



JCampus Student Master / Attendance Guide

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

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JCampus works best in, Firefox, Google Chrome, or Internet Explorer 9(or higher).

Logging In

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



Basic Navigation

Menu Bar

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



Status

The first feature is the color of the menu bar. If the menu bar is red/pink, you are in training mode.

If the background is white/gray you are in live mode.

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

User

The user indicator will have your Username.

Icons



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



- This is a link to the help system.



- This is the logout button.

Navigator

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

Within each application area there are several broad program types:

Entry

List

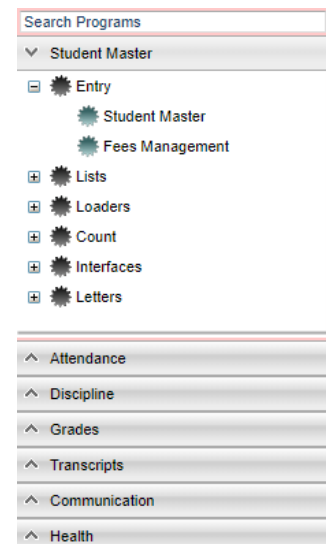
Loader

Count

Interfaces

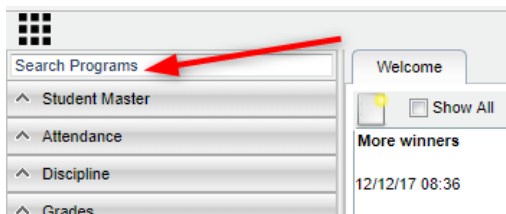
Letter

Trends

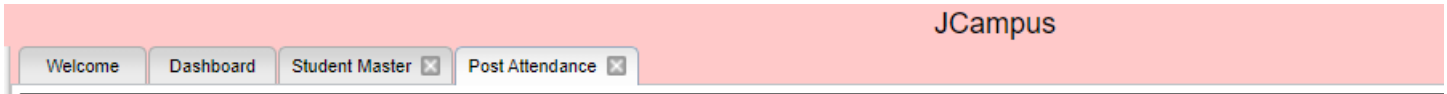


Search Programs

The cell above the Navigation Buttons on the left is used when you want to find a specific program in JCampus.

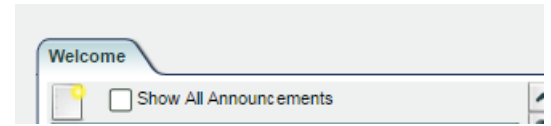


The Workspace is a tab separated work area that allows you to manage multiple open programs without overlapping windows. You can have several different programs open at any given time. You can select a tab to switch the active program. When you are finished with a program you can click on the red "X"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



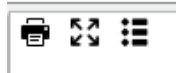
Notifications

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



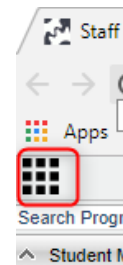
Enrollment and Ethnic Breakdown Graphs

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




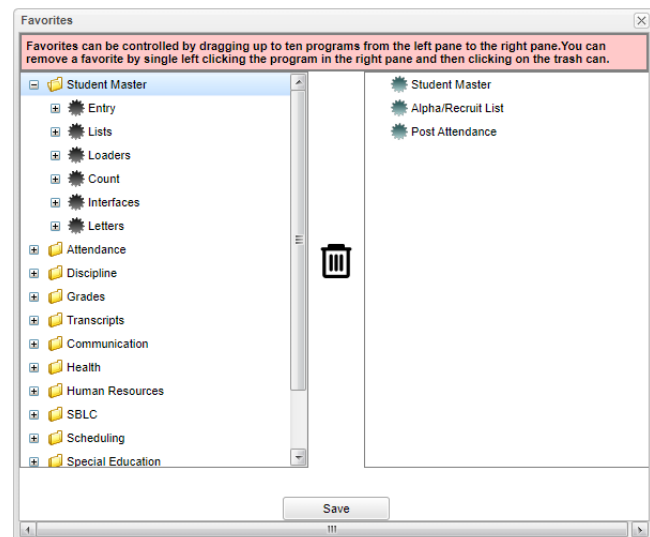
Full Screen

You can click the "waffle" to toggle between full screen and viewing navigation buttons.




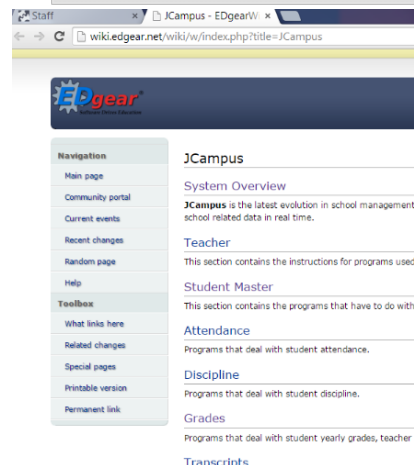
Adding Links to Favorites

1. Click the **Favorites**  icon.
2. Select **Configure**.
3. The window on the left shows all the different modules that can be added to favorites. Click and drag the desired modules to the column on the right.
4. Click **Save**.
5. To remove, select the module from the window on the right, then click once on the trash can icon in the middle of the two windows. Click **Save**.



Accessing Help

1. Click the **Help**  icon.
2. A new tab will open with all the help categories. →
3. Choose a topic under the necessary category.
4. Directions will be listed. If a video has been created, it will be listed at the top of the page.



Student Master

Find a Student using the Find button

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



5. Use the keyboard or the keypad at the top of the list to type the last name in the search box or scroll down the list and select the appropriate name.
6. The student information will appear on the *Student Master* screen.

Find a Student using the Search Bar

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



Student Master Screen Features

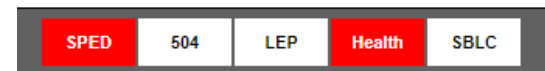
There are many areas to store different types of information on the **Student Master** Screen. Some of the commonly referred to fields are described below:

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

Name: Located in the upper left, click the field box next to **Name** to access, edit, or enter the student's name, addresses, phone numbers, and ssn of the student. Address and phone information can be copied from the student's information to the Guardian, Father, and Mother by clicking the **Copy Address** button.

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

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



Special Ed button colors:

- i. **Blue** = Prior/Inactive Special Ed Student
- ii. **Green** = **Special Ed Student with a Referral/Eval in progress**
- iii. **Yellow** = Special Ed Student with expired Eval or IEP
- iv. **Red** = **Special Ed Student with Active Eval and IEP**
- v. **Gray** = Special Ed Student with Speech only Services
- vi. **Purple** = student is Gifted / Talented
- vii. **Orange** = **Talented student**
- viii. **White** = **Student without IEP and Services**

Guardian: Click in this field to enter/edit a guardian's name, address, email, and phone information. Information can be copied from the **Mother** or **Father** by clicking the **Copy From ...** buttons at the bottom of the Guardian window. If a school uses the Parent Command Center, and wishes to deny a guardian access, a user can select to deny access by clicking the box next to **Guardian cannot access Internet data**.

Father and Mother: Click in these fields to enter/edit names, addresses, email, and phone numbers of the student's father and mother. There is a check box to indicate if the mother or father is a stepparent. Address information can be copied from Guardian, Student, Mother, or Father by clicking the **Copy From** button. If a school uses the Parent Command Center, and wishes to deny a parent access, a user can select to deny access by clicking the box next to **Mother/Father cannot access Internet data**.

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

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

Special Codes: This field allows you to bring up a box that will list any special information for that student. By clicking on the drop down arrow, you will get a list of Special Codes that you can use if you need to enter such information. It also allows you to enter other information such as **Lunch Type** and **Lunch ID**. You may enter up to 10 different codes. After you are done, close the screen and the codes will appear in the Special Codes field on the main Student Master screen.

School Clubs: This field will allow you to list any school clubs that the student is a member. When you click on the blank field next to the **School Clubs** name, a box will appear. Click on the arrow and a drop down list of clubs will appear. You may select up to 10 clubs for this field.

Alarm Codes: This field will allow you to assign codes that indicate a student needs special or immediate attention. This code will display when a student with an alarm code is checked out of school.

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

Leave Date: Contains the date the student left the school. A user can click to enter/edit the leave code, leave date, and school transferring to. **Note: Proper use of the leave code is crucial.** Using a leave code that contains a "D" will result in a dropout assigned to the school.

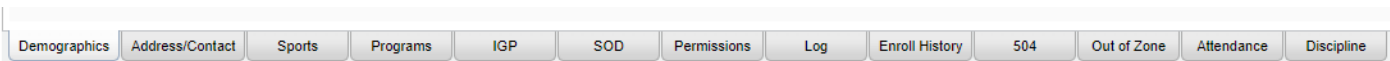
US Entry: If a student was born in another country, a user would click here to enter the country of birth, date of entry to US, a language code, and a language proficiency code. This is an important field as it identifies whether a student is **Limited English Proficient**. Funding goes to your district to educate students with a Limited English Proficiency code.

SBLC Code: A field to identify a student as retained. When a student is considered for retention, an SBLC is held. The results of the SBLC meeting (promoted or retained) are posted here.

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

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

Tabs at the Bottom of the Student Master Screen:

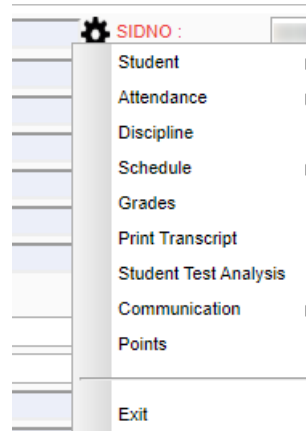


- **Demographic:** First screen displayed when entering **Student Master**. Basic information on a student is displayed here.
- **Addresses:** This tab will display all name/address/phone information contained in the **Student, Guardian, Father, Mother, and Emergency** fields.
- **Sports & Fees:** This tab will display information such as **Sports, Fees, and Graduation** (if early graduate) data.
- **Programs:** This tab will display program information such as Homeless, Migrant, Homebound, etc... Program start and end dates can be associated with each program.

- **Vocational:** This tab will allow you to input vocational information about the student.
- **Permissions:** Student permissions for the student are stored here.
- **Log:** A file that allows an Administrator or Counselor make journal entries on a student.
- **Enroll History :** A very important tab. This tab indicates the **enrollment history** of the student in the district.
- **504:** This tab will display details about the student if the student has been identified as 504.
- **Out of Zone:** To view any Out of Zone information about a student. RED-active Out of Zone.
- **Attendance:** Student’s attendance records
- **Discipline:** Student’s discipline records.

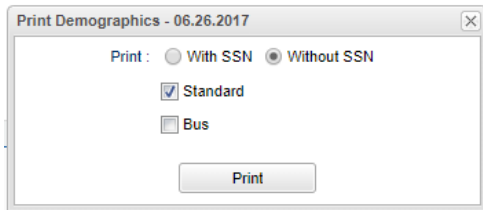
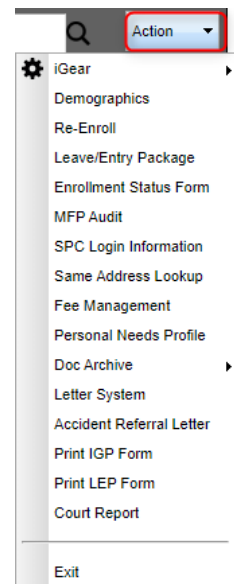
Using the Gear Box

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



Print Student Demographic Sheet with SSN & Bus Information

1. Find the student using the *Search* box or the *Find* button.
2. Click on the **Action** button at the top of the screen.
3. Select **Demographics**.



You have a choice to print SSN and Bus information.

4. A print preview will open displaying the student’s demographic information. Choose either **Print** or **Save**.

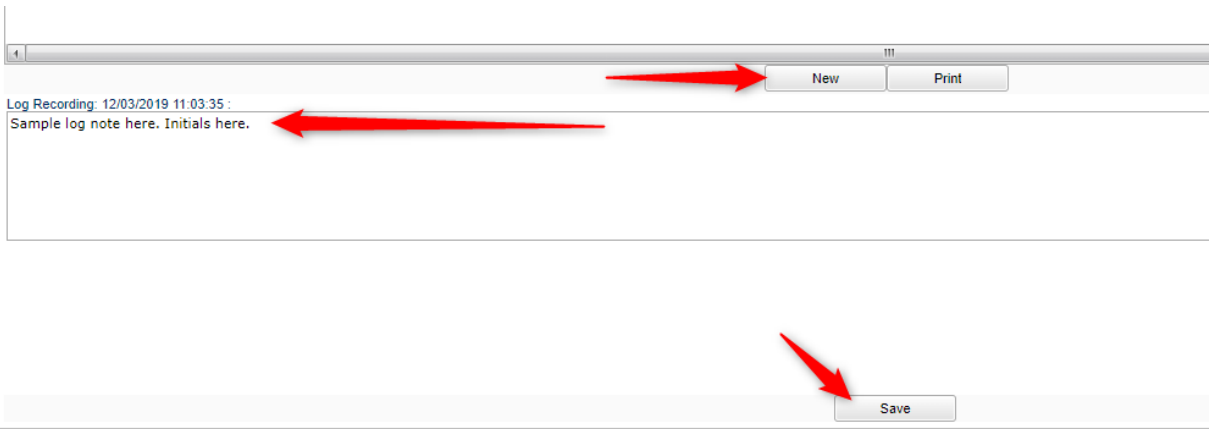
Posting a Log Record from Student Master

The log is a place to store notes about a student created by Administrators and Counselors. The contents can be printed in the SBLC Court Report or Discipline Court Report.

1. In Student Master, click the Find button to locate the student to post to.
2. At the bottom of the Student Master screen, click the Log tab at the bottom of the screen.



3. Type the password of _____. (Facilitator will inform at meeting)
4. Click the “New” button. Type in text in the text area below the New button. When finished, enter the user’s initials.



5. When done, click the Save button. The saved record will be shown with a time / date stamp.
6. To edit a log record, highlight the row containing the log record to edit. In the lower portion of the screen, edit the contents, then click the Save button.
7. To delete a log record, highlight the row containing the log record to edit. Click the red delete cell on the far right.

Address Standards and Abbreviations

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

- No commas or periods
- Use the following abbreviations:
 - **AVE** for Avenue
 - **BLVD** for Boulevard
 - **CIR** for Circle
 - **CT** for Court
 - **DR** for Drive
 - **HWY** for Highway
 - **LN** for Lane
 - **PKWY** for Parkway
 - **RD** for Road
 - **RT** for Route
 - **ST** for Street
 - **THRWY** for Thruway
 - **TR** for Trail
- Numbered streets from First through Tenth should be spelled out. Above Tenth, use the figures.
 - Examples: 123 THIRD ST, 382 14TH ST
- Abbreviate all directions without the period.
 - Examples: 320 W JEFFERSON ST, 938 E JEFFERSON ST,
 - **Note:** If the street's name is North Street, do not abbreviate North.
 - Example: 103 NORTH ST
- A post office box should be PO. No space and no periods.
 - Examples: PO BOX 235, PO DRAWER 309
- Leave off the number sign (#) between Lot and Apartment. LOT and APT must be on the second address line. Put a space before the number.
 - Example: 23 COLE RD LOT 16, 1834 GREEN ACRES HWY APT 32

When you enter an address, Jcampus will use the AVS (Address Validation System) to find the correct format for the address and validate it.

Enter the Homeroom

- Click in the **Homeroom** field. A list of staff members will appear. Click on the staff member's name to be the homeroom teacher for this new student.

Enter Applicable State Reported Special Codes

- Click in the **Special Codes** field to get the *Special Codes* box.
- Click on the drop-down arrow to choose the appropriate state reported special code.
- Enter a Begin & End date (if needed).
- Click **Save** (green) to store the code selection.
- A listing of state reported special codes is presented on the next page.

	Delete	Code	Begin Date	End Date	Save	Create User
1						
2		ECD Economically Disadva...	2021-08-13	2022-05-27		
3		ECD Economically Disadva...	2020-08-24	2021-06-11		
4		K05 Head Start Programs	2020-08-13	2021-05-27		jffaulk

Special Codes Listing

PreK Funding Special Codes (Needed for all PreK students)

- P01 Title 1
- P02 INVALID
- P03 Starting Points
- P04 Even Start
- P05 8(g) Block Grant
- P06 Locally Funded
- P07 Head Start (4 yr olds)
- P08 Head Start (3 yr olds)
- P09 LA 4(formerly Early Childhood Development)
- P10 Rural Education Achievement Prgm. (REAP)
- P11 Education Excellency Fund (EEF)
- P98 Other
- SE1 Preschool Special Ed
- SE 2 Infant Toddler Special Ed
- TAN TANF

Kindergarten Special Codes (Needed for all K students)

- K01 PUBLIC School Prekindergarten
- K02 NONPUBLIC Prekindergarten
- K03 LICENSED Childcare
- K04 Family Day Care Home Program
- K05 Head Start Programs
- K06 Tribal Schools
- K07 Home (No Pre-K)

State Options / Other State Codes

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

Other Commonly Used Special Codes in Calcasieu

P & K codes

ALT	Alternative School
HB	Hospital or Home Bound Has IEP
FAS/FAW/FDW/EX	
CTU/CCA/CJA/COD/COA/CO4/COB	
CO4	Core 4
COB	Basic Core
CON	Consent to share PII
DNC	Do not consent to share PII

PreK and Kindergarten

Causes post attendance to warn student at Alternative
Causes post attendance to warn student is homebound
FAFSA Codes or Exchange Student

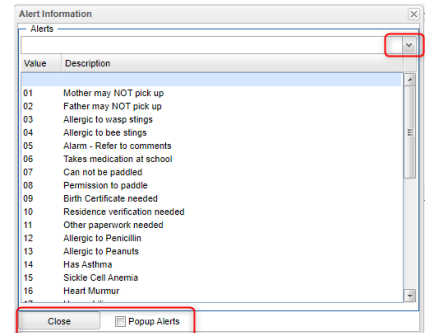
Diploma Codes

Core 4 diploma path. Not reported to state
Basic Core diploma path. Not reported to state.
Used for TOPS/Board of Regents/College Recruiting (only)
Used for TOPS/Board of Regents/College Recruiting (only)

Enter Alarm Codes

1. After finding the student in *Student Master*, click in the **Alarm Codes** field to get the *Alarm Information* box.
2. Click on the drop down arrow to choose one (or more) alarms.
3. Click **Close** when finished. Also have the option to create a Popup Alert that will appear everytime you go to this students Student Master record.
4. Click **Save**.
5. Once an alarm code has been entered, the field will be red. You will also receive notification that a student has an alarm code when checking the student out.

Alarm Codes : 07



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

Needs to be completed if:

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

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

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

Country Entry Information

Entry Information

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

Languages

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

Proficiency Information

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

Close

Report of Limited English Proficient Students

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

Setup

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

List If:

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

Do Not List If:

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

OK

Posting 504 Information

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

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

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

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



- Click the **New** button.



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



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

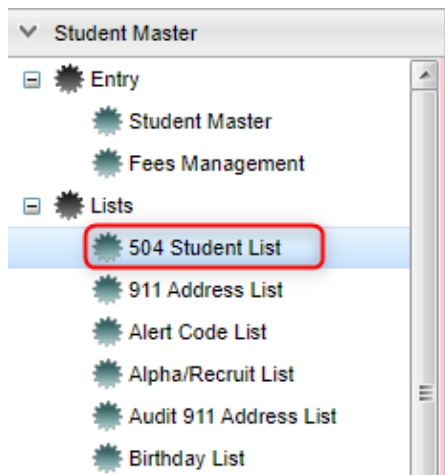
Posting an Exit from 504

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

Printing a List of 504 Students

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

- On the left navigation panel, select **Student Master > Lists > 504 Student List**.



- At the setup box, set the desired Year.
- District** and **School** should be defaulted based on security.
- If the user leaves the Grades, Disabilities, and Accommodations fields blank, all will be displayed for this field. If the user wishes to limit the Grades, Disabilities, or Accommodations to be displayed, then click in the fields and select the desired filters.
- For **SPED**, select if you would like to include all students, special ed students only, or regular ed students only on the report.
- The **Actively Only** and **As of Date** limits the list to only those students who are active the date selected.
- If **Print Break on School** is checked, when printing the report, students will be sorted alphabetically by school and printed on separate pages.
- If **Show Remote Scheduled Only** is checked, only those students who are remotely scheduled will appear on the list.
- Show Detail** – This will list out the details in the Disabilities and the Accommodations column.
- Click **Ok** when finished. A list of students with 504 data will appear based on the settings of the setup box.

Student Name	SIDNO	State ID	Sch	GD	Eth	Gen	Age	Birth Date	Homeroom Teacher	504V	Disabilities	Test	Accommodations	Init Eval	Last Eval	Next Eval	IAP Review	Next IAP
1			006	10	0	M	17	2001-03-05	GUIDRY CATHERINE C	2018	02, 07, 14	EOC	B01, B02, C01, D01, D03, E01a, E01b, F02, F04, G01, G02, I00, I01, I02a, I02b, I02c, I02d, I02e, I02f, I02g, I03, IOA01, IOA02, IOB01, IOB02, IOC01, IOC02, IOD01, IOD02, IOE01, IOE02, IPA01, IPA02, IPB01, IPB02, IPC01, IPC02, IPD01, IPD02	2018-02-05	2018-01-08	2021-01-08	2018-01-08	2019-01-08
2			010	-1	0	M	6	2011-12-03		2017	03, 04c, 16		B10, C13a, D12a, E09,xxxxxxx, F08, G26:xxxxxxx	2017-11-30	2017-11-23	2020-11-23	2018-01-30	2019-01-30
3			010	06	0	F	14	2004-01-13		2017	AD3	ILEAP		2012-04-25	2014-09-04	2017-09-04	2017-09-04	2018-09-04

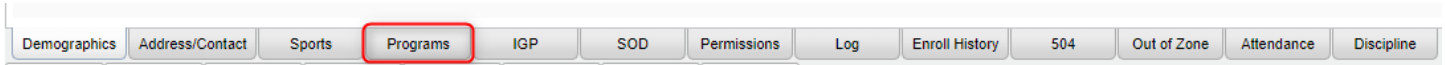
- By clicking **Print**, you will be given a box that allows you to make a choice of saving or printing in different formats.
 - By highlighting rows within the list and then clicking print, the rows highlighted will be the only rows printed. You can highlight rows by clicking and dragging or by holding CTRL and clicking to select specific rows.

- Click the **Legend** button to print a list of disabilities and accommodations and their meanings.
- **Note:** If the user sees 504 students with empty data in the fields on the right, the student's 504 information will not transmit to the state SIS system. Work with data entry person(s) to enter all fields to ensure transmission.
- **TIP:** To check for which 504 students are due for a given time frame, browse to the far right of the report. Sort the listing by either the "Next Eval" or "Next IAP" columns.

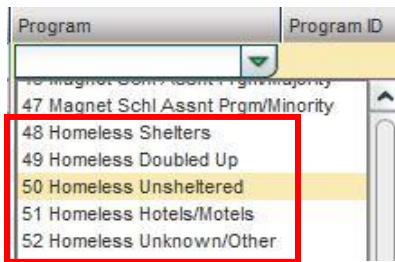
Posting Homeless Information

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

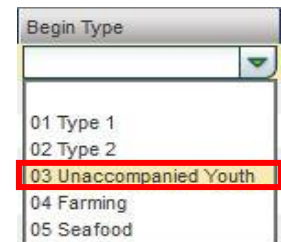
- In **Student Master**, click **Find** to locate the homeless student.
- On the lower tabs, select **Programs**.



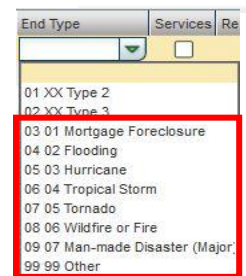
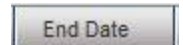
- In the upper left, select the drop down in the **Program** field. Scroll up or down to the codes numbered 48 – 52. Select the appropriate homeless code.



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



- Click in the **End Date** field and post the end date for the homeless services. Usually this is the last day of the current year.
- To show the reason for Homeless services, click in the **End Type** field and select the desired homeless reason code.



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

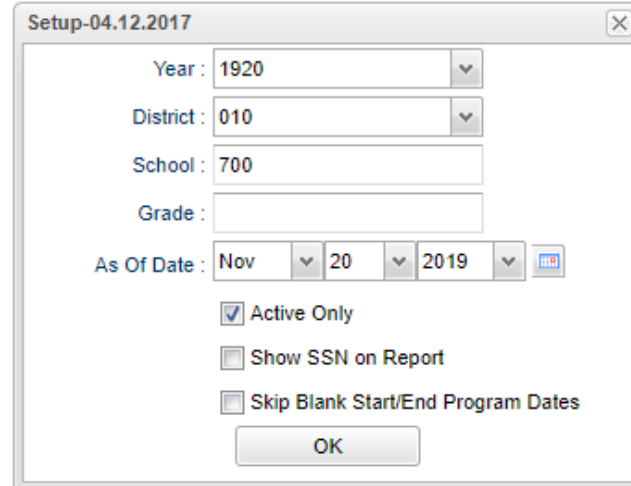


- Click **Save** at the bottom of the **Student Master**. **Program Type**, **End Type**, and **Services** are sent to the state as part of the SIS record.

Homeless Student Report

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

- On the left navigation panel, select **Student Master > Lists > Homeless Students List**.
- At the setup box, set the **School Year**.
- **District** and **School** should be defaulted based on security.
- **Grade** should be left blank if all grades are to be included on the list; otherwise click in the box to select the required grade level(s).
- Select the **As of Date**.
- To pull a report of only currently enrolled students, place a check next to **Active Only**. To view a report of all enrolled students who were coded as homeless, uncheck **Active Only**.
- Check **Show SSN** to show Social Security Numbers on the report.
- **Skip Blank Start/End Program Dates**- Skip students with no start or end dates.
- Click **OK** to view the report.
- Focus on students who are Homeless, but do not have LU1 lunch codes. Usually, a homeless student is automatically free lunch. Work with the FNS department to alert them if a homeless student is not free lunch.



Setup-04.12.2017

Year : 1920

District : 010

School : 700

Grade :

As Of Date : Nov 20, 2019

Active Only

Show SSN on Report

Skip Blank Start/End Program Dates

OK

Posting Homebound Information (MIS department)

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

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

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

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

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

Obtain a Report of Students with Homebound Special Codes

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

(Optional) Posting Homebound Program Codes

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

- In **Student Master**, click **Find** to locate the desired student.
- Across the bottom of the student master screen are tabs. Click on the tab labeled **Programs**.
- On screen are rows of fields to enter multiple program information items. On the first available row, click the drop down arrow under **Program**. Scroll to **17 Hosp./Homebound**. In the **Area/Reason/Score** field, enter the reason for the homebound condition. In the **Begin Date** field, enter the start date of homebound services. In the **End Date**

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

field, enter the anticipated end of homebound services.

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

Exit a Student

(Do not exit a student without a Request for Records from the new school.)

1. After finding the student in *Student Master*, click on the **Leave Date** field to begin the process of exiting a student.

Entry Date : E1 08/13/2019

2. Select the appropriate **Leave Code** from the drop down menu.

Leave Date :

- **Assigning a leave code that contains a "D" is automatically a "dropout" code to the state department. Please choose carefully.** If any questions, discuss with an administrator.
- See a list of Leave Codes below.

3. In the *Leave Date* field, select the first **nonattendance date** as the leave date.

4. Enter the **Transferred To** information (if known).

- Search the listing and select the correct Louisiana school site.
- If the school is not a Louisiana site on the listing, close the listing selection. You will see a cursor blinking in the transferred to field. Just start typing in the site.

5. Click **Close**.

6. If all information is correct, click **Save**.

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

VALID LEAVE (EXIT) CODES: Most common-highlighted

Value	Description
L0	18 E No show student
L1	97 E Waiting transfer of paperwork
L2	08 E Transfer Within District/pub/chart/lab
L3	09 E Transfer Within State/pub/chart/lab
L4	10 E Transfer Out of State or country
L5	08 E Expulsion to Alt Site
L8	07 E Death or Incapacitation of Student
01	21 D Illness Health Problems

18	99 D Environmental
19	97 D Exit Reason Unknown
20	15 E Exit Grade for re-assignment to another grade
21	03 E Illness: Student intends to return to school
22	17 E Completed Carnegie Requirements, but Credentials not ...
26	19 E Exit from any non-mandatory attendance program
27	17 E Completed Carnegie Rqmts not GEE/EOC
44	09 E Out of Parish Academic
45	09 E Out of Parish Employee Privilege
46	09 E Transfer To Charter
47	44 E Transfer to Registered Nonpublic School (Not Seeking S...
60	01 E Expelled
61	04 E Graduation/Early Graduation-G
62	06 E Certificate of Achievement-G
63	11 E Transfer to Adult Ed (typically pursuing GED)

65	13 E Transfer to Vocational/Tech
66	14 E Transfer to Parochial/Private
67	15 E Reassignment from one Grade to another
68	16 E Transfer to Home Study/in school private study
69	97 E Unqualified for Program - Exit Reason Unknown

Print Leave/Entry Packet

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

Leave/Entry Package-07.18.19

Add Personalized Text to the Cover Sheet

Personalized Text :

Print SSN

Lunch Room Notification

Nurse Notification

Bus Notification

Demographic Information Page

Current Grades Not Recorded Semester 1

Current Grades

Current Progress Report

Historical Grades Detail Include Current Year Grades

Attendance Current Year History

Skip Codes :

Discipline Current Year History

Discipline Referral Detail Major Referrals Only

Test Score Card

Out of State/Country

Print IGP Form

Private or Parochial School

Home Study Program

Student Enrollment History

Parent Contact Log

RTI Referrals and Interventions

Print

Student Master Lists and Loaders

Alpha/Recruit List

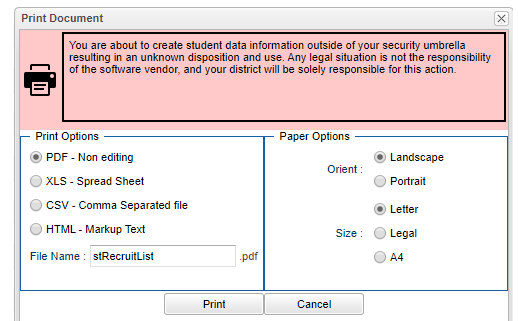
1. Under **Student Master > Lists > Alpha/Recruit List**
2. In the *Setup* window, ensure the correct **year**, **district**, and **school** are selected.

The screenshot shows a software window titled "Setup-11.11.2019" with a close button in the top right corner. The window is divided into several sections for data entry and filtering:

- Basic Information:** Year (1920), District (010), School (052), Grades, Gender, Pri Ethnic, Sec Ethnic, Homeroom, Counselor, Clubs, Sports, Report Title, and Students.
- Special Codes:** Special Codes, Exclude Special Codes, Programs, Exclude Program Codes, Custom Codes, Column, and Exceptionality.
- Filtering Options:** Radio buttons for Special Ed (All, Sped Only, Non Sped), LEP (All, LEP Only, Non LEP), 504 (All, 504 Only, Non 504), and Military (All, Military Only, Non Military).
- Checkboxes:** Print Break on Homeroom, Camel Case Student Names, Skip NR Students, Show SSN on Report, Only Show Transfer From/Transfer To for Selected Year, Show Remote Scheduled Only, Skip Opt Out Stus, and Show Parent's Security Number (PSN).
- Active Only:** A checked checkbox and a date range selector (Nov 22, 2019).
- Ordering:** A dropdown menu for "Order To List" set to "Alpha Order" and an "OK" button.

- The current year will be selected, and the district and school should be defaulted based on security.
- Checking *Skip Opt Out Stus* will eliminate students who have asked not to be placed on public lists. This option can be found in *Student Master* on the *Permissions* tab.
- By default, social security numbers do not print on reports. *Show SSN on report* must be selected in order to print.
- *Grade*, *Gender*, and *Ethnic* should be left blank if all options are to be included; otherwise, click in the box to select the specific choices.
- *Order to List* gives sorting options.
 - *Alpha Order*- sort alphabetically by student's last name
 - *Grade Order*- sort alphabetically by student's last name within the grade level
 - *Homeroom Order*- sort by homeroom teacher then alphabetically by student's last name
 - *Counselor Order*- sort by counselor name then alphabetically by student's last name
- If *Print Break on Homeroom* is checked, *Order to List* will change to *Homeroom Order* when the list is printed, and each homeroom teacher will be printed separately.
- If *Show Remote Scheduled Only* is checked, only those students who are remotely scheduled will appear on the list.

- If *Skip NR Students* is checked, students with an entry code of *NR* will not appear on the list.
 - The *As of Date* limits the list to only those students who are active on the date selected.
 - *Special Codes* and *Team Codes* will only display students who have the code selected. Leave blank to list all students regardless of special or team code.
 - For *Show*, select if you would like to include all students, SPED students only, or Regular Ed students only on the report.
 - *Homeroom*, *Counselor*, *Club* and *Sport* will only display students who are in the criteria selected. Leave blank to list all students.
 - Enter a **Report Title** to have that name printed at the top of the list.
3. Click **Ok** after all fields have been set as desired.
 4. The list of students meeting the settings will be displayed.
 5. Clicking on the down arrow on the right side of any column header will display additional options.
 - *Sort Ascending*-alphabetical order
 - *Sort Descending*- reverse alphabetical order
 - *Configure Sort*- custom sort using multiple columns
 - *Clear sort*- clears the Configure sort option
 - *Auto Fit All Columns*- adjust all columns' width to fit the text in each field automatically
 - *Auto Fit*- does the same but only in the column you are working in
 - *Column*- uncheck columns to hide
 - *Group by*-when grouping, all items are sorted and then collapsed into drop down items to make the information easier to access in an organized fashion. It is an expanded level of sorting.
 - *Ungroup*- clears Group By
 - *Freeze*- keeps the chosen column stationary while scrolling from left to right
 6. Click **Print**. In the *Print Document* window, select the appropriate format to save or print.
 - a. Highlighting rows in the list and selecting *Print* will only print those selected rows.



Birthday List

1. On the left navigation panel, select **Student Master > Lists > Birthday List**.

2. At the setup box, set the **Year, School, Grade(s), Order By, and As of Date**.

3. For **Sort By**, click **Month**.

4. For **Choose**, pick **Option 2**.

In the **Option 2** section, set the desired month to search birthdays for, then click **OK**.

Enrollment Audit

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

1. In the left navigation panel, select **Student Master > Lists > Enrollment Audit**.
2. At the setup box, set the **Year**, and **School**, then click **OK**.
3. In a few moments, a listing will be produced on screen of students that have possible enrollment details to be checked on in student master.
4. On the far right, click on the column labeled **Error Type** to sort the report by error type. On the various rows, the user will see that possible errors have an asterisk next to them.
 - a. For example, a suspicious birthday (a birthday out of the normal range for a grade level) will have an asterisk next to it.

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

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

1 Illegal chars.	10 No calendar for grade	19 SSN has illegal chars.	28 Overlapping enrollment
2 Generation suffix in name	11 Missing fund. code, Pre-K	20 Duplicate SSN	29 School/dist. not in sysfile
3 Empty name field	12 Grade not 2 digit	21 Missing SSN	30 Missing school
4 Duplicate sidno	13 Missing grade	22 Suspicious birthdate	31 Missing district
5 Spaces in sidno	14 Invalid sex code	23 Missing birthdate	32 Invalid school/district
6 Sidno with length > 7	15 Missing sex code	24 Invalid entry code	33 Missing PreK Experience Code
7 Missing sidno	16 Invalid ethnic code	25 Missing entry code or date	34 Missing Pre-K experience code
8 Invalid grade	17 Missing ethnic code	26 Invalid leave code	35 State ID length not 10
9 Grade not at sponsor site	18 SSN length not 9	27 Missing leave code or date	

6. Using the report, go to the student master record of each student and resolve any issues found.
7. **Common Error Codes And What To Do With Them:**
 - a. **28 Overlapping enrollment:** The student has an enrollment date conflict with another school in the district. To fix, do one of the following in the **Student Master** record of the student...
 - i. Click to check the **Enroll History** of the student.
 1. You may see that the student has an enrollment that does not have a leave code at the other school, or at your school. This would mean that the student is enrolled at two sites. Contact the other school and resolve with a leave code at the proper site.
 2. You may see that the student has a leave code from a previous site that is not in agreement with the entry code at your site. Work with other school site to correct the proper leave/entry date at the school sites.
 - b. **2 Generation suffix in name:** This is caused when the generation suffix, such as JR, is not matching one of the generation suffix choices in JCampus. To fix, do one of the following in the **Student Master** record of the student...
 - i. Click on the Name of the student to see name details:
 1. If the generation suffix of “Jr”, “II”, etc..., is in the first name or last name field rather than in the suffix field; edit out the generation suffix from the first or last name, and click the correct choice in the **Suffix** field, then click **Save**.
 2. If the generation suffix does not match of the available choices in the **Suffix** drop down; Click on the generation suffix; pick one of the choices, then click **Save**.
 - c. **9 Grade not at sponsor site:** This is caused when the grade level of the student does not match the grades offered at the school. To fix, do the following in the **Student Master** record of the student....
 - i. Adjust the grade level of the student to a grade that is offered at the school, then click **Save**.
 - d. **11 Missing fund code, PreK:** This is caused when a PreK student (-1) does not have a funding code required for state reporting. To fix, do the following in the **Student Master** record of the student...
 - i. Locate the student in **Student Master**. Click on the **Special Codes** area of **Student Master**, and then assign a PreK funding code per **Special Codes for State Reporting** section of this guide.
 - e. **18 SSN length not 9:** A student who does not have a 9 digit SSN will be listed with this code. To fix, do the following in the **Student Master** record of the student...
 - i. Check cumulative records for the correct SSN of the student.
 - ii. If you have rights to change **SSN**, click on the name of the student to see the SSN field. Edit the SSN, then click **Save**.
 - iii. If you do not have rights to change the **SSN**, contact your JCampus district administrator to make the change.
 - f. **22 Suspicious birthdate:** Any student more than 2 years from the normal age for a given grade level will be listed here. To fix, do the following in the **Student Master** record of the student...
 - i. Verify the birthdate in cumulative records.
 - ii. If editing of the birth date is needed, update in the **Birth Date** field, then click **Save**.
 - iii. If the grade level of the student is the real cause, update the **Grade** field, then click **Save**.
 - g. **33 Missing PreK Experience code:** A Kindergarten student (grade 00) does not have a PreK experience code (one of the Special Codes that begin with “K”). To fix, do the following in the **Student Master** record of the student...
 - i. Locate the student in **Student Master**. Click on the **Special Codes** area of **Student Master**, and then assign a PreK funding code per **Special Codes for State Reporting** section of this guide.

Gain Loss Report

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

Year: 1920
 District: 010
 School: 700
 Grade: 06,07,08
 From Date: Aug 13 2019
 To Date: Sep 20 2019
 Print First Day Students
 Calculate Enrollment Days
 Gender:
 Ethnic:
 Show Student: SIDNO SSN
 Sped: All Sped Only Non Sped
 504: All 504 Only Non 504
 Show: All Gains Only Losses Only
 Show Transfers From:
 Entry Codes: E0,E2,E3,E4,E5,E6,E7,E...
 Leave Codes: ,L0,L1,L2,L3,L4,L5,L8,01,...
 Program Code:
 Special Codes:
 Team:
 Military: All Military Non Military
 LEP: All LEP Only Non LEP
 OK

Attendance Log for a Substitute (Homeroom Log 7 Week)

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

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

Year: 1920
 District: 010
 School: 002
 Grade:
 Teacher:
 Class Period:
 Semester:
 Order To List: Homeroom Order
 Weeks: 3
 Group Class Periods
 Include Students
 Include Saturdays
 Log Start: Oct 21 2019
 As Of Date: Nov 22 2019
 OK

- **To Print for Classes (Middle or High School)**

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

Student Locator List

The student locator report will present a listing of students and the teacher they are scheduled to. It is handy to have a quick print out of where a student is in the course of a day. It is also a handy tool for making sure each student has a full schedule. ***This should be run for your school each semester to keep on hand in case of an emergency or if you are unable to access the internet.***

- Go to **Student Master > Lists > Student Locator**.
- At the setup box, set the desired **Year**.
- **District** and **School** should be defaulted based on security.
- Leave **Grade**, **Gender**, and **Ethnic** blank to include all criteria; otherwise, click in the box to make selections.
- Set **Periods to Show** and **Semester**,
- Set the print order in **Order to List**.
- Adjust the **As of Date** if needed.
- **Include Remote Scheduled**- If this box is checked, then those students who come to your school from another school in the district will be listed in addition to regular students.
- Leave **Special Codes** and **Team Codes** blank to include all criteria; otherwise, click in the box to make selections.
- For **Show**, select **All**, **Sped Only**, or **Non Sped**.
- For **Location Type**, select **Teacher**, **Room**, or **Course**.

- Set the **Report Type** as either **Single Line Report** or **Multi Line Report**

a. **Multi Line Report** Option

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

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

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

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

- Single Line Report** option

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

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

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

STUDENT LOCATOR							
Year: 1011 District: 027							
Ethnic: ALL							
Gender: F,M							
Semester: 1 As of: 06/05/2012							
Sch	Student Name	Gd	Spec	Period 1	Period 2	Period 3	Period 4
009	ABRAHAM STEPHANIE	04	ALT	REED REBECCA	REED REBECCA	DOLEJSIOVA O	REED REBECCA
009	ACHANE CHRIS	05		DOMINGUE UVO	FREDERICK AL	MCCLEERY ELI	HOFFPAUIR BA
009	ACHANE MARK	03		FONTENOT PEG	FONTENOT PEG	JONES MARY S	CUMMINGS LOR
009	ACHANE STEPHANIE	05		FREDERICK AL	HOFFPAUIR BA	DORR KATIE F	MCKINLEY NAN

Student Demographic Fast Loader

This program will do the following:

- Create a form for parents to review demographic information about a student, then return with any corrections.
- Allow a user to update the demographic information of the student, then print an updated copy of the form if needed.

Directions for Printing a Demographic Page to Send Home:

1. On the left navigation panel, select **Student Master > Loaders> Student Demographic Fast Loader**.
2. At the setup box, set for the following

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

Setup-08.11.2017

District : 010

School : 025

Grade :

Gender :

Ethnic :

Program :

Clubs :

Team :

Special Codes :

SBLC Retained Codes :

Homeroom :

Advisor :

Morning Bus :

Evening Bus :

Student :

As Of Date : Nov 05 2018

Show SSN on Report

Order To List : Alpha Order

Short Form

OK

- Short Form Check box Options:
 - **Show Parent's Security Code:** Select to show the 5 digit code (PSN) needed for the Parent / Guardian to create a Student Progress Center Account.
 - **Show Blank JCOMM Permissions:** By selecting this option the printout will show the blank check boxes on the short form for each selected student.
This will give the parents/guardian the mechanism to update these permissions.
 - **Show JCOMM Permissions:** Use only if the district uses the Edgear Call System. Select to show a place for the parent / guardian to indicate that a call is not to be placed to a given phone number.
 - **Show Alert Codes:** Shows a student's alert code. To print Alert Codes on Demographic Form, you must check "Show Alert Codes" and "Show Comments".

Short Form Print Filters

Show Parent's Security Number (PSN)

Show Blank JCOMM Permissions

Show JCOMM Permissions

Show Alert Codes

Show Comments

Show General Permissions

OK

- **Show Comments:** This will show the student’s master record comments on the Student Short Form. You may choose to “Show General Permission” or “Show Comments” but not both.
- **Show General Permissions:** Deselect (no check) to show the Comments from Student Master at the bottom of the form. Select to show Permissions check boxes at the bottom of the form.
- **OK.** Click to continue.

3. A listing of students with a select box will be displayed. Click in the select box of the desired students to create a form, or to select all students displayed, click the square in the upper left. You will then notice that a check mark is placed to the left of the name of the student(s).
4. To print the forms, click the **Print Short Form** button on the lower right of the screen. A print preview will be displayed to review the report before printing. Note: If a large school, it may take a minute or two to get the report. **(This should be done for all students each semester and kept on file in case of emergencies)**

Directions for Updating Student Demographics When the Form Is Returned

Note: This is not the only way to update demographics. If the user is more comfortable updating demographics in the Student Master module, that is certainly a good option. The advantage here is that all the demographic information is on one screen that roughly fits the form that was printed out.

1. When the forms are returned, go to the **Student Demographics Fast Loader** as detailed earlier in steps 1 and 2 on the previous page.
2. At the student listing, click on a student’s name or ID number. Give it two or three seconds, then you will see a demographic screen that will appear as shown below. Generally, you will find that the fields match the layout of the printed demographic page.

The screenshot shows a web-based form for updating student demographics. It is divided into several sections:

- Student's Mailing Address:** Address 1: 484 MOSS BLUFF DR, Address 2: (blank), City/St/Zip: LAKE CHARLES LA 70611, Phone: 337 9360870, Cell: 337 5642644, SSN: 663055434, Email: (blank).
- Student's Physical Address:** Address 1: 484 MOSS BLUFF DR, Address 2: (blank), City/St/Zip: LAKE CHARLES LA 70611, Gender: F, Ethnic: (blank), Birthday: Mar 21 2002, Resides With: AARON ANDREW.
- Mother Address:** Last Name: AARON, First: JESSICA, Middle: LYNN, Address 1: (blank), Address 2: (blank), City/St/Zip: (blank), Home Phone: 337 4996338, PSN: 81487, Cell Phone: (blank), Work: (blank), Email: KUNNASS69@YAHOO.COM, Military: No.
- Father Address:** Last Name: AARON, First: ANDREW, Middle: CHRIS..., Address 1: 484 MOSS BLUFF DR, Address 2: (blank), City/St/Zip: LAKE CHARLES LA 70611, Home Phone: 337 9360870, PSN: 56991, Cell Phone: 337 5642644, Work: 337 4966701, Email: JESSAARON1031@GMAIL.COM, Military: No.
- Guardian Mailing:** Last Name: AARON, First: ANDREW, Middle: CHRIS..., Address 1: 484 MOSS BLUFF DR, Address 2: (blank), City/St/Zip: LAKE CHARLES LA 70611, Phone: 337 9360870, Cell: (blank).
- Guardian Physical:** Address 1: 484 MOSS BLUFF DR, Address 2: (blank), City/St/Zip: LAKE CHARLES LA 70611, PSN: 81487, Work: (blank), Email: (blank), Military: No.
- Emergency Address:** Last Name: HARRIS, First: CLAUDIA, Middle: (blank), Address 1: (blank), Address 2: (blank), City/St/Zip: (blank), Phone: 337 5261361, Work: (blank), Cell Phone: 337 5261361, Relationship: 06 Grandparent(s).
- Permissions:** A grid of checkboxes for various permissions: Video/Photo, Evaluation, Leave School, Non-Invasive Search, Permission for Child To Access Internet, and Disable Student Record Web Access.

At the bottom left, there are two buttons: **Save** and **Print Short Form**. A red arrow points to the **Save** button.

3. Update the information on the screen to match the form returned by the parent/guardian.
4. **Important!** Click the “**Save**” button located on the lower left to store the changes.

5. Tip: If the user wishes to print an updated form of demographic information on the student, click the “**Print Short Form**” button located in the lower left.
6. Click the yellow “x” in the upper right to close the screen. You will be returned to the student listing.
7. To work on the next student, browse the listing to the desired student, click on the student name or ID, and repeat the steps above.

**If you update Emergency Cards, make sure you update the information in JCampus Student Master or Fast Loader.

- Update in JCampus outside of Ward 3
- Send to CWA if inside Ward 3

Identifying Overage Students: Use the MFP Ethnic Gender Lunch Count

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

- Setup directions
 1. On the left navigation panel, select **Student Master > Count > MFP / Ethnic – Gender / Lunch.**
 2. At the setup box, set the **Year, Grade(s).**
 3. In the **As of Date**, set for the desired date to check the age of the student against.
 4. **Age From 0-99**
 5. **Age As of Date:** Limits the count to only those students who are that age as of the date selected. Enter the age from and to of the students to count. Or leave as current date.
 6. **Count Not Reported:** This option will allow the choice of not counting Not Reported (NR) students on the breakdown tabs.
 7. Click **OK.**
 8. A count of students by grade is displayed. Click any count, either by a single grade, or in the far right on the “**Enroll**” column, to get a listing of students.

Setup-10.02.2019

Year: 1920

District: 010

School: 002

Grade: 03,04,05,-1,00,01,02,06,07,08,0...

As Of Date: Nov 22 2019

Age From: 0 to: 99

Age As of Date: Nov 22 2019

Show Multi Ethnic:

Count Not Reported:

Use SIS School:

Program:

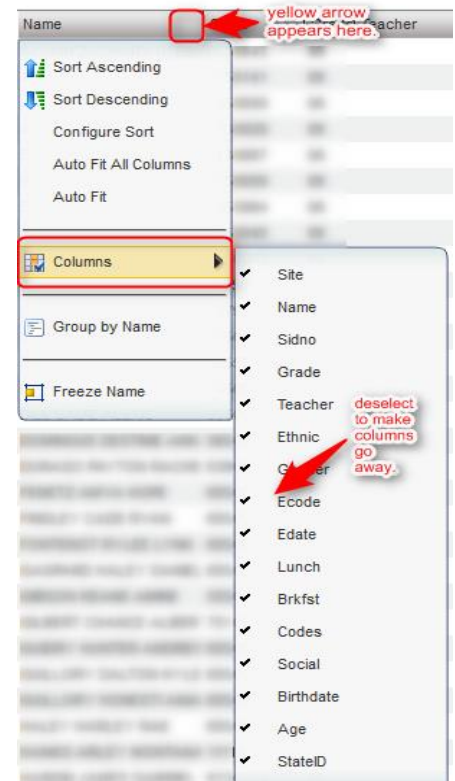
Clubs:

Special Codes:

Show Zone School:

OK

9. At the student listing, click on any column label to see a yellow drop down arrow. Select **Columns** and uncheck data you would want to leave out of the report.
10. Click on the column label **Age** to sort by age of the student(s) or click the yellow arrow and choose **Configure Sort** to do multiple sorts on the various columns of the report.
11. Click **Print** to print the report out.



Identifying Overage Students: Grade vs Age Count

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

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

Setup-01.17.2017

Year : 1920

District : 010

School : 038

Grade :

As Of Date : Dec 2 2019

Age As of Date : Dec 2 2019

PRES : 05	K : 06	01 : 07
02 : 08	03 : 09	04 : 10
05 : 11	06 : 12	07 : 13
08 : 14	09 : 15	10 : 16
11 : 17	12 : 18	

Active Only

Sped : All Sped Only Non Sped

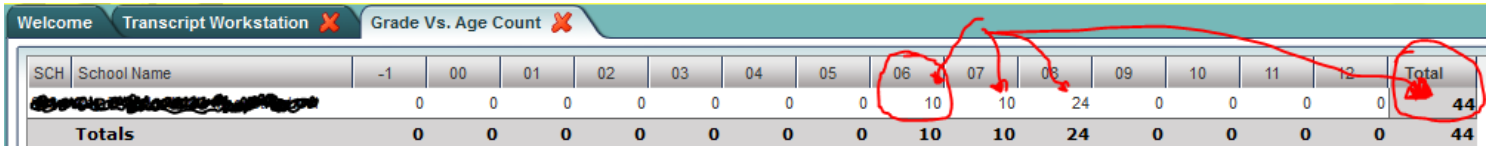
Over Age Student Report

This program will display all students in a chosen grade or grade range that are older than an age that you specify in the setup box. If you are not at the 700 level, or the Central Office, you will only be able to run the program for your school.

OK

Must fill in the age for each grade level. Use this as a guide.

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



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

Homeroom Maintenance:

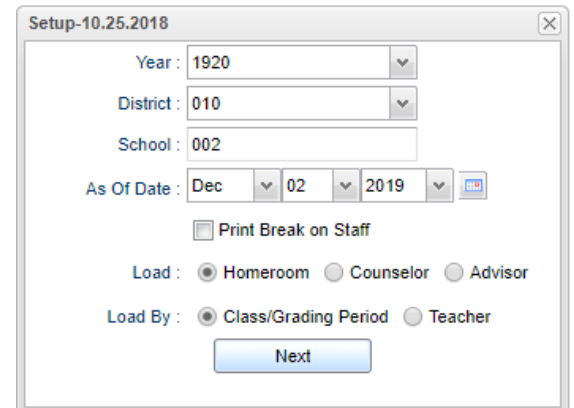
Sometimes it is necessary to do some changes to homerooms for various reasons such as a teacher change and special student situations.

Change a Homeroom on a Single Student

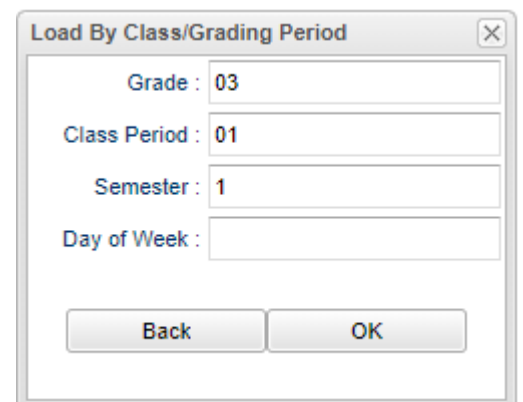
In Student Master, Find the desired student. Click in the Homeroom field. A list of teachers will appear. Select the desired homeroom teacher, then click Save.

Mass Load Homerooms, Counselor, Advisors

- On the left navigation panel, select **Student Master > Loaders > Homeroom/Advisor/Counselor Auto Loader**
- To Load Students to Homerooms, Counselor, or Advisor by First Hour
 - Set the current year and date. For **Load**, select **“Homeroom”**. For **“Load By”**, set to **“Class/Grading Period”**. Click **Next**.



- Set the Grade, then click to enter 01 in the **Class Period** field. Set the Semester to 1 if doing this at the start of the year. Repeat with Semester 2 at the start of the spring.
- Leave Day of the Week blank to select all days.
- Click **OK**. Click **OK** again at the warning.
- The system will go through and assign homeroom to students by first period on the schedule.



Change a Homeroom Teacher for Students

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

Homeroom Listing

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

	School	Homeroom Teacher
1	<input checked="" type="checkbox"/> 005	
2	<input type="checkbox"/> 005	
3	<input type="checkbox"/> 005	
4	<input type="checkbox"/> 005	
5	<input type="checkbox"/> 005	
6	<input type="checkbox"/> 005	

Homeroom Counts

- On the left navigation panel, select **Student Master**, run either the **Homeroom Count by Grade**, or the **Homeroom Gender/Ethnic List**.

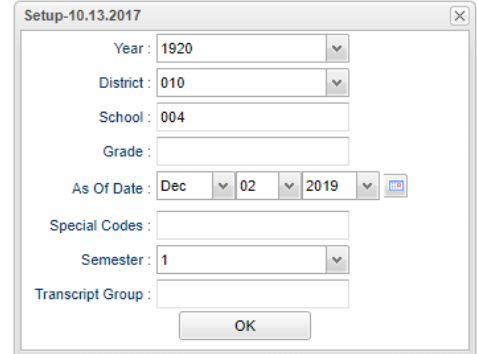
Photo File Creator

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

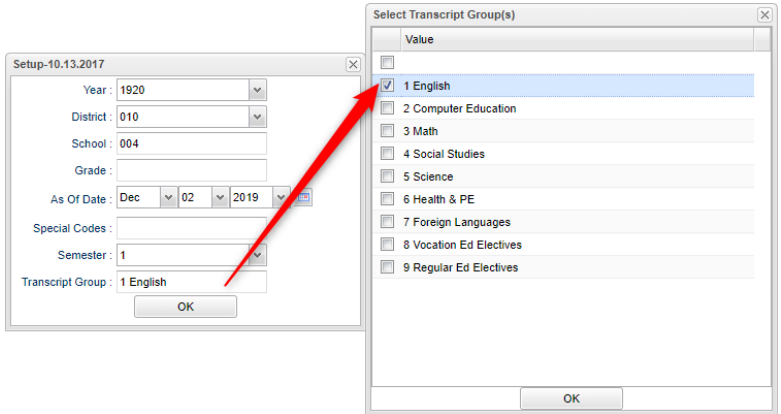
NOTE: *If the file is opened in Excel, DO NOT SAVE it. It will change the file. Excel will trim off the leading 0's on a student's ID and cause problems for the photographer. If the file is opened in Excel, please be sure to just close it without saving to not alter the file.*

How-to

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



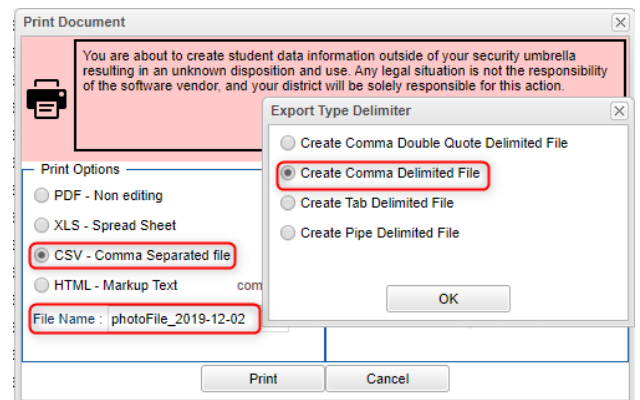
4. To create a file by English classes, or any other Transcript group:
 - **Semester = "1"** or current semester
 - **Transcript group = English**



5. Click the **OK** button to continue.

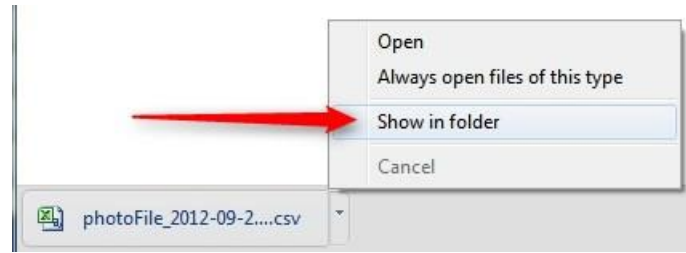
6. Review the results, then click the **Print** button on the lower left of the screen.
7. At the **Print** options screen, click to select "**CSV – Comma Separated file**". You will see that the system has created a File Name for you.

Click the **Print** button to create the file.



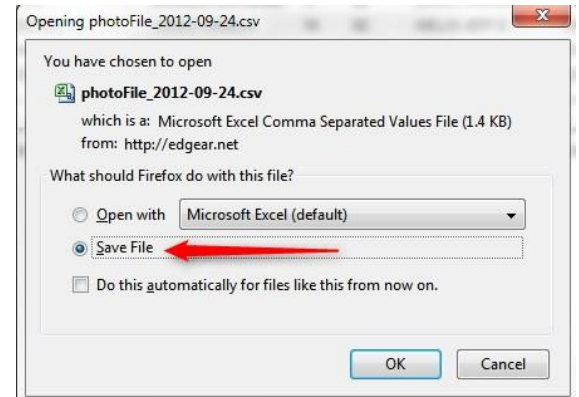
8. **Google Chrome** users:

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

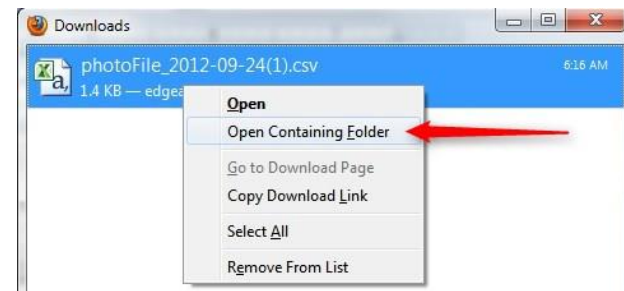


9. **Firefox** Users:

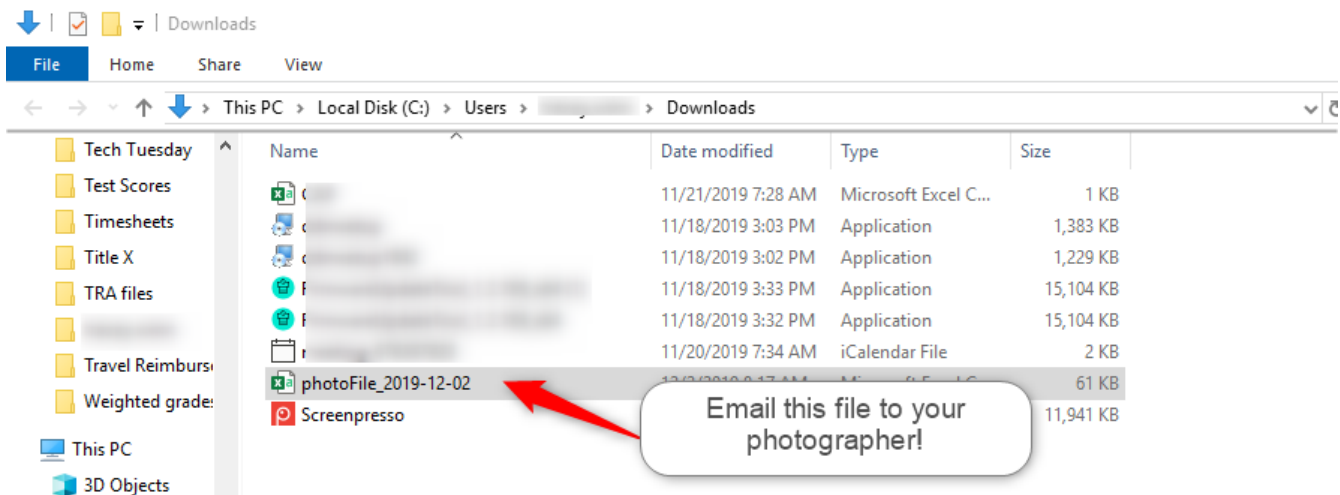
- A dialog box will appear. Choose **Save File**, then click **OK**.



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



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

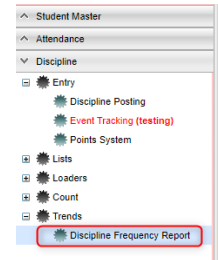


11. ****Remember, if the file is opened in Excel, please do not save it.** Leave the file in its original state so that the leading 0’s of a Student’s ID is not trimmed off.

Discipline Frequency Report

This report will give the user counts, lists, and graphs of discipline data for the school or district.

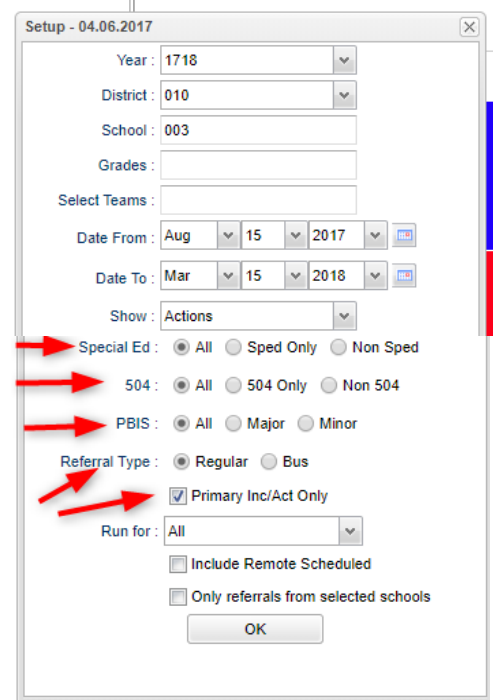
1. On the left navigation panel, select **Discipline > Trends > Discipline Frequency Report**.



2. At the setup box, set Year, School(s), Grade Range, and Date Range.

3. In the lower part of the setup box, set the following options:

- Sped: Select to show for “All” Students, special ed only or non-special ed only students.
- PBIS: Select to show data for all referrals, major referrals only, or minor referrals only.
- Referral Type: Select to show data for regular referrals or on bus referrals.
- Primary Inc/Act Only: Select to show data for only the first incident code or Action code on a referral. Not selecting will show data for all incidents/Actions on a referral
- Run for: Select All to show data for referrals at any time of the day. Select Only During Instruction Time to show data associated with codes reflective of during class time. Select Out of Instruction Time to show data associated with codes reflective of outside of class time.



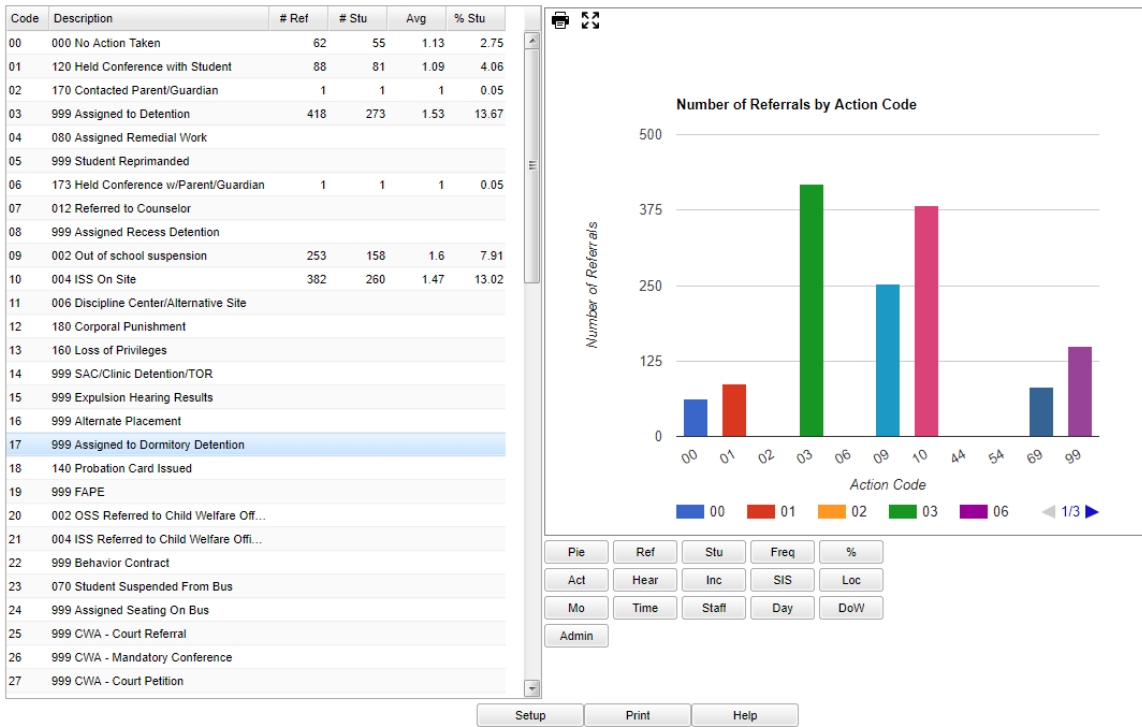
4. Click **OK** to begin the report.

5. On the left will be a table showing counts by Actions. Click on the counts to reveal students who comprise the counts. On the right will be a chart of the actions for the given time period and grade range.

6. On the lower right, click on any of the following buttons to get different data and charts: Ref (Referrals), Inc (Incidents), Loc (Location), Mon (Month), Time, Staff, Day (Number of Referrals per day), DoW (Day of the Week), and Hear (Hearing Results).

7. To print the table on the left, click the **Print** button at the bottom of the screen.

8. To print the chart on the right, click the tiny printer icon on the lower left of the chart.



Accessing Test Scores for an Entire School or Grade Level

1. On the left navigation panel, select **Grades > Entry > Test Scores Editor**.

- At the setup box, set the desired student year, grades, and other student filters
- Select the desired test. If desired, select the desired year/month of the test results.
- Click the **OK** button.

2. On screen, the test results, along with subskills results will be displayed.

3. A useful function here is to use the “group” command available on any list report. A user can group results by level.

Attendance

Interpreting the Attendance by Day Screen

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

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

Time / Date / Code items:

OTIM = Check out time

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

DrCd and **DrDate** = Excuse brought in, and date brought in.

Amount of Day items:

F = Full Day absence

H = Half Day absence

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

Classification items:

U = Unexcused

S = Suspended

E = Excused

ND = Note from Doctor, Medical, or Extenuating Circumstances

OP = Other Present such as field trip or ISS.

Summary Line:

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

The screenshot shows the 'AttendanceByDay 07.18.2019' window. It has two tabs: 'Current' and 'Imported'. The main table lists attendance records with columns: Dis, Sch, Date, OTIM, OCOD, ITIM, ICOD, DrCd, DrDate, F, H, O, U, S, E, ND, OP, D, Out Reason, In Reason, Dr Reason, f. Below the table is a summary line with columns: Name, Hmrm, F, H, Abs, O, U, S, E, ND, OP, T, L, SIDNO, Grade. A red circle highlights the 'F' column in the summary table, and a red arrow points to the 'U', 'S', 'E', 'ND' columns. The summary table shows 3 full days, 0 half days, 3.0 other absences, 7 total absences, 1 unexcused, 0 suspended, 0 excused, and 2 doctor/medical/extenuating circumstances.

Dis	Sch	Date	OTIM	OCOD	ITIM	ICOD	DrCd	DrDate	F	H	O	U	S	E	ND	OP	D	Out Reason	In Reason	Dr Reason	f
1	010	003	11/19/2019 14:31	05	U						*	O						Dr./Parent N...			7
2	010	003	11/01/2019 14:02	05	U						*	O						Dr./Parent N...			7
3	010	003	10/18/2019 12:39	05	U						*	O						Dr./Parent N...			7
4	010	003	10/10/2019 10:55	05	U	11:37	05	U			*	O						Dr./Parent N...	Dr./Parent N...		7
5	010	003	09/24/2019 07:45	05	U			02 D 2019-09-...	*						F			Dr./Parent N...		Dr Note Verif...	7
6	010	003	09/19/2019 11:08	01	E	11:28	05	U			*	O						Received co...	Dr./Parent N...		7
7	010	003	09/13/2019 07:45	05	U	08:40	19	U										Dr./Parent N...	Late to scho...		7
8	010	003	09/13/2019 14:46	05	U						*	O						Dr./Parent N...			7

The detail table lists all absences. The summary table skips absences with the following codes: P.

Name	Hmrm	F	H	Abs	O	U	S	E	ND	OP	T	L	SIDNO	Grade
		3	0	3.0	7	1	0	0	2	0	0	1		11

Buttons: Setup, Print, Close, Show All

In the example above, of the 3 full days, 1 are unexcused, 0 are due to OSS, 0 is excused, and 2 are doctor/medical/extenuating circumstances.

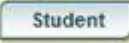
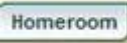
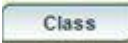
Posting Attendance

On the left navigation panel, select **Attendance > Entry > Post Attendance**.

Attendance Setup Box:

1. Select the desired **Year**.
2. **District** and **School** should be defaulted based on security.
3. **1st PD Code** defaults to code *05 U Dr./Parent Note Needed*. To change the default code, click in the field to get a list of codes. Select the appropriate code as a default code.
4. Check **Auto Admit** to have the system automatically print admit slips when checking a student out or checking a student in.
5. Verify the number of minutes for **Lunch** and for **Non-Inst Minutes**.
6. Click **OK**.

To get a list of students:

1. Click on the **Student** button at the bottom of the screen to get a complete list of the school's students. 
2. Click on the **Homeroom** button to get a list of Homeroom teachers. Select a Homeroom teacher to get their list of students on the screen. 
3. Click on the **Class** button to get the Master Schedule. Select a class to get a list of students in that class on the screen. 

Post First Period Absence:

1. In the **Post Attendance** screen locate the field labeled **1st**. To mark a student absent, click in the first blue cell to the right of the student's name and underneath the heading **1st**.

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

2. After clicking the first blue cell by the student's name, the start time of school and the default absence code and reason appear in the out area.

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

Post Checkout:

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

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

- If the checkout reason is a medical reason, an additional box will appear listing medical reasons. Find the medical reason that best fits the situation.
- To the left of the medical reasons are check boxes in columns labeled **MI** (Mild), **MO** (Moderate), or **SE** (Severe). Select the appropriate severity of the medical reason for the student's check out.

Health Code Selection				
MI	MO	SE	CODE	DESC
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	703	Dr Appointment
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4939	Asthma
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	49390	Asthma

Post a Tardy to Class:

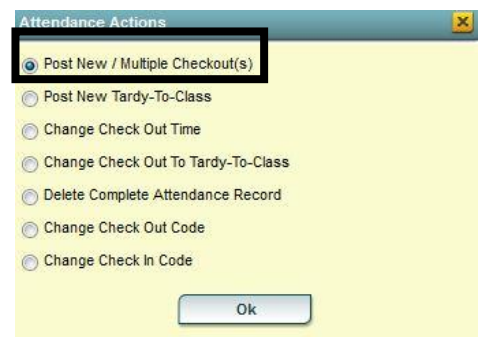
1. In the **Post Attendance** screen, locate the **OUT** column
2. Then find the student that needs to be marked tardy and click in the cell to the right of the student's name in the **OUT** column
3. A list of attendance reasons will appear. Select code **#14 U Tardy To Class**
 - Note: Tardy To Class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

24	ARDOIN, SHAUNA LAUREN	14:34	14	U	Tardy/to/Class	14:34	14	U	Tardy/to/Class
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Post Multiple Check Outs:

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

*NOTE: By creating multiple check ins and check outs, only the most recent transaction will be visible. To view earlier attendance records, place the mouse arrow over the student's name. A gear will appear to the right of the student's name. Click on the gear. A list of options will appear. Click on **Attendance By Day**.

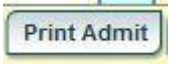


26	ARIAS LABRADOR, CHRIS				
27	ARISTIZABAL, BEVERLY				
28	ARISTIZABAL, JEFF				
29	ARMENTOR, REBECCA NICOL				
30	ARON, MIKE CUYLER				
31	ARSEMENT, RACHAEL JOY				
32	ASHFORD, MIKE GAIGE				
33	ASHFORD, RACHAEL KATHLEI				
34	ASHFORD, SHERRI PAIGE				
35	AUGUSTINE, ANGELA ADELLE				
36	AUGUSTINE,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

- Attendance by Day
- Discipline
- Schedule
- Grades
- Print Transcript
- Student Demographic
- Student Test Analysis
- Exit

Print Admit Slip:

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



Post Excuse:

If an excuse needs to be posted for a student's prior absences, with the Post Attendance program open with the students listed on the screen, find the student.

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

Search :

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

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

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

AUGUSTINE, JAY MICHAEL 7110001											
DATE	OTIM	OCOD	ITIM	ICOD	DRCD	POSTED	DR REASON	D	REC NO	HLT	DESC
2010-10-20	07:50	05 U			02 D	2010-10-20	Dr Note Verified*		11541033	3079	Other
2010-09-17	14:30	21 E							11540002		

- After clicking, a list of excuses will appear. Select the appropriate excuse.
 - If the checkout reason is a medical reason, an additional box will appear listing medical reasons. Find the medical reason that best fits the situation.

Value	Description
<input type="checkbox"/>	01 E Received contact from parent
<input type="checkbox"/>	02 D Dr Note Verified*
<input type="checkbox"/>	03 P In School Suspension
<input type="checkbox"/>	04 P School Business/Ed Trip
<input type="checkbox"/>	05 U Dr./Parent Note Needed
<input type="checkbox"/>	06 N Extenuating Circumstances
<input type="checkbox"/>	07 N Funeral
<input type="checkbox"/>	08 U Skipped
<input type="checkbox"/>	09 S Out of School Suspension
<input type="checkbox"/>	10 N Hospital Stay*
<input type="checkbox"/>	11 P Homebound
<input type="checkbox"/>	12 U No Valid Reason
<input type="checkbox"/>	13 U Dress code violation
<input type="checkbox"/>	14 U Tardy to class
<input type="checkbox"/>	15 E Other Medical*
<input type="checkbox"/>	16 N Court

Ok

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

MI	MO	SE	CODE	DESC
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	V703	Dr Appointment
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4939	Asthma
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	49390	Asthma

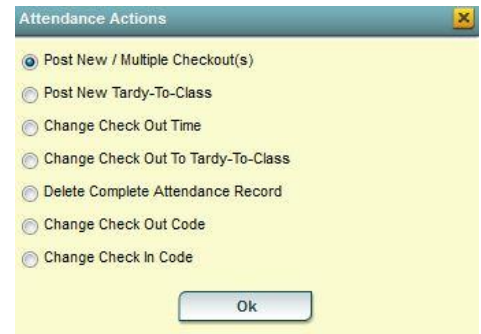
4. Once the excuse has been posted, the DR REASON can be changed to fit a more unique event. To do this, simply click on the cell with the **DR REASON** to be changed.
 - A text box will appear containing the existing DR REASON, change the information to the desired description, then click **SAVE**.
 - If the excuse was placed on the wrong absence, a red cell is located to the right. Click on the red cell to delete the excuse.
 - After clicking the red delete cell, a deletion verification box will appear. Click **YES** if you are sure you would like to delete the excuse for the displayed date. Click **NO** to cancel.

DATE	OTIM	OCOD	ITIM	ICOD	DRCD	POSTED	DR REASON	D	REC NO	HLT	DESC
2011-05-16	11:02	30 U	13:15	29 E					1541561		
2011-05-14	07:50	05 U	11:01	07 N					1541558		
2011-05-02	07:50	19 U	07:50	19 U					153909C		
2011-04-12	07:45	07 N							154144E		
2010-09-13	10:15	05 U			02 D	2010-09-14	Dr Note Verified*		11539814	V703	Dr Appointment

Edit Attendance:

If editing a student's current attendance record:

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



Daily Absentee List:

On the left navigation panel, select **Attendance >Lists > Daily Absentee List**.

Daily Absentee List Setup Box:

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

- By checking **Phone #**, the student's phone number will be printed on the report.
- By checking **Homeroom**, the student's homeroom will be printed on the report.
- By checking **Unexcused**, a column of unexcused days will be printed on the report. This will also include OSS but not ISS.
- By checking **Legend**, an explanation of the attendance headers will be printed out.

The screenshot shows the 'Setup-10.18.2019' window with the 'Detail Report' option selected. The 'Year' is set to 1920, 'District' to 010, and 'School' to 013. The 'From Date' is Dec 02, 2019, and the 'To Date' is Dec 02, 2019. The 'Special Ed' options are 'All', 'Sped Only', and 'Non Sped'. The 'Show Remote' options are 'None', 'Only', and 'All'. The 'Skip Reason' is empty, and the 'Skip Code' is 02,03,04,06,17,... The 'Check In After' and 'Check Out After' fields are empty. The 'Show Only' section has 'Active' checked. The 'Printing Options' section has 'Day Range' set to 0 to 99, 'Equal Days' set to 3, 10, 20, 30, 40, and 'Policy', 'History', 'Phone #', 'Homeroom', 'Unexcused', and 'Legend' all checked. The 'Add Announcement' section is empty. The 'OK', 'Letters', and 'Email' buttons are at the bottom.

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

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

The screenshot shows the 'Setup-10.18.2019' window with the 'Summary Report' option selected. The 'Year' is set to 1920, 'District' to 010, and 'School' to 013. The 'From Date' is Aug 13, 2019, and the 'To Date' is Dec 02, 2019. The 'Special Ed' options are 'All', 'Sped Only', and 'Non Sped'. The 'Show Remote' options are 'None', 'Only', and 'All'. The 'Skip Reason' is empty, and the 'Skip Code' is 02,03,04,06,17,... The 'Check In After' and 'Check Out After' fields are empty. The 'Show Only' section has 'Active' checked. The 'Printing Options' section has 'Day Range' checked and set to 0 to 99, 'Equal Days' set to 3, 10, 20, 30, 40, and 'Policy', 'History', 'Phone #', 'Homeroom', 'Unexcused', and 'Legend' all checked. The 'Add Announcement' section is empty. The 'OK', 'Letters', and 'Email' buttons are at the bottom.

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

Roll Call Verification

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

- For this report to work correctly, ALL teachers need to use the same method; either using the **Homeroom** button or the **Class** button when they are using the Attendance button in their gradebook.
- The user running the report must also use the same selection that the teachers are using, either checking the **Homeroom** box or choosing a **Class Period**.
- If using the Homeroom method, make sure homerooms are assigned to all students.

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

The screenshot shows the 'Setup-12.11.2018' dialog box. The 'Year' is set to 1819, 'District' to 010, and 'Schools' to 026. The 'From Date' and 'To Date' are both set to Dec 19, 2018. The 'Exclude Remote' checkbox is checked. The 'Show' radio buttons are set to 'Roll Call Not Taken'. The 'Use Homeroom' checkbox is checked. The 'Class Period' and 'Course Name' fields are empty. The 'Display Long Course Names' dropdown is set to 'en English'.

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

The screenshot shows the 'Setup-12.11.2018' dialog box. The 'Year' is set to 1819, 'District' to 010, and 'Schools' to 026. The 'From Date' and 'To Date' are both set to Dec 19, 2018. The 'Exclude Remote' checkbox is checked. The 'Show' radio buttons are set to 'Roll Call Not Taken'. The 'Use Homeroom' checkbox is unchecked. The 'Class Period' field contains '01'. The 'Course Name' field is empty. The 'Display Long Course Names' dropdown is set to 'en English'.

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

	Staff Name	Course	Staff Id	ClsPrd	Room	School	Grade	Date
1							09	2019-02-04
2							09	2019-02-04
3							09	2019-02-04
4							09	2019-02-04

This will generate an email and send it to the teachers listed above.

Setup Print Form Email Count **Email Teachers** Help Print

Excessive Absences By Factor

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

1. On the left navigation panel, select **Attendance > Count > Excessive Abs by Factor**.

2. Set the correct **Year**, **District**, and **School(s)**. Set the **From** and **To** date range.
3. Click in the **Grade** cell (1) and select the grade levels for your school. This is a first time only setup item.
4. Click in the **Skip Codes** cell, then place a check next to all P, N, & D codes, 18 & 48. This is a first time only setup item.
5. For **Ethnicity**, click and select all the ethnic codes. Do the same for **Gender**.
6. **Todays Abs Only**: Selecting this option will display absence counts only for students absent today.
7. Click the **OK** button. The report will begin to process and display the dialog box shown at right.
8. When done, the screen will show counts of students by days absent.

Welcome		Excessive Abs by Factor ✖														
NO	SITE	2=	3+	3=	5+	5=	8+	8=	10+	13=	15+	15=	20+	25+	30+	35+
	High School	58	32	20	15	8	4	2	8							
TOTAL:		58	32	20	15	8	4	2	8							

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

Student Information for 2= absences

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

Information blurred for privacy

2 Print Letters Print Print FINS Letter Print History Help