

JMC Inc.

“Bringing computing ease to your student record needs.”
Since 1980

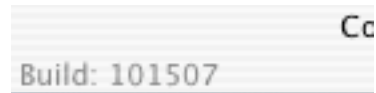
Iowa ICN Notes
December 13th, 2007
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I would like to take this opportunity to thank you once again for your valuable time during my ICN training. I know many of you faced a treacherous drive. I would also like to thank the Iowa Department of Education for allowing me to speak with you.

The bulk of my training focused on Enrollment changes for students and what we need to be doing inside of JMC. I have included detailed directions regarding the correct procedures inside of JMC.

Sincerely,
Sean McElmury
Vice President JMC Inc.
800/524-8182
651/345-5764 home
www.jmcinc.com

BUILD DATE - Located on the main screen of your JMC Office Program is a build date. The build date identifies how new your version of the software is. If Project EASIER requires an update please locate the build date and make sure you have the current version.

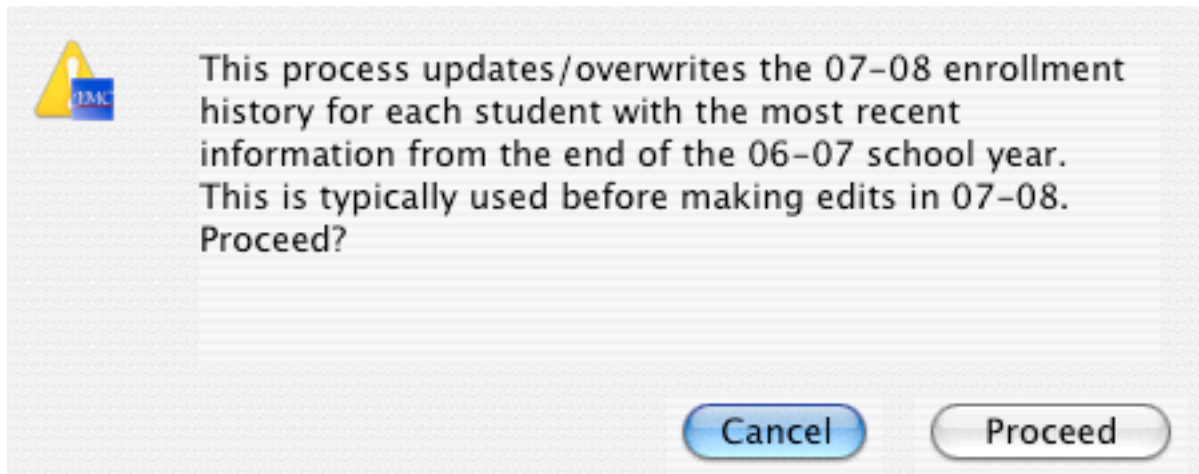


Build: 101507

IMPORT ENROLLMENT HISTORY FROM PRIOR YEAR

A new feature was added to bring forward the enrollment record status from the previous year for certain enrollment codes.

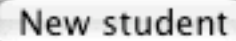
1) Please select EASIER--EASIER--Import Enrollment from Prior Year. Click on the Proceed Button.
EXAMPLE: A student was Open Enrolled In with a code of 2 last year. This function brings forward that code.



ENTERING NEW STUDENTS

CREATING NEW STUDENTS - Whenever a new student joins your institution we need to CREATE the student first.

1) Please select EDIT--ENTER STUDENT DATA. Click on the New Student button at the bottom of the screen.

A rectangular button with rounded corners and a light gray background, containing the text "New student" in a dark font.

2) Enter the data you have for the new student in the appropriate fields.

DEPENDING ON THE STATUS OF THE NEW STUDENT FOLLOW ONE OF THE PROCEDURES BELOW.

NEW STUDENT STARTING ON THE 1ST DAY OF SCHOOL

1) As soon as you Save the new student you entered we will default the Enrollment History to the 1st day of school with an Enrollment Code of 1 - Enrolled.

Edit Enrollment History			
#	Date	Type	Code
1	08/23/07	Entry	1 Enrolled

2) You need to select Edit--Edit Student Data and click on the Entry Tab. The Entry Date into the District needs to be entered.

Entry Date - district

IMPORTANT NOTE: DO NOT WORRY ABOUT THE ENTRY DATE INTO SCHOOL! THAT FIELD IS NOT REPORTED TO THE STATE.

IF THE STUDENT NEEDS TO BE ENROLLED ON THE 1ST DAY WITH A CODE OTHER THAN 1 - ENROLLED YOU NEED TO SELECT Attendance--Student--Add Student.

Enter Day # 1

Select the correct Enrollment Code for this student.

Select the student's name and click on the Add Button.

This procedure will update the Enrollment History to the Correct Day.

Day #: Thu 08/23/07

Code:

Enrollment Code:

IMPORTANT INFORMATION ABOUT ENTRY DATE INTO DISTRICT:

There is some confusion regarding the following situation:

A student was enrolled in your district 3 years ago and then moved away. The student has now returned two years later. The Entry Date into District would be this year's date.

ENTERING NEW STUDENTS
NEW STUDENT STARTING AFTER THE 1ST DAY OF SCHOOL

1) Create the new student by selecting Edit--Enter Student Data. Click on the New Student button at the bottom of the screen.

New student

2) Select Attendance--Student--Add Student. Enter the day number of the first day of school for the student, select the correct Enrollment Code, and select the student. Click on the Add button.

Add a Student

Day #: 15 Wed 09/12/07

Code: 14

Enrollment Code: 1 Enrolled

Student : smith, j

Smith, Brady

Smith, Jared

3) You need to select Edit--Edit Student Data and click on the Entry Tab. The Entry Date into the District needs to be entered.

Entry Date - district

IMPORTANT NOTE: DO NOT WORRY ABOUT THE ENTRY DATE INTO SCHOOL! THAT FIELD IS NOT REPORTED TO THE STATE.

IMPORTANT! ENTRY DATE INTO DISTRICT FOR KINDERGARTEN

1) Please remember that when you have a entire grade level that needs an Entry Date into District you can select Edit--Mass Change Fields.

Mass Change Fields

This option will change the specified field value for all students in the specified grade level.

Change: Entry Date Into District

to the new value: 09/01/2007

for students in grade level: 0

STUDENTS LEAVING THE DISTRICT
STUDENTS LEAVING DURING THE SUMMER

- 1) If a student transfers during the summer please select Attendance--Student--Drop Student.
- 2) Enter the Day # of 0 (zero). This is new for this year! Enter the correct code and select the student.

The screenshot shows a web form titled "Drop a Student". It has three main input fields: "Day #:" with the value "0" and the text "Prior to School Year" next to it; "Code:" with the value "1 Transferred"; and "Student:" with the value "waller, k". To the right of the form is a "Flags" panel with two checkboxes: "Active" and "Attend", both of which are currently unchecked.

- 3) Click on the Drop button. You will want to select Edit--Edit Student Data and uncheck the Attend box.

STUDENT LEAVES DURING SCHOOL YEAR

- 1) If a student leaves during the school year please select Attendance--Student--Drop Student.
- 2) Enter the last day of school for the student, select the correct code, and select the correct student.

The screenshot shows a web form titled "Drop a Student". It has three main input fields: "Day #:" with the value "15" and the date "Wed 09/12/07" next to it; "Code:" with the value "1 Transferred"; and "Student:" with the value "earley, j".

- 3) Click on the Drop button. DO NOT UNCHECK THE ATTEND BUTTON.

IMPORTANT! The Iowa DOE has developed an Exit Direction Sheet for JMC users. I will post a link to this document on www.jmcinc.com once it has been finalized.

STUDENTS LEAVING THE DISTRICT

ENTIRE GRADE LEVEL LEAVING FOR WHOLE GRADE SHARING OUT TO ANOTHER DISTRICT

- 1) If you have an entire grade level which is Whole Grade Sharing Out to another District then select EASIER-EASIER--DROP A GRADE.
- 2) Select the appropriate grade level and click on the DROP button.

Drop a Grade

Day #: Thu 08/23/07

Code: 10 Whole Grade Sharing Out To Another District

Grade : 9

Students that are Whole Grade Shared Out to Another District are not required to be reported by both districts.

Flags

Active

Attend

- 3) You will want to select Edit--Edit Student Data and uncheck the Attend box for each of the students in the grade level if you had not done this in last year's program for these students.

DROPPING STUDENTS PRIOR TO DAY 1 WHO YOU WANT TO MAINTAIN IN THE DATABASE

EXAMPLE: Students who are Open Enrolled Out or Tuitioned-Out District Paid, etc.

- 1) Please select Attendance--Student--Drop Student.
- 2) Enter the Day # of 0 (zero). This is new for this year! Enter the correct code and select the student.

Drop a Student

Day #: 0 Prior to School Year

Code: 2 Open-Enrolled Out

Student : SMITH, B

Flags

Active

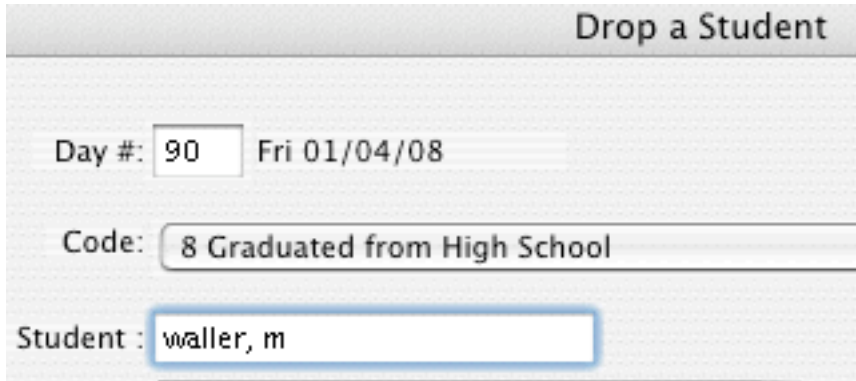
Attend

- 3) You will want to select Edit--Edit Student Data and uncheck the Attend box for the student.

STUDENTS WHO GRADUATE

EARLY GRADUATES

1) If a student is graduating prior to the end of the school year please select Attendance--Student--Drop Student. Enter the day number of graduation, select code 8, and select the student. Click on Drop.



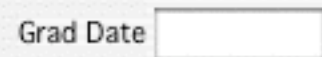
Drop a Student

Day #: 90 Fri 01/04/08

Code: 8 Graduated from High School

Student: waller, m

2) Please select Edit--Edit Student Data. Please enter the Graduation Date in the Grad Date field.

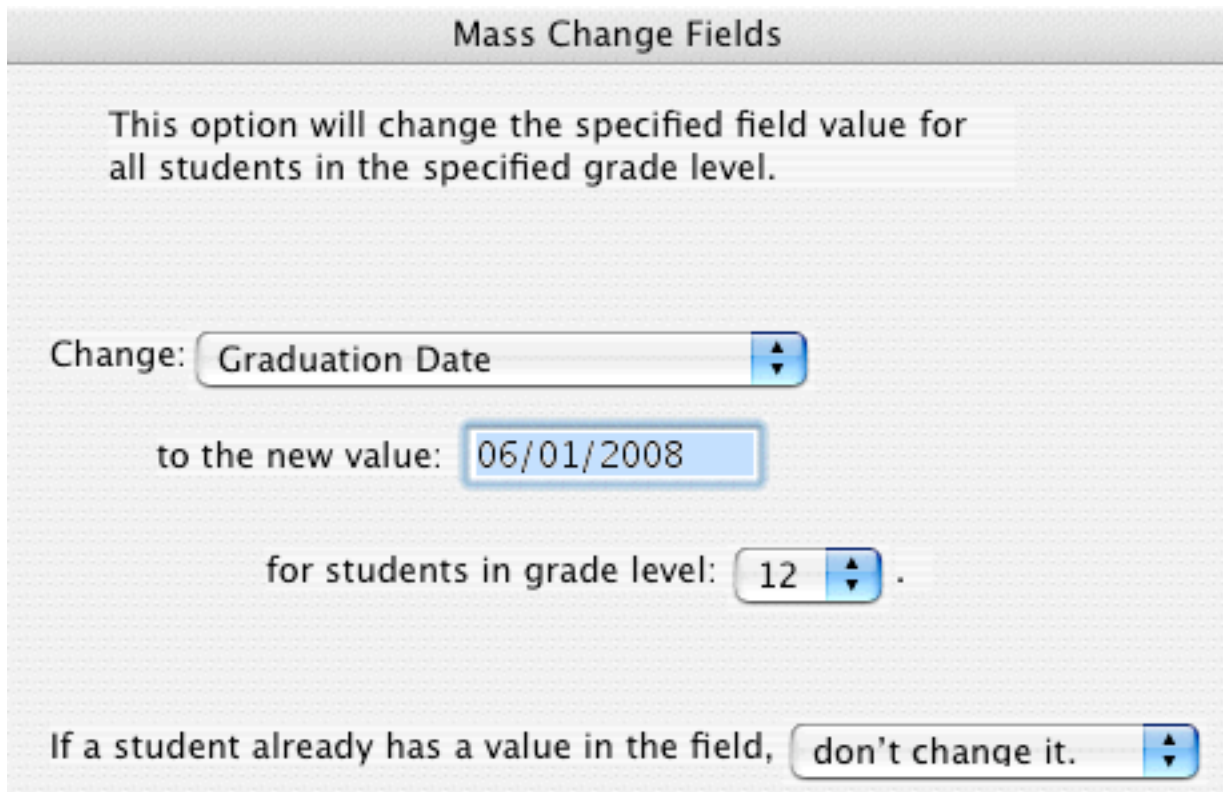


Grad Date

SUMMER GRADUATES

1) If a student is graduating at the end of the school year you DO NOT need to drop them.

2) Please select Edit--Mass Change Fields and assign the Grad Date to the 12th grade. Make sure to select "don't change it." so the dates for the early grads are not also changed.



Mass Change Fields

This option will change the specified field value for all students in the specified grade level.

Change: Graduation Date

to the new value: 06/01/2008

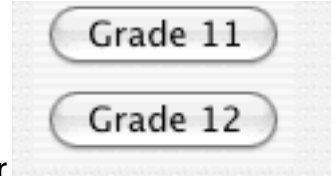
for students in grade level: 12

If a student already has a value in the field, don't change it.

CALENDAR FOR 12TH GRADE

1) If the 12th grade graduates on a day prior to the end of the school year for the other grade levels you need to select Attendance--Day--Special Days.

2) Click on the Grade 12 button and mark the days of school at the end of the year which the 12th grade will not be attending with NO SCHOOL.



Edit Special Days			
Day	Date	Code	Grade 12
173	Mon	05/26/08	No School
174	Tue	05/27/08	No School
175	Wed	05/28/08	No School
176	Thu	05/29/08	No School
177	Fri	05/30/08	No School
178	Mon	06/02/08	No School
179	Tue	06/03/08	No School
180	Wed	06/04/08	No School

Code

School All Day

No School A.M.

No School P.M.

No School

5TH YEAR SENIORS

1) If you have any 5th year seniors you will need to recreate the student in the new school year's software. Please select Edit--Enter Student Data. You will click on the New Student Button.

2) After creating the student we need to change the Student Reference Number to match last year's. By entering the same number as past years all of the student's historical data will reappear.

3) Please contact JMC at 800/524-8182 so we may assist you in changing the Student Reference Number.

IMMIGRANT BOX

1) There was a bug in the software which would automatically check the Immigrant box if you entered a date into the First Enrollment Date in US School under the Entry tab. You need to uncheck the Immigrant box if they are not also an Immigrant. This bug has been fixed in our next release.

A form snippet showing a checked "Immigrant" checkbox, a "Date" field, and a "From" field. Below these is a "First Enrollment Date in US School:" label with a date field containing "09/07/07".

STUDENT AT BUILDING 0000

1) Beginning with next year you will be able to enter a building # of 0000 under Edit--Edit Student Data. DO NOT worry about it for this current school year.

AUDIT REPORTS FOR ENROLLMENT RECORDS

1) If you wish to set up Audit reports regarding enrollment records for students please select Attendance--Student--Lists. This custom report generator will allow you to create and save audit reports.

▼ Enrollment History

EnrHist Status
EnrHist Date
EnrHist Type
EnrHist Code
EnrHist Code Text

When setting up audit reports for enrollment records we are interested in the Enrollment History and Entry tabs on the left hand side.

- 1) Click on the data elements you desire.
- 2) Select the sort method you prefer.
- 3) Select the students you desire by using the Selection Criteria.
- 4) Save the report for future use by clicking on the Save button at the bottom of the screen.

▼ Entry

Birthplace
Birth Country
Last Sch Attend
Entry Date Dist
Entry Date Sch
Full Academ Yr
Migrant
Immigrant
Homeless
Migrant Date
Immigrant Date
Immigrant From
Imm First Enroll Dt

To Print:
Selected Items
Name (L,F)
State ID
EnrHist Date
EnrHist Code
Entry Date Dist

IMPORTANT NOTE! I WILL BE PLACING A LINK TO AUDIT REPORTS I HAVE ALREADY CREATED FOR YOU. THEY WILL BE POSTED ON WWW.JMCINC.COM ON WEDNESDAY THE 19TH OF DECEMBER.

CORRECTING ADDS OR DROPS

CORRECTING AN ADD DATE OR CODE:

1) If you need to correct the code or date on a student you added please select Attendance--Student--Add Student. Select the correct Day Number and Code and Click on the Add button. Then select Edit--Edit Student Data and check the Enrollment History. You will need to select and delete the Enrollment History line that is incorrect.

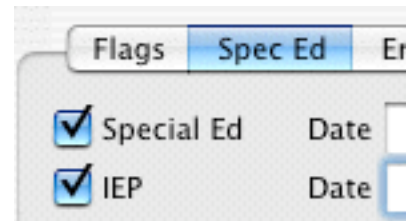
CORRECTING A DROP DATE OR CODE:

1) If you need to correct the code or date on a student you dropped please select Attendance--Student--Drop Student. Select the correct Day Number and Code and Click on the Drop button. Then select Edit--Edit Student Data and check the Enrollment History. You will need to select and delete the Enrollment History line that is incorrect.

RECORDING SPECIAL EDUCATION

IEP VERSUS SPECIAL ED CHECKBOX

1) If you want to report a student as being involved in Special Education with an IEP you need to have the IEP box checked. The Special Ed box is NOT REPORTED to Project EASIER. WARNING! If you only check the Special Ed box you ARE NOT reporting this student as being involved in Special Ed. Usually, Clients will check both of the boxes. You do not need to enter a date into the date field. The date field IS NOT reported to the DOE.



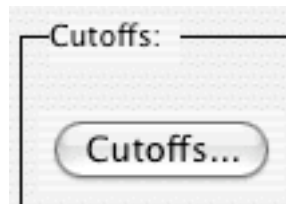
ENTERING DISCIPLINE

When entering Discipline Incidents you now may record any REMOVALS on the same screen. Please select Discipline--Data--Edit Student Records. The bottom portion of the screen is used to record REMOVALS for Project EASIER reporting.

PERIOD ATTENDANCE CUTOFFS

1) Period Attendance is converted into Half and Full day information depending on your Cutoffs. Cutoffs are set under Period Attendance--Edit Reasons and Cutoffs.

2) Click on the Cutoffs button on the right hand side



3) Depending on your schedule, these cutoffs are mandated by the DOE. Please refer to their website for examples of what you should be using. DO NOT worry if you have had them wrong, there is a RetroActive Button.

The screenshot shows a dialog box titled 'Edit Attendance Cutoffs'. Below the title is the text 'Number of Periods Absent to be considered absent for a Full or Half day.' Below this is a table with three columns: 'Grade', 'Half Day', and 'Full Day'. The rows are for '12' and '11' grades. The '11' grade row has a blue box around the '7' in the 'Full Day' column.

Grade	Half Day	Full Day
12	4	7
11	4	7

CARNEGIE UNITS

When you capture your files for Project EASIER do not forget to check the Credit Amount you have entered.

Project EASIER requires course credits to be reported in Carnegie Units. By answering the following question your credits will automatically be scaled (if necessary) in the export file.

How much local credit is given to a course that meets one period a day for the entire school year?

(It appears to be 2.00)

1.00 credit(s)