SECONDARY CAMPUS BALANCING INSTRUCTIONS

- The main purpose of classload balancing is to identify any discrepancies in scheduling and/or enrollment that could have occurred during the enrollment or withdrawal process.

- ***TEA requires student membership to be reconciled to the attendance accounting records at the end of every six/nine weeks***

- It is required to run the following reports on due dates designated by PEIMS to ensure accuracy in campus enrollment and scheduling data:

Run the following utility prior to running reports:

Recount Students
PATH: WS/AF/EC/PS/UT/RS
Edit this utility to reflect current academic school year and run.

Run the following reports and print <u>on front and back</u> of page:

Balance Reports- ADA Grade Counts

- ***PATH: WS/ST/DM – DO NOT CLONE REPORT***
- Data Mining- Filter: Balance Reports
- This report is ready to be printed, there is no need to edit.
- ***This report will provide you with current ADA counts by grade level and campus, **show your work when totaling counts (DAEP and campus totals)*****

Attendance Enrollment Report

- ***PATH: WS/OF/AT/RE/ER***
- Add/Edit template (see the following image for template setup)
- ***This report provides the number of students currently assigned to your campus, including breakdown by gender, grade and ethnicity. ***

Enrollment Report

Template Settings

* Template Description: `Enrollment Report`

☐ Share with other users in entity 101
☐ Print Greenbar

[Save]
[Save and Print]
[Back]

Report Ranges

	Low	High
Entity:	101	101
Student Key:		ZZZZZZZZZZZ
Grade/Grad Yr:	9999	0000
Enrollment As Of:	07/31/2019	Wednesday

CURRENT DATE →

☑ Include All Calendars [Calendars]
☑ Include All Schools [Schools]

Printing Options

☐ Total Special Ed Students Separate from Mainstream Students
  ☐ Total Eval Code Groups by Gender
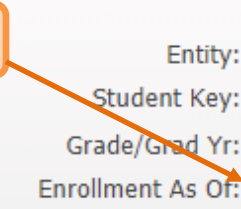☐ Print Student Detail `Other ID ▼`
☐ Print Totals by County
☐ Page Break by School

[GLO] ?

Only select and run Print Student Detail **if your counts do not match**. This will help find discrepancies. ***DO NOT PRINT OR INCLUDE REPORT***

Asterisk (*) denotes a required field

Entity Counts Report

PATH: WS/AF/EC/RE/EC

- Select current school year and current year grade levels
- ***Current Count, Unduplicated, Available counts all need to match, along with your campus totals***

Course/Class Count Report

PATH: WS/OF/CS/BC/RE/CC

- Add/Edit template (please see image below for template set up)
- Secondary campuses run each period individually, print and include in report
- Run a **separate report for DAEP** lunches and include in balancing reports
- ***This report will provide your section totals by grade level based off of the course master. ***

BALANCING TIPS

⟹ Run the following in Data Mining, Balance Reports Filter:
- Balance Reports ADA Student List Detail
- Enrollment Report with 'Print Student Detail'
- Balance Reports Grade Level Match Test (Correct grade levels that are off)
- Balance Report Default Ent =N – Active S (Active students w/ wrong Entity)

⟹ Run 'Free Period Report' in Current Scheduling to find students missing a scheduled period:

PATH: WS/OF/CS/SS/FP
Free Period Report

⟹ Run Student Schedules to find **active** students **without a schedule** or **inactive** students who **have an active schedule**, as well as students with more or less than 8 periods. See below for printing options:

PATH: WS/OF/CS/RE/SS
Student Schedules

Student Printing Options

Print ID Number: `Other`
Family: `First Only`
Teacher Name: `Short`
☐ Print Unassigned Courses
☑ Print Blank Schedules
   ☑ Print Only Blank Schedules
☐ Print Only Auto-Scheduled Conflicts

☑ Print Students with `Less Than`   `8` Scheduled Course(s)