

INFORMATION MARKETING GROUP (IMG)
IMPROVING K-12 EDUCATION THROUGH SOFTWARE

***i*PASS**
**Biographical
System**

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Biographical System

This module allows you to register new students, modify, delete demographical data on students, run biographical reports, and perform various mass updating and enrollment procedures. Consistent with all **iPASS** modules, there is set of maintenance tables that drive the system and they must be setup and defined by the school and/or school district.

Please be aware that all tab and Menu descriptions in the **iPASS environment are customizable and may vary from the tab or menu descriptions displayed in this documentation. Please see your local **iPASS** super user or contact IMG support for further clarification.**

The Biographical System has 6 menu options:

- Find Any Student
- Primary School/Year
- Add Modify Student Biographical
- Reports – Biographical
- Mass Update Students
- Maintenance – Biographical

(See Figure 1)

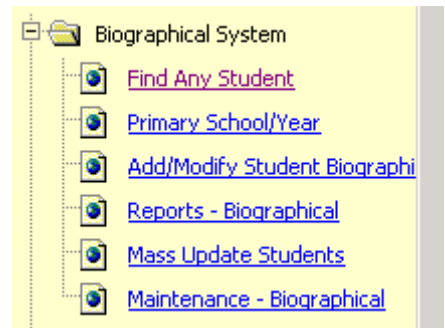


Figure 1

Find Any Student

Find any student screen will locate all students in your district regardless of their school assignment or their enrollment status. Use one of the following to narrow your search.

Search Students

LASID: SASID: Student ID: Last Name: First Name:

Grade Level: (NG, 01, 02) Home Room: (01, 01-AM, 01-PM, 02) AreaCode: Exchange: (004) Last4:

Street No: Street: Address2: City: State:

Zip: Sort By: (Id)

Students									
Student	Name	Grade	Room	LASID	SASID	Primary School	Enrollment	Deleted	Data
1003	Cabral, Christopher	09	1203	5050003428	1023621413	iPASS Testing High School	Enrolled : iPASS Testing High School	No	000-004-3421
1005	Ciriello, Ashley	09	1203	5050003433	1004822808	iPASS Testing High School	Enrolled : iPASS Testing High School	No	000-004-3421 000-004-3430
1088	Budrow, Timothy	12	1203	5050000794	1015726409	iPASS Testing High School	Enrolled : iPASS Testing High School	No	000-004-3421 000-004-3430 000-004-3430

Figure 2

LASID:

⇒ Enter the student's LASID you want to search for.

SASID:

⇒ Enter the student's SASID you want to search for.

Student ID:

⇒ Enter the student's ID you want to search for.

Last Name:

⇒ Enter the student's last name you want to search for.

First Name:

⇒ Enter the student's first name you want to search for.

Grade Level:

⇒ Select the appropriate grade level from the pull down box. Initial setup required under <administration folder> <school resources> <grade level>.

Home Room:

⇒ Select the appropriate Home Room from the pull down box.

Area Code:

⇒ Enter an Area Code.

Exchange:

⇒ Enter a Phone Exchange.

Last 4:

⇒ Enter the Last 4 digits of a Phone Number.

Street Number:

⇒ Enter a Street Number.

Street:

⇒ Enter a Street Name.

Address #2:

⇒ Enter data that would be found in the Address #2 field.

City:

⇒ Enter a City.

State:

⇒ Enter a State.

Zip:

⇒ Enter a Zip Code.

Sort By:

⇒ Select the appropriate sort option from the pull down box.

- By Student ID
- By Last Name
- By Grade Level
- By Homeroom
- By LASID
- By SASID

⇒ **Click the  Button to submit your Search criteria**


⇒ **Click the  Button to Clear the Search Criteria Screen**

Find Any Student Output:

After you Submit your Search Criteria a list of students fitting those criteria will be available on the screen.

⇒ Listed will be the student's:

- ID Number
- Name
- Grade
- Homeroom
- LASID
- SASID
- Primary School
- Enrollment
- Deleted Status Yes/NO
- The Data meeting your Search Criteria

⇒ Click on the [2212](#)  Id number to see the student's information.

Helpful Hints:

If you have security access to Can Edit ANY Student on Find Page then you will be able to access the student's information as well as edit the student's information. If you have security access to Can View ANY Student on Find Page then you will only be able to view the student's information on each Tab.

Add/Modify Student Biographical

These pages allow users to add/modify student data on any tab(s) of information made available to the user type. The **iPASS** district super user using the **iPASS** <Security System> and <Menu System> can control access to these pages.

Student Selection Filters

Academic Year:

School:

Student ID:

Last Name:

Homerroom:

Grade:

Enrollment:

Sort By:

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Student Selection								
Student ID	Name	HR	YOG	Grade	Gender	Counselor	Sched	Enrollment
2212	Abbott, Jane	2210	2002	12	Female	Ms. Healey	No	Withdrawn
2178	Adams, Gretchen	1203	2003	11	Female	-	No	Enrolled
1206	Adams, William	GYMA	2002	12	Female	Ms. Healey	No	Withdrawn
3199	Agostini, Shara	3202	2005	09	Female	-	No	Enrolled
1972	Alandzak, Ivan	GYMA	2004	10	Male	Mrs. Gabry	No	Withdrawn
<< Prev Next >>								

Figure 3

Registering a new Student

- ⇒ Click on <Biographical System> <Add/Modify Student Biographical>
- ⇒ **Click on the button to add a new student.**

Helpful Hint!

When you register a single student who is new to the District or who was not previously entered into **iPASS**, a District Enrollment Record must also be created for that student (see *Enroll a Single Student*). A student can be registered at any time. "Registration" meaning to enter a student's Name, Grade Level, Gender, Primary School, have a computer generated Id# assigned and whatever other pertinent biographical data is available. A "Registered" student can have course requests entered and be scheduled into classes.

Once a student is "Registered", then an enrollment record must be created to complete the process. Upon completion, the student will be included in your schools total enrollment figures and track attendance, etc.

Be sure to instruct users to maintain your desired consistency when entering data.

The screenshot shows a web form with a dark blue header containing the text "Enter Student Name and Click Submit". Below the header are several input fields: "First Name:", "Middle Name:", and "Last Name:" each followed by a text box. The "Gender" field has two radio buttons labeled "Male" and "Female". The "D.O.B." field has a text box followed by "(i.e. 99/99/9999)". The "Email:" field has a text box. The "Grade Level" field has a dropdown menu with "13" selected. The "Primary School:" field has a dropdown menu with "iPASS Testing High School" selected. The "Academic Year:" field has a dropdown menu with "2001-2002" selected. At the bottom of the form are two buttons: "Submit" and "Cancel".

Figure 4

First Name:

⇒ Enter the student's first name

Middle Name:

⇒ Enter the student's middle name

Last Name:

⇒ Enter the student's last name

Gender:

⇒ Select male or female

Date of Birth:

⇒ Enter the student's Date of Birth.

Email Address:

⇒ Enter the student's email address

Grade Level:

⇒ Select the appropriate grade level from the pull down box. Initial setup required under <Administration> <School Resources> <Grade Level>.

Primary School:

⇒ Select the appropriate primary school from the pull down box. Initial setup required under <Administration> <School Resources> <School Profile>.

Academic Year:

⇒ Enter the Academic Year that the student is entering.

Submit:

- ⇒ Select this button to save the data. The system will then assign a computer generated student ID # and allow you to continue entering biographical data on this student beginning with the <Profile>Tab.

Helpful Hints!

If a record already exists based on a match of First Name, Last Name and Date of Birth, then a screen will appear displaying the data of the existing student and give you the option to cancel the new entry, if it is the same students or to accept the new entry as a Non-Duplicate record.

Other students have been found with a first name, last name and DOB match please confirm that you are not duplicating this student.

2310 Adams, Jennifer DOB: 07/03/1984

Click to confirm non-duplicate:

Enter Student Name and Click Submit

First Name: Jennifer

Middle Name: Marie

Last Name: Adams

Gender: Male Female D.O.B. 07/03/1984 (i.e. 99/99/9999)

Email:

Grade Level: 11 Primary School: iPASS Testing High School

Academic Year: 2001-2002

Submit Cancel

Figure 4a

<Profile>Tab

The Profile Tab is the main screen for each student.

Submit Cancel

Student Data

Enrolled : East Elementary School

Student ID: 2178

First Name: Jennifer Suffix:

Middle Name: Michelle Male Female

Last Name: Adams

Preferred Name:

Image File: LNSS375.JPG

Year Of Grad: 2003 Grade Level: 11 Town of Residence: Ashland

Previous School: iPASS Testing High School

Primary School: iPASS Testing High School Home Room: 1203 Counselor: Patton, Teacher

Next Year: iPASS Testing High School Next Home Room: 3407 Next Grade Level: 10

Figure 5

Student ID Number:

- ⇒ This will display the ID Number assigned when the student was registered.

First Name:

⇒ This will display the First Name entered when the student was registered.

Suffix:

⇒ This is used to hold information such as Jr. Sr. III.

Middle Name:

⇒ This will display the Middle Name entered when the student was registered.

Gender:

⇒ This will display the Gender entered when the student was registered.

Last Name:

⇒ This will display the Last Name entered when the student was registered.

Preferred Name:

⇒ Enter nickname for the student

Image File:

⇒ Enter the name of the students picture file. It must be in JPG or GIF file format. Note: The file itself must be loaded in the appropriate **iPASS** directory (see your local **iPASS** system administrator). The images can be mass loaded (see <Biographical System><Maintenance - Biographical><Assign Student Photos>).

Year of Graduation:

⇒ Select year of graduation as defined under <Administrative System> <School Resources> <Grade Levels>

Grade Level:

⇒ Select year of graduation as defined under <Administrative System> <School Resources> <Grade Levels>

Town of Residence:

⇒ Select Town student lives in as defined under <Biographical Maintenance><Town Codes>

Previous School:

⇒ This will display the last school listed in the enrollment records for this student.

Primary School:

⇒ The Primary School is define within the enrollment records and will be displayed here.

Homeroom:

⇒ Select student home room as defined under <Administrative System><School Resources><Room Catalog>

Counselor:

⇒ Select student councilor as defined under <Administrative System><School Resources><Teachers and Staff> click on the person and assign the Job Type of Counselor

Next Year:

- ⇒ Select a Next Years School. This allows the next year's school access to the student for scheduling.

Next Homeroom:

- ⇒ Select a Next Year Homeroom. This allows you the ability to start planning Next Year's Homerooms before the end of the year.

Next Grade Level:

- ⇒ Select a Next Year Grade Level. This allows you the ability to start planning for Next Year's census before the end of the year.

Locker:

- ⇒ Select student locker number as defined under Locker System

Email:

- ⇒ Enter student's email address

Date of Birth:

- ⇒ Select student's date of birth and students age will calculate automatically

City of Birth:

- ⇒ Enter City of Birth for the student

State of Birth:

- ⇒ Enter State of Birth for the student



Country of Birth:

- ⇒ Select a Country of Birth for the student from the drop down list of Countries

WARNING!

You Must "Submit" any additions or modifications on this page before adding or modifying guardians or else your data will be lost.

Guardian Information:

- ⇒ Click on the  button to add Guardian or Contact information for the student.
- ⇒ Click on the  button next to Guardian ID.
- ⇒ Search for the Guardian to see if they already exist in the database. You can search by Last Name or First Name. (See Figure 6)

Person Search Filters

Last Name:

First Name:

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Person Search	
ID	Name
8992	
25282	
14076	Amy Justice
22302	ANNE PARISI
14114	BRENDA PIK

Figure 6

- ⇒ When you find the Guardian click on there ID number and their information will fill the Guardian Information Screen
- ⇒ If the Guardian is not listed there then add the necessary information to the screen
- ⇒ Click the button at the bottom of the page

Resident Address of Student:

- ⇒ Add the student’s Resident Address information
- ⇒ Click the button at the bottom of the page

Mailing Address of Student:


- ⇒ Add the Parents name as you want it to appear in a letter salutation or on a mailing label in the Parent Name field.
- ⇒ Add the student’s Mailing Address
- ⇒ Click the button at the bottom of the page

Phone Numbers of Student:

- ⇒ Enter the student’s Home Phone Numbers and a student’s personal Cell Phone Number
- ⇒ Click on the unlisted check box to indicate if a student’s home phone number is unlisted
- ⇒ Click the button at the bottom of the page

Delete Student Record:

- ⇒ Check the box to indicate that this student’s record should be deleted. Only delete students who never attended a day of school in your district.

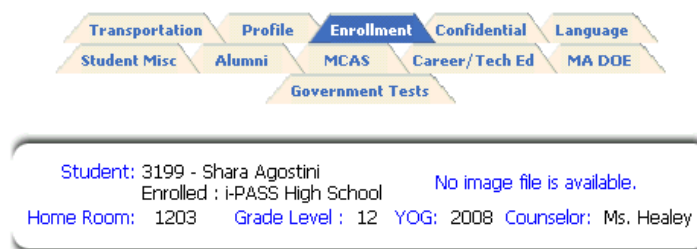
⇒ Click the  button at the bottom of the page

<Enrollment>Tab

Once a student is registered, then an enrollment record must be created to complete the process. Upon completion, the student will be included in your schools total enrollment figures and also be available to track attendance, etc. (See Figure 7)

Enrollment means to define a date when the student is first going to be present or is first expected to be present in your District and/or Building for the current or upcoming Academic Year.

Each student will, at the very least, have one (1) District Enrollment Record, one (1) School Building Enrollment Record and one (1) Academic Year Enrollment Record.



The navigation menu includes: Transportation, Profile, **Enrollment**, Confidential, Language, Student Misc, Alumni, MCAS, Career/Tech Ed, MA DOE, and Government Tests.

Student: 3199 - Shara Agostini
 Enrolled : i-PASS High School
 Home Room: 1203 Grade Level : 12 YOG: 2008 Counselor: Ms. Healey
 No image file is available.

Student Enrollment				
Entry Date In	Aug	21	In District	Re-Enrolled - Same School
District:	2002		Code:	
Enrollment Records				
Delete	School	Date	Entry/Withdrawal	Status
<input type="checkbox"/>	i-PASS High School	09/05/02	Re-Enrolled - Same School	Enrolled
<input type="checkbox"/>	i-PASS High School	09/04/02	Withdrawn - private school in District	Withdrawn
<input type="checkbox"/>	i-PASS High School	09/03/02	Enrolled from Public school in-state	Enrolled
<input type="checkbox"/>	i-PASS High School	09/05/01	Enrolled from Public school in-state	Enrolled
<input type="button" value="ADD"/>				
<input type="button" value="Submit"/> <input type="button" value="Cancel"/>				

Figure 7

Enrolling a Single Student

⇒ Go to <Biographical System> <Add/Modify Student Biographical> <Enrollment> tab.

⇒ Click the  button. (See Figure 8)

Helpful Hint!

Do not modify a student's existing record, you must click the add button and create a new entry or withdrawal enrollment record for the student.

Figure 8

After registering a new student you may:

Create their Enrollment Record immediately for the first day that you expect them to be in attendance in your building;

Helpful Hint!

It is strongly recommended that you do not enter an Enrollment Record for the upcoming Academic Year at the time you are registering a new student (into Kindergarten or Pre-school for example) if it is prior to your mass enrolling all students for a new school year. This option is suggested for students who will be present in the next day or two for the current Academic Year, although it may be better to wait until they actually show up.

- 1) wait and enter their Enrollment Record when they first arrive in your building
- 2) mass enroll them later with other students (see Mass Enroll Students).

If the student is not Enrolled immediately upon registering them, then access to any of their information requires that you select the None option for Enrollment on the Student Selection Filter page.

Figure 9

Enrollment:

Enrolled – Students enrolled in the current academic year or those who have withdrawn during the current year

ALL – All students who have ever been enrolled, withdrawn or Graduated during the current year


None – Students with no enrollment records

District Enrollment Date

If the student is new to your District and School:

This date should be the date the student was first in attendance in your District. This date is not used or reported at this time, but **iPASS** will be developing a report that uses this date to determine how long a student has been enrolled in your District (basically for MCAS and other test result analysis along with how long a student has been in your building).

If the student is transferring in from another school within your District:

- ⇒ Do not change this date.
- ⇒ **Click**  **to save your changes**

Add a new Enrollment Record

NOTE: The procedures for this Step are the same regardless of whether the student is Enrolling in your school from inside or outside of your District.

- ⇒ **Click**  **to access a new record**

School Enrollment:

These fields deal with the student's Enrollment Record, in this case entry, into your School Building.

School:

- ⇒ Accept the default of your default school.
- ⇒ If your District has a central Registration and Enrollment Office, then this value may need to be changed to show the name of the school the student will be attending.

Entry Date in Building: <today's date>

- ⇒ Click on the default date of today or enter the date that the student was first in attendance in your building.

In Building Code:

- ⇒ Select the correct Entry Code from the pull-down list.

Student Entry/Withdrawal Data – (Academic Year Enrollment)

- ⇒ These fields deal with the student's Enrollment Record, in this case Entry, into your School Building for the current Academic Year.

Entry/Withdrawal Date: <today's date>

- ⇒ Click on the default date of today or enter the date that the student was or is expected to be first present in your school for this Academic Year.

Entry/Withdrawal Code:

- ⇒ Select the Entry Code from the pull-down list.

Reporting Reason:

- ⇒ Select the correct Code from the pull-down list.

Enrollment Status:

- ⇒ Select the correct Code from the pull-down list.

Enrollment Reason:

- ⇒ Select the correct Code from the pull-down list.

Comment:

- ⇒ Enter any comment you wish, such as where the student came from.

FTE (Full Time Equivalency): <1>

- ⇒ Accept the default of one (1) if the student is a full-time student and enrolled 100% of the time in your school. Enter the decimal value that represents the amount of time a part-time student is enrolled in your school. This field is not based on a student's possible participation in Special Education.

Out Placement: <No>

- ⇒ Accept the default of *No* if this student is not Out-Placed to a facility out of your School and/or District as defined by your District and the DOE.

School Id:

Use this for only Out of District Students.

- ⇒ Enter the state defined code for the School they are attending.
- ⇒ All enrolled students should have this field blank.

Helpful Hint!

School ID will come directly from the District and School Profiles located in <Administration> <District Recourses><District Profile> and <Administration> School Resources><School Profile>

Previous School:

- ⇒ Select the school from the pull down list of Out of District Schools that the student is coming from or leave the field blank if they are coming from a school in your district.

Previous School Comment:

- ⇒ Enter the name of the Previous School if it is other than a school in the pull down list.

Helpful Hint!

You may add additional Out of District Schools in <Administration><School Recourses><School Profile>. We suggest that you only list schools that regularly send students to your school. Create generic Out of District School named "See File" for other schools and identify the school on the "Pervious School Comment" field.

Carry Over Membership:

- ⇒ Enter the Days in Membership that a student accrued in a school within your District that is not using **iPASS** or is not in the same database.
- ⇒ If **iPASS** is a K-12 database for your District, then this field is not used.


Carry Over Attendance:

- ⇒ Enter the Days in Attendance that a student accrued in a school within your District that is not using **iPASS** or is not in the same database. If **iPASS** is a K-12 database for your District, then this field is not used.

Days in Membership:

- ⇒ This is a calculated field.

Days in Attendance:

- ⇒ This is a calculated field.
- ⇒ **Click**  **to save your changes**

Withdrawing a Single Student

Under <Biographical System> <Add/Modify Student Biographical> <Enrollment> tab.

Helpful Hint!

Do not modify a student's existing record, you must click the add button and create a new withdrawal record for the student.

*If a student is withdrawing and transferring from your school to another school within your district **iPASS**, then you must also change the students "Primary School" as defined under <Biographical System> <Add/Modify Student Biographical> <Profile> tab. After withdrawing the student, notify the receiving school so that they can add the new Enrollment/Entry record. Remember to click submit and save your changes.*

Add a new WITHDRAWAL Record

Under <Biographical System> <Add/Modify Student Biographical><Enrollment> tab.

- ⇒ **Click**  **to create a new record**

School Enrollment:

Do not change these values. These will be changed by the receiving school.

School:

Entry Date In Building:

In Building Code:

Student Entry/Withdrawal Data – (Academic Year Enrollment)

These fields deal with the student's Enrollment Record, in this case Withdrawal, out of your School Building and out of district for the current Academic Year

Entry/Withdrawal Date: <today's date>

- ⇒ Accept the default date of today or enter the first date that the student will NOT be in attendance in your school for this Academic Year.

Entry/Withdrawal Code:

- ⇒ Select the correct Code from the pull-down list.

Reporting Reason:

- ⇒ In most cases this Code will be the same Code that was used when the student was enrolled, it does not change. Select the correct Code from the pull-down list.

Enrollment Status:

- ⇒ Select the correct Code from the pull-down list.
- ⇒ If the student is transferring to another school within the District, then this Code will be the same Code that was used when the student was enrolled, it does not change.

Enrollment Reason:

- ⇒ In most cases this Code will be the same Code that was used when the student was enrolled, it does not change. Select the correct Code from the pull-down list.

Comment:

- ⇒ Enter any comment you wish, such as where the student is going.

FTE (Full Time Equivalency): <1>

- ⇒ This field can be ignored. It does not apply to students who are withdrawing.

Out Placement: <No>

- ⇒ This field can be ignored. It does not apply to students who are Withdrawing.

School Id:

Use this for only Out of District Students.

- ⇒ Enter the state defined code for the School they are attending.
- ⇒ All enrolled students should have this field blank.

Helpful Hint!

School ID will come directly from the District and School Profiles located in <Administration>District Recourses><District Profile> and <Administration> School Resources><School Profile>

Previous School:

- ⇒ Leave this blank.

Previous School Comment:

- ⇒ This field can be ignored. It does not apply to students who are Withdrawing.

Carry Over Membership:

- ⇒ This field can be ignored. It does not apply to students who are Withdrawing.

Carry Over Attendance:

- ⇒ This field can be ignored. It does not apply to students who are Withdrawing.

Days in Membership:

- ⇒ This is a calculated field.

Days in Attendance:

- ⇒ This is a calculated field.

- ⇒ **Click**  **to save your changes**

Transferring a Student to a School within your District

Add a new TRANSFERRAL Record – under <Biographical System> <Add/Modify Student Biographical><Enrollment> tab.

- ⇒ **Click**  **to create a new record**

Entry/Withdrawal Date: <today's date>

- ⇒ Accept the default date of today or enter the first date that the student will Not be in attendance in your school for this Academic Year.

Entry/Withdrawal Code:

- ⇒ Enter the "TRF" code for students transferring to another school within the District. This entry will insure that the student is only reported to the DOE from one school.

Reporting Reason:

- ⇒ Since the student is transferring to another school within the District, then this Code will be the same Code that was used when the student was enrolled, it does not change.

Enrollment Status:

- ⇒ Since the student is transferring to another school within the District, then this Code will be the same Code that was used when the student was enrolled, it does not change.

Enrollment Reason:

- ⇒ Since the student is transferring to another school within the District, then this Code will be the same Code that was used when the student was enrolled, it does not change.

Comment:

- ⇒ Enter any comment you wish, such as where the student is going.

- ⇒ **Click**  **to save your changes**

Helpful Hint!

This next step is only for a student that is transferring to another school within the District.

Change the Student's Primary School

After a "TRF" (Transferred to Another School Within District) code is used then you need to go into the student's profile screen found under <Biographical System><Add Modify Student Biographical><Profile>Tab and set the primary school to the school the student is transferring to.

Primary School:

- ⇒ Select the school within your District that the student is transferring into from the pull-down list.

The student will now be available to the new school in the Student Selection Filter.

The student needs to have a NEW Enrollment Record added for their Entry into the new school, to be entered by the receiving school.

Helpful Hints!

Modifications/Corrections

You can click on any Enrollment Record and make Modifications or Corrections, if the codes have not been defined correctly or defaults were accepted instead of the correct code.

Make Them Go Away

If a student does not show-up and you want to remove them from your Student Selection Filter pull-down list and the DOE file. Modify their entry for the 1st day of school to the date of July 1 for that year and then ADD a new withdrawal record and give them a code of DELETED for July 2 of that year. You will still be able to access the student and re-enroll them.

No More "None"s

By mid to late September, there should be NO students listed using the NONE filtering option.

<Confidential>Tab

SSN:

- ⇒ Enter the student's social security number

Primary Language:

- ⇒ This is a read only field and is filled in on the Language Tab.

Free Lunch:

- ⇒ This field is used to indicate the type of Free Lunch Program that the student is eligible for.

Low Income:

- ⇒ This field is submitted to the DOE to indicate if the student is low income eligible.

Title 1 Participation (MA)/Compensatory Education (CT):

- ⇒ This field is submitted to the DOE to indicate if the student is participating in a Title 1 program or Compensatory Education Program.

Original Year of Graduation:

- ⇒ This field will reflect the student's anticipated Year of Graduation based on the year they first entered your district. This YOG should not be changed. It will be used to determine retention.

Ethnicity:

- ⇒ Select the student's Ethnicity. Use the control key to make a multi selection of Ethnic codes. This drop down is accessed under <Biographical System><Biographical Maintenance><Ethnic Codes>.

State ID: (SASID)

- ⇒ This is a read only field and can only be edited under <DOE ID Manager><LASID/SASID Update>.

LASID:

- ⇒ This is a read only field and can only be edited under <DOE ID Manager><LASID/SASID Update>.

Helpful Hints!

You may not have access to the <DOE ID Manager><LASID/SASID Update> due to your user profile in the <Security System>. If you need access to this feature then contact your District Administrator.

Special Needs:

This is a Yes/No field that is needed when running reports.

- ⇒ Select YES or NO

RID #:

This field is used for Medicaid Billing information.

- ⇒ This field should be left blank if the student is not a Medicaid student. Fill in the Medicaid ID# or any value, if the student is a Medicaid student. Entering YES will allow you to print an <Attendance System><Reports Attendance><Attendance History> Report to be used for reimbursement of services provided.

Exclude from Class Rank:

This is a Yes/No field that is used to indicate if a student should be left out of class rank regardless of grades or classes attended.

- ⇒ Select YES or NO

Sped Status:

This field is used for reporting Special Education Program Status to the DOE.

- ⇒ Select YES or NO

Sped Liaison:

- ⇒ Enter the name of the student's SPED Liaison, if applicable, or leave the field blank.

Title-1 Teacher:

- ⇒ Enter the name of the student's Title 1 teacher.

Migrant Status:

- ⇒ Enter the student's Migrant Status.

Immigrant Status:

- ⇒ Enter the student's Immigrant Status.

Country of Origin:

⇒ Enter the student's Country of Origin.

Transportation:

This is a Free Text field where SPED transportation arrangements can be kept.

⇒ Enter the appropriate data or leave blank.

Outplacement:

This is a Free Text field where SPED Outplacement arrangements can be kept.

⇒ Enter the appropriate data or leave blank.

Delete Special Services:

⇒ Select Special Education services that are being provided for this student from the pull down list. When one or more services are defined and submitted 3 empty boxes will be available. Use <Biographical System><Biographical Maintenance><SPED Services> to define the table of services provided by the district.

<Language>Tab**English Proficiency:**

⇒ Enter the student's English Proficiency Status.

English Language Learners Program Status:

⇒ Enter the student's English Language Learners Program Status.

Primary Language:

⇒ Enter the student's Primary Language.

ESL Teacher:

⇒ Enter the student's ESL Teacher, if applicable or leave blank.

TBE Teacher:

⇒ Enter the student's TBE Teacher, if applicable or leave blank.

TBE Oral Language:

⇒ Enter the student's TBE Oral Language.

TBE Oral Language Test Score:

⇒ Enter the student's TBE Oral Language Test Score.

TBE LASRW Reading Score:

⇒ Enter the student's TBE LASRW Reading Score.

TBE LASRW Writing Score:

⇒ Enter the student's TBE LASRW Writing Score.

TBE Years in Program:

⇒ Enter the student's TBE Years in Program.

WARNING: The Massachusetts DOE has discontinued these fields and all should be defaulted to 500 Does not Apply

Special Education – Private Placement:

- ⇒ Enter the student’s Special Education – Private Placement.

<DOE>Tab

This screen displays all if the required Department of Education fields.

Report to DOE

Use this Yes/No field to indicate if the student should or should not be included in the Doe transmission.

- ⇒ Accept the default of YES and the student will be reported to the DOE.
- ⇒ Select NO if you do not want the student reported to the DOE.

<MA DOE> Tab

The Massachusetts SIMS data elements are included under this Tab. Fields that are Calculated, Constant or Secure cannot be edited from this screen. All others can be defined here or on related Tabs/Screens. Any changes are updated on all screens.

Default values are defined by the district in <DOE ID Manager><DOE Defaults> or under <DOE ID Manager><DOE Fields>.

<CTDOE> Tab

The Connecticut PSIS data elements are included under this Tab. Fields that are Calculated, Constant or Secure cannot be edited from this screen. All others can be defined here or on related Tabs/Screens. Any changes are updated on all screens.

Default values are defined by the district in <DOE ID Manager><DOE Defaults> or under <DOE ID Manager><DOE Fields>.

<Miscellaneous>Tab

The fields maintained on this page are defined under <Biographical System> <Biographical Maintenance> <User Defined Data>. Fields defined in this area should be considered and maintained district-wide for consistency reasons. You can set up fields to be Free Text or Drop Down choices.

Examples:

- Internet Acceptable Use Policy Signed
- Yearbook Purchase
- Activity Assignments
- Parent CORI checks
- Parents returned Forms

<Alumni>Tab

This tab displays the information for students who have or will be graduated from your district. This tab is used to maintain information relevant to the Career and Technical Education One Year Follow up.

Post Grad Plans:

⇒ Select the students Post Graduation Plans.

Helpful Hint:

Post Graduate plans will not be represented in the DOE transmission until the student's enrollment status has become graduated. Once you graduate your seniors the post graduate plans will be populated in the DOE transmission, therefore, Post Grad Plans can be defined for any student at any time.

Major:

⇒ Select a Major that the student will be attaining after graduation.

Hourly Salary:

⇒ Select the Hourly Salary if the former student is working.

Field:

⇒ Select the field that the former student is working in.

Same as Training:

⇒ Use the Yes/No to indicate if the former student is working in the field they were trained in.

Still in District:

⇒ Use the Yes/No to indicate if the former student still lives in the district.

Children Enrolled in District:

⇒ Use the Yes/No to indicate if the former student's Children are educated in the district.

Volunteer:

⇒ Use the Yes/No to indicate if the former student is a Volunteer.

Contributor:

⇒ Use the Yes/No to indicate if the former student is a Contributor to the district.

Contributions:

⇒ Enter the contributions the former student has made.

Last Date:

⇒ Enter the last date that the former student was contacted to obtain the above information.

<College Application>Tab

This tab is used to display information regarding the colleges a student has applied to. Information for the drop down menus on this screen are found in the <College System><College Maintenance>.

Helpful Hint:

You can also define Military Branches, "Work", "Other" or "Unknown" in your College List to track students who are not college bond.

Post Grad Plans:

⇒ Enter the student's Post Graduation Plans.

Helpful Hint:

Post Graduate plans will not be represented in the DOE transmission until the student's enrollment status has become graduated. Once you graduate your seniors the post graduate plans will be populated in the DOE transmission.

Major:

⇒ Enter a Major that the student will be attaining in college.

Choice:

⇒ Select a number to indicate the student's preferences for each college applied to. (This is a required field if you are selecting a school)

Schools Applied:

⇒ Select a college that the student has applied to.

Post Grad Plans of the School:

⇒ Select the post grad plans that best describes the school.

Example:

2 Year Private College
4 Year Private College

Application Type:

⇒ Enter the type of application.

Status:

⇒ Enter the status of the application process.

Accepted:

⇒ Use the Yes/No to indicate if the student was accepted to the college listed.

Attend:

Note: This field must be set to YES to have results be included on certain reports.

⇒ Use the Yes/No to indicate if the student is attending the college listed.

⇒ Use the  button to delete a college from the student's record.


<Transportation>Tab

This tab is used to Add/Modify or display Bus information for the student. Information for the drop downs in this screen are found in the <Bus System><Bus Maintenance>.

- ⇒ Enter the bus used each day of the week to arrive at school and return home. You can set up the system to enter walkers, Parent Pick-ups and students who attend after school activities.

<Government Test> Tab

This tab is used to Add/Modify or display Government Test Scores.

- ⇒ To Modify test scores click on the test name. On the next screen you will be able to delete or change scores, the test date or Grade Level.
- ⇒ To Add a test Score click on the Add Button. On the next screen you can add scores, test date and Grade Level.
- ⇒ To delete the Test Record click on the [Delete Record ?](#)
- ⇒ **Click**  **to submit the Test Record**

<Career and Tech> Tab

This tab is used to Add/Modify or display Career and Tech Program information.

Occupational Ed Type:

- ⇒ Select the Occupational Ed Type.

Shop:

- ⇒ Select the Shop.

Shop Week:

- ⇒ Select the Shop Week.

Shop Homeroom:

- ⇒ Select the Shop Homeroom.

Economical Disadvantage:

- ⇒ Select YES/NO.

Physically Disadvantage:

- ⇒ Select YES/NO.

Educationally Disadvantage:

- ⇒ Select YES/NO.

Co-op Placement:

- ⇒ Select YES/NO.

Co-op Supervisor:

⇒ Select YES/NO.

Co-op Phone:

⇒ Enter the Phone Number.

Co-op:

⇒ Select YES/NO.

Hourly Salary:

⇒ Enter the Hourly Wage.

⇒ **Click**  **to submit the data.**

Mass Update Students

<Mass Enroll Students>Tab

Data to Update

This program is generally used just prior to the beginning of a new school year. It is designed to allow you to set an enrollment code, date, reason, comments, etc. that can then easily be applied to a large body of students at once. Typically it is done a grade level at a time.

Helpful Hint!

When you are Mass Enrolling Students for a new School Year ALL students MUST have a new Enrollment/Entry Record for a new Academic School Year.

ALL students MUST have their "Next Year's Primary School" set to the school where they will be in attendance in the new school year.

Students do not need to be enrolled in order to process requests and schedules for the new year.

Example:

You have just completed the 2004-2005 school year and you are preparing the database to open the 2005-2006 school year. ALL students that you are planning to re-enroll MUST have a "Next Year's Primary School" (within 2004-2005) set to the school where they will be in attendance in the new school year (2005-2006), regardless of the school they attended in this year (2004-2005).

The "Next Year's Primary School" (within 2004-2005) should be BLANK for those students who will not be in attendance in any other school within the District for the new school year (2005-2006).

The default Academic Year for the DISTRICT MUST be set to the new school year (2005-2006).

The SCHOOL Calendar MUST be defined for the new school year (2005-2006).

Figure 10

Enroll Students into:

This is the school that the selected students will be into.

- ⇒ It is your default school and may need to be changed in <My Data><Set Default School>

Search for Students in:

This is the default school the system will use to search for your students, if you are using the "Copy" feature.

- ⇒ Select a school.

Academic Year to Copy:

- ⇒ Selecting this choice will copy the value of the field selected from the last (most recent) Enrollment record of the student in their previous school year.

Helpful Hint!

This will preserve any variations in the Enrollment records of the students who have settings (DOE values in particular) that are exceptions to the majority of your students. Be very cautious when using the "Copy" Feature!

Entry/Withdrawal Date:

- ⇒ Select the date you expect the students to first be in attendance in your school for the new school year, the first day of school.

Entry/Withdrawal Code:

- ⇒ Select the code for this new enrollment record that is appropriate for the students who you will be applying the code to upon completing this process. Use the "Copy" option if you want to duplicate the code used from the previous year.

Example:

Generally students moving from Middle School to High School will have an Entry Code of "Re-Enrolled - Same District".

Students, who were in your school during the previous school year and will be returning again, will have an Entry Code of "Re-Enrolled - Same School" and the "Copy" option can be selected.

Students who are entering school for the first time (Kindergarten) will have an Entry Code of "Original Entry in US".

Reporting Reason:

- ⇒ Select the code for this new enrollment record that is appropriate for the students you will be applying to this code when you complete this process. Select "Copy" if you want to duplicate the Reporting Reason value from the previous year.

Enrollment Status:

- ⇒ Select the code for this new enrollment record that is appropriate for the students you will be applying to this code when you complete this process. Select "Copy" if you want to duplicate the Enrollment Status value from the previous year.

Enrollment Reason:

- ⇒ Select the code for this new enrollment record that is appropriate for the students you will be applying to this code when you complete this process. Select "Copy" if you want to duplicate the Enrollment Reason value from the previous year.

Helpful Hint!

Generally, the last three (3) fields will remain unchanged from year-to-year and the "Copy" option should be selected.

Enrollment Comment:

- ⇒ This field is informational only. Suggestion, enter a comment of "Re-Enrolled 2005-2006" substituting the "academic year" for the year you are preparing to open.

FTE (Full time Equivalency):

- ⇒ Enter one (1) if the student is a full-time student and enrolled 100% of the time in your school.
- ⇒ Enter the decimal value that represents the amount of time a part-time student is enrolled in your school.
- ⇒ Type the word "copy" if you wish to copy the students' FTE from their previous year.

This field is not based on a student's possible participation in Special Education.

Out Placement:

- ⇒ Accept the default of *No* if these student's are not Out-Placed to a facility outside of your School and/or District or as defined by your Department of Education.

School ID:

Use this for only Out of District Students.

- ⇒ Enter the state defined code for the School they are attending.
- ⇒ All enrolled students should have this field blank.

Helpful Hint!

For students going to "Special Educational Outplacements" you must modify the School ID to indicate the appropriate code of the school where they will be educated.

Previous School:

Leave this field blank for the Mass Enrollment Process. The student's Previous School field will be defined automatically based on the enrollment and Primary School/year records.

Previous School Comment:

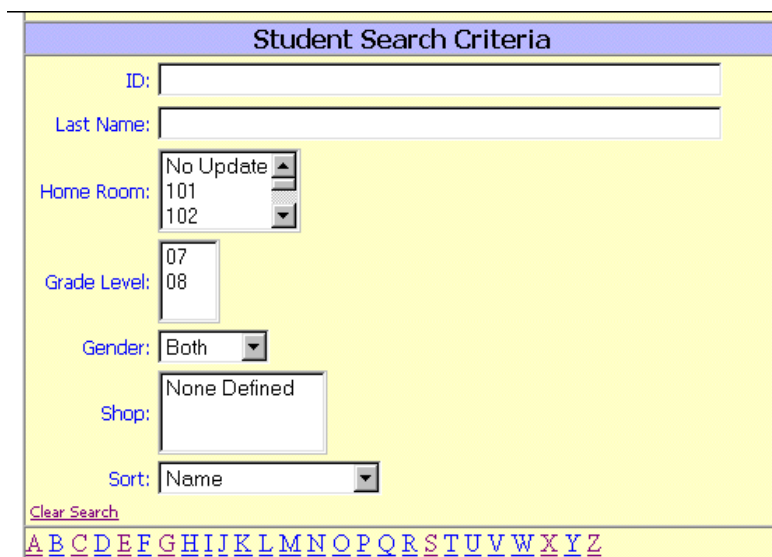
- ⇒ This field is informational only. You should leave this field for mass enrollment purposes and edit it on an individual student basis, if necessary.

Update Building Code:

- ⇒ Accept the default of "No" if the students that you are planning to "Mass Enroll" were in your building during the previous school year.
- ⇒ Select "Yes" from the pull-down list if the students that you are planning to "Mass Enroll" were NOT in your building during the previous school year.

Mass Enroll Students (Student Search Criteria)

This screen allows you to select the group of students that you want to have listed in order to apply the set of codes that you defined above in the "Data to Update" screen. The system will only list those students who's "Next Year Primary School" in the previous school year (2004-2005) is set to your school and they are not currently enrolled for the new school year (2005-2006).



The screenshot shows a web form titled "Student Search Criteria" with a yellow background. The form contains several input fields and dropdown menus:

- ID:** A text input field.
- Last Name:** A text input field.
- Home Room:** A dropdown menu with options "No Update", "101", and "102".
- Grade Level:** A dropdown menu with options "07" and "08".
- Gender:** A dropdown menu with the option "Both".
- Shop:** A dropdown menu with the option "None Defined".
- Sort:** A dropdown menu with the option "Name".

At the bottom of the form, there is a "Clear Search" link and a navigation bar with letters A through Z, each in a different color and underlined.

Figure 11

Student ID:

- ⇒ You may enter a single Student ID#, a string of ID #'s separated by commas (no spaces) or leave this field blank (most common use with this screen) to filter on other screens.

Last Name:

- ⇒ You may enter the last name or any part of the last name of a student. Enter a single letter as the first letter of one or more students. Enter a range of letters to filter students whose first letter of their last name is within that range. (Example: A-M)

Homeroom:

- ⇒ Select one or more Homerooms to filter students assigned to those Homerooms.

Grade Level:

- ⇒ Select one or more Grade Levels to filter students assigned to those Grade Levels.

Gender:

- ⇒ Accept the default of both to include all students regardless of Gender. Select Male or Female from the pull-down list to filter your select.

Shop:

- ⇒ Select one or more Shop(s) to filter students assigned to those Shop(s).

Sort:

- ⇒ Select how you want the students displayed.
 - Name
 - Homeroom/Name
 - Grade Level/Name

- ⇒ **Click**  **to filter records**

The system will display a list of the students who meet your selection criteria. The students that are checked will be updated with the values selected in the upper section or have the values copied from their previous year's record if the "Copy" option was selected.

- ⇒ Use the check boxes to identify which students will be updated and which students will not be updated with the record that you have defined.
- ⇒ Use the Check All, Clear All options to facilitate your selection/de-selection process.

Students who do not show up on the first day, or arrive late.

DO NOT create a new record. Modify the Enrollment record for the first day of school to reflect their exact arrival date and submit your changes.

Suggestion:

"No-show" students. Modify their Enrollment record for the first day of school to be a Withdrawn on July 1st, rather than Entry. You can also go into Primary School Year and delete the primary school record for the New Year. This will assure that the student does not get sent to the DOE at reporting time.

<Assign HR from Schedule>Tab

Use this tab to assign homerooms based on a period in your schedule.

Example:

All Quarter 1, Period "A" classes on the Monday cycle will serve as the student's homeroom.

Select School: iPASS Testing High School

Enter Selection Criteria For iPASS Testing High School

Academic Year: 2003-2004

Grade Level: 08
09
10
11
12

Term: Q1

Period: A

Day of Cycle: Monday

Use Homeroom if not scheduled:

To:

CC List:

Priority: Low

Figure 12

Academic Year:

⇒ Enter the academic year that you want to assign Homerooms in.

Grade Level:

⇒ Enter the grade level you want to assign homerooms in.

Term:

⇒ Enter the term that you want to access in the schedule.

Period:

⇒ Enter the period that you want to access in the schedule.

Day of Cycle:

⇒ Enter the Day of the Cycle that you want to access in the schedule.

Use Homeroom if not scheduled:

⇒ Enter a homeroom that you want assigned to students who do not a class scheduled for the Quarter, Period and Day of Cycle chosen.

⇒ **Click** **to assign homerooms**

A report is sent to <My Data><My Reports> listing students who were not assigned a homeroom based on the schedule.

<Mass Load Homerooms>Tab

Use this tab to assign homerooms for selected students based on a student ID Number, Student Last Names or existing homeroom assignment.

Examples:

All students with ID Number are 1001-1020 will be assigned to one homeroom.

All Students with last names beginning with A-B will be assigned to one homeroom.

Select School: iPASS Testing High School

Submit

Enter Selection Criteria For iPASS Testing High School

Home Room: 1203
1205A
1207
1209

Grade Level: 08

Student Names:

Student IDs:

Override: Override Home Rooms

Sort By: Home Room

To:

CC List:

Priority: Low

Submit

Figure 13

This procedure will Mass fill Homerooms based on the fields defined in <Administration><School Recourses><Room Catalog>. Homerooms will be loaded in Room Catalog order based on grade level, capacity and the room being defined as a homeroom (YES/NO).

Homeroom:

⇒ Enter the existing homeroom assignment of the students you wish to re-assign.

Grade Level:

⇒ Enter the Grade level you wish to re-assign.

Student Names:

⇒ Enter a range of student's last names you wish to re-assign.

Student IDs:

⇒ Enter a range of student ID numbers you wish to re-assign.

Override:

⇒ Enter "Override Homerooms" to replace an existing homeroom or to fill a blank homeroom field.

⇒ Enter "Keep Existing Homerooms" to only fill in blanks.

⇒ **Click**  **to assign homerooms**

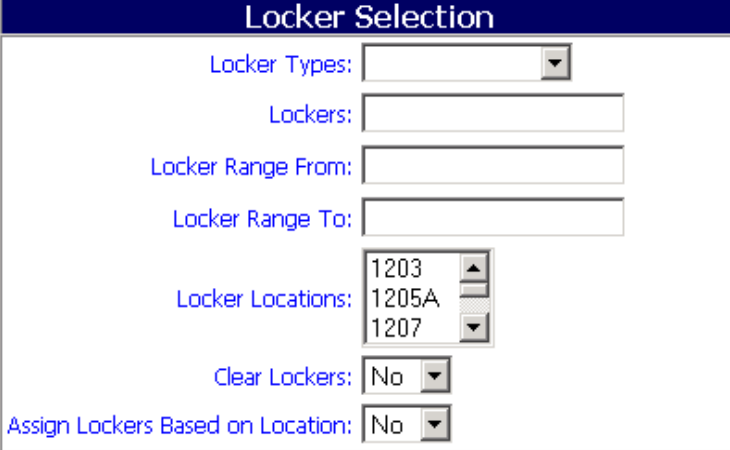
A report is sent to <My Data><My Reports> listing students who did not get a homeroom assigned.

<Mass Update Lockers>Tab

This tab is used for assigning Lockers to groups of students based on Locker Numbers, a Range of Locker Numbers or Locker location. NOTE: This option may also be found in the <Locker System> folder.

Examples:

Assign Lockers in a certain Location to students in the 9th Grade.
Assign Lockers from a range to students in the 12th Grade.



The screenshot shows a dialog box titled "Locker Selection" with a dark blue header. It contains several input fields and dropdown menus:

- Locker Types:** A dropdown menu.
- Lockers:** A text input field.
- Locker Range From:** A text input field.
- Locker Range To:** A text input field.
- Locker Locations:** A list box containing "1203", "1205A", and "1207".
- Clear Lockers:** A dropdown menu with "No" selected.
- Assign Lockers Based on Location:** A dropdown menu with "No" selected.

Figure 14

Locker Types:

⇒ Enter the Locker Type you want to assign.

Lockers:

⇒ Enter the Locker numbers separated by a comma you wish to assign.

Locker Range From:

⇒ Enter the first locker number in the range that you wish to assign.

Locker Range To:

⇒ Enter the last locker number in the range you wish to assign.

Locker Location:

⇒ Select the location(s) of the lockers you wish to assign.

Clear Location:

⇒ Select YES or NO.

Assign Lockers Based on Location:

⇒ Select YES or NO.

Student Search Criteria	
Student IDs:	<input type="text"/>
Last Name:	<input type="text"/>
Home Room:	<input type="text"/>
Grade Level:	<input type="text"/>
Gender:	Both <input type="button" value="v"/>
Students Per Locker:	No Sharing <input type="button" value="v"/>
Ignore Prior Locker:	No, Only Assign New Lockers <input type="button" value="v"/>

Figure 15

Student ID:

⇒ Enter the student ID Numbers separated by a comma you wish to search for.

Last Name:

⇒ Enter a list of student Last Names separated by a comma, list a range of names; Abits-Barnfield, or enter a range of letters that begin the last names; A-M.

Homeroom:

⇒ Select the Homeroom that you wish to search for.

Grade Level:

⇒ Select the grade level that you wish to search for.

Gender:

⇒ Select Male, Female or Both.

Students Per Locker:

⇒ Select No Sharing, 2 Per Locker or 3 Per Locker.

Ignore Prior Locker:

⇒ Select "No, Only Assign New Lockers" or "Yes, Overwrite Existing Assigned Lockers".

⇒ **Click** **to filter records**

Check All Clear All		Students Selected To Update				
Update	ID	Name	M/F	Grade	Room	Student Locker
<input checked="" type="checkbox"/>	2178	Adams, Jennifer	F	11	GHS-1203	1-100
<input checked="" type="checkbox"/>	1206	Adams, William	F	12	GHS-1203	No Locker
Check All Clear All						
<input type="button" value="Submit"/>						

Figure 16


Update:

- ⇒ A check in this box indicates that the student record will be updated with the locker assignment.

Check All:

- ⇒ Click this to place a check mark in each student's record.

Clear All:

- ⇒ Click this to remove all check marks.
- ⇒ **Click**  **to assign the Lockers**

<Mass update Students>Tab

Use the Mass update tab to update Student's Bus, Homeroom, Lunch Status, Counselor, Shop Week/Cluster, Next Year's School and Next Year's Homeroom.

Data to Update	
School:	BASE SCHOOL
Bus to School:	No Update
	Check All Clear All <input type="checkbox"/> Mon <input type="checkbox"/> Tue <input type="checkbox"/> Wed <input type="checkbox"/> Thu <input type="checkbox"/> Fri
Bus to Home:	No Update
	Check All Clear All <input type="checkbox"/> Mon <input type="checkbox"/> Tue <input type="checkbox"/> Wed <input type="checkbox"/> Thu <input type="checkbox"/> Fri
Home Room:	
Lunch Status:	No Update
Counselor:	
Shop Week / Cluster:	
Set Year for Next Year's School:	No Update
Next Year's School:	No Update
Next Year's Homeroom:	
Clear All Fields	

Figure 17

School:

- ⇒ Make sure you are in the proper default school.

Bus to School:

- ⇒ Click on the Bus you want to assign.
- ⇒ Check the Days of the week the Students will ride the Bus to School.
- ⇒ Use "Check All" or "Clear All" options to facilitate your selection/de-selection process.

Bus to Home:

- ⇒ Click on the Bus you want to assign.
- ⇒ Check the Days of the week the Students will ride the Bus to Home.
- ⇒ Use "Check All" or "Clear All" options to facilitate your selection/de-selection process.

Homeroom:

- ⇒ Select the Homeroom you want to assign.

Lunch Status:

- ⇒ Select the Lunch Status you want to assign.

Counselor:

- ⇒ Select the Counselor you want to assign.

Shop Week/Cluster:

- ⇒ Select the Shop Week/Cluster you want to assign.

Set Year for Next Year's School:

- ⇒ Select the Academic School Year you want to assign.

An Academic School Year is necessary when assigning Next Year's School and/or Next Years Homeroom.

Next Year's School:

- ⇒ Enter the Next Year's school you want to assign.

An Academic School Year in the Set Year for Next Year's School field is necessary when assigning Next Year's School.

Next Year's Homeroom:

- ⇒ Enter the Next Year's Homeroom you want to assign.

An Academic School Year in the Set Year for Next Year's School field is necessary when assigning Next Years Homeroom.

Clear All Fields:

- ⇒ Click this to clear the data from all the above fields if necessary and re-define them.

Use the Student Search Criteria portion of the screen to find students to update.

The screenshot shows a web form titled "Student Search Criteria". It contains the following fields and options:

- Year:** A dropdown menu currently showing "2004-2005".
- ID:** A text input field.
- Last Name:** A text input field.
- Home Room:** A list box with options "1205", "1209", and "1211".
- Grade Level:** A list box with options "15", "09", and "10".
- Gender:** A dropdown menu currently showing "Both".
- Shop:** A list box with options "A", "B", and "zzz".
- Shop Week / Cluster:** A list box with options "A Team", "B Team", and "Both".
- Status:** A dropdown menu currently showing "Enrolled".
- Sort:** A dropdown menu currently showing "Name".
- Course ID#:** A text input field with a search icon.
- Section #:** A text input field with a search icon.
- Clear Search:** A link at the bottom left.

Figure 18

Year:

⇒ Select the Academic Year that you want to search in.

Student ID:

⇒ Enter the student ID Numbers separated by a comma you wish to search for.

Last Name:

⇒ Enter a list of student Last Names separated by a comma, list a range of names; Abits-Barnfield or enter a range of letters that begin the last names; A-M.

Homeroom:

⇒ Select the Homeroom that you wish to search for.

Grade Level:

⇒ Select the grade level that you wish to search for.

Gender:

⇒ Select Male, Female or Both.

Shop:

⇒ Click on the Shop you want to use in your search.

Shop Week/Cluster:

⇒ Click on the Shop Week/Cluster you want to use in your search.

Status:

⇒ Click on Enrolled or Incoming.

Sort:

- ⇒ Select the sort order you want the students displayed in.
 - Name
 - Homeroom/Name
 - Grade Level/Name

Course ID:

- ⇒ Click on the magnifying glass to select the course ID.

Course Section:

- ⇒ Click on the magnifying glass to select the course section.

Clear Search:

- ⇒ Click on this to clear all the search fields.

- ⇒ **Click** **to filter records**

Check All Clear All		Students Selected To Update				
Update	ID	Name	M/F	Grade	Room	Student Locker
<input checked="" type="checkbox"/>	2178	Adams, Jennifer	F	11	GHS-1203	1-100
<input checked="" type="checkbox"/>	1206	Adams, William	F	12	GHS-1203	No Locker

Check All Clear All

Figure 19

Update:

- ⇒ A check in this box indicates that the student record will be updated.

Check All:

- ⇒ Click this to place a check mark in the box in front of each student’s record.

Clear All:

- ⇒ Click this to remove all check marks.

- ⇒ **Click** **to update the student’s records**

Biographical Reports

Biographical reports are located under <Biographical System><Reports-Biographical>

Each report has a set up screen, which allows the user to set up criteria to filter on and criteria to Sort on.

The screenshot shows a web-based setup screen for biographical reports. It features several dropdown menus and text input fields. At the top, there is a dropdown for 'Academic Year' set to '2001-2002' with the instruction 'Highlight the Year you need'. Below it is a 'Grade Levels' dropdown with options '08', '09', and '12', with the instruction 'Highlight the Grades you need'. The 'Home Rooms' dropdown has options '1203', '1205A', and '1207', with the instruction 'Highlight the Home Rooms you need'. There are two 'Display Students' dropdowns, both set to 'No', with the instruction 'Highlight No or YES'. Similarly, there are two 'Page Break on School Type' dropdowns, both set to 'No', with the instruction 'Highlight No or YES'. Below these are two text input fields: 'Add email address if you want to email this report to someone To:' and 'Add email address for carbon copy list CC List:', both with '<>' icons. At the bottom, there is a 'Priority' dropdown set to 'Low' with the instruction 'Set the Priority for the Report Processors Priority:'. A blue 'Submit' button is located at the bottom left, with the text 'Click on Submit to Send the report to the Processors' to its right.

Figure 20

Helpful Hint!

Most reports can be filtered by school. If you have access to more than one school, then you will have the ability to change the school you want to filter by and click on submit. Your default school will be shown in the drop down when you open the report tab. Once the submit button is clicked the report will be processed and sent to <My Data><My Reports> for you to view.

Selection Criteria: Selection options may be available under Enter Selection Criteria. Selections allow the user the ability to limit what information will be listed on the report. Examples; students in second grade only, courses taught by a single teacher or all special education students. If you do not make a selection in a drop down box, then all the criteria listed in that box will be included in the report.

If the option to select criteria by Student IDs is available, then type a list of student IDs separated by commas into the box to use this feature. If no students IDs are listed then all students will be included.

Hold down the shift key on your Keyboard to highlight the whole selection list or selections on the list in order. Use the Control Key on your Keyboard to highlight selections on the list when you need to skip selections.

Sorting: Sorting options may be available under Enter Selection Criteria. Sorting allows the user the ability to list the information in a certain order. Examples; list students by last name, courses by teacher's last name, or list by courses in alphabetical order. Sorting options are restricted to the list provided.

To: This box allows you to enter an email address or several addresses of people you want to send the report to. List email address separated by semi-colons.

CC list: This box allows you to enter an email address or several addresses of people you want to cc: a copy of the report to. List email addresses separated by semi-colons.

Priority: This box allows you to set a priority level for the report processor. Priority options are limited to the list provided.

<Mailing Labels> Report

Mailing Labels is the most used report in the Biographical System. Below is an in-depth explanation of how to run the mailing labels report.

The screenshot shows a web-based form titled "Enter Selection Criteria For iPASS Testing High School". The form contains the following fields and options:

- Academic Year:** 2001-2002 (dropdown)
- Student ID:** (text input field)
- Grade Levels:** 08, 09, 12 (checkboxes)
- Home Rooms:** 1203, 1205A, 1207 (checkboxes)
- Label Type:** Student Only (dropdown)
- Include Students:** Yes (dropdown)
- Include Guardians:** No (dropdown)
- Guardian Receives Mail:** No (dropdown)
- Guardians:** Aunt, Brother (checkboxes)
- Legal Status:** Custodial Parent, Legal Guardian (checkboxes)
- Address:** Mailing (dropdown)
- Enroll Status:** Enrolled (dropdown)
- Label Style:** AVRY5160 (dropdown)
- Include Incoming:** No (dropdown)
- Course:** (text input field)
- Sped Only:** No (dropdown)
- Sort By:** Name (dropdown)

Figure 21

Student ID:

- ⇒ Enter a single Student Id# or a string of Student ID Numbers separated by commas.
- ⇒ Leave the field blank to include all students or those meeting the additional criteria identified in the other option within the selection criteria.

Grade Levels:

- ⇒ Select one or more Grades Levels to include.

- ⇒ Leave the list with no Grade Levels highlighted to include all students regardless of Grade Level.

Homerooms:

- ⇒ Select one or more Homerooms to include.
- ⇒ Leave the list with no Homerooms highlighted to include all students regardless of Homeroom assignment.

Label Type: <Student Only>

- ⇒ Select the format you wish to use from the pull-down list.
- ⇒ "Student Only" will print the student's name with the address(s) selected.
- ⇒ "Parent & Student" will print both the "Parent Name" (first line) and the student's name second line.
- ⇒ "Parent/Guardian of:" will print the line "To the Parent/Guardian of:" above the student's name the guardian's name and the address(s) selected.
- ⇒ "Parent Only" will print the "Parent Name" and the address selected.

Helpful Hint!

The "Parent Name" is the name defined within the "Mailing Address of Student" on the student's biographical profile page. It is intended to provide the option of a formal combined name such as "Mr. & Mrs. John Smith". Other options allow you to create labels using Guardian names rather than this mailing name format.

Include Students: <Yes>

- ⇒ Select "No" to exclude students and only print labels for Guardians bases other selections.

Include Guardians: <No>

- ⇒ Accept the default to not include Guardians.
- ⇒ Select "Yes" to include labels for designated Guardians using the Guardian information for names and addresses based on additional selection criteria.

Guardian Receives Mail: <No>

- ⇒ Accept the default to not produce labels for Guardians who are designated to receive mail, but do not live with the student.
- ⇒ Select "Yes" to include these Guardians.

Guardians:

- ⇒ Select one or more Relationship types to produce mailing labels.
- ⇒ Leave the list with no Guardians Relationship types highlighted to include all Guardians based on other selection criteria.

Legal Status:

- ⇒ Select one or more Legal Status types to produce mailing labels.

- ⇒ Leave the list with no Legal Status types highlighted to include all types based on other selection criteria.

Address: <Student>

- ⇒ Accept the default to use the "Resident Address of Student" for the student's label. The address defined for a Guardian will be used if Guardians are selected to be included.
- ⇒ Select "Mailing" to use the "Mailing Address of Student".

Enroll Status: <Enrolled>

- ⇒ Accept the default to produce labels for Enrolled students.
- ⇒ Select a different enrollment status from the pull-down list of <Withdrawn, Graduated, All or None>.

Label Style: <AVRY5160>

- ⇒ Accept the default label style.
- ⇒ AVRY5160 are standard address labels 1" X 2 5/8", 3 columns of 10 labels per page. This style defines the layout for the program. The size of the labels and sheet layout are the important factors and brands other than Avery can be used. The Avery 5160 codes denotes this style, it also denotes the number of sheets per package. Avery 5160 = 100 sheets per package, Avery 5960 = 250 sheets per package and Avery 5260 = 25 sheets per package. Clear and removable label pages of 30 labels per page will work.
- ⇒ Other Label Styles in the pull down list are used for other types of labels. AVRY5163 and AVRY5164 labels are used for Permanent Record Labels. AVRY5536 labels are used for Bio File Labels.

Include Incoming: <No>

- ⇒ Accept the default to not produce mailing labels for Incoming students.
- ⇒ Select "Yes" to include Incoming students.
- ⇒ Use this option to create labels for Incoming students in combination with other criteria. Select "None" from the "Enroll Status" option to create labels for Incoming students only.

Course:

- ⇒ Enter a Course number to create mailing labels for all students in all sections of a course.
- ⇒ Enter a Course and Section number (101-3) to create mailing labels for all students in a single section of a course.

Sort By: <Name>

- ⇒ Accept the default to sort by student last name + first name.
- ⇒ Select a different sorting option from the pull-down list of Grade Level, Homeroom and Zip Code.

Sample Output:

To the Parent/Guardian of:
 Jane Abbott
 Pamela Abbott
 9992 Mt. Pleasant Avenue
 Gloucester, CA 93032

To the Parent/Guardian of:
 Jane Abbott
 Timothy Abbott
 3517 Mt. Pleasant Avenue
 Gloucester, CA 95606

To the Parent/Guardian of:
 Jennifer Adams
 Tammy Adams
 7895 Revere Street
 Gloucester, CA 93530

<Advanced Export> Report

The Advanced Export Report is used to export specific student information based on the codes entered in each field into excel a report, a CSV (Comma Separated Value) file or a custom label. This report can include the following data Elements:

Below are a List of Fields and their description available in the Advanced Export Report.

Student ID	Student's iPASS Id
Last First Name	Student's Last Name and First Name together
Last Name	Student's Last Name
First Name	Student's First Name
Middle Name	Student's Middle Name and blank if no Middle Name
Middle Name NMN	Student's middle name and NMN if no Middle Name
Grade Level	Student's Grade Level
HomeRoom	Student's Homeroom, This is the homeroom on the profile page only
HomeRoom Teacher	Student's Homeroom Teacher
Birth City	Student's Birth City DOE008
Birth State	Student's Birth State
Birth Country	Student's Birth Country
Bus Route Monday AM	The Bus that the student rides to school on Monday Morning
Bus Route Monday PM	The Bus that the students rides home on Monday Afternoon
Country of Origin	Student's Country of Origin DOE023
Address 1	Resident Address Line 1 Street Name Usually
Address 2	Resident Address Line 2 PO Boxes or Suites Usually
Street Number	Resident Street Number
Street Number + Address 1	Resident Street Number and Address Line 1 Street Name
City	The City listed in the student's Resident Address
State	The State listed in the student Resident Address
Zip	The Zip code listed in the student's Resident Address

Phone (use type)	The phone type is chosen below in the filtering and sorting section of the screen. This will list whatever phone number is entered with the phone type chosen
Phone Rank 1	This will list the Student's phone number entered with a Rank 1 on the Profile screen
Phone Rank 2	This will list the student's phone number entered with a Rank 2 on the Profile screen
Mail Parent Name	This will list the information from the Mail Parent field on the Student's Profile Screen
YOG	Year of Graduation
Original YOG	The Original Year of Graduation.
Gender (M/F)	M=Male and F=Female
SASID	This will list the SASID
LASID	This will list the LASID
DOB (mm/dd/yy)	Date of Birth in the 09/20/89 format
DOB (mm/dd/yyyy)	Date of Birth in the 09/20/1989 format
District Name	School District's Name
School Name	School Name
School Code	The 8 digit School ID number
Counselor	This will list the Counselor from the Student's Profile Screen
Count	This numbers the students to get a count
Ethnicity	DOE010 Race Description
Ethnicity State Code	DOE010 State Code
Lunch Type	This lists the information in the Free Lunch field from the Student's confidential Screen
English Proficiency	DOE025 Limited English Proficiency or ELL Description
English Proficiency State Code	DOE025 Limited English Proficiency or ELL Code
Shop	This is the shop field from the Career and Tech Ed Screen
Shop Cip #	This number is found in the Tech Ed Tab under Biographical Maintenance and is based on the Shop Code selected in the Career and Tech Ed Screen
Special Needs	This is the YES/NO field on the confidential screen
Sped Status	DOE034 Sped Status Description
Sped Status State Code	DOE034 Sped Status Code
Primary Language	DOE024 First Native Language Description
Primary Language State Code	DOE024 First Native Language Code
Town	DOE014 Town of Residence
Occupational Ed Status	DOE035 Career and Tech Program Type Description
Occupational Ed Status State Code	DOE035 Career and Tech Program Type Code

Email	The Student's Email
Sped Liaison	This is the text field on the confidential screen
Educationally Disadvantaged	This is a YES/NO filed form the Career and Tech Ed Screen
Soc Security#	The Student's Social Security Number
Title I	DOE020 Title 1 code
Name Suffix	This is a field on the profile page for Jr., Sr., III ect.
Previous School Name	Previous School Name
Previous School Year	Previous Year associated with the previous school
Low Income Status	DOE019 Low Income description and Code
Entry/Withdrawal Date	The original entry date into the district
Last Middle First Name	Student's Last, Middle and First name all in one column

Saved Advanced Export Report

[Modify/Edit:](#)

Save As: Create Saved Report:

Export Report

	Label Line	Position	Data	Operator	Value
FIELD 1	<input type="text"/>	1	<input type="text" value="Student ID"/> Label: <input type="text" value="Student ID"/>	<input type="text"/>	<input type="text"/>
FIELD 2	<input type="text"/>	30	<input type="text" value="Ethnicity State Code"/> Label: <input type="text" value="Ethnicity State Code"/>	= <input type="text"/>	<input type="text" value="02"/> <input type="text" value="03"/> <input type="text" value="05"/>
FIELD 3	<input type="text"/>	60	<input type="text" value="Primary Language State Code"/> Label: <input type="text" value="Primary Language State Code"/>	= <input type="text"/>	<input type="text" value="007"/>

Figure 22

Modify/Edit: The Advanced Export report setups can be saved to be used again. Saved reports will be listed here. Click on the report's name to access a saved setup.

Save As: After you edit a saved setup find the name of the setup in the Save As box and click submit to save the changes.

Create Saved Report: After you have created a setup for a report you can save this report. Enter a name in the Create Saved Report box and click Submit.

Label Line: Use this box to indicate which line of the label the information should be printed on.

Position: Use this box to indicate the number of characters to the right each field should print on the report.

Operator: Select the operator that fits the data you wish to export.

- = Equal to
- <> Not Equal to
- > Greater Than
- < Less Than
- >= Greater than or Equal to
- <= Less than or Equal to
- BEGINS Begins with

Value: Select the value that fits the statement above.

Selection Criteria: Student ID, Enrollment Start Date, Enrollment End Date, School, Grade Level, Homeroom, Special Needs, Which Address, Which Phone Type, Label Style and Include Incoming.

Sorting: Name, Grade Level, Homeroom

Output:

The Advanced Export Report is generated and posted to <My Data><My Reports> in the following formats.

RTF

This option produces the Label format if you have indicated label lines in the creation of the report.

- ⇒ Click on this link will open the report in a **Rich Text Format**

HTML

- ⇒ Click on this link will open the report in HTML (Web Page)

TEXT

- ⇒ Click on this link will open the report in Text Format (Data Format)

CSV

- ⇒ Click on this link will open the report in a **Comma Separated Value** format.

Excel

- ⇒ Click on this link will open the report in Microsoft Excel

Sample Output:

In the above figure the following fields were chosen.

Student ID

Ethnicity Code (=) Equaling 03 which is Black or African American

Primary Language Code (=) Equaling 007 which is Spanish

The Text Format below lists the selected data for all the students who are both Black and have a Primary Language of Spanish.

2178	03	007
1206	03	007
1587	03	007
2322	03	007
2323	03	007

<Birthday List> Report

The Birthday list report provides student Birthday information.

Selection Criteria: Grade Level, Home Rooms, Months, Enrollment Status, Older Than (Add a number of years) and Younger Than (Add a number of years).

Sorting: Name, Grade, Home Room, Date of Birth and Month of Birth.

Sample Output:

ID	Name	Grade	Gender	HR	DOB	Age
2212	Abbott, Jane	12	F	2210	04/16/1986	18
2178	Adams, Jennifer	11	F	1203	04/15/1985	19
1206	Adams, William	12	F	GYMA	09/28/1984	19
1587	Ahearn, Christopher	10	M	2210	04/25/1986	18

<Applicant> Report

The Applicant report is used by Technical Vocational Schools who have an application process. Under Miscellaneous fields schools can add fields that they want to collect information in. Technical Vocational school would set up a field for Applicants Acceptance.

Selection Criteria: Grade Level, Home Rooms, Miscellaneous Field and City/Town.

Sorting: Name/Selected Field, Grade/Selected Field, Home Room/Selected Field, and Town/Selected Field.

Sample Output:

ID	Name	Grade	HR	M/F	Sped	Town	MiscField	Prev
2212	Abbott, Jane	12	2210	F	no	100	Yes	
2310	Adams, Jennifer	12	NHS	F	no	100	Yes	
1206	Adams, William	12	GYMA	F	no	100	Yes	1998 East
1587	Ahearn, Christopher	10	2210	M	no	100	Yes	

<Applied Accepted Attending> Report

The Applied Accepted Attending report is used by High Schools who use the College Module. This report indicates which colleges students have applied to, been accepted to and are attending.

Selection Criteria: Academic Year, Grade Level, Home Rooms, Display Students and Page Break on School Type.

Sorting: This report automatically sorts by College School Type and College Name.

Sample Output:

Academic Year: 2001-2002

Grade Levels:

Home Rooms:

Display Student Yes

Page Break on S No

School	Applied	Accepted	Attending
01 - Four Year Public College			
Test college	4	0	0
2212 Abbott, Jane			
2212 Abbott, Jane			
1973 O'Aberle-Kendal, Christa			
1973 O'Aberle-Kendal, Christa			

<Bio File Labels> Report

The Bio File Labels report is used to make student file labels. This report indicates the Year of Graduation, Student Name, Student ID and Counselor's name on a label that can be affixed to a file folder.

Selection Criteria: Student ID (Add a list of Student IDs separated by a comma), Grade Level, Home Rooms, Enrollment Status, and Label Style.

Sorting: Name, Grade Level and Home Room.

Sample Output:

2002 Abbott, Jane 2212
Healey,Kathy

2003 Adams, Jennifer 2178

2002 Adams, William 1206
Healey,Kathy

<Bio Label> Report

The Bio Label report is used to make student file labels. This report indicates Student's Name, Gender, Student ID, Parents Name, Street Address, Home Room, City, State, Zip Code and Phone Numbers.

Selection Criteria: Student ID, Grade Level, Home Rooms, Enrolled Status, and Label Style.

Sorting: Name, Grade Level and Home Room.

Sample Output:

Abbott, Jane 2002 (F) 2212
John & Marsha Abbott 04/16/86
P.O. Box 123 2210
Frammingham, MA 01702-0123
508-555-4068 H 508-555-4069 H

Adams, Jennifer 2003 (F) 2178
Ms. Tammy Adams 04/15/85
3580 Revere Street 1203
Gloucester, CA 97516
000-000-3938 H 000-000-3939 H

Adams, William 2002 (F) 1206
Mr. & Mrs. David Adams 09/28/84
P.O. Box 1234 GYMA
Frammingham, CA 97907
508-555-1234 H

<Bio SASID Label> Report

The Bio SASID Labels report is used to make student MCAS labels. This report indicates the Student Name, Year of Graduation, Gender, Student ID, Date of Birth and SASID on a label that can be affixed to the MCAS Test Booklets.

Selection Criteria: Student ID (Add a list of Student IDs separated by a comma), Grade Level, Home Rooms, Enrollment Status, and Label Style.

Sorting: Name, Grade Level and Home Room.

Sample Output:

Abbott, Jane 2002 (F) 2212
04/16/86 1071327408

Adams, Jennifer 2003 (F) 2178
04/15/85 1025720404

Adams, William 2002 (F) 1206
09/28/84 1085720401

<Comment Label> Report

The Comment Labels report is used to make student labels. This report indicates Name, Year of Graduation, Gender, Student ID, Home Room, Grade Level, Date of Birth and up to 3 comments of the user's choice.

Selection Criteria: Student ID (Add a list of Student IDs separated by a comma), Grade Level, Home Rooms, Enrollment Status, and Label Style. Users can add up to 3 comments to be printed on the label.

Sorting: Name, Grade Level and Home Room.

Sample Output:

Abbott, Jane 2002 (F) 2212
HR: 2210 GL: 12 D.O.B: 04/16/86
School Committee Meeting
After School Special

Adams, Jennifer 2003 (F) 2178
HR: 1203 GL: 11 D.O.B: 04/15/85
School Committee Meeting
After School Special

Adams, William 2002 (F) 1206
HR: GYMA GL: 12 D.O.B: 09/28/84
School Committee Meeting
After School Special

<Bus List> Report

The Bus List report is used to make a student list of Bus routes. This report indicates Student ID, Name, Address, Phone Number, Home Room, Year if Graduation, Gender, Grade Level, Town and Bus Routes for each day of the week.

Selection Criteria: Academic Year, Grade Level, Bus Route, Street, Home Rooms, Town, Enrollment Status, Include Incoming and Page Break by.

Sorting: Bus/Street/Name, Street/Street Number, Town/Bus/Street/Name, Town/Street/Street Number, Home Room/Name.

Sample Output:

Year 2001-2002
Grade Levels:
Bus Route:
Street:
Home Rooms:
Town:
Enroll Status: Enrolled
Include Incomin No
Page Break By:
Sort By: Bus/Street/Name

ID	Name	Address	Phone	HR	YOG	M/F	GL	Town	Bus:	Mon	Tue	Wed	Thu	Fri
1218	Lane, Darcy	3445 Acacia Street		SC	2003	F	11	School	144	150	144	150	144	
								Home	144	150	144	150	144	
1393	Anderson, Steven	3601 Adams Place		GYMA	2005	M	09	School	Walk	Walk	Walk	Walk	Walk	
								Home	Walk	Walk	Walk	Walk	Walk	
1045	D'Amico, Frank	2005 Adams Place		2203	2003	M	11	School	Walk	Walk	Walk	Walk	Walk	
								Home	Walk	Walk	Walk	Walk	Walk	

<Counselor Report> Report

The Counselor report is used to make a student list with their Counselor's Name. This report indicates Student ID, Name, Gender, Grade, Home Room and Counselor.

Selection Criteria: Grade Level, Home Room, Enrollment Status, Counselor, Shop Code, Gender and Special Needs Only.

Sorting: Name, Grade, Home Room, Counselor and Gender

Sample Output:

ID	Name	Sex	Grade	Homeroom	Counselor
2212	Abbott, Jane	F	12	2210	Ms. Healey
2178	Adams, Jennifer	F	11	1203	
1206	Adams, William	F	12	GYMA	Ms. Healey

<Entry/Withdrawal Report> Report

The Entry/Withdrawal report is used to make a student list with their Entry/Withdrawal codes. This report indicates Student ID, Name, Grade Level, Year of Graduation, Gender, School Name, Entry Withdrawal Date, DOE011, DOE012, DOE013, Town Code and Town Name.

Selection Criteria: School, From Date, To Date, Grade Level, Town of Residence, Entry/Withdrawal Code and Enrollment Status.

Sorting: Name, Grade Level, Town Code/Zip Code, Zip Code, Entry/Withdrawal, Date, Shop Code.

Sample Output:

ID	Name	GL	YOG	M/F	School	Date	E/W	DOE-11	DOE-12	DOE-13	Town
2212	Abbott, Jane	12	2002	F	iPASS	09/07/2001	E TRF	01	01	00	100 Framingham
2178	Adams, Jennifer	11	2003	F	iPASS	09/05/2001	E R1	01	01	01	014 Ashland MA
1206	Adams, William	12	2002	F	iPASS	09/05/2001	E R1	01	01	01	100 Framingham
3199	Agostini, Shara	09	2005	F	iPASS	09/05/2001	E R4	01	01	01	014 Ashland MA

<Export Report> Report to make a List or Export to Excel

The Export Report is used to export student information to Text, CSV (Comma Separated Value) File, Excel or to make custom labels.

This report can include the following information: (See Advanced Export Report for definitions)

Student ID, Last First Name, Last Name, First Name, Middle Name, Middle Name NMN, Grade Level, Home Room, Home Room Teacher, Birth City, Birth State, Birth Country, Bus Route Monday AM, Bus Route Monday PM, Country of Origin, Address 1, Address 2, Street Number, Street Number + Address 1, City, State, Zip, Phone (use type), Phone Rank 1, Phone Rank 2, Mail Parent Name, YOG, Original YOG, Gender (M/F), SASID, LASID, DOB (mm/dd/yy), DOB (mm/dd/yyyy), District Name, School Name, School Code, Counselor, Count, Ethnicity, Ethnicity State Code, Lunch Type, English Proficiency, English Proficiency State Code, Shop, Shop Cip #, Special Needs, Sped Status, Sped Status State Code, Primary Language, Primary Language State Code, Town, Occupational Ed Status, Occupational Ed Status State Code, Email, Sped Liaison, Educationally Disadvantaged, Soc Security#, Title I, Name Suffix, Previous School Name, Previous School Year, Low Income Status, Entry/Withdrawal Date, Last Middle First Name

Selection Criteria: Student ID, Enrollment Start Date, Enrollment End Date, School, Grade Level, Homeroom, Special Needs, Which Address, Which Phone Type, Label Style and Include Incoming.

Sorting: Name, Grade Level, Homeroom

Sample Output:

Export Report						
Label Line	Position	Data	Label Line	Position	Data	
> 1	1	Student ID	FIELD 2	20	Last First Name	
> 3	45	Grade Level	FIELD 4	50	Home Room	
> 5	120		FIELD 6	150		

Test Version

2212	Abbott, Jane	12	2210
2405	Adams, Hannah	08	221
2178	Adams, Jennifer	11	1203
1206	Adams, William	12	GYMA

<Export Report> Report to make Mailing Labels

The Export Report is used to export student information or to make custom labels. This report can include the following information: Student ID, Last First Name, Last Name, First Name, Middle Name, Middle Name NMN, Grade Level, Home Room, Home Room Teacher, Birth City, Birth State, Birth Country, Bus Route Monday AM, Bus Route Monday PM, Country of Origin, Address 1, Address 2, Street Number, Street Number + Address 1, City, State, Zip, Phone (use type), Phone Rank 1, Phone Rank 2, Mail Parent Name, YOG, Original YOG, Gender (M/F), SASID, LASID, DOB (mm/dd/yy), DOB (mm/dd/yyyy), District Name, School Name, School Code, Counselor, Count, Ethnicity, Ethnicity State Code, Lunch Type, English Proficiency, English Proficiency State Code, Shop, Shop Cip #, Special Needs, Sped Status, Sped Status State Code, Primary Language, Primary Language State Code, Town, Occupational Ed Status, Occupational Ed Status State Code, Email, Sped Liaison, Educationally Disadvantaged, Soc Security#, Title I, Name Suffix, Previous School Name, Previous School Year, Low Income Status, Entry/Withdrawal Date, Last Middle First Name.

Export Report						
Label Line	Position	Data	Label Line	Position	Data	
> 1	1	Last First Name	FIELD 2	2	30	Street Number + Address 1
> 3	60	City	FIELD 4	3	90	State
> 5	120	Zip	FIELD 6	150		

Selection Criteria: Student ID, Enrollment Start Date, Enrollment End Date, School, Grade Level, Homeroom, Special Needs, Which Address, Which Phone Type, Label Style and Include Incoming.

Sorting: Name, Grade Level, Homeroom

Sample Output:

RTF

Abbott, Jane
450 Franklin Street
Framingham MA 01702

Adams, Hannah
4782 Revere Street
Gloucester CA 95213

Adams, Jennifer
4198 Revere Street
Gloucester CA 98758

<Free/Reduced Lunch> Report

The Free and Reduced Lunch report is used to make a list of students and their Free or Reduced Lunch Status. This report indicates the Student ID, Name, Gender, Grade, Homeroom and Lunch Status.

Selection Criteria: Lunch Type, Grade Level, and Homeroom.

Sorting: Name, Grade Level/Name, Homeroom/Name, and Lunch Type/Name.

Sample Output:

ID	Name	Gender	Grade	Homeroom	Lunch
2212	Abbott, Jane	F	12	2210	N/A
2178	Adams, Jennifer	F	11	1203	N/A
1206	Adams, William	F	12	GYMA	N/A
1587	Ahearn, Christopher	M	10	2210	N/A
2322	Ahnfeldt, Amanda	F	10	2210	Free Lunch

<Gov't Test> Report

The Gov't Test report is used to make a list of student's standardized test scores that are located on the Gov't Test tab. This report indicates the Name, Student ID, Year of Graduation, Homeroom and test scores.

Selection Criteria: Test Type, From Date, To Date, Student ID, Grade Level, Homeroom, Enrollment Status.

Sorting: Name, Grade, Homeroom.

Sample Output:

MCAS				1	2	3
				04/26/04	04/26/04	04/26/04
Name	Student ID	YOG	Home Room	English/Language Arts	History/Social Studies	Mathematics
Adams, Jennifer	2178	2003	1203	210	210	210

<HR Assignment by GL> Report

The Homeroom Assignment by Grade Level report is used to make a list of homerooms and indicate the number of Males, Females and the total number of students assigned to that homeroom.

Selection Criteria: Calendar Year, Grade Level, Homeroom, Enrollment Status, Counselor, Shop Code, Males Only, Females Only and Special Needs.

Sorting: None

Sample Output:

Year: 2001-2002
Grade Level:
Homeroom:
Enroll Status: Enrolled
Counselor:
Shop Code:
Male Only: No
Female Only: No
Special Needs: No

Room	Teacher	GL	Students	M	F	Total
B3455	Mr. Smith	10	Aiello - Aiello	1	0	1
1203	Mrs. D'Amour	11	Adams - Adams	0	1	1
AG24	Mr. Bonaventura	11	Albertson - Albertson	1	0	1
H565	Mrs. Mellow	12	Adams - Adams	0	1	1
				2	2	4
Female:					2	
Male:					2	
Total:						4

<HR Assignment Report> Report

The (HR) Homeroom Assignment report is used to make a list of students their Grade Level, Gender and Homeroom.

Selection Criteria: Calendar Year, Grade Level, Homeroom, Enrollment Status, Counselor, Shop Code, Males Only, Females Only and Special Needs.

Sorting: Name, Grade Level, Homeroom, or Gender

Sample Output:

Year: 2001-2002
Grade Level:
Homeroom:
Enroll Status: Enrolled
Counselor:
Shop Code:
Sort By: Name
Male Only: No
Female Only: No
Special Needs: No

2178	Adams, Jennifer	11	Female	1203
1206	Adams, William	12	Female	GYMA
1587	Ahearn, Christopher	10	Male	2210
2322	Ahnfeldt, Amanda	10	Female	2210
2323	Ahnfeldt, Paul	12	Male	1207

<HR List> Report

The (HR) Homeroom List report is used to make a Homeroom list of students their Grade Level, Gender and Homeroom. A line divider can also be added to this report.

Selection Criteria: Grade Level, Homeroom and Enrollment Status.

Sorting: Name, Grade Level or Gender

Sample Output:

ID	Name	Grade	Gender	Homeroom
2178	Adams, Jennifer	11	Female	1203
1279	Aiello, Jamie	11	Female	1203
1135	Allia, Zachary	11	Male	1203
1392	Alto, Ryan	11	Male	1203
1079	Amero, Tiffany	11	Female	1203

Female:	<u>11</u>
Male:	<u>14</u>
Total:	25

<Immigrants/Migrant> Report

The Immigrant/Migrant report is used to list students with their Gender, Grade Level, Homeroom, Immigrant Status, Country Of Origin and Migrant Status.

Selection Criteria: Grade Level, Homeroom, Enrollment Status, Counselor, Shop Code, Immigrant/Migrant Status Gender and Special Needs.

Sorting: Name, Grade, Homeroom, Shop Code, Counselor, Immigrant and Migrant Status.

Sample Output:

ID	Name	Sex	Grade	Homeroom	Immigrant	Country Of Origin	Migrant
2212	Abbott, Jane	F	12	2210	YES	AD Andorra	No
2178	Adams, Jennifer	F	11	1203	No		No
1206	Adams, William	F	12	GYMA	No		No
1587	Ahearn, Christopher	M	10	2210	No		No
2322	Ahnfeldt, Amanda	F	10	2210	No		No

<Limited English Proficiency> Report

The Limited English Proficiency report is used to list students and their Grade Level, Gender, Homeroom, Ethnicity, English Proficiency, Primary Language, Bilingual Education status, and Special Education Status. Line separators can be added to this report.

Selection Criteria: Grade Level, Homeroom, Enrollment Status, Counselor, Shop Code, Special Needs and Limited English Proficiency Only.

Sorting: Name, Grade, Homeroom and Gender.

Sample Output:

ID Sped	Name	Grade	Gender	Homeroom	Ethnic	EngProf	Lang	Bil-Ed
1206 00	Adams, William	12	Female	GYMA	WHT	01	267	01
2258 00	Caetano, Eduardo	12	Male	1209	HSPN	01	006	04
2259 00	Caetano, Lorena	10	Female	2212	HSPN	01	006	04
2091 00	Castro, Mychell	10	Male	2212	HSPN	01	006	04
2285 00	Costa, Keila	11	Female	WWDN	HSPN	01	267	00

Female: 10
Male: 7
Total: 17

<Middle Name> Report

The Middle Name report is used to list student's First Name, Middle Name, Last Name, Gender, Grade Level, and Homeroom.

Selection Criteria: Grade Level, Homeroom, Enrollment Status, Counselor, Shop Code, Male Only, female Only and Special Needs.

Sorting: Name, Grade Level, Homeroom, Shop Code, Counselor, Gender, Town, or School

Sample Output:

ID	First Name	Middle Name	Last Name	Gender	Grade	Home Room
2212	Jane	NMN	Abbott	Female	12	2210
2178	Jennifer	Michelle	Adams	Female	11	1203
1206	William	NMN	Adams	Female	12	GYMA
1587	Christopher	Michael	Ahearn	Male	10	2210
2322	Amanda	Leigh	Ahnfeldt	Female	10	2210

<Miscellaneous> Report

The Miscellaneous report is used to report data that is kept in the Miscellaneous Fields in the Biographical System.

Selection Criteria: Last Name, Homeroom, Grade Level and each miscellaneous field.

Sorting: None

		Start Range	End Range
<input type="checkbox"/>	Next Years Homeroom:	100	▼
<input type="checkbox"/>	Acceptable Use Policy:	No	▼

Sample Output:

Data Search Values	
Name:	
Home Room:	
Grade Level:	
Acceptable Use Policy	Yes
Next Years Homeroom	100

ID	Student	Gender	Grade	Home Room	Acceptable Use Policy	Next Years Homeroom
2212	Abbott, Jane	F	12	2210	Yes	100
2178	Adams, Jennifer	F	11	1203	Yes	100
1206	Adams, William	F	12	GYMA	Yes	100

<Previous School> Report

The Previous School report is used to list a student’s Grade Level, Gender, School Year and previous school.

Selection Criteria: Previous School or Grade Level.

Sorting: Student Name, Previous School, Previous School Year or Grade Level.

Sample Output:

ID	Name	GL	M/F	Year	Previous School
2405	Adams, Hannah	08	F	2000-2001	Nashua High School
2178	Adams, Jennifer	11	F	1997-1998	i-PASS Middle School

<Primary School> Report

The Primary School report is used to list students and their Primary School, Gender, Grade Level, Homeroom and Counselor.

Selection Criteria: Primary School Calendar Year Grade Level and Homeroom.

Sorting: Primary School, Student Name, Grade Level or Homeroom.

Sample Output:

ID	Name	School	Sex	Grade	Homeroom	Counselor
2212	Abbott, Jane	iPASS Testing High School	F		2210	Ms. Healey
2178	Adams, Jennifer	iPASS Testing High School	F	10	1203	
1206	Adams, William	iPASS Testing High School	F		GYMA	Ms. Healey

<SASID/LASID> Report

The SASID/LASID report is used to list students and their Gender, Grade Level, Homeroom, LASID and SASID.

Selection Criteria: Grade Level, Homeroom, Shop Code and Special Needs.

Sorting: Name, Grade Level, Homeroom, Lasid or Sasid.

Sample Output:

ID	Name	Gender	Grade	Hr.	IASID	SASID
1901	Poole, Aaron	Male	12	1217	5050000986	1089027999
1394	Peckham, Aaron	Male	11	2215	3050000261	1067026999
2007	Salzman, Aaron	Male	12	1218	5050001018	1049121999
1746	Natti, Aaron	Male	09	GYMA	3050000560	1030528999

<SPED/Tech Services> Report

The Special Education and Technical Education report is used to list students and their Town/Zip, Grade Level, Gender, Ethnicity, Technical Education Status, Liaison and SPED Prototype.

Selection Criteria: Grade Level, Homeroom, Enrollment Status, Counselor, Shop Code, Town Code, Gender and Special Needs.

Sorting: Name, Counselor, Grade, Gender, Homeroom, Prototype, Town Code, or Zip Code.

Sample Output:

ID	Name	Hr	Town/Zip	Grade	Gender	Ethnic	TechEd	Liaison	ProtoType
2212	Abbott, Jane	2210	100	12	F	NA	CA	Mr. Jones	502.4
2178	Adams, Jennifer	1203	014	11	F	WHT	N/A	Mr. Jones	00
1206	Adams, William	GYMA	100	12	F	WHT	CA	Mr. Jones	00

<eSPED Export> Report

The eSPED Export is used to export student biographical information in a format that can be used to update the information in eSPED. This can also be used with other programs beside eSPED.

Selection Criteria: Grade Level, Homeroom.

Sorting: Name/Grade Level, Grade Level/Name, Homeroom/Name, Town/Grade Level/Name, Zip Code.

Sample Output:

Local ID,"First Name","Middle Name","Last Name","Address","City","State","ZIP","Preferred Name","Sex","State Id","Grade","Ethnic","DOB","Primary Disability","Economic Status","Language Primary","Language (parent)","Language Secondary","School","School Year","Medicaid Number","Meeting Start Date","Meeting End Date","prototype","Guardian 1 NAME","Guardian 1 Relation","Guardian 1 Phone 1","Guardian 1 Phone 2","Guardian 1 Address","Guardian 1 City State ZIP","Guardian 2 NAME","Guardian 2 Relation","Guardian 2 Phone 1","Guardian 2 Phone 2","Guardian 2 Address","Guardian 2 City State Zip","Guardian 3 NAME","Guardian 3 Relation","Guardian 3 Phone 1","Guardian 3 Phone 2","Guardian 3 Address","Guardian 3 City State ZIP","Guardian 4 NAME","Guardian 4 Relation","Guardian 4 Phone 1","Guardian 4 Phone 2","Guardian 4 Address","Guardian 4 City State Zip","Guardian 5 NAME","Guardian 5 Relation","Guardian 5 Phone 1","Guardian 5 Phone 2","Guardian 5 Address","Guardian 5 City State ZIP"

<Student Directory> Report

The Student Directory report is used to list students and their Parent Name, Address, Phone Numbers, Year of Graduation, Grade Level, Gender, Date of Birth, Homeroom, Homeroom Teacher, Student ID and Bus information.

Selection Criteria: Enrollment Status, Incoming Only, Grade Level, Homeroom and Town.

Sorting: Name/Grade Level, Grade Level/Name, Home Room/Name, Town/Grade Level/Name, and Zip Code.

Page Break by: Grade Level, Homeroom, Town or Zip Code.

Sample Output:

Abbott, Jane	2002 12 F	DOB:04/16/1986	HR: 2210	Ms. Delaney	2212
Pamela Abbott	HOME PHO000-000-5120			Buses: Mon Tue Wed Thu Fri	
450 Franklin Street	Home #2 000-000-5121		To School:		
Framingham, MA 01702-			To Home:		

Adams, Jennifer	2003 11 F	DOB:04/15/1985	HR: 1203	Mrs. D'Amour	2178
Tammy Adams	000-000-3940			Buses: Mon Tue Wed Thu Fri	
4198 Revere Street	000-000-3941		To School:		
Gloucester, CA 98758-	HOME PHO000-002-7461		To Home:		

<Student Enrollment> Report

The Student Enrollment report is used to list students and their Enrollment Status, Grade Level, Year of Graduation, Original Year of Graduation, Gender and Homeroom.

Selection Criteria: Academic Year, Enrollment Status, Grade Level, Homeroom and Year of Graduation.

Sorting: Enrollment Status, Grade Level/Name, Name, Homeroom/Name, Name/YOG, or Name/Original YOG

Sample Output:

ID	Name	Enroll Status	Grade	YOG	OriginalYog	Gender	HR
2212	Abbott, Jane	Enrolled	12	2002	2004	Female	2210
2178	Adams, Jennifer	Enrolled	11	2003	2003	Female	1203
1206	Adams, William	Enrolled	12	2002	2002	Female	GYMA
1587	Ahearn, Christopher	Enrolled	10	2004	2004	Male	2210
2322	Ahnfeldt, Amanda	Enrolled	10	2004	2004	Female	2210
2323	Ahnfeldt, Paul	Enrolled	12	2002	2002	Male	1207

<Bio Verification> Report

The Bio Verification Report is used to list student information that is current in the database to be sent home to parents for corrections and verification.

Selection Criteria: Academic Year, Form (Lists all PCL forms that are saved as Data Sheets) Student ID, Last Name, Homeroom, Grade Level, Counselor, Output Device (Lists all Printers that are assign in <Administration><School Recourses><School Profile> for each school.

Sorting: Name (First/Last), Grade Level or Homeroom

Output contains the following:

ID#	Resident Address:
First Name:	Mailing Address:
Last Name:	< Guardian/Contact Data >
YOG/Grade:	1st Contact:
Gender:	Relationship:
Bus #	Lives with student:
Full Middle Name:	Legal Status:
School:	Receives Mail:
Homeroom:	Email Address:
Birth Date:	Can Dismiss the student?
City of Birth:	Workplace:
Home Phone #:	Can Receive the student?
Student's Social Security Number:	Phone #
Student's Email Address:	Type
Primary Language spoken at home:	Extension
Is the student's Ethnicity Hispanic or Latino?	
Student's Race:	

<Free/Reduced Lunch> Report

The Free and Reduced Lunch Report is used to list students and their Student ID, Name, Gender, Homeroom and Lunch Type.

Selection Criteria: Lunch Type, Grade Level, or Homeroom

Sorting: Name, Grade Level/Name, Homeroom/Name or Lunch Type/Name

Sample Output:

ID	Name	Gender	Grade	Homeroom	Lunch
10027	a'dams, Joseph	M	09	1205	N/A
1831	ABaxter, Cambridge	F	10	1222	N/A
3199	Adams , Jennifer	F	12	1205	Not Eligible
1799	Adams, Joseph	M	10	1303	N/A
1169	Albertson, David	M	12	1303	N/A

<Phone List> Report

The Phone List report is used to list students and their Student ID, Homeroom, YOG, Gender, Each Guardian listed for the student with phone numbers that match the Phone Type selected in <Biographical System><Maintenance-Biographical><Phone List Parameters>.

Selection Criteria: Academic Year, Student ID, Grade Level, Homeroom, Show Student's Phones? YES/NO, Code set. (Code Set is set up in <Biographical System><Maintenance-Biographical><Phone List Parameters>)

Sorting: Name, Homeroom, YOG Gender

Sample Output:

3199	Adams , Jennifer	HR: 1205	YOG: 2008	Gender: F
	Griffin, Tech Ed Mother	444-444-4444 HOME PHONE		
		555-555-5555 Work		
	Adams, JamesW Father	111-111-1111Father's Work #		
		222-222-2222 HOME PHONE		

Primary School Year

Primary School Year is used to modify a student's Primary School Record. Primary School Records must be correct so that students will be linked to their school for Search Filters, Reports, Attendance, Scheduling and other **iPASS** systems. Primary School Records are automatically created when a student is first registered into your district. Each year when the primary School is entered on the Student's Profile page a new record is added. Each time a Primary School is changed on the student's profile page the record is modified.

Figure 24

Academic Year:

⇒ Select the Academic Year you wish to search on.

School:

⇒ Select the School you wish to search in.

Student ID:

⇒ Select a Student ID or a list of Student IDs separated by a comma.

Last Name:

⇒ Select the Last Name you wish to search on.

Homeroom:

⇒ Select the Homeroom you wish to search on.

Grade:

⇒ Select the Grade Level you wish to search on.

Enrollment:

⇒ Select the Enrollment Status you wish to search on.

Sort By:

⇒ Select Name (Last + First), Student ID, Grade Level, or Homeroom.

Clear:

⇒ This will clear all the search fields.

⇒ **Click**  **to submit the search selections.**

Student Selection								
Student ID	Name	HR	YOG	Grade	Gender	Counselor	Sched	Enrollment
1831	ABaxter, Cambridge	1403	2005	09	Female		Yes	Enrolled
3199	Adams, Jennifer	1209	2008	12	Female	-	No	Graduated
1799	Adams, Joseph	1209	2005	09	Male	Mrs. Gabry	No	Enrolled

Figure 25

Click on a student's ID to see their Primary School records.

Students Primary Schools/Years				
Delete	School	Academic Year	Grade Level	Homeroom
<input type="checkbox"/>	iPas s Middle School	2000-2001	07	
<input type="checkbox"/>	iPas s High School	2001-2002	08	
<input type="checkbox"/>	IPASS South High School	2002-2003	09	
<input type="checkbox"/>	iPas s High School	2003-2004	10	1403

Figure 26

Delete:

⇒ Check this box if you want to delete the corresponding record.

School:

⇒ Select the school that corresponds with the Academic year displayed.

Academic Year:

⇒ Each Academic year the student has been in your district should be displayed.

Grade Level:

⇒ Select the grade level that corresponds with the Academic year displayed.

Homeroom:

⇒ Select the Homeroom that corresponds with the Academic year displayed.

⇒ **Click** **to submit any changes you make**

⇒ **Click** **to leave this screen and make no changes**

To Delete a Primary School Record

⇒ Click the box next to delete to add a check mark to the box.

⇒ Click the button at the bottom of the page

Biographical Maintenance

<Assign Photos to IDs> Tab

This screen allows you the ability to Import Student Photos from the CD provided from the Photographer.

- ⇒ First you must copy the file from the CD to the iPASS server and into a folder named /appl/school/images/students

Grade Levels:

- ⇒ Select the Grade Levels of the students you wish to import photos for.

Override if Exists:

- ⇒ Select YES or NO.

File Prefix:

- ⇒ Select the file prefix for the file you are importing.

File Extension:

- ⇒ Select the file extension for the file you are importing.

Submit:

- ⇒ Click the  button to submit additions or changes to the table.

<DOE Specific> Tabs

Each of the DOE data Elements that need drop down menus will have a corresponding Tab. These Tabs are used to add and modify the codes used in the drop down menus.

<Career & Technical Program> Tab

<Limited English Proficiency> Tab

<Ethnic Codes> Tab

<Immigrant Codes> Tab

<Language Codes> Tab

<Low Income> Tab

<English Language Learner Program> Tab

<Reporting Reasons> Tab

<Migrant Codes> Tab

<Title 1> Tab

<Post Graduate Plans> Tab

<SPED Status> Tab

<SPED Private Placement> Tab

<Compensatory Education> Tab

<Enrollment Reason> Tab

<Enrollment Status Codes> Tab

Delete:

⇒ Check this box to delete an item.

Code:

⇒ Create an Alphanumeric code for each item.

Description:

⇒ Enter a description for each item.

State:

⇒ This is the code that will be sent to the DOE in the Data Transmissions.

Clear All and Check All:

⇒ Use these options to check all delete boxes or Clear all checks form the delete boxes.

Prev and Next:

⇒ Use these options to move to the Next Screen for this table or move to the Previous screen for this table.

Submit:

⇒ **Click the  button to submit additions or changes to the table.**

<Country Codes>Tab**Delete:**

⇒ Check this box to delete an item.

Code:

⇒ Create an Alphanumeric code for each item.

Description:

⇒ Enter a description for each item.

Clear All and Check All:

⇒ Use these options to check all delete boxes or Clear all checks form the delete boxes.

Prev and Next:

⇒ Use these options to move to the Next Screen for this table or move to the Previous screen for this table.

Submit:

⇒ **Click the  button to submit additions or changes to the table.**

<Entry Withdrawal Codes>Tab

This table is used to create the entry/withdrawal codes used on the enrollment records.

Delete:

⇒ Check this box to delete an item.

Code:

⇒ Create an Alphanumeric code for each item.

Description:

⇒ Enter a description for each item.

Enrollment Status:

⇒ Enter the corresponding Enrollment Status for each item.

Clear All and Check All:

⇒ Use these options to check all delete boxes or Clear all checks form the delete boxes.

Prev and Next:

⇒ Use these options to move to the Next Screen for this table or move to the Previous screen for this table.

Submit:

⇒ **Click the  button to submit additions or changes to the table.**

<Enroll Status> Tab

This table is needed for the Enrollment Status information on the <Entry/Withdrawal Codes>Tab.

Delete:

⇒ Check this box to delete an item.

Enroll Status:

⇒ Create an Alphanumeric code for each item.

Description:

⇒ Enter a description for each item.

Clear All and Check All:

⇒ Use these options to check all delete boxes or Clear all checks form the delete boxes.

Prev and Next:

- ⇒ Use these options to move to the Next Screen for this table or move to the Previous screen for this table.

Submit:

- ⇒ **Click the  button to submit additions or changes to the table.**

<Tech Ed (Shop Codes) > Tab

This table is used for the Shop Code field on the <Career and Tech Ed> Tab.

Delete:

- ⇒ Check this box to delete an item.

Tech Ed Code:

- ⇒ Enter the Tech Ed Code for each item.

Description:

- ⇒ Enter a description for each item.

Chapter 74:

- ⇒ Select YES or NO for each item.

Cip No:

- ⇒ Enter the Cip code for each item.

Non Trade Type:

- ⇒ Enter the Non Trade Type for each item.

Sec Tech Voc:

- ⇒ Select YES or NO for each item.

Clear All and Check All:

- ⇒ Use these options to check all delete boxes or Clear all checks form the delete boxes.

Prev and Next:

- ⇒ Use these options to move to the Next Screen for this table or move to the Previous screen for this table.

Submit:

- ⇒ **Click the  button to submit additions or changes to the table.**

<Lunch Types> Tab

This table is used for the Free Lunch field on the <Confidential> Tab.

Delete:

⇒ Check this box to delete an item.

Lunch Description:

⇒ Enter a description for each item.

State Code:

⇒ Enter a state code for each item.

Clear All and Check All:

⇒ Use these options to check all delete boxes or Clear all checks form the delete boxes.

Prev and Next:

⇒ Use these options to move to the Next Screen for this table or move to the Previous screen for this table.

Submit:

⇒ **Click the  button to submit additions or changes to the table.**

<Phone List Parameters> Tab

This table is used for the <Phone List> Report.

Group:

⇒ Name the group.

Phone Types:

⇒ Multi select the phone types you want included in the Phone List Report.

Relationships:

⇒ Multi select the relationships you want included in the Phone List Report.

Submit:

⇒ **Click the  button to submit additions or changes to the table.**

<Government Test Maintenance>Tab

This Tab is used to create Attributes for the Government Test you wish to maintain.

<input type="button" value="ADD"/>		
Government Test Attributes		
Name	Description	Code
SATI	SAT I	SATI
Stanford 9	Standard 9	S-9
LASR W	LASRW Scores	LASRW
MCAS	MCAS	MCAS
<< Prev Next >>		
<input type="button" value="ADD"/>		

Figure 27

⇒ **Click** **to enter a new set of Test Attributes**

Government Tests			
Name:	<input type="text" value="SAT I"/>	Description:	<input type="text" value="SAT I"/>
Code:	<input type="text" value="SAT I"/>	Display Order:	<input type="text" value="1"/>
Print on Transcript:	<input type="text" value="Yes"/> <input type="button" value="v"/>		
Test Attributes (Sections)			
Code	Description	Display Order	
<input type="text" value="V"/>	<input type="text" value="Verbal"/>	<input type="text" value="1"/>	
<input type="text" value="M"/>	<input type="text" value="Math"/>	<input type="text" value="2"/>	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
<input type="button" value="Submit"/> <input type="button" value="Cancel"/>			

Figure 28

Name:

⇒ Enter the Name of the Test.

Description:

⇒ Enter the Description of the Test.

Code:

⇒ Enter the Code for the Test.

Display Order:

⇒ Enter the Display Order for the Test.

Print on Transcript:

⇒ Click on Yes/No to indicate if the field should be printed on the transcript.

Test Attribute Code:

⇒ Enter the Code for the Attribute.

Test Attribute description:

⇒ Enter the Description of the Attribute.

Test Attribute Display Order:

⇒ Enter the Display Order for the Attribute.

⇒ Click **Submit** to submit any changes you make

⇒ Click **Cancel** to leave this screen and make no changes

<Import Test Scores>Tab

This Tab is used to Import Test Scores into the database to be displayed on the Government Test Score Tab under <Biographical System><Add Modify Student Biographical><Government Test>

The screenshot shows a web form titled "Test Score Import" with a dark blue header. On the left side, there is a blue "Upload" button. The form contains several fields and dropdown menus: "Select a Test:" with a dropdown menu showing "Please Select a Test"; "File Name:" with a text input field containing "/tmp/"; "File Type:" with a dropdown menu showing "Delineated"; "Delimiter:" with a dropdown menu showing "Space"; "Encapsulator:" with a dropdown menu showing "None". Below these fields is a bold instruction: "Enter date and grade level here only if they are not included in your file." This is followed by "Test Date:" with an empty text input field, "Grade Level:" with a dropdown menu, and "Overwrite Values:" with a dropdown menu showing "No". At the bottom of the form is a blue "Search" button and a link that says "Click here to see a sample of the data".

Figure 29


Upload:

⇒ You must upload the file to a Temp Directory first.

The screenshot shows a file upload interface. It features a "File:" label followed by a text input field and a "Browse..." button. Below this is a blue "Upload" button.

Figure 30

Browse:

- ⇒ Click the Browse button to locate the file.
- ⇒ The file name will then be visible in the File Box.
- ⇒ **Click the  button to load the file**

Select a Test:

- ⇒ Select a test that corresponds to the data in the file.

File Name:

- ⇒ The file name must be entered exactly how it was displayed when uploaded. This is case sensitive.

File Type:

- ⇒ Select the type of file you uploaded.

Delimiter:

- ⇒ Select the delimiter that is used in the file you uploaded.

Encapsulator:

- ⇒ Select the Encapsulator used in the file you uploaded.

Test Date:

- ⇒ Use this field only if the Test date is not in each student’s record in the file you uploaded.

Grade Level:

- ⇒ Use this field only if the Grade Level is not in each student’s record in the file you uploaded.

Overwrite Values:

- ⇒ Select Yes/No to overwrite the data.

Click on  to see a sample of the data in the file and to link the data fields in the file to the Test Attribute fields

Attributes				
SKP	Date 99/99/9999	Grade Level	Reading	LASRWWriting
Jane	12/03/04	05	23	87

Figure 31

Use the box to assign the attribute that corresponds with the data

⇒ Click the This will import your test scores

<Language Codes>Tab

Delete:

⇒ Check this box to delete a item.

Code:

⇒ Create an Alphanumeric code for each item.

Description:

⇒ Enter a description for each item.

Clear All and Check All:

⇒ Use these options to check all delete boxes or Clear all checks form the delete boxes.

Prev and Next:

⇒ Use these options to move to the Next Screen for this table or move to the Previous screen for this table.

Submit:

⇒ Click the button to submit additions or changes to the table.

<SPED Services>Tab

This table is used in the Delete Special Services portion of the <Confidential> Tab.

Delete:

⇒ Check this box to delete an item.

Service:

⇒ Enter the name of a service.

Service Value:

⇒ Enter a service value.

Clear All and Check All:

⇒ Use these options to check all delete boxes or Clear all checks form the delete boxes.

Prev and Next:

- ⇒ Use these options to move to the Next Screen for this table or move to the Previous screen for this table.

Submit:

- ⇒ **Click the  button to submit additions or changes to the table.**

<Town Codes>Tab

This table is used to create Town of Residence Codes when entering the Town name.

Delete:

- ⇒ Check this box to delete a item.

Code:

- ⇒ Create an Alphanumeric code for each item.

City:

- ⇒ Enter the City Name.

State:

- ⇒ Enter the State Name.

Zip:

- ⇒ Enter the Zip Code.

State Town Code:

- ⇒ This is the code that will be sent to the DOE in the Data Transmissions.

Clear All and Check All:

- ⇒ Use these options to check all delete boxes or Clear all checks form the delete boxes.

Prev and Next:

- ⇒ Use these options to move to the Next Screen for this table or move to the Previous screen for this table.


Submit:

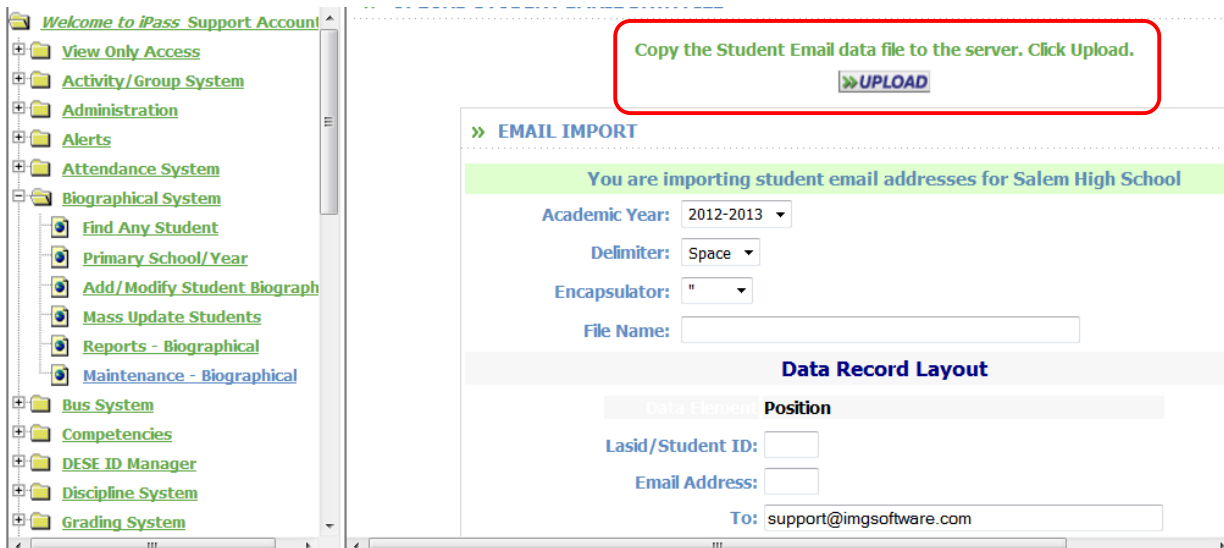
- ⇒ **Click the  button to submit additions or changes to the table.**

<Import Student Email> Tab

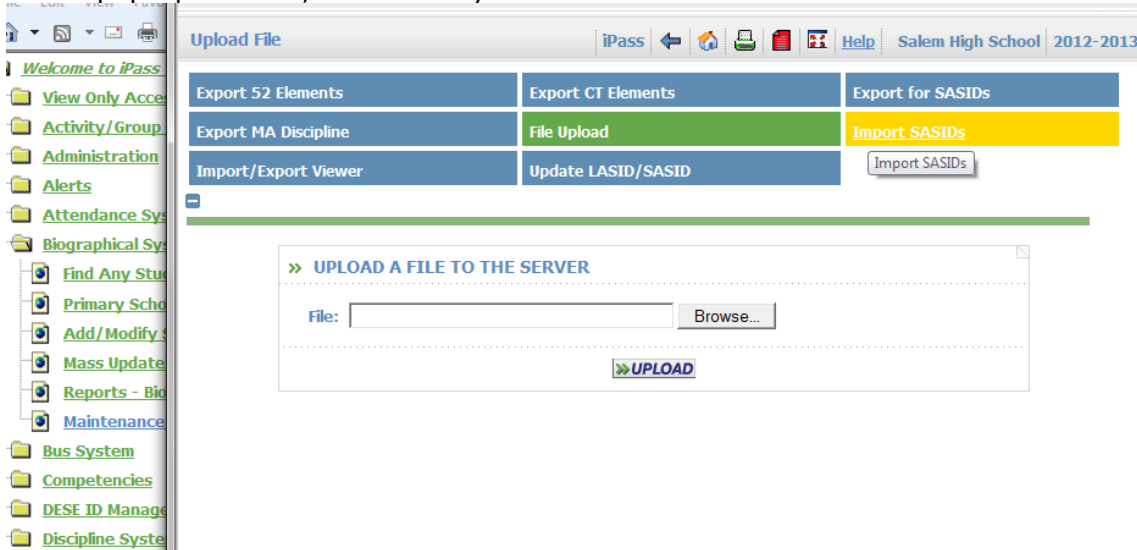
If your school is providing student email addresses or if student email addresses need to be updated, a file can be imported using this feature. The file format for import is student ID, email address in a .csv or .txt format:

13278,tshmidt@ipass.k12.ma.us
13289,jmccarthy@ipass.k12.ma.us
22776,srosen@ipass.k12.ma.us

Go to Import Student Email tab and click on 



In the pop-up window, browse for your saved email address file and click 



Academic Year – select year

Delimiter - choose space, bar or comma

Encapsulator – choose quote or none

File Name – enter the name of the file that was uploaded exactly

In Data Record Layout enter the position number of the LASID/Student ID and the email address as it is in the file. Enter 1 if student ID is first and 2 for email address if it is second.

Click on 

<User Defined>Tab

User defined fields are used to store information that is not maintained anywhere else in the database. You can create as many User Defined fields as you need.

Miscellaneous Fields				
Name ▼	DisplayOrder	Table	Print on Transcript	Type
Acceptable Use Policy	10	student	no	SelectionList
CORI Returned	80	Student	no	Text
Health Records	20	student	no	Text

Figure 32

⇒ **Click**  **to create a new User Defined Field**

Acceptable Use Policy	
Table Name:	Student ▼
Name:	Acceptable Use Policy
Display Order:	10
Print On Transcript:	No ▼
Field Size:	3
Max Field Size:	3
Type:	Text ▼
Values Seperated by Comma:	No, Yes,
<input type="button" value="Submit"/> <input type="button" value="Cancel"/> <input type="button" value="Delete"/>	

Figure 33

Table Name:

⇒ Select Student for Table Name.

Name:

⇒ Enter the Name of the Field.

Display Order:

⇒ Enter a display order for this Field.

Print on Transcript:

⇒ Click on Yes/No to indicate if the field should be printed on the transcript.

Field Size:

⇒ Enter the Field Size minimum.

Max Field Size:

⇒ Enter the Field Size maximum.

Type:

⇒ Select Text or Selection List.

Values:

⇒ Enter the values you want to have in the selection list separated by a comma.

⇒ **Click  to create to save the changes to the record**

⇒ **Click  to return to the last screen without saving the changes to this screen**

⇒ **Click  to delete the User Defined Field**