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Summer Registrants?

Parents can register their NEW students online...with a little setup from YOU!

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/StudentHelp/#!/Documents/parentconnectonlinenewstudentregistration.htm>

Demographic Change Requests via Parent Connect

Parents can request changes to current students online...with a little setup from YOU!

With registration and the start of the new school year approaching in a few weeks, many of you are probably preparing forms for parents to fill out changes to their students' demographics information. After registration, you will begin the tedious task of entering all those changes. Did you know you can save yourself all that time by letting parents request demographic changes on Parent Connect? Then you can review the requested changes and with a couple of quick clicks approve the changes and apply them to the student's demographics record. Does this sound like music to your ears??? If so, click here to read more about setting up and using this great program feature!

<http://help.schooloffice.com/StudentHelp/#!/Documents/parentconnectonlinedemographicchangerequests.htm>

Summer Movers

How to handle students who do not come back after summer break

Confused about how to handle those students who move over the summer? We've taken the confusion away for Web School Office clients. Web School Office users can just withdraw those students through the Withdraw and Re-enter Students processing option.

On the withdrawal screen, there is a box to enter a date not listed in the calendar dropdown. So, if you wish to withdraw a student prior to the first day of school, type in the desired withdrawal date. If no grades have been entered for the student, there will also be a check box to check to delete the student's schedule. For those students who you don't find out have left until after school has begun and they've been marked absent, there is even a check box to delete any attendance records with dates after the exit date.

For step by step instructions on withdrawing students, refer to this Help Console link below:

<http://help.schooloffice.com/StudentHelp/#!Documents/howtowithdraw.htm>

The screenshot shows a web form for withdrawing a student. The form is titled "Withdraw Selected Student" and contains the following fields and options:

- ID Number:** 1234567
- Name:** Smith, Logan J
- Original Entry Date:** 8/15/2014
- Current Exit Date:** (empty)
- Withdraw Date:** 08/16/2016 (dropdown menu)
- Date if not in Calendar:** 07/03/2017 (text input)
- Withdraw Code:** ~ (dropdown menu)
- Remove Registration:**
- Remove All Attendance After Exit Date:**
- Enter a Detailed Description:** (text area)

At the bottom of the form are two buttons: "Withdraw Selected Student" and "Cancel".

Likewise, if you have students returning for the new school year who previously withdrew, you can just re-enroll those students just as you would a student who returned during the school year. Once the Prepare to Open Process has been run to rollover and calendars have been entered for the new school year, follow these instructions to re-enroll returning students.

<http://help.schooloffice.com/StudentHelp/#!Documents/howto reenroll.htm>

Get Your NEW Freshmen’s Transcripts Ready for High School

Your incoming freshmen may have elementary and middle school course in their transcript information. You will need to get their transcripts ready for high school–only courses, and that means deactivating or deleting their prior years’ course information.

This is an easy process that will allow their printed transcripts and cumulative GPA to reflect just the classes from high school.

See the link below on using the utility on how to “clean up” the freshmen transcripts:
http://help.schooloffice.com/helpconsole/SDSStudentHelp/default.aspx?pageid=student_system_adjustments

Grade Area Setup and Gradebook Wizard

Those areas work together

Do you have plans to change your grade area setup after roll over? Perhaps you are adding comment areas, removing exam areas, or going from trimesters to quarters. These changes require an adjustment of the grade area setup and that may affect the gradebook wizard and the way it sets up teachers’ gradebooks.

If you want to discuss your grade area setup or just have one of our support personnel do a check on your gradebook wizard **BEFORE** teachers begin creating their gradebooks, to make sure it will be setup properly, just let us know.

Grade Short	Grade Area No	School Location*	Grade Short	Grade Long	Grad Credit	GPA Credit
Qtr1	1	1	Qtr1	Quarter #1	False	True
Cm	2	1	Cm	Comment	False	False
Cm	3	1	Cm	Comment	False	False
Cm	4	1	Cm	Comment	False	False
Qtr2	5	1	Qtr2	Quarter #2	False	True
Cm	6	1	Cm	Comment	False	False
Cm	7	1	Cm	Comment	False	False
Cm	8	3	Cm	Comment	False	False

The way that the “grade area setup” table, to the left, is set will determine how the “grade book Wizard” creates gradebooks.

If you would like SDS support to look over the way you have things setup, so that its consistent with the way your school does grading, leave an xconnect and our support department will contact you.

1. Select a Class: 3-3 | English/Language Arts 1 | 801 04 4 | Show only

Page Type	Name of Gradebook Page	Grade Chart	Auto Post Col
Term	English/Language Arts 1 P3 Qtr1	Standard	Quarter #1 - (1)
Term	English/Language Arts 1 P3 Qtr2	Standard	Quarter #2 - (5)
Term	English/Language Arts 1 P3 Qtr3	Standard	Quarter #3 - (9)
Term	English/Language Arts 1 P3 Qtr4	Standard	Quarter #4 - (13)
Final	English/Language Arts 1 P3 Fn	Standard	Final - (17)

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.

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

Next you need to assign the lockers to the students. The instructions to do this step are found here: http://help.schooloffice.com/helpconsole/SDSStudentHelp/default.aspx?pageid=assigning_lockers_to_students_in_mass

Finally, 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 student need to be moved to other lockers or when new students arrive, those students need placed into locker space. Follow these directions for single students:

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

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

Lastly, run your locker reports by following these steps:

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

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



Student Enrollment Records and Attendance Analysis Reporting

Two Basic but very important processes

Create Student Enrollment records

What are student enrollment records? There is a table in your database titled Student Enrollment. Each student has a record in that table for each date of enrollment. When enrollment records are created, at the beginning of the year, every current student will have one enrollment record for every active attendance date in your calendar. If a student withdraws, the records after the exit date are removed. The enrollment records are used in several reports including the weekly attendance collection and attendance analysis reports.

When do I do enrollment processing? Do not run the enrollment processing until you know who is and isn't coming back from summer break. It isn't necessary to do enrollment processing until you are ready to do your first attendance analysis report. Additionally, make sure that the following demographic fields are correct prior to creating enrollment records, School Location, Grade Year, Home Room, Misc Group, and Percent Fulltime. The accuracy of your attendance analysis reports depends on it!

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

Run Attendance Analysis Report

Before running the Attendance Analysis reports, refresh attendance analysis to compute student attendance totals. This link provides the instructions for refreshing attendance analysis:

<http://help.schooloffice.com/StudentHelp/#!Documents/refreshattendanceanalysis.htm>

To run reports, go to Reports |Student Reports. In the Reports Group box, select Attendance Analysis. In the middle box, the two reports that are generally run are:

Attendance Analysis Report–This report is a listing of students showing their total days enrolled, total days absent, and total days in attendance for the time period selected. When this report is selected, a parameter screen will display allowing the user to set up a subtotal, select the reporting period, school location, and whether or not to include attendance & enrollment detail.

Attendance Statistics Report gives the user a breakdown of attendance totals on the fields selected on the Attendance Analysis Refresh screen for the time period selected when refreshing.

It is advised that both of these reports be run each month to be available for the auditors.

Generate Parent Connect Letters

Letters contain passwords and access link information

Parent Connect Letters will give Parent Connect users their login and password information. The letters also contain the link where users can go to access the site. This link in our Help Console will give more detailed information regarding this process.

<http://help.schooloffice.com/StudentHelp/#!/Documents/parentconnectletters.htm>

Meal Count Setup

Setting Up to Get Meal Counts is simple

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 screenshot shows the 'Meal and Miscellaneous Count Entry' interface. At the top, there is a 'School:' dropdown menu set to 'AMERICAN HIGH SCHOOL'. Below this is a calendar for August 2008. To the right of the calendar is a table with the following columns: 'Group Description', 'Item Description', 'Price', and 'Counts'. The table contains two rows of data:

Group Description	Item Description	Price	Counts
Lunch - Main Course	Cheese Pizza	\$1.50	0
	Salad Bar	\$2.50	0

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 this Help Console document:

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.