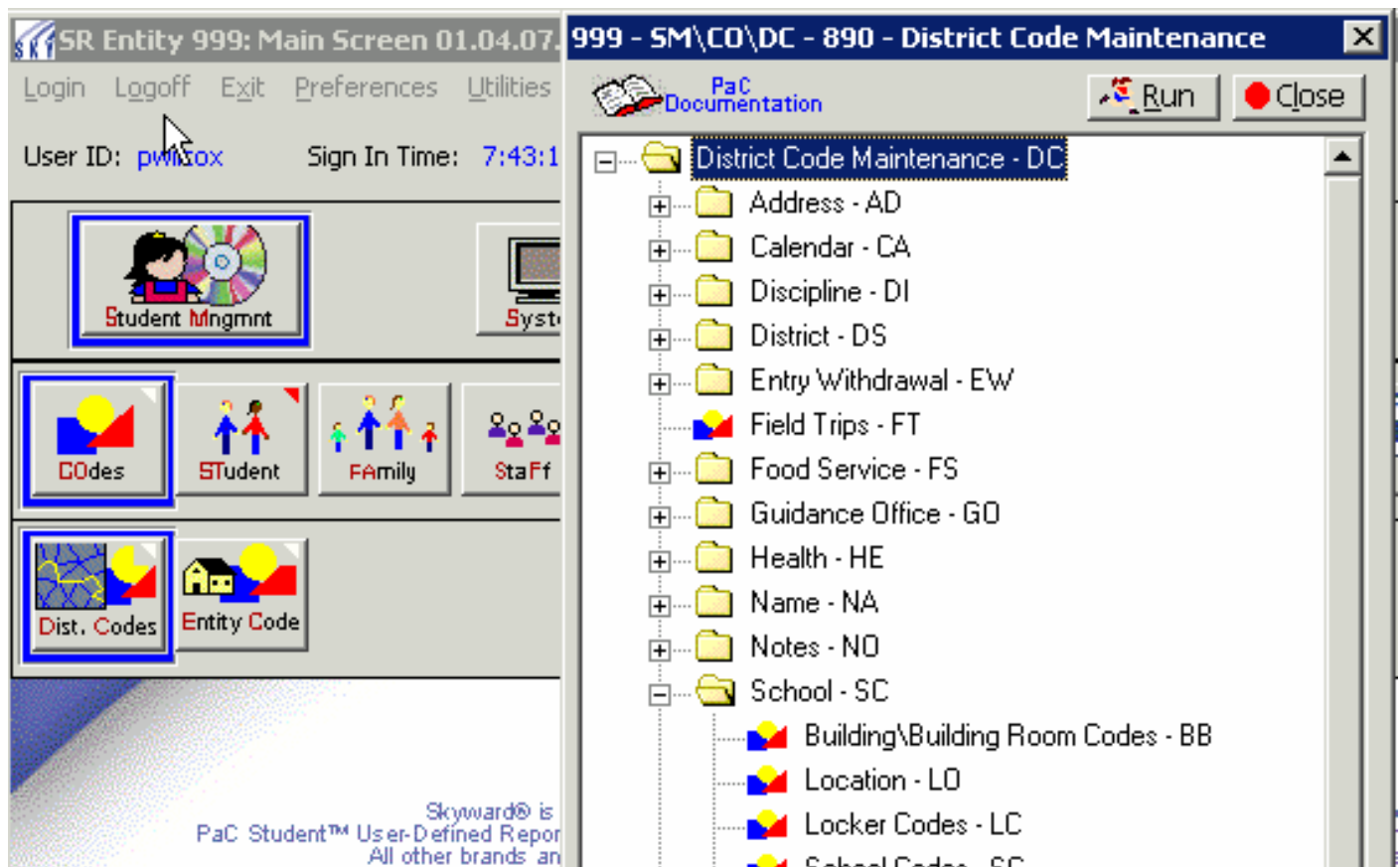


Adding New Schools for use in Entity 999

(This only pertains to High Schools)

Buildings contain the address (only city and state are required for the WA transcript) and are attached to schools. Path: Student Management/Codes/District Codes/School/Building.

Edit or add the building (while in Entity 999), attach the default school and add the zip code, which defines the city and state.



Choose Entity 999

SM/CO/DC - Open School

Building\Building Room Codes – BB

Click “RUN”

999 - SM\CO\DC\SC\BB - 655 - Building List

Code	Description	School
01	ADAMS	
02	BARGE-LINCOLN	
07	GARFIELD	
08	GILBERT	
09	HOOVER	
101	ADAMS ELEMENTARY	101
102	BARGE LINCOLN ELEMENTARY	102
104	DISCOVERY LAB SCHOOL	104
107	GARFIELD ELEMENTARY	107
108	GILBERT ELEMENTARY	108
109	HOOVER ELEMENTARY	109
11	KING	

Combinations Used: 1 Building: 01

Buttons: Select, Add, Edit, Delete, Report, Rooms, Utilities, Close

Click "Add"

999 - SM\CO\DC\SC\BB - 655 - Building Maintenance

Building Code:

Short Description:

Long Description:


Default School:

Locker Combination Set:

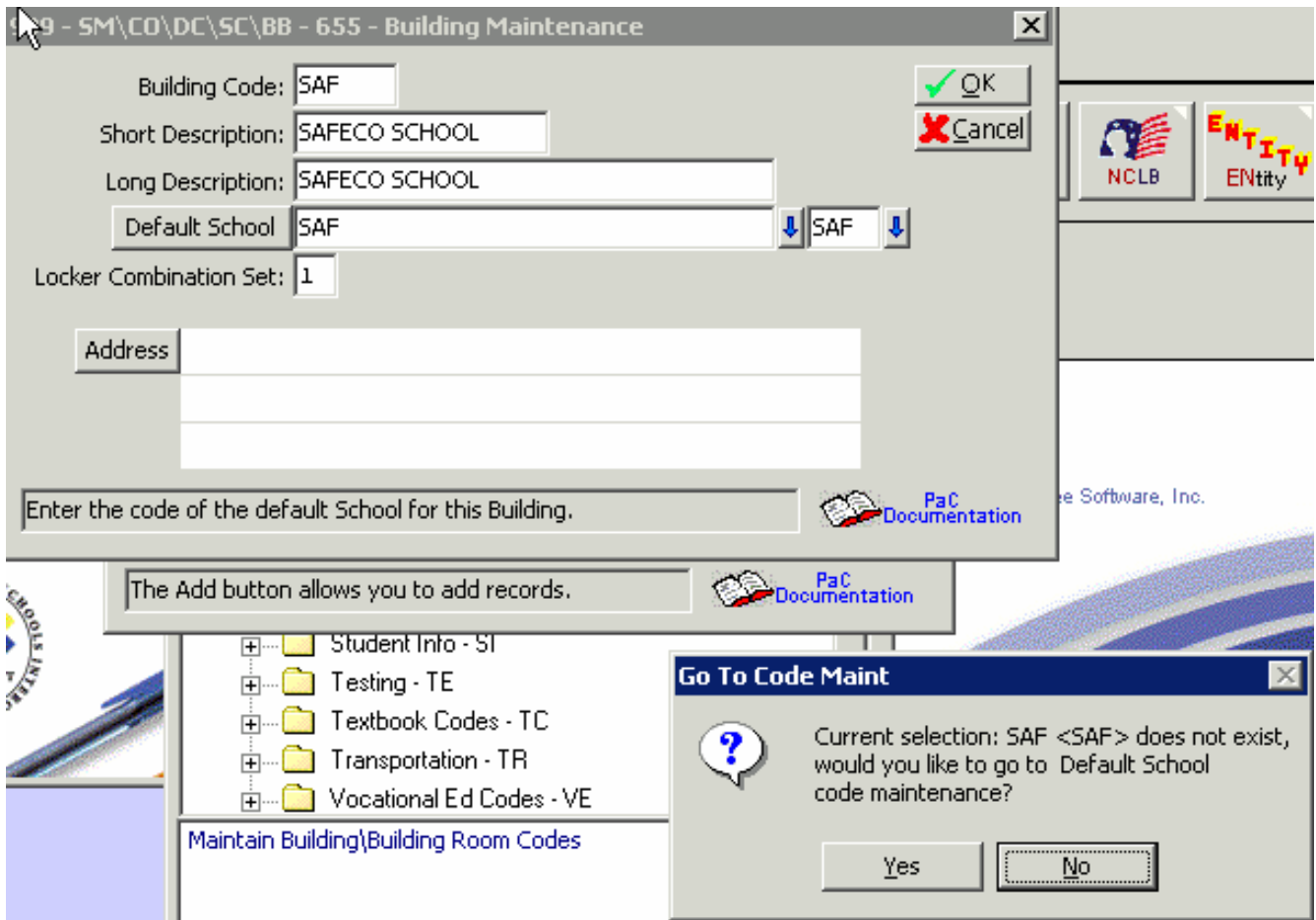
Address:

Buttons: OK, Cancel

NOTE: If the school you are adding already exists in the “School Codes” area, you need to make sure the “Building Code” used is the same as the code used under “School Code” or you will encounter problems.

Tip: by clicking the  icon – you can sort by the name of the school so you don’t have to scroll all the way through looking for the school you need.

The “Default School” needs to be the same as the “Building Code”. If the same code is not currently available under “Default School” you need to add it. You will get the message below if the code doesn’t already exist.



Click “Yes”

999 - SM\CO\DC\SC\BB - 655 - Schools Available For This Entity

Entity Name: Out of District

Entity	School Code	School Number	Name	Low Grade	High Grade	Cal
999	101	02592	ADAMS ELEMENTARY	PS	5	
999	999	00000	OUT OF DISTRICT			999
999	XIQ	09999	'05YEAR IS 6TH GRADER	K2	12	999
999	XIR	09999	'05YEAR IS 8TH GRADER	K2	12	999
999	XIS	09999	(WAS CATRON WHEN THERE)	K2	12	999
999	XIT	09999	5TH GRADE TO STAFF RM	K2	12	999
999	XIU	09999	A C DAVIS HIGH SCHOOL	K2	12	999
999	XIV	09999	A.LEAVENWORTH	K2	12	999

Select
 Add
 Edit
 Delete
 Report
 Close

Click "Add"

999 - SM\CO\DC\SC\BB - 655 - School List

Entity: Out of District

Code	School Name	Grades	District
584	CASTLEVALE PS	PS - 6	39007
585	CHILDRENS VILLAGE	PP - K2	39007
590	YAKIMA ALTERNATIVE SCHOOL	6 - 12	39007
655	YSD CENTRAL REGISTRATION SCHOO	PS - 13	39007
675	YAKIMA VALLEY TECH SKILLS CENT	8 - 13	39007
699	13TH GRADE SCHOOL	PS - 13	39007
999	OUT OF DISTRICT	-	39007
XIQ	'05YEAR IS 6TH GRADER	K2 - 12	99999

School: XIQ

School Information

Principal: _____

Select
 Add
 Edit
 Delete
 Report
 Close

Click "Add" again and add the appropriate information. You do not have to enter a principal

Note: The district button contains Washington State county/district numbers; if the number you need is not available you may add it.

Entity: Out of District

Code: SAF School: SAFECO SCHOOL

Principal: HUNTER CYNTHIA

District: SAFECO SCHOOL DISTRICT WA

Calendar:

Grades: 9 Thru: 12 Phone: (000) 000-0000

School #: 0000 Org #: 0 Fax: (000) 000-0000

Chapter 1/Title 1 School: No

Kindergarten Ind:

Washington

Rem/Necessary: N

Fire Protection:

Sch Ent Grd Lvl:

Sch Building Lvl:

WA Info

Entity	Entity Name	Default	Cal
999	Out of District	Yes	

Buttons: Add, Edit, Delete, Default

Double-click left mouse button or press Enter to edit highlight

PaC Documentation

Click “Add” and select the “999” calendar and make it the default

Click “OK”

At this time you need to enter an address for this school – click “Address” and enter the ZIP code that will then define the City and State for this school. For transcript that is all you need.

Entering the ZIP Code will give you a pick list from ADDRESSES and you select the one with just the City and State.

999 - SM\CD\DC\SC\BB - 655 - Address Selection List

Address Sort: Zip code

Street	Dir	Number	SUD & Number	PO Box	Zip	Zip+4	City and State	Address Line 2
					98902		YAKIMA WA	
					98902		YAKIMA WA	1002 N. 16TH AVE
				755	98902		YAKIMA WA	2807 SHELTON AVE
				815	98902	9893	YAKIMA WA	
				8256	98902		YAKIMA WA	
				9241	98902		YAKIMA WA	
		80			98902		YAKIMA WA	
		501			98902		YAKIMA WA	
		909			98902		YAKIMA WA	
		1420			98902		YAKIMA WA	
		1501			98902		YAKIMA WA	
		1701	APT 2		98902		YAKIMA WA	

Lookup: Street Zip Code 98902

Direction: Number: SUD #: P.O. Box:

Building Code: NYC

Short Description: YANKEE FIELD

Long Description: YANKEE FIELD

Default School: YANKEE FIELD

Locker Combination Set: 1

Address

Enter the code of the default School for this Building.

PaC Documentation

When you have your screen with the address shown below, **Click “OK” and “Close”** you are done and ready to use this code in the E/W record for students which will be read by transcript when you enter historical grades.

999 - SM\CO\DC\SC\BB - 655 - Building Maintenance

Building Code: NYC

Short Description: YANKEE FIELD

Long Description: YANKEE FIELD

Default School: YANKEE FIELD NYC

Locker Combination Set: 1

Address

YAKIMA WA 98902

The OK button accepts all entries.

PaC Documentation

Note: You enter the students’ (historical) courses and grades in your entity – not in 999.

*Entry/Withdrawal Record for Entity 999
(Grades 9-12 only)*

Note: Before creating an E/W record in Entity 999, enter the student in their appropriate current entity (if you are not the one responsible for this, be sure they are already entered).

To create the Entry record:

1. Choose “Entity 999” from the Entity list screen.
2. Click the “Student” button.
3. Click the “+Add” button.
4. Enter the parameter information as noted in Step 7 (these are your defaults ... they should match the criteria in #7, your defaults may already be set up for you, you may edit them if you need to).
5. Type the name of the student that you are creating the E/W record for.
6. Select the appropriate student from the drop down list. The student’s demographic information will automatically fill in.
7. Make the following updates to the student’s record, if not already setup in step 4):
 - Change the Enrollment Date to the date the student enrolled in the **previous** school.
 - Percent Enrolled equal to “0”.
 - Enter and Entry Code of “ENT”.
 - Enter the correct code for the previous school attended (shown at the beginning of these instructions – **always** check for the school before attempting to add a new one)
 - Set student type of “Regular”.
 - Enter the appropriate resident district code (**NOTE: If the previous school attended was not in Washington State, choose “99999” for the resident district code, add or update the school information if appropriate.**)
 - Click “Finish”.

To create the Entity 999 Withdrawal Record:

1. Click the “E/W” tab.
2. Click the “Withdraw” button.
3. Enter the School Year and Date the student withdrew from the **previous** school.
4. Set Advanced equal to “No” and Retained equal to “No”. (this should be defaulted to “no”)
5. Enter the withdrawal code of “TO” (Transferred Out of District).
6. Set the student to “Inactive” for both Current Year Status and Next Year Status.
7. **Uncheck** all of the following boxes: Include in Rank, Include in Honor Roll, and Current Year Member.
8. Click “OK”.