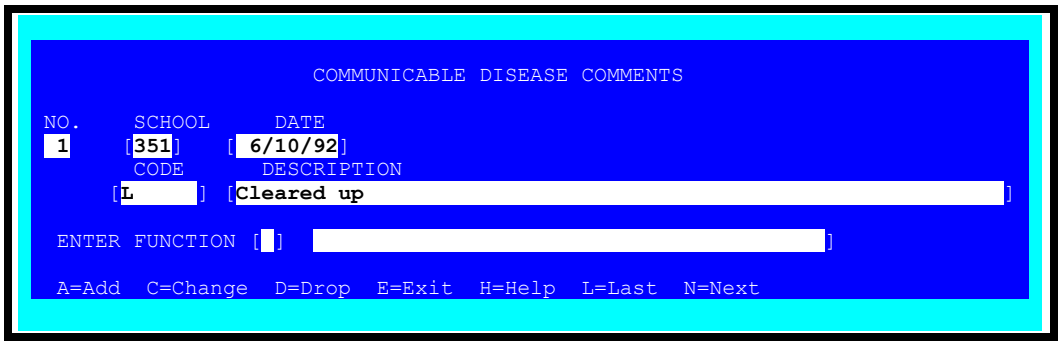
- Enter ‘H’ in the function code area, press RETURN.
- A HELP tutorial will be displayed.
- Enter the page number of the help topic desired or press RETURN to scroll through the help screen sequentially.
- Type **QUIT** to end and return to the last screen.
- Last record.
- Enter ‘L’ in the function code area, press RETURN.
- The program will scroll backward in the file and display the last record from the one currently displayed.
- If a record exists, it will be displayed, else a ‘No More Records’ message will be displayed.
- The ‘L’ function will continue wrapping around the file so when the beginning of file is reached, the next displayed record will be at the end of the file.
- Next record.
- Enter ‘N’ in the function code area, press RETURN.
- The program will scroll forward in the file and display the next record from the one currently displayed.
- If a record exists, it will be displayed, else a ‘No More Records’ message will be displayed.
- The ‘N’ function will continue wrapping around the file so when the end of file is reached, the next displayed record will be at the beginning of the file.

4.1.14 Communicable Diseases

This option, available from the Immunization Window Menu, displays Communicable Disease records found in the IMC database.

To use this function do the following:

- Display the correct student on the screen, and enter ‘W’ and RETURN.
- At the Immunization Window Menu, enter 3 and RETURN.



- At this point a window will be displayed showing either a Communicable Disease Comment or a message indicating no records exist for this student.

From this window, you can do the following functions:

- Add a record.
- Type 'A' in the function code area, press RETURN.
- At this point, the school field will display the school location code you are currently working with and the date field will contain today's date. If these are not correct, you can use the TAB or the Backspace key to access those fields and change them.
- Enter a Communicable Diseases code, if this field is left blank the record will not be added. If you do not know the Communicable Diseases codes, press the HELP key on your keyboard and a list of valid codes will be listed. Press TAB to enter your own description of the communicable disease or RETURN to add the record and default the description to the code table description.
- Change a record.
- Display the correct record on the screen.
- Enter 'C' in the function code area, press RETURN.
- Tab through the fields making any changes you desire.
- When you are finished, press RETURN. The record is updated.
- Drop a record.
- Display the correct record on the screen.
- Enter 'D' in the function code area, press RETURN.
- A message will be displayed, 'Really Drop Record? '.
- Enter 'Y' or 'N'.
- The record will be dropped or retained, and a message will be displayed.
- Help.

- Enter ‘H’ in the function code area, press RETURN.
- A HELP tutorial will be displayed.
- Enter the page number of the help topic desired or press RETURN to scroll through the help screen sequentially.
- Type **QUIT** to end and return to the last screen.
- Last record.
- Enter ‘L’ in the function code area, press RETURN.
- The program will scroll backward in the file and display the last record from the one currently displayed.
- If a record exists, it will be displayed, else a ‘No More Records’ message will be displayed.
- The ‘L’ function will continue wrapping around the file so when the beginning of file is reached, the next displayed record will be at the end of the file.
- Next record.
- Enter ‘N’ in the function code area, press RETURN.
- The program will scroll forward in the file and display the next record from the one currently displayed.
- If a record exists, it will be displayed, else a ‘No More Records’ message will be displayed.
- The ‘N’ function will continue wrapping around the file so when the end of file is reached, the next displayed record will be at the beginning of the file.

4.1.15 Other Windows

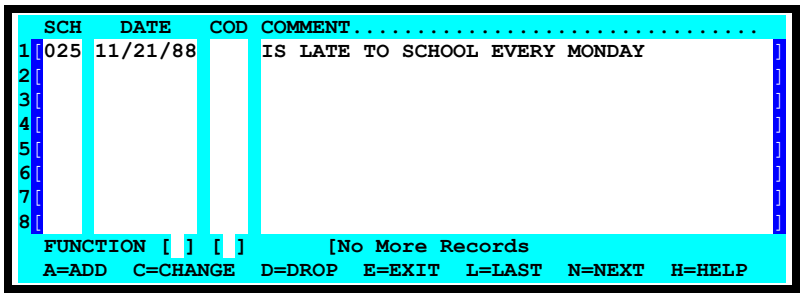
Other windows are also accessible through **IMMCRT**, they are:

1. ‘CM’ - General Comments Command
2. ‘DS’ - Discipline Comments Command
3. ‘EM’ - Emergency Comments Command
4. ‘FN’ - Fine Management Command
5. ‘HS’ - CTBS Testing Command
6. ‘HO’ - Health Office Visit Command

These windows are accessed in a similar manner, except you do not go through a menu selection window. First, display a student on the screen and enter the command abbreviation in the function code area, a window will then appear along with any information that student may have.

4.1.16 General Comments

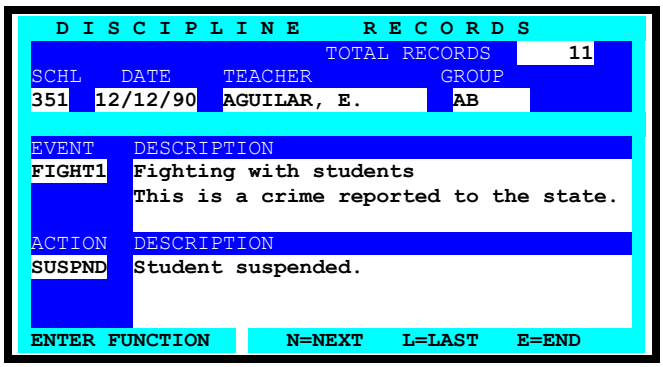
The 'CM' command displays a window showing general comments that have been made about the currently displayed student. Through this window you can add, change, or drop comments about the student currently displayed. To use this command, enter 'CM' in the function box and press RETURN.



4.1.17 Discipline Comments

The 'DS' command will display a window containing disciplinary information about the currently displayed student. This command can be very useful when a student transfers into a school. Once the transfer takes place, the school will have access to the students discipline record through the 'DS' function. To use this function, perform the following steps:

- Enter 'DS' in the function box and press RETURN.

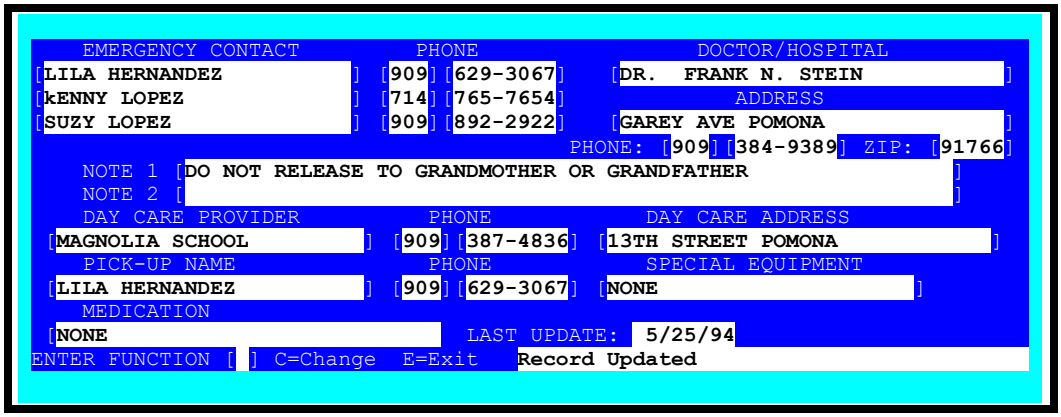


- A window will be displayed showing the students discipline records. You can use the 'N'ext or 'L'ast functions to scroll through the discipline file.
- When you are finished, enter 'E' to exit this window and press RETURN.

4.1.18 Emergency Information

The 'EM' function displays a window showing the student's emergency information. This window displays any available information about the student's emergency contact names and phone numbers, doctor or hospital name, address, and phone number, as well as special emergency notes, day care information, who is designated to pick up the child, medication being taken, and any special equipment needed by the student.

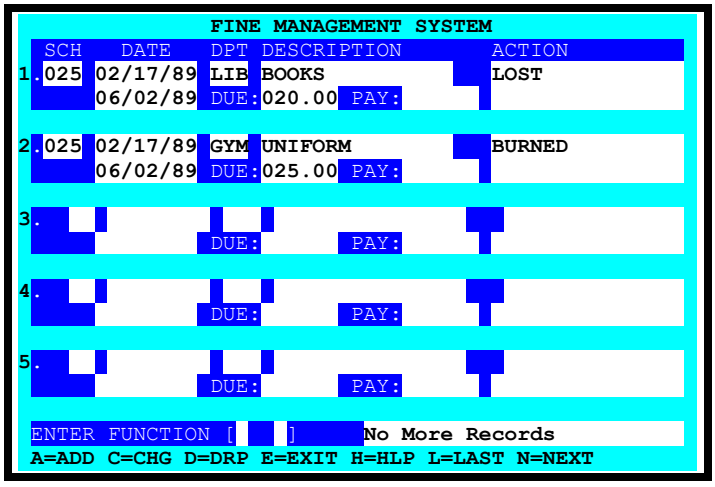
To use this function, enter 'EM' in the function box and press RETURN.



You can change or add information from this window using the 'C'hange function. When you are finished, enter 'E' in the function box to exit.

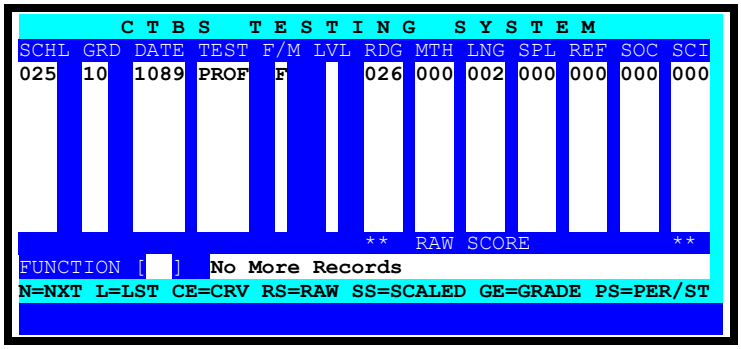
4.1.19 Fine Management

The 'FN' function displays a window that shows any records of past or present fines the student may have. The user can add, drop, and change records of fines through this window. However, if you try to add a fine record without putting something in the DESCRIPTION field, the record will not be saved.



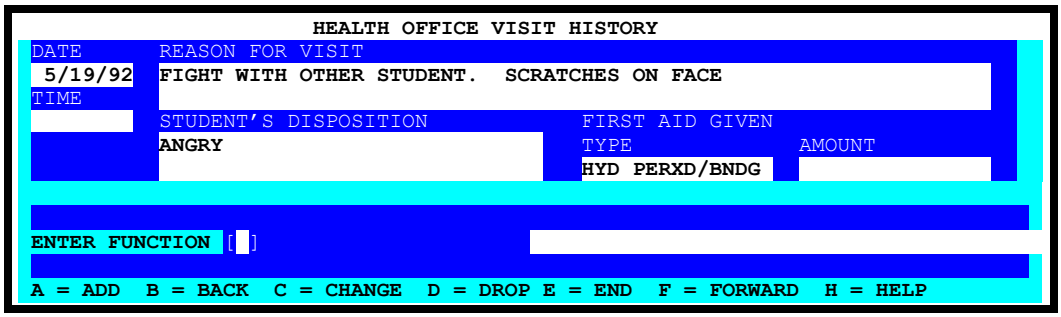
4.1.20 CTBS Testing

The 'HS' function will display a window containing the CTBS scores of the currently displayed student. These scores can be evaluated by raw score, curve equivalent, scaled score, grade equivalent or percentile/stanine. Some tests which may be queried include math, reading, language, spelling, reference skills, social science, and physical science. This is a display screen only. No changes can be made to these scores from this screen. To use this command, enter 'HS' in the function box and press RETURN.



4.1.21 Health Office Visit

The 'HO' function will display a window containing information pertaining to any health office visits the currently displayed student may have had. Information available is the date and time of visit, reason for the visit, disposition of the student at time of visit, any first aid given, and the amount of first aid given. To use this command, enter 'HS' in the function box and press RETURN.



From this window you may add, change or drop a record; or, scroll through the file using the forward and back functions.

4.1.22 Report Programs and Update Programs

The following is a listing of the reports available in the Immunization System.

- IMM01 - Emergency Information Cards

- IMM02 - Immunization Transcript
- IMM03 - Health Information Listing
- IMM04 - Delinquent Compliance Dates
- IMM05 - Failed Testing Results
- IMM06 - Listing by Document Type; Exempt Status; or Immunization Status
- IMM11 - File Error Listing
- IMM12 - Update the scoliosis, vision, hearing and color vision dates and results for specific grade levels.

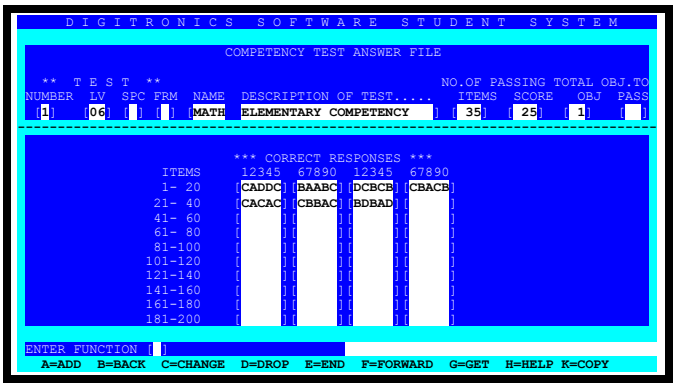
5 Elementary Competency Testing

This testing system accounts for the creation of test sheets, scoring and recording of those competency tests scores. This system stores the answers and objectives for each test which enables the user to automatically score the tests and produce various statistical reports.

The Competency Test Answer Data Base (CTA) holds the test answers. The key for these records is a group item which includes the test number, test level (grade), special ed code and form number. This allows the user to define tests in each category (e.g. Math, Reading, etc) for each grade level and special ed class. Total items is defined as well as passing score. If your district uses objectives in testing, there are fields to define the total objectives and the total objectives needed to pass.

5.1.1 CTACRT

The CTACRT screen allows for the update and display of test answer keys. An example of the screen is shown below. The functions are listed at the bottom of the screen. There is full on-line help for the program, accessed by the 'H' function.



5.1.1.1 Add

The 'A' command allows you to enter a new test answer key to the CTA file. To invoke the Add function, do the following:

1. Enter the 'A' in the function box and press RETURN.

2. Enter information into fields parsed by cursor. The PASSING-SCORE field and the OBJ-TO-PASS field are mutually exclusive fields. If one is blank then the other must be non-blank.
3. Press the TAB key to move from field to field.
4. Press RETURN to finish adding a new answer key.

5.1.1.2 Backup and Forward

These commands let you scan through the Competency Test Answer File one record at a time, forwards or backwards. Enter 'F' (for forward) or 'B' (for backward) in the FUNCTION area and press RETURN.

5.1.1.3 Change

The 'C' command lets you alter an existing Competency Test Answer key. You may alter all the fields. If any field that is part of the record key is changed , the program will ask if you want to change the TEST-ID. If you enter a 'Y' it will be changed. To use the Change command, do the following:

1. If the Competency Test Answer key is not displayed on the screen, use the Forward, Backward or Get commands to bring it into view.
2. Enter 'C' in the FUNCTION area. You may alter all the fields. Press RETURN when you have made the necessary changes.
3. The changes are saved when you press RETURN.

5.1.1.4 Drop

The Drop command removes previously added Competency Test Answer keys. To use the Drop command, do the following:

1. If the Competency Test Answer key you want to delete is not displayed on the screen, use the Forward, Backward or Get commands to bring it into view.
2. Enter 'D' in the FUNCTION area.
3. Press RETURN.
4. The screen asks if you want to really drop the record. A 'Y' response will drop the record.

5.1.1.5 Get

The Get command retrieves information for a specific test. Use the Get command as follows:

1. Enter 'G' in the FUNCTION area and press RETURN.
2. The cursor moves first to the NUMBER field and continues thru to the FORM field. All fields up to and including the FORM field are part of the TEST-ID.
3. Press RETURN. If the record is found, it will be displayed on the screen. If it is not found, a message will appear.

5.1.1.6 Kopy

The 'K' command allows you to copy the currently displayed record to another record. This is needed because many times the test are the same for more than one grade level. Instead of adding two CTA records, one may be added and then copied to another record and renamed. For example, if the 9th and 10th graders take the same test, you could use the add function to enter the test as a 9th grade test and then use the 'K' function to copy the 9th grade record to the 10th grade record. To invoke the Kopy command, do the following:

1. Enter the 'K' in the function box and press RETURN.
2. Enter the new ID-Key into the correct fields.
3. When you press RETURN the new record is displayed.

The CTA file has a group item as it's key. The test number, grade level, special education code and form type are all part of the record key. Other fields include a test name, description, total items, passing score, total objectives contained in the test and the number of objectives needed to pass.

The test number will represent the type of test. The currently defined tests are numbered as follows;

1. Math
2. Reading
3. Language
4. Written Sample

The grade level field represents which class will take the test defined. A test with a number of 1 and a level of 09 will be a 9th grade math test. A number 1 level 10 test is a 10th grade math test, and so on. If more than one version of the same test is used, the form field will be used. A number 1 level 09 test with form A is a different math test for the same grade level of students. This is usually done to deter cheating on the tests.

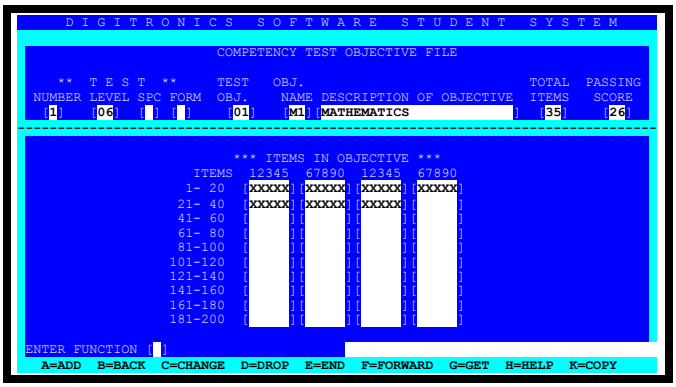
The number of items field, defines the total number of questions on the test. The written sample does not have a number of questions because it is an essay written by the student and corrected by the teachers. Enter 99 in this field for the written sample test as this is a percentage that will be updated. The passing score field is optional. If passing the test is based on answering a certain number of questions correctly, place that number (not percentage) in this field. It is MANDATORY that the total objectives field is utilized. If the tests are not based on objectives, place a 1 in the field. Otherwise, enter the total number of objectives. The objectives to pass is optional and should only be used if passing the test relies on the number of objectives answered correctly. The four character test name should reflect the test number (number 1- name MATH, 2, name READ, etc.). The description is left up to the user and any description will be accepted. We do recommend that the description also reveals the type of test being defined.

The correct responses must be entered A-E only. The answers reflect the five positions available for the student's responses to a question. If the test sheet shows something other than A-E (for example 1-5), the correct responses should still be entered as A-E with A representing 1, B representing 2, and so on.

After defining all tests in CTACRT, the objectives must be defined in CTOCRT.

5.1.2 CTOCRT

After all answers are entered, the next step is to define all test objectives using CTOCRT. An example of the screen display is shown below.



5.1.2.1 Add

The 'A' command allows you to enter a new test objective key to the CTO file. To invoke the Add function, do the following:

1. Enter the 'A' in the function box and press RETURN.
2. Enter information into fields parsed by cursor. The PASSING-SCORE field and the OBJ-TO-PASS field are mutually exclusive fields. If one is blank then the other must be non-blank.
3. Press the TAB key to move from field to field.
4. Press RETURN to finish adding a new answer key.

5.1.2.2 Backup and Forward

These commands let you scan through the Competency Test Objective File one record at a time, forwards or backwards. Enter 'F' (for forward) or 'B' (for backward) in the FUNCTION area and press RETURN.

5.1.2.3 Change

The 'C' command lets you alter an existing Competency Test Objective key. You may alter all the fields. If any field that is part of the record key is changed , the program will ask if you want to change the TEST-ID. A 'Y' response will make it so. To use the Change command, do the following:

1. If the Competency Test Objective key is not displayed on the screen, use the Forward, Backward or Get commands to bring it into view.
2. Enter 'C' in the FUNCTION area. You may alter all the fields. Press RETURN when you have made the necessary changes.
3. The changes are saved when you press RETURN.

5.1.2.4 Drop

The Drop command removes previously added Competency Test Objective keys. To use the Drop command, do the following:

1. If the Competency Test Objective key you want to delete is not displayed on the screen, use the Forward, Backward or Get commands to bring it into view.
2. Enter 'D' in the FUNCTION area.
3. Press RETURN.
4. The screen asks if you want to really drop the record. A 'Y' response will drop the record.

5.1.2.5 Get

The Get command retrieves information for a specific test. Use the Get command as follows:

1. Enter 'G' in the FUNCTION area and press RETURN.
2. The cursor moves first to the NUMBER field and continues thru to the FORM field. All fields up to and including the FORM field are part of the TEST-ID.
3. Press RETURN. If the record is found, it will be displayed on the screen. If it is not found, a message will appear.

5.1.2.6 Kopy

The 'K' command allows you to copy the currently displayed record to another record. This is needed because many times the test are the same for more than one grade level. Instead of adding two CTO records, one may be added and then copied to another record and renamed. For example, if the 9th and 10th graders take the same test, you could use the add function to enter the test as a 9th grade test and then use the 'K' function to copy the 9th grade record to the 10th grade record. To invoke the Kopy command, do the following:

1. Enter the 'K' in the function box and press RETURN.
2. Enter the new ID-Key into the correct fields.
3. When you press RETURN the new record is displayed.

The display is similar to the CTACRT display. The key is the same as the CTA file but there is another field called test objective. This is a sequential number of the objective for the test. Each test defined in the CTA file has at least one objective. There must be one CTO record for every objective totaled in the CTA record. For example, if test 1, level 09 had a 3 in the total objective field, there must be three CTO records for that one CTA record. Objective number 1 can be addition, 2 subtraction and 3 multiplication.

The items in the objective will contain an 'X' in each box that corresponds to the questions pertaining to this objective. For example, if the addition questions were 1, 2, 5, 8, and 10, these items would contain an 'X' in objective record 1. If subtraction questions were 11 thru 20, those fields would contain an 'X' in objective record 2, and so on.

All objectives for a test that are defined must add up to the CTA record's total number of items. If test 1 has 20 questions and 4 objectives, there must be 4 CTO records with a total of 20 questions defined. (5 in CTO record 1, 10 in CTO record 2 and 5 in CTO record 4, for example).

All 'X' responses in a CTO record must add up to the total items in that CTO record. If the total items is 5, there must be 5 'X's visible for that record.

Use DFQUIZ to print out the CTO records and compare them with the CTA records. Make sure that all totals correspond.

5.2 Initial Setup

Perform the following steps to create the Competency Test Answer file and the Competency Test Objective file. These files hold the answers to each test and defines which answers should be counted as objectives.

1. **DFMAKE CTA** RETURN.
2. **DFMAKE CTO** RETURN.
3. Use CTACRT to define all tests.
4. Use CTOCRT to define all objectives.
5. Run DFQUIZ to print out all answers.
6. Run DFQUIZ to print out all objectives.
7. Have someone other than the person who entered the answers and objectives check the validity.
8. **DFSORT CTA** RETURN.
9. **DFSORT CTO** RETURN.

If your district does not use objectives, define the test as having one objective in CTACRT and mark each answer as an objective in CTOCRT. These answers and objectives are crucial in the effectiveness of this system. Have a second person verify the answers and objectives that are entered in the CRT programs so that any mistakes can be discovered and corrected. Steps 1 and 2 only have to be done once. If the tests are changed, dropped or if new tests are added perform steps 3 through 9 only.

5.3 Testing Cycle

The first step in the testing cycle is to create the scan sheets. The programs that use the NCS scanners end in N and the programs that use Scantron scanners end in S. Therefore, if your district is using NCS scanners, use the CTE01N program to create your scan sheets. These sheets are distributed to the students and used as answer sheets when the tests are taken. The sheets can be printed in various ways including by teacher, grade or particular students. Once the tests are taken the sheets are scanned into the system using CTE02N or CTE02S. This program updates the CTE data base with the student's answers. When all sheets have been scanned, create a DFQUIZ listing of all missing sheets by typing:

- **TITLE "***mm/yy* **Missing Sheet List"**
- **FILE CTE CTE***mmyy*

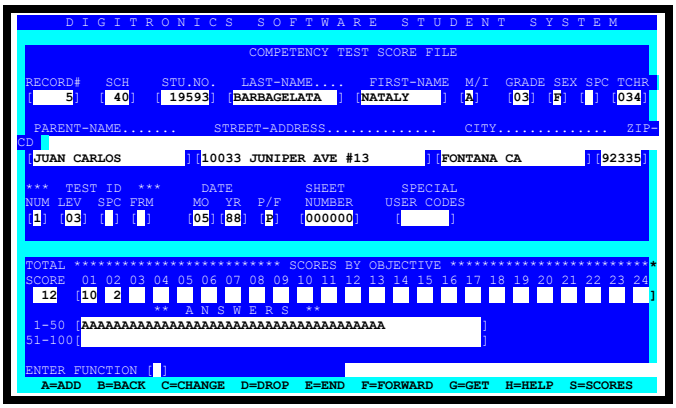
- **PRINT CTE KY NM SC SS IF SS = " "**

The above mentioned programs should be run for each school going through the testing cycle until all of the scanning of test sheets is complete.

When the scanning phase is complete, score all of the tests using CTE03. This program stores the CTA and CTO records corresponding to each test and compares the answers. If the answer does not match what is in the record it is marked incorrect. If there are any updates to be done such as adding in a written sample score, use CTECRT. Once all of the tests are scored, the reports can be printed.

5.3.1 CTECRT

CTECRT allows the user to enter scores and answers to records that, for some reason, could not be scanned in. The (A)dd function will add the record and the (C)hange function will allow the user to update. There is a drop function to eliminate invalid records and the 'S' function will allow changes to the student's scores. There is on-line help to guide the user in using CTECRT. Also included are the (F)orward, (B)ackward and (G)et commands to obtain the correct record to process.



5.4 Report Programs

- **CTE06** prints test results by grade
- **CTE07** prints pass/fail listing by grade and teacher
- **CTE08** prints pass/fail objective listing by grade and teacher
- **CTE09** prints an individual profile list
- **CTE10** prints a proficiency test results mailer
- **CTE11** prints pass/fail summaries by grade
- **CTE12** prints a frequency distribution listing by school and test
- **CTE13** prints a frequency distribution listing by score
- **CTE14** prints an item analysis by grade, school, test

6 Elementary Year End Crossover System

This chapter discusses the procedures to cross files over to the next year. The flow of the procedures is given to make the transition smooth and efficient. This system is designed so as not to interfere with the current year's files.

Usually, the files related to the Secondary system are crossed over in the spring so that student scheduling for next year can be done. But the elementary files are not needed until just before school starts. Student teacher assignments can be done in the current year without disturbing the current assignment. Summer school will be done in a separate file. If you have questions about summer school, please see the Summer School chapter of this manual.

6.1 Preparation for Crossover

The Elementary Student Data Base (**ELM**) must be prepared to crossover into next year. The resident school field, the next school field and the study area grid number must all be updated. You may also want to update the next year's teacher assignment.

If the student's next school is determined by his or her home address, the next school, resident school and study grid can be updated with the **SAG02** program . This program works with the Study Area Grid file (**SAG**) and the **ELM** file to update these fields automatically. **SAG02** will read the **ELM** record and assign the study area grid number based on the student's address and places the resident school from the SAG record into the ELM record. The program then checks the grade level and if the student will be going from an elementary school to a junior high next year the next school field from the **SAG** record is placed in the **ELM** record.

SAG02 also creates a listing of each student that is updated. Sometimes districts have students who attend one school but there grid assignment is at another school. This list can be used to identify those students and corrections can be made to those records.

SAG02 will ask you three questions:

DO YOU WANT TO UPDATE THE STU AND ELM GRIDS (Y OR N)

DO YOU WANT TO UPDATE THE STU AND ELM RESIDENT SCHOOL (Y OR N)

DO YOU WANT TO UPDATE THE STU AND ELM NEXT SCHOOL (Y OR N)

The GRIDS are updated by **ELMCRT** when the student's record is added or changed. However, if your data was recently converted, or you have reason to believe that the grids need to be updated, answer "Y" to this question.

The RESIDENT SCHOOL is only updated when the record is added. There is no other application that automatically sets this field. Answering "Y" to this question will update this field.

The NEXT SCHOOL is set during a transfer, on the old record, to show where the student went. Therefore, it would be beneficial to let **SAG02** update this field. This field is used in the crossover process to determine where the student's record should be activated next year. If this field is not set correctly, the crossover may not go smoothly. To update the Next School field, answer "Y" to this question.

If you answer "N" to all of the questions, the program will abort.

In addition to the fields discussed above, two other fields may be updated at this time. If you know what teacher and track the student will be attending next year, the **ELM-NEW-TRACK** (NT) and **ELM-NEW-TCHR** (NH) fields may be updated now. The **ELM00** program, discussed below, will use these fields to set the **ELM-TRACK** and **ELM-TEACHER-NO** in next year's record. These fields may be accessible on the 'X' screen in **ELMCRT**. If not, use **DFXCRT** to update these fields.

The sections below discuss how to update the fields without using **SAG02**. These methods may be needed to update exceptions to the study area grid or when the study area grid is not used to determine where the student goes to school next year.

6.1.1 ELMCRT

ELMCRT can be used to change the resident and next school fields as well as the study area grid. If the school has only a few exceptions, this method is quick and efficient. Please see the Elementary Demographics chapter of this manual for instructions on **ELMCRT**.

6.1.2 DFXCRT

Most end-users should not have access to the **DFXCRT** program. If the district office is updating the fields for the schools this is an adequate method. The user can specify which fields it wants to see which can speed up the process of changing the fields. A statement such as;

- **DFXCRT ELM SN NM SG NS RS** RETURN

will display a screen with only those fields. This eliminates excessive tabbing through other fields and possibly invalidating them. Some districts may find this a faster method which promotes higher accuracy and better control over data. If the district has multi-track schools the new-track and new-teacher fields can also be updated. These fields will be used to assign the new year tracks and teachers.

6.1.3 DFQUIZ

If the district has a high number of changes to make, **DFQUIZ** will be the easiest method to use. The CHANGE statement can be used to mass change the fields needed. See your DFQUIZ User's Guide for more information.

6.2 Create Next Year's Files

When all updating is completed, next year's files can be created. **ELM00** looks through its records and all other school's records transferring all students who have the next school set to the school you are set to. The program is flexible enough to move an elementary student (**ELM**) or a secondary student (**STU**). This may be necessary for districts with both K-8 and junior highs.

***NOTE**

If a student's next school field is set to zeros, that student is transferred into the next year at the same school.

The operator must be in the previous year when **ELM00** is run and it must be run for each school. If the school has multi-tracks and the student is changing tracks, the fields will be updated at this time.

After **ELM00** is run, the new file must be sorted. The operator must switch to the new year and run **DFSORT** for the new **ELM** files. To get an accurate student count and to verify all records were transferred, run a **DFMTOT** for the new **ELM** file.

Another transfer program available is **GTETRN**. This program creates a new **GTE** record and transfers in all Gifted and Talented Elementary records. Only use **GTETRN** if you have current records in the **GTE** file.

6.3 The SSP File

The Student System Parameter File (**SSP**) must be copied to the new year. This is the file that holds the next student number to be assigned when the 'A'dd function is used in **ELMCRT**. It also holds other fields that are essential to the operation of the student system. If you have already crossed over the secondary files, you may have already done this procedure. If not, run **SSP00**. This program copies the file, adjusts the student number field and allows you to enter the account names of the users who should receive mail for changes to attendance, special ed, GATE program and Data Processing. If these names are staying the same as last year, simply press RETURN when the program prompts you and the field is not changed. The No-Show status should remain the same, but the No-Show date should be changed to a date just before the first day of school for the new year.

The student number field will be updated to reflect the new year. If there are less than 500 numbers left in the old year, the **SSP00** program increases the new year's number by 10,500 instead of 10,000. This gives a window of 1000 possible new adds before the new year starts.

6.4 The DAY File

The calendars for next year will have to be defined for each school. Do NOT copy last year's **DAY** files to the new year. Instead, follow this procedure:

- **DFMAKE** DAY*yysss* RETURN
- Run **DAYCRT** and use the 'P' command to build the calendar.

- Refer to the attendance chapters of this manual for more information on the **DAY** file.

6.5 The ATZ and EHT Files

After the **ELM** files for the new year are created, the school personnel will want to start adding, dropping and correcting records. This will be a problem if the attendance file (**ATZ**) and enrollment history file (**EHT**) have not been created. These files must be present in order for **ELMCRT** to work properly.

If the school is multi-track, make sure all students have a valid track assignment before creating the attendance file. To create the attendance file, run **ATZ00**. This program will create one **ATZ** record for each student in their assigned track. Since the enrollment history and attendance are not recorded until the first day of school, all of the enrollment history transactions before the first day of school are not needed. Therefore, the **ATZ00** program drops all existing **EHT** records and creates one initial record for each student.

NOTE

Do not copy the **EHT** file from last year. Run **DFMAKE** to create a new **EHT** file.

6.6 Copy Needed Files

The following is a list of files that must be copied from last year to this year. Because these files are copied, the current year files can still be accessed for current operations.

Note that all of these files are district qualified. If you have already copied the files during the crossover for the secondary schools, you may want to skip these steps. Your district may have additional files to copy. Check the DATA area (DBM) for other needed files.

- **TCH** - Teacher File
- **PPS** - Parent Pay Transportation File
- **PPL** - Parent Pay
- **COD** - Code Table File
- **SAG** - Study Area Grid File
- **SPX** - Special Education Demographic File
- **SPT** - Special Education Teacher File
- **SPD** - Special Education Class File
- **SPP** - Special Education Placement File

Your district may have other files that need to be copied. Make sure all needed files are in the new year before the users start updating.

6.7 Create New Files

The following files need to be created for the new year. You do not want to copy these files because the data that is kept in these files is generated each year. to create these files, run **DFMAKE**.

- **ACT** - Attendance Totals File
- **ATM** - Attendance Map File (for each school)
- **EHT** - Enrollment History Transaction File (if you have already run **ATZ00** do not create a new **EHT** file.

6.8 The STOCKADE Program

As stated earlier in this chapter, only active records are crossed over into the new year's file. However, what happens if a student who was inactive at the time of the crossover, shows up the first day of school to be added? His record is still in last year's file and can be transferred in and updated for the new year. What about the student who attended your school three years ago, and now is back? How do you retrieve that record?

The **STOCKADE** program will take care of all inactive records during crossover time. **STOCKADE** builds two new files, one **ELM** and one **STU** that contain only inactive records. Then, when a student is added and the **LOST** program is run, the student's record will be displayed and the user can transfer the record from the stockade location to their school. To successfully run the **STOCKADE** program, you must first define two stockade records in the Location (**LOC**) file.

Use **DFXCRT** to add an elementary stockade record and a secondary stockade record. Use school numbers that are identifiable as the stockade schools. For example, 900 and 901. Then, when you run **STOCKADE**, it will ask you to enter the stockade school numbers. The program checks every school file and transfers all of the inactive students into the appropriate stockade file (**ELM** or **STU**).

NOTE: Do not run the **STOCKADE** program until ALL of your crossover is complete, including elementary and secondary schools. If you have not completed all of the school's crossover, do not run **STOCKADE**.

6.9 Startup Procedure

After all needed files are present the operator can begin startup and updating procedures. The initial startup of the attendance and teacher assignment cycles can begin. Information on these initial startup procedures is provided in the previous chapters in this manual that deal with these systems. Any updating to **ELM** files can be done in **ELMCRT**. Close attention must be paid to which year the operator is connected to so that updates that do take place will be placed in the correct record.

If your users are still working in the current year, and you want the updated demographic information to be written to the new year, run **ELM23**. **ELM23** should be edited first to be certain the correct fields are being transferred. It may be run any time BEFORE the users begin updating in the new year. It may be run more than once. **DO NOT RUN ELM23 IF ATZ00 HAS ALREADY BEEN RUN!**

6.10 Immunization Records

The immunization file is not qualified by school, year or district. The **IMM** record has the student's current school number assigned to determine who has access to the record. This school field must be changed for the new school year. The program to do this is **IMM10**. Run **DST00** for the new year. This will create an up to date district file that **IMM10** will use to set the **IMM** records. Then run **IMM10** and all immunization records are updated.

6.11 Training

It may be necessary to retrain certain district employees before the new year starts. If new applications were installed or personnel has changed, schedule training classes for the appropriate people. Part of this training may be done at the end of the school year, so the employees know what is coming next year. Then schedule similar classes before school starts in the fall (for your traditional schedule schools).

6.12 Summary

This section attempts to summarize the steps in the crossover process.

1. Update the NEXT-SCHOOL, RESIDENT-SCHOOL and GRID using either **SAG02**, **ELMCRT**, **DFQUIZ** or **DFXCRT**.
2. Copy the **SSP** file and update it in the current year.
3. Run **ELM00** for each elementary school. Be sure each file gets sorted after being created.
4. Run **DFMTOT** on last year's **ELM** file and this year's **ELM** file. Make sure the totals are as predicted.
5. Run SSP00 to copy the Student System Parameter File.
6. Create the **DAY** records for each school.
7. If you use the GTE file run **GTETRN**. Be sure to link the files with **DFLINK**.
8. Run DFMAKE on the EHT file. Do not copy this file from last year.
9. Run **ATZ00** for each school. Be sure that all files get linked. Be sure that the **EHT** file gets sorted.
10. Copy all of the necessary files from last year (TCH, COD,...).

11. Create all files necessary for the new year (ACT, ATM,...).
12. Run the **STOCKADE** if all other crossover has been done.
13. Run **DST00** for the new year. Then run **IMM10** to set the **IMM** records to the correct school.
14. Complete any training that may be necessary for new personnel or new applications.

Elementary Year End Crossover System
Summary

7 Summer School System

The Summer school session will operate much the same as the rest of the year. However, there are some initial setup procedures which must be completed before summer school begins.

7.1 Initial Setup

Summer school locations must be set up as separate locations in the LOC file. The quickest way to do this is to use DFXCRT and copy an existing record with the 'K' function. Once copied, change the location name to include "Summer". For example, Digitronics Test Elementary School (number 10) can be copied to create a record for Digitronics Test Summer Elementary School (number 11).

Once the summer school locations are set up, run DFMAKE to create the Student Demographic (ELM) file. Do the following for each summer school:

DFMAKE ELM*yysss* RETURN

When all summer school student files have been created connect to a summer school location using DFSCHL *sss*, run SUMR02 and enter the student numbers of students entering this summer school. This program finds a student in the DST file and copies the student record into the new school. The current record in the student file is undisturbed. Some districts do not know all of the students who will be in summer school until after the last grades are out. For this reason, SUMR02 can be run several times. Each summer school must have this program run to enter students.

Remember to update the Teacher File (TCH) with the teachers who will be teaching summer school. Perform the Teacher Assignment Cycle as described earlier in this manual.

Other files needed are the Calendar File (DAY) and the Attendance (ATZ) file. Each summer school will need these files. DFMAKE the DAY file and run DAYCRT to build the calendar for the summer session. Then run ATZ00 to create the ATZ file.

As of the writing of this manual, the State of California requires summer school attendance to be recorded in hours. The Elementary Attendance system records attendance on a daily basis without regard to hours. Therefore, Digitronics recommends manually recording attendance.

Use class lists and demographic reports for normal operations. Please see the Elementary Demographics chapter of this manual and the Elementary Reports Reference Manual for descriptions of all available reports.

8 Special Education

The operating requirements for the special education system consists of monitoring data input. Usually, data entry is performed at the district office by the special education coordinator. This system includes screen programs to input data, report programs to print the data and update programs to ensure the integrity of the data. This chapter will discuss the initial set up of the special education system as well as day to day and weekly processes. Year end crossover of the files is also discussed.

8.1 Initial Setup

The first step in setting up the special education system is to be sure the required data bases are up to date. If you have not yet used the Special Education System, you may have to create the needed data bases. If you do create new files, be sure to check the Groups in which the data bases are defined. If you wish to limit the access to these files, put them in a separate group from the **STU** and **ELM** files. To change a data base's group definition, use **DFEDIT**. For more information on **DFEDIT** see the DFMS Utilities Guide. The following data bases should be updated and correct before the Special Education System is used. Usually, these data bases are provided in the installation procedure. The steps defined in the File Setup section below must be done only once. Do not do this every year.

8.1.1 File Setup

The LOC File

The Location File (LOC) must have a seven digit numeric item defined that is called **LOC-SELPA-NUMBER**. If your current LOC file does not contain this field, have someone from Digitronics add the field for you. The **LOC** file is write protected and therefore **DFEDIT** will not allow you to change it. The **LOC-SELPA-NUMBER** should contain the state defined number for the location. These numbers are used in **SPXCRT**, **SPTCRT**, **SPDCRT** and in reports.

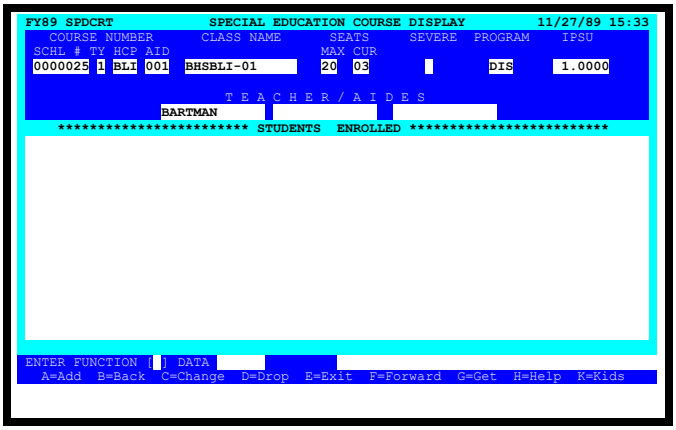
The SPX, SPD, SPP and SPT Files

The Special Ed Demographic File (**SPX**), SELPA Class File (**SPD**), Special Ed Placement File (**SPP**) and Special Ed Teacher File (**SPT**) must be present. If you do not have these files, run **DFMAKE** for each. At this point, any data conversion may take place.

8.2 SPDCRT

SPDCRT is a screen display program that allows the user to define all of the special education courses being offered by the district. They will also see up to three teachers and aides assigned to each class. If more than three teachers and/or aides are assigned to a class, a message is displayed. There is a function available that will display all of the students who are currently taking the displayed course. When a class is first defined though, no teachers will be displayed and no students will be found. The teachers and aides are not assigned to classes in this program. The **SPTCRT** program, discussed later in this chapter, allows class assignments.

When adding a course be sure to enter a maximum seat count. The students are placed into the course through **SPXCRT**, which is discussed later in this chapter. If the maximum seat count is 0, no students will be allowed to enter the class. The currently enrolled field is updated through **SPXCRT** when a student is added or dropped from a course. The **SPXCUR** program will update the student seat counts for all classes.



It is necessary to define all of the courses before proceeding.

8.2.1 SPDCRT Fields

The key field in the SPD file is made up of the following fields:

- **SCHOOL-CODE** - This number can contain the district defined **LOC** code or the SELPA number defined in the **LOC** record. Usually, the district defined number is more familiar and easier to use.
- **TYPE** - This field will define the class type. Examples: 1 = SDC, 2 = RSP, 3 = Designated Instructional Services, Certified, 4 = Designated Instructional Services, Classified and 5 = Aide.
- **HCP-CODE** - This is the Handicap code. Examples: BLI = Blind, LD = Learning Disabled, DEA = Deaf, SED = Severely Emotionally Disturbed, etc.
- **SEQ-NUM** - This field may be used as a sequential number or to define the type of aide that class has.

The other fields on the screen include:

- **CLASS NAME** - This will be the course or placement title. The title can be any format. The district should have some guidelines for the titles.
- **MAX** - This field holds the maximum seats available for the class.
- **CUR** - This field holds the current number of students enrolled. This figure can be updated by the **SPXCUR** program.
- **SEVERE** - This is the severe/nonsevere code.
- **PROGRAM** - This field holds the program name. SDC, RSP, DIS are some examples.
- **IPSU** - This field holds the IPSU assigned to the class or placement.
- **TEACHER/AIDES** - These fields will display the name or names of teachers and aides assigned to the class.
- **STUDENTS ENROLLED** - This field will display the students currently enrolled in the class when the 'K' function is used.

8.2.2 SPDCRT Functions

The following functions are available for **SPDCRT**.

8.2.2.1 Add

The 'A' command allows you to add a new **SPD** record to the file. Enter an 'A' in the function box and press RETURN. Fill in all of the information and press RETURN. If the record already exists in the file, an error message will be displayed. Otherwise, the record is added. If you neglect to enter a maximum seat count, you will not be able to place any students into the class.

8.2.2.2 Backup

The 'B' command allows you to display the **SPD** record that precedes the currently displayed record. If you are at the beginning of the file, the last record of the file will be displayed. Enter a 'B' in the function box and press RETURN.

8.2.2.3 Change

The 'C' command allows you to change the **SPD** record information for the currently displayed record. Enter a 'C' in the function box and press RETURN. Use the TAB or arrow keys to move the cursor. When you are done, press RETURN and the record is updated. Note that you are not allowed to change the class id. Rather than change the class id, add a new record with the desired id and drop the old class record. If any students are assigned to the old class, make sure and update their records with the new class definition using **SPXCRT**.

8.2.2.4 Drop

Only use this command when you have entered a class that is invalid. Make sure that no students are assigned to the class before you drop it. To use this command, display on the screen the record you wish to drop. Enter the 'D' in the function box and press RETURN. A message will appear asking you to verify

that you really want to drop the record. Enter a 'Y' and the record will be tagged for deletion. It still exists in the file but will no longer be visible. If you wish to retrieve a dropped record, use DFQUIZ and the UNDROP statement, or **DFXCRT** before the file is sorted. When the file is sorted using DFSORT, the record is dropped.

8.2.2.5 Forward

The 'F' command allows you to display the **SPD** record that immediately follows the currently displayed record. If you are at the end of the file, the first record will be displayed. Enter an 'F' in the function box and press RETURN.

8.2.2.6 Get

The 'G' command allows you to display a specific **SPD** record. You must know the class number to use this command. Enter a 'G' in the function box and press RETURN. The screen will clear and the cursor will appear in the first field of the class number. Enter the class number. Use the TAB\ or arrow keys to move the cursor. When you have entered the class number, press RETURN. If the record is found, it is displayed. Otherwise, a message will appear.

8.2.2.7 Jump

The 'J' command will allow you to terminate the **SPDCRT** program and begin a new program without having to use the End command. Simply enter a 'J' in the function box and the program you wish to run in the DATA box. Press RETURN.

8.2.2.8 Kids

This command allows you to view the students who are currently enrolled in the displayed class. Enter a 'K' in the function box and press RETURN. The screen will display up to 48 students at a time.

8.2.2.9 Print

The 'P' command will print screen images of all **SPD** records on file. Enter a 'P' in the function box and press RETURN. A message will appear saying that the screen is saved to a file called SCREEN.LST. Print and the delete this file after ending the **SPDCRT** session.

8.3 SPTCRT

SPTCRT is a screen display program that allows the user to define each special education teacher and aide. Each teacher or aide may be assigned to up to fifteen classes. The **SPTCRT** program verifies each class assigned. For this reason, the class must be defined in the **SPD** file before it is assigned to a teacher.

8.3.1 SPTCRT Fields

The following fields appear on the **SPTCRT** screen.

- **TEACHER** - This field holds the teacher's id number.
- **LAST NAME** - Holds the teacher's last name.

- **FIRST NAME** - Holds the teacher's first name.
- **BI** - Holds the bilingual tag.
- **IPSU** - Holds the total IPSU assigned to the teacher. This figure is calculated by assigning classes to the teacher and should equal the FTE.
- **FTE** - Full Time Equivalent figure. This figure should match the IPSU.
- **TYPE** - Holds the teacher type.
- **OTHER ID** - This field can hold any other id the district wants to input.
- **COURSE NUMBER** - This field contains the following:
- **SCHL#** - School Number
- **TYPE** - Class type
- **HCP** - Handicap code
- **SEQ** - Sequential number
- **CLASS TITLE** - This field holds the class title. This title is taken from the **SPD** file.
- **MAX SEATS** - This field holds the maximum seats available for the class. This figure is taken from the **SPD** file.
- **CURR ENROL** - This field holds the total students currently enrolled. This figure is taken from the **SPD** file.

8.3.2 SPTCRT Functions

The following functions are available with **SPTCRT**.

8.3.2.1 Add

The 'A' function will allow a user to add a new teacher to the SPT file. The users access is checked to verify that he or she has add access to the file. If so, the user enters a teacher number. This number is checked against the current SPT file to verify that it is not already in use. If the number is valid, the user is allowed to enter all known information and assign the teacher to his or her classes. To begin this process, enter an 'A' in the function box and press RETURN.

8.3.2.2 Backup

The 'B' command allows you to display the SPT record that precedes the currently displayed record. If you are at the beginning of the file, the last record of the file will be displayed. Enter a 'B' in the function box and press RETURN.

8.3.2.3 Change

The 'C' command allows you to change the SPT record information for the currently displayed record. Enter a 'C' in the function box and press RETURN. Use the -TAB- or arrow keys to move the cursor. When you are done, press RETURN and the record is updated. Note that you are not allowed to change the

teacher number. Rather than change the number, add a new record with the desired number and drop the old record. If any classes are assigned to this teacher, be sure to assign the same classes in the new record.

8.3.2.4 Drop

Only use this command when you have entered a teacher who is invalid. To use this command, display on the screen the record you wish to drop. Enter a 'D' in the function box and press RETURN. A message will appear asking you to verify that you really want to drop the record. Enter a 'Y' and the record will be tagged for deletion. It still exists in the file but will no longer be visible. If you wish to retrieve a dropped record use DFQUIZ and the UNDROP statement, or DFXCRT before the file is sorted. When the file is sorted using DFSORT, the record is dropped.

8.3.2.5 Forward

The 'F' command allows you to display the SPT record that immediately follows the currently displayed record. If you are at the end of the file, the first record will be displayed. Enter the 'F' in the function box and press RETURN.

8.3.2.6 Get

The 'G' command allows you to display a specific SPT record. You must know the teacher number or name to use this command. Enter the 'G' in the function box and press RETURN. The screen will clear and the cursor will appear in the first field. Enter the teacher number and/or name, using the -TAB- or arrow keys to move the cursor from field to field. When you have entered the information, press RETURN. If the record is found, it is displayed. Otherwise, a message will appear.

8.3.2.7 Jump

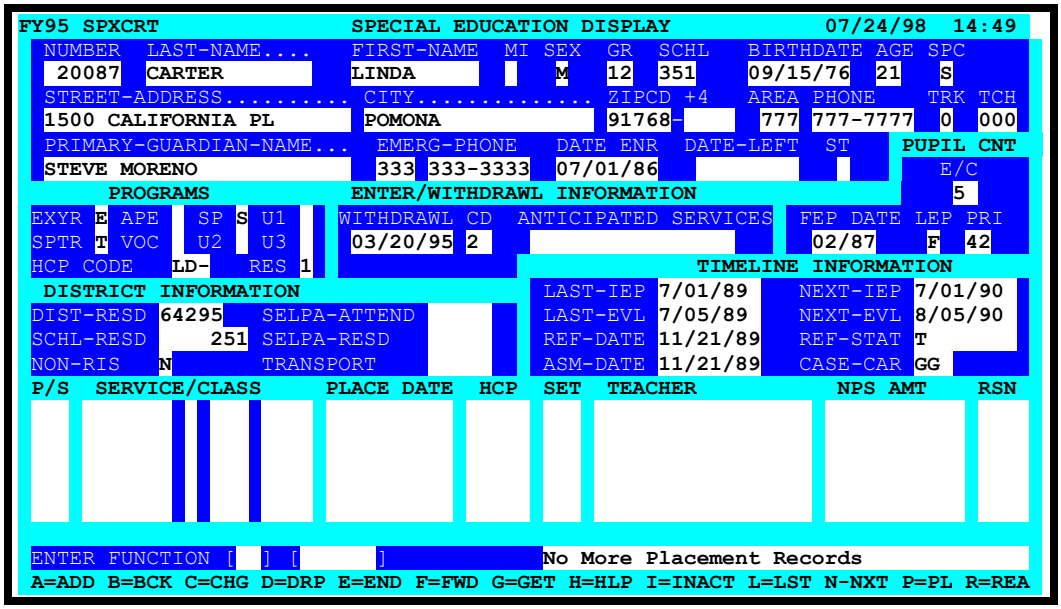
The 'J' command will allow you to terminate the SPTCRT program and begin a new program without having to use the End command. Simply enter the 'J' in the function box and the program you wish to run in the DATA box. Press RETURN

8.3.2.8 Print

The 'P' function will print a listing of every SPT record. Enter a 'P' in the function box and press RETURN. The screen will clear and the output will be written to a file called SPTCRT.LST. When all of the records are written to the output file, the screen reappears and any command may be given.

8.4 SPXCRT

SPXCRT is a screen display program that allows the user to add, update and remove students from the SPX data base. Demographic and special education data can be viewed through this screen. The user is allowed to update the special education data, but is not given update access to the demographic data. The system is designed so that the user need only have read access to the student demographic files (STU and ELM). After defining all courses in **SPDCRT** and all teachers in **SPTCRT**, use **SPXCRT** to place all of the students into the defined courses. Each time a student is displayed in **SPXCRT**, the demographic data is taken from the corresponding **STU** or **ELM** record and placed into the correct fields of the **SPX** record. A DFWRITE is performed and the SPX record is updated with the most current demographic information available. The SPX01 program is also available to mass update the **SPX** file. If you find demographic information that needs correcting, contact the student's school. They are responsible for the demographic data.



8.4.1 SPXCRT Fields

The following fields are shown on **SPXCRT**.

- **NUMBER** This field displays the student's id number. This number is assigned to the student by the system when the record is added to the system and never changes. Use this field with the Get function to display a specific record.
- **LAST-NAME** This field holds the student's legal last name. Use this field with the Get function to display a specific record. This field is required to add a record.
- **FIRST-NAME** This field holds the student's legal first name. Use this field with the Get function to display a specific record. This field is required to add a record.
- **MI** This field holds the student's middle initial.
- **SEX** This field holds the student's gender.
- **GR** This field holds the student's grade level
- **SCHL** This field holds the number for the school the student is currently attending.
- **BIRTHDATE** This field holds the student's birthdate.
- **AGE** This is a computed field displaying the student's age.
- **SPC** This field holds the special ed code for the student. These codes are defined in a code table.

- **STREET-ADDRESS** This field holds the student's home address.
- **CITY** This field holds the city in which the student resides.
- **ZIPCD+4** This field holds the zip code.
- **AREA** This field holds the area code of the phone number.
- **PHONE** This field holds the student's home phone number.
- **TRK** This field holds the student's currently assigned track. If the school is on a traditional schedule, the track will be 0.
- **TCH** This field holds the student's currently assigned teacher if the student attends elementary school.
- **PRIMARY-GUARDIAN-NAME** This field holds the first and last name of the primary guardian of the student.
- **EMERG-PHONE** This field holds the emergency phone number.
- **DATE-ENR** This field holds the date the student was enrolled.
- **DATE-LEFT** This field will be blank unless the student left the school.
- **ST** This field will be blank unless the student is inactive.
- **PUPIL-CNT**
- **E/C** This field holds the student's ethnic code.
- **FEP DATE** This field holds the student's Full English Proficient Certification date.
- **LEP** This field hold the Limited/Full English Proficient tag.
- **PRI** This field holds the student's primary language code.
- **PROGRAMS**
- **EXYR** This field holds the extended year tag.
- **APE** This field holds the Adaptive P.E. tag.
- **SP** This field holds the Speech tag.
- **SPTR** This field holds the Special Transportation tag.
- **VOC** This field holds the Vocational Education tag.
- **U1** This is an undefined code that can be used by the Special Ed Department as needed.
- **U2** This is an undefined code that can be used by the Special Ed Department as needed.
- **U3** This is an undefined code that can be used by the Special Ed Department as needed.
- **HCP CODE** This field holds the handicap code.
- **RES** This field holds the residential setting code.

- **ENTER/WITHDRAWL INFORMATION**
- **WITHDRAWL** This field will be blank unless the student has left special ed.
- **CD** If the student left special ed, this field would hold the leave code.
- **ANTICIPATED SERVICES** This field will hold codes for anticipated services for the student who leaves special ed.
- **DISTRICT INFORMATION**
- **DIST-RESD** This field holds the district of residence.
- **SCHL-RESD** This field holds the school of residence.
- **NON-RIS** This field holds the Non-Requires-Intensive Services tag.
- **SELPA-ATTEND** This field holds the district number for the selpa of attendance.
- **SELP-RESD** This field holds the district number for the selpa of residence.
- **TRANSPORT** This field holds the district number for the district that provides transportation for the student.
- **TIMELINE INFORMATION**
- **LAST-IEP** This field holds the date of the last IEP report.
- **LAST-EVL** This field holds the date of the last evaluation.
- **REF-DATE** This field holds the date of referral to special ed.
- **ASM-DATE** This field holds the assessment date.
- **NEXT-IEP** This field holds the date of the next IEP report. This will be set automatically by the system if no date is entered.
- **NEXT-EVL** This fields holds the date of the next evaluation. This will be set automatically by the system if no date is entered.
- **REF-STAT** This field will hold up to eight characters to describe the referral status.
- **CASE-CAR** This field will hold the initials of the case carrier.
- **P/S** This field describes the class as a primary or secondary class assignment. Each student should have one primary assignment.
- **SERVICE/CLASS** This field holds the class title.
- **PLACE DATE** This field holds the date the student entered the class.
- **HCP** This field holds the defined handicap code for the course.
- **SET** This field holds the setting code for the class.
- **TEACHER** This field displays the teacher's name.

- **NPS AMT** This field will hold the Non-Public-School amount.
- **RSN** If the Non-Public-School amount is greater than zero, this field will hold the reason code.

8.4.2 SPXCRT Functions

The following functions are available in **SPXCRT**

8.4.2.1 Add

The 'A' function allows the user to add a new student to the SPX file. This will be necessary if the student has not participated in the special ed program during the current year. Enter an 'A' in the function box and press RETURN. The cursor will appear in the NUMBER box and the program will ask the user to enter the student's number. This number is assigned to the student in either ELMCRT or STUCRT. The student must be defined in one of these files before being added to the SPX file. After the student number is entered, the SPXCRT program checks the current SPX file to verify that the student does not already exist in the file. If so, the add function is aborted. If the student record is not already present, the user is asked to enter the current school for the student. Once entered, the corresponding STU or ELM file is accessed based on the current school and the year that the user is switched to. If the record is found, the demographic information is transferred to the SPX record and the user is asked to verify that the student displayed is correct. If so, the record is added.

8.4.2.2 Backup

The 'B' command allows you to display the SPX record that precedes the currently displayed record. If you are at the beginning of the file, the last record of the file will be displayed. Enter a 'B' in the function box and press RETURN.

8.4.2.3 Change

The 'C' command allows you to change the SPX record information for the currently displayed record. Enter a 'C' in the function box and press RETURN. Use the -TAB- or arrow keys to move the cursor. When you are done, press RETURN and the record is updated. If you do not enter the next evaluation or next IEP dates, they will be automatically entered. Note that you are not allowed to change the demographic data. This updating should be done at the student's current school. If you wish to change the student's placement information, use the 'P' command.

8.4.2.4 Drop

Only use this command when you have entered a student that is invalid. To use this command, display on the screen the record you wish to drop. Enter a 'D' in the function box and press RETURN. A message will appear asking you to verify that you really want to drop the record. Enter a 'Y' and the record is tagged for deletion. It still exists in the file but will no longer be visible. If the student was enrolled in any classes, those records are tagged for deletion also. If you wish to retrieve a dropped record use DFQUIZ and the UNDROP statement, or DFXCRT before the file is sorted. When the file is sorted using DFSORT, the record is dropped.

8.4.2.5 Forward

The 'F' command allows you to display the SPX record that immediately follows the currently displayed record. If you are at the end of the file, the first record will be displayed. Enter an 'F' in the function box and press RETURN.

8.4.2.6 Get

The ‘G’ command allows you to display a specific SPX record. You must know the student number or name to use this command. Enter a ‘G’ in the function box and press RETURN. The screen will clear and the cursor will appear in the NUMBER field. Enter the number and/or name using the -TAB- or arrow keys to move the cursor. When you have entered the information, press RETURN. If the record is found, it is displayed. Otherwise, a message will appear.

8.4.2.7 Inactivate

When a student leaves the special education program, use the ‘I’ command. Only use this command if the student is no longer participating in the special education program. An inactive record may still be accessed through SPXCRT. If you wish to remove a student from a particular class, use the ‘W’ command.

Enter the ‘I’ in the function box and press RETURN. A message will appear to remind the user to remove the student from all classes. The cursor will appear in the WITHDRAW DATE field. The user should enter a date, a withdraw code and any anticipated services, using the -TAB- or arrow keys to move from field to field. Press RETURN. A message will appear, asking the user if the student is leaving the district. If the user enters a ‘Y’, and the student’s status is blank, a message is displayed asking the user to notify the student’s school that the student is still active.

8.4.2.8 Jump

The ‘J’ command will allow you to terminate the SPXCRT program and begin a new program without having to use the End command. Simply enter a ‘J’ in the function box and the program you wish to run in the DATA box. Press RETURN.

8.4.2.9 Last

The SPXCRT screen will display up to five of the student’s placements. If the student has more than five placements and you have already executed the ‘N’ command, use the ‘L’ command to return to the last five placements. Enter an ‘L’ in the function box and press RETURN. If no more records are found, a message is displayed.

8.4.2.10 More

The SPXCRT screen displays only the student’s current placements. If the user wishes to see the student’s placement history, use the ‘M’ function. Enter an ‘M’ in the function box and press RETURN. If the student has no previous placements, a message is displayed and the user is returned to the function box. If there are previous placements, a window will appear and up to eight previous placements are displayed. If there are more than eight previous placements, use the ‘N’ and ‘L’ functions to see all of the records.

8.4.2.11 Next

The SPXCRT screen will display up to five of the student’s placements. If the student has more than five placements use the ‘N’ command to view the other records. Enter an ‘N’ in the function box and press RETURN. If no more records are found, a message is displayed. To view the previous placement records, use the ‘L’ function.

8.4.2.12 Other Schedule

The ‘O’ command will display a window of the student’s currently assigned classes in regular education. If the student has no classes scheduled, the user is notified. To utilize the ‘O’ function, enter the ‘O’ in the function box and press RETURN. The classes will be displayed. To exit the window, simply press RETURN again.

8.4.2.13 Placement

The 'P' command allows you to place a student into a special education class or change data in a class that the student is assigned to. Enter a 'P' in the function box and press RETURN. Enter the class information using the -TAB- and arrow keys to move the cursor from field to field. If no handicap code is entered, the field is updated automatically. The user may place the student into five or less classes at a time. When all information has been entered, press RETURN. The SELPA Class File (SPD) is checked to validate the class codes entered. If the class code is not valid, a message will appear. If it is valid, the current enrollment and maximum seat counts are checked to verify that there is a seat available for the student. If so, the current enrollment is updated and the student is added to the class.

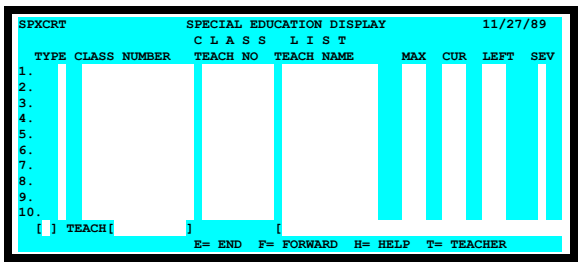
Each student must have one and only one primary placement. If the student is given too many primary placements, a message will appear. If the student is given no primary placements, another message will appear. Only one placement record for each class is allowed. If the student was previously enrolled in a class and is re-enrolling, the existing record is updated and no new record is added.

8.4.2.14 Reactivate

The 'R' command allows the user to remove the withdraw date, withdraw code and the anticipated service codes. If these fields are already blank, this command is invalid. Therefore, only do this if a student is returning to the special education program. Enter an 'R' in the function box and press RETURN. Enter spaces in each field and press RETURN. The record is updated. The student demographic record is checked to determine whether or not the student has been activated at his or her school. If not, a message is displayed.

8.4.2.15 See-Schedule

The 'S' command allows the user to view the SPD records defined on the system. This may be helpful if the student is being placed into a class and the user is uncertain of the class number. Enter an 'S' in the function box and press RETURN. A window will appear and the cursor will move to the function box in the window. If an 'F' is entered, all defined classes will be listed by TYPE. If the user only wishes to see one teacher's records, use the 'T' function along with the teacher's number. That teacher's classes will be listed.



8.4.2.16 Withdraw

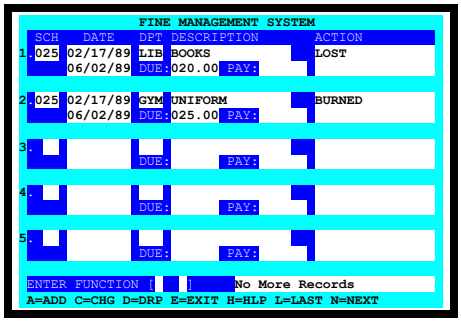
The 'W' function is used when a student is withdrawn from a class. Enter a 'W' in the function box and press RETURN. If the student has no current placements, this command is invalid. Otherwise, a screen will appear and the cursor will be placed in the first WITHDRAW DATE field. The user can then input withdraw dates for one or all of the student's classes. Use the -TAB- or arrow keys to move the cursor from field to field. When the RETURN is pressed, the student is withdrawn from each class that contains a withdraw date. The current enrollment in the SELPA Class File (SPD) is also updated. Use the 'E' function to return to the main screen. The student's classes are sorted and the withdrawn classes will not be shown. See the 'M' function to view past placements.

8.4.2.17 Change Dates

The 'CD' command brings up a window of dates that may be updated. These dates keep track of the order and receive dates of the following tests: Health Assessment, Adapted P.E., Medical Update, Speech and AB3632. Another date field is provided for the district to define as needed.

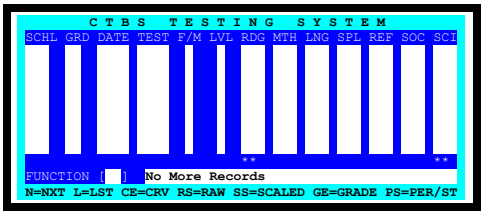
8.4.2.18 Fine Management

The 'FN' function accesses the FIN data base. The window will show any records of past or present fines the student may have. The user may enter new fines or record payment of present fines. If a mistake was made, the user can drop a FIN record. When a change is made it is automatically saved to the FIN data base when the RETURN is pressed so there is no need to access this file in any other manner to record or save updates. The DESCRIPTION field is a required field. If no description is given, the record will not be saved.



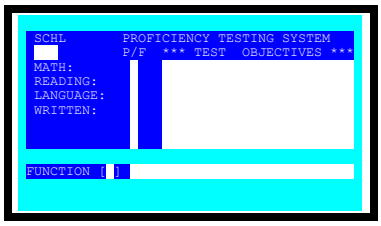
8.4.2.19 CTBS Testing

The 'HS' function will display a window for CTBS scores. These scores can be evaluated by raw score, curve equivalent, scaled score, grade equivalent or percentile/stanine. Some tests which may be queried include math, reading, language, spelling, reference skills, social science and physical science. This is a display screen only. No changes can be made to these scores from this screen.



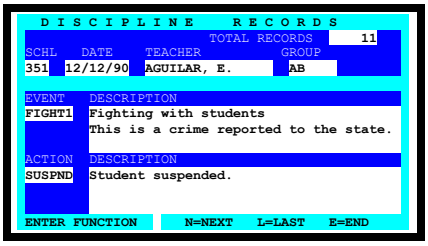
8.4.2.20 Proficiency Testing

The 'PR' function brings up a screen to view competency test scores. Various tests include math, reading and writing. This is a display screen and no changes may take place here.



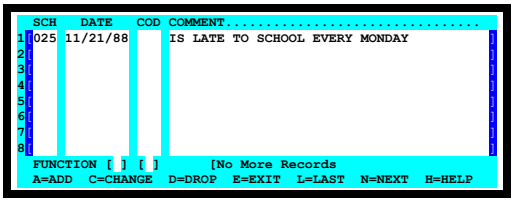
8.4.2.21 Discipline

The discipline function can be used any time and is very useful to schools when a student transfers into their school. Once the transfer takes place the school will have access to that student's discipline record by using the 'DS' function. If there was a problem with the student in the past, the school will be aware of it and can exercise any caution necessary when dealing with that student. When the window first appears, the most recent discipline record for the student is shown. You may then use the 'L' command to see other discipline records. No updating is done from this window. To add or change discipline records, use DISCRT. More information about DISCRT can be found in the Discipline chapter of this manual.



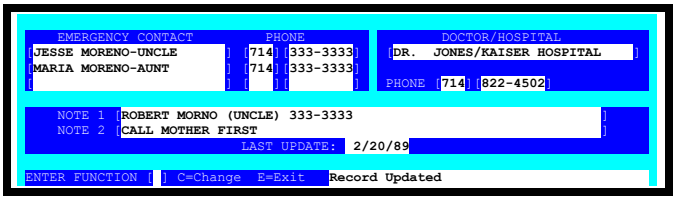
8.4.2.22 Student Comment

The student comment window will show all general comments made about the student by the user. This may include parent or other relative information or special notes on student habits or conditions. The 'CM' function will access the SCM (student comment) data base. This window will add, change or drop comments and the user can query all the comments with the 'N' or 'L' functions.



8.4.2.23 Emergency Information

The 'EM' function will allow the user to see the student's emergency information. The window will display any available information on parent or relative name and phone numbers. There is also a field for doctor and hospital name and number. Notes space is available for additional names and numbers that may be contacted in case of emergency.



8.5 Weekly Processes

The SPDCRT, SPTCRT and SPXCRT programs are all used periodically throughout the school year. However, there are some programs that should be run on a weekly basis to ensure the integrity of the information contained in the special education files. These programs are discussed below. Additional report and update programs are documented in the Report and Update Programs section of this chapter.

8.5.1 SPX01

SPX01 updates the student's demographic information from the STU or ELM record into the corresponding SPX record. Although the student data is updated in SPXCRT when the student is displayed, the students who are not displayed are not updated. Therefore, running SPX01 weekly will ensure that the data in the SPX file is current. There is no output from this program, however if a record is not found, a message is displayed.

8.5.2 SPX03

SPX03 is a program which updates the teacher's names from the SELPA Class File (SPD) to the Special Ed Placement File (SPP). In SPTCRT when a class is assigned to a teacher, the SPD file is automatically updated with that teacher's number and last name. The SPX03 program will update the teacher's name into the appropriate SPP records that pertain to the class. This may be necessary if teachers are being reassigned to classes after the students are scheduled. It may also be necessary to run SPX03 if a teacher has changed her name or if the name was misspelled when the record was added. There is no output from this program.

8.5.3 SPX11

SPX11 is an edit program that verifies the values of several fields contained in the SPX data base. This program should be run often to ensure that any and all errors are detected and corrected. The fields that are verified cannot be updated using SPXCRT. The corrections are the responsibility of each school site. However, it is important that the person responsible for the special education files be aware of any errors; thus, the value of this report. The following fields are verified:

- Enter Date
- Leave Date

- Sex
- Grade
- Birthday
- Ethnic Code
- Special Code
- Address
- Mother's Name
- Father's Name
- Emergency Phone
- Current School
- LEP-FEP Code
- Primary Language Code
- Status
- Home Phone
- Zip Code

This is not an update program. The errors are listed but it is up to the user to correct the information. Use ELMCRT or STUCRT to make corrections. If the special education coordinator does not have write access to the STU and ELM files, each school will be responsible for corrections.

8.5.4 SPX09

SPX09 prints class lists. The data may be sorted in one of three ways. The user sets his or her 'A' switch to 1 for an alphabetical class list. If the 'A' switch equals 2, the class list will print by the next IEP date. This will be helpful if the teacher needs to know which IEP dates are coming up soon. If the user's 'A' switch = 3, the class list will print by the next Evaluation date. This may also be helpful to the teacher. These class lists should be printed more often if large numbers of students are entering and leaving the special education program.

8.6 Year End Crossover

The year end crossover process is quite simple. The SPD and SPT files are all qualified by year and school. If you wish to retain the information in last year's files, simply copy the files into the new year. For example:

COPY DBM:SPD90100.*.* DBM:SPD91100.*.*

Where 90 and 91 are the years and 100 is the district number. If you wish to initialize the files, set to the new year and run DFMAKE for each of the files. Only do this if you do not plan to use any information from last year's files.

Either way, the files will probably need to be updated. While switched to the new year, run SPDCRT and update the SPD file. Drop all unnecessary classes and add any new classes. Once the classes are up to date, run SPTCRT and update the SPT file. Drop any extraneous records and add any new teachers or aides to the file. Assign all classes in this program.

Once the SPT file is up to date, run SPX20. This program will transfer the active students to the new year file. Students with a non-blank status code are not transferred into the new year.

When the students have been transferred, run SPXCRT and schedule the students into their classes. If you wish to retain the student's past placement history, run SPX21. This program will transfer any placement record that corresponds to an SPX record. If the student was not transferred from last year's file, the SPP records will not be transferred. This program is optional. If you wish to retain all SPP records, you may simply copy the file into this year with a COPY statement similar to the one above.

Run SPX01 to update the SPX file. Class lists may then be printed by running SPX09.

8.7 Report and Update Programs

The following programs are available to print out the special education data.

- **SPX01** - updates the SPX demographic data
- **SPX02** - prints student ethnic count
- **SPX03** - updates teacher names in the SPP file
- **SPX04** - prints handicap code matrix by age
- **SPX05** - prints a special ed student directory
- **SPX06** - prints an FTE report comparing actual to contracted
- **SPX07** - prints annual report
- **SPX08** - prints triennial report
- **SPX09** - prints class lists
- **SPX10** - prints student totals by program, sex, grade and handicap code
- **SPX11** - prints error listing
- **SPX99** - creates ASCII file for the county (Los Angeles)
- **SPXCUR** - updates the currently enrolled count in SPD file.

Special Education
Report and Update Programs

9 Discipline System

The Discipline System is used to keep track of information concerning various incidents involving students and/or non-student's. The Discipline System is used to keep track of a variety of things about incidents such as the perpetrator's ID number (if any), name, school where incident occurred, date of the incident, type of incident, disciplinary action taken in response, teacher reporting the incident, and the dollar amount lost to the school. The Discipline System is designed to be used by both Elementary and Secondary schools in your district.

9.1 Setting Up The Discipline System

Since the Discipline System is based on the district-wide **DIS** file, you will only need to set it up one time. Setting up the Discipline System involves creating the **DIS** file, and the **DISPLN**, **ACTION**, and **CRIMES** code tables.

9.1.1 Setting Up the Discipline File

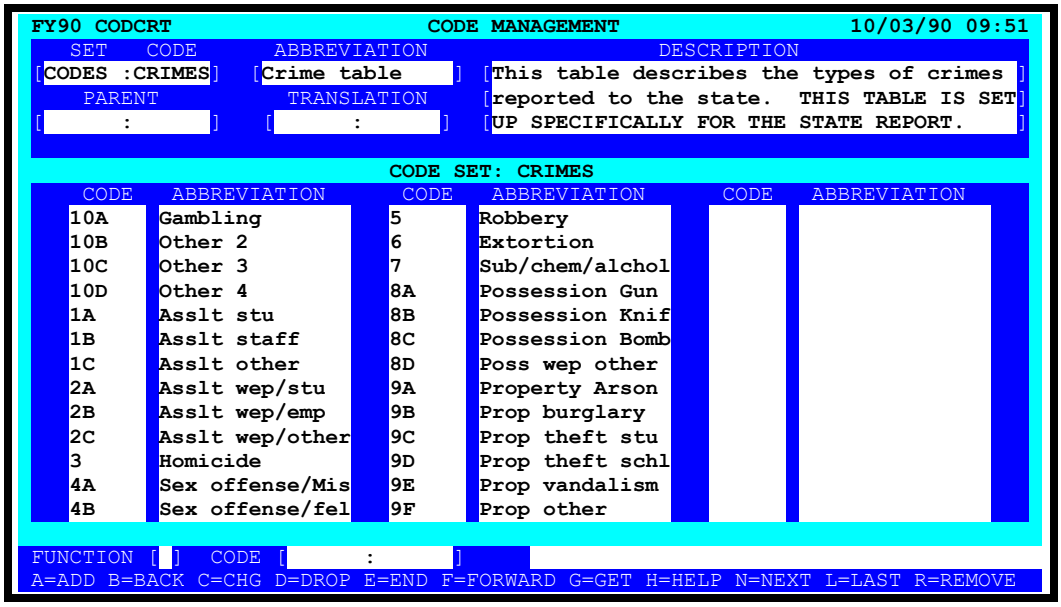
The discipline information is placed in the **DIS** file. If you do not already have the new **DIS** definition, you will have to use the **DFEDIT** utility to create an appropriate database definition. Contact Digitronics Software before attempting this.

9.1.2 Setting Up the Code Tables

The Discipline System makes use of three code tables. The three code tables can all be setup using **CODCRT**. The maximum number of elements in a each table is 200. All of these tables need to be setup before your Discipline System will function properly.

9.1.2.1 Setting Up the CRIMES Table

The first table that you should define is the **CRIMES** code table. The **CRIMES** code table is used to create the **DIS30** and **DIS31** reports that will give you the information you need to complete the Standard School Crime Reporting Forms for each school and for your district. Because of the Highly Specific Output requirements for the Standard School Crime Reporting Form, the **CRIMES** table is the only code table in the Discipline System that needs to be setup in a specific manner. However, if the format of the report should change in the future, you will only have to redefine your **CRIMES** table and change the headings on the **DIS30** and **DIS31** print forms. A picture of the **CRIMES** table as it should be setup is shown below.

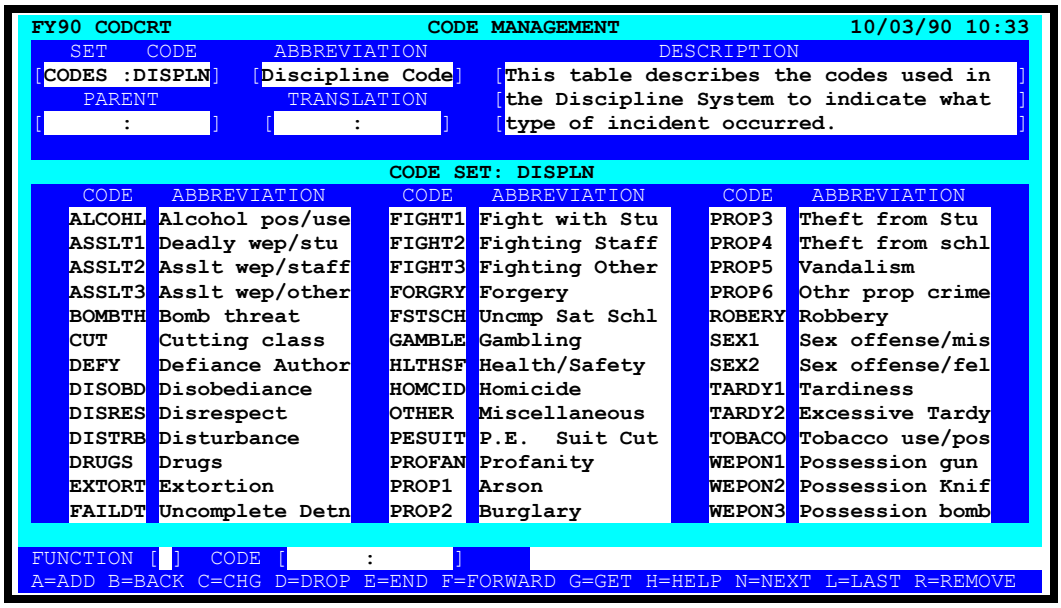


Codes **10A** through **10D** are the only codes in the **CRIMES** table that your district can define and they correspond to the last four lines of the **DIS30** and **DIS31** reports. When you define these codes, make sure that you do not change the actual code itself (E.G., 10A - 10D).

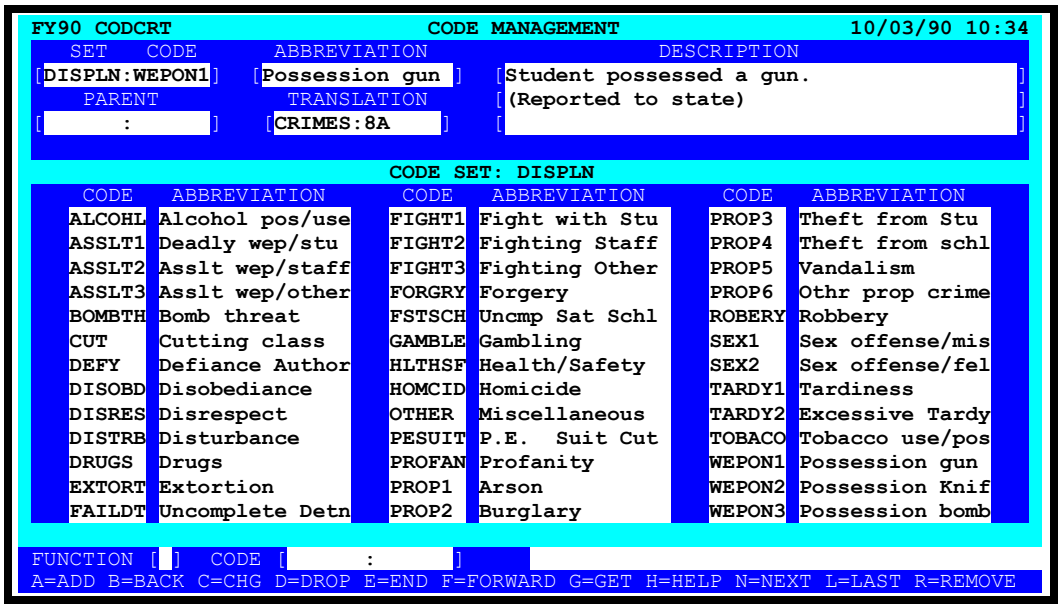
You can run the command file **MAKECRIMES** to have your crime table defined for you. Make sure that the **MAKECRIMES** command file is in your connected directory. Make sure that your **CRIMES** table is setup exactly as shown above (except for the OTHER codes) so that the totals shown on the **DIS30** and **DIS31** reports will be correct. Once you have correctly setup the **CRIMES** table, you should setup your **DISPLN** code table.

9.1.2.2 Setting Up the DISPLN Table

In contrast to the **CRIMES** table, the **DISPLN** table can be setup to contain any codes your district would like to use to categorize various disciplinary incidents. An example of a **DISPLN** code table is shown below.



You can change the codes, abbreviations, translations, and descriptions in this table to be anything you desire. However, the codes you define should make some logical sense to your users so that they can easily remember what code to enter when creating a discipline record. In addition, every code in the **CRIMES** table should have at least one code in the **DISPLN** table that translates to it. For example, the '**WEPON1**' code in the **DISPLN** table shown above translates to the '**8A**' code in the **CRIMES** table previously shown. The '**8A**' code in the **CRIMES** table corresponds to item number 8A on the Standard School Crime Reporting Form (Possession of a gun).

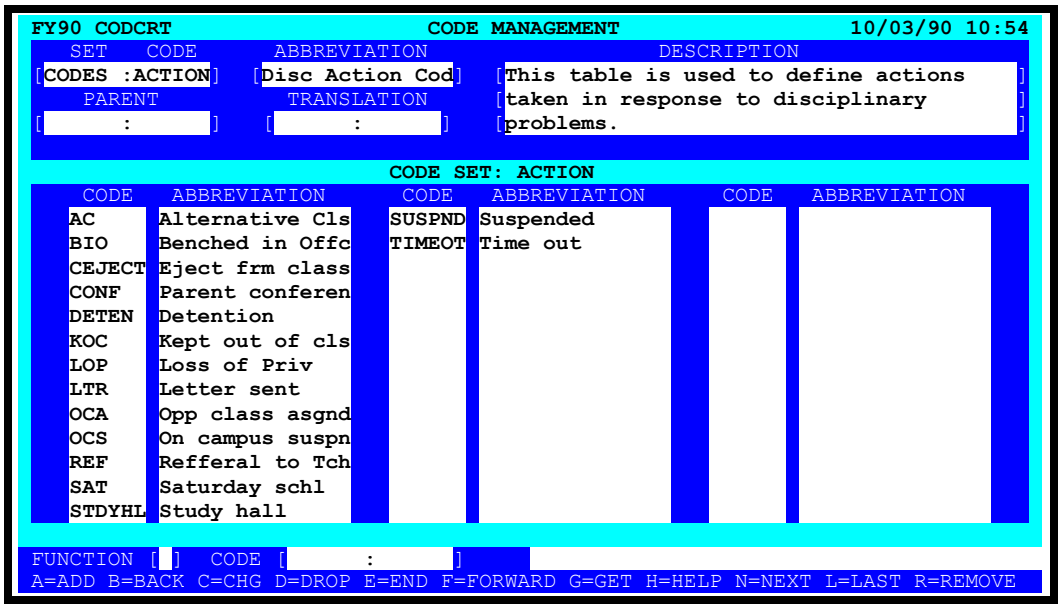


When you are creating **DISPLN** codes that will be translated to crime codes, make sure to put **CRIMES** followed by a specific crime code in the **TRANSLATION** field. In the example above, the translation field indicates that **DISPLN** code '**WEPON1**' translates to code '**8A**' of the **CRIMES** table.

When you use the **ADD** function in **DISCRT** and you leave the description of the incident blank, **DISCRT** will insert the description of the discipline code from the **DISPLN** table. **DISCRT** is described later on in this chapter.

9.1.2.3 Setting Up the ACTION Table

The **ACTION** table can be setup to contain any codes your district would like to use to categorize various disciplinary actions. The **ACTION** table should contain codes that your district wants to use to describe the type of action taken in response to an incident. An example of an **ACTION** code table is shown below.



You can change the codes, abbreviations, translations, and descriptions in this table to be anything you desire. However, the codes you define should make some logical sense to your users so that they can easily remember what code to enter when creating a discipline record. There is no need to put anything in the **TRANSLATION** field for any of the **ACTION** codes.

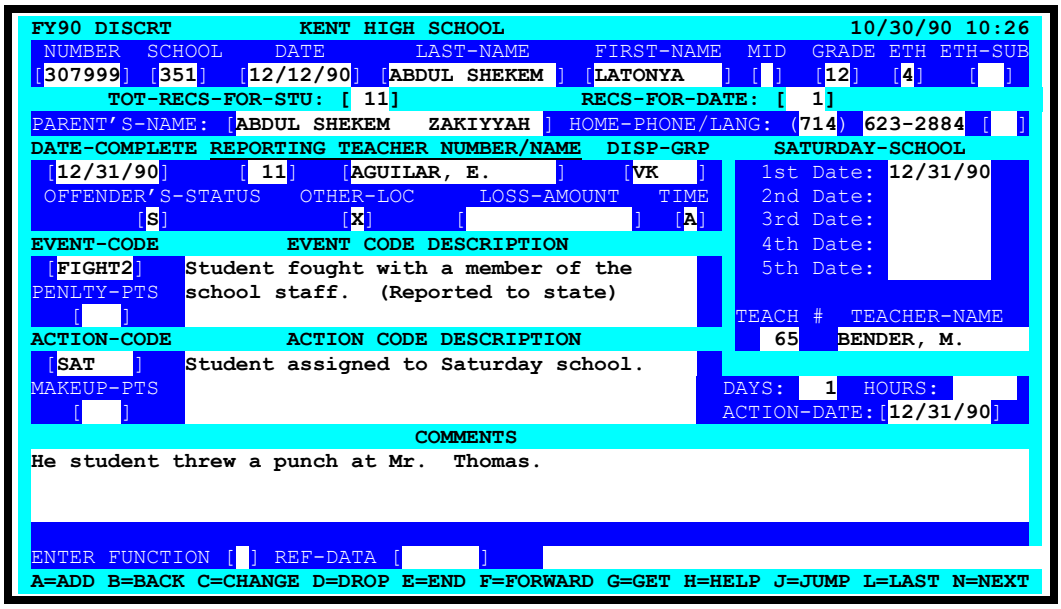
When you use the **ADD** function in **DISCRT** and you leave the description of the action blank, **DISCRT** will insert the description of the action code from the **ACTION** table.

9.2 DISCRT

DISCRT should be used when you want to add, change, drop, or view **DIS** records. **DISCRT** will allow you to view **DIS** records that were created at other schools. However, **DISCRT** will not allow you to add, change, or drop records for a school other than the one you are connected to. When you start **DISCRT**, you can specify a student number for **DISCRT** to look for. For example, if you typed **DISCRT 20165** at the

DCL prompt and pressed RETURN, **DISCRT** would display the last **DIS** record for that student number at your school if any existed. There is an on-line help tutorial available through the '**H**' function. If your are confused about what should be contained in a field on the screen, move your cursor to the field and use the HELP or CNTRL and H keys simultaneously.

The picture shown below is of a **DISCRT** screen.



9.2.1 Add

This command allows you to add a **DIS** record. The school is automatically defaulted to the school you are currently connected to. If you are creating a record for an incident that did not occur at a elementary, middle, or high school, make sure that you indicate it by putting a '**X**' in the **OTHER-LOC** field. The offender's status is automatically defaulted to (S) for the student if the student number is greater than zero. Otherwise, the offender's status is automatically defaulted to (N) for non-student. You cannot add change or drop records that belong to a school other than the one you are currently connected to. If you are confused as to what data should be in a field, try using your HELP key or CTRL and H keys simultaneously while you are in the field. To use the **ADD** function, perform the steps shown below.

1. Enter an 'A' in the function box and press RETURN.
2. If you are creating a record for a non-student, enter a zero in the student number field. Otherwise, enter the student's ID number in the number field. Press RETURN.
3. Fill in all known **DIS** record information. You must enter the student's identification number, the date the incident occurred, the number or name of the reporting teacher, and a valid discipline code. All other fields are optional.
4. When you are done, press RETURN. **DISCRT** will fill in the grade, ethnic code, language, parent name, and home phone number from the appropriate **STU** or **ELM** file.
5. DISCRT will add the record if it can find the student in the school you are connected to.

9.2.2 Backup

The **DIS** records are in order by name, number, school, and date. If you currently have a **DIS** record displayed on your screen, the 'B' command displays the **DIS** record immediately preceding that one. Thus, the 'B' command effectively 'backs up' in the file. If a **DIS** record is not currently displayed, the 'B' command displays the last **DIS** record on file.

9.2.3 Change

This command allows you to change the general data for the currently displayed **DIS** record. You must have a **DIS** record on your screen in order to execute a 'C' command. You cannot Change, Add or Drop records that are for a school other than the one you are currently connected to. If you are confused as to what data should be in a field, try using your HELP key or CTRL and H keys simultaneously while you are in the field. To change a record, proceed as follows:

1. Enter a 'C' in the function box and press RETURN.
2. Enter the **DIS** record information you wish to change. Press the **TAB** key to move from one area to another. Note that some fields cannot be changed and the cursor will just skip over them.
3. When you have changed as much information as you want, press RETURN.

9.2.4 Drop

The Drop command removes the currently displayed **DIS** record from the data system. You cannot Drop, Add, or change records that belong to a school other than the one you are currently connected to. If you are certain that the drop command is really what you want, proceed as follows:

1. The record to be dropped must be displayed on your screen before you execute the 'D' command.
2. Enter a 'D' in the function box and press RETURN.
3. **DISCRT** asks you to confirm your command to drop the record by asking 'Really Drop record?'. Double-check the record on the screen to be sure it is the correct one, then press 'Y' if you want to proceed; press 'N' if you want to abort the drop (and retain the **DIS** record); there is no need to press RETURN.

9.2.5 Forward

The **DIS** records are in order by name, number, school, and date. If you currently have a **DIS** record displayed on your screen, the 'F' command displays the last **DIS** record of the student who follows the currently displayed student .

If a **DIS** record is not currently displayed, the 'F' command displays the first **DIS** record on file.

9.2.6 Get

This command lets you retrieve a **DIS** record by student number; student number and school; student number, school, and date; or student name. If you just enter a student's number, **DISCRT** will find the first **DIS** record for the student at your school. If you enter the student's number and a school number, **DISCRT** will display the first **DIS** record for the student at the school you specified. If you enter the number, school, and date, **DISCRT** will display the first **DIS** record the student has for the school and date you specify. If you leave the student number field blank and enter a name or part of a name, **DISCRT** will display the first **DIS** record that student has at your school. If you are confused as to what data should be in a field, try using your HELP key or CTRL and H keys simultaneously while you are in the field. To use the 'G' command, proceed as follows:

1. Enter a 'G' in the function box and press RETURN. The cursor will move to the **NUMBER** field.
2. Enter the information that **DISCRT** should use to find the **DIS** record you want, and press RETURN. If you do not enter a school, **DISCRT** will default the school to the school you are currently connected to. If you do not enter a date, **DISCRT** will display the last record the student has at your school or the school you specified.
3. **DISCRT** will display the requested record if it is on file. Otherwise, you will see either the closest **DIS** record that **DISCRT** could find or an error message if no higher record could be found.

9.2.7 Jump

This command allows you to 'Jump' to another program directly from **DISCRT**. To use the 'J' command, type a 'J' in the function box, the name of the program you want to 'Jump' to in the REF-DATA field and press RETURN. If you entered a valid program name in the REF-DATA field, **DISCRT** will start the program for you.

9.2.8 Last

If the currently displayed student has a record that precedes the currently displayed record, the **Last** function will allow you to view it. Remember that when you use the **Forward** or **Backward** functions, the last record for the student is displayed. Consequently, if you want to see another one of the students records after you have used the **Forward** or **Backward** functions, you will need to use this function.

9.2.9 Next

If the currently displayed student has a record that follows the currently displayed record, the **Next** function will allow you to view it.

9.3 Discipline Report Programs

9.3.1 DIS10 Individual Student Profiles

This report will go through the entire **DIS** file and printout all of the discipline records for the school you are connected to. However, if you enter specific student numbers in response to the program's prompt, **DIS10** will only list the records for the school you are connected to and the students you selected. When you run **DIS10** for all students, output is sorted by grade, name, and date. If you enter specific student numbers, each students records will come out by date.

9.3.2 DIS11 Saturday School Roster

This program will produce a report for the school that you are connected to that lists the students who are assigned to Saturday School on a date you specify. The report is sorted by teacher name and student name.

9.3.3 DIS12 Discipline History by Group and Action

This program will produce a report that lists student numbers, names, grade levels, ethnic codes, incident date, DIS-CODE, code description, action description, and the date the action was completed. The report can be generated for a single discipline group or for all discipline groups. The report is sorted by group, action code, and student name. Only records from the school you are connected to will be printed.

9.3.4 DIS13 Discipline History by Group, Grade, Name, and Date

This program produces a report that lists student numbers, names, grade levels, ethnic codes, incident date, incident code, incident description, action taken, and date completed. The report can be generated for a single discipline group or for all groups. In addition, you can select a single discipline code to report on or press RETURN to report on all discipline codes. If you decide to report on all codes, the program will ask you if you want to omit any specific codes from the report. If you want to, you can omit up to 100 codes. Any codes omitted from the report will be displayed on the last page of the printout.

9.3.5 DIS14 Monthly Discipline Report by Group and Discipline code

This program produces a matrix of totals for discipline codes. A matrix is produced for each code. Each matrix lists all of the students who have a discipline record that matches the discipline group, discipline code, and the date range you specify. Totals are given by month, for each student that has at least one record with a matching discipline code and a date within the date range you specified at the start of the program. In addition, the total number of incidents by month are shown at the bottom of each column and a grand total for the number of incidents for the matrix is also given. This report can be generated for a single discipline group and/or discipline code.

9.3.6 DIS15 Monthly Discipline Report by Group and Action code

This program produces a matrix of totals for action codes. A matrix is produced for each code. Each matrix lists all of the students who have a discipline record that matches the discipline group, action code, and the date range you specify. Totals are given by month for each student that has at least one record with a matching action code and a date within the date range you specified at the start of the program. In addition, the total number of actions by month are shown at the bottom of each column and a grand total for the number of actions for the matrix is also given. This report can be generated for a single discipline group and/or action code.

9.3.7 DIS16 Monthly Crime Report by Group and Crime code

This program produces a matrix of totals for discipline codes that translate to crime codes. A matrix is produced for each code. Each matrix lists all of the students who have a discipline record that matches the discipline group, discipline code, and the date range you specify. Totals are given by month for each student that has at least one record with a matching discipline code and a date within the date range you specified at the start of the program. In addition, the total number of incidents by month are shown at the bottom of each column and a grand total for the number of incidents for the matrix is also given. This report can be generated for a single discipline group and/or discipline code that translates to a crime code.

9.3.8 DIS17 Ethnic Discipline Summary by Group and Action code

This program produces a report that summarizes the number of discipline records by discipline group and action code. By default, the report is produced for all discipline groups and action codes. However, the user can select a single discipline group and/or action code. The report summarizes the number of discipline records by ethnic code for discipline codes and actions.

9.3.9 DIS18 Ethnic Discipline Summary by Group and Discipline code

This program produces a report that summarizes the number of discipline records by discipline group and discipline code. By default, the report is produced for all discipline groups and discipline codes. However, the user can select a single discipline group and/or discipline code. The report summarizes the number of discipline records for discipline codes by ethnic code.

9.3.10 DIS30 Standard School Crime Reporting Form for the District

This program will produce a report very similar in format to the Standard School Crime Reporting Form that your district is required to submit twice a year in the state of California. You can copy the information on this report to the Standard School Crime Reporting Form for your district.

9.3.11 DIS31 Standard School Crime Reporting Form for a School

This program will produce a report very similar in format to the Standard School Crime Reporting Form that your school is required to submit to your district office. You can copy the information on this report to the Standard School Crime Reporting Form for your school. The only difference between **DIS30** and **DIS31** is that **DIS30** produce the report for the entire district whereas **DIS31** produces the report for whichever school you are connected to.

9.4 Discipline Update Programs

9.4.1 DIS40

This program is only available to the Data Processing Staff and is used to mass drop discipline records that were created prior to a date you specify. You can specify a particular discipline code that should be dropped. Otherwise, all discipline records for incidents prior to the date you specify will be dropped.

9.4.2 DIS41

This program is only available to the Data Processing Staff and is used to mass update discipline records that were created for a date within the date range you specify. **DIS** records that are for dates that are within the date range you specify have their DIS-NAME, DIS-ETHNIC-CODE, DIS-LANGUAGE, DIS-PARENT-NAME, and DIS-PHONE fields updated from the appropriate **STU** or **ELM** file. The **STU** and **ELM** files are chosen based on the year that the user is connected to and on the school the record was created for.

10 Student Fee Management System

The Student Fee Management System provides the user with the ability to track student fees for charges. The system includes a screen display program to allow charges to be assigned or changed, a mass update program that will assign fees to the students that meet the qualifications entered by the user, and several report programs that list fee statements and trial balances. There is also a program available that will transfer outstanding fees into the Fine Data Base (FIN). This chapter discusses in detail the flow of the Student Fee Management System.

10.1 The FEE File

The Student Fee Data Base contains information regarding fees assigned to students. These fees may include class material fees, such as ceramics or auto shop, library fees, fees assigned as a result of destruction of school property, or any fees the school defines.

The file is indexed by the student number. This is the same number that defines the student in the Demographic File (ELM) and should never be changed.

The status field will contain one of three codes that define the fee status. The valid codes are listed below.

- C = Payment Complete
- W = Payment Waived
- O = Payment Overdue

The bill date will define the date on which the payment is due. It is in month, day, year (MM/DD/YY) format.

The bill code is defined in the COD data base. It describes the type of fee being assigned. Each district defines their own bill codes.

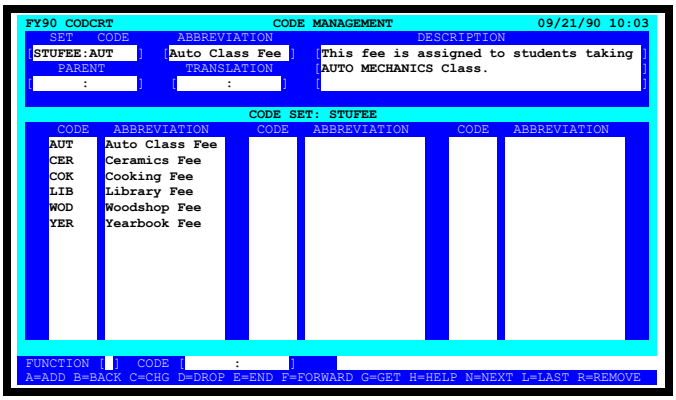
The bill amount will define the total fee amount. This may be paid in one full payment or up to three payment installments. There are three due dates and payment amount fields. The payment plan code will define what type of payment is to take place. The valid values for the plan code are 1, 2, and 3.

The 40 character description field describes the type of fee distributed. If this field is left blank when a record is added to the FEE file, the description from the COD file that describes the bill code is used.

The user name and the date of the transaction are recorded internally when a record is updated. This will help in tracing the reason for the fee.

10.2 The COD File

The Code Table File (COD) will define the bill codes for the district. To set up the code table, define a table called STUFEE. This table will have several children tables. These children will define each bill code type defined by the district. See the example below.



10.3 System Flow

The following subsections will describe the initial setup and reports of the Student Fee System.

10.3.1 Initial Setup

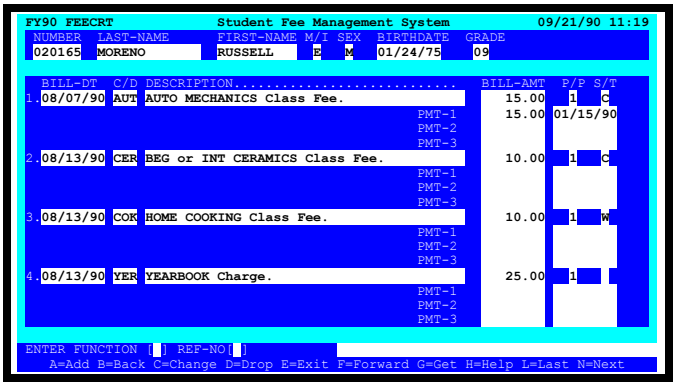
The first step in setting up the Fee system is to define the records in the COD file. Define the STUFEE table and define each fee code as a child table of STUFEE.

If you have not already done so, run DFMAKE for the FEE data base for each school that will be using it.

When scheduling is complete, run FEE01. This program allows you to assign fees to the proper students. Use FEECRT to make adjustments.

10.3.2 FEECRT

FEECRT is a screen display program that allows the user to enter new fees, change existing fees and drop invalid fees. An example of the screen is shown below.



The following functions are available in FEECRT.

10.3.2.1 Add

The 'A' command allows the user to add up to four FEE records for the currently displayed student. The current date is displayed automatically but it can be changed during the add process. To utilize the Add function, do the following:

- Enter an 'A' in the CODE box and press RETURN.
- The currently displayed fee records are cleared from the screen and the cursor is placed in the first billing code field. The current date is displayed automatically. Enter all known FEE information. Use the Help key or CTRL H keys simultaneously to obtain information on any field.
- Use the *Tab* key to continue to add records, or press RETURN. The record(s) is added.

10.3.2.2 Backup

If you currently have a student's FEE records displayed on your screen, the 'B' command displays the FEE records for the immediately preceding student. If no student is currently displayed, 'B' displays the FEE records for the last student on file. Enter a 'B' in the CODE box and press RETURN.

10.3.2.3 Change

This command allows you to change the general data for one of the currently displayed FEE records. You must have a student's FEE records on your screen in order to execute a 'C' command. Proceed as follows:

- Enter a 'C' in the CODE box, the number of the FEE record you want to change in the REF number box, and press RETURN.
- Type over the FEE information that you want to change. Press the TAB key to move from one area to another.
- When you have filled in as much as you want, press RETURN.

10.3.2.4 Drop

The Drop command removes one of a student's currently displayed FEE records from the data system. If you are certain that the Drop command is really what you want, proceed as follows:

- The record to be dropped must be displayed on your screen before you execute the 'D' command.
- Enter a 'D' in the CODE box, the number of the FEE record you want to drop in the REF number box, and press RETURN.
- FEECRT asks you to confirm your command to drop the record by asking "Really Drop record?". Double check the record on the screen to be sure it is the correct one and press 'Y' if you want to proceed; press 'N' if you want to abort the drop (and retain the FEE). There is no need to press RETURN.

10.3.2.5 Exit

This command ends the FEECRT session and returns you the system's command level. From there, you may select another program or log out.

10.3.2.6 Forward

If you currently have a student's FEE records displayed on your screen, the 'F' command displays the next student's FEE records. If no student's FEE records are currently displayed, 'F' displays the first student's FEE records that are on file. Enter an 'F' in the CODE box and press RETURN.

10.3.2.7 Get

This command lets you retrieve a student's FEE records by name or number. To use the 'G' command, proceed as follows:

- Enter a 'G' in the function box and press RETURN. The cursor moves to the Student Number field at the top of the screen.
- Enter the student's identification number or press the TAB key once or twice to move the cursor into the last name or first name fields and enter a name.
- Press RETURN. If the student is on file, FEECRT will display the requested student's FEE records. Otherwise, you will see either the closest student and his or her FEE records that FEECRT could find or an error message if no higher record could be found.

10.3.2.8 Help

The Help command displays the first page of a 'help text' for the program you are running. This first page is normally a table of contents which tells you where to find information about specific program features.

The Help function pauses at the end of each screenful of data and waits for your input. You may do one of the following at that point:

- Press the RETURN key to display the next screenfull of data.
- Type an absolute page number to display the first screenfull of data on that page. For example, enter '2' to display page 2.
- Type a number preceded by a '+' or '-' to scan forward or backward, respectively, the specified number of pages, counting from the page currently displayed.
- Type the word QUIT to terminate the Help function and return to your program's normal display.

10.3.2.9 Last

The 'L' command will display the four FEE records that precede the currently displayed student's FEE records. If the student has no more FEE records that precede the four currently displayed student's FEE records, an error message will be displayed telling you so. To use this function, enter an 'L' in the function box and press RETURN.

10.3.2.10 Next

The 'N' command will display the four FEE records that follow the currently displayed student's FEE records. If the student has no more FEE records, an error message will be displayed. To use this function, enter an 'N' in the function box and press RETURN.

10.3.3 Report and Update Programs

Reports are available to help you determine the status of fees still owed. These reports are discussed below.

FEE02 - Financial Fee Statement. This report will list every student in the defined school with an outstanding fee. The student number, name, sex grade and birthdate are listed along with the total fees charged and paid.

FEE03 - Detailed Trial Balance. This report lists each student with an outstanding fee due, the charges and payments for each and the total due. This will enable the school to determine the amount of fees owed.

FEE04 - Outstanding Charge Listing. This report is similar to FEE03 in that each student with outstanding fees is listed. The total outstanding fees is listed at the end of the report.

FEE05 - Transfer Fees to FIN File. It may be necessary to transfer some student's charges into the Fine Management File (FIN). Use FEE05 to do this. FEE05 will ask the user to enter the status code to be used to determine whether or not to transfer the record. This means that the FEE records that need to be transferred must all contain this code. The user is then required to enter the status to be used in the FIN record. Once transferred, the FIN records may be displayed and updated by utilizing the Fine window available in ELMCRT and STUCRT.

11 Local Use Codes System

The Local Use Codes system allows school sites to input and monitor student local use information on a school by school basis. Each student has 21 local use numbers which are used in conjunction with special codes, set up by each school (A-Z, 0-9). These codes can define whatever the school desires.

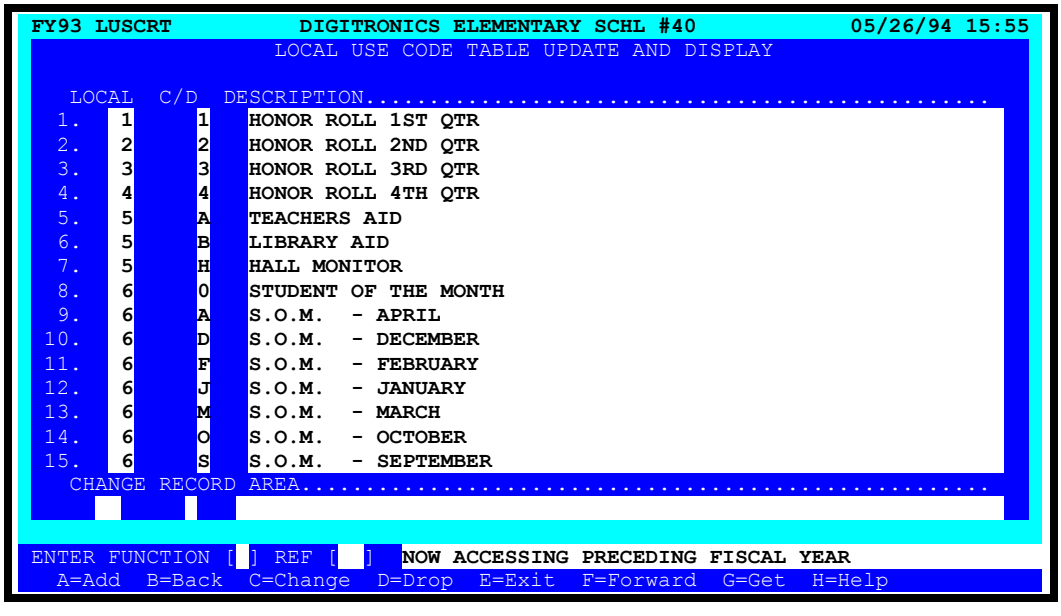
11.1.1 The LUS Database

The database file which holds the definitions for the local use codes is the **LUS** file. If the file is not already on the system for your school, simply connect to the correct school and do a **DFMAKE LUS** on the file. You can now begin defining each local use number with a code and description in **LUSCRT**.

11.1.2 LUSCRT

In this screen you will be able to add, change, or drop codes and descriptions associated with a local use code number. Before you run **LUSCRT**, make sure you are switched to the correct school. Only the records for the school you are logged on to will be accessible.

At the system prompt, simply type **LUSCRT** RETURN.



A screen will appear displaying the first 15 **LUS** records. At the bottom of the screen are the functions available. To view all functions, press the HELP key on your keyboard or use the 'H' function to find out the capabilities of each function. In addition, each field on the screen has a help message assigned to it, so if you are unsure about what is needed in that field press the HELP key and the help information will be displayed.

11.1.2.1 Add

This function allows the user the ability to add new local use numbers to the system. Any number from 1-21 can be defined this way. To use the add function, proceed as follows:

- Enter "A" in the function code box, press RETURN.
- The screen will clear and you can add as many numbers as will fit on the page by tabbing through the fields entering the correct information. When you are finished, press RETURN.
- A message will appear each time a record is added. The file will then be redisplayed.

11.1.2.2 Change

This function allows the user to change the local use number, code, and description of a record. To use the change function, proceed as follows:

- Make sure the record you want to change is currently displayed on the screen, if it is not, use the "F" forward or "B" back or "G" get functions to display it on the screen.
- Enter "C" in the function code box and the line number of the record you want to change in the REF data box, press RETURN.
- The record will be displayed in the bottom row of the screen in the CHANGE RECORD AREA. You can now change whatever field you want. When you are finished, press RETURN.
- A message will appear verifying if the data is correct. If you answer "Y", the record will be changed and redisplayed with the changes. An "N" response will return the record to its original state.

11.1.2.3 Drop

This function allows the user to drop a specific local use number. To use the drop function, proceed as follows:

- Make sure the record you want to drop is currently displayed on the screen, if it is not, use the "F" forward or "B" back or "G" get functions to display it on the screen.
- Enter "D" in the function code box and the line number of the record you want to drop in the REF data box, press RETURN.
- The record you selected will begin to blink on the screen and a message will appear verifying if you really want to drop the record. If you answer "Y", the record will be dropped. An "N" response will retain the record.

11.1.2.4 Back and Forward

The "B" Back and "Forward" functions allow the user to scroll through the file viewing 15 **LUS** records at a time. To use these functions enter the "B" or "F" code in the function code box and press RETURN. When either the 'F' or 'B' functions are executed, they are saved in a hold field, therefore, if you wish to continue scrolling forward or backward, simply press RETURN and whatever function is held will be executed until the time another function is entered. When you are at the beginning or end of the file, a "No More Records" message is displayed.

11.1.2.5 Get

The "G" get function allows the user to specify a local use number to "Get". To use this function, proceed as follows:

- Enter "G" in the function code box and a local use number from 1-21 in the REF data box, press RETURN.
- The screen will clear and all records starting from the local use number you selected will be displayed.

11.1.2.6 Help

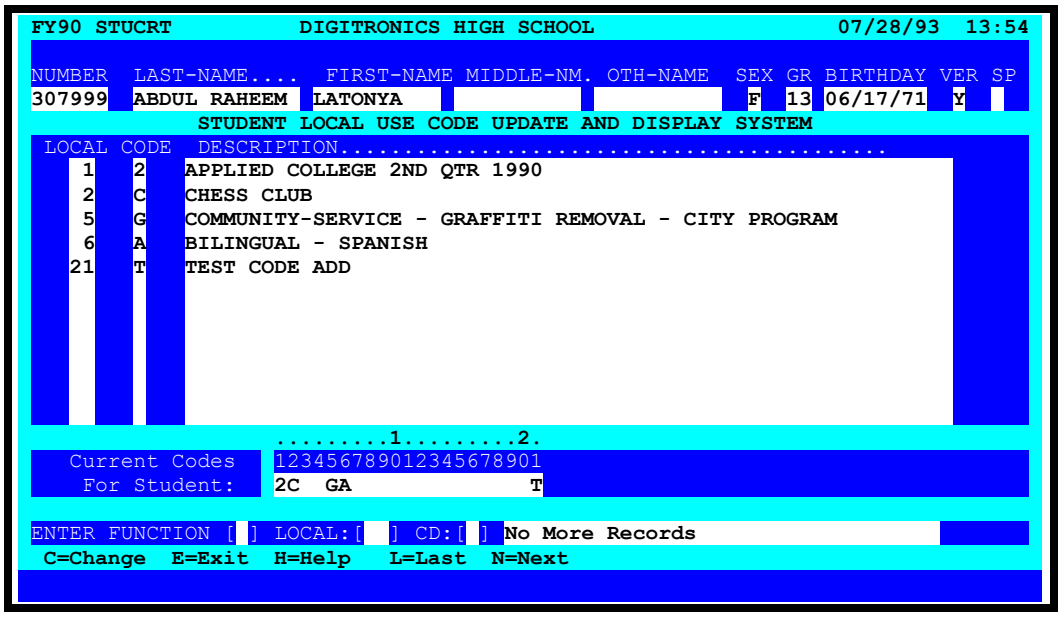
This screen offers 2 types of help, field help and an on-line help tutorial. The field help is available whenever you are in a field and press the HELP key or, if your keyboard does not have a HELP key, by pressing the CTRL and H keys simultaneously. When you do this, a message will be displayed explaining what is needed in that specific field.

The on-line help is accessed by entering an "H" in the function code box and pressing RETURN. At this point a help tutorial is displayed starting at the table of contents. From here you can scroll through the file by pressing RETURN to read each page, enter a specific page number to get to the topic on that page, or you can enter a specific value preceded by a "-" or "+" to go that many pages "back" or "forward" respectively.

11.1.3 The LOCAL_USE module

The LOCAL_USE module is a window which can be popped up in either **STUCRT** or **ELMCRT** to view a specific students local use codes. This window is accessed by using the "LU" function code in the main program.

When the "LU" function is executed, a window is displayed showing the local use codes for the currently displayed student on the screen. From this screen you can add, change, or drop codes from the students record.



11.1.3.1 Change

By using this function you can add, change, or drop records from the students record. The reason you will always use the "C" function code, even for an add or drop, is because the local use numbers from 1-21 already exist in the students record though they may be blank which means the student does not have codes associated with the local use numbers, therefore you are not adding or dropping codes you are merely changing them from blank to non-blank or non-blank to blank.

If you want to "ADD" a code, enter "C" in the function box, enter the local use number from 1-21 that you want to add in the LOCAL box, and enter the code for that local use number in the CD box. You will be asked to verify that the data is correct, if you answer "Y" the code is added to that local use number, if you answer "N" the code for that local use number remains a blank.

If you want to "CHANGE" a code, enter "C" in the function box, enter the local use number from 1-21 that you want to change in the LOCAL box, and enter the new code for that local use number in the CD box. You will be asked to verify that the data is correct, if you answer "Y" the code is changed, if you answer "N" the code for that local use number is returned to its original state.

If you want to "DROP" a code, enter "C" in the function box, enter the local use number from 1-21 that you want to drop in the LOCAL box, and enter a "space" for that local use number in the CD box. You will be asked to verify that the data is correct, if you answer "Y" the code is dropped, if you answer "N" the code for that local use number is returned to its original state.

11.1.3.2 Help

This screen offers 2 types of help, field help and an on-line help tutorial. The field help is available whenever you are in a field and press the HELP key or, if your keyboard does not have a HELP key, by pressing the CTRL and H keys simultaneously. When you do this, a message will be displayed explaining what is needed in that specific field.

The on-line help accessed by entering an "H" in the function code box and pressing RETURN. At this point a help tutorial is displayed starting at the table of contents. From here you can scroll through the file

by pressing RETURN to read each page, enter a specific page number to get to the topic on that page, or you can enter a specific value preceded by a "-" or "+" to go that many pages "back" or "forward" respectively.

11.1.3.3 Last

Since only 11 records can be displayed at one time on the screen and a student can have up to 21 records, the "L" last function will display the last 11 records for a student if they exist.

11.1.3.4 Next

Since only 11 records can be displayed at one time on the screen and a student can have up to 21 records, the "N" next function will display the next 11 records for a student if they exist.

12 Parent Survey System

The Parent Survey System is used to monitor parent responses to questions delivered by district and school personnel. The questions are sent to the parents along with a scanner form on which the parents respond to the questions with one of four answers:

- Strongly Agree
- Agree
- Disagree
- Strongly Disagree

A portion of the questions are designed by district personnel and a smaller portion is set aside for each individual school. If a particular school was facing an issue, say for crossing guards, a certain number of questions may address that issue while the other questions deal with district wide issues.

The number of questions for each cycle are limited to 25. The number of cycles performed a year is decided on by the district. This system provides for scan processing of the forms as well as reports to evaluate the results. Only Scantron sheets are supported in the Parent Survey System.

12.1 Initial Setup

The first step in initiating this system is to develop a questionnaire that has not more than 25 questions. Define the district questions from 1 to a number (e.g. 1-20) and the school questions from that number plus 1 to 25 (e.g. 21-25). The questions listed on the form should be numbered. This form should be printed on an 81/2 x 11 inch piece of paper so it is convenient to copy. A packet should be built either for the mail service or to be sent home with the students. The district should determine which students to give the packets to. The packet should contain the following:

- A #10 envelope
- Questionnaire
- Scanning Response Document (scan form)

Before the scanning process can take place, the Parent Survey File (PSV) must be created. This file will contain the parent's responses to the questions. The PSV file is qualified by month and year. Use the month and year you sent the questions to the parents as a qualifier. Type the following statement to create a PSV file:

- **DFMAKE PSV***mmyy*

Where *mm* is the month and *yy* is the year.

Run the DFMAKE for the month and year only once for each defined questionnaire.

12.2 Scanning

This system is supported by the Scantron scanners only. If the scanning is to take place at the district office, determine a turnaround time for the schools to return the scan forms to the district office. Once you have received the forms and defined the PSV file, start the scanning process. If the scanning is to be done at the school site, give them a deadline for completion of the scanning process. Make sure they notify the district office when they have completed the scanning.

The program PSV01 will scan the forms and record the parent responses. The program will ask the user for a month and year. This will help the program determine which PSV file to update. The response should match the file that was created with the DFMAKE statement.

If a scan sheet cannot be read by the scanner because of mutilation or invalid responses, discard the sheet and bubble a new sheet with the correct responses.

****NOTE****

If there is more than one PSV file contained on the system, the wrong file may be updated if the response to the month and year question is incorrect. Therefore, it is VERY important that the user running the PSV01 program knows which month and year is valid. Also, the user MUST be connected to the school for which the sheets are being scanned. If you are scanning the sheets at the district office, keep each stack of scan sheets separated for each school and double check your DFMSET settings BEFORE you scan any sheets.

12.3 Reports

After the scanning phase is complete, the report phase may begin. In addition to the following reports, DFQUIZ may be used to obtain information. For more information on DFQUIZ, see the DFQUIZ User's Guide.

The following reports are available:

- **PSV02**, prints a response listing by school and district. The total number of responses is broken down by question and each possible answer (SA, A, D, SD). The individual school's answers will print first, each school on a separate page. Then the district questions will print. Percentages are also given so the user may determine which responses were most common.
- **PSV03**, prints a response listing by grade and school. Each response is broken down by question and each possible answer (SA, A, D, SD). The responses are then separated by grade level, each grade on a separate page. The school questions print first and then the district questions. Percentages are also given so that the user may determine which responses, based on grade level, were most common.

13 Study Area Grids

Many school districts divide the communities they serve into geographic **study areas** in order to facilitate planning and school assignment. The Study Area Grid subsystem can automatically determine the study area in which a student lives, given his residential address. This subsystem saves time and increases accuracy as compared to manual methods of assigning study grid codes.

The most important operational feature of the Study Area Grid subsystem is its ability to determine the correct study area code for a student, given the student's residence address. From the study area codes in the students' records, it is possible to develop enrollment counts for each study area and use these counts in projections of future enrollment.

13.1 SAG File

This database contains street addresses and the associated schools for each address. The Study Area Grid (SAG) database is used to define geographical areas within a district to grids and assign students within certain geographical areas to the associated grids. These grids are used to determine student population in specific areas of your district. Since each student is assigned to a certain grid based on their address, the district Facilities Planning Department and the Personnel Department often use this information to determine whether new schools or additional teachers are needed. STUCRT will use this file to verify that the student's address is contained in the grid. If you enter an address and no grid number, the program will automatically check the SAG file and assign the grid if it finds the address.

13.2 ELM File

The STU database contains all of the student demographic information for students in elementary schools. This database is the master file of all information pertaining to elementary student demographic information. Most programs will access this database to process defined groups of students. Other associated databases are then processed to retrieve information stored in their files. The SAG database will be used to determine in which grid the student belongs based on his residential address. This grid number will be placed in the ELM record.

13.3 Study Areas

For the purpose of this subsystem, a "study area" is any geographic area containing one or more streets or contiguous portions of streets. A study area is completely defined by naming the houses or potential houses it encloses. For example, all houses on Elm Street with odd numbers between 123 and 251 might constitute a portion of a given study area. Specifying every such combination of streets and ranges of house numbers would completely define that study area.

It is possible for a study area boundary to split a street along its length, making houses on opposite sides belong to different study areas. Houses on opposite sides of the street can be differentiated either by odd and even house numbers or by a range of numbers, depending on the house numbering scheme used in the community.

13.4 Attendance Areas

Study areas are grouped into attendance areas for elementary, intermediate and high schools. That is, students are assigned to schools based on the study areas by which they live. Generally, the study areas composing an attendance area are geographically close to each other and to the school fed by the attendance area.

13.5 Implementation Considerations

Some districts enforce rigidly the assignment of students to schools according to the study area grid. This 'closed enrollment' policy has several advantages:

1. It is possible to determine quite accurately the number of students who will be promoted into each intermediate and high school in the next academic year.
2. The effects on future enrollment of new construction and births can be projected with reasonable confidence.
3. The effects of modifying attendance area boundaries can be determined accurately.

Other districts have an 'open enrollment' policy which allows students to enroll in any school, regardless of where they live. Although the benefits are somewhat reduced in this case, the Study Area Grid subsystem can still be useful if yours is such a district. The ability to analyze student population distribution would be unaffected by open enrollment. However, enrollment projections would be useless if a large number of students actually took advantage of open enrollment and attended schools outside their neighborhood.

Naturally, your district's policy of open or closed enrollment is decided by its governing board. If your district has closed enrollment, the Study Area Grid subsystem will be almost a necessary component of the SSEA system. In districts with open enrollment, the decision is not so clear-cut. An immense amount of labor-intensive work will be needed to set up the data files which describe the district's study area map.

13.6 Standardization of Address Format

In order to facilitate the operation of the Study Area Grid subsystem, a standard format is defined for street addresses used in your student files. This standard format makes it possible for the Study Area Grid subsystem to determine automatically the study area in which the student's house is located by comparing the parts of the address against data recorded in the Study Area Grid file (SAG).

An address is recorded as follows:

House-number Direction Street-name Street Type #Apartment-number

Some of the parts shown above are optional. Here is an example of a correctly formatted address using all of the possible components:

98765 South Quaking Aspen St #22

Below are explanations of each of the components of the standard address format:

- **House Number** - The house number can be up to five digits in length. It is always the first component of an address.
- **Direction** - A compass direction can distinguish different streets having the same name, or can indicate different portions of the same street by their geographical relationship to some other landmark. In many cases, house numbering proceeds outwards from some central point, so, often the 'North' and 'South' (or 'East' and 'West') halves of a street have the same house numbers. The compass direction is always written after the house number and before the street name proper. You can spell the direction in full, or use the single-letter abbreviations, 'N', 'S', 'E' or 'W'.
- **Street Name** proper - The street name is not necessarily unique within a city. A community might have an Elm Street and an Elm Avenue – possibly even in close proximity to each other. Or, there might be North Elm Street and South Elm Street. The street name proper consists of all words between the Direction and the Street Type. In the above example, the street name proper is 'Quaking Aspen'.
- **Street Type** - The street type is always written after the street name proper. Because the system must be able to recognize street types for what they are, a series of standardized, street types abbreviations are used. Some examples of these include:

ST	=	Street
AVE	=	Avenue
BD	=	Boulevard
PKY	=	Parkway
DR	=	Drive
CIR	=	Circle
LN	=	Lane
CT	=	Court

- **Apartment Number** - The apartment number is optional. It consists of a number sign (#, also called a 'crosshatch' or 'poundsign') followed by an arbitrary apartment designation. The apartment number must be the last item entered in the address. In our example, the apartment number is #22. The Study Area Grid subsystem ignores the apartment number when determining the study area in which the address is located.

13.7 Entering an Address

Once the Study Area Grid file (SAG) is set up, it is important that the addresses in each STU record are defined in the SAG file. This means that you must enter addresses in the correct format as explained above so that the Study Area Grid subsystem can determine which grid to assign the student to.

Do not enter one student's address as 98765 S Quaking Aspen St #22 and his sibling's address as 98765 South Quaking Aspen Street #22. Standardize the addresses according to what is defined in the SAG file. If you do not know the standardization's, contact your Data Processing Department or use DFQUIZ to create a listing of the SAG file. While you are running DFQUIZ, enter the following statement:

PRINT SAG RETURN

This statement will create a listing of streets that are defined in the SAG file.

13.8 SAG and the Year End Crossover Cycle

The first step during the Year End Crossover Cycle is to update each students **NEXT-SCHOOL** field. **SAG02** can be used to update the **NEXT-SCHOOL** field for all students in all schools in the current year **STU** and **ELM** files. **SAG02** works with the Study Area Grid File moving the resident school in the **SAG** record that applies to the student's address, to the next school field in the student's record. The SAG02 program processes all schools, including elementary. **SAG02** will provide a listing of those students that it could not update. Use **STUCRT** or **DFXCRT** to update those records that **SAG02** could not update. If you use **DFXCRT** to update the **NEXT-SCHOOL** field, enter the following statement at the DCL prompt.

DFXCRT ELM SN NM GR NS RETURN

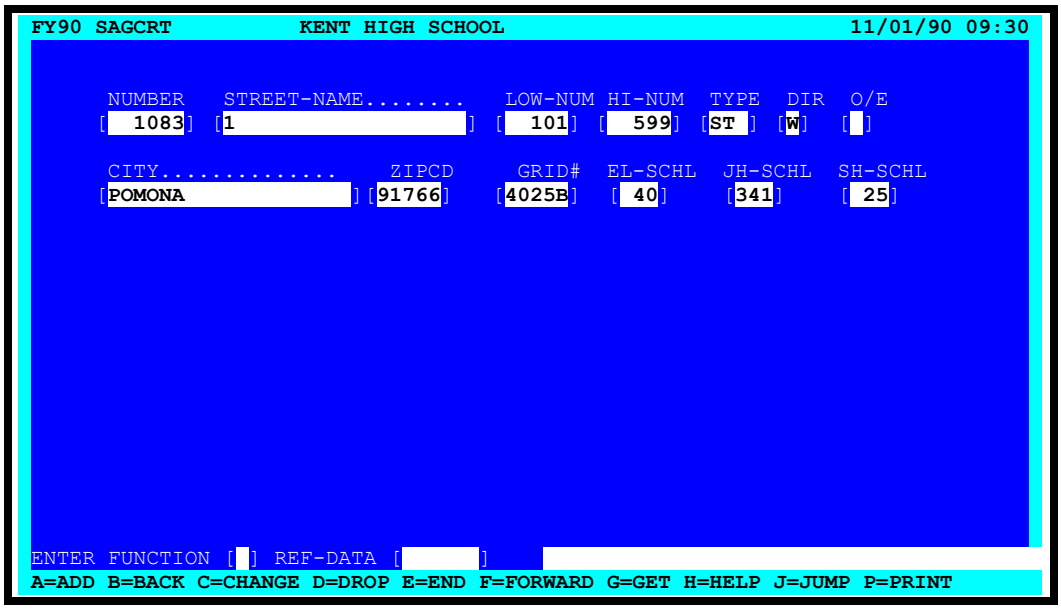
This will make the next school field more accessible and will reduce the amount of time spent tabbing through other fields to get to the next school field. This may also eliminate any accidental invalidation of other data by excessive tabbing. Use **DFSCHL** and **DFYEAR** to switch to the correct school and year. If you are updating a secondary school, replace the ELM in the above statement with STU.

13.9 Study Area Grid Programs

The following subsections will describe the programs available in the Study Area Grid System.

13.9.1 SAGCRT

SAGCRT can be used to Add, Change, Drop, and View **SAG** records. The picture shown below is of the **SAGCRT** screen.



The following subsections describe the functions available in the **SAGCRT** program.

13.9.1.1 Add

This command allows you to add a **SAG** record.

- Enter an "A" in the function box and press RETURN.
- You must type in at least the street name, lowest number on the street, a grid number, city, zip code and valid school codes.
- When you are done, press RETURN.
- **SAGCRT** adds the record by assigning a unique number for it.

13.9.1.2 Backup

If you currently have a **SAG** record displayed on your screen, the "B" command displays the **SAG** record immediately preceding that one. Thus, the "B" command effectively "backs up" in the file. If no **SAG** record is currently displayed, "B" displays the last **SAG** record on file.

13.9.1.3 Change

This command allows you to change the general data for the currently displayed **SAG** record. You must have a **SAG** record on your screen in order to execute a "C" command. To use the **Change** command proceed as follows:

- Enter a "C" in the function box and press RETURN.
- Type over the fields on the record that you want changed and press RETURN. Press the **TAB** key to move from one area to another.
- When you are finished changing the record, press RETURN.

13.9.1.4 Drop

The **Drop** command removes the currently displayed **SAG** record from the data system. If you are certain that the **Drop** command is really what you want, proceed as follows:

- The record to be dropped must be displayed on your screen before you execute the "D" command.
- Enter a "D" in the function box and press RETURN.
- **SAGCRT** asks you to confirm your command to drop the record by asking "Really Drop record?". Double-check the record on the screen to be sure it is the correct one, then press "Y" if you want to proceed; press "N" if you want to abort the drop (and retain the **SAG** record); there is no need to press RETURN.

13.9.1.5 Exit

This command ends the **SAGCRT** session and returns you the system's command level. From there, you may select another program or log out.

13.9.1.6 Forward

If you currently have a **SAG** record displayed on your screen, the "F" command displays the **SAG** record immediately following that one. Thus, the "F" command moves forward in the file. If no **SAG** record is currently displayed, the "F" command displays the first **SAG** record on file.

13.9.1.7 Get

This command lets you retrieve a **SAG** record by name or number. To use the "G" command, proceed as follows:

- Enter a "G" in the function box and press RETURN. The cursor moves to the number field at the top left of the screen.
- You can search for records by using a specific record number if you know the record number of the record you would like to view. To search by record number enter the number of the record in the number field and press RETURN. However, the get function is most often used by entering a street name and pressing RETURN. If you are looking for a particular section of a street enter the street name and the lowest street number for the section and press RETURN. **SAGCRT** will display the requested record if it is on file; if not, you will see either the closest **SAG** record that **SAGCRT** could find or an error message if no higher record could be found.

Once you search for a **SAG** record, the Forward and Backward commands will go forward and backward by the key information you used to find the **SAG** record.

13.9.1.8 Help

The **Help** command displays the first page of a "help tutorial" for the program you are running. This first page is a table of contents which tells you where to find information about specific program features. The Help function pauses at the end of each screenful of data and waits for your input. You may do one of the following at that point:

- Press the "RETURN" key to display the next screenfull of data.

- Type an absolute page number to display the first screenfull of data on that page. For example, enter "2" to display page 2.
- Type a number preceded by a "+" or "-" to scan forward or backward, respectively, the specified number of pages, counting from the page currently displayed. For example, enter "-1" to go back one page, "3" to go forward three pages.
- Type the word **QUIT** or the letter **Q** and press RETURN to terminate the Help function and return to your program's normal display.

13.9.1.9 Jump

The **Jump** command takes you from **SAGCRT** to a program which you enter in the REF-DATA field and does not return. To use the "JUMP" command, enter a "J" in the function box, the program name you want to "jump" to and press RETURN. **SAGCRT** then reads the program name you entered in the REF-DATA field and starts that program.

13.9.1.10 Print

The Print command prints a screen image of the currently displayed **SAG** address into a file called SCREEN.LST which will be located in the directory that you are running the program.

To use the **Print** command, enter a "P" in the function box and press RETURN. **SAGCRT** will then take a snapshot of the record and create the SCREEN.LST file.

13.9.2 SAG01

This program prints a listing of the **SAG** file. The listing is sorted by street name and house number range. The listing shows the reference number, address range, street name, street type, odd/even code, city, study-area grid code, and the elementary, junior high and high school codes for each record in the **SAG** file. Possible errors are indicated with an asterisk beside the data element in error. The total number of errors is shown at the bottom of the listing.

13.9.3 SAG02

SAG02 can be used to update the **NEXT-SCHOOL** field for all students in all schools in the current year **STU** and **ELM** files. **SAG02** works with the Study Area Grid File moving the resident school in the **SAG** record that applies to the student's address, to the next school field in the student's record. The SAG02 program processes all schools, including elementary. **SAG02** will provide a listing of those students that it could not update. Use **STUCRT** or **DFXCRT** to update those records that **SAG02** could not update.

13.9.4 SAG03

This program produces a listing of the **SAG** file sorted by school code and the streets that belong in each school. The report breaks on each school and prints all of the streets associated with that school by street name and address.

13.9.5 SAG03

This program produces a listing similar to **SAG03** of the **SAG** file sorted by school code and the streets that belong in each school. The report breaks on each school and prints all of the streets associated with that school by street name and address.

SAG04 allows the file to be sorted by elementary, junior high or senior high records. If no switches are set, the report is by senior high school.

14 Command Files

This chapter discusses how to develop command (COM) files that can ease and accelerate the operations flow. Examples of existing COM files are given. COM files help reduce the amount of data input needed for report or update programs that are run for every school. Other COM files may speed up processes for creating files or updating existing files.

14.1 Creating a COM File

Use the editor available on your system to create a COM file and use a name for the file that describes the process executed. This way the program does not get lost and the name won't be forgotten. Make sure the name is unique and is not currently being used for another program. Each line of the COM file begins with the $. This tells the system that a command will follow. If you wish to enter a comment use the ! after the $ and enter your statement. Enter any DCL command such as COPY, APPEND, etc., or any Digitronics command such as DFFIX, DFSORT, etc. Once you have all the commands entered, exit the editor and run the COM file using the following format.

- @*filename*.COM

Each line of the COM file will be executed. If the program will be run often, a symbol can be created using the following program.

14.2 MAKALLSYM

The MAKALLSYM program is actually a COM file. It was created to make symbols for all programs in the [EXE], [SYS] and [COM] directories. When a program is named, that name will become the symbol for that program. The program name itself becomes the command for execution. Make sure the .EXE version of your program is in one of the above mentioned directories before running MAKALLSYM. If the program will be used district wide, it should be put in the [COM] or [EXE] directories. If the program is reserved for only the operator, it should be put in the [SYS] directory.

Once the COM file has been moved to one of these directories and the MAKALLSYM has been executed, the user must log out and log back in before the symbol can be used. This is because all symbols are defined during the user's login.

14.3 Other COM files

This section discusses other COM files that are available to help with operation flow. The COM files provided in installation are sample files. They should be edited to meet your districts own needs.

14.3.1 WEEKEND

The WEEKEND.COM file can be described as a "cleanup" program. It should be submitted into a batch mode and run during the weekend while there are no users on the system. This program will clean up all the data in the student files by executing a DFFIX for each of these files. DFFIX checks the validity of the data, moving zeros or spaces into the fields in error. The WEEKEND file also performs DFSORTs for every school. The DFSORT command will erase any records dropped during the week and sort the records so any records added to the file during the week are put in order. By sorting the records, their display in the CRT programs will not be slowed because of the amount of new records. After the files are sorted a DFLINK is run for all slave files. This will ensure access to these slave files by resetting the links in the master files.

Running WEEKEND.COM every weekend will ensure more accurate and reliable master and slave records.

14.3.2 DSBACKUP

This COM file makes incremental and full backups easy for the operator. DSBACKUP writes data files onto a magnetic tape for storage. The file checks the day of the week and if it is a Friday, Saturday or Sunday, a full save is done. Otherwise an incremental save takes place. An incremental save will only write to the tape files that were changed since the last save took place. A full save will write all files to the tape. A message is displayed to anyone still on the system and to anyone who tries to log on when the backup is taking place.

DSBACKUP can also be entered with the operator's own specifications. For example, if a full save needs to be done on a Wednesday the operator simply types the word /FULL after DSBACKUP. The file will disregard what day of the week it is and perform a full save. If an incremental backup needs to be done over the weekend, typing /INCREMENTAL after DSBACKUP will initiate an incremental save. Also, the operator can send out his or her own message when the backup starts by typing that message after the FULL or INCREMENTAL specification.

14.4 An Example

The ELM11 program as discussed in chapter 1, should be run every week for every school. This is a perfect example of when to use a COM file. Instead of running the program for each school, one at a time, the commands can be put in a COM file and run all at once, without operator assistance. The following lines can actually be used in a COM file but the operator must substitute the districts own elementary school numbers.

$ DFYEAR 89

$ DFSCHL 1

$ ELM11

$ PPRINT

$ DFSCHL 2

$ ELM11

$ PPRINT

$ DFSCHL 3

$ ELM11

$ PPRINT

$ DFSCHL 4

$ ELM11

$ PPRINT

Continue these lines for all of the elementary schools in your district. If you call the file RPT11.COM it can be run by typing @RPT11. Or move the file into the COM directory and run MAKALLSYM. Remember to log out and log back in before using the symbol.

15 Scanners and Print Queues

This chapter gives vital information for the operator on scanners and scan forms. Also given are procedures on setting up and using print queues for special forms.

15.1 Scanners

The SSEA system at the elementary level will support NCS and Scantron scanners. Generally, scanning at the elementary schools is done only for attendance and testing. These are the two areas that Digitronics supports.

15.1.1 Forms

The following is a list of currently supported form numbers from NCS:

Monthly Attendance: M08 19569 1098 7654 A1503

CTE Testing : MB05-15595-1110987 A1804-1

The list below are supported form numbers from Scantron:

CTE Testing : 30775-DS

Most districts using this software will contribute to a consortium with other districts using these forms. Quantity discounts can then be taken advantage of when the forms are ordered. Your Digitronics representative can give you the contact person if you wish to join this consortium. There are three factors to consider when you are deciding how many forms to purchase. One, the number of students in your elementary schools, two, the number of teachers and three, the number of months that school is in session. For attendance, remember that each form lists ten students.

For example, let's say your district has 500 elementary students and 25 teachers. If you divide the number of teachers into the number of students, each teacher will have approximately 20 students. If each sheet holds 10 students then each teacher will need 2 sheets per month. So, 50 sheets multiplied by say 10 months is 500 sheets. Generally, you need a 30-40% error factor so you could order 650 to 700 attendance sheets.

15.1.2 Scanner Communications

When a scanner is being used with a terminal, there are two connections on the back of the scanner. One plugs into the phone line and the other plugs into the back of the terminal. Communication runs through the scanner, into the terminal. Therefore, the scanner must be on line when the terminal is used. The scanner type must be defined to the terminal before a program is run. The define statement can be added to the operators login so that the scanner is always defined when the terminal is in use. The define statement is as follows:

DEFINE DS$SCANNER ST1500

15.1.3 End Of Batch

The end of batch signal must be given before communication can resume on the terminal. If the operator interrupts a program when the terminal is hooked up to a scanner and has not signaled for end of batch, the terminal may freeze up. On NCS scanners, the end of batch signal can be given by scanning a sheet which has all the skunk marks scratched on with a number two pencil. Skunk marks are the black lines either across the top or along the side of the sheet. If you are stuck, press the SELECT button on the scanner until an 'A' appears. Press START and then press the RETURN twice. Scantron scanners will have an end of batch button the operator can use. Once the scanner has been signaled for end of batch, the program will ask the operator questions pertaining to the program. When the operator finishes answering the questions, the program will stop and the operator will be at the prompt.

15.1.4 Form Feeds

Caution must be exercised when sheets are being read into a scanner. If it has an automatic form feed, the scanner must be set correctly so that only one sheet is fed in at a time. The scanner won't know that two sheets have gone through. NCS scanners have lights to indicate how far forward to place the sheets in the feeder. The light is red until the sheets are placed in the correct position. The scanner will indicate to the operator that it is ready by the green light.

15.2 Print Queues

Information on queues is available in your DEC documentation. The purpose of this section is to outline the specific steps the operator should take when setting up print queues.

15.2.1 STARTQUEUES

There is a COM file that can be edited to each districts specifications. SYS$MANAGER contains the file called STARTQUEUES.COM. The file has commentary on each section to guide the operator through the setup. At the beginning is the statement that starts the queue manager and the command to run another COM file called FORMSET.COM. This file is discussed in the following section. The next statements name all printers that will be used on queues. A good naming system to use here is to use the abbreviated school names for the printer names. For example, Digitronics Test High School could have a printer named

DTH$PRINTER. Therefore, the statement would read: DEFINE /SYSTEM DTH$PRINTER LTA01. The LTA01 being the device name. Define each printer that will be used in the same manner incrementing the device names each time.

If the schools will be printing directly from the screen by using the Ctrl Print-Screen keys or the OUT command, set the terminal characteristics using the format in the next section of the STARTQUEUES.COM file. Set the characteristics for each printer defined. The speed will match the modem/multiplexer speed, the width will usually need to be 132 and 66 lines per page.

Spooling buffers the data passing from memory to the printer. This becomes useful because programs don't read input and produce output in the same intervals. By spooling the output into a file on disk, the printer is not hung up the whole time the program is running. Once the file is spooled to the disk, it can be queued for printing. To set the printer as spooled to the queue defined use the SET DEVICE line for each printer. For example, the line for Digitronics Test High School would be: SET DEVICE /SPOOLED=(DTH$PRINT, SYS$SYSDEVICE:) DTH$PRINTER.

At this point, the printers have been defined, set with characteristics and established as a spooled device. In order to start the queue, an INITIALIZE statement is necessary. Initialize each printer defined. An example of the initialize statement is as follows: INITIALIZE/QUEUE/START DTH$PRINT /ON=DTH$PRINTER.

There is also a statement to start a batch queue. There is usually no need to edit this line, so just remove the !.

15.2.2 FORMSET

The FORMSET.COM file will define the special forms your district needs to use. For example, the DEFINE/FORM ROSTERS will define the class roster forms and set the queue up to print those rosters. When the operator prints the rosters, the print command will include the qualifier /FORM=ROSTERS. This file can be added to or adjusted to meet your districts needs.

After editing to these files is complete, bring the system down and reboot. This will allow these COM files to be executed and the queues will be set.

16 Utilities

This chapter discusses three utilities available on this system. These utilities aid in the access and evaluation of information and record status.

16.1 DFQUIZ

DFQUIZ is probably the most popular utility because of the range of information and display of output it can provide. Information on particular students can be displayed or printed with very little input from the user. More information on DFQUIZ can be found in the DFQUIZ User's Guide provided in your documentation.

16.1.1 Monthly Student Add/Drop List

A list of students who have added or dropped can be generated quickly and easily by using DFQUIZ. These add/drop lists can be valuable in completing monthly attendance reports.

The following statement can be used to determine which students were added to the school during the month. The dates used come from the DAY record for the month needed. After entering DFQUIZ, type the following;

TYPE **TITLE "STUDENT MONTHLY ADD LIST"**

TYPE **ELM SN NM ST GR SP ED LD IF ED > 09/04/89 AND ED < 09/30/89**

More elements can be added, or some of the elements above can be eliminated, if desired accept the ST element. This is the status field in the ELM record and if this element is not queried, only active students will be displayed. Inactive students must also be shown because of cases where the student enters and leaves in the same month. All students who entered school on or after the first day of the monthly attendance calendar will be listed even if they have already left.

To generate a list of students who have left since the beginning of the attendance month, type the following statement in DFQUIZ;

TYPE **TITLE "STUDENT MONTHLY DROP LIST"**

TYPE **ELM SN NM ST GR SP ED LD IF LD > 09/04/89 AND LD < 09/30/89**

This statement will show all students who have left and any students who have left and come back during the attendance month.

A list of special education students can be shown by typing,

TYPE **TITLE "SPECIAL EDUCATION STUDENTS"**

TYPE **ELM SN NM ST GR SP ED LD IF SP # " "**

This may also be helpful in accumulating monthly attendance.

DFQUIZ is able to print student lists with any element from the student record listed unless the output is too long for the print record. And any qualification can be given using the IF, AND and OR qualifiers to provide the user accurate information with the desired output structure.

16.1.2 Teacher Lists

Various teacher lists can be generated in DFQUIZ. A current list of teachers can be shown by accessing the teacher file (TCH). This list can be compared to a student list by teacher to make sure all students have been assigned to a teacher. The following statement will list students by teacher and can also be used as class lists.

TYPE **TITLE "TEACHER LIST"**

TYPE **ELM SN NM SX GR PAGE[TN]**

This statement will provide a student list by teacher. When the teacher number changes, the next students will print on a new page.

These are just a few examples of the versatility of using DFQUIZ. Many more uses and functions are available. These functions are fully explained in the DFQUIZ User's Guide.

16.2 DFMTOT

The DFMTOT program will build an array of two data elements that the user enters and give totals of each row and each column along with a grand total of all elements.

The first element specified will be the columns of the array. The second element, therefore, will be the rows. So the following statement will result in the grades being listed across the top and sex being listed down;

DFMTOT ELM GR SX

It is possible to switch the elements so that the grades are listed down and sex is across the top.

Other elements that can be useful include ethnic code, study grid, teacher and special education code. Enter these elements as desired to generate an array with the needed information. DFMTOT works with only active records. If the user's switch 'T' is set to 1, the inactive students are also counted.

16.3 DFXCRT

DFXCRT is a display program which can be used to access fields which are not available through ELMCRT. Any combination of fields can be shown. For example, if the user needs to change the student's bus code. Also, fields which appear in the lower portion of the ELMCRT screen can be accessed more quickly through DFXCRT.

As an example, let's say the user needs to change many student's GATE codes. Instead of going into ELMCRT and tabbing through each field to get to the GATE field, the user can use the following statement to enter DFXCRT;

DFXCRT ELM SN NM GA

A screen will appear with only those fields. When the user executes a change function, the cursor will go directly to the GA field. This eliminates a lot of input for the user and saves a significant amount of time. Operators may find DFXCRT helpful when a user accidentally inactivates a student. If the user tries to reactivate the student, the enter date must be changed. So to avoid this, the operator can use DFXCRT to remove the status from the students record without changing the enter date.

Caution should be exercised when training users to use DFXCRT. There are certain fields, such as track or teacher, that the user should not change in DFXCRT. These fields go through validity checking when they are changed in ELMCRT. If the user is given access to DFXCRT they may invalidate certain data by changing it in DFXCRT. One way to let the user run DFXCRT without them knowing it is to create a COM file. For example, putting the statement mentioned above into a COM file, calling it GATE.COM and moving it into that users directory will generate the same screen mentioned above without the user knowing they are running DFXCRT. Instead of entering the DFXCRT statement, they enter @GATE.COM. The screen will appear the same to the user and they won't have any access to other fields.

\appendix

A Installation Guide

PROBLEM REPORTS

Before contacting Digitronics to report a problem, be positive that the program in question is being run properly. Make sure that the results received from the program are, in fact, incorrect. Double check the output with the Reports Reference Manual and, if necessary, this manual. Go over the steps taken, including the school, year and switches that are set. If a program is misused and Digitronics personnel spend too much time on a problem that does not actually exist, the district will be billed for services not previously agreed on.

There are specific procedures to follow when there is a problem. Digitronics provides the district office with problem report forms. These forms must be filled out in detail with specific information on the procedure taken, program names, results and error messages received. The problem can not be solved until it is understood. If the proper information is not provided, time will be wasted in trying to understand what is wrong rather than concentrating on a solution. Digitronics urges the user to fill out the form even if the problem is solved immediately. This will provide a record of problems and solutions for Digitronics in the event that the problem reoccurs.

FILES CREATED IN CONVERSION

A check list is provided at the end of this appendix for the user and the Digitronics personnel in charge of your district's data conversion. This is a list of files that are converted from the district data after the installation of Digitronics software on your system. As the files are converted and tested they can be checked off the list. This will be an effective recording of work accomplished by Digitronics and help the district adhere to the conversion schedule.

This list is not exclusive. Your district may have other files that need converting. Additional files may be added to the list if the conversion of these files was previously agreed upon or new provisions are discussed.

Digitronics will provide COM files with the first conversion. The COM files allow the district to convert the data as often as needed. This way, the first sets of data can be used for testing and training. When the district is ready to go into production, run the COM files and convert the data again. This way, the data is up to date and correct. Specific instruction on the COM files will be given to you by Digitronics.

SETTING UP DISTRICT TABLES

A second check list is provided to the district that lists the tables needed in operation of this system. These are files created with the DFMAKE command. There are values in the field help and tutorial help of ELMCRT. These values provide a template for the district to use in deciding which values to use. For example, the Special Education Code Table (SPC). The values that are provided in the ELMCRT on screen help tutorial may not match the values that the district had previously used. If the district decides not to change the values, these help messages must be updated by district personnel. Remember that there is field help that must be updated in VFDESIGN and tutorial help that comes from an RNH file. These helps must

be edited and updated in the [RNH] directories. This way, the user does not input inaccurate values because the help message does not reflect the actual values used by the district.

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