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Get Your Data Ready for Next Year Scheduling

Same Steps, Different Year

The 2016–2017 School year is almost over, now it is time to start thinking about scheduling for the 2017–2018 school year. The process of updating the next year fields, copying the course codes and course master, etc. hasn't changed but since it is only done once a year, a refresher may be in order. Below is a link to a video that will go over the steps that will help get the next year area ready for scheduling.

See the following link for more information: <http://www.anymeeting.com/bfbdufebnf/E952DE8088493F>

You will need to enter your name and email address to view the video. It refers to next year as 2016–2017 since it was recorded last year. Now, the next year area would be for the 2017–2018 school year.

New Student Registration Online

Did you know you can allow parents of new students to register their students online? How great does that sound?

Setup of this feature is quick and easy. Once the setup is done, your tech staff can add a new student registration link to your school's web page. Parents will use the link to receive access to the enrollment process. Once parents have completed the enrollment process, the office will receive a message notifying them of new student registration when they enter the Student Information area of Web School Office.

For setup instructions and more information regarding this convenient and time saving feature, access this Help Console link. http://help.schooloffice.com/helpconsole/SDSStudentHelp/default.aspx?pageid=parent_connect_online_new_student_registration

What Links Illinois Teacher Course Assignment Report to the Student Course Assignment Report?

The Teacher and Student reports are linked by common fields that must contain the same data in order for the ISBE to link the teachers, students and courses together.

The report fields are:

- School Year
- Student Serving RCDTS / Teacher Serving RCDTS
- Term
- State Course Code
- Section Number

Each of these fields is pre-matched to SDS fields for ease of use and to ensure integrity of the data uploads. Two of these fields are sometimes changed which can cause a problem at the state level.

- The Term field is pre-matched to the field Term_SR in both reports.
 - The Term field match is sometimes changed on the state reporting screen to match to the Semester field.
 - This will cause a problem since the state requires specific codes, listed below, in this field and the Semester field data in SDS will ordinarily not be the same as these codes.

Grades K-8

- Y1 Year Long classes
- Y2 Year Long Summer classes
- S1 Semester 1 classes
- S2 Semester 2 classes
- S3 Semester Summer classes
- T1 Trimester 1 classes
- T2 Trimester 2 classes
- T3 Trimester 3 classes
- T4 Trimester Summer Classes

Grades 9-12

- S1 Semester 1 classes
- S2 Semester 2 classes
- S3 Semester Summer classes
- T1 Trimester 1 classes
- T2 Trimester 2 classes
- T3 Trimester 3 classes
- T4 Trimester Summer Classes

- The Section Number field is pre-matched to the SDS SR_Section field in both Teacher and Student reports.
 - The Section Number field is sometimes re-matched on the state reporting screen to the SDS Section field.
 - While we do not recommend re-matching this field, if you do so, please use the SAME field in all Teacher and Student Course Assignment Reports for ALL submissions during the school year.

Click on the links below for more instructions:

http://help.schooloffice.com/helpconsole/SDSStudentHelp/default.aspx?pageid=illinois_student_course_assignment_report

http://help.schooloffice.com/helpconsole/SDSStudentHelp/default.aspx?pageid=illinois_teacher_course_assignment

Middle School Classes taken for High School Credit

When students are promoted from middle school to high school within a common database, their transcripts from prior years become inactivated when you follow our roll-over instructions. That allows them to start their high school career with a “clean slate” and their future transcripts will only reflect their high school courses. This inactivation process is done later in the summer, after rolling over to the 2016–2017 school year.

The utility that inactivates the elementary and middle school transcripts puts an “N” in the transcript field titled “Sequence Code C135”. Those courses are considered inactive and as a result, they do not print on future student transcripts and are not included in a student’s cumulative GPA. In the past, the high school user had to go into each student’s transcript, where students had high school credit courses, and manually remove the N from the Sequence Code C135 field in order to get those classes to print and be included in the high school record. You no longer need to make those manual changes, if the entire class is getting high school credit. Now you simply have to code the course properly, on the course master, to prevent them from being inactivated in the first place. This article will explain how to code the course master now, in order to prevent those specific courses from being inactivated during that process later in the summer.

On the Course Master there is a field called Sequence Code C135. At the Junior High or Middle School location, enter a Y in the Sequence Code C135 field of the Course Master for each section of a class that should be retained for high school credit. The program will leave that course as active on the student transcript when all other courses are marked as non-high school classes as one of the steps in the Prepare to Open School process.

Note, that the classes must be marked on the 7th or 8th grade Course Master prior to the final GPA Calculation. This simple step made to the 7th or 8th grade course will save hours of work for the high school.

Link: http://help.schooloffice.com/helpconsole/SDSStudentHelp/default.aspx?pageid=8th_graders_taking_high_school_courses

Smothered Green Beans

Bacon, onion, and garlic

Ingredients:

- 6 slices thick bacon
- ½ cup minced onion
- 1 tsp minced garlic
- 1 lb. trimmed green beans
- 1 cup water
- 1/8 tsp salt
- Pinch of black pepper



Directions:

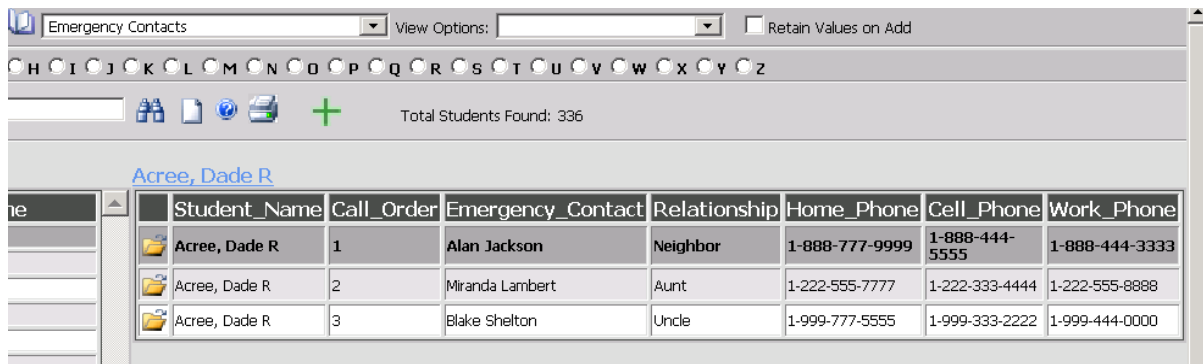
1. Place bacon in large skillet and cook with medium heat until fat becomes tender. Stir in onions and garlic. Cook 1 min.
2. Stir in beans and water. Let cook until the water evaporates, and beans are tender. If the beans are not tender by the time the water evaporates, add a bit more water until they are tender.
3. Season with salt and pepper to taste. Enjoy!

Demographics Supplemental Information: What's that?

Use the system to its fullest and store all the Information you need!

Do you have parents who want you to have 15 different emergency contacts on file for their child? Are you looking for an easy way to keep track of all the awards or scholarships students earn? Would your principal or guidance counselor like to keep track of every parent meeting and phone call on students? If so, Demographics Supplemental Information is the answer to all these requests and more!

We provide four Demographics Supplemental tables that you can add your own custom fields to for tracking information such as the examples above. You can set up your own custom data entry views for entering data and enter multiple records on students. Here is an example of fields added to the Demographics Supplemental 1 table for keeping track of multiple emergency contacts on students.



Student_Name	Call_Order	Emergency_Contact	Relationship	Home_Phone	Cell_Phone	Work_Phone
Acree, Dade R	1	Alan Jackson	Neighbor	1-888-777-9999	1-888-444-5555	1-888-444-3333
Acree, Dade R	2	Miranda Lambert	Aunt	1-222-555-7777	1-222-333-4444	1-222-555-8888
Acree, Dade R	3	Blake Shelton	Uncle	1-999-777-5555	1-999-333-2222	1-999-444-0000

Quick View reports or custom Crystal Reports can even be created with the data entered.

For detailed information on setting up and using Demographics Supplemental Information, click this Help Console link: http://help.schooloffice.com/helpconsole/SDSStudentHelp/default.aspx?pageid=demographics_supplemental_info

We hope that you find this area useful in keeping track of additional student information. If you use this area for keeping track of data other than the samples we've outlined above, send our support staff an Xconnect request letting us know how you're using this area. We love hearing about the creative ways clients use the program and may share your idea in a future newsletter!

SDS Web Hosting

Did you know that SDS offers web hosting? That means that we will store your data on a secure server, provide the necessary maintenance and backups, giving you peace of mind. If you would like more information on this service contact John Litz or Maury Phelan at 800-323-1605

