



STUDENT INFORMATION NEW USER TRAINING



ACCESS Web Page

- www.access-k12.org
- Quick Link Icons
 - *Newsletters*
 - *Student Services*
- Quick Links
 - *Help desk*
 - *Data Collector*
 - *Product Links*
- More Links
 - *Email / SSO password reset*

The screenshot displays the ACCESS Council website interface. At the top, the header includes the logo "ACCESS Council" and the tagline "Area Cooperative Computerized Educational Service System". Navigation links such as "ABOUT US", "CONTACT US", "CUSTOMERS", "SERVICES", "TRAINING", "JOBS", "ALERTS", "RESOURCES", and "CALENDAR" are visible. A search icon is located on the right. Below the header, a "Quick Links" section is highlighted with a red box, containing a "HELP DESK" icon and links to "Secure Transfer Site", "Change Reflection Password", and "Data Collector (EMIS-R)". To the right, a banner for "Educational Training" is shown. At the bottom, a green bar contains various icons, including a dollar sign, which is also highlighted with a red box. Below this bar, a "Quick Links" section is highlighted with a green box, and a "More Links" section is highlighted with a blue box, containing links such as "ACCESS VoIP Services (Phone)", "ACCESS Wireless Managed Services", "Detailed Service List", "Acceptable Use Policy", "ACCESS Alert System", "ACCESS Newsletters", "Secure Transfer Site", "Email/SSO Password System", "Fiscal Services", and "Student Documentation".

ACCESS Council
Area Cooperative Computerized Educational Service System

Translate Sign In Register

ABOUT US CONTACT US CUSTOMERS SERVICES TRAINING JOBS ALERTS RESOURCES CALENDAR

Quick Links

HELP DESK

Secure Transfer Site

Change Reflection Password

Data Collector (EMIS-R)

EMIS CrossCheck

EMIS/FFE Application

GMAIL

Harmony

SameGoal

Illuminate

INFOhio

ODDEX

StudentInformation

Educational Training

We take pride in offering specialized training to assist our schools in their day-to-day operations.

Quick Links

More Links

ACCESS VoIP Services (Phone)

ACCESS Wireless Managed Services

Detailed Service List

Acceptable Use Policy

ACCESS Alert System

ACCESS Newsletters

Secure Transfer Site

Email/SSO Password System

Fiscal Services

Student Documentation

ACCESS Web Page, cont.

- Calendar
- Services > Student Services
- Training Videos

The screenshot displays the ACCESS web page. At the top, a breadcrumb trail reads: [Home](#) / [Services](#) / [Student Services](#) / [Home](#). Below this is a main navigation bar with links: [Home](#), [ABOUT US](#), [CONTACT US](#), [CUSTOMERS](#), [SERVICES](#) (highlighted with a red box), [TRAINING](#), [JOBS](#), [ALERTS](#), [RESOURCES](#), and [CALENDAR](#) (highlighted with a red box). The main content area features a large image of students at computers. To the right of the image is a blue box titled "Our Mission" with the text: "To provide quality technical, application and support services to our customers to promote innovative learning and work environments." Below this text is a button labeled "STUDENT SERVICES" with a red arrow pointing to it. At the bottom of the page is a green footer bar containing various icons, including a red box around an icon representing two people. On the right side, a sidebar titled "Student Services" lists several links: [Home](#), [Calendar](#), [ProgressBook Suite Login Links](#), [Student Services Training Videos](#), [ProgressBook Suite Documentation](#), [Training Schedule](#), [Home School Import - Term Mapping reference](#), [Harmony](#), [Illuminate Logins & Information](#), and [DataMap Instructional Sheets](#).

Help Desk

- It's as easy as sending an email message!
 - emis@access-k12.org - *EMIS Support Services*
 - email@access-k12.org - *Email Support Services*
 - student@access-k12.org - *Student Support Services*
 - network@access-k12.org - *Network Support Services*
 - fiscal@access-k12.org - *Fiscal Support Services*
 - library@access-k12.org - *Library Support Services*
 - accounts@access-k12.org - *Account Support Services*
 - support@access-k12.org - *General Support*
- In the e-mail message tell us your question or what you need and click "Send".
- The BEST method to communicate with us and get your questions answered.



Distribution Lists

We send important communications out via email. ACCESS manages these lists, but districts must let us know of new employees to add.

Superintendents
Treasurers
Principals
EMIS Coordinators
Counselors
Tech Coordinators
Student Information Users
Test Coordinators
Special Education Coordinators



StudentInformation PLAY

- <https://daslplay.access-k12.org>
- Copy of production (LIVE)
- Test processes without affecting live data
- It's your "playground"!

The screenshot displays the StudentInformation PLAY web application interface. At the top, a purple header bar contains the text "ProgressBook StudentInformation" and "DASL Test District", along with a search bar labeled "Search for Students" and a user profile for "Gretchen Martin". Below the header, a sidebar on the left lists various navigation icons. The main content area is divided into several sections: "Headlines" with a "DASL Test District" link, "Quick Link" with a dropdown menu showing "ACCESS ITC" and links to "ACCESS Home Page" and "Harmony Reports from StudentInformation", "Announcements" with a message about the February 2023 Newsletter, and "Upcoming Event" with the text "No Events". At the bottom, a "Documents" table is visible with columns for "Title", "School", "Area", and "Last Updated". A blue arrow points from the "Title" column header to the "ENVIRONMENT: DASL_PLAY | VERSION: 23.0.0.2 | USER: MARTIN" text at the bottom of the page.

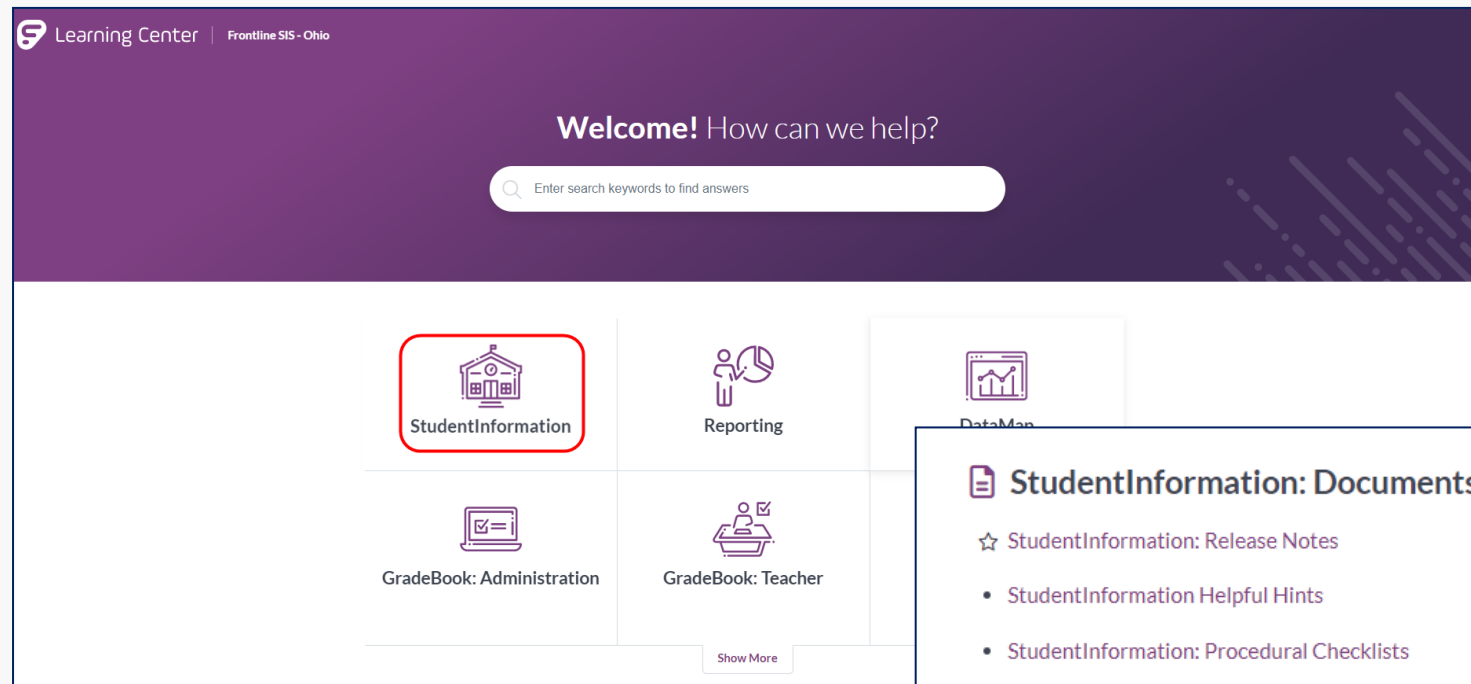
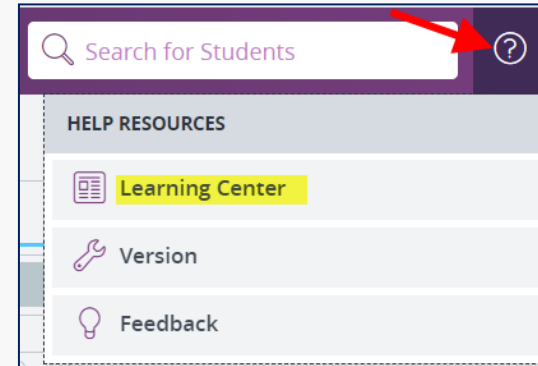
ENVIRONMENT: DASL_PLAY | VERSION: 23.0.0.2 | USER: MARTIN

Title	School	Area	Last Updated
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ENVIRONMENT: DASL_PLAY | VERSION: 23.0.0.2 | USER: MARTIN

Learning Center

- Question mark in upper right corner
- Release Notes, Helpful Hints, Procedural Checklists, Quick References, and Guides / Articles by topic



When questions arise, please spend about 5-10 minutes searching documentation before submitting a Help Desk ticket

StudentInformation: Documents & Learning Videos

- ☆ StudentInformation: Release Notes
- StudentInformation: Quick References
- StudentInformation Helpful Hints
- StudentInformation: Enhancement and Report Request Forms
- StudentInformation: Procedural Checklists
- StudentInformation: Instructional Sheets

See all 8 articles

Mobile Apps

- The ProgressBook SIS Admin mobile app lets school administrators access essential data necessary for making in-the-moment decisions about students in their school even while away from their desk. Mirrors privs from StudentInformation.



- ProgressBook Parent/Student Mobile App (ParentAccess) lets parents and students easily access grades, attendance, assignments, and class schedule via the mobile app.



- Data integrity
 - *Accuracy is imperative*
 - *Communication is critical*
 - *EMIS impacts*
 - *Third party vendors*
- *Understanding basic integration*
- *Review ProgressBook StudentInformation Getting Started Guide*
- *Helpful Hints > Glossary of Terms, Quick Reference, User Tips*

Ad Hoc Memberships

(StudentInformation > My Account > Ad Hoc Memberships)

- Common lists for students that can be used over and over (Gifted, CCP, Teams, Sports, etc.)
- Create by:
 - Searching
 - ❖ *Grade Level, Homeroom, Status, EMIS Situation, Course/Section*
 - Student Id Entry
 - ❖ *Comma Separated list of student id's*
 - ❖ *Use website to create comma separated list then copy and paste the list into SI*
 - *(<https://convert.town/tools>)*



Ad Hoc Memberships

Ad Hoc Memberships have many different uses:

- Bulk Updating Student Data

(StudentInformation – Management – Ad-Hoc Updates - ...)

Student Profile Bulk Update

Counselor

Fall Initialization Blocks

Lockers

Student Fee Assignment

Graduation Date

- Common Uses of Student Profile Bulk Update process:

Include in Honor Roll, Ranking, GPA

Student Team

Student Progression Track

Program

Student Calendars (General & FD Tabs)

EMIS Situation & % of Time

Fiscal Year Began 9th Grade

(Career Tech Full Time & Satellite Students)

3rd Grade Reading Guarantee fields

Graduate Information

(CORE Values, Grad Date, Diploma Type)



Ad Hoc Memberships

■ Ad Hoc Membership Uses...

- *Scheduling*
 - Bulk assigning Requests (*StudentInformation – Management – School Administration – Scheduling Administration – Request Update Groups – Rules*)
 - Bulk assigning Course Assignments (*StudentInformation – SIS – Scheduling – Bulk Assign*)
- *Running Reports*
 - Most SI reports have Ad Hoc Filtering options
- *Data Extracts*
 - EZ Query SIS Student Search (*StudentInformation – EZ Query – Reports – SIS Student Search*)



Reports, Reports, Reports

- Standard “R” reports
- Analytics Hub Reports (sometimes called Ad Hoc Reports) – paper icon in Navigation
- EZ Query - [StudentInformation > EZ Query](#)
- Report Builder - [StudentInformation > Local > Report Builder](#)
- Harmony
 - <https://harmony.access-k12.org>
- Other reports available to EMIS coordinator
 - *EMIS CrossCheck*
 - *Data Collector*

**All reports only available with appropriate privs*



Standard “R” reports

- Returned to Settings > Management (gear icon in Navigation)
- “R” reports cannot be customized
 - *exceptions are R700 (Report Card) and R702 (Transcript)*
- Report Load Settings
 - *All SI reports have this option*
 - *Save your selection criteria for reports you run on a regular basis to save time on selections*
 - R700 – Report Cards
 - ❖ *Needed for “View Latest Report Card” in “I Want To” menu and posting to ParentAccess for students/parents*
 - R702 – Transcripts
 - ❖ *Quick print of transcripts for district staff via “I Want To” menu*
 - R701 – Schedules
 - ❖ *Quick print of schedule for new students/schedule changes via “I Want To” menu*

Analytics Hub Reports - Filtering

- Must complete filter selections in order from top to bottom
- Condition choice determines Value entry
- Live querying – may take a moment to return values
 - *If no data qualifies, option may not be listed – ex. status, building, grade, etc.*

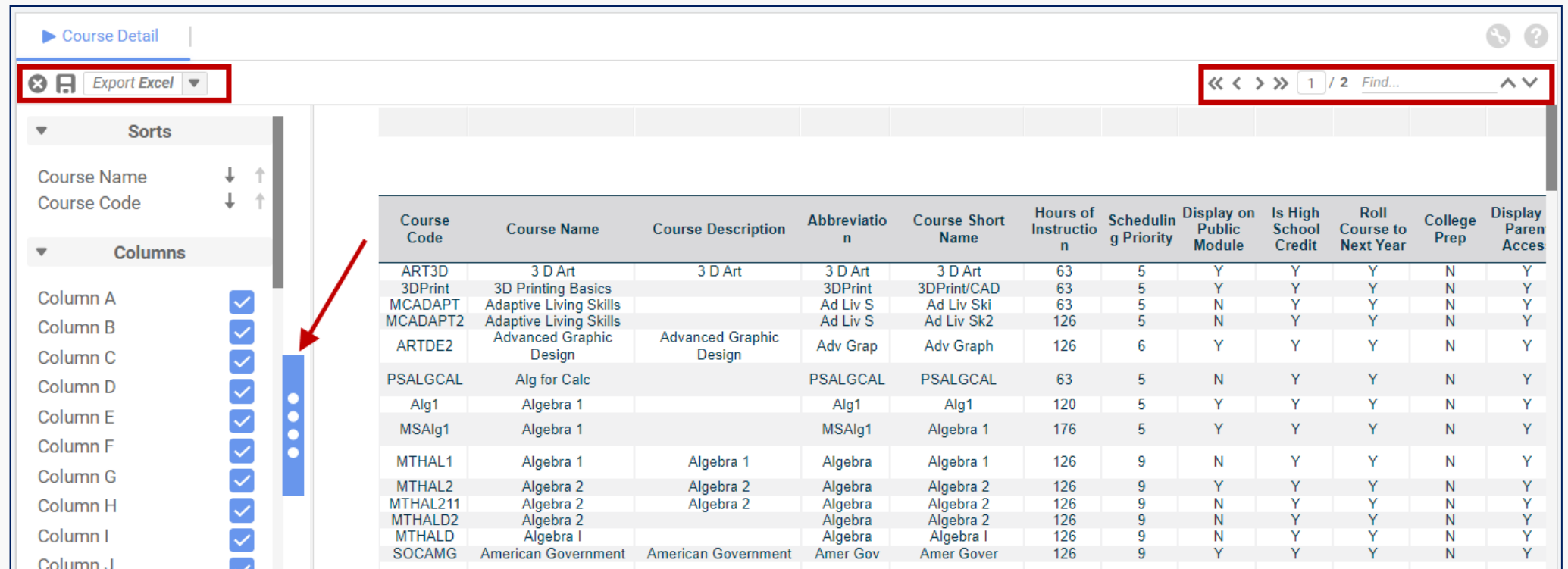
Filters

Filter By	Condition	Value
School Year	Equal To	2021-2022
School Name	Equal To	High School
Status Name	Is One Of	<div><input checked="" type="checkbox"/> ACTIVE RES <input checked="" type="checkbox"/> NON-RES <input checked="" type="checkbox"/> OE-IN <input type="checkbox"/> OE-OUT <input type="checkbox"/> OUT-NOT OE RES/NON</div>
Grade	Is One Of	

Okay Cancel

Analytics Hub Reports - Output

- Post filtering
- Export to PDF or Excel (depends on report)
- Navigate on screen using arrows and *Find*

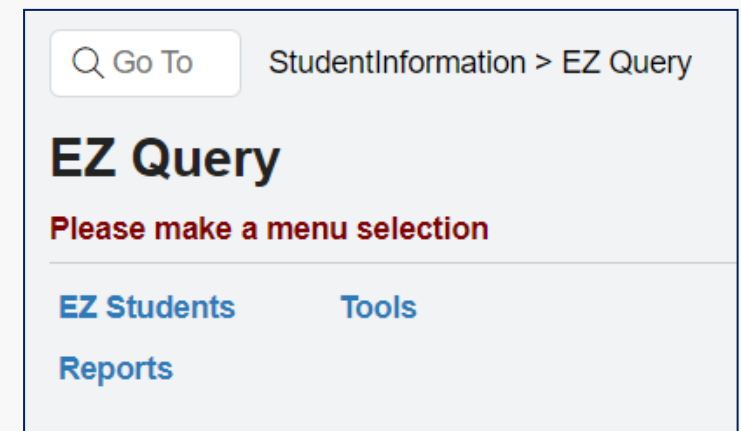


The screenshot displays the Analytics Hub Reports interface. At the top, there is a 'Course Detail' tab and a search bar. Below the search bar, there are two red boxes: one on the left containing 'Export Excel' and a dropdown arrow, and one on the right containing navigation arrows and a 'Find...' search bar. The main content area is divided into two sections: 'Sorts' and 'Columns'. The 'Sorts' section has 'Course Name' and 'Course Code' with up/down arrows. The 'Columns' section lists columns A through J, each with a blue checkmark. A red arrow points to a vertical blue bar with three white dots, located between the 'Columns' list and the table. The table itself has 12 columns: Course Code, Course Name, Course Description, Abbreviation, Course Short Name, Hours of Instruction, Scheduling Priority, Display on Public Module, Is High School Credit, Roll Course to Next Year, College Prep, and Display Parent Access. The table contains 15 rows of data, including courses like 3D Art, Adaptive Living Skills, Advanced Graphic Design, Algebra 1, Algebra 2, and American Government.

Course Code	Course Name	Course Description	Abbreviation	Course Short Name	Hours of Instruction	Scheduling Priority	Display on Public Module	Is High School Credit	Roll Course to Next Year	College Prep	Display Parent Access
ART3D	3 D Art	3 D Art	3 D Art	3 D Art	63	5	Y	Y	Y	N	Y
3DPrint	3D Printing Basics		3DPrint	3DPrint/CAD	63	5	Y	Y	Y	N	Y
MCADAPT	Adaptive Living Skills		Ad Liv S	Ad Liv Ski	63	5	N	Y	Y	N	Y
MCADAPT2	Adaptive Living Skills		Ad Liv S	Ad Liv Sk2	126	5	N	Y	Y	N	Y
ARTDE2	Advanced Graphic Design	Advanced Graphic Design	Adv Grap	Adv Graph	126	6	Y	Y	Y	N	Y
PSALGCAL	Alg for Calc		PSALGCAL	PSALGCAL	63	5	N	Y	Y	N	Y
Alg1	Algebra 1		Alg1	Alg1	120	5	Y	Y	Y	N	Y
MSAlg1	Algebra 1		MSAlg1	Algebra 1	176	5	Y	Y	Y	N	Y
MTHAL1	Algebra 1	Algebra 1	Algebra	Algebra 1	126	9	N	Y	Y	N	Y
MTHAL2	Algebra 2	Algebra 2	Algebra	Algebra 2	126	9	Y	Y	Y	N	Y
MTHAL211	Algebra 2	Algebra 2	Algebra	Algebra 2	126	9	N	Y	Y	N	Y
MTHALD2	Algebra 2		Algebra	Algebra 2	126	9	N	Y	Y	N	Y
MTHALD	Algebra 1		Algebra	Algebra 1	126	9	N	Y	Y	N	Y
SOCAMG	American Government	American Government	Amer Gov	Amer Gover	126	9	Y	Y	Y	N	Y






EZ Query

- **EZ Students** – Read-only data on single student in context
- **Reports**
 - *on screen graphs*
 - *CSV or TXT outputs*
 - Most widely used report is SIS Student Search
- **Tools** – additional options
- Can save parameters in SIS Student Search






Report Builder

- [Home > Local > Report Builder > Report Builder Reports](#)
- Based on the school building in context
- Reports shown are based on users' privs (RB role)
- Click Play button to run - opens Report View page to select parameters and filters

Report Builder		
From this screen, you can manage Regular and User Reports created in ProgressBook Report Builder		
[Hide Regular Reports]		
View Report	Name	Description
	Class Master Schedule with Disabilities R407	Class Master Schedule with Disabilities (R407)
	Outstanding Fee Balances by Account Code	Provides a list of outstanding student fees and groups them by account code.
	Student Email Master List	Export student email address and password information.
	Student Medication	Provides a listing of the students in the current building with active medication records.
	Discipline Infraction Summary by Student	Summary of student infraction code totals sorted by student and infraction code.

Report Builder Reports - Filtering

StudentInformation > **Student Email Master List by Homeroom**

 Hide Setup  Save Setup As...  View Report

Update Report Headers

Report Heading: Student Email List

Select Required Parameters

Grade Level: 9th Grade, 10th Grade, 11th Grade, 12th Grade ▼

Home Room: H101 - AY, H102 - AY, H103 - AY, H104 - AY, H106 - AY, H107 - AY, H108 - AY, H116 - AY, H11 ▼

Student Status: A - ACTIVE RES, NON - NON-RES, OEI - OE-IN ▼

Set Optional Filters

Field Name	Operation	Value	
▼	▼		

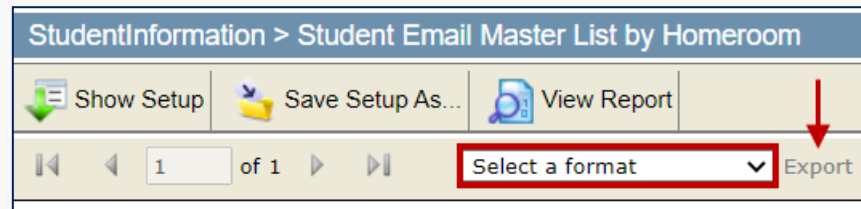
Add & Remove Columns

Columns: Student Number, First Name, Last Name, Email Address, Userid, Password, Homeroom, Birthday, Internet Pe ▼

View Report

Report Builder Reports - Output

- Report will generate on screen, and on-screen navigation allows user to page through results
- To modify, sort, filter, or further manipulate the report, use the Export feature in the format desired



- Some reports are generated by State Support – these are phasing out and replaced with Ad-Hoc Reports
- ACCESS DBA creates custom reports as needed or requested by districts

Harmony

- <https://harmony.access-k12.org/>
- User form must be completed to gain access
 - *Available on ACCESS website (must be logged in) under Services > Student Services > Harmony*
 - *Return form to student@access-k12.org (list “Harmony account” in the subject line)*
- Easy to use, powerful tool

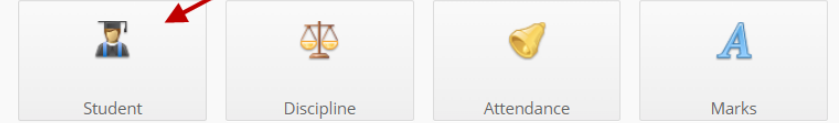
Harmony Reports Examples:

- Assessment by Homeroom
- Bus Report with Medical Alerts
- Custom Student Export**
- Disability Condition / Special Education Report
- Emergency Contact Phone List
- Emergency Medical Authorization
- EMIS Situation Report
- Enrollment Report
- Eligibility Report
- Family Labels
- Family Report
- Gifted Report**
- Retained Status
- Student Picture
 - *Mass Upload / Replace / Remove*
- Students Without Lockers
- *Over 80+ reports available*

Harmony Dashboard

Dashboard

Interactive Dashboards



Harmony - Student Information Reporting & Tools
Gretchen Martin

Home > Dashboard > Student

Student

Criteria

1 Students Found

Ashley, Gia 1271 10 Load Print

Student Information

Ashley, Gia ? 🧑🏻 📄

[New Contacts](#)

Student Number	1271
Gender	F
Ethnicity	W - White
Birthdate	02/10/2006
Age	17
Homeroom	201
Homeroom Teacher	TEST, DASL
Locker	1001
Disability	N/A
NDA Plan	N

Schedule 12/05/2023 Go

Period	Course	Section	Teacher
1	PE9-10 - Phys Ed	99	Dani Test
1	Alg1 - Algebra 1	3	Dani Test
2	EN10 - English 10	1	Dani Test
3	BIO10 - BIO10	1	Dani Test
L	Lunch - Lunch	1	Ruby Stiles

Current Buildings

School	Grade	Status	Primary	Program	Home School
DASL Test High School	10	(A) Active Res	Y		

Memberships

Membership Code	Membership Name	School Year	Start Date	Stop Date	EMIS Program Code
405003	Drama Club/Theatrics	2022	09/05/2022		405003
420008	Golf	2023	08/30/2023		420008

Marks

Marks (DAHS - 2023-2024 - Grade 10)

Course Code	Course Name	Section Number	Course Term	Qtr1	Qtr2 (Now)	Aug1	Qtr3	Qtr4	Aug2	Fin
Alg1	Algebra 1	3	AY	A	B (89.00)					
BIO10	BIO10	1	AY	B	C (75.00)					
EN10	English 10	1	AY	C	F (63.00)					
HEALT2	Health	99	SEM2							
Lunch	Lunch	1	AY							
PE9-10	Phys Ed	99	SEM1	A						

Prior Years Marks

GPA

GPA (2023-2024)

Building	GPA Set	Rank	GPA	Points	Credits	GPA Credits	Course Count	Last Calculated
DAHS	1st Qtr GPA	2	3.143000	2.750000	0.875000	0.875000	4	10/23/2023 03:45 PM

Assessment

Testing Date	Assessment Test Name	Assessment Part Name	Test Score	Prof Level	Score Not Reported
04/01/2024	End of Course Assessment	English Language Arts 2	610.00	2	
04/01/2023	End of Course Assessment	Algebra 1	700.00	5	*
04/01/2023	End of Course Assessment	Biology	729.00	4	*
04/01/2023	End of Course Assessment	Geometry	685.00	3	*
04/01/2022	End of Course Assessment	American / United States Government	738.00	5	*

Attendance

Attendance (2023-2024)

	Days	Current Entity Hours	Days	Other Entity Hours
Attendance	56.00	362.00	0.00	0.00
Excused Absence	4.00	26.00	0.00	0.00
Unexcused Absence	5.00	32.50	0.00	0.00

Attendance Thresholds (2023-2024)

Threshold Type	Trigger Date
Consecutive/Habitual/Tuancy	11/03/2023

Daily Absences (2023-2024)

Date	Level	Type	Reason	Notes	Time In	Time Out	Comments	Building
11/03/2023	Full Absence	Unexcused (EMIS)						DAHS
11/02/2023	Full Absence	Unexcused (EMIS)						DAHS
11/01/2023	Full Absence	Unexcused (EMIS)						DAHS
10/31/2023	Full Absence	Unexcused (EMIS)						DAHS
10/30/2023	Full Absence	Unexcused (EMIS)						DAHS
09/08/2023	Full Absence	Excused (EMIS)	VACATION				mom sent in note	DAHS
09/07/2023	Full Absence	Excused (EMIS)	VACATION				mom sent in note	DAHS
09/06/2023	Full Absence	Excused (EMIS)	VACATION				mom sent in note	DAHS
09/05/2023	Full Absence	Excused (EMIS)	VACATION				mom sent in note	DAHS

Discipline

Discipline Incidents (2023-2024)

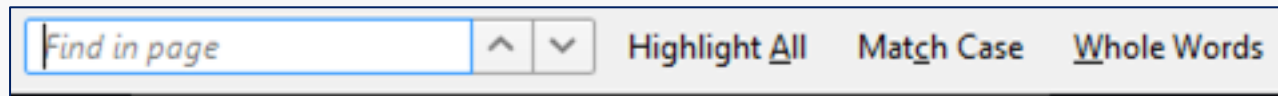
Date	Description	Infractions	Action	Action Comment	School	Incident Number
09/11/2023	Sample incident - forged parent signature	*Forgery			DAHS	505721
09/12/2023	Jack and Gia were caught cheating on a test.	Cheating/Plagiarism	Out of School Suspension		DAHS	505744

Prior Years Discipline Incidents

Find (Ctrl/F)

- **Can be used to search for items on the screen or on open reports.**

- *When looking at PDF reports or reports on the ‘screen’ you can click the ☰ or ⋮ icon and select ‘Find’ to get the following prompt:*

A screenshot of a search prompt box. It features a text input field containing the placeholder text "Find in page". To the right of the input field are two small square buttons with upward and downward arrows. Further right are three checkboxes: "Highlight All", "Match Case", and "Whole Words".

Find in page ^ v Highlight All Match Case Whole Words

- *Type in the item you are searching for (student name, number, etc.) to quickly ‘jump’ to that area of the report/screen*
- **Ctrl F** is the shortcut to this same search option.

Defaults

- **Building Grade Level Maintenance** - *(StudentInformation > Management > School Administration > Grade Level Administration > Building Grade Levels)*
 - Set by Grade Level
 - Counselor
 - Include in Honor Roll
 - Include in Ranking
 - Include in GPA
- **Registration Defaults** – *(StudentInformation > Management > School Administration > School Building Administration > Registration Defaults)*
 - Can be set at Building or District. **Building overrides District.**
- **Student Medical Defaults** – *(StudentInformation > SIS > Medical > Student Medical Defaults)*
 - Screening Default values
 - Health Log “location” and “care by”

Sharing data – EZ Query

■ Shared Student Data

(StudentInformation > EZ Query > EZ Students > Shared Student Data)

- Used to ‘view’ student information from ‘other’ SI districts (within the same ITC).
- SSID’s must match between districts to see the data
- Can be used for any districts that share students
 - Career Center and Home District
 - Open Enrolled Districts
 - Foster Placed Districts
 - ESC and Home District
- *District Trust (EZ Query) must be set up for both districts for this to work*



EZQ – Shared Student Data

Choose data to review: Schedule

- Addresses and Primary Contact
- Daily Absences
- General/Additional
- EMIS - FS
- EMIS - FD
- EMIS - FN
- EMIS - Graduate
- Schedule**
- Assessments
- Course History
- Special Education Events

StudentInformation > EZ Query > EZ Students > Shared Student Data

Choose trusted district and school:

First	Middle	Last	State Student Id

Choose data to review: Schedule

[\[Show Filter & Display Options\]](#)

High School

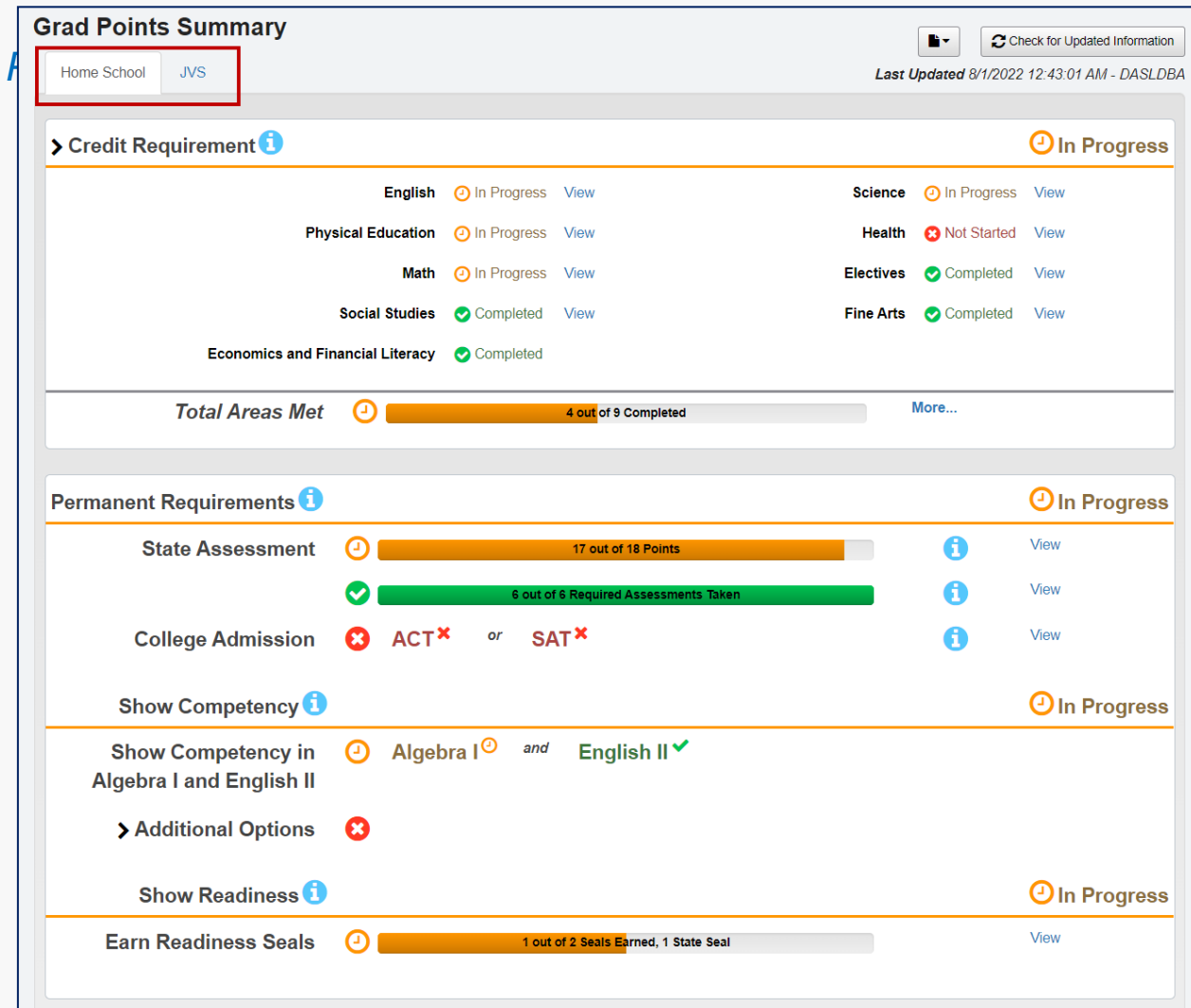
Course	Course Name	Section	Meeting Time	Teacher	Term Name	Start	Stop
There are no records to display							

Vocational School District

Course	Course Name	Section	Meeting Time	Teacher	Term Name	Start	Stop
ECON/CONT	Economics/Cont. World Issues	1	1 (201)		Semester 1 Courses	08/24/2020	
ENG12	ENGLISH 12	4	1 (225)		Semester 2 Courses	01/19/2021	
CP Math 12	CP Math 12	2	2 (213)		Semester 1 Courses	08/24/2020	
Advanced Sci	Advanced Science	3	2 (312)		Semester 2 Courses	01/19/2021	
LUNCH 1	Lunch Level Two	1	3A (CA)		All Year Courses	08/24/2020	
WE Capstone	Welding Capstone	1	3,4 (235)		All Year Courses	08/24/2020	
WE2 Flux Core	WE2 Flux Core Arc Welding	1	3 (235)		Semester 1 Courses	08/24/2020	
WE2 Gas Tung	WE2 Gas Tungsten Arc Welding	1	3,4 (235)		Semester 2 Courses	01/19/2021	

Sharing data – Graduation Points Summary

- [\(Student Information > SIS > Student > Graduation Points\)](#) Tabs displaying information at both Home School and JVS for students attending Career Center (same SSID)
 - Status bars show completion progress
 - “View” and “More” links
 - Caret to expand section
-
- District Trust (Grad Points) must be set up for both districts for this to work



Sharing data – HB410

(StudentInformation > SIS > Student > Attendance > Student Absence Intervention)

- Can navigate between information entered at your district and information entered at another district in which the student is enrolled (same SSID)

- District Trust (HB410) must be set up for both districts for this to work

The screenshot displays the 'Student Absence Intervention' web application. At the top, there is a navigation bar with 'Student Absence Intervention' and an 'Open' dropdown. Below this, there are tabs for 'External Student Absences' (highlighted with a purple box), 'Student Absences', and 'Update Intervention'. The main content area is divided into three sections: 'Intervention Plan', 'District Responsibilities Checklist', and 'Trusted District Attendance' (all three are highlighted with a purple box). The 'Trusted District Attendance' section contains a 'Choose trusted district:' dropdown menu and a table with columns 'First', 'Middle', 'Last', and 'State Student ID'. The table is highlighted with a red box. On the left side, there is a '2021-2022 Absence Hours' section with 'Excessive Absences' (86 / 65 School Year), 'Medical Excused Absences' (5 School Year), and 'Habitual Truancy' (80 / 72 School Year). Below this is a 'Thresholds' section with 'Habitual Truancy – 5/9/2022', 'Excessive Absences – 1/6/2022', 'Create Intervention Team' (1/10/2022), 'Parent Notification' (1/10/2022), and 'Develop Intervention Plan' (2/4/2022). On the right side, there is another '2021-2022 Absence Hours' section with 'Excessive Absences' (0 / 38 August, 0 / 65 School Year), 'Medical Excused Absences' (0 August, 0 School Year), and 'Habitual Truancy' (0 / 42 August, 0 / 72 School Year). Below this is another 'Thresholds' section with 'No Threshold Met', 'Create Intervention Team', 'Parent Notification', and 'Develop Intervention Plan'.

Student Absence Intervention Open

External Student Absences Student Absences Update Intervention

Intervention Plan District Responsibilities Checklist Trusted District Attendance

Choose trusted district: [dropdown]

First	Middle	Last	State Student ID

2021-2022 Absence Hours

Excessive Absences 86 / 65 School Year

Medical Excused Absences 5 School Year

Habitual Truancy 80 / 72 School Year

Thresholds

Habitual Truancy – 5/9/2022

Excessive Absences – 1/6/2022

✓ Create Intervention Team 1/10/2022

⚠ Parent Notification 1/10/2022 1/10/2022

✓ Develop Intervention Plan 2/4/2022

2021-2022 Absence Hours

Excessive Absences 0 / 38 August 0 / 65 School Year

Medical Excused Absences 0 August 0 School Year

Habitual Truancy 0 / 42 August 0 / 72 School Year

Thresholds

No Threshold Met

✗ Create Intervention Team

✗ Parent Notification

✗ Develop Intervention Plan

GPA History

- *StudentInformation > SIS > Student > Course History > GPA History*
- Details of GPA calculations are available

StudentInformation > SIS > Student > Course History > GPA History									
Student GPA History									
From this screen, you can view student GPA history.									
Year	School ▲	GPA Set	Rank	GPA	Points	Credits	GPA Credits	Course Count	Last Calculated
2019		GPA1	21	3.667000	5.500000	1.500000	1.500000	6	2/25/2020 11:28:00 AM
2019		GPA2	1	4.000000	6.000000	1.500000	1.500000	6	2/25/2020 11:28:00 AM
2019		GPA3	1	4.000000	6.000000	1.500000	1.500000	6	6/2/2020 12:50:00 PM
2019		GPA4	1	4.000000	6.000000	1.500000	1.500000	6	6/2/2020 12:49:00 PM
2019		7+3Q	11	3.957000	45.500000	11.750000	11.500000	15	5/1/2020 3:34:00 PM
2019		7SEM	12	3.920000	49.000000	12.750000	12.500000	14	5/14/2020 12:00:00 PM
2019		FIN	7	4.000000	52.000000	13.250000	13.000000	15	7/8/2020 2:08:00 PM
2019		FCUR	1	4.000000	24.000000	6.000000	6.000000	7	6/2/2020 12:51:00 PM

Student GPA Supporting Details

From this screen, you can view data pertaining to the students GPA details.

GPA Set: < Back

GPA Set	Formula	Reporting Terms	Mark Credit Types	Add-On	Difficulty Points	Prev. Years
1st Qtr GPA	Standard GPA Calculation (Alpha)	Qtr1	Progress 1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Calculations:

Calculation	Date	Points	Credits	GPA
GPA based on current GPA configuration	08/4/2020 5:23 PM	5.500	1.500	3.667
Last time GPA was recalculated	02/25/2020 11:28 AM	5.500	1.500	3.667

Details:

	Course						Mark					Calculation Values			
				Include in Total Credits	Include in GPA	Is HS Credit				Is Earned	In GPA				
Year	Code	Abbr	Term				Type	Mark	Crđ Type			Pt Val	Crđ Att	Crđ Earn	Crs Crđ
2019-2020	H006	CL ENG10	AY	✓	✓	✓	Quarter Mark	A	Progress 1	✓	✓	4.000	.250	.250	1.000
2019-2020	H125	AC ALG 2	AY	✓	✓	✓	Quarter Mark	A	Progress 1	✓	✓	4.000	.250	.250	1.000
2019-2020	H208	AC BIO	AY	✓	✓	✓	Quarter Mark	B	Progress 1	✓	✓	3.000	.250	.250	1.000
2019-2020	H318	AC US ST	AY	✓	✓	✓	Quarter Mark	A	Progress 1	✓	✓	4.000	.250	.250	1.000
2019-2020	H405	SPAN II	AY	✓	✓	✓	Quarter Mark	B	Progress 1	✓	✓	3.000	.250	.250	1.000
2019-2020	H804A	ART APPR	Sem1	✓	✓	✓	Quarter Mark	A	Progress 1	✓	✓	4.000	.250	.250	.500

Imports

- [StudentInformation > Management > Import/Export](#)

[StudentInformation](#) > [Management](#) > [Import/Export](#)

Import/Export

Please make a menu selection

AIR Export	Locker/Combinations Import
ATT2SIS Import	Lunch Export
Battelle For Kids Export	Photo Export
DataMap Export	Pre-Identification Export
Discipline Letter Export (DISCDT)	SAS Pre-Identification Export
District Roster for Medicaid Billing	Special Education Import (SpS)
Edulog Export	State Student ID Export
Excelsior Export	State Student ID Import
Findlay Dialer Export	Student Course Request Import
Gradebook Export	Student Email Import
Home School Export	STUFEEES Export
Home School Import	Terra Nova Export
INFOHIO Export	Transportation Import
LOAGRADE Import	WebXam Export



- *Please send questions to student@access-k12.org*