

# DASL Cleanup Procedures

There are 10 areas of items that need to be cleaned up for the DASL Conversion to go smoothly.

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# De-Duplicating TEAC Records

When using DASL the "TEAC" file will be a "district" file of all the teachers – Staff Members. Therefore, each teacher must have a different TEAC code in POISE for conversion to DASL.

If you have a teacher that teaches in all your buildings and is using the same TEAC code in each building, that will be correct. No change will be necessary.

If you have a teacher that teaches in all your buildings and is using a DIFFERENT TEAC code in each building, that is a problem. You will need to be sure that the teacher has the SAME TEAC code in each building.

If you have TWO DIFFERENT TEACHERS, TEACHING IN TWO DIFFERENT BUILDINGS, HAVING THE \*\* SAME \*\* TEAC CODE, one of those codes must be changed.

The example on the next page showing Teacher A (Mrs. Sue Barclay) in Building A and Teacher B (Mr. D Barclay) in Building B would be a situation that requires the TEAC code to be de-duplicated.

## Steps to take when de-duplicating TEAC records

1. Run REPO reports TEAC version 10 and 11 out of your high school's account as they have been set up then to pull the whole district's TEAC records into one report.

Version 10 is sorted by TEAC ID, and you can see quickly if there is more than one teacher using the same id.

Version 11 is sorted by the teacher's last name, so you can quickly see if teachers that teach in multiple buildings are using the same TEAC code or not.

2. Find the TEAC codes that are duplicates listed on the report version 10, or the ones that are the same teacher with different TEAC codes on the report version 11.
3. Decide which TEAC codes you will be changing and in which building.

**Example 1:** The report below is showing the same TEAC code of BARC in both BUILDING A and BUILDING B and is two different teachers. This would be an example of a situation that does need correction. You will need to decide if you are changing the code in BUILDING A or BUILDING B.

**Example 2:** The report below is showing TEAC code of BAUM for the same teacher in two different buildings. This situation would be correct and would need no changing.

**Example 3:** The report below is showing TEAC codes of BINC and BINK for the SAME teacher in TWO DIFFERENT BUILDINGS. This would be a problem and would need to be corrected. The teacher would need to have the same TEAC codes in both buildings.

TEACHER ID TITLE/INIT LAST NAME

=====

**Example 1:**

BARC	MRS SUE	BARCLAY	Building A
BARC	MR. D.	BARCLAY	Building B

**Example 2:**

BAUM	MS. S.	BAUMAN	Building A
BAUM	MS. S.	BAUMAN	Building B

**Example 3:**

BINC	MRS. C.	BINKLEY	Building A
BINK	MRS. C.	BINKLEY	Building B

4. To change BARC in BUILDING A you will want to display the TESH screen and print out the list of courses/sections that is displaying for that teacher. You now have all her courses that will need to be changed.
5. Add the new TEAC record that you will be replacing BARC with in the TEAC records.
6. Change all CMST and/or CGRP records that have the old TEAC code of BARC to the new TEAC code.
7. Display the HRMS screen. For all records that have BARC as the TEAC code, change that code to the new TEAC code. Note: Only current school year homerooms should be listed on the HRMS screen (unless you are adding new for the next school year's NEW homeroom fields, please delete off any old ones)
8. Display the ROOM screen. If you do not name your rooms with a TEAC code you should be fine and nothing on this screen would need changed.

9. Once the above steps are complete, you may go to TEAC and delete the old TEAC code of BARC.

**When you change a TEAC code for those that use Progress Book, you MUST notify TCCSA either prior too or that day. We will need the old TEAC code, the staff member's name and the new TEAC code.**

Note: You should also only have on the TEAC screens in your buildings, current teachers. If the teacher has moved to another building, or retired, please remove from your buildings TEAC screen. For Progress Book users, please do not re-use 'old' TEAC codes for new teachers.

**03/22/06 – NOTE:** The social security number has been added to both of these reports as well. This is a required field for DASL – if there is not a SSN filled in, this staff record does not go into DASL. You will need to either put in the appropriate SSN, or put in a made up one. They must also be unique – so for example you have a STAF record and another called TEAC, both can't have 999999999 for their SSN, one could be that and the other would need to be something else unique.

# SEXT Extraction Errors

Correct all nightly extraction errors from the SEXT program logs. Corrections must be made in POISE. Extraction error reports are created for each building if any errors are encountered. Descriptions of these errors as well as corrective action may be found at <http://www.tccsa.net/dasl/> "SEXT Extraction Error Descriptions".

The program to extract the data from POISE to load into DSL (before going on to DASL) runs each night. We have started loading these reports to your EMIS Reports directory. The title of these reports will be in the following format: xxxx.TXT Where xxxx represents the four letter code for each building in your district. So to print out one of the documents you would use the following format:

Menu> PRINT EMISRPT:xxxx.TXT

The items listed on these reports are data that is not going to be converted to DASL unless they are corrected. Any of them not corrected by the time you go "LIVE" will have to be manually entered into DASL. As most of you are more comfortable with POISE at this time, we feel it would be much easier to update in POISE and have the correct data in DASL.

NOTE: CRSE errors, to keep clean, please delete off the CRSE screen or fill in the valid to year, courses you are no longer offering and that are NOT on your CMST and/or CGRP screens.

As you clean up these errors, please check the date of the report.

# Parent/Guardian names on the STUD screens

Currently in POISE the Parent/Guardian name is in a single field of open text with a 25 character limit. In DASL this will be converting to multiple fields, for title, first, middle and last names.

Listed below is a chart, the SIS STUD column is what you have in the parent/guardian field on the STUD screen, the DASL Contact columns is how it will be split out in DASL.

<b>SIS STUD</b>	<b>DASL Contact</b>					
	<b><u>ParentGuardian</u></b>	<b><u>Name Prefix</u></b>	<b><u>First Name</u></b>	<b><u>Middle Name</u></b>	<b><u>Last Name</u></b>	<b><u>Name Suffix</u></b>
DON & LORA LAWRENCE		DON		&	LORA LAWRENCE	
DON AND LORA LAWRENCE		DON		AND	LORA LAWRENCE	
DON AND LORA MAY LAWRENCE		DON		AND	LORA MAY LAWRENCE	
<b>DON LAWRENCE JR</b>		DON			LAWRENCE	JR
<b>DON/LORA LAWRENCE</b>		DON/LORA			LAWRENCE	
<b>DR DON LAWRENCE JR</b>	DR	DON			LAWRENCE	JR
<b>DR LORA LAWRENCE</b>	DR	LORA			LAWRENCE	
<b>L LAWRENCE</b>		L			LAWRENCE	
LAWRENCE, DON & LORA		LAWRENCE,	DON		& LORA	
LAWRENCE, DON/LORA						
LAWRENCE, LORA						
LAWRENCE,D /LLOYD,L						
LAWRENCE,D/LLOYD,L					LAWRENCE,D/LLOYD,L	
LAWRENCE,DON & LORA		LAWRENCE,DON &			LORA	
LAWRENCE,DON/LORA					LAWRENCE,DON/LORA	
LAWRENCE,LORA					LAWRENCE,LORA	
<b>LORA LAWRENCE</b>		LORA			LAWRENCE	
<b>M/M DON LAWRENCE</b>	M/M	DON			LAWRENCE	
<b>MR DON LAWRENCE JR</b>	MR	DON			LAWRENCE	JR
MR/MRS DON LAWRENCE	MR	/MRS		DON	LAWRENCE	
<b>MRS LORA LAWRENCE</b>	MRS	LORA			LAWRENCE	
<b>DON LAWRENCE/LORA SMITH</b>		DON		LAWRENCE /LORA	SMITH	

To 'clean up' the parent name fields, you can either change the STUD screens now in POISE to one of the usable formats listed, or wait and clean up in DASL after you go Live.

If you choose to do now in POISE, as you make the changes you should see them reflected the next week when you go into DASL.

You may also add some of the names, like the last example, to the PADR screen and then both will appear as separate contacts in DASL.

Also, any CONT screens you have set up in POISE will show as a separate contact screen in DASL, that you may leave as is, or update the additional fields in DASL after you go Live.

# P140 – Grade Levels in Building

TCCSA will need to clean this up for you – but we will need notification of what grade levels are currently in your building for the 07/08 school year.

Notify TCCSA via Helpdesk for this fix.

```
SIS - P140                TCCSA Test High School                Oct 01, 2006
[DISPLAY]                 School Control Parameters              04:55 PM
                           Alphanumeric Grades

      Sequence      Alphanumeric
      Number        Grade
1      9            09
2     10            10
3     11            11
4     12            12
5     13            GR
6     15            UG
7
8
9
10

-----
      Note: Use P140 as an alternative to P104 if you have alphanumeric grades,
            e.g. for kindergarten. P140 may not be used together with P104.
            Before switching from P104 to P140 consult your user manual on P140.

Command: DISPLAY
Message:
```



# P108 – Periods

To have your periods of the day set up properly in DASL, you will want to be sure all the columns are filled in accurately. Please enter a start time, length in minutes, and the cycle days if you have not already done so.

	Internal	Start	Length in		External
	Period:	Time:	Minutes:	Cycle Days:	Period:
1	0	08:00	3	MTWRF	0
2	1	08:03	40	MTWRF	1
3	2	08:46	40	MTWRF	2
4	3	09:29	40	MTWRF	3
5	4	10:12	50	MTWRF	4
6	5	11:05	40	MTWRF	5
7	6	11:35	40	MTWRF	6
8	7	12:18	50	MTWRF	7
9	8	13:11	50	MTWRF	8
10	9	14:04	40	MTWRF	9
11	A	14:45	40	MTWRF	10
12					
13					
14					
15					

Command: DISPLAY  
Message:

# HRMS – Homerooms

On the Homerooms maintenance screen, please verify that the correct teacher code and room id are with each homeroom. If you base your homerooms on grade levels please have those filled in properly too, and that your capacities are accurate.

You will want to delete any homerooms from this screen that are not in use for the 07/08 school year. Verify before deleting that you do not have any students in it. You can do this by going to the HOME screen and entering the 07/08 school year and the homeroom id you wish to delete.

SIS - HRMS		TCCSA Test High School			Oct 01, 2006	
[DISPLAY]		Homerooms			05:08 PM	
	Homeroom:	Teacher:	Room:	Grade:	Capacity:	Counselor:
1	<u>120</u>	0001	120	09	35	
2	<u>121</u>	0065	122	12	35	
3	<u>AUD</u>	0010	AUD	10	35	
4	<u>CAFE</u>	0100	CAFE	11	35	
5	<u>DULL</u>	0003	122		35	
6	<u>FUNN</u>	0065	127		35	
7	<u>HOME</u>	0035	120	12	50	
8	<u>MUS</u>	0030	999	09	35	
9	<u>ROHR</u>	0100	124	10	35	
10	<u>SMIT</u>	0060	121	11	35	
11	<u>WALK</u>	0115	123		35	
12						
13						
14						
15						
16						
Command: DISPLAY						
Message:						

Don't forget to update this screen as you make any TEAC changes for your de-duping process.

# MEMB/MEMS – Memberships

DASL actually uses a start and stop date on each membership. To be sure your memberships do not expire mid-year via a mid-year conversion, you will NOT want to enter a Term value on the MEMB or MEMS screen for the 07/08 school year. The TERM field should be blank. If you have entered a term, please send us a request to clean this up for you. Your MEMB/MEMS screen should look something like this:

SIS - MEMB		TCCSA Test High School		Oct 01, 2006	
[DISPLAY]		Student Control Group Membership		05:11 PM	
				M-11-A-07/08-CAFE	
		MOUSE, MICKEY			
	Year:	Term:	Student Control Group:	Student Control Code:	
1	<u>05/06</u>	<u>1</u>	<u>AE</u> ACADEMIC EXTRA. DESC	<u>405001</u>	NATIONAL HONOR SOCIE
2	<u>05/06</u>	<u>1</u>	<u>AE</u> ACADEMIC EXTRA. DESC	<u>405002</u>	DEBATE/SPEECH CLUB
3	<u>05/06</u>	<u>1</u>	<u>AE</u> ACADEMIC EXTRA. DESC	<u>405005</u>	YEARBOOK STAFF
4	<u>05/06</u>	<u>1</u>	<u>AE</u> ACADEMIC EXTRA. DESC	<u>405013</u>	VISUAL ARTS CLUB
5	<u>05/06</u>	<u>1</u>	<u>AR</u> ATHLETICS AND RELATE	<u>420005</u>	TRACK AND FIELD
6	<u>05/06</u>	<u>1</u>	<u>AR</u> ATHLETICS AND RELATE	<u>420009</u>	TENNIS
7	<u>05/06</u>	<u>1</u>	<u>AR</u> ATHLETICS AND RELATE	<u>420011</u>	SWIMMING AND DIVING
8	<u>07/08</u>	-	<u>AR</u> ATHLETICS AND RELATE	<u>420009</u>	TENNIS
9	<u>07/08</u>	-	<u>AR</u> ATHLETICS AND RELATE	<u>420011</u>	SWIMMING AND DIVING
10					
11					
12					
13					
14					
15					
Command: DISPLAY					
Message:					

## Counselors on STUD screens

If you currently have your counselor name on the STUD screens and would like that to go over to DASL appropriately, there are a couple of steps that need to be taken. The first is to add your counselor as a TEAC record with the ssn filled in. Be sure to use a unique district wide code:

SIS - TEAC [DISPLAY]	TCCSA Test High School Teachers	Oct 01, 2006 05:16 PM
Teacher ID:	SMIT	
Title/Initials:	JAMES	
Last Name:	SMITH	
Address Line 1:	COUNSELOR	
Address Line 2:		
City:		
State:		
Zip Code:		
Area Code:		
Telephone:		
SSN:	123 12 3123	
FTE:	0.000	
Valid Date From:		
Valid Date To:		
Depts:		
Crses:		
Rooms:		
Prds:		Maximum Periods Per Term: 0
Command:	DISPLAY	
Message:		

Shortly before you go live, you will want to contact us and let us know who your counselors are, and what their TEAC codes are. We will need to modify the STUD screen from the current name listed with the TEAC code for DASL to replace it with the name again in the LIVE files.

SIS - STUD [DISPLAY]	TCCSA Test High School Student Master Record	Oct 01, 2006 05:19 PM
	<b>CM</b>	
Student ID:	<u>12345</u>	Status:
Last Name:	MOUSE	Grade/School Yr:
Given Names:	MICKEY	Homeroom:
Called Name:		Program:
Address Line 1:	123 FUN DRIVE	Locker/Comb:
Address Line 2:	P.O. BOX 1234	Previous School:
City:	ORLANDO	Admission Date:
State:	FL	Admission Code:
Zip Code:	55555-5555	Withdrawal Date:
Tel No/Area/Code:	123-4567 (330) U	Withdrawal Code:
Parent/Guardian:	SALLY/WALT DISNEY	Transf To School:
P/G Relationship:	P Parent(s)	Date Transferred:
Sex/Ethnic Code:	M W White	Graduation Rule:
Birthdate:	02/02/90	Graduation Date:
Verified With:	B Birth Certifica	Schedule Changed:
Soc Sec No:	123321123	
Counselor Name:	JAMES SMITH	Data Flags:
Scheduling Priority:		Report Flags:
		Res/Sped/Att:

# P310 – School Calendars

P310 – School Calendar. This must be accurate for the days your students are in session. You should have a separate calendar at elementary levels where you may have am only and/or pm only KG, or every other day etc.

High Schools should have a P310 calendar for each school year that corresponds to their current course history. For example – this year’s seniors would have been freshman during the 03/04 school year, so if looking through my P310 calendars, I should see one for 04/05, 05/06, 06/07 and this year’s 07/08. If they have been deleted you will want to re-enter them into POISE files.

```

SIS - P310                TCCSA Test High School                Oct 19, 2006
[DISPLAY]                School Control Parameters                05:11 PM
School Year: 07/08      School Calendar
Calendar: 1
----- Day of Month ----- Act Est
      0 0 0 0 0 0 0 0 0 1 1 1 1 1 1 1 1 1 2 2 2 2 2 2 2 2 2 2 3 3 No No
Yr/Mo 1 2 3 4 5 6 7 8 9 0 1 2 3 4 5 6 7 8 9 0 1 2 3 4 5 6 7 8 9 0 1 Days Days

1 07 8                X X X                X X X X 7.0 7.0
2 07 9 X            X X X X            X X X X X X X X X X 19.0 19.0
3 07 10 X X X X X X X X X X X X X X X X X X X X X 22.0 22.0
4 07 11 X X X X X X X X X X X X X X X X X X X X 19.0 19.0
5 07 12 X X X X X X X X X X X X X X X X X X X X 15.0 15.0
6 08 1 X X X X X X X X X X X X X X X X X X X X X 20.0 20.0
7 08 2 X X X X X X X X X X X X X X X X X X X X 18.0 18.0
8 08 3 X X X X X X X X X X X X X X X X X X X X 17.0 17.0
9 08 4 X X X X X X X X X X X X X X X X X X X X 20.0 20.0
10 08 5 X X X X X X X X X X X X X X X X X X X X 21.0 21.0
11
12
----- X=All Day, A=AM Only, P=PM Only -----

Command: DISPLAY
Message:
    
```

## P301 – Class Periods Possible

P301 – Class periods possible. This screen is very, very, very important in the DASL conversion. The DASL conversion will use the P310 to see what days are in session for the students, and then use the numbers in the Days in Session New column to determine when that nine weeks ends. If that number is not accurate it will cause DASL to see the reporting periods end or start on the wrong days. This can NOT be easily changed in DASL. So this table needs to be accurate when moving to DASL.

SIS - P301 [DISPLAY]		TCCSA Test High School School Control Parameters Class Periods Possible				Oct 19, 2006 05:27 PM	
	Year:	Term:	Reporting Period:	From Period:	To Period:	(Days in Session)	
						Class New:	Periods Old:
1	07/08	1	1	1	10	43	44
2	07/08	1	2	1	10	45	0
3	07/08	1	3	1	10	0	0
4	07/08	1	4	1	10	0	0
5	07/08	2	5	1	10	46	0
6	07/08	2	6	1	10	43	0
7	07/08	2	7	1	10	0	0
8	07/08	2	8	1	10	0	0
9	07/08	2	9	1	10	0	0
10							
11							

There should be one line of information for each reporting period that is used in your building. This may include one for each nine weeks, and additional ones for exams, averages and final grades. In the above example I have lines 3, 4, 7, 8 and 9 for my exams, averages and final grades. I have lines 1, 2, 5 and 6 for my nine week reporting periods, this is where my days in session must be.

The school year will be 07/08 for everyone at this time, the term is what you have set up in your building. You may only be 1 term, 2 terms or 4 terms. The reporting periods are as described above. The from/to period columns are for the periods of the day that you have classes scheduled into. The Days in Session, New column should have numbers in the rows that correspond to your nine weeks. The number that is here, should be the number of days the STUDENTS are in session during the nine weeks. (**Do NOT** include teacher inservice days etc.)

If you would have a calamity day, you should enter the reduced number of days in the appropriate reporting period this has happened in, in the new class periods possible column, and enter the original number of days in the Old column.