SPECIALIZED DATA SYSTEMS

Custom Refresher Training Webinars
Is there a part of the program you want to know better?

If so please email Janie@schooloffice.com to plan an agenda and book a training today! Just think there are no travel expense, no unused portion of the day – just you, your computer and the SDS trainer. The Refresher Webinar can be as short or as long as needed.

Contact Janie Rinella, Janie@schooloffice.com if you have any questions.

How to Handle Mid-Term Graduates in School Office

If you have Mid-Term Grads, you will want to withdraw on the last day of the 1st semester.   If you have already assigned grad dates to your seniors and you want their grad date to have the 1st semester date you will need to do the following:

1. From the main menu, go to Data entry and changes and then Student information.
2. Go to the Entry Option drop down box and choose GPA Summary Information.
3. Click on the graduating student, and then click the yellow folder to open the GPA Summary area.
4. Locate the field, Grad Date. Enter that student's graduation date, which will print on the student's transcript, and save.

Click below for more instructions:
http://help.schooloffice.com/helpconsole/SDSStudentHelp/default.aspx?pageid=mid_term_graduates___what_do_i_need_to_do_in_the_program_

2017-2018 School Year: Next Year Students' Mailing Labels
Do you need to send mail to students who will be enrolled in your building next year?

From the main menu go to Student Reports and then to the Report Group "Scheduling-Next year". Choose the report titled "Mailing Label/One Per Student-Next Year"

This report will print a mailing label for each student with 0 in the Next Year Active field and a value in the NY School Location field that matches the School Location field on the user's id.

The Activate Sort Definition button can be used to filter particular groups of these students. For instance, if you wanted to mail something to only girls enrolled in your school next year, you would set up a sort for Sex=F.

Many schools find this report helpful to print mailing labels to send home correspondence such as registration information for students attending next year. Check it out! Here are Help Console instructions:
http://help.schooloffice.com/helpconsole/SDSStudentHelp/default.aspx?pageid=mailing_labels_for_next_year_students

Adding Individual Notes to Student Transcripts
You have ability to notate achievements, such as Valedictorian

Have you ever wanted to put a note on an individual student's transcript? Perhaps you want to indicate that this student was a member of National Honor Society, Class President, Valedictorian, was a Mid Term Graduate, or that classes from a particular school year were transferred from another school. Follow the directions below and the note you enter will print on just the selected student's transcript.

1. Create a new Data View Definition using the GPA Cumulative Table and include the "Comment" field in the view.
2. Go to the Entry Options drop down list at the top of the screen and click on the Data View Definition that you created in step #1.
3. Locate the student to which you want to enter a note.
4. Click on the yellow file folder, to the right, and enter your note in the "comment" field and Save.

Help console link with instructions for Data View Definition:
http://help.schooloffice.com/helpconsole/SDSStudentHelp/default.aspx?pageid=data_view_definition

Most standard and many custom transcript formats will automatically include this info in the transcript's footer section. If you don't see it please contact support.

Zesty Slow-cooker Barbecue Chicken
A simple & delicious game-day recipe!

Ingredients:
- ☐ 6 frozen boneless chicken breasts
- ☐ 1 12 ounce bottle of your favorite barbecue sauce
- ☐ ½ cup Italian salad dressing
- ☐ ¼ cup brown sugar
- ☐ 2 tablespoon Worcestershire sauce

Directions:
1. Place chicken in slow cooker.
2. In a bowl, mix together the barbecue sauce, Italian dressing, brown sugar and Worcestershire sauce. Pour over chicken.
3. Cover and cook on high for 3 to 4 hours, or on low 6 to 8 hours.

Courtesy of AllRecipes.com

Freshman Transcripts
Remove Class and GPA Information from Middle School/Elementary classes

Many high schools have incoming freshman, who may have prior year class information in their transcript area. Inactivating or deleting that information is one of the steps in our "Prepare to Open School/Rollover" document, in the help console. There are always some schools that missed that step only to discover the unwanted courses and GPA information as a part of their freshmen transcripts. This tends to be noticed at semester's end when transcripts are reviewed. Removing those school years is a simple process.

Before you begin, however, you must decide if you want to remove or deactivate the transcript records from school years prior to high school. If you choose to deactivate, then those records will stay in the transcript detail table so that you can view them, but they are coded in such a way that they will not be included in the cumulative GPA or on transcripts. The other option would be to delete them entirely. For assistance don't hesitate to contact support.

A Quick Attendance Report on One Student...in Seconds!

The Look and Browse area is a great place to get a one page per student attendance report, if you have access to the attendance information. Did you know there is another quick and easy way to get that information? A one page per student attendance report, without having to create a record selection, is also available in the attendance entry area.

To get a one page per student report on a student's attendance history from the attendance entry area you would do the following:

1. From the main menu, go into Attendance to attendance entry.
2. Choose a school location, from the drop down box at the top of the screen.
3. Determine if you want the report based on daily attendance or period/attendance by class information.
   - For a period attendance report, put the dot in "Period Attendance".
   - For daily attendance, put the dot in "Daily Attendance".
4. Locate the student for whom you want the report.
5. In the Special Options area, put the dot in "Attendance History". It will turn red.
6. Click on the printer, at the top of the screen, to print the report.

Choose the student, attendance type, then put a check in "Attendance History". Click on printer icon to print.