Beginning of School Year Checklist

TCCSA
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May 05

Getting Started:

STUD Student Demographics
Enter any new students, use appropriate status/att combinations, and verify students by running a R101.

SCHL School Information
Verify data, any changes necessary, email mail_help@tccsa.net

P310 School Calendar
Enter 05/06 calendars in one of your buildings and TCCSA can mass copy it to the other buildings. Email us which building the calendars were loaded into.

P301 Class Periods Possible
Needs to exist with 05/06 data; used with the B105 and HOMECLIS. The number of days for each reporting period **must** be accurate for DASL conversions. For example, if the 1st 9 weeks was only 42 days long, that **must** be the number entered against the term 1 reporting period 01 on the P301.

P105 Class Terms
Need to change the month/day for terms if using the FEES module and pro-ration of fees. Do NOT put anything in the Valid To Year field.

B124 Absence Letter Control Flag Reset (If using R320 Attendance Letters)
Needs to be submitted to delete absence letter information for 04/05. Use the 04/05 school year from/to date range.

B105 Set Up Class List Records
This will create your CLIS records for term 1 report period 1 and will change the P302 to 05/06 school year. Needs to be run before school starts.

Until this batch job is run:
04/05 will continue to pop up on SCHE screen.
You will not be able to record absences.
You will not be able to run B120-Locker Assignment
You cannot enter the command, D CLIS (must use D CREQ)
If using ProgressBooks the teachers will not see their class lists within ProgressBooks

Do **NOT** run a B108 for the current year once B105 is run!!!

B125 Batch Creation of Student Fees (If using payment feature)
Usually this is run after the majority of your schedule changes have been made. If this is run prior to your schedule changes, the FEES screen will be cluttered with debits and credits from those classes that are being added and dropped.
Check your FEE amounts in P303, P304, P316 and check P405, P406.

MGMT Screen
Remove old reports and batch jobs from your MGMT screen.
Reminder: Print your B109 and B101 before removing them.
Items that are status **'ERROR'** on MGMT can be printed or displayed.

P302 Current Year/Term/Reporting Period
This parameter is changed with the B105. TCCSA will mass update all elementary schools not doing report cards to be set for 05/06.

TEAC Teachers
Update/Add any new teachers for the new school year. If using MOLE or ProgressBooks be sure to send in updated authorization form. If name change, verify P006 record for the matching TEAC code.

HRMS Homerooms
Update/Add any new homerooms for the new school year.

CRSE Courses
Update/Add any new courses for the new school year.

P148 Course ID Translation
Update any new courses to the P148 table. Check with EMIS Coordinator for any course subject code changes.

CCOM Coded Comments
Update any comments that you wish to use for report cards.

Reminders:

B104   Homeroom Assignment (Optional)
You can assign homerooms using this batch job if it hasn't already been done.

B120   Locker Assignment (Optional)
You can assign lockers using this batch job. You must be in the 05/06 school year for this batch job to work.

SCHE

If trying to display a student schedule here and the message comes up, "An error has been detected...please contact your system manager", please enter that student id in a P149 and then run R701. Print R701 and check against CMST. You can also display the MARK screen and/or REQU screen for the student, sometimes there is an obvious problem that can be corrected.

Never remove the withdrawal date on STUD without consulting TCCSA first. Withdrawal date **never** = absence date.

R703 Class Lists

You can get class lists for another report period. B105 does not have to be ran prior to running a R703, you can get future reporting periods.

July Withdrawals

Please note that you will have to carry your "I" status, July withdrawals until October EMIS is done. Once October EMIS is done, these students can be "D" status and a B109 can be run to remove them.

Also, 'D' status any student that enrolled and will not be attending and/or those students that were transferred in and then were retained in a previous building.

MEMB Records

If you know your program codes, these can be entered at anytime. Be sure to enter for the 05/06 school year.

COHI Course History

Summer school, Post-secondary Option, Transfers
Please do not overlook the transfer code field in COHI.

SSID/SAID Screens

Any new students to the district will need the SAID screen completed with middle name and birth place city. If no legal middle name, enter an "*".

CONT Student Contacts (Optional)

Define emergency contact types on P113 then add a CONT record for each student with an emergency contact other than the PADR or STUD screens data.

PADR Parent/Guardian Address (Optional)

Define custody code types on P183 and then add a record for each student whose parents/guardians live at multiple addresses.

Parameter Cleanup

Notify TCCSA if you would like P149, P414, or P416 versions removed.

School Picture File

Homerooms must be done. You may use DSL to create the file and save in the excel format, saving to your desktop and then emailing the attached file to your school picture vendor. Be sure to include all the fields you wish to send them. The student id is mandatory for the pictures to be loaded to the DSL database. **There is a step by step handout for this on our webpage**. If you do not feel comfortable with this, we must have an email or fax stating your building name, giving us permission to send you data, and the fields you would like sent to the vendor. We will also need to know which vendor.