



## **TOUCH BASE TUESDAY AGENDA**

August 13, 2019

Presenter: Jackie

### **BACK TO SCHOOL EDITION!**

Objective: To go over common processes done at the start of the year

#### **I. Student Enrollment**

- Create Student Enrollment Records
  - a) How to Create
  - b) When to Create
- Summer Withdrawals - How to Handle Students who Don't Come Back

#### **II. Attendance, Schedule, Parent Connect Processes**

- Add Calendar and Term Dates
  - a) Inactivate Student Non-Attendance Dates
  - b) Copy to other Locations in your Database
- Schedule Changes
  - a) Inactivate vs Delete
  - b) Adjusting Start Date on Student's Schedule
- Parent Connect
  - a) Create Password Letters for Parents
  - b) Printing Letters/PC Admin Screen

**Looking Forward:** The next Touch Base Tuesday will be Tuesday September 10<sup>th</sup>. Register by visiting <http://7kr.0c0.myftpupload.com/pages/tbtstudent/>