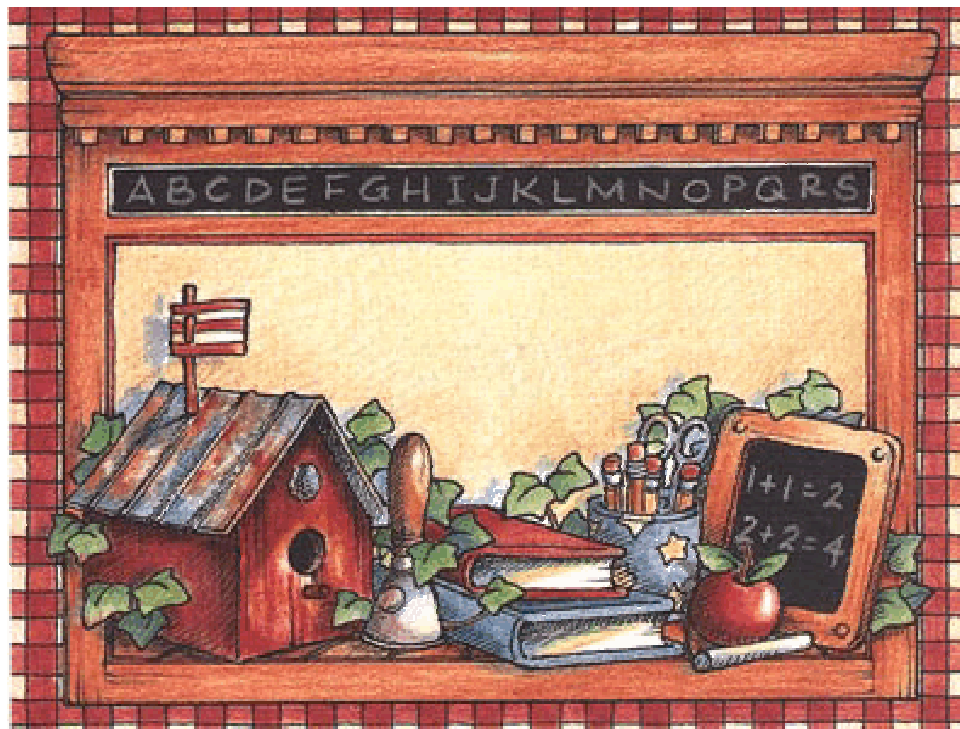


Everything you ever wanted to know

about

## POISE - Basics!



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# POISE Capabilities

**Initialization** – each building sets up parameters specific to their building.

**Admission/Withdrawals** – the student data, contacts, parent addresses, user defined miscellaneous screens, student rosters, and mailing labels.

**Attendance** – entry of daily attendance with options of reasons and notes. The following reports: daily office report, attendance search report, attendance letters to the parent, average daily membership report and numerous report writer reports.

**Homeroom Assignments** – batch assignment of homerooms and listings.

**Locker Assignments** – batch assignment of lockers, combinations and listings.

**Student Fees** – student fee accounting lists of receipts, on-line fee accounting of individual students.

**Scheduling** – batch and on-line scheduling. The following reports: tally of course requests, conflicts matrix, room, teacher and student schedules and many more.

**Marks Reporting** – hand entry, scan sheets, MOLE, Grade Machine and Grade Quick and Progress Book, are methods of grade entry. Grade averaging at semester and year-end. The following reports: class lists, report cards, honor roll, students with specified marks, marks analysis, student GPA ranking and permanent record labels.

**Graduation Verification** – on-line verification of graduation requirements, and reports on all students.

**Medical Tracking** – allows entry of medical alerts, condition information, allergies, dental information, height, weight, medical history, hearing, immunization, medication, scoliosis results, vision results, and other medical information.

**Proficiency** – allows viewing of proficiency summary information for 4<sup>th</sup>, 6<sup>th</sup>, and 9<sup>th</sup> grade proficiency test results. Also compatible with EMIS requirements.

**Discipline** – allows for the entry of discipline incidents per student and a discipline parent letter. Also compatible with EMIS requirements. (Separate module from POISE, but uses POISE data).

**Report Writer** – (REPO) used to create reports any time there is not a standard report available in POISE.

**Formatters**

- Schedule formatter
- Report Card formatter
- Transcript formatter
- Class List formatter
- Generic Scanning formatter

**Transfer** – Electronic transferring of student data from either primary to middle or middle to secondary schools. Also from all POISE schools.

## Screen Handling

**Commands** – are action words that are entered with the screen name to move around in the system. They are entered when the cursor is sitting at the **COMMAND>** prompt at the bottom left hand corner of the screen. There are 5 valid commands.

- A Add**, puts a screen in add mode, meaning you intend to add a record that does not currently exist.
  
- C Change**, puts a screen in change mode to change a piece of data in a record that has been previously added.
  
- D Display**, puts a screen in “look only” mode
  
- DE Delete**, puts a screen in delete mode, allowing you to remove a record from the system
  
- B Bye**, exits the POISE software

**Note:** Always check the upper left hand corner of the screen and it will display the mode you are currently in with the screen name.

## Special Keys while in POISE

- PF4** (- key on numeric keyboard) **Exit** or **Backout** key, takes you back to the command line or to the previous screen
- PF1** (**Num Lock key**) **Next** key, used to advance forward a record to record or to display the next full screen of data
- PF2** (/ key on numeric keyboard) **Previous** key, used to go backward from record to record or to the previous screen of data, will not go back further than the first record identified
- PF3** (\* key on numeric keyboard) **Help** key, used when cursor is on a field, will display help text in the message line at the bottom of the screen
- BS** (**F12**) **Backspace**, erases 1 character to the left at a time ((F7) if you are on a MAC)
- X]** (**Backspace key**) **Delete** key (above return), erases the current line, also used to blank data fields, also activates the name search feature when the cursor is at the student id prompt

### Putting it Together

You must use a command in conjunction with a screen name to accomplish what you want. There must always be a space between the command and the screen name. Examples:

**C STUD** – takes you to the STUD screen in the change mode

**A TEAC** – takes you to the TEAC screen in the add mode so a new teacher can be added

## Common Screens

Data is entered and maintained on a screen. Each screen has a 4 character name. To enter or correct data, you must bring the correct screen to your terminal. A few commonly used screens are:

STUD	Student master record, demographics, etc.
CONT	Contact phone numbers for each student (P113 for codes)
ROOM	Room numbers for the building
TEAC	Teacher data for the building
CRSE	Course data for the building
HRMS	Homeroom data for the building
ABSE	Absence data for students on a daily basis
ABHI	Absence history data for the students
SCHE	Schedule maintenance for students
COHI	Course history data for students
P310	Calendars for students by building
REPO	Report Writer requesting screen
R101	Reporting requesting screen for student rosters
MGMT	Management screen for reports and batches
INQU	Inquiry screen, displaying student demographics, schedules and contacts
NAME	Display only – Find student by Name screen

## Adding a Student

At the COMMAND> prompt you would enter **A STUD**  
This will put you in the add mode on the student demographics screen.



This screen is used to store student demographic information. The following pages will give a detailed overview of the STUD screen.

SIS - STUD [CHANGE]		TCCSA TEST SITE Student Master Record		JAN 10, 2000 03:47 PM	
Student ID:	88018	Status:	A		
Last Name:	CHAMPHER	Grade/School Yr:	09 00/01	Homeroom:	B201 New:
Given Names:	JOLYN	Program:			
Called Name:	JO	Locker/Comb:	112	12-31-23	
Address Line 1:	2023 SUNSET	Previous School:	File:N		
Address Line 2:		Admission Date:	AUG 15, 2000		
City:	WOOSTER	Admission Code:	13 Calendr:		
State:	OH	Withdrawal Date:			
Zip Code:	44691-1111	Withdrawal Code:			
Tel No/Area/Code:	555-7854 (330)	Transf To School:	File:N		
Parent/Guardian:	M/M CECEL CHAMPHER	Date Transferred:			
P/G Relationship:	P PARENTS	Graduation Rule:			
Sex/Ethnic Code:	F B BLACK	Graduation Date:			
Birthdate:	OCT 23, 1982	Schedule Changed:			
Verified With:	B BIRTH CERT.		1 2 3 4 5		
Soc Ins No:	125478963	Data Flags:			
Counselor Name:		Report Flags:	N N N N N		
Scheduling Priority:		Res/Sped/Att:	85 0 A		
Enter Field Number To Change					
Message:					

### **Data Fields and parameters used:**

**Student ID** - enter up to a nine character id in the format defined on the P117 (Student ID/Type Assignment) screen.

**Last Name** - enter the student's last name. It will accept up to 18 characters.

**Given Name** - enter the student's first name and middle initial. It will accept up to 14 characters.

**Called Name** - enter the student's called name. This field can be left blank if the given name and called name are the same.

**\*Address Line 1** - enter the student's street address. It will accept up to 25 characters.

**\*Address Line 2** - enter additional street information if needed. It will accept up to 25 characters.

**City** - enter the city the student lives in. It will accept up to 18 characters.

**Province/State** - enter the abbreviation for the state the student lives in. It will accept up to 4 characters.

**Postal/Zip Code** - enter the student's zip code. It will accept up to 9 digits.

**Telephone Number** - enter the student's telephone number without spaces or dashes.

**Area** - enter the area code for the student's telephone number. Do not enter parentheses.

**Code** - enter U if the student's home number is an unlisted number. Telephone numbers with the U code are not printed on reports unless specified by the operator.

**Parent/Guardian** - enter the name of the parent(s) or guardian living at the student's address. It will accept up to 25 characters. This field is used with the student's address to form the parents' mailing address unless a separate parent address is entered on the PADR (Student Parent Address) screen.

**Note 1:** In the PADR screen you can enter up to 99 other addresses.

**Note 2:** If you would like to have the "flashing C" to show some type of custody issue, you will need to set up the **P183** screen also, and then enter that code in the Custody Code field shown below.

```

SIS - PADR                                TCCSA Test School                                Aug 21, 2003
[DISPLAY]                                Parent/Guardian Address                            12:00 PM
                                           CM                                                M-12-A-03/04-MUS
Student ID: 12345                        MOUSE, MICKEY
Sequence:  1

Name:          ROY DISNEY
Relationship:   R Relative
Address Line 1: 12345 DISNEY LANE
Address Line 2:
City:          WOOSTER
State:         OH
Zip Code:      44691

Area Code:     (330)
Phone Number:  555-1111
Mailing Code:  A
Custody Code:  C CUSTODY ISSUE
Display on MEDI: Y
E-Mail Address: RDISNEY@DISNEYWORLD.COM

Command: DISPLAY
Message:

```

**P/G Relationship** - enter the code that indicates the parent/guardian's relationship to the student. Relationship codes are defined on the P114 (Parent/Guardian Relationship) screen.

```

SIS - P114                                TCCSA TEST SITE                                JAN 15, 2000
[DISPLAY]                                School Control Parameters                        10:41 AM
                                           Parent/Guardian Relationship Codes

Code:    Text:
1  C      Custodial Parent
2  G      Guardian
3  O      Other
4  P      Parent(s)
5  R      Relative
6  S      Self
7

Command: DISPLAY
Message:

```

**Sex** - enter M if the student is male. Enter F if the student is female.

**Ethnic Code** - enter the code that indicates the student's ethnic origin. The ethnic codes are defined on the P145 (Ethnic Code) screen. These codes are defined by the EMIS guidelines.

```

SIS - P145                TCCSA TEST SITE                JAN 15, 2000
[DISPLAY]                School Control Parameters                10:53 AM
                        Ethnic Codes

Code:  Text:
1  A    ASIAN
2  B    BLACK
3  H    HISPANIC
4  I    AMER. INDIAN
5  M    MULTI-RACIAL
6  W    WHITE
7
8

Command: DISPLAY
Message:

```

**Birthdate** - enter the student's birthdate. The birthdate must be entered in the format defined on the P116 (Date Input/Output) screen.

```

SIS - P116                TCCSA TEST SITE                JAN 15, 2000
[DISPLAY]                School Control Parameters                10:57 AM
                        Date Input/Output Formats

Input:                    Output:
1  DDMMYY                1  DD/MM/YY
2  DDMMMYY              2  DD/MMM/YY
3  MMDDYY               3  MM/DD/YY
4  MMMDDYY             4  MMM/DD/YY
5  YYMMDD              5  YY/MM/DD
6  YYMMMD             6  YY/MMM/DD
7                      7  MMM DD, YYYY
8                      8  DD MMM, YYYY

Enter Input No  3        Enter Output No  3

Command: DISPLAY
Message:

```

**Verified With** - enter the code that indicates how the birthdate was verified or leave this field blank. Verification codes are defined on the P119 (Birthdate Verification Code) screen.

SIS - P119 [DISPLAY]	TCCSA TEST SITE School Control Parameters Birth Date Verification Codes	JAN 15, 2000 11:00 AM
Code:	Text:	
1 B	Birth Certificate	
2 H	Hospital Record	
3 O	Other	
4 P	Passport	
5		
6		
7		
8		
Command: DISPLAY		
Message:		

**Soc Ins No** - enter the student's social security number without spaces or dashes or the student's 9 digit district assigned number. This field is required for EMIS purposes.

**Counselor Name** - enter up to 25 characters to indicate the student's counselor.

**Scheduling Priority** - enter a number 1 through 9 (where 1 is the lowest and 9 is the highest), inclusive, to indicate the student's scheduling priority. This field can be left blank. It will interact with the scheduling package when processing the B108 program.

**Status** - enter the code which indicates the student's status. The status codes are defined on the P115 (Student Status Codes) screen. Most of these codes are used for EMIS purposes. This field is used along with the Attendance Code field when the UNCLEMIS program is processed.

SIS - P115 [DISPLAY]	TCCSA TEST SITE School Control Parameters Student Status Codes	JAN 15, 2000 10:39 AM
(External) Status Code:	(Internal) System Code:	Status Description:
1 A	A	ACTIVE
2 D	D	DELETED
3 I	I	INACTIVE
4 J	I	VOCATIONAL
5 N	A	NON-RESIDENT attending your district
6 O	I	NON-RESIDENT attending your district
7 Q	I	RESIDENT attending the resident dist.
8 R	I	RESIDENT attending elsewhere
9 U	A	RESIDENT attending elsewhere
10		

**Grade** – enter the student’s grade level for the school year. The grades are defined on the P140 (Alphanumeric Grades) screen. Note: The alphanumeric column is the number that you will use when entering a grade level.

SIS - P140		TCCSA TEST SITE	JAN 15, 2000
[DISPLAY]		School Control Parameters	11:02 AM
		Alphanumeric Grades	
	Sequence Number	Alphanumeric Grade	
1	9	09	
2	10	10	
3	11	11	
4	12	12	
5			

-----

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:

**School Year** - enter the two digit school year which indicates the school year the student is in, e.g., 98 for the 98/99 school year.

**Homeroom** - enter the homeroom as defined on the HRMS (Homerooms)screen. It will accept up to 4 characters. This field can be updated manually or by processing the B104 program.

**New Homeroom** - enter the homeroom as defined on the HRMS (Homerooms)screen. It will accept up to 4 characters. This field can be used to assign students to a homeroom for the next school year without transferring the student from the present homeroom. This field can be updated manually or by processing the B104 program.

**Program** - enter a program code or leave this field blank. The program codes are defined on the P103 (Programs) screen. Used for EMIS – Handicap Condition.

SIS - P103 [DISPLAY]		TCCSA TEST SITE School Control Parameters Programs	JAN 15, 2000 12:33 PM
Code:	Text:	Weight:	
1	**	NOT APPLICABLE	
2	01	Multihandicapped	
3	02	Deaf-Blind	
4	03	Hearing handicapped	
5	04	Visually handicapped	
6	05	Speech handicapped	
7	06	Orthopedically handicapped	
8	07	Other health handicapped	
9	08	Severe behavior handicapped	
10	09	Developmentally handicapped	
11	10	Specific learning disabled	
12	11	Non-specific (3-5yrs.)	
13	12	Autism	
14	13	Traumatic Brain Injury	
15			

**Locker Number** - enter the student's locker number or leave this field blank. This field can be updated manually or by processing the B120 program. The lockers are defined on the P160 (Locker) screen.

**Locker Combination** - enter the student's six digit locker combination without spaces or dashes or leave blank. This field can be updated manually or by processing the B120 program. The combinations are defined on the P161 (Locker Combinations) screen.

**Previous School** - enter a code to indicate the school the student transferred from. The school codes are defined on the SCHL (School Information) screen.  
**Note:** This field is automatically updated when an electronic transfer is done.

**File Sent** - enter Y if the student's paper file was sent from the previous school. Enter N if the student's file was not sent from the previous school. This field is used if you wish to note that the student's file has been physically sent from the previous school.

**Admission Date** - enter the student's admission date in the format defined on the P116 (Date Input/Output Format) screen.

**Admission Code** - enter an admission code as defined on the P111 (Admission Codes) screen. **Note:** These codes are taken from the EMIS guide.

SIS - P111 [DISPLAY]	TCCSA TEST SITE School Control Parameters Admission Codes	JAN 15, 2000 12:41 PM
	Code: Text:	
1	01 FIRST SCHOOL DISTRICT ATTENDED	
2	02 FROM A NON-PUBLIC SCHOOL	
3	03 FROM ANOTHER PUBLIC SCHOOL DISTRICT IN SAME COUNTY	
4	04 FROM ANOTHER PUBLIC SCHOOL IN OHIO DIFF. COUNTY	
5	05 FROM ANOTHER PUBLIC SCHOOL IN ANOTHER STATE	
6	06 FROM ANOTHER COUNTRY	
7	07 FROM HOME SCHOOLING	
8	08 FROM AN INSTITUTION	
9	09 FROM MR/DD	
10	10 PREVIOUSLY DROPPED OUT	
11	11 COURT REFERRAL	
12	12 FROM A LICENSED PRESCHOOL	
13	13 FROM A KINDERGARTEN	
14	14 FROM A HEAD START	
15	15 FROM A JVS PRESCHOOL	
Command: DISPLAY		
Message:		

**Calendar** - enter a calendar code as defined on the P310 (School Calendar)screen. If this field is left blank, the default is calendar 1.

**Withdrawal Date** - enter the student's withdrawal date in the format defined on the P116 (Date Input/Output Format) screen.

**Withdrawal Code** - enter a withdrawal code as defined on the P112 (Withdrawal Codes) screen. **Note:** These codes are taken from the EMIS guide.



SIS - P112  
[DISPLAY]

TCCSAA TEST SITE  
School Control Parameters  
Withdrawal Codes

Aug 15, 2000  
12:48 PM

	Code:	Text:
1	**	Not Applicable (DID NOT WITHDRAW/WAS NOT TRUANT)
2	01	Completed Course Requirements
3	02 - 35	are now Obsolete - DO NOT USE
4		

New Codes for FY2000

1	41	Transferred to another School District (local, exempted village or city)
2	42	Transferred to private school
3	43	Transferred to home schooling
4	44	Transferred to Public Community School
5	45	Transferred by Court Order/Adjudication
6	46	Transferred out of the United States
7	47	Withdrew pursuant to Yoder vs Wisconsin
8	48	Expelled
9	51	Verified Medical Reasons
10	52	Death
11	71	Withdrew due to truancy/nonattendance
12	72	Pursued employment/work permit
13	73	Over 18 years of age
14	74	Moved, not known to be continuing

15  
16  
Command: DISPLAY  
Message:

**Transferred to School** - enter the code which indicates the school the student transferred to. The school codes are defined on the SCHL (School Information) screen.

**File Sent** - enter Y if the student's paper file was sent to the student's new school. Enter N if this student's paper file was not sent to the student's new school. This field is used if you wish to note that the student's file has been physically sent to the new school.

**Date Transferred** - this date is automatically generated by the system after running the B106 (Batch Transfer of Data to Other School) or OLTR(Online Transfer of Data).

**Graduation Rule** - enter the code that indicates the graduation rule to be used for this student. Leave blank if all your students have the same rule. If blank, the graduation rule defined on the P210 (Graduating Grade)screen is used as the default. The P210 is used to define up to 9 graduation rules.

**Graduation Date** - this date is automatically generated, if requested, by the R208 (Graduation Verification Report) if a date is entered in the field "Graduation Date" on the report.

**Schedule Changed** - this is a display only field. This field is automatically updated when a student's schedule is changed on the SCHE screen.

**Data Flags** - enter up to five separate fields of one character each. These fields can be used at the school's discretion to group students together (e.g. Flag 1 could be used to denote a medical problem). Then students can be included/excluded on certain reports.

**Report Flags** - these flags are used to select students to be included on reports. To select a student for inclusion on a report, change one of the report flags to Y. On the requesting screen of the report, indicate the number of the report flag that was changed to Y. All students who have Y in the report flag field indicated are included on the report. The system will automatically reset report flags back to N once a student has been selected for a report/batch job based on that report flag.

**Note:** The P149 parameter may be a better alternative to flagging students than using the report flag fields.

**Residency** - enter the residency code that indicates the student's residency status. The residency codes are defined on the P554 (Residency Codes)screen.

SIS - P554		TCCSAA TEST SITE		JAN 15, 2000
[DISPLAY]		School Control Parameters		01:00 PM
		Residency Codes		
Residency Code:	Residency Status:	Description		
1	03	Y	ASHLAND	
2	16	Y	COSHOCOTON	
3	38	Y	HOLMES	
4	39	Y	HURON	
5	42	Y	KNOX	
6	52	Y	MEDINA	
7	70	Y	RICHLAND	
8	76	Y	STARK	
9	77	Y	SUMMIT	
10	79	Y	TUSCARAWAS	
11	85	Y	WAYNE	
12				
Command: DISPLAY				
Message:				

**Special Education** - enter the percentage of the school year the student is enrolled in the building, used for EMIS – percent of time.

**Attendance Code** - enter the attendance code to indicate the reason the student is attending the school. The attendance codes are defined on the P121 (Attendance Codes) screen. This field is used with the Status Code field when the UNCLEEMIS program is processed.

```

SIS - P121                TCCSA Test School                Jun 06, 2000
[DISPLAY]                School Control Parameters            04:32 PM
                        Attendance Codes

Code:  Text:
1  2  Resident October/Open Enrollment June
2  3  Three district student for EMIS
3  4  Supt's agrmt, teaching parent, resides/grandparent
4  5  Obsolete
5  7  Court-ordered, institutional placement
6  8  Community school
7  9  PROF. TEST ONLY
8  A  Resident attending district full/part time
9  B  Business proprietary
10 C  County unit
11 D  Direct pay tuition
12 E  Exclude from EMIS
13 F  Foster Child (includes handicapped students)
14 G  Grandparent
15 H  Satellite Student
(MORE)
Code:  Text:
1  J  JVS
2  K  Obsolete
3  L  Vocational Evaluation only
4  M  MR/DD or State School
5  N  Non-public attending for special ed.
6  O  Open enrollment
7  P  Post-secondary
8  R  Returning senior who is no longer a resident
9  S  Special ed. cooperative (not county board)
10 T  Tuition
11 U  Unauthorized
12 V  Contract vocational
13 W  Out of State tuition
14 X  Out of State non-tuition
15 Y  Youth services/rehabilitation
(MORE)
Code:  Text:
1  Z  Following a teaching parent

Command: DISPLAY

```

**See attached appendix for valid Status/ATT combinations.**

\* Note – If your district is using the MapNet bus routing software the address line 1 should be the street address and not the PO Box or Lot number.

## EMIS required SAID Screen

OHIO - SAID [DISPLAY]	TCCSA Test School Official SSID Match Fields	Jul 27, 2004 11:04 AM M-11-A-04/05-CAFE
<b>CM</b> Student ID: 12345	MOUSE, MICKEY	
First Name: MICKEY Middle Name: LITTLE Last Name: MOUSE Name Suffix: II Birth City: HOLLYWOOD Native Language: ENG ENGLISH		
* Mothers Maiden: MICE * Polio Imm. Date: 03/19/98		
* = Optional Fields		
Command: DISPLAY		

The name here must be what is listed on the birth certificate, can use another name on the STUD screen if you would like if the legal name is listed here.

If the student does not have a middle name use an \*.

Name suffix is not required, to be used for junior, senior or the II, etc.

## Withdrawing a Student

To withdraw a student properly from the POISE system you will need to do the following:

You would go to the on-line scheduler "**D SCHE**" and answer the following questions:

Enter the student id number or hit the delete key and it will prompt for the name, enter the school year and terms. Once the correct student's schedule is displayed, there are many options.

Take option **5 "Withdraw"**. It will then proceed to ask for a withdrawal mark, withdrawal date, withdrawal code, transferred to, file sent, periods possible and status (again we recommend you change the status to and "I"). It will then ask you "**Withdraw this student (Y/N)**" enter the "**Y**" to do the withdrawal. It will then proceed to ask if you wish to save the schedule, you will need to answer with a "**Y**" so that it will save the now empty schedule. This procedure will automatically update the student demographics screen (STUD) so you will **not** need to change anything.



**Note:** If using ProgressBook, you will also want to update the STUD screen manually and remove the homeroom from the homeroom field.

## Name Searching of Students

Students are identified by ID or name. The name search feature works on most screens when the cursor is sitting on the student id prompt.

Hit the delete key in response to student id. The prompt, ENTER LAST NAME, will appear at the bottom of the screen. The system will search the files until it finds a match for your response. Examples of entries:

- |         |   |
|---------|---|
| S       | will stop on the first student it finds whose last name begins with S, as in SAMS |
| SMITH   | will stop on the first SMITH it finds, as in SMITH, ALAN                          |
| SMITH,M | will stop on the first SMITH whose first name begins with M, as in SMITH, MARY    |

If there is no exact match, it will stop at the nearest match. For example, if you enter XENON and there is no XENON, YATES may appear on the screen.

POISE sees upper and lower case characters as different. All entries should be made in uppercase. Lowercase letters would come after uppercase in sorting.

If the student that appears on the screen is not the student you want, you can scroll (advance) forward by hitting the PF1 key which is called the next key. If you go too far, you can back up with the PF2 key which is called the previous key. When you reach the correct student, hit the return key to accept that student.

## Processing and Printing Reports

There are two types of reports used to extract information from the student database...

1. POISE system reports
2. POISE REPO reports

**IMPORTANT** – When you request ANY report, it uses the current data to build a print file. This print file is not updated as you update the file data. If you make a change to the file data and want a report to reflect the change, the print file must be rebuilt (i.e. the report must be requested again)

Reports process in the order they are submitted. If you need several reports, you can submit them one after the other. They will process in that order.

The POISE reports run in a batch mode on the mainframe. After you submit them to process, you can go on with other duties in your files. Periodic check of the MGMT screen will tell you the status of the processing.

Getting a report off the computer and onto paper is a 2 step process.

**First**, you must request that the computer build it and put it into an electronic file. This is necessary because of the data that is entered is not in a readable form. The computer must go to the data, extract the needed pieces, and write it to an electronic file in the correct order.

**Second**, you must print the electronic file onto paper.

## Standard Reports

Various standard reports are provided by POISE. Each of these has a 4 character name beginning with an R, as in R101, R700, R407, etc. Each of these reports also has it's own requesting screen. To request one of these reports, go to that screen, make any necessary changes and submit it for processing.

The first page of all standard reports will be a printout of the screen with the settings you have used to produce the current report. Until you are familiar with the questions, it is a good idea to keep this page. The next time you want the same report, you will see how to answer the questions.

For a student roster report type C R101 at the command line and hit the return.

```
SIS - R101                TCCSA Test School                Aug 14, 2000
[DISPLAY]                Report Requesting                02:01 PM

Report ID:   R101        STUDENT ROSTER
Version:     01          Default Version
Version Date: 06/26/98                Run Day or Night (D/N): D

----- Selection Control ----- Sequence Control -----
      From   To
Grade:   09   09   Status:   A | Student ID: 0   Prev School: 0
Age:                                P115 Ext/Sys | Last Name: 2   Program: 0
                                Stat (E/S): S | Status: 0   Postal Code: 0
School Year: 98/99 | Age: 0   Birth Date: 0
Program:                                Data Flags: | Grade: 1   Ethnic Code: 0
Prev School: 1 2 3 4 5 | Sex: 0
Sex:                                Homeroom: 0
----- Print Control -----
Density:  L   Include Demographic Data (Y/N): N   P149 Version: 00
Spacing:  1   Print Address Labels (Y/N): N       Clear P149 (Y/N): N
Copies:   1   Use Student/Parent Address (S/P): P   Build/Use P149 (B/U):
Printer:  P1   Print Student Roster (Y/N): Y       P028 Version: 00
Save (Y/N): Y   Print Unlisted Phone Numbers (Y/N): N
Submit For Processing (Y/N): N
Message:
```

The screen will prompt, "Enter field number to change"

You will enter a number to move the cursor into the screen where the fields can be changed, or use the up and down arrow keys.

Each report has different items that can be changed. You will eventually learn what the items mean, but space does not permit explaining each one. Many of the fields are the same on each of the report requesting screens.



Generally there are 4 parts to each screen.

1. Run Day or Night:  
Do you want the computer to build the report now(day) or wait until night, response D or N
2. Selection Control:  
Allows you to make entries that will “select” which records will be included on the report
3. Sequence Control:  
Allows you to define the order in which records will be sorted, as in alpha by grade, alpha by homeroom, etc. Number 1 is the highest priority and is considered first.
4. Print Control:  
Various special options that can be set. The column on the left of the Print Control block will always be the same. The rest of the block may be different with each report.

Set the screen correctly and hit the return in response to “Enter field number to change”.

Enter “Y” in response to “Submit for Processing”.

Enter “Y” or “N” in response to “Store Request”. If “Y”, it will save any changes you have made to the requesting screen.

## Report Writer (REPO) Reports

POISE has a report writer that allows us to put together custom reports. If you need a special report, such as roster, labels, etc. call or email the data center. The data center will write it for you, if possible. All of these reports are assigned a 4 character name and a version number, such as A100-01, A204-19, etc. Reports written here at the data center almost always start with Axxx.

Periodically we put out an updated listing of the REPO reports we have created. This gives a brief description of what the report does. These reports can be used over and over.

Eventually you will need to learn to adjust the selection control, P606, and the sort control, P605. All of these reports are requested using the REPO screen.

Example: One-up labels are done with the report writer.

Enter C REPO and hit the return :

```
SIS - REPO                      TCCSA Test School                Aug 14, 2000
[CHANGE]                        Report Requesting                 02:36 PM

Report ID:   REPO                AD HOC REPORT(S) SUBMISSION
Version:     01                  DEFAULT VERSION
Version Date: 08/12/98          Run Day or Night (D/N): A

----- Selection Control ----- Sequence Control -----
Ad Hoc Report ID:  A204
Ad Hoc Version No: 03

----- Print Control -----
Density:   L
Spacing:   1
Copies:    1
Printer:   P1
Save (Y/N): Y
Enter Field Number To Change
Message:
```

The screen prompts "Enter field number to change"

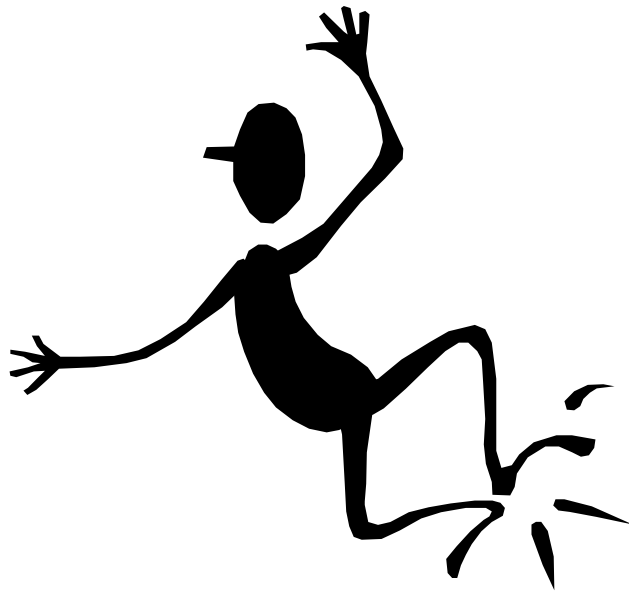
Enter field 7 to go to the Ad Hoc Report ID field

Enter the 4 character report name, such as LABL or A100

Enter the correct version number

Set the density to L or H

Make any other changes on the screen and submit for processing.



# Printing Reports

The MGMT screen.

At the command line, enter C MGMT and hit return:

```
SIS - MGMT                                TCCSA Test School                                Aug 14, 2000
[CHANGE]                                  Batch/Report Management                          02:55 PM

Display Batch/Print/All Queues (B/P/A): A

  Queue  Status   Request - Submitted - Action  Prt   Form   Page Control
                                     After Only
  1 PRINT   COMP   R407-01  AUG 13  11:18          P1    000
  2 PRINT   COMP   R422-01  AUG 13  10:49          P1    000
  3 PRINT   COMP   R500-01  JUN 18  15:00          P1    000
  4
  5
  6
  7
  8
  9
 10
 11
 12

                                     ***** Action Codes *****
                                     * C=Cancel  P=Print  D=Display  R=Resubmit *

Enter Line Number To Change
Message:
```

1. Hit return in response to the prompt at the top of the screen – (B/P/A): A
2. You must continue to refresh the MGMT screen until the report indicates PRINT COMP. DAY CURR means the report is CURR(ently) processing on the system. When it is finished, it will show PRINT COMP(lete). The screen does not change automatically as the status changes. Hitting the return several times will bring the MGMT back up and show if the status has been changed.

The other status code you may see is PEND. This indicates the report is waiting, or PEND(ing), until it's turn to process. Only one report or job processes at a time. Others submitted after the processing wait in line. Jobs submitted to the NIGHT queue will PEND until the time which has been previously, set by the data center comes for them to be released to process. This is usually during the evening hours when users are logged off.

3. Enter the number of the line you want to print. The report is not ready to print until it reads PRINT COMP

The cursor will go to the action column

4. Enter the desired action in uppercase, P for print, D for display on the screen, C for cancel

5. Other screen prompts are:

Printer – P! is the printer attached to your screen. Other printers are P2, P3, etc.

Form – 000 is standard paper

Page Control – used to start printing at the designated page number.

Print Only – used to limit printing to only the number of pages entered.

6. Hit return until the prompt Apply Actions appears. Enter Y and hit return.
7. Hit return at the question, Do You Want to Print a Forms Alignment, unless you need to check the form as in labels, scan sheets, report cards, etc.

The report should be sent to the printer specified in the Prt column of the MGMT screen – usually the one connected to your terminal.

**Note: REPO reports will create two lines on the MGMT screen, the first line being the submission screen only, the second line being the actual report, whereas the standard reports will only create one line on the MGMT screen (unless creating labels too) this line will include the submission screen and be followed by the report.**

## List of Common Reports Used

### Standard Reports

R101	Student Roster
R201	Homeroom Lists
R303	Honor Roll
R307	Daily Absence List
R309	Attendance Search Report
R320	Attendance Letter
R407	Class Master Listing
R500	District Wide Membership Report
R700	Report Cards (must use correct format number)
R701	Schedule Cards (must use correct format number)
R702	Student Transcripts (must use correct format number)
R703	Class Lists (must use correct format number)

### Report Writer (REPO) Reports

(There are multiple versions set up for most REPO reports)

A100	Daily Absence Reports
A202	Student Info Update
A203	Birthday Listings
A204	Student Rosters
A206	Admission/Withdrawal
A208	MEMB Report
A201	Homeroom Lists
A800	Labels - one up, names only
A804	Labels – one up, name and address
A806	Labels – on up, To the parents of:
CRSE	Listing of the CRSE file
ROOM	Listing of the ROOM file
TEAC	Listing of the TEACHer file

**Note: To get the most up-to-date listing of REPO reports in your building you will want to run the P600 version 01.**