

*CIMS® (Comprehensive Information Management for Schools)*

# Student Applications Release 8.05 Summary of Enhancements and Changes

Pearson School Systems Part Number 602 000 738



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This document applies to Release 8.05 of CIMS (Comprehensive Information Management for Schools) Student Applications software for IBM eServer iSeries computing system and to all subsequent releases and modifications until otherwise indicated in new editions or updates.

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# 1

## Overview

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This document provides information about the enhancements and changes made in the Student Applications software for Release 8.05. Use this document in conjunction with the following CIMS<sup>®</sup> (Comprehensive Information Management for School) G/T documents.

- *CIMS G/T Student Applications Release 8.01 Summary of Enhancements and Changes*, NCS Pearson Publication Number 649 400 270.
- *CIMS III Student Applications Release 8.03 Summary of Enhancements and Changes*, Pearson Digital Learning Part Number 602 000 460.
- *CIMS III Student Applications Release 8.04 Summary of Enhancements and Changes*, Pearson School Systems Part Number 602 000 629.
- *CIMS G/T Student Management System Version 8.00 Summary of Changes*, NCS Part Number 649 400 243.
- *CIMS G/T Student Management System User's Guide Volume 1, Version 8.00*, NCS Publication Number 649 400 237.
- *CIMS G/T Student Management System User's Guide Volume 2, Version 8.00*, NCS Publication 649 400 238.
- *CIMS G/T Student Attendance System User's Guide, Version 8.00*, NCS Pearson Publication 649 400 239.
- *CIMS G/T Student Grading System User's Guide, Version 8.00*, NCS Pearson Publication 649 400 240.

- *CIMS G/T Student Applications Report Writer User's Guide, Version 8.00, NCS Part 649 400 242.*
- *Student Applications Opening and Closing a School Year, Version 8.00, NCS Pearson Publication 649 400 247.*
- *Student Applications Sample Reports, Version 4.00, NCS Publication 649 400 050.*
- *InteGrade Pro Administrator's Guide, Version 9.3, Pearson School Systems Part Number 606 000 360B.*
- *CIMS G/T Applications Control System User's Guide, Release 3.02, Pearson School Systems Part Number 606 000 304.*

The online help text provides most of the information you need to use the programs on a daily basis. Use the instructions in this printed document to familiarize yourself with the functions and screens, or when you have a question that the online help does not address.

To see the most up-to-date publications and software notices, use the Pearson School Systems Customer Link™ bulletin board services on the Internet as your electronic source of information about CIMS software. You can access the Customer Link web site using a PC, communications software, and a modem. The Customer Link web site is available 24 hours a day, 7 days a week at <http://customerlink.pearson.com/>. You can download a copy of this and other pertinent documents from this site.

To use the available documentation, review the following:

- See the Technical Bulletin portion of the Release Documents for Student Applications Release 8.05 for a list of all changed and new objects in this release.
- See the instructions in this document to learn about the changes in the programs that affect the user interface and documentation.
- See the online help text for questions that arise while you are using the software.

# Overview of Changed and New Information

This section summarizes the Student Applications Release 8.05 changes and enhancements that affect user documentation.

## Existing Program Enhancements and Changes

These enhancements and changes are provided in this release:

- Enhanced ATT.515 – Print Student Absence Information to include options to page break on sort options.
- Added option to ATT.515 – Print Student Absence Information to include transfer absences.
- Enhanced GRD.511 – Print Report Cards to include options to print report cards for students with grades in a district/school other than the one their enrolled in.
- Added option to GRD.511 – Print Report Cards to print report cards for contacts (other than the primary contact for the residing family).
- Added switch to GRD.565 – Print Transcript Labels for universal ID or local ID.
- Enhanced GRD.665 – Transcript Student Grades to display an error to the screen if the transcript file is in use by another job.
- Added switch to SCH.415 – Class List Maintenance for default course type.
- Enhanced STU.250 – Mailing Label Formats to include options for selecting student sex, ethnicity, SSN, next year school/class, birth date, family number, homeroom number and homeroom teacher.
- Enhanced STU.260 – General Report Writer Formats to include options for selecting non-residing family information (NRF).
- Enhanced STU.301 – Basic Student Information to display a prompt when adding a new student to an existing family.
- Added a new error message to STU.530 – Select & Print Your Own Report when selecting based on enrollment date and not selecting enrollment history.
- Enhanced STU.530 – Select & Print Your Own Report to include option for printing one label per family.
- Enhanced STU.607 – Download Class Roster Files to InteGrade Pro to include option for downloading student schedules (C230 records).

[See Program Enhancements and Changes on page 9](#)

## New Programs

These programs are new to Student Applications Release 8.05.

- STU.617 – Maintain Scheduled Download Options
- STU.730 – Synchronize Absence Reason Files

[See New Programs on page 29](#)

## Error Messages

Two new error messages were added to Student Applications Release 8.05.

- STU 0085 was added to STU.301 – Student Basic Information
- STU 0087 was added to STU.530 – Select and Print Your Own Report.

[See New Error Messages on page 35](#)



# 2

## Program Enhancements and Changes

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This chapter describes the program enhancement and changes that affect student application user documentation and functionality.

These programs were modified and documented in this section.

- ATT.515 – Print Student Absence Information
- GRD.511 – Print Report Cards
- GRD.565 – Print Transcript Labels
- GRD.665 – Transcript Student Grades
- SCH.415 – Class List Maintenance
- STU.250 – Mailing Label Formats
- STU.260 – General Report Writer Formats
- STU.301 – Basic Student Information
- STU.530 – Select & Print Your Own Report
- STU.607 – Download Class Roster Files to InteGrade Pro

# Printing Student Absence Information

Use this section in addition to sections in the *Student Attendance System User Guide* beginning on page 148 and the *Student Applications Sample Reports*, pages 5-6.

Two new fields were added to ATT.515 – Print Student Absence Information:

**Page break on sort options.** Use this prompt to indicate if the report should page-break based on the sort options chosen.

**Include transfer absences.** Use this field to indicate if the report should include absences from schools other than the school specified, if applicable.

Choose ATT.515 – Print Student Absences Information from the SAS500: Attendance Reports menu. You are prompted to enter a district, school, and date range. When you press Enter, this screen displays. The new options are shaded in this document for reference purposes only.

```

2/22/06  FY 06          CIMS DEMONSTRATION DISTRICT          08:12:41 DMGGREEN
SAS          Print Student Absence Information          Ref: ATT.515P.02

District:  DIS  School:  010  Date:  8/01/05  Thru  6/01/06
Print:  Detail Y with period reasons? N    1 Type of Output
        Summary? N                          1 = All Absences
        Tag or Tag Category? N              2 = Selected Absences
                                           Page break on sort option? N (Y/N)
                                           Include transfer absences? N (Y/N)

Sort  Description          Limit to
(1)  Periods:              HR 01 02 03 04 4A 05 5A 06 07
        Y Y Y Y Y Y Y Y Y Y
Absence types:           Ae Y Au Y T N E N
Absence reasons:         ___ ___ ___ ___ ___ Daily Y Period N
Student:                 ___ or Multiple Students? N Unassigned? N
Classes:                 ___ ___ ___ ___ ___
Homerroom number:       ___
Teacher:                 ___ Homeroom? Y

Tags:                    ___ ___ ___ ___ ___ Include or Omit? I (I/O)
Tag categories:         ___ ___ ___ ___ ___ Include or Omit? I (I/O)
F3=Exit  F4=Index  F5=Reset  F12=Cancel
  
```

# Printing Report Cards

Use this section in addition to sections in the *Student Grading System User Guide* beginning on page 63.

Added new printing options to GRD.511 – Print Report Cards:

- Print for:**
- (1) Students enrolled in this building**
  - (2) Students enrolled in another building**

Select which student report cards should be printed based on enrollment data from the Registration and Enrollment Information screen.

**Print ONLY for contacts**

Use this prompt along with the **Print Report Card for Contacts** prompt to select which student report cards should be printed, based on **Print Report Card** flags defined on the contact screens in STU.301 – Basic Student Information.

## Selecting Report Card Contents

Choose GRD.511 – Print Report Cards from the SGS500: Grading Reports menu. This screen displays. The new options are shaded in this document for reference purposes only.

2/22/06	FY 06	CIMS DEMONSTRATION DISTRICT	09:30:23	DMGGREEN	
SGS	Print Report Cards			Ref: GRD.511P.01	
District:	<u>DIS</u>	School:	<u>010</u>	Report Card:	<u>FIN</u>
<u>Sort</u>	<u>Description</u>	<u>Limit to</u>			
(1)					
-	Student:	_____	or Multiple Students? <u>N</u>		
-	Homeroom numbers:	_____	_____	_____	
-	Counselors:	_____	_____	_____	
-	Classes:	_____	_____	_____	
-	Terms:	__ - __			
-	Tags:	_____	_____	_____	Include or Omit? <u>I</u> (I/O)
-	Tag categories:	_____	_____	_____	Include or Omit? <u>I</u> (I/O)
-	Zip code:				
	Mail label format:	_____	<b>Print for: <u>1</u></b>		
Calculate:	Cumulative GPA?	<u>N</u>	<b>1-Students enrolled in this building?</b>		
	Class rank?	<u>N</u>	<b>2-Students enrolled in another building?</b>		
			Print Unlisted Phone No.? <u>N</u>		
	<b>Print Report Card for contacts?</b>	<u>N</u>	<b>Print ONLY for contacts?</b>	<u>N</u>	
	F3=Exit	F4=Index	F5=Reset	F12=Cancel	

Use the **Print Report Card for Contacts** and **Print ONLY for Contacts** options to determine which contacts should receive report cards, as follows.

Print Report Card for Contacts	Print ONLY for Contacts	Results
N	N	Prints one report card for the primary contact of the family with whom the student resides regardless of how the <b>Print Report Card</b> flag is defined in STU.301 – Basic Student Information.
N	Y	Prints a report card for every contact whose <b>Print Report Card</b> flag is set to <b>Yes</b> in STU.301 – Basic Student Information, EXCLUDING the primary contact of the family with whom the student resides
Y	N	Prints a report card for every contact whose <b>Print Report Card</b> flag is set to <b>Yes</b> in STU.301 – Basic Student Information, INCLUDING the primary contact of the family with whom the student resides.
Y	Y	Prints a report card for every contact whose <b>Print Report Card</b> flag is set to <b>Yes</b> in STU.301 – Basic Student Information, EXCLUDING the primary contact of the family with whom the student resides.

# Printing Transcript Labels

Use this section in addition to sections in the *Student Grading System User Guide* beginning on page 107.

## Switch Setting

This release includes a new ACS switch setting for menu item GRD.565 – Print Transcript Labels, which affects the which student ID is printed on the label.

- **Print Universal Student ID instead of Local ID = Y**

User ACS.310 – Maintain Menu Item Definitions in the ACS product to review the switch setting for program GRD.565. The Menu Item Definition detail screen ACS.310.13 lists the switch setting status. The default value for this switch is **Y**.

Choose GRD.565 – Print Transcript Labels from the SGS500: Grading Reports menu to print student transcript labels.

# Posting Student Grades to Transcripts

Use this section in addition to sections in the *Student Grading System User Guide*, beginning on page 99.

Enhanced GRD.665 – Transcript Student Grades to check for object locks on the transcript file (PGRD450) and to display a message on the screen if users are accessing the transcript maintenance program.

## Before You Begin

**CAUTION:** No users can be in program GRD.450 – Maintain Student Transcripts or access it during the transcript process.

## Posting Final Student Grades to Transcripts

Choose GRD.665 – Transcript Student Grades from the GRD.665: Grade Maintenance menu. When the system displays the process panel, type the district, school, year, and press Enter.

If the transcript maintenance file is in use by another user(s), the system displays the message on this screen. The message is shaded in this document for reference purposes only.

3/07/06	FY 06	CIMS DEMONSTRATION DISTRICT	15:39:28	DMGGREEN
SMS		Transcript Student Grades	Ref:	GRD.665P.01
Process for:				
District:	<u>LCS</u>	<b>Transcript file is in use, please ask users to exit transcript maintenance programs, or cancel this job and run later.</b>		
School:	<u>004</u>			
Year:	<u>06</u>			
F3=Exit F4=Index F5=Reset F12=Cancel				
<b>GEN 0012 THIS RECORD IS BUSY.</b>				

To continue running this program, have all users exit the transcript maintenance file and press Enter.

# Maintaining Class Lists

Use this section in addition to sections in the *Student Scheduling System User Guide*, beginning on page 90.

## Switch Setting

This release includes a new ACS switch setting for menu item SCH.415 – Class List Maintenance. This switch affects the default course type used when the course is added to the student’s course request record. (E=Elective or P=Prescheduled)

- **Y defaults crs type P(Prescheduled); N defaults E(Elective)**

User ACS.310 – Maintain Menu Item Definitions in the ACS product to review the switch setting for program SCH.415 – Class List Maintenance. The Menu Item Definition detail screen ACS.310.13 lists the switch setting status. The default value for this switch is **N**.

Choose SCH.415 – Class List Maintenance from the SCH200: Student Registration menu to add, move, or delete students from courses.

# Creating Mailing Label Formats

Use this section in addition to sections in the *Student Management System User Guide, Volume 1*, and beginning on page 171.

Enhanced STU.250 – Mailing Label Formats to include these additional data selection items:

20	Student sex
21	Student ethnicity
22	Social Security Number
23	Next Year School/Class
24	Birthdate
25	Family Number
26	Homeroom number
27	Homeroom Teacher

Choose STU.250 – Mailing Label Formats from the SMS450: Student Record Reports menu to design your mailing label. You can print up to five lines of information on each mailing label. Use STU.519 – Print Mailing Labels to print the mailing label you defined.

# General Report Writer Selection Items

Use this section in addition to sections in the *Student Applications Report Writer User's Guide*, beginning on page 7, and Appendix A, beginning on page 101.

Added new selection items 511-706 to STU.260 – General Report Writer Formats for non-residing family information. In addition, A note was added to the prompt screen to help identify that 'NRF' in the description means Non-Residing Family. STU.260 is on the SMS500: Student Management Reports menu.

See **Appendix A** beginning on the next page for a complete list of the new non-residing family selection items.

## Selecting the Items to Include

This screen shows the portion of the General Report Format screen where you type your item numbers. The new screen text and partial list of new items are shaded in this document for reference purposes only.

```

3/06/06  FY 06  CIMS DEMONSTRATION SCHOOL DISTRICT  10:52:31 DMGGREEN
SMS          General Report Writer Formats          Ref: STU.260 .11
NRF _____  DESC  NON-RESIDING FAMILY INFORMATION _____
ITEMS _____
  Id _____
SORT BY _____
  Id _____
                                     Note: NRF = non-residing family data
PAGE BREAK Y  N  N  N  WIDTH 132 LPI 6 CPI 10 LENGTH 66 SPACE 1

Item  Description                Size  Item  Description                Size
554  NRF SECONDARY STREET TYPE    4     555  NRF SECONDARY STREET SUFFI    2
556  NRF SECONDARY STREET APT#    5     557  NRF PRIMARY OCCUPATION        30
558  NRF SECONDARY OCCUPATION      30    559  NRF PRIMARY E-MAIL            70
560  NRF SECONDARY E-MAIL           70    571  NRF PRIMARY TITLE              4
572  NRF SECONDARY TITLE            4     573  NRF PRIM (TITLE FIRST M LA    35
574  NRF SEC (TITLE FIRST M LAS    35    575  NRF PRIM MAIL CITY STATE Z    30
576  NRF PRIMARY MAILING CITY N     25    577  NRF PRIM MAILING STATE COD     4
578  NRF PRIMARY MAILING ZIP CO     10    579  NRF PRIMARY FAMILY AREA CO     4
580  NRF PRIM FAMILY PHONE NUMB     8     581  NRF SEC FAMILY AREA CODE       4
582  NRF SECONDARY FAMILY PHONE     8     583  NRF PRIM PHONE 1 DESCRIPTI    5
584  NRF PRIMARY PHONE 1 AREA C     4     585  NRF PRIM PHONE 1 PHONE NUM    8
586  NRF PRIMARY PHONE 1 EXTENS     6     587  NRF PRIM PHONE 2 DESCRIPTI    5 +

Mode: Add          F3=Exit  F4=Index  F5=Reset          F12=Cancel
  
```

## Appendix A

These items are new to this release --NRF = Non-residing family.

<i>Item</i>	<i>Description</i>	<i>Field Size</i>	<i>Remarks</i>
511	NRF Primary Last Name	15	Non-residing family primary contact's last name
512	NRF Primary Last Name Initial	1	Non-residing family primary contact's first letter of last name
513	NRF Primary First Name	10	Non-residing family primary contact's first name
514	NRF Primary First Name Initial	1	Non-residing family primary contact's first letter of first name
515	NRF Primary Middle Name	10	Non-residing family primary contact's middle name
516	NRF Primary Middle Initial	1	Non-residing family primary contact's first letter of middle name
517	NRF Primary Name (Last First M)	30	Non-residing family primary contact's Last & First name up to 30 characters
518	NRF Primary Name (First M Last)	30	Non-residing family primary contact's full name starting with First name up to 30 characters
519	NRF Secondary Last Name	15	Non-residing family secondary contact's last name
520	NRF Secondary Last Name Initial	1	Non-residing family secondary contact's first letter of last name
521	NRF Secondary First Name	10	Non-residing family secondary contact's first name
522	NRF Secondary First Name Initial	1	Non-residing family secondary contact's first letter of first name
523	NRF Secondary Middle Name	10	Non-residing family secondary contact's middle name
524	NRF Secondary Middle Initial	1	Non-residing family secondary contact's first letter of middle name
525	NRF Secondary Name (Last First M)	30	Non-residing family secondary contact's Last & First name up to 30 characters
526	NRF Secondary Name (First M Last)	30	Non-residing family secondary contact's full name starting with First name up to 30 characters
527	NRF Primary Street Address	45	Non-residing family primary contact's street address

<i>Item</i>	<i>Description</i>	<i>Field Size</i>	<i>Remarks</i>
528	NRF Primary Mailing Address	45	Non-residing family primary contact's mailing address
529	NRF Primary Family City Code	4	Non-residing family primary contact's city code
530	NRF Primary Family City Name	25	Non-residing family primary contact's city name
531	NRF Primary Family State Code	4	Non-residing family primary contact's state code
532	NRF Primary Family Zip Code	10	Non-residing family primary contact's zip code
533	NRF Primary Family City State Zip	30	Non-residing family primary contact's City, State and Zip up to 30 characters
534	NRF Family Map Grid	6	Non-residing family's map grid
535	NRF Primary Employer	30	Non-residing family primary contact's employer
536	NRF Secondary Employer	30	Non-residing family secondary contact's employer
537	NRF Primary Work Area Code	4	Non-residing family primary contact's work area code
538	NRF Primary Work Phone Number	8	Non-residing family primary contact's work phone number
539	NRF Primary Work Extension	6	Non-residing family primary contact's work extension number
540	NRF Secondary Work Area Code	4	Non-residing family secondary contact's work area code
541	NRF Secondary Work Phone Number	8	Non-residing family secondary contact's work phone number
542	NRF Secondary Work Extension	6	Non-residing family secondary contact's work extension number
543	NRF Primary Federal Employee Flag	1	Non-residing family primary contact's federal employee flag
544	NRF Secondary Federal Employee Flag	1	Non-residing family secondary contact's federal employee flag
545	NRF Primary Street Number	9	Non-residing family primary contact's street number
546	NRF Primary Street Prefix	2	Non-residing family primary contact's street prefix
547	NRF Primary Street Name	20	Non-residing family primary contact's street name
548	NRF Primary Street Type	4	Non-residing family primary contact's street type
549	NRF Primary Street Suffix	2	Non-residing family primary contact's street suffix
550	NRF Primary Apartment #	5	Non-residing family primary contact's apartment number

<b>Item</b>	<b>Description</b>	<b>Field Size</b>	<b>Remarks</b>
551	NRF Secondary Street Number	9	Non-residing family secondary contact's street number
552	NRF Secondary Street Prefix	2	Non-residing family secondary contact's street prefix
553	NRF Secondary Street Name	20	Non-residing family secondary contact's street name
554	NRF Secondary Street Type	4	Non-residing family secondary contact's street type
555	NRF Secondary Street Suffix	2	Non-residing family secondary contact's street suffix
556	NRF Secondary Apartment #	5	Non-residing family secondary contact's apartment number
557	NRF Primary Occupation	30	Non-residing family primary contact's occupation
558	NRF Secondary Occupation	30	Non-residing family secondary contact's occupation
559	NRF Primary E-mail	70	Non-residing family primary contact's email address
560	NRF Secondary E-mail	70	Non-residing family secondary contact's email address
571	NRF Primary Title	4	Non-residing family primary contact's title
572	NRF Secondary Title	4	Non-residing family secondary contact's title
573	NRF Primary Name (Title First M Last)	35	Non-residing family primary contact's full name up to 35 characters including Title First M Last
574	NRF Secondary Name (Title First M Last)	35	Non-residing family secondary contact's full name up to 35 characters including Title First M Last
575	NRF Primary Mailing City State Zip	30	Non-residing family primary contact's mailing City State and Zip up to 30 characters
576	NRF Primary Mailing City Name	25	Non-residing family primary contact's mailing city name
577	NRF Primary Mailing State Code	4	Non-residing family primary contact's mailing state code
578	NRF Primary Mailing Zip Code	10	Non-residing family primary contact's mailing zip code
579	NRF Primary Family Area Code	4	Non-residing family primary contact's area code
580	NRF Primary Family Phone Number	8	Non-residing family primary contact's phone number
581	NRF Secondary Family Area Code	4	Non-residing family secondary contact's area code
582	NRF Secondary Family Phone Number	8	Non-residing family secondary contact's phone number

<b>Item</b>	<b>Description</b>	<b>Field Size</b>	<b>Remarks</b>
583	NRF Primary Phone 1 Description	5	Non-residing family primary contact's phone #1 description
584	NRF Primary Phone 1 Area Code	4	Non-residing family primary contact's phone #1 area code
585	NRF Primary Phone 1 Phone Number	8	Non-residing family primary contact's phone #1 phone number
586	NRF Primary Phone 1 Extension	6	Non-residing family primary contact's phone #1 extension
587	NRF Primary Phone 2 Description	5	Non-residing family primary contact's phone #2 description
588	NRF Primary Phone 2 Area Code	4	Non-residing family primary contact's phone #2 area code
589	NRF Primary Phone 2 Phone Number	8	Non-residing family primary contact's phone #2 phone number
590	NRF Primary Phone 2 Extension	6	Non-residing family primary contact's phone #2 extension
591	NRF Secondary Phone 1 Description	5	Non-residing family secondary contact's phone #1 description
592	NRF Secondary Phone 1 Area Code	4	Non-residing family secondary contact's phone #1 area code
593	NRF Secondary Phone 1 Phone Number	8	Non-residing family secondary contact's phone #1 phone number
594	NRF Secondary Phone 1 Extension	6	Non-residing family secondary contact's phone #1 extension
595	NRF Secondary Phone 2 Description	5	Non-residing family secondary contact's phone #2 description
596	NRF Secondary Phone 2 Area Code	4	Non-residing family secondary contact's phone #2 area code
597	NRF Secondary Phone 2 Phone Number	8	Non-residing family secondary contact's phone #2 phone number
598	NRF Secondary Phone 2 Extension	6	Non-residing family secondary contact's phone #2 extension
599	NRF Secondary Street Address	45	Non-residing family secondary contact's street address
600	NRF Secondary Mailing Street Address	45	Non-residing family secondary contact's mailing street address
601	NRF Secondary Family City Name	25	Non-residing family secondary family's city name
602	NRF Secondary Family State Code	4	Non-residing family secondary family's state code
603	NRF Secondary Family Zip Code	10	Non-residing family secondary family's zip code

<i>Item</i>	<i>Description</i>	<i>Field Size</i>	<i>Remarks</i>
604	NRF Secondary Family City State Zip	30	Non-residing family secondary family's City State and Zip code up to 30 characters
605	NRF Secondary Mailing City State Zip	30	Non-residing secondary family's mailing City State and Zip code up to 30 characters
606	NRF Secondary Mailing City Name	25	Non-residing secondary family's mailing city name
607	NRF Secondary Mailing State Code	4	Non-residing secondary family's mailing state code
608	NRF Secondary Mailing Zip Code	10	Non-residing secondary family's mailing zip code
685	NRF Primary Mailing Street Number	9	Non-residing primary family's mailing street number
686	NRF Primary Mailing Street Prefix	2	Non-residing primary family's mailing street prefix
687	NRF Primary Mailing Street Name	20	Non-residing primary family's mailing street name
688	NRF Primary Mailing Street Type	4	Non-residing primary family's mailing street type
689	NRF Primary Mailing Street Suffix	2	Non-residing primary family's mailing street suffix
690	NRF Primary Mailing Street Apt #	5	Non-residing primary family's mailing street apartment number
691	NRF Secondary Mailing Street Number	9	Non-residing secondary family's mailing street number
692	NRF Secondary Mailing Street Prefix	2	Non-residing secondary family's mailing street prefix
693	NRF Secondary Mailing Street Name	20	Non-residing secondary family's mailing street name
694	NRF Secondary Mailing Street Type	4	Non-residing secondary family's mailing street type
695	NRF Secondary Mailing Street Suffix	2	Non-residing secondary family's mailing street suffix
696	NRF Secondary Mailing Street Apt #	5	Non-residing secondary family's mailing street apartment number
697	NRF Primary Name (L F M) Full	43	Non-residing primary full name (Last First Middle) up to 43 characters
698	NRF Primary Name (F M L) Full	43	Non-residing primary full name (First Middle Last) up to 43 characters
699	NRF Secondary Name (L F M) Full	43	Non-residing secondary full name (Last First Middle) up to 43 characters
700	NRF Secondary Name (F M L) Full	43	Non-residing secondary full name (First Middle Last) up to 43 characters
701	NRF Primary Name (T F L) Full	43	Non-residing primary full name (Title First Last) up to 43 characters

<b>Item</b>	<b>Description</b>	<b>Field Size</b>	<b>Remarks</b>
702	NRF Secondary Name (T F L) Full	43	Non-residing secondary full name (Title First Last) up to 43 characters
703	NRF Primary Home City State Zip	30	Non-residing primary contact's home city, state and zip (up to 30 characters)
704	NRF Primary Mail City State Zip	30	Non-residing primary contact's mailing city, state and zip (up to 30 characters)
705	NRF Secondary Home City State Zip	30	Non-residing secondary contact's home city, state and zip (up to 30 characters)
706	NRF Secondary Mail city State Zip	30	Non-residing secondary contact's mailing city, state and zip (up to 30 characters)
901	Spaces (ID=Number)	1	Inserts the number of spaces you specify in the ID field
991 992 993	Label Constants	30	Constant text to appear on every label printed with the specified label format.

# Maintaining Basic Student Information

Use this section in addition to sections in the *Student Management Systems User Guide, Volume 1*, beginning on page 99. The first Note was added to the field description table.

Enhanced STU.301 – Basic Student Information by adding a prompt when entering a family number that already exists.

*Family number already exists. Enter Y to add student to existing family or N to try another number.*

Field	Description
<p><b>Family 1</b></p>	<p>If you are adding a new family, leave *ADD in this field, or enter your own number if desired (for example, family phone number). The system automatically will assign the family number after you click OK. The system assigns a unique sequential number to each student.</p> <p>If this student is not the first family member to be added to the system, type the established family number that you want assigned to the student into this field. You must enter the shared family number to group students who are in the same family.</p> <p><b>Note:</b> When using an established family number, a window displays indicating the family number already exists. Type <b>Y</b> to add the student to the existing family or <b>N</b> to enter a new family number.</p> <p>Family numbers consist of two fields. Type up to 7 digits in the first field to signify the main family number. If necessary, you can also type up to 3 digits in the second field to provide a suffix to the main number. The additional field gives you the capability to numerically identify multiple students within the same family. If you choose to assign family numbers, use a Number that is meaningful to your office or to the student, such as the phone number, the district census number, or a contact's Social Security Number. You must use the family phone number if you plan to use Query.</p> <p>The family number in this field associates the Student with Family 1. If a student has only one family, you do not need to use the <b>Family 2</b> field.</p> <p><b>Note:</b> If you change the family number in this field for an existing student, the system displays a message window where you can choose whether or not to change the number for all students in the family. Choose the <b>Update Family Number</b> option in the window to change the family number of all students associated with this family.</p> <p>The system also displays a prompt asking if you want to copy the data from the old family number to the new family number. Select Yes to retain the information in the family record.</p>

Field	Description
	<p><b>Note:</b> You can add a maximum of 996 students to one family. If this limit is a problem (for example, if you have a foster home set up as a “family”), you can create an inactive family and move graduates and dropped students to that family, rather than leaving them associated with the original family.</p>
<b>Family 2</b>	<p>If applicable, type the number that identifies the second family associated with this student; for example, a father and stepmother with whom the student occasionally resides.</p> <p><b>Note:</b> When using an established family number, a window will display indicating the family number already exists. You will be prompted to enter Y to add the student to the existing family or N to try another number.</p>

# Printing the Reports or Labels

Use this section in addition to sections in the *Student Applications Report Writer User's Guide*, beginning on page 21.

Enhanced STU.530 – Select & Print Your Own Report by adding a prompt to allow printing 1 label per family. You define the format using STU.260 – General Report Writer Definitions.

Choose STU.530 – Select & Print Your Own Report from the SMS500: Management Reports menu. The system displays this screen. The new option is shaded in this document for reference purposes only.

3/06/06	FY 06	CIMS DEMONSTRATION DISTRICT	11:36:02	DMGGREEN
SMS		Select & Print Your Own Report	Ref:	STU.530P.01
District.... <u>LCS</u> Format..... <u>ROS</u>				
Deliver to.. _____				
Report Title _____				Count Only? <u>N</u>
SCHOOL _____ ?	CLASS _____	SEX _____	COURSE _____	Sect _____
Print Unlisted Phone No.? <u>N</u>	as on Format? _____		Print Privacy Records? _____	
HOMEROOM _____ ?	COUNSELOR _____ ?	BUS _____	AM? _____	PM? _____
ENROLLMENT Hist? _____	Type _____	Code _____	from _____ - _____	
GRADING Title _____	%Range _____ - _____ ?	Symbols _____ ? _____		
GPA _____ - _____	Cumulative..? _____	Credit _____ - _____		
ABSENT on <u>0/00/00</u>	During Period _____ or	GE _____ and LE _____	Periods	
Type _____ GE _____ Days	Consecutive..? _____	From <u>0/00/00</u>	- <u>0/00/00</u>	
TAG _____ Data Must = _____	or	Tag in Category _____ ?		
or Select _____	_____	_____	_____	_____
N Tag	O N Tag	O N Tag	O N Tag	<b>1 label per family?</b> _____
F3=Exit		F4=Index	F5=Reset	F12=Cancel

## Limiting Your Report Or Labels

Using the selection fields, you can limit the students on your report or labels by any of the following types of information:

- Assigned school
- Bus assignment
- Class
- Enrollment records
- Gender
- Grading information
- Requested or scheduled course
- Absence information
- Homeroom assignment
- Assigned tags and tag categories
- Assigned counselor
- Print one label per family

# Downloading Class Roster Data from CIMS

Use this section in addition to sections in the *InteGrade Pro Administrator's Guide*, beginning on page 81.

Enhanced STU.607 – Download Class Roster Files to InteGrade Pro by adding a prompt to include student schedules (C230 records) in the download file.

Choose STU.607 – Download Class Roster Files to InteGrade Pro from the SMS820: InteGrade Pro Data Exchange Programs menu. Enter the district and school information. When you press Enter, this screen displays. The new option is shaded in this document for reference purposes only.

3/14/06	FY 06	CIMS DEMONSTRATION DISTRICT	11:41:09	DMGYELLOW
SMS	Download Class Roster Files to InteGrade Pro		Ref: STU.607P.01	
Process:				
District: <u>LCS</u> School: <u>004</u>				
Limit to:				
Teacher: _____				
Exclude:				
Drops before this date: <u>3/14/06</u>				
<b>Download Student Schedules? <u>N</u></b>				
F3=Exit F4=Index F5=Reset F12=Cancel				

## To download the class roster file:

To include student schedules in your download file, type **Y** in the **Download Student Schedules** field. If you do not want to include student schedules in the download file, leave this field set to **N**.

**NOTE:** Including student schedules each time you download is not recommended because the large file could impact performance.



# 3

## New Programs

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This chapter describes the programs new to Student Applications Release 8.05.

- STU.617 – Maintain Scheduled Download Options
- STU.730 – Synchronize Absence Reason Files

# Schedule Automated Downloads

New program STU.617 – Maintain Scheduled Download Options was added in this release to allow users the ability to define and save InteGrade Pro and Parent Connect download parameters to run at scheduled times.

## STU.617 - Maintain Scheduled Download Options

Use program STU.617 – Maintain Scheduled Download Options to define and maintain a file containing prompt information so you can schedule automated downloads for both InteGrade Pro and Parent Connect files.

The automated download uses the data defined in this program in place of the prompts normally entered by users when the jobs are submitted as part of the normal batch processing (i.e. as done with STU.607 – Download Class Roster Files to InteGrade Pro and STU.620 – Download to Parent Connect).

Choose STU.617 – Maintain Scheduled Download Options from the SMS800: Download/Upload Student Information menu. The system displays this screen:

```

3/08/06  FY 06          CIMS DEMONSTRATION DISTRICT          14:46:31 DMGGREEN
SMS                Maintain Scheduled Download Options          Ref: STU.617 .01
-----
_          Schedule Code  ____          District  ____          Type  _
Add                                     I-InteGrade Pro
Change                                  P-Parent Connect
Delete
Lookup
Hold          Index:  1
Release          1 = Schedule Codes
Index           2 = Districts

Auto Next Record?  N
  
```

1. Use one of these commands based on the action you want to perform:

- Add** – Add a new scheduled job
- Change** – Change an existing scheduled job
- Delete** – Delete an existing scheduled job
- Lookup** – Lookup an existing scheduled job
- Hold** – Hold an existing scheduled job
- Release** – Release a previously held scheduled job
- Index** – Display a list of currently defined jobs
- End** – End the program

2. In the **Schedule Code** field, type a new code if adding a record, or an existing code if working with a previously defined record.
3. In the **District** field, enter your district code.
4. In the **Type** field, enter the type of download options you are defining: **I**=InteGrade Pro and **P**=Parent Connect. The value entered in this field determines which screens display later in the program.
5. Press **Enter** and the schedule options screen for this download record displays.

```

3/09/06  FY 06  CIMS DEMONSTRATION SCHOOL DISTRICT      10:10:15 DMGGREEN
SMS          Maintain Scheduled Download Options          Ref: STU.617 .11
Select:                                             InteGrade Pro
      District LCS  Schedule Code: 004I  Type: I      Status:      SCD
      Description: _____
Limit To:
      School: ____
Schedule:
      Frequency: _____ (*ONCE, *WEEKLY, *MONTHLY)
      Date: *CURRENT (Date, *CURRENT, *MONTHSTR, *MONTHEND, *NONE)
-or- Day(s): *NONE _____ (*NONE, *ALL, *MON, *TUE, *WED, *THU,
      *FRI, *SAT, *SUN)
      Time: *CURRENT (HH:MM:SS, *CURRENT)

Please Enter valid FTP destination server information:
Server Name: _____
Path: _____
User Id: _____
Password: _____
Notify iSeries User ID _____ if FTP communications errors

Mode: Add          F3=Exit  F4=Index  F5=Reset  F12=Cancel

```

### Entering Download Schedule Options

1. The **District**, **Schedule Code**, and **Type** fields default from the values entered on the previous screen.
2. Enter a user-friendly **Description** for this scheduled job.
3. If you want to limit this job to a specific school, enter a valid **School** code.

4. Use the **Schedule** fields to define how often the download program should be run.

Schedule Field	Description
<b>Frequency</b>	<p>Enter how often the download job is submitted to run.</p> <p>If the job is a one-time run, enter the value <b>*ONCE</b>.            If the job is to be run weekly, enter the value <b>*WEEKLY</b>.            If the job is to be submitted monthly, enter a value of <b>*MONTHLY</b>.</p>
<b>Date</b>	<p>Enter the date for which the job should be submitted.</p> <p>A specific date can be entered (i.e. for a one-time job).</p> <p>To submit the job on the current system date, use <b>*CURRENT</b>.</p> <p>To submit the job on the first day of each month, enter <b>*MONTHSTR</b>.</p> <p>To submit the job on the last day of each month, enter <b>*MONTHEND</b>.</p> <p>If no date is to be specified, enter <b>*NONE</b> (i.e. for a weekly or monthly job). If you indicate <b>*NONE</b> in this field, you must enter a day of the week in the <b>Days</b> field.</p>
<b>Day(s)</b>	<p>If <b>*NONE</b> is the value entered in the <b>Date</b> field, a value is required in this field. Enter the appropriate day(s), for example, <b>*MON</b> for Monday, or <b>*ALL</b> for all days of the week.</p>
<b>Time</b>	<p>Enter the time at which the job should be submitted to run.</p> <p>If the value <b>*CURRENT</b> is entered, the job is submitted at the current system time.</p> <p>If you specify <b>*CURRENT</b> here and in the <b>Date</b> field, the job will be immediately submitted when you end the program.</p>
<b>Relative Day of Month</b>	<p>Enter the day of month relative to the <b>Frequency</b> and <b>Day(s)</b> already defined (i.e. First Monday of the month, etc).</p> <p>This field will only display if the defined job has a <b>Frequency</b> of <b>*MONTHLY</b> and a day(s) is indicated in the <b>Day(s)</b> field.</p>
<b>Save</b>	<p>Enter <b>*YES</b> to save the scheduled job in the iSeries list of scheduled job entries.</p> <p>This field is displayed when the <b>Frequency</b> field is defined as <b>*ONCE</b>.</p>

- Use the **FTP Destination Server Information** fields to define information necessary for the system to automatically use FTP (File Transfer Protocol) to download the CIMS file(s) created to a PC or server.

If you leave the FTP information blank, the data created can be found in the SMSTRANS library as if the InteGrade Pro or Parent Connect downloads had been run manually.

FTP Destination Server Field	Description
<b>Server Name</b>	Enter the IP address of the PC server where the files are to be downloaded.
<b>Path</b>	Enter the path into which the files are to be downloaded. The path must be limited to a depth of 3 folders and can be no longer than 60 characters
<b>User ID</b>	Enter a User ID for the individual authorized to the location into which the files will be downloaded (typically a network administrator user)
<b>Password</b>	Enter the password for the User ID above. This is non-display field. Whatever is typed will be stored, but cannot be viewed on the screen.

- Enter the **iSeries User ID** for the person who should receive messages on the iSeries if the FTP communication has errors. This is an optional field.

Messages can be retrieved using the WRKMSG MSGQ(USERID) command from an iSeries command line.

- When you press **Enter**, you will be taken to one of two screens, depending on the **Type** of download you are scheduling:

**Type I** (InteGrade Pro) will display the prompt screen for Download Class Roster Files to InteGrade Pro. This is the same program used by STU.607 – Download Class Roster Files to InteGrade Pro. Complete this screen appropriately for the scheduled download you are defining. See the *InteGrade Pro Administrator's Guide, Version 9.3*, for more information about this program.

**Type P** (Parent Connect) will display the prompt screen for Download to Parent Connect. This is the same program used by STU.620 – Download to Parent Connect. Complete this screen appropriately for the scheduled download you are defining. See the *Student Management System User Guide, Volume 2* for more information about this program.

# Synchronize Absence Reason File Data Integrity

New program STU.730 – Synchronize Absence Reason Files was added in this release to synchronize records between files PATT260L (Absence Reason Code – Lines) and PATT260 (Absence Reason Code – Header). When these files do not contain matching records, problems in attendance calculation and attendance reports occur.

## STU.730 - Synchronize Absence Reason Files

Choose program STU.730 – Synchronize Absence Reason Files from the SAS110: Attendance Data Integrity menu to synchronize the absence reason code files.

When the program finds a header record (PATT260) with out a corresponding lines record (PATT260L), the program creates the line record.

If the program finds a lines record (PATT260L) with out a corresponding header record (PATT260), the program leaves the lines record in the file and does not create a header record.

It is recommended that you run this program any time you are experiencing attendance calculation and/or attendance printing problems. This program may also be run as part of your new year setup procedures after copying forward attendance options.

# 4

## Error Messages

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This release includes two new and one changed error message for existing programs. These messages are not included in the *Student Management System User's Guide*.

### Message STU 0085

STU 0085 – ASSIGN NEW FAMILY NUMBER - FAMILY NUMBER EXISTS ON FILE

This message is new to program STU.301 – Student Basic Information. It displays when you enter N to the prompt *'Family Number already exists. Enter Y to add student to existing family or N to try another number'*. when adding a new student and you use an existing family number for either the Family 1 or Family 2.

See **Maintaining Basic Student Information** on page 24 for more information

### Message STU 0087

STU 0087 - TO SELECT BASED ON ENROLLMENT DATA, ENROLLMENT HISTORY MUST BE Y

This message is new to program STU.530 – Select & Print Your Own Report. This message displays if you specify enrollment data such as a date or date range, type, or code and you do not specify Y in the **ENROLLMENT Hist?** field.

## Message STU 0064

STU 0064 – VALUE MUST BE IN RANGE (1–13 OR 15–27)

This error message was updated in this release. It corresponds with the new data selection items added to STU.250 – Mailing Label Formats. This message displays when an invalid value is entered in the **Sort By** field.

See **Creating Mailing Label Formats** on page 16 for more information.