



TOUCH BASE TUESDAY AGENDA

DECEMBER 11, 2018

Presenter: Jackie

December's Trending Topics:

1. End of Semester Processes:

- Snow Days- calendar adjustment
- Semester/Early Graduates
- Verify accuracy of coursemaster- utilize "Coursemaster Grade Info" Report
- Class Rank

2. New Illinois State Reports:

- IAR Pre-ID
- IAR Correction
- DLM-AA Pre-ID
- DLM-AA Correction
- PSAT-SAT Pre ID
- PSAT-SAT Correction

New Illinois Report Instruction Help Console Links:

- <http://help.schooloffice.com/StudentHelp/Documents/iarpreid.htm>
- <http://help.schooloffice.com/StudentHelp/Documents/iarcorrection.htm>
- <http://help.schooloffice.com/StudentHelp/Documents/dlmaapreid.htm>
- <http://help.schooloffice.com/StudentHelp/Documents/dlmaacorrection.htm>
- <http://help.schooloffice.com/StudentHelp/Documents/psatsatpreid.htm>
- <http://help.schooloffice.com/StudentHelp/Documents/psatsatcorrection.htm>

3. Looking Forward:

The next Student Touch Base Tuesday will be offered live on Tuesday January 22, 2019.

For maximum impact, if there are topics that you would like to "touch base" on during that time feel free to contact Jackie Cunningham at Jackiec@schooloffice.com with your suggestions.