



Specialized Data Systems, 2215 York Road, Suite 208, Oak Brook, IL 60523 www.schooloffice.com (800)323-1605



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Switching to Quarterly Newsletters

After this month you will be receiving quarterly newsletters in July, November, January and April. Any other news, tips or updates will be emailed to you directly. Happy Reading this month and we will see you in July!

End of Year Attendance Analysis

Get Totals on the Demographic Fields that YOU Select

You made it! The end of the year is here and with that also comes some extra reporting needs. Many schools need to get attendance totals for year-end state reporting such as for a "School Report Card" that include totals for categories such as gender, lunch status, ethnicity, etc. The School Office program makes that an easy task. Follow the steps below to get the totals that you need.

To refresh with demographic totals:

1. Processing Center to Refresh Attendance Analysis
2. Move demographic fields to middle column
3. Set Date Range in Beginning and Ending Date Boxes
4. Choose Location(s) in "School" drop down box
5. Click Refresh Attendance Analysis

To Print Report:

1. Go to Student Reporting menu
2. Go to report group - Attendance Analysis
3. Choose "Attendance Statistics Report" and Preview. It will include attendance breakdowns based on the demographic fields that you moved into the middle box on the AA refresh screen.
4. Click the printer icon to print.

School: Beginning Date:

Ignore Half Day Absences Ending Date:

State Reporting totals by Id_Number
 State Reporting totals by Id Number/School Location

	Grade_Year	School	Last_Run
M_Cell_Phone	Sex	02170 - American Elementary School	4/27/2016 8:06:38 AM
M_Home_Phone	FTE_Regular_Ed	03112 - American High School	4/27/2016 8:07:17 AM
M_Work_Phone	FTE_Spec_Ed	09073 - American Middle School	4/27/2016 8:08:17 AM
Mail_To_Name	Ethnic_Code		
Master_eMail	Lunch		
Mentor			
Message_to_Office			
Message_to_Teacher			
Message_to_Teacher_Grade_Entry			
Misc			
Misc_53			

Perfect Attendance Reporting

Here are suggestions for reports that will help you with your end of the year Perfect Attendance reporting.

From the Attendance Daily Report Group

Perfect Attendance List by Homeroom: This report lists students by homeroom with no daily absences for the date range specified. Parameters for this report:

- **Date Range:** Enter the start and end dates for the date range you wish to find students with Perfect Attendance. Checking the No Lower Value box on the Start of Range will look at attendance records back to the beginning of the school year.
- **Attendance Code:** Choose the Attendance Codes that should exclude students from perfect attendance. Generally, these are A for full day absences, H for half day absences, and T for tardy. You may have additional codes set up that would exclude a student from perfect attendance. If so, choose those codes as well. If you don't want students excluded from perfect attendance for tardies, don't choose the T.

Perfect Attendance List: Students with no daily absences for the date range specified. Parameters for this report:

- **Date Range:** Enter the start and end dates for the date range you wish to find students with Perfect Attendance. Checking the No Lower Value box on the Start of Range will look at attendance records back to the beginning of the school year.
- **Attendance Code:** Choose the Attendance Codes that should exclude students from perfect attendance. Generally, these are A for full day absences, H for half day absences, and T for tardy. You may have additional codes set up that would exclude a student from perfect attendance. If so, choose those codes as well. If you don't want students excluded from perfect attendance for tardies, don't choose the T.

Perfect Tardy List: This report lists students with no daily Tardies for the date range specified. Parameter for this report: **Date Range:** Enter the start and end dates for the date range you wish to find students with Perfect Attendance. Checking the No Lower Value box on the Start of Range will look at attendance records back to the beginning of the school year.

From the Attendance Period Report Group

Period Perfect Attendance List: This will list students with no period absences. Parameters for this report:

- **Date Range:** Enter the start and end dates for the date range you wish to find students with Perfect Attendance. Checking the No Lower Value box on the Start of Range will look at attendance records back to the beginning of the school year.
- **What period attendance records should be counted:** Choose whether all period attendance codes should be used to determine perfect attendance or only those that count towards daily absence.

IMPORTANT: If using a record selection, be sure to select the demographics table when using a demographic field, such as grade_year, school location, etc., instead of the attendance table.

For a listing of all Daily and Period Attendance reports, please click these Help Console links below.

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

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

Assign Graduation Dates

May has arrived! Which means graduation is just around the corner! You'll want to remember to assign graduation dates for your seniors so they print on transcripts.

To assign graduation dates in Web School Office, follow the instructions in this Help Console document:

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

Congratulations to all your graduates!

Spinach Quiche

This crust less quiche is great for brunch and easy too!

Ingredients:

- 1 10oz. package of frozen spinach
- 1 bunch of green onions, finely chopped
- 4 eggs beaten
- 1 16oz container of cottage cheese
- 2 Cups shredded cheddar cheese
- ¼ Cup crushed croutons



Directions:

1. Preheat oven to 325 degrees F (165 degrees C). Lightly grease a 9 inch pie or quiche pan.
2. Place spinach in a small saucepan. Cook over medium heat, stirring occasionally until soft. Drain off any remaining liquid. Stir in green onions, eggs, cottage cheese and Cheddar cheese. Pour mixture into prepared pan.
3. Bake uncovered in preheated oven for 45 minutes. Remove from oven and sprinkle with crushed croutons. Return to oven and bake for an additional 15 minutes, until eggs are set.

Recipe courtesy of Allrecipes.com

Looking For a Quick Answer or More Guidance on a Process?

You are not alone....We're here for you!

Many of us, at SDS have been where you are, in the front office or classroom. We know that the end of the year is a busy time full of reporting and processes you only do once a year. Do not stress out, we are here to help.

If you find yourself with questions, look in the Help console at the bottom of the main menu. It's a quick way to get some of the information you need.



Help console on menu tree

If you need further assistance, leave us an Xconnect and we will get back to you shortly!

Link to Xconnect support request: <http://sc.schooloffice.com/supportconnect/>

Mailing Labels: Next Year Students

Do you need to send mail to students who will be enrolled in your building 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!

To access this report:

1. Go to Student Reports, from the main menu.
2. Next, go to the Scheduling-Next Year report group.
3. Locate Mailing label. There is an option for "One Per Student" or "One Per Family"

Note: The One Per Family will generate one label per phone number. Phone numbers must be exactly the same, with the same formatting (i.e. 800-323-1600 & (800)323-1605 have different formatting. They are the same number but since formatting is different would generate two labels) in order to be considered the same family.