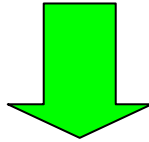


You
can be
here!



June 30TH – Aug. 15TH
Do NOT run UNCLEMIS!
DASL Wave 1 and 2, can not run
UNCLEMIS after June 15th!

No one can be using POISE the day of
backups – July 7th, 2006. Please plan
accordingly. DASL Wave 1 and 2, will be
June 16th!

As soon as you finish your
Year End Procedures!

May 2006

TCCSA

mail_help@tccsa.net

This manual is for those schools **NOT** doing POISE report cards.

Table of Contents

Annual – (Only schools serviced by the ESC)	1
Verify EMIS	
R500 – District Wide Membership	6
P310 – Calendars	7
Year End Reports	
R305 – Principal’s Report of Enrollment	8
R306 - Year End Enrollment Summary	8
R309 – Student Absence Search Report	9
R318 – Student Attendance Register	9
R319 – Student ADM and ADA Report	9
R322 – Student ADM and ADA Report from ABSE	10
Transfers	11
New Students	20
Homerooms	21
New Teachers	28
Retainees	29
If using the Attendance Letter Option	
R320 – Student Half/Full Day Absence Letter	30
B124 – Absence Letter Control Flag Reset	30
If using MEDI Option	
Run any of your MEDI reports that pertain to data entered	31
If using FEES Option	
Run any of the FEES reports that pertain to your data	32
Contact TCCSA to verify outstanding fee roll-overs	32
**FEES option	32
If using the DISC Option	
Run any of the DISC reports that pertain to your data	33
A204 – version 24 – D and I Status Students Report	34
Summer Procedures	35
Contact TCCSA when ready, prior to July 3rd.	
Appendix A – Checklist	

Year End Procedures Annual

Annual – All schools who must report grades and attendance to a county office **MUST** run ANNUAL, an option on the Link to Other Applications in the POISE Menu. Prior to running this report make sure your absence history (ABHI) is up to date. You may need to run the **B115** multiple times if there are any problems. You can print out the **B115** reports or spot check ABHI to verify that absence history is correct.

For those buildings doing attendance only, you will need to contact the County Office for advisement on how to report your grades.

For those buildings doing grades and attendance, you need to verify all grade information is in and correct for final grades.

Run the ANNUAL report by selecting 12 – Link to Other Applications from the POISE Main Menu :

```
SIS - M00                                TCCSA Test School                MAY 11, 1999
                                         Main Menu - Version 4.1-01        04:14 PM

      1 MENU - School Initialization
      2 MENU - Student Records
      3 MENU - Scheduling
      4 MENU - Marks Administration
      5 MENU - Attendance
      6 MENU - Report Writer
      7 MGMT - Batch Queue/Print Queue Management

      8 Table of Contents - Screens
      9                               - Reports
     10                               - Batch Jobs
     11                               - Parameters

     12 Link to Other Applications

Command: 12
Message:
```

Note: We believe if you are using Progress Book at your building that it may not be necessary to run this report for the ESC. You may want to contact them to verify.

Then take option 14 – Custom Programs,

```
SIS - M99                TCCSA Test School                MAR 14, 2000
                        Link to Other Applications                11:27 AM

    1  PROSIS  - Load Proficiency Scores into EMIS
    2  BRERFOX - Assistance in Coding STUD Screen
    3  GRADDATE - Mass update Graduation Date on STUD

    12 DAYQ   - Show Day Queue Jobs
    13 NIGHTQ - Show Night Queue Jobs

    14 CUSTOM - Custom and Public Domain Programs

Command: 14
Message:
```

then **1 – ANNUAL County Office Annual Report**

```
SIS - M80                TCCSA Test School                MAY 11, 1999
                        TCCSA Test School                04:19 PM

    1  ANNUAL  - County Office Annual Report
    2  BIRTHD  - Birthday Reports

    4  RANKIN  - (Wadsworth High School) Ranking Program
    5  WOOSTER - (Wooster City) Data Extraction Program
    6  EXC2SIS - Load Attendance from grade book program
    7  ATT2SIS - Load Attendance from IAM Card
    8  GBCL    - Create Class List files for grade book program
    9  LOGR    - Load Grades from grade book program
    10 ATTEND  - Extract STUD data for IAM Card program

Command: 1
```

When ANNUAL is run you will need to enter the appropriate data at the prompts:

```
ANNUAL
Pupil Annual Report
T C C S A :      Tri-County Computer Services Association. V1.0

You must print out all calendars (P310) and absence
codes (P126) and send this along with the report pro-
duced by this program to your county office.

Enter school code (you must use 4 digits): (enter your 4 digit building code)
Enter school year (EX. enter 1995 for the 95/96 year): 2001
Enter County: Tri-County ESC
Enter City,State in which county office is located: Wooster, Ohio
Processing Occuring...Please Wait
```

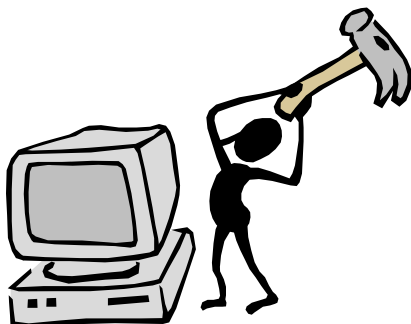
You must print out the report created by ANNUAL and send to the ESC. You will need to back out of POISE and at the MENU> prompt type the following:

PRINT ANNUAL.TXT

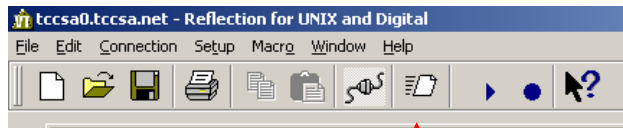
Or see next page to FTP the file to a diskette to give the ESC.

Verify that the report is correct by spot checking some students. You must also send a copy of your school calendar(s) by printing the P310 screen. In addition, you must submit a copy of your attendance codes, the P126 screen. This information is to go to the ESC not TCCSA.

Pleas Note: ANNUAL is a computerized method of report information to your county office. If you have questions about HOW to run ANNUAL, contact TCCSA. **For ALL other questions, contact the County Office (ESC).**

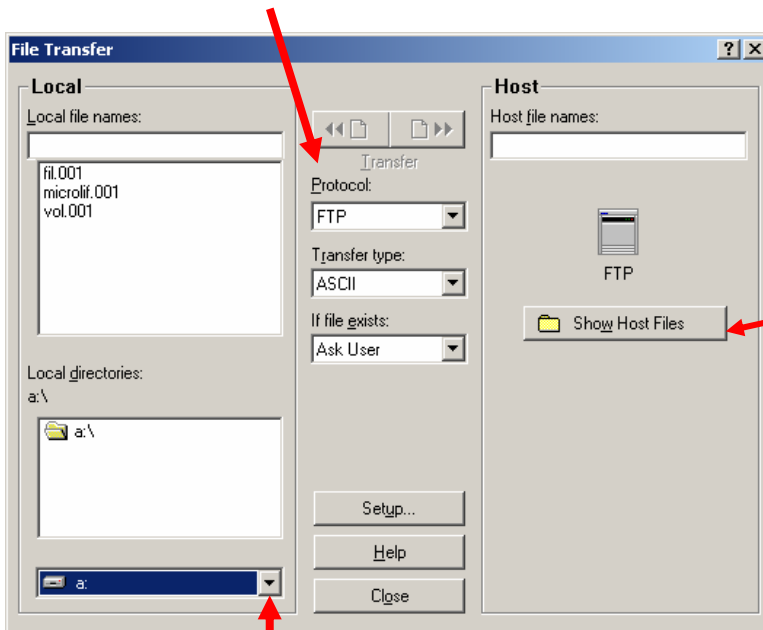


1. While in Reflections click on the icon that resembles a White sheet of paper from the standard toolbar.



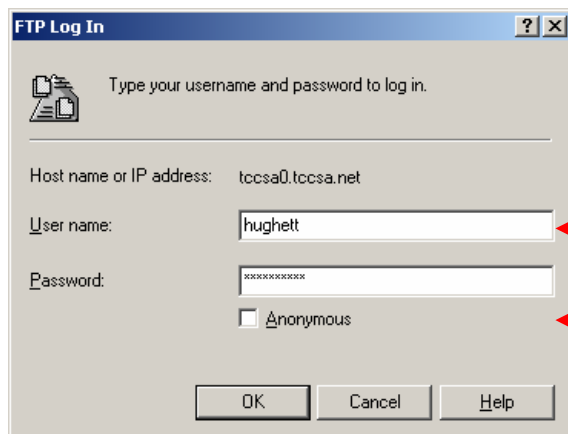
You will then be presented with the following dialogue box:

1. Protocol Type = FTP and Transfer Type = ASCII



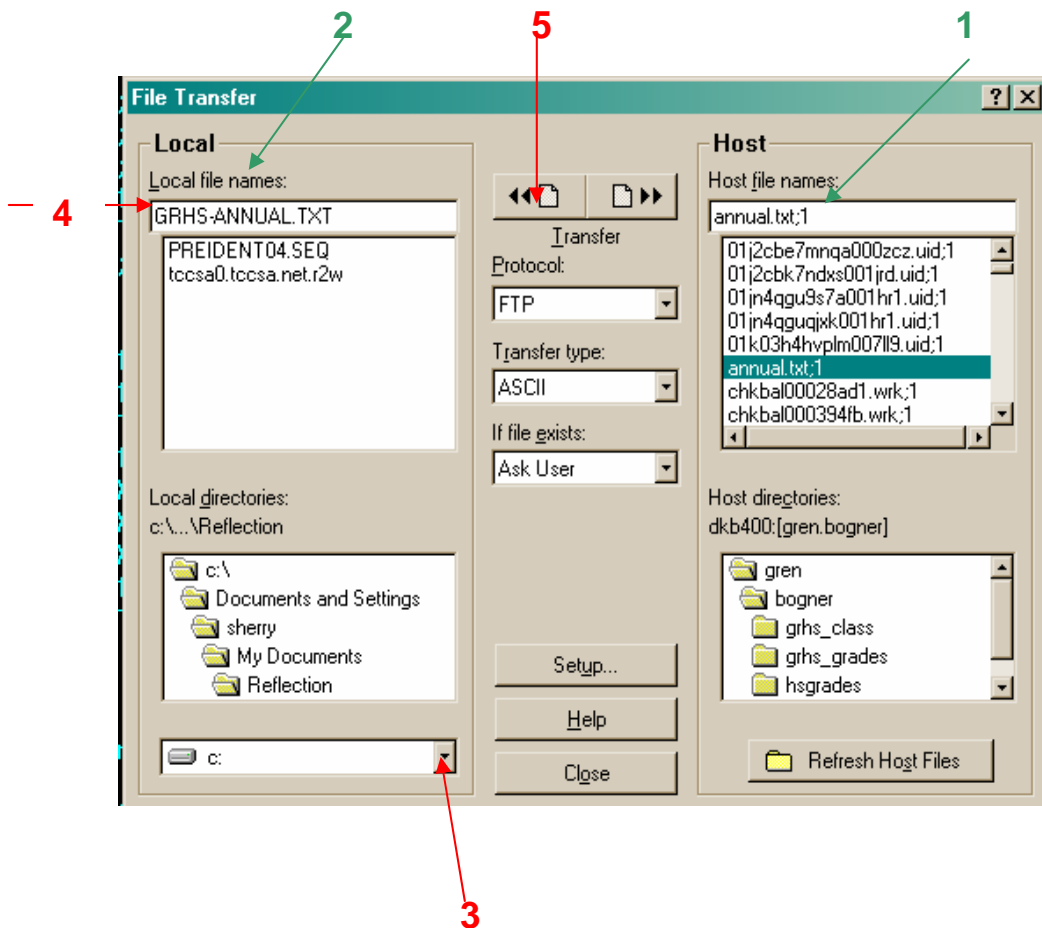
2. Click on Show Host Files

3. Put diskette in Change to A:\drive



Type in your username

Type in your password
Click on OK



HOST Side:

- 1 - You will need to use the side scroll bar, and slide it down until you find the ANNUAL.TXT files.
- 2 - After you find the file you want to transfer, you will need to select it by clicking on it with your mouse.

LOCAL side:

- 3 - You will want to use the drop down arrow to select the A: drive.
- 4 - Enter a filename that makes sense to you...but must end with .txt
- 5 - Click on the transfer button pointing left to transfer to diskette

Verify EMIS

R500 – District Wide Membership Report. Run and verify, then notify your EMIS Coordinator. Make sure to use the correct dates from the first day of school to the last day of school, the correct school year, leave P028 version blank, use the appropriate P126 – Absence codes for the Absent and Unexcused Absence types and answer N for District State Report:

SIS - R500 [DISPLAY]	TCCSA Test School Report Requesting	May 11, 1999 04:42 PM
Report ID: R500	DISTRICT-WIDE MEMBERSHIP REPORT	
Version: 01	Default Version	
Version Date: 03/26/99	Run Day or Night (D/N): D	
----- Selection Control ----- Sequence Control -----		
From	To	
Date: 08/23/05	06/02/06	Student ID: 0
Grade:		Name: 2
Program:		Grade: 1
		Prev School: 0
		School Code: 0
School Year: 05/06		Homeroom:
P028 Version No:		Program:
----- Print Control -----		
Density: H	For Absent use Absence Types:	A S
Spacing: 1	For Unexcused use Absence Types:	U
Copies: 1	For Unlawful use Absence Types:	
Printer: P1	For Tardy use Absence Types:	
Save (Y/N): Y	For District State Report:	N
Submit For Processing (Y/N): Y		
Message:		

Remember to use your buildings attendance codes

SIS - P126 [DISPLAY]	TCCSA Test School School Control Parameters Student Absence Types	May 11, 1999 04:50 PM
Type:	Text:	Qualifier:
1 A	EXCUSED	F
2 I	INSCHOOL	N
3 O	OUTSCHOOL	F
4 S	OUTSCHOOL	F
5 T	TARDY	P
6 U	UNEXCUSED	F
7		
8		

Qualifier: F = Full Absence, P = Partial Absence, N = Not Absent from School		
Command: DISPLAY		
Message:		

P310 – School Calendars

Add in the necessary school calendar(s) for 2006-2007 school year to the P310.

```

SIS - P310                TCCSA Test School                May 11, 1999
[DISPLAY]                School Control Parameters            04:57 PM
School Year: 06/07      School Calendar
Calendar: 1

----- Day of Month ----- Act Est
      0 0 0 0 0 0 0 0 1 1 1 1 1 1 1 1 1 1 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 06 8                                X X X X      X X      6.0  6.0
2 06 9 X X X      X X X X      X X X X      X X X X X      X X X X      20.0 20.0
3 06 10 X      X X X X X      X X X X X      X X X      X X X X X      19.0 19.0
4 06 11 X X X X X      X X X X X      X X X X X      X X X      X X      20.0 20.0
5 06 12 X X X      X X X X X      X X X X X
6 07 1      X X X X X      X X X X X      X X X      X X X X X      X      19.0 19.0
7 07 2 X X X X      X X X X X      X X X X      X X X X      X X      19.0 19.0
8 07 3 X X X      X X X X X      X X X X X      X X X X X      X X X X X      23.0 23.0
9 07 4      X X X X X      X X X X X      X X X X X
10 07 5 X 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
11 07 6 X X
12

----- X=All Day, A=AM Only, P=PM Only -----

Command: DISPLAY
Message:
    
```



Also we need the P301 set up now too, prior to you leaving for summer! This is very important for the DASL conversion to work properly!

```

SIS - P301                TCCSA Test High School                May 02, 2006
[DISPLAY]                School Control Parameters            11:10 AM
                          Class Periods Possible

Year:  Term:  Reporting  From  To      (Days in Session)
Period:  Period:  Period:  New:  Old:  Class Periods Possible

1  05/06  1      1      10      43     0
2  05/06  1      2      10      46     0
3  05/06  1      3      10      0      0
4  05/06  1      4      10      0      0
5  05/06  2      5      10      46     0
6  05/06  2      6      10      44     0
7  05/06  2      7      10      0      0
8  05/06  2      8      10      0      0
9  05/06  2      9      10      0      0
10 06/07  1      1      10      44     0
11 06/07  1      2      10      45     0
12 06/07  1      3      10      0      0
13 06/07  1      4      10      0      0
14 06/07  2      5      10      45     0
(MORE)
Command: DISPLAY
Message:
    
```

Note: Please mail  or fax  us a copy of your 2005-2006 school calendar. We need the calendar that lists the first day of school, report period ending dates etc. **The P310 will NOT give us the information necessary to us.**

Attn: Sherry Williams
TCCSA
2125-B Eagle Pass
Wooster, OH 44691

FAX
or
(330) 264-5703

Year End Reports

Create, Print, Check, Correct and Save the Year End Processing Reports!

We recommend that you run/print the following reports:

R305 – Principal’s Report on Enrollment – breakdown of current year enrollment by grade, age, and sex.

REPORT: SIS - R305	TCCSA Test School	RUN AT 15:40 ON 03/18/02
PRINCIPAL'S REPORT OF ENROLMENT		PAGE: 1
ENROLMENT AS OF: 03/18/05		
AGE AS OF: 03/05/06		

GRADE	AGE	SEX ENROLMENT

09	20 + OVER	F 1
TOTAL GRADE 09		F 1
TOTAL GRADE 09		M 0
10	12	M 1
TOTAL GRADE 10		F 0
TOTAL GRADE 10		M 1

R306 – Year End Enrollment Summary – shows enrollment for the year by grade and sex. Also gives details on the number of admissions and withdrawals during the school year.

REPORT: SIS - R306	TCCSA Test School	RUN AT 15:45 ON 03/18/02		
YEAR-END ENROLMENT SUMMARY		PAGE: 1		
SCHOOL YEAR: 05/06				

	GRADE 09	GRADE 10	GRADE 11	GRADE 12
	M F	M F	M F	M F

ENROLMENT ON 08/22/05	0 1	1 0	0 0	0 2
ADMISSIONS AFTER 08/22/05:				
01-Only school dist attended, inc tranfer within dist				
	0 1	2 0	0 0	0 2

R309 – Student Absence Search Report – uses ABSE file, lists all the absences, reasons and/or notes for each individual student. Run this report for the entire school year. You have the option to print each student to an individual page.

```

SIS - R309                TCCSA Test School                Mar 18, 2002
[CHANGE]                  Report Requesting                 03:49 PM

Report ID:   R309          STUDENT ABSENCE SEARCH REPORT
Version:     01            Default Version
Version Date: 03/18/02    Run Day or Night (D/N): D

----- Selection Control ----- Sequence Control -----
                From          To          |
Date:   08/23/05          06/02/06    | Student ID: 0
Grade:                                     | Last Name: 2
School Year: 05/06                    | Grade:     1
Program:                                     | Homeroom:  0
No. Days Absent:           From To      | Sex:       0
No. Partial Absences:     0.5 180.0    | Program:   0
No. Absences For Type:                                     |

----- Print Control -----
Density:   L      Print Details or Summary (D/S): D      Report Flag:
Spacing:   1      Separate Page per Student (Y/N): Y      P149 Version:
Copies:    1      Print Parent Address Labels (Y/N): N      Clear P149 (Y/N): N
Printer:   P1     Status: A   Use Ext or Sys (E/S): S
Save (Y/N): Y    Print all absence data (Y/N): Y
Enter Field Number To Change
Message:
  
```

R318 – Student Attendance Register – summarizes the attendance history of all students who were absent. Run this for the entire school year. Must have the ABHI records created by the B115 for this report to work.

STUDENT ATTENDANCE REGISTER								PAGE: 2
FROM: 08/01/03		03/04 1 01	TO: 07/31/04		03/04 2 06			
STUDENT NAME	ID	GRADE DIVI	MISC	FIELD	-----DAYS-----			NUM TIMES
				Composite	POSSIBLE	ABSENT	PRESENT	LATE
GOOD JONNIE BEA	85	12	SMIT	27	0.0	8.0	0.0	0
MOUSE MICKEY	12345	12	MUS	22	0.0	11.5	0.0	0
NO OF MALE STUDENTS:	1	12	TOTALS:		0.0	19.5	0.0	0
NO OF FEMALE STUDENTS:	1							
(AT END OF PERIOD)								
REPORT: SIS - R318		TCCSA Test School			RUN AT 14:05 ON 04/29/04			
STUDENT ATTENDANCE REGISTER								PAGE: 3
FROM: 08/01/03		03/04 1 01	TO: 07/31/04		03/04 2 06			

R319 - Student ADM and ADA Report – analyzes the attendance history of each student within a specified date and reporting period range. Must have the ABHI records created by the B115 for this report to work.

R322 – Student ADM and ADA Report from ABSE – analyzes the attendance of each student within specified dates. This report pulls the information directly from the ABSE screen.

```

FF
REPORT: SIS - R322                                     TCCSA Test School                               RUN AT 14:06 ON 04/29/04
                                                    STUDENT ADM & ADA REPORT FOR ABSE                            PAGE: 2

FROM: 08/26/03   03/04   TO: 06/01/04   03/04
-----
----- STUDENT NAME -----   STAT  GRD  SEX  DIVI  PREV   TOTAL    AVG    TOTAL    AVG    % OF   DAYS IN   TOTAL    TOTAL
                               SION  SCHL  PRESENT  DAILY    MEMB     DAILY  DAILY  % OF  % OF  SESSION  ABSENT  LATE
                               ATT    MEMB    MEMB    MEMB
-----
DOGG, GOOFY                A    10    M    SMIT    170.00   0.95   179.00   1.00  94.97  179.00    9.00    0
FELLER, BOB                 A    10    M    SMIT    176.00   0.98   179.00   1.00  98.32  179.00    3.00    0
ORGANA, LEIA                A    10    F    SMIT    176.00   0.98   179.00   1.00  98.32  179.00    3.00    0
SKYWALKER, LUKE            A    10    M    SMIT    178.00   0.99   179.00   1.00  99.44  179.00    1.00    0

* TOTAL FOR: 10                4                700.00   0.98   716.00   4.00  97.77  179.00    16.00    0
    
```



Electronic Transfers



This process is used to transfer entire grades; for example, eighth graders going from middle school or junior high to freshmen at the high school.

The following steps apply to the **SENDING** school.

SCHL - defines the schools you can transfer from and to; used for display purposes only to verify the names and addresses of receiving schools.

SIS - SCHL [DISPLAY]	TCCSA TEST SITE School Information	FEB 09, 1999 01:50 PM
School Code:	TEST	
School Name:	TCCSA	
Abbreviation:	TEST	
Address Line 1:	2125 Eagle Pass	
Address Line 2:		
City:	Wooster	
State:	OH	
Zip Code:	44691	
Area Code:	(330)	
Telephone No.:	264-6047	
Principal Name:	Sherry Williams	
District No.:	700	
District Name:	TCCSA SCHOOLS	
Superintendent:	Jim Franks	
Command:		
Message:		



For a massive update of all your highest grade students, call  or email  TCCSA to have the code set up in the SCHL as the "Transfer To" school code on the STUD screen.

Remember to use the **mail_help@tccsa.net** address.

P150 - Control of Data Transfer to Other School - defines exactly what you want to send.

```
SIS - P150                      TCCSA TEST SITE                      FEB 09, 1999
[DISPLAY]                      School Control Parameters              01:48 PM
                                Control of Data Transfer to Other School

Version No: 1                   STUD and PADR are Always Transferred

Include Data From the Following Screens:
CONT (Y/N): Y
NOTE (Y/N): Y
MEMB Groups:
MISC Screens:
COHI for Transfer Code 1 (Y/N): N
COHI for Transfer Code 2 (Y/N): N
COHI for Transfer Code 3 (Y/N): N
RANK (Y/N): N
ABHI (Y/N): N
Special file 1: PROD (Y/N): Y
Special file 2: PROH (Y/N): Y
Special file 3: (Y/N): N
Transfer Program Code (Y/N): Y
Transfer Residency Code (Y/N): Y

Command: DISPLAY
```

These will/can be blank, and are only necessary if you are transferring outside of the district.

B106 - Transfer Data to the Other School. Submit this batch job, and when complete, print or display it to find the batch job file name to give to receiving school.

```
SIS - B106                      TCCSA Test School                      May 07, 1999
[CHANGE]                      Batch Job Requesting                   04:34 PM

Batch Job ID: B106             TRANSFER DATA TO OTHER SCHOOL
Version: 01                   STANDARD DEFAULTS
Version Date: 03/17/92       Run Day or Night (D/N): N

----- Batch Job Control -----

Transfer to School: TEST      Status:
Only Transfer Grade:         P115 EXT/SYS
P150 Version Number: 1      STAT (E/S):

Retransmit Data for Students That Have Already
Been Transferred on or after the Following Date:

----- Print Control -----

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

** Be sure to leave the Only Transfer Grade field and Status fields blank.

The following applies to the **RECEIVING** school:

SCHL - defines the schools you can transfer from and to; used for display purposes only to verify the names and addresses of sending schools.

P151 - Control of data receiving from other school - defines exactly what you want to receive.

```
SIS - P151                TCCSA TEST SITE                FEB 09, 1999
[DISPLAY]                School Control Parameters            01:49 PM
                        Control of Data Receiving From Other School

Version No:   1          STUD and PADR are Always Received

Include Data From the Following Screens:

CONT (Y/N): Y
NOTE (Y/N): N
MEMB Groups:
MISC Screens:
COHI for Transfer Code 1 (Y/N): N
COHI for Transfer Code 2 (Y/N): N
COHI for Transfer Code 3 (Y/N): N
RANK (Y/N): N
ABHI (Y/N): Y
Special file 1:          (Y/N): Y
Special file 2:          (Y/N): Y
Special file 3:          (Y/N):
Receive Program Code? (Y/N): Y
Receive Residency Code? (Y/N): Y

Command: DISPLAY
Message:
```

B107 - Receive Data from Other School. Submit this batch using the information from the middle , junior high, or elementary school.

NOTE: Make status for students "I" for inactive; the upcoming grade level ; and the school year as 06/07.

```
SIS - B107                TCCSA TEST SITE                FEB 02, 1999
[DISPLAY]                Batch Job Requesting                04:14 PM

Batch Job ID: B107        RECEIVE DATA FROM OTHER SCHOOL
Version: 01                STANDARD DEFAULTS
Version Date: FEB 02, 1999    Run Day or Night (D/N): N

----- Batch Job Control -----
File Name Created        Set STUD Data Fields as Follows:
by Sending School: BATESTWOHS    Status: I
P151 Version: 1          Grade/Year: 09 06/07
In Case of Retransfer    Previous School: TEST
Update STUD & PADR (Y/N): Y    Admission Date: AUG 02, 2006
                                Admission Code: 01
                                Calendar:
                                Graduation Rule:
-- Print Control --        Data Flags: 1 2 3 4 5
Density: H                Reset to Blank (Y/N): Y Y Y Y
Spacing: 1
Copies: 1
Printer: P1
Save (Y/N):Y
Submit For Processing (Y/N): N
Message:
```



Note: New for DASL – Please put the admission date of Aug. 02, 2006.

Re-transfer Students for High School Credit Courses

Step 1 – On the **CRSE** file of the courses you offer at the middle school for high school credit, be sure to place the correct credit amount in the **credit** field, and on the **Transfer Code** field place a **1** or **3** (**DO NOT USE 2's**).

Step 2 – on **P150**, the **COHI for Transfer CODE 1 (Y/N):** (or 3 if you used 3's) should be answered with a **Y** to send the data.

Step 3 – Run the **B106** again, but you will need to fill in the following fields:

**Retransmit Data for Students That Have Already
Been Transferred on or after the Following Date:**

The date should be a date prior to the initial B106 run.

Step 4 – At the high school, update the **P151**'s **COHI for Transfer Code 1 (Y/N):** (or 3 if they used 3's) should be answered with a Y to receive the data.

Step 5 – Run the **B107** again – and it will update any address changes plus add the COHI records for these items.

The following steps relate to online transferring of students; for example, a new student to high school, or a transfer from one TCCSA school to another.

OLTR - on line transfer of data to other school. Make sure section "A" parameters are set up before hand, ie, SCHL and P150.

```
SIS - OLTR                TCCSA Test School                Jan 04, 1999
[DISPLAY]                On-Line Transfer Data to Other School        03:47 PM

Transfer to School:

Transfer Control Parameters P150 Version:

Student IDs:
```

OLRE - on line receive data from other school. Make sure section "B" parameters are set up before hand, ie, SCHL and P151.

```
SIS - OLRE                TCCSA Test School                Jan 04, 1999
[DISPLAY]                On-Line Receive Data from Other School        03:48 PM

File Name Created By Sending School:
Receiving Control Parameters (P151) Version No:

Student ID                Leave Unchanged (U), or Assign a Numeric Student ID
Assignment (U/N):        According to Next Available on P117 (N).

Set STUD Data Fields    Status:
as Follows:            Grade:
                        Year:
                        Previous School:
                        Admission Date:
                        Admission Code:
                        Calendar:
                        Graduation Rule:
                        Data Flags:          1 2 3 4 5
                        Reset to Blank (Y/N): Y Y Y Y Y

In Case of Retransfer Update STUD & PADR (Y/N): N
Update CENT (Y/N): Y
Command:
```

Schools and Codes for Transferring

<u>SCHOOL</u>	<u>CODE</u>
Ashland High School	ASHS
Ashland Middle School	ASJH
Edison Elementary	ASED
Lincoln Elementary	ASLI
Montgomery Elementary	ASMO
Osborn Elementary	ASOS
Taft Elementary	ASTA
Chippewa High School	CHHS
Chippewa Middle School	CHJH
Hazel Harvey Elemenarty	CHHA
Dalton High School	DAHS
Dalton Intermediate	DAJH
Dalton Elementary	DADA
Kidron Elementary	DAKI
East Holmes – Hiland High School	EHHS
Hiland Junior High School	EHJH
Flat Ridge Middle School	EHFR
Berlin Elementary	EHBE
Charm Elementary	EHCH
Chestnut Ridge Elementary	EHCR
Mt. Hope Elementary	EHMH
Sharp Ridge Elementary	EHSR
Walnut Creek Elementary	EHWC
Winesburg Elementary	EHWI
Wise Elementary	EHWS
Green Local – Smithville High School	GRHS
Green Middle School	GRJH
Marshallville Elementary	GRMA
Smithville Elementary	GRSE
Hillsdale High School	HIHS
Hillsdale Middle School	HIJH
Hayesville Elementary	HIHA
Kingsway Christian	KIWA

Schools and Codes for Transferring

<u>SCHOOL</u>	<u>CODE</u>
Loudonville-Perry High School	LOHS
Perrysville Middle School	LOJH
Budd Elementary	LOBU
McMullen Elementary	LOMC
Mapleton High School	MAHS
Mapleton Middle School	MAJH
Mapleton Elementary	MAES
North Central – Norwayne High School	NCHS
Creston Middle School	NCJH
Burbank Elementary	NCBU
Sterling Elementary	NCST
Northwestern High School	NWHS
Congress Middle School	NWJH
Northwestern Elementary	NWES
Orville High School	ORHS
Orville Middle School	ORJH
Maple Elementary	ORMA
North Elementary	ORNO
Oak Elementary	OROA
Rittman High School	RIHS
Rittman Middle School	RIJH
North Street Elementary	RINO
Rittman Elementary	RIES
Southeast – Waynedale High School	SOHS
John R. Lea Middle School	SOJH
Apple Creek Elementary	SOAC
Fredricksburg Elementary	SOFR
Holmesville Elementary	SOHO
Mount Eaton Elementary	SOME

Schools and Codes for Transferring

<u>SCHOOL</u>	<u>CODE</u>
Trivway High School	TRHS
Triway Middle School	TRJH
Franklin Elementary	TRFR
Shreve Elementary	TRSH
Wooster Twp. Elementary	TRWT
Wadsworth High School	WDHS
Central Middle School	WDJH
Franklin Elementary	WDFR
Isham Elementary	WDIS
Lincoln Elementary	WDLI
Overlook Elementary	WDOV
Valley View Elementary	WDVV
West Holmes High School	WHHS
West Holmes Middle School	WHJH
Clark Elementary	WHCL
Killbuck Elementary	WHKI
Lakeville Elementary	WHLA
Millersburg Elementary	WHMI
Nashville Elementary	WHNA
Wooster High School	WOHS
Edgewood Middle School	WOJH
Cornerstone Elementary	WOCO
Lincoln Way Elementary	WOLI
Lura B. Kean Elementary	WOKE
Melrose Elementary	WOME
Parkview Elementary	WOPA
Wayne Elementary	WOWA
Boys Village	WOBV
Opportunity School	WOOP
Ashland-West Holmes Career Center	AWHJ
Wayne County Career Center	WCCC

R101 Student Roster - lists students by selected school year. Run this to verify student file.

```

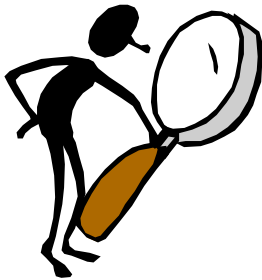
SIS - R101                TCCSA TEST SITE                FEB 02, 1999
[CHANGE]                 Report Requesting                03:09 PM

Report ID:   R101                STUDENT ROSTER
Version:     01                Default Version
Version Date: FEB 25, 1994        Run Day or Night (D/N): D

----- Selection Control ----- Sequence Control -----
      From      To
Grade:          Status:   I   | Student ID:      Prev School:
Age:            P115 Ext/Sys | Last Name:      2   | Program:
                Stat (E/S): S | Status:         Postal Code:
School Year:   06/07      | Age:            Birth Date:
Program:       Data Flags:   | Grade:          1   | Ethnic Code:
Prev School:   1 2 3 4 5     | Sex:
Sex:

----- Print Control -----
Density:   H   Include Demographic Data (Y/N): Y   P149 Version:
Spacing:   1   Print Address Labels (Y/N): N       Clear P149 (Y/N): N
Copies:    1   Use Student/Parent Address (S/P): S   Build/Use P149 (B/U):
Printer:   P1   Print Student Roster (Y/N): Y
Save (Y/N): Y   Print Unlisted Phone Numbers (Y/N): Y
Enter Field Number To Change
Message:

```



Note: High schools need to flag those students going to the Career Center next fall, with the DataFlag5 set to an X. Contact TCCSA when ready and can run the transfer program to the Career Centers. Normally we wipe out the X from DataFlag5 when done, but if we leave them there, over the summer cleanups we can change those students to a J/J status/att combo with 0 percent of time, then remove the DataFlag5 X.

New Students

Manually add Kindergarten students and any walk-ins to the STUD screen in POISE.

Note: For any districts using the Bus Routing software, the 1st address line needs to be the street address, use the 2nd address line for Post Office box numbers and/or lot numbers.

SIS - STUD [DISPLAY]	TCCSA Test School Student Master Record	May 13, 1999 04:44 PM
Student ID: <u>12345</u>	Status: I	Grade/School Yr: 09 06/07
Last Name: MOUSE	Homeroom: <u>New:</u>	Program:
Given Names: MICKEY	Locker/Comb:	Previous School: DAJH File: N
Called Name:	Admission Date: 08/29/95	Admission Code: 01 Calendr:
Address Line 1: 123 FUN DRIVE	Withdrawal Date:	Withdrawal Code:
Address Line 2: Lot # 54	Transf To School: File: N	Date Transferred:
City: ORLANDO	Graduation Rule:	Graduation Date:
State: FL	Schedule Changed: 1 2 3 4 5	Data Flags:
Zip Code: 55555	Report Flags: N N N N N	Res/Sped/Att: 2
Tel No/Area/Code: 555-5555 (555)		
Parent/Guardian: WALT DISNEY		
P/G Relationship: P Parent(s)		
Sex/Ethnic Code: M W White		
Birthdate: 01/01/85		
Verified With:		
Soc Sec No: 123456789		
Counselor Name:		
Scheduling Priority:		
Command: DISPLAY		
Message:		

You will also want to add the SAID screen for new students:

OHIO - SAID [DISPLAY]	TCCSA Test School Official SSID Match Fields	May 02, 2005 03:04 PM
CM		M-09-I-06/07
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		
Admission Reason: 2 (This is a newer field and is required too)		
* Optional fields		

Homeroom Assignments

Homerooms may be assigned 4 different ways.

- 1) Manual entry of Homeroom field on STUD;
- 2) Automatically thru on-line screen HROM;
- 3) Automatically thru on-line screen HOME;
- 4) Automatically via batch job B104 which processes over night.

If homerooms are assigned before the end of the **05/06** school year, the **06/07** homeroom should be placed in the NEW HOMEROOM field on STUD leaving the HOMEROOM field as is. Once you have **FINISHED** the **05/06** school year, you can run B104 to move the NEW HOMEROOM to the HOMEROOM field on STUD.

HRMS – Homerooms. Define the homerooms for your school on this screen.

SIS - HRMS		TCCSA TEST SITE		FEB 02, 1999	
[Change]		Homerooms		10:48 AM	
Homeroom:	each:	Room:	Grade:	Capacity:	Counselor:
1 A100	ANDE	105	09	25	ANDERSON, JANE
2 A101	BURN	70	10	25	BURNS, TOM
3 A102	DOYL	80	11	25	DOYLE, BARBARA
4 A103	JENN	50	12	25	JENNINGS, BRYAN
5 B100	ANDE	105	09	25	ANDERSON, JANE
6 B101	BURN	70	10	25	BURNS, TOM
7 B102	DOYL	80	11	25	DOYLE, BARBARA
8 B103	JENN	50	12	25	JENNINGS, BRYAN
9					
10					
11					
12					

Enter Line Number To Change
Message:

If the assignments are to be based on student grade level, then also enter the designated grade for each homeroom. If a grade level is specified for one homeroom, it must be specified for ALL homerooms.

Option 1:

STUD Student Master Record - use CHANGE mode to manually assign students to homerooms. Homeroom is field 38, and New Homeroom is field 39.

Option 2:

HROM Homeroom Assignment Screen - use to assign/reassign a large number of students to homerooms for the current or new school year.

HROM works in CHANGE mode only. Specify school year for homeroom assignment. The system selects the number of students by the selection criteria. Enter number of students to be assigned and the new homeroom ID, then choose whether or not to update.

```
SIS - HROM                                TCCSA TEST SITE                                FEB 02, 1999
[CHANGE]                                Homeroom Assignment Screen                        10:51 AM

School Year: 06/07                        Update Current or New (C/N): N
Select Students on Ext/Sys(E/S):          Status:          Grade:          Homeroom:
Sort Students by Grade: 1 Year:          Hmrm:          ID:          Name: 2
Number of Students:          9                                New Homeroom: A100
-----
ID:          Name:          Hmrm:          Grd:          Year:          Status:
1 000088001 SMITH, JAMES          B100          09          05/06          A
2 000088005 JONES, LISA          B101          10          05/06          A
3 000088007 TESTER, IMA          B101          10          05/06          A
4 000088003 WEEKLY, DAVID          B100          10          05/06          A
5 000088002 STONE, SHARON          B101          10          05/06          A
6 000088004 WISEMAN, JEFFREY          B100          10          05/06          A
7 000088011 SMITH, RONNIE          B101          11          05/06          A
8 000088017 MONTGOMERY, RANE          B101          11          05/06          A
9 000088012 FLEMING, IAN          B101          11          05/06          A
10
Command:          Update Students (Y/N): Y
Message:
```

Note: When assigning homerooms for a future year, the system will forecast the student's new grade level, based on current school year and grade.

Option 3:

HOME Homeroom Entry Screen - use to assign up to 20 students at a time to a new or current homeroom. This screen works in ADD and DISPLAY modes only.

```
SIS - HOME                      TCCSA TEST SITE                      FEB 02, 1999
[DISPLAY]                       Homeroom Entry Screen                    11:01 AM

Homeroom ID: A100  Teacher ANDE  Room 105  Grade 09  Capacity 25  Counselor ANDERSON, JANE
-----
School Year: 06/07                      Current or New (C/N): N
9 Student(s) Assigned
-----
Stud ID  Name                      Year S          Stud ID  Name                      Year
1 000088011 SMITH, R.              05/06 A        11
2 000088005 JONES, L.              05/06 A        12
3 000088017 MONTGOMERY, R.         05/06 A        13
4 000088001 SMITH, J.              05/06 A        14
5 000088007 TESTER, I.             05/06 A        15
6 000088003 WEEKLY, D.             05/06 A        16
7 000088012 FLEMING, I.            05/06 A        17
8 000088002 STONE, S.              05/06 A        18
9 000088004 WISEMAN, J.            05/06 A        19
10                                     20

Command: DISPLAY
Message: I - Use next/previous to examine homerooms
```

Note: The capacity restriction can only be enforced when homerooms are being assigned to the HOMEROOM field. When assigning homerooms to the NEW HOMEROOM field, only the grade restriction can be enforced.

Option 4:

B104 Student Homeroom Assignment - batch program used to assign the students to homerooms based on user defined guidelines.

Assign homerooms in one of the following ways:

- alphabetic (lastname) by grade or for all grades
- random (student ID) by grade or for all grades
- different grades into each homeroom
- by specified class (example - when the 1st period class will be the students homeroom)
- may assign to HOMEROOM or NEW HOMEROOM field on STUD

```
SIS - B104                TCCSA TEST SITE                FEB 02, 1999
[CHANGE]                  Batch Job Requesting                01:23 PM

Batch Job ID: B104        STUDENT HOMEROOM ASSIGNMENT
Version: 01                Standard Defaults
Version Date: FEB 14, 1991                Run Day or Night (D/N): N

----- Batch Job Control -----
Term: 1    Grade Range:          Assign Homerooms on STUD to
School Year: 06/07    1 2 3 4 5    the Current (C) or New (N)
Exclude Data Flags:          Homeroom Field (C/N): N
Homeroom Assignment Method: A    Process requested grades only: Y
  (A) In Alphabetic Order        Use Homeroom Records with a
  (S) By Student ID              Prefix of: A
  (R) In Random Order            Assign Homerooms to Students
  (C) By Class According to P307  with No CLIS/REQU: Y

----- Print Control -----
Density:  H                |
Spacing:  1                |
Copies:   1                |
Printer:  P1               |
Save (Y/N): Y                |
Submit For Processing (Y/N): Y
Message:

Assign Homerooms as per Above
Parameters (A) or Move the New
Homeroom into the Current
Homeroom (M) on STUD (A/M): A
```

For ALPHA or RANDOM assignment:

If the GRADE field on HRMS is filled in, only students in that grade level will be assigned to the homeroom. If it is not filled in, students from any grade level will be assigned. When the B104 is run, each homeroom is filled to capacity starting with the first one listed on the HRMS screen. If there isn't enough capacity for all students, the remaining students are assigned to the last homeroom listed on HRMS and this will be noted on the B104 report.

For assignment BY CLASS:

Students will be assigned the homeroom corresponding to a specific course id and section specified on P307. A student will only be assigned a homeroom if he is enrolled in one of the classes specified on P307.

P307 Homeroom Assignment by Class - enter all course ID's for the period you would like to be a homeroom. This parameter must be set up prior to running the B104.

```
SIS - P307                                TCCSA TEST SITE                                FEB 02, 1999
[DISPLAY]                                School Control Parameters                        01:28 PM
                                           Homeroom Assignment by Class in B104

Course ID:   Section:   Homeroom ID:
1      101      1      A300
2      201      1      A301
3      301      1      A302
4      401      1      A303
5      501      1      A304
6      601      1      A304
7      701      1      A304
8
9
10
11
12

Command: DISPLAY
Message:
```

R201 Homeroom/Division List - provides a roster of students in alphabetic order by homeroom.

```

SIS - R201                TCCSA TEST SITE                FEB 02, 1999
[CHANGE]                 Report Requesting                01:30 PM

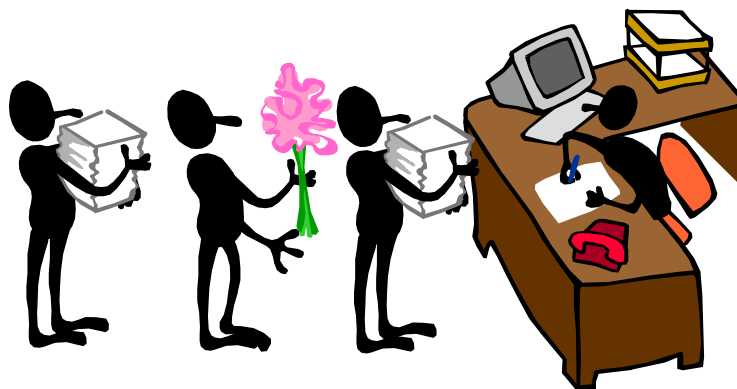
Report ID:   R201                HOMEROOM LIST
Version:     01                Default Version
Version Date: MAR 10, 1993                Run Day or Night (D/N): D

----- Selection Control ----- Sequence Control-----
      From To | Print Columns in the Following
Homeroom:     Status: A | Sequence from Left to Right:
              P115 Ext/Sys | Student Name: 1 Prev School: 0 Grade:3
School Year: 06/07 Stat (E/S):S | Student ID: 2 Program: 0 Sex: 4
              | Telephone: 6 Locker: 0 Flags:
              | Birthdate: 5
              | Report Columns without a Sequence
              | Entry will be Omitted from the Report

----- Print Control -----
Density:  H   Print Address Labels (Y/N): N   Use Current (C) or
Spacing:  1   Use Student or Parent Address (S/P): S   New (N) Homeroom: N
Copies:   1   Print Homeroom List or Summary (L/S): S
Printer:  P1   Print P411 Column Headings Version:
Save (Y/N): Y   Omit Unlisted Telephone Numbers (Y/N): Y
Submit For Processing (Y/N): Y
Message:

```

A201 version 01 through version 27 – These are report writer reports for homeroom listings. Check your report writer book for details on each version.



If you choose to run the B104 and put the homeroom information into the New Homeroom field, sometime prior to the first day of school for the 2002/2005 school year you will need to **run the B104 again** to Move the homeroom information from the New Homeroom field to the Current Homeroom field.

```

SIS - B104                TCCSA TEST SITE                FEB 02, 1999
[CHANGE]                 Batch Job Requesting                01:23 PM

Batch Job ID: B104        STUDENT HOMEROOM ASSIGNMENT
Version: 01              Standard Defaults
Version Date: FEB 14, 1991                Run Day or Night (D/N): N

----- Batch Job Control -----
Term: 1   Grade Range:          Assign Homerooms on STUD to
School Year: 06/07   1 2 3 4 5   the Current (C) or New (N)
Exclude Data Flags:          Homeroom Field (C/N): C
Homeroom Assignment Method: A Process requested grades only: Y
  (A) In Alphabetic Order     Use Homeroom Records with a
  (S) By Student ID          Prefix of: A
  (R) In Random Order        Assign Homerooms to Students
  (C) By Class According to P307 with No GLIS/REQU: Y

----- Print Control -----
Density: H   |
Spacing: 1   |          Assign Homerooms as per Above
Copies: 1    |          Parameters (A) or Move the New
Printer: P1  |          Homeroom into the Current
Save (Y/N): Y   |          Homeroom (M) on STUD (A/M): M
Submit For Processing (Y/N): Y
Message:

```

New Teachers

TEAC – add in any new teachers to the POISE TEAC screen. You must enter a four digit teacher code and the social security number must match what is in the payroll database.

SIS - TEAC [DISPLAY]	TCCSA Test School Teachers	May 13, 1999 05:24 PM
Teacher ID:	<u>POOH</u>	
Title/Initials:	WINNIE	
Last Name:	POOH	
Address Line 1:	100 ACRE WOODS	
Address Line 2:		
City:	MAKE BELIEVE	
State:	OH	
Zip Code:	55555	
Area Code:	(555)	
Telephone:	555-5555	
SSN:	<u>121 21 1212</u>	
FTE:		
Valid Date From:		
Valid Date To:		
Depts:		
Crses:		
Rooms:		
Prds:		Maximum Periods Per Term:
Command: DISPLAY		
Message:		

It is very important to verify the SSN for the teachers. Once you enter down to the Valid Date From, it acts as though the field is required, you can use your backspace key to bypass this field, and then there are 30 entry keystrokes from the Valid Date From field.

Also, before adding a new TEAC code, you will want to check with the other buildings, to be sure to use a unique DISTRICT Wide code – or if the teacher is also teaching in another building, use the same TEAC code as that building. Please refer to the Teacher Deduplication section in the DASL Clean Up procedures on our web page:

<http://www.tccsa.net/dasl/index.htm>

Retainees

Before you leave for the summer it is important to update your retainees, especially if they are at a grade level where they would normally be leaving your building. To update these students you need to manually change the **STUD** screen. You will show the retain by changing either the school year to 06/07 or changing the grade level back a year. This will allow the summer updates (roll-up to the next grade level) to occur properly. Please work with your EMIS Coordinator on the timing of this.

SIS - STUD [DISPLAY]		TCCSA Test School Student Master Record	May 13, 1999 05:32 PM
Student ID:	<u>12345</u>	Status:	A
Last Name:	MOUSE	Grade/School Yr:	04 06/07
Given Names:	MICKEY	Homeroom:	New:
Called Name:		Program:	
Address Line 1:	123 FUN DRIVE	Locker/Comb:	
Address Line 2:		Previous School:	DAJH File: N
City:	ORLANDO	Admission Date:	08/29/95
State:	FL	Admission Code:	01 Calendr:
Zip Code:	55555	Withdrawal Date:	
Tel No/Area/Code:	555-5555 (555)	Withdrawal Code:	
Parent/Guardian:	WALT DISNEY	Transf To School:	File: N
P/G Relationship:	P Parent(s)	Date Transferred:	
Sex/Ethnic Code:	M W White	Graduation Rule:	
Birthdate:	01/01/85	Graduation Date:	
Verified With:		Schedule Changed:	1 2 3 4 5
Soc Sec No:	123456789	Data Flags:	
Counselor Name:		Report Flags:	N N N N N
Scheduling Priority:		Res/Sped/Att:	2
Command:	DISPLAY		
Message:			

This student was a current 4th grader for the 05/06 school year, so I choose to change the school year to 06/07 so that he would not be moved up with the summer processing.



Last but not least:

_____ If you schedule on the computer for EMIS and/or ProgressBooks, make sure your master schedule has been copied over into the 06/07 school year.

If Using the Attendance Letter Option

Run any additional R320's as necessary, then be sure to run the B124 – Absence Letter Control Flag Reset – to reset all SALF flags to N's, so that when you come back next year you will be starting fresh on the Attendance Letter Data.

```
SIS - B124                TCCSA Test School                Apr 16, 2001
[DISPLAY]                Batch Job Requesting                11:55 AM

Batch Job ID: B124        ABSENCE LETTER CONTROL FLAG RESET
Version: 01                Default Version
Version Date: 01/05/90    Run Day or Night (D/N): D

----- Batch Job Control -----

      From      To
Date:

P149 Version:
Clear P149 (Y/N):
Use P314 or Reset All Flags (U/A): A

----- Print Control -----
Density:  L
Spacing:  1
Copies:   1
Printer:  P1
Save (Y/N): Y
Submit For Processing (Y/N):  Y
Message:
```

If Using the MEDI Option

If you are using the MEDI screens to input data, be sure to run any reports that you would like to put in the students permanent record files.

All the MEDI reports are through the Report Writer, REPO:

IMMU – version 01 – A report of students who have immunization records.

IMMU – version 02 – A report of students who do not have specific immunization record(s).

PRES – version 01 – A report of students who have prescription record(s).

PRES – version 02 – A report to identify students with a specific prescription.

HLOG – version 01 – A daily health log report.

HLOG – version 02 – A daily health log report using a P149 version.

HHST – version 01 – A daily medical history report.

HHST – version 02 – A daily medical history report with specific date ranges.

HHST – version 03 – A daily medical history report using a P149 version.

SCOL – version 01 – A report to show student s who HAVE a scoliosis record.

SCOL – version 02 – A report to show students who DO NOT have a scoliosis record.

VISI – version 01 – A report to show students with vision record(s).

VISI – version 02 – A report to show students with NO vision record(s).

HEAR – version 01 – A report to show students with hearing record(s).

HEAR – version 02 – A report to show students with NO hearing record(s).

HEAL – version 01 – A report to show students with health alerts.

MEDI – version 01 – A report to show most of the medical information on each student.

MEDI – version 01 – A report to show most of the medical information using a P149 version.

If Using the FEES Option

If you do fees, you will want to run the fees reports, especially to find any outstanding fees. If you have outstanding fees you will want to verify with us that the outstanding fee information rolls over into next years fees due.

Reports you may want to run:

R108 – Student Fee Collection List/Fee Receipt

R109 – Student Fee Detail Report

R110 – Student Fee Summary Report

R111 – Student Fee Payment Report

New Fees Option:

By working with your treasurer's office and setting up the P317 to a code that will work with them, we can set up some parameters to use the POISE Fees to post receipts to the USAS system. **The P317 must be set up, and the Acct Code on the P303 and P304 must be updated prior to running of the B125 for the new school year.**

SIS - P317
[DISPLAY]

TCCSA Test School
School Control Parameters
Accounting Codes

Apr 23, 2005
03:31 PM

	Accounting Code:	Allocation Code:
1	01	GENERAL FUND
2	02	SCIENCE DEPT.
3	03	ART DEPT.
4	05	5TH GRADE
5	09	9TH GRADE
6	10	10TH GRADE
7	11	11TH GRADE
8	12	12TH GRADE
9		

Using the DISC Option

If you used the DISC option for your discipline information, you may want to run the following reports on a school year basis. All of these reports are found on the EMIS_LCL menu.

DISCRPT – Discipline Report by incident/action for data range

DISCALL – Discipline Report – all data on specified student(s)

DISCTOT – Discipline Report - totals by infractions and actions

A204 – version 24

D and I Status Students Report

Please run this report and verify those that should be D status and those you wish to keep I status. Remember the highest grade level in your building will be deleted and any students who have a D status on their STUD screen.

```

SIS - REPO                TCCSA Test School                Apr 16, 2001
[CHANGE]                  Report Requesting                01:58 PM

Report ID:   REPO          AD HOC REPORT(S) SUBMISSION
Version:    01             DEFAULT VERSION
Version Date: 03/20/01          Run Day or Night (D/N): A

----- Selection Control ----- Sequence Control -----
Ad Hoc Report ID:  A204
Ad Hoc Version No: 24

----- Print Control -----

Density:   H
Spacing:   1
Copies:    1
Printer:   P1
Save (Y/N): Y
Submit For Processing (Y/N): Y
Message I - Request being submitted--Please wait
  
```

Example of report printout. This report will include all D and I status students, regardless of the school year.

ID	NAME	GRADE	STATUS	SCHLYEAR
20105	MAUL, DARTH	09	I	05/06
20505	VADAR, DARTH	09	I	05/06
20300	SKYWALKER, LUKE	09	I	05/06
10105	SOLO, HAN	10	I	05/06
10205	LEI, PRINCESS	10	I	05/06

Summer Procedures

Note: Once you have completed all the previously mentioned steps, you need to notify TCCSA if you are not ready for summer closeout procedures. Please have this done by July 3rd.

Please make sure to clean up your MGMT screen.

We will be doing the year end **backups July 7th** and then processing closeouts, so you will want to make sure all reports and labels have been processed.

When we close out your files the following will happen:

- ◆ Students will be moved up a grade level and into the 06/07 school year
 - ◆ (make sure all your transfers, retainees etc. are finished)
- ◆ Students status' will become active
- ◆ All CLIS records will be deleted
 - ◆ (make sure you have all report card type items finished)
- ◆ All ABSE records will be deleted
 - ◆ (make sure all B115's have been ran and any reports)
- ◆ All 05/06 CMST and CGRP records will be deleted
 - ◆ (make sure all 05/06 scheduling information is not needed)
- ◆ All highest grade levels in your building will be deleted
 - ◆ (make sure you have printed out any necessary reports)
- ◆ All DISC data that has been entered for the current school year will be deleted