

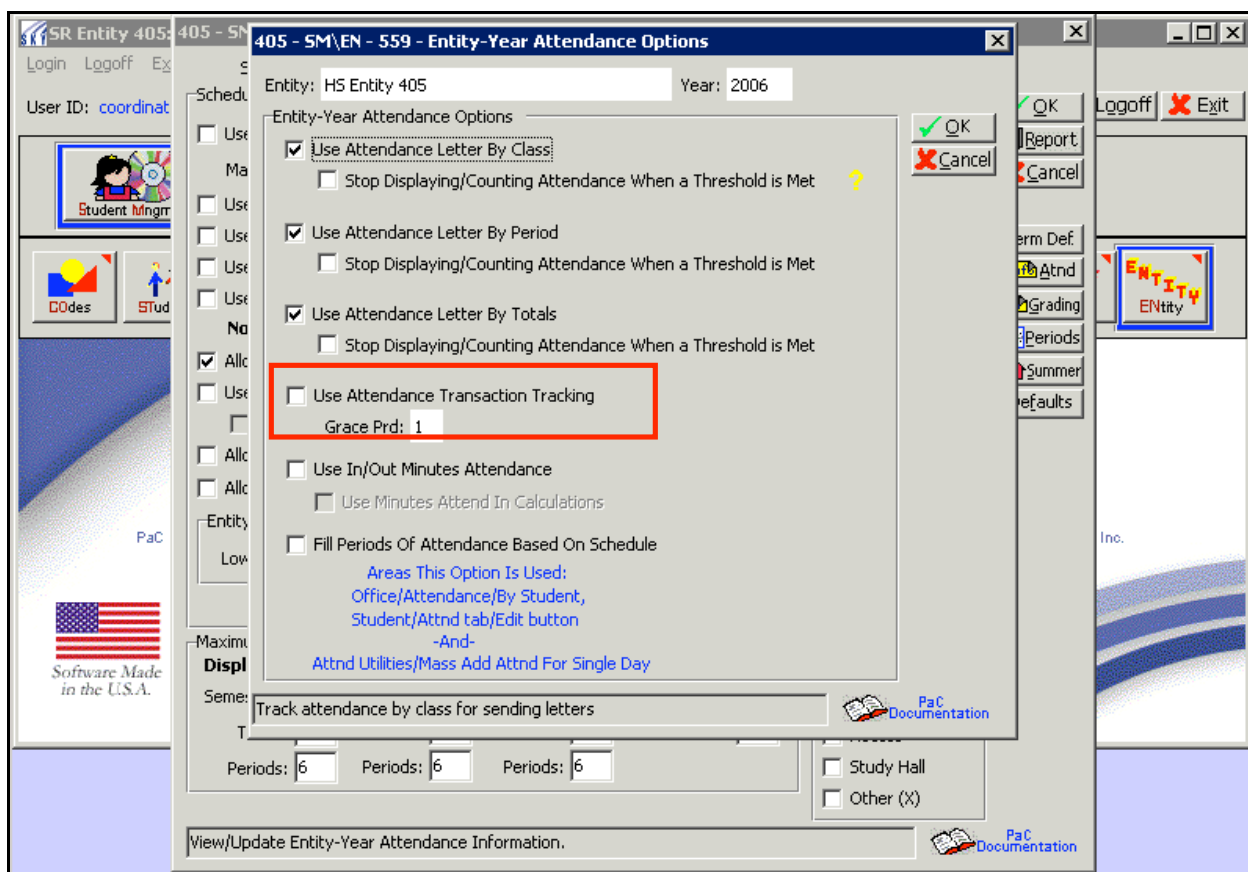
2007 Year Start Reminders

WSIPC recommends that districts go over this list of reminders in the following areas to help ensure correct system settings before year start.

Attendance & Calendar

1 – Verify the **Use Attendance Transaction Tracking** option (SM\EN\Edit\Edit Year\Attendance button).

To turn this option on, select the **Use Attendance Transaction Tracking** checkbox and enter **0** or **1** in the **Grace Prd** field. Entering 0 records all transaction and changes. Entering 1 records all attendance transactions and changes made after one day.



This option records all attendance transactions and changes. You view these transactions and changes through the Attendance Transaction Tracking utility (SM\OF\AT\UT\TT). WSIPC recommends that districts use the attendance transaction tracking option.

2 - Verify that the calendar master, calendar terms, and calendar detail are correct for the new school year (SM\CO\DC\CA\CC).

Calendar Descriptions

Ent	Cal	Dflt	Description
408	408	Yes	408 CALENDAR
408	A	No	A Day 1 3 5
408	B	No	B Day 2 4 6
408	RST	No	Full Time RS
999	999	Yes	999 CALENDAR

Entity: 408 Calendar: 408

Calendar Terms

Term	Start Date	End Date	Days
1	08/23/2005	10/28/2005	47.00
2	10/29/2005	01/23/2006	42.00
3	01/24/2006	03/23/2006	42.00
4	03/24/2006	06/09/2006	49.00

Calendar Master

Year	Start Date	End Date	Hours/Year	Mx Prd/Day	Minutes/Day	Cal/Form	Zero Mod
2004	08/27/2003	06/09/2004	0	07	0	C	N
2005	08/25/2004	06/10/2005	0	03	0	S	Y
2006	08/23/2005	06/09/2006	0	06	0	S	Y
2007	08/23/2006	06/09/2007	0	06	0	S	Y

Calendar Detail

Prd/Zero Day	Prd/Half Day	Prd/Full Day	Min/Day	Non Ins Day
0-1	2-2	3-6	0	0.00

Double click left mouse or return to edit the Description. PaC Documentation

Confirm that the calendar terms have legitimate dates and date ranges. The calendar terms usually mirror the grading periods start and stop dates.

Confirm that none of the calendars in the Calendar Master list have overlapping dates. For example, the 2006 Calendar Master's end date must be before the 2007 Calendar's start date.

Confirm that Calendar Detail is built for *all* calendars (both C and S method) for CSRS data element #48 purposes.

Confirm that there are 180 days in each calendar. Select the Days button to access the Calendar Day/Event List which displays the individual calendar days. There should be day for each school day in the school year which is 180 unless the district has an exception.

SR 408 - 5M\CO\DC\CA\CC - 573 - Calendar

408 - 5M\CO\DC\CA\CC - 573 - Calendar Day/Event List

Entity: PULLMAN HIGH SCHOOL Year: 2006 Start: 08/23/2005
 Calendar: 408 CALENDAR End: 06/09/2006

Date	Wkd	Days	Prd/Day	Non Instr	Bell	Term	Comment
08/23/2005	Tue	1.00	6	0.00	R	1	
08/24/2005	Wed	1.00	6	0.00	R	1	
08/25/2005	Thu	1.00	6	0.00	R	1	
08/26/2005	Fri	1.00	6	0.00	R	1	
08/29/2005	Mon	1.00	6	0.00	R	1	
08/30/2005	Tue	1.00	6	0.00	R	1	
08/31/2005	Wed	1.00	6	0.00	R	1	
09/01/2005	Thu	1.00	6	0.00	R	1	

Date: 08/23/2005

Event ID	Description	Event Comment

Double click left mouse or ENTER to edit highlighted day.

PaC Documentation

Confirm that none of the calendar days have a value of less than 1. If any calendar days have a value of less than 1 it will cause student's attendance to be reported incorrectly.

3 - Verify the **Use Prc Enrl In Membership / Days Absent Calculation** option (SA\SY\DC\ST). WSIPC recommends that districts do not select this option. If this option is selected a student's percent enrolled will be considered when calculating what constitutes a full day's absence. For example, if a student has a percent enrolled of 50% because they attend 3 of 6 periods and they miss all three periods one day, attendance reports would show them as having missed a half a day with this option selected. This causes inaccurate attendance reports because in the example the student has missed his or her entire scheduled day and should be counted as a full absence.

Student Demographics

1 - Run the **Student Current Year Member Mass Change** utility (SM\ST\Utilities) at the start of the 2007 school year to update the **Current Yr Member** field on the Entity tab for students who withdrew during the 2006 school year. The **Current Yr Member** field for these students needs to be changed to **No**.

This utility changes active students **Current Yr Member** value to Yes and inactive students **Current Year Member** value to No. It is important to run this utility because the year end process only changes active students **Current Yr Member** value to Yes but does not address inactive students.

During the school year students who withdraw need to remain flagged for the entire year as current year members in order to generate accurate attendance reports. However, once the school year ends these students must have their current year status changed to **No** since they will not be enrolled the next school year. If districts forget to update the current year member status of students withdrawn the 2006 year, the students will have a line item of zero attendance for the 2007 school year even though they will not be enrolled.

408 - SM\ST\UT\SC - 1753 - Mass Change of Current Year Member

If a student falls within the entity and grad year ranges entered and also meets at least ONE of the following criteria, the student will be considered a Current Year Member.

1. The student's Current Year Status is marked as Active.
2. The student has not been withdrawn.
3. The student was withdrawn, but their Withdrawal Date is greater than or equal to the Start Date entered.

Range Parameters

Entity:	408	Low	408	High
Grade/Grad Yr:	9999			0000
Start Date:				

Run Save Close

Enter the Grade to start the creation process with.

PaC Documentation

When running the utility use the start date of the 2007 school year in the **Start Date** field.

2 – Go through and update **#SAVE** and **A-Load** parameters for screens with school year or grade/grade years.

Grading

1- Run the **Mass Audit Report/Update (Historical GPA)** utility (SM\OF\GR\UT\MA) to update all historical grading data. This utility should be run at the beginning of each school year to calculate all historical grading data.

405 - SM\OF\GR\UT\MA - 6145 - Student Range Options

Student Ranges

Low	High
Student Key: <input type="text"/>	<input type="text" value="ZZZZZZZZZZ"/>
Grade/Grad Yr: <input type="text" value="NA"/> <input type="text" value="9999"/>	<input type="text" value="GD"/> <input type="text" value="1900"/>
Calendar: <input type="text"/>	<input type="text" value="ZZZ"/>
School: <input type="text"/>	<input type="text" value="ZZZ"/>

Student Status

Active Inactive Both

History Record Range Selections

Historical Entity

By Range By Selection List

Historical Audit Entity: <input type="text"/>	<input type="text" value="ZZZ"/>
Historical Grade: <input type="text"/>	<input type="text" value="ZZ"/>
Historical School Year: <input type="text" value="1900"/>	<input type="text" value="9999"/>

Create District Cumulative Record for Historical Entities
 Include records with Transcript GLO in GPA Calculation.

Print
Save
Sort
Prt Opts
Close

Sort Items

Enter the Low Range for the Student Key.

PaC Documentation

2 – Review the grading setup (SM\OF\GR\CO\GC\GR) for the upcoming school year.

Ensure that appropriate Course Length Sets and Grade Sets are created. Also verify that semester and year Class Control sets have subsets one term in length.

408 - SM\OF\GR\CO\GC\GR - 4914 - Grading Setup

Reports

Entity: 408 PULLMAN HIGH SCHOOL School Year: 2006

OK Save Cancel

Semester/Term Literals Grade Sets Course Length Sets Grading Periods Grade Buckets

Course Length Set

ID	Short Description	Long Description	Grade Set	GPA Credits	Good Credits	Academic Hours
SM	SEMESTER	SEMESTER	SEMESTER	0.500	0.500	0.000
TM	TERM	TERM	TERM	0.250	0.250	0.000
YR	YEAR	YEAR	YEAR	1.000	1.000	0.000

Lookup: SM

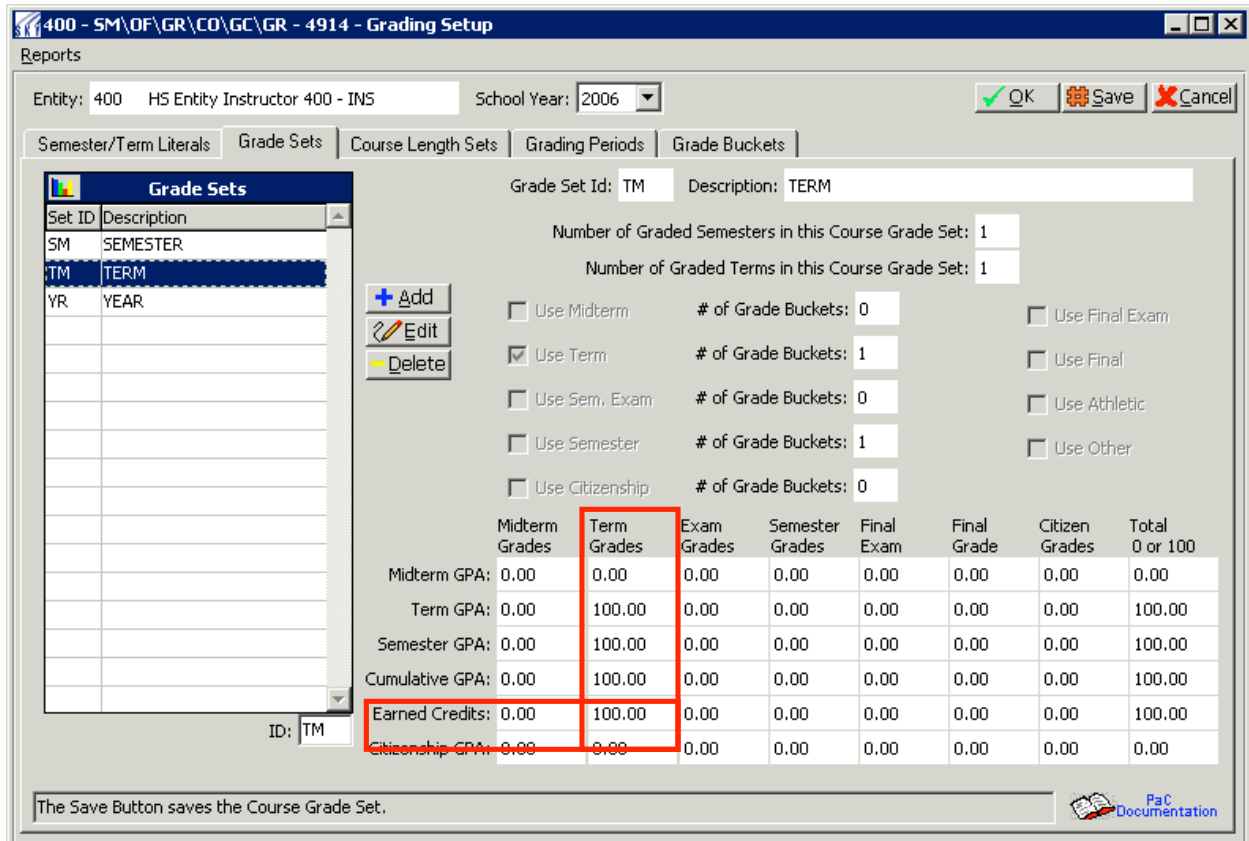
Class Control Set

ID	Type	Description	Dsp Trm	Dsp Str	Dsp Stp	Nbr Dsp	Sch Str	Sch Stp	Nbr Sch	Attendance Start Date	Attendance Stop Date	Allow Partial	T1	T2	T3	T4	T5	T6	T7	T8	T9	T10	T11
S1	Normal	SEMESTER1	S1	01	02	02	01	02	02	08/23/2005	01/23/2006	Yes	1	1									
S1	Subset	TERM 1 OF SEM	T15	01	01	01	01	01	01	08/23/2005	10/28/2005	Yes	1										
S1	Subset	TERM 2 OF SEM	T25	02	02	01	02	02	01	10/29/2005	01/23/2006	Yes		1									
S2	Normal	SEMESTER2	S2	03	04	02	03	04	02	01/24/2006	06/09/2006	Yes			2	2							
S2	Subset	TERM 3 OF SEM	T35	03	03	01	03	03	01	01/24/2006	03/23/2006	Yes			2								
S2	Subset	TERM 4 OF SEM	T45	04	04	01	04	04	01	03/24/2006	06/09/2006	Yes				2							

Lookup: S1

Double click left mouse button to edit highlighted record.

PaC Documentation



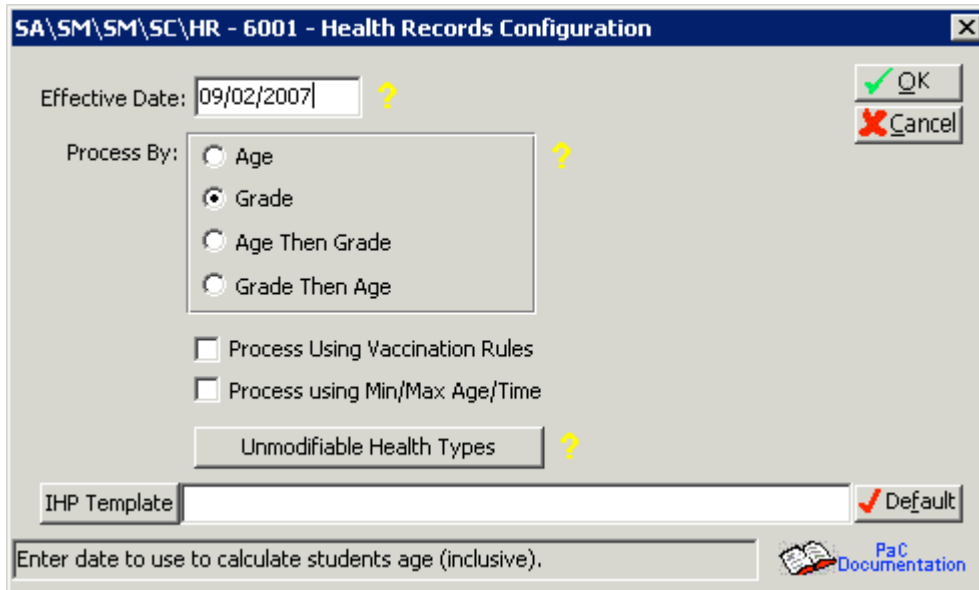
If term length courses do not exist in the course file then delete that length from the Course Length Sets and Grade Sets for the school year.

If the district uses term length courses then Term Grade Sets only need term grade buckets. Term length courses do not need a semester grading bucket. When set up correctly, the 100% for Earned Credits should be under the Term Grades column to ensure that Term grades appear on the WA State Transcript.

3 – Verify the **Track Current Year Grade Changes** and **Track Historical Grade Changes** options (SASYDCAST) are enabled. These options record all Current Year or Historical Grade changes made in WESPaC, EA Plus, or Gradebook. The changes are viewed through the Grade History by selecting the **Grd Chgs** button. WSIPC recommends districts track both current year and historical grade changes.

Health

Set the Effective Date in the Health Records Configuration to the first day of the 2007 school year (SA\SM\SM\SC\Health Records Configuration).



The screenshot shows a dialog box titled "SA\SM\SM\SC\HR - 6001 - Health Records Configuration". It contains the following elements:

- Effective Date:** A text box containing "09/02/2007" with a yellow question mark icon to its right.
- Process By:** A group box containing four radio button options: "Age", "Grade" (which is selected), "Age Then Grade", and "Grade Then Age". A yellow question mark icon is to the right of this group box.
- Process Using Vaccination Rules:** An unchecked checkbox.
- Process using Min/Max Age/Time:** An unchecked checkbox.
- Unmodifiable Health Types:** A button with a yellow question mark icon to its right.
- IHP Template:** A text box with a "Default" button (marked with a red checkmark) to its right.
- Footer:** A text box containing "Enter date to use to calculate students age (inclusive)." and a "PaC Documentation" link with an icon of an open book.
- Buttons:** "OK" (with a green checkmark) and "Cancel" (with a red X) buttons are located in the top right corner.

Setting this option to the first day of school ensures the ages for all the students will be calculated from the same day.

Food Service

Refer to the **After Processing Food Service Year End** section in either the Food Service or Year End module documents.

Entity

A 2007 Entity Year record must be created in Entity 000 in order to clone Academic Areas in Standards Based Gradebook. If the 2007 Entity Year record does not exist then the clone button does not appear.

000 - SM\EN - 559 - Entity Maintenance

Code: 000 OK

Name: DISTRICT WIDE ENTITY Cancel

Entity Type: D = District

Current School Year: 2006 Allow Add of an Active Student(s) to Another Entity

Credits To Units Factor: 1.00

Entity Year Information												
Year	Day Type	Day Seq	Atnd Prds	Dsp Prds	Sch Prds	Atnd Trms	Dsp Trms	Grd Trms	Sch Trms	N Yr Tran	Team Sched	Base P22 On Sche
2005	W	00	10	10	10	04	04	04	04	No	No	No
2006	W	00	10	10	10	04	04	04	04	No	No	No
2007	W	00	10	10	10	04	04	04	04	No	No	No

Entity School Information		
Id	School	Default

Transcript Signature

Auto E-mailing Setup

Student Indicator Setup

Double click or ENTER on highlighted item to update.

PaC Documentation

Ensure that you have created an entity year record at the district level for 2007.

Suspension/Expulsion To Attendance Options

After processing Student Year End (SM/OF/YE/SY), the selections made in Maintain Attendance For Suspension/Expulsion Records (SM/OF/DI/SE/SE) are reset to blank and the option is unchecked. Districts will need to re-select the appropriate values for the new school year. Making screen prints before year end will assist in resetting the values.