

User Checklist:

1. **Student Summary Screen:**

Enter/Left Dates may not be true reflection of enrollment dates. May reflect changes in IEP.
Scheduling information should appear at bottom during school hours.
Address/Contact information should appear at all times.

2. **Student Main Screen:**

State ID should auto populate – do Not enter.
Student should have SSN or PIN, not both.
PIN should be generated by using 9 – district # - school # - sequential# (example: 922005001).
A list should be kept of assigned PIN numbers. Never reuse a PIN number.
Relation Resides should match Relation on Address Screen
Current School: indicates school actively enrolled
Previous School: should be added if student transferred from other school in district
Resident School: indicates zoned school or out-of-county (99)
Next School: used if student will not be rolling into zoned school next school year
Alert: use for the following: Custody Issues, Medical Alerts, 504 students

3. **Student School Screen:**

Status: indicates status of that student in that school (Active/Reactive if currently enrolled).
Promotion/Retention Coded Here – Must Include Date to Activate

4. **Student PCC Screen:**

Initial Enrollment Code: E, E1, or TR
If student was initially enrolled as E or E1 and leaves then later returns, he will still be E or E1 that year.
Verify correct Track Code
Serving and Responsible School will ALWAYS be your school on your record
LW indicates the student left a Special Education Option
EW indicates the student entered a Special Education Option

5. **Student Attendance Page (Summary):**

Double check Enter Date, Left Date, and PCC code
PCC code should match LAST PCC code on Student PCC page

6. **Student Attendance Page (Detail):**

Can use this screen to correct/change daily attendance
Unexcused absences will be highlighted in red
Code description listed at bottom of page (must have appropriate day selected)
X code indicates student was not enrolled on those days
. code (period) indicates student was present on those days

7. **Student Tardy Page:**

May be used to indicate all check-in/check-out activity less than ½ day that does not affect attendance

8. **Post Daily Attendance Routine:**

Double Check Date, defaults to current

Check the: Override any previously posted attendance box

ALWAYS uncheck “All” students and enter individually using drop-down arrow in Last Name field
If trying to change attendance for an Inactive or Transfer student, scroll down and check appropriate box

9. **Check-in/Out Att. (Post Tardy) Routine:**

May be used for posting tardies and check-ins/check-outs instead of individual student screen

MUST use this routine if using for Attendance with optional notes (ex. AU-absent all day excused)

Tardy Reason Code is tied to appropriate Attendance Code