SPECIALIZED DATA SYSTEMS

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Roll over Reminder: Refresh Your Attendance for the FULL School Year

When attendance is refreshed, the attendance analysis data is prepared and posted to transcript attendance. The totals are based on the last date range selected for that process.

Make sure that your final attendance refresh before you roll over to the 2016-2017 school year includes the first and last date of the school attendance calendar. The "date from" should be your location's first day of school and the "date to" should be the last date of the school year. This will give you comprehensive attendance information for the 2015-2016 school year when you use the historical reporting option and will ensure that your transcript attendance is accurate for the full year.

Remember, you can access prior year attendance analysis information through historical reporting BUT you do not have the ability to refresh prior year's attendance. Historical attendance analysis reports are based on the data from the last refresh before roll over.

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

FREE Live User Webinars for August

We have a very informative series of Free User Webinars coming up later this summer. Check out our August Schedule. It is jam-packed with information to get your year off to a great start! These are **live** webinars. Recordings will eventually be posted, however, if you would like to ask questions and interact with the presenter during the presentation, make sure to sign up. Webinars will start at 9AM Central time, with the exception of the 08/25/2016, *Grade Area Setup for Gradebook* Webinar that starts at 1PM.

- 08/09/16 @ 9AM- Calendar Setup and Enrollment Processing
- 08/16/16 @ 9AM-Process Summer Enrollee and Summer Movers Properly for Reporting, Attendance, etc.
- 08/18/16 @ 9AM-*Gradebook Administrators:* Grade Area Setup for Grade Book & Wizard Knowledge to Make Setup EASY for Your Teachers!
- 08/25/16 @ 1PM-*Gradebook Administrators:* Grade Area Setup for Grade Book & Wizard Knowledge to Make Setup EASY for Your Teachers!
- 08/30/16 @ 9AM- Quick View Reporting/Sorting plus Saving and Sharing Sorts.

Simply click the link below to Register.
http://schooloffice.com/sdsservices/sdsfreeuserwebinars/

Student Enrollment Record Processing
Records Used in Attendance Reporting

Creating your enrollment records is a task that needs to be completed prior to running your first attendance analysis report. It is recommended that you create enrollment records *just before* the time you refresh and run the AA report. By waiting, you have a period of time in which you can modify any demographic records to reflect last minute changes of grade level, homeroom, etc. which are fields included in the student enrollment table. It also gives you time to identify and withdraw the students who simply don't come back after summer break.   Here is more on the process of creating enrollment records. If you have any questions, don't hesitate to contact SDS support.
http://help.schooloffice.com/helpconsole/SDSStudentHelp/default.aspx?pageid=student_enrollment_processing

Proper Procedure for Students who do NOT Return after Summer
An Important Key to Proper Attendance Reporting

Student Enrollment processing creates a table called Student Enrollment. This table contains one record for each day of enrollment for the current school year. This is the table that is used during the attendance analysis refresh, and it supplies the data used on the attendance analysis reports. Keeping it accurate is a matter of making sure that demographic information such as a student's entry date is correct when records are created. It is also very important that students get withdrawn and re-enrolled properly.   Simply entering an exit date in demographics when a student leaves will result in incorrect attendance data for that student.

You MUST use our withdraw/re-enroll utility to ensure that data is handled properly in all areas of the program from scheduling to attendance to demographics. Please see the link below for proper procedure and don't hesitate to ask SDS support for further information and guidance.
http://help.schooloffice.com/helpconsole/SDSStudentHelp/default.aspx?pageid=how_to_withdraw

Students who simply do not come back after summer break must be withdrawn the same as any other exiting student with one important difference, those students will be withdrawn by entering a date in the box titled "Date if not in Calendar". This date MUST be a date prior to the first day of school. DO NOT use the first date of school because that will be considered an enrollment date. ALSO, since they moved, you will also want to put checks in the relevant boxes: "permanently remove schedules", "remove registration", and "remove all attendance after the exit date" before clicking on "withdraw student" button.
Note: the calendar must be setup to withdraw/re-enroll students, even if using "Date if not in calendar"

Quick Links to Beginning of the Year Tasks

CALENDAR:

How do I set up my calendar? The calendar must be in place in order to take attendance and use Teacher Web.

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

PARENT CONNECT:

How do I run password letters for Parent Connect? Take a look at the link below.

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

SCHEDULE CHANGES AFTER THE FIRST DAY OF SCHOOL:

How do I make a schedule change once school has started, so that the record reflects the student's proper entry date into the class? Once the school year begins and you have new schedules to add or changes to make, it is very important to use the entry date box, located at the top of the schedule change screen.

This date defaults to the current date. You must enter the date the student will begin attending the classes you are adding to the schedule in the Entry Date box. It is important for this date to be correct for period attendance reporting and state reporting for many states.

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

Peach Crisp

Ingredients:
- 6 Peaches, peeled, pitted, slice
- ½ tsp almond extract
- 1 cup all-purpose flour
- 1 cup white sugar
- ¼ cup brown sugar
- ½ tsp ground cinnamon
- ¼ tsp salt
- ½ cup butter

Directions:
1. Preheat oven to 375 degrees and grease an 8" square baking dish.
2. Place peaches in bottom of dish and sprinkle with almond extract.
3. In a bowl, combine the flour, sugar, brown sugar, cinnamon, and salt. Cut the butter into the flour mixture with a pastry cutter until the mixture resembles crumbs
4. Sprinkle the flour mixture in an even layer over the top of the peaches, and bake in the preheated oven for about 45 minutes, until the peaches are bubbling and the topping is browned.

Courtesy of AllRecipes.com

Locker Management

Did you know that you can store and manage your lockers and their combinations in SDS? The process is pretty simple and makes it very easy to print lists, print on schedules, and other reports.

1. The **first step** is to set up your lockers. This step will require the most time initially. If you have a CSV file, we can import that information for you. Otherwise you need to enter the data, following the steps found here: http://help.schooloffice.com/helpconsole/SDSStudentHelp/default.aspx?pageid=setting_up_the_locker_master

2. Next, **assign lockers** to the students. Instructions can be found at the following link:http://help.schooloffice.com/helpconsole/SDSStudentHelp/default.aspx?pageid=assigning_lockers_to_students_in_mass

3. Lastly, use the **locker utilities** to move the locker information to your demographics fields where you have been storing this data. Follow these simple instructions: http://help.schooloffice.com/helpconsole/SDSStudentHelp/default.aspx?pageid=locker_utilities

    After school starts, sometimes students need to be moved to other lockers or when new students arrive, those students need placed into locker space. To assign or change individual student lockers, follow links below. http://help.schooloffice.com/helpconsole/SDSStudentHelp/default.aspx?pageid=assigning_a_locker_to_a_single_student

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

    To print locker reports follow the link below:

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

You'll be organized in no time by using this feature!

Elementary   Scheduling

Although elementary students don't follow a "schedule" like junior high and high school students do, you must schedule elementary students into their subjects that the teachers will be grading through the SDS gradebook program. In order to use the gradebook program, students must be scheduled into classes. The setup is the longest part of this process, but once you have it completed, the rest is a snap! The directions to setup and run the elementary assignment process are found here:
http://help.schooloffice.com/helpconsole/SDSStudentHelp/default.aspx?pageid=student_elementary_scheduling

One really great additional feature is that as new students arrive later in the year, you can easily copy one student's schedule to another student's schedule.
http://help.schooloffice.com/helpconsole/SDSStudentHelp/default.aspx?pageid=copy_student_schedule
This process will make it easy to put the new student into the same subjects as an existing student in the same homeroom.

Meal Counts: Setup is Easy
Give your Cafeteria Staff Accurate Numbers

Do you need to provide a daily lunch count to your cafeteria staff? The Meal and Miscellaneous Count Planner utility in Web School Office is a great tool to use to collect your lunch counts. You simply set up the meal items you wish to count (or simply an item such as "Hot Lunch Count") and assign them to the dates to be counted. Teachers easily access the count screen in Teacher web each day and enter a count for each item.

The Office or cafeteria staff can then easily run Meal and Miscellaneous count reports to get the total counts. For detailed information on setting up and using the Meal and Miscellaneous Count Planner, follow the instructions in the Help Console document below:
http://help.schooloffice.com/helpconsole/SDSStudentHelp/default.aspx?pageid=meal_and_miscellaneous_count_planner

For schools that used the Meal and Miscellaneous Count Planner last year, remember you will need to assign items to be counted to this school year's calendar.   You'll find the instructions for this under Steps 3 and 4 in the Help console link above. Also, remember to update meal prices, if necessary.

Server Upgrade Information

Is your district thinking about a server upgrade? For all districts not housed on our server, we require that all server moves be completed by our programmers. The information to get you started on the process is listed below.

1. The new server should meet or exceed the requirements on the spec sheet listed in the link below. Please review.
    http://help.schooloffice.com/helpconsole/SDSFinanceHelp/default.aspx?pageid=hardware_requirments.
2. When you decide that you are ready to proceed with the move to a new server:
    a. Contact Sherrie Hendrickson @ SDS (sherrie@schooloffice.com) for price and payment information.
3. Schedule the date for the move. Please contact Janie Rinella to schedule and coordinate the move with our programmers. (Janie@schooloffice.com)
    a. Typically, we schedule all server moves over the weekend so that there are no interruptions for your staff.
    b. We require that your tech be available by email or phone the weekend of the scheduled move.

In addition, please make sure your system is up to date. You can follow instructions in **either** of these documents to update:

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

<div align="center">**OR**</div>

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

Scheduling your program migration with SDS will insure there aren't any technical issues so that you can have your program up and running on your new server with ease!