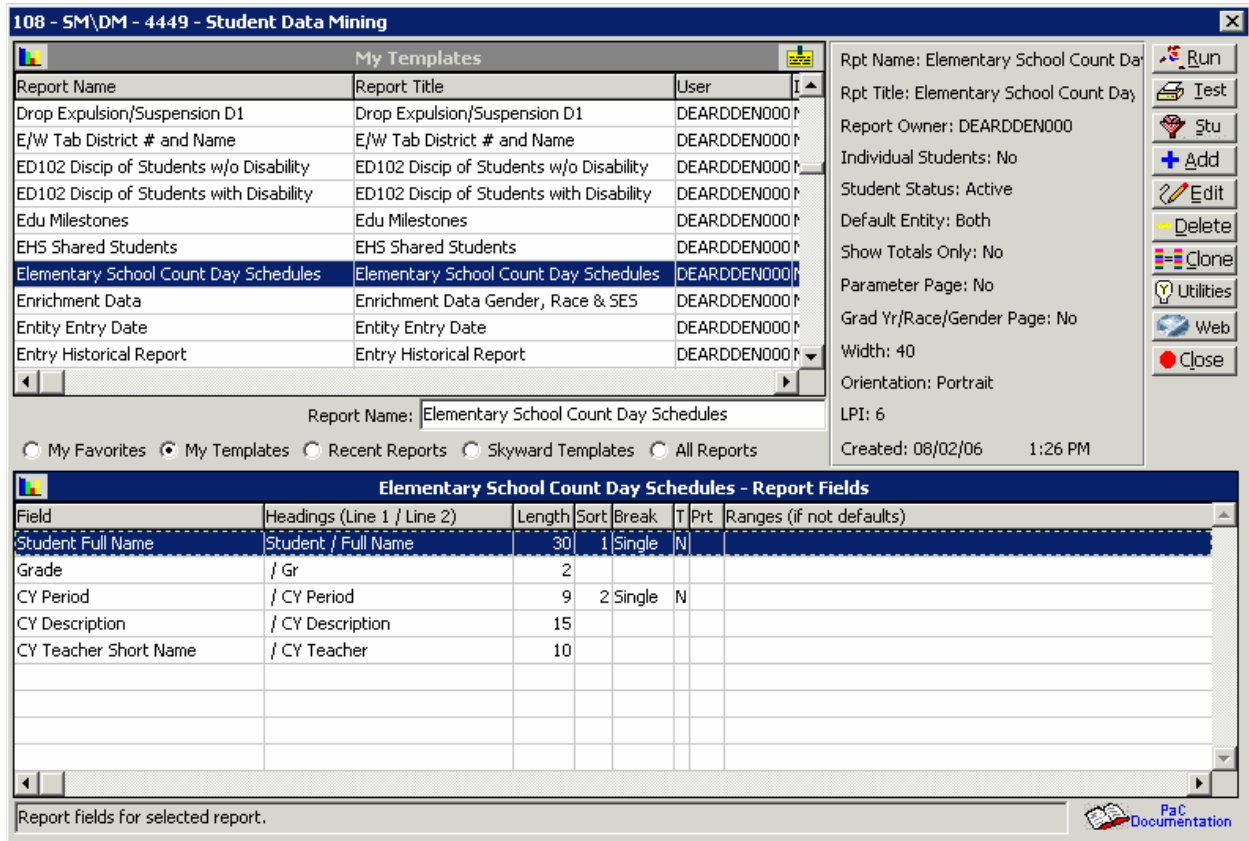


Count Day Schedules

Elementary schools in .txt format

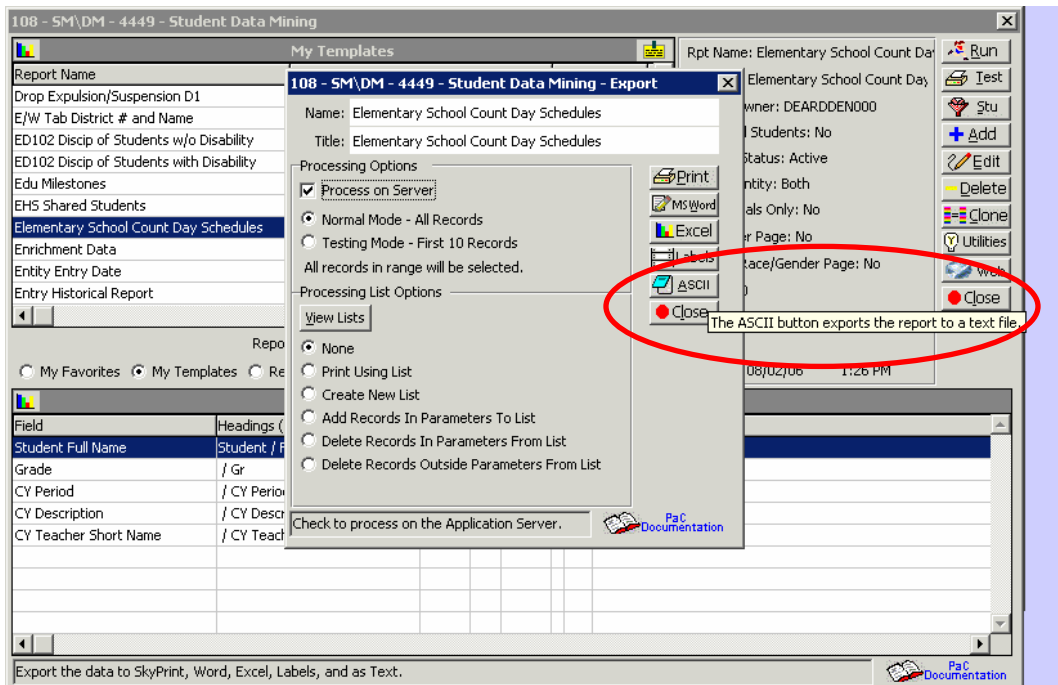
To get schedule files in .txt form for each count day – save to a file on your computer.
 At the end of the year you will burn the file to a disc and file it away in your year end box.

Path: SM/DM/Elementary Count Day Schedules

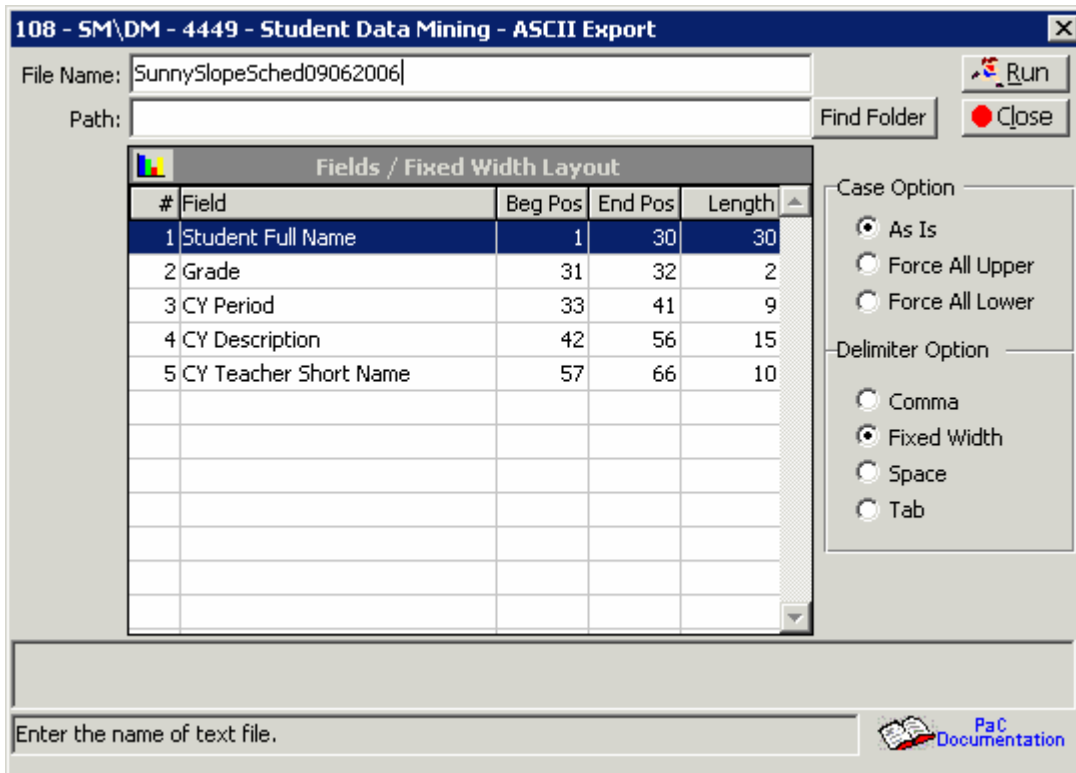


Click Run

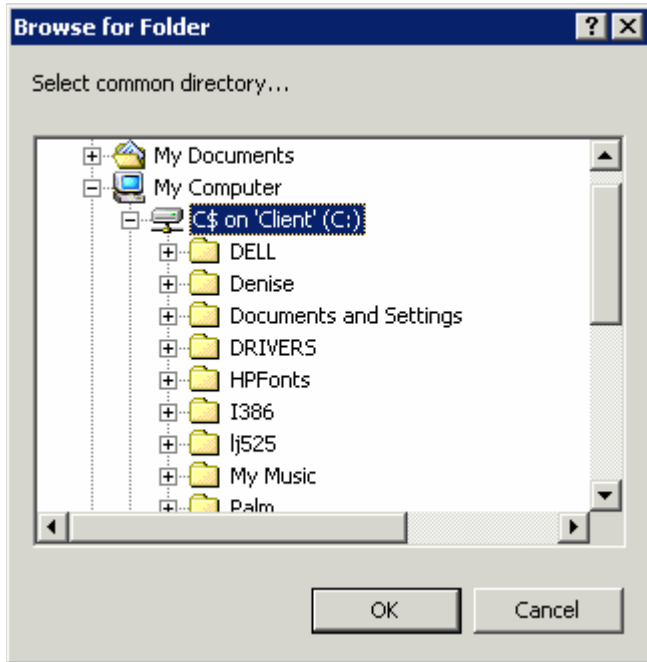
The click on the ASCII button (below)



Name the file (school/sched/date)

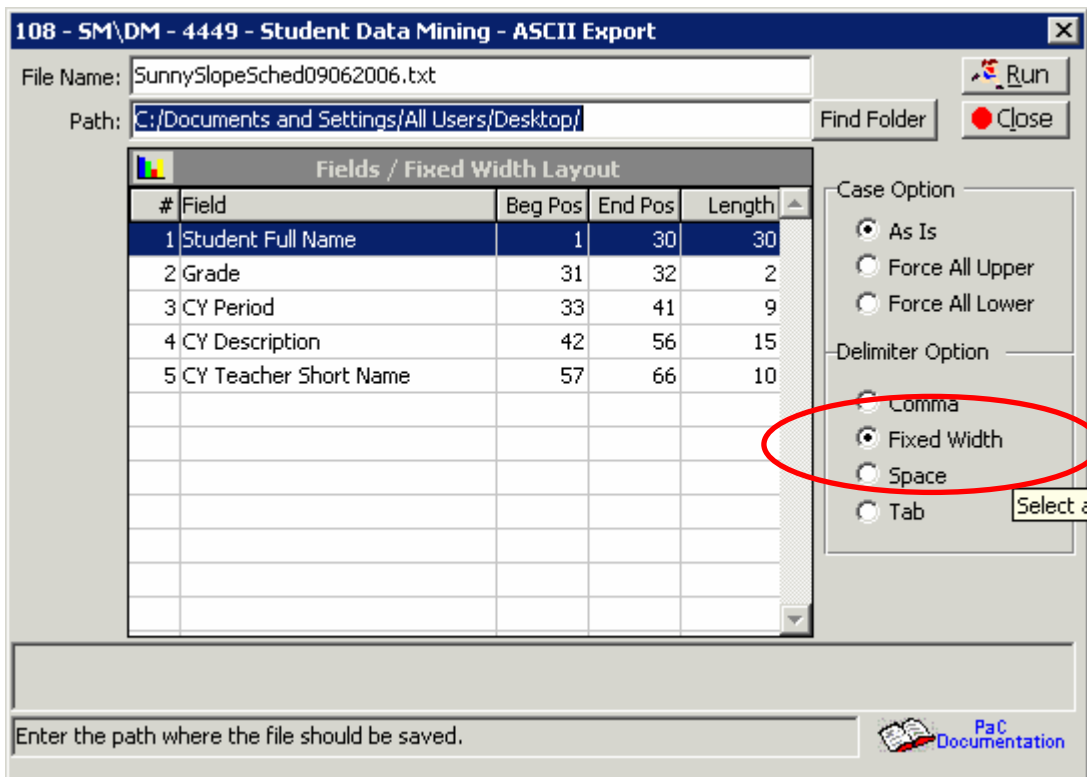


Click on Find Folder

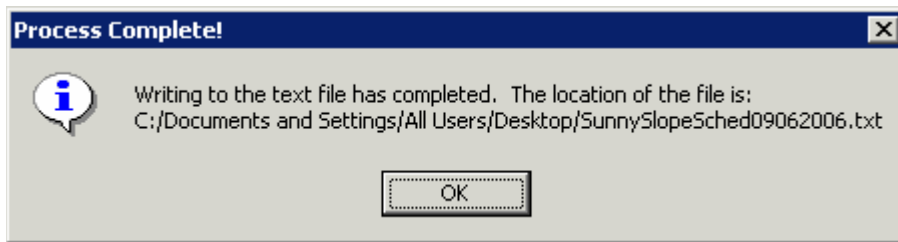


Be sure you save to C\$ - and find your desktop or your file – don't save it in citrix,

Click OK

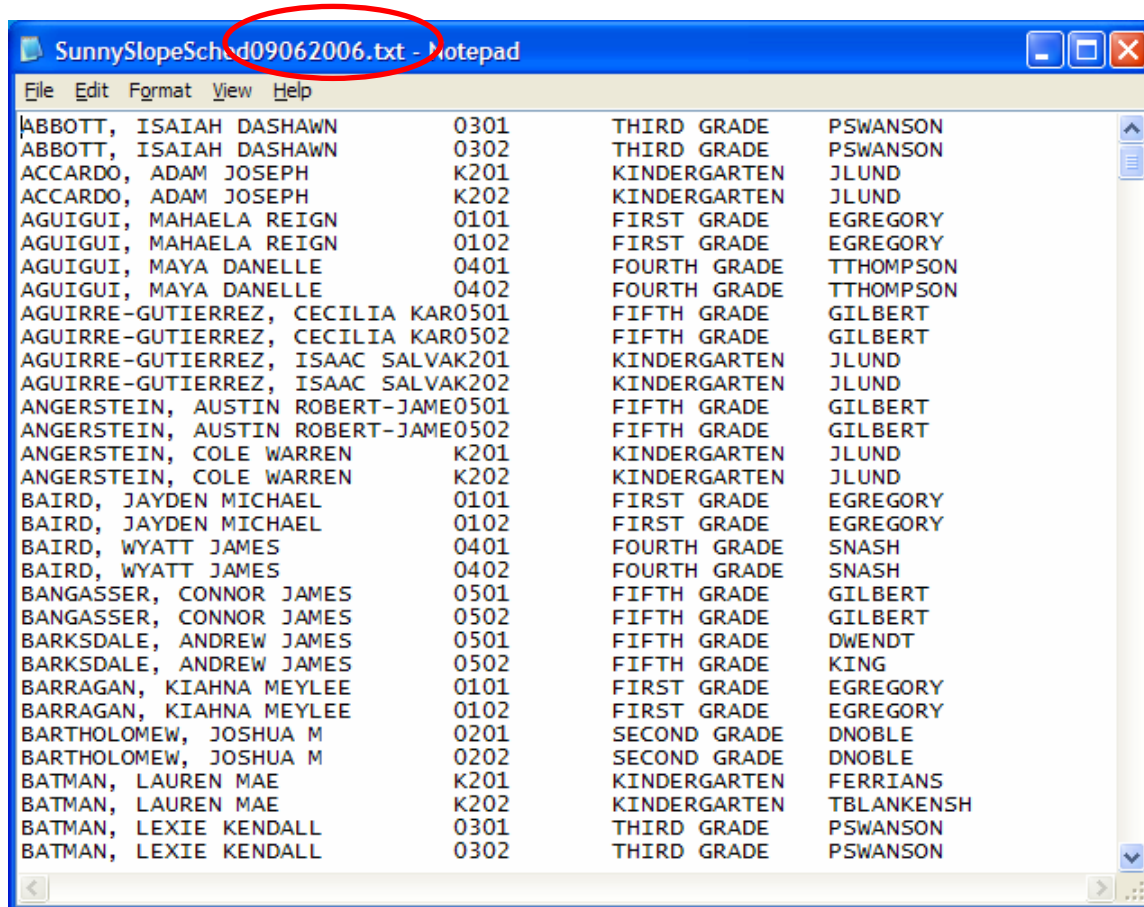


Click Run



Click Ok (this is just verification of where the file is)

Open the file to be sure it saved properly.



Be sure you use the count date when saving the file
No student should have a blank schedule and be counted

Close the file and you are ready to move on.