CIMS Student Applications

Release 8.06

Summary of Enhancements and Changes

Released October 2007

This document applies to Release 8.06 of the Weidenhammer Systems Corporation Comprehensive Information Management (CIMS) for Schools Student Applications software for IBM eServer iSeries systems

The data used to illustrate the reports and screen images may include names of individuals, schools, companies, brands, and products. All of the names are fictitious; any similarities to actual names are entirely coincidental.

Contents

Overview

This document provides information about the enhancements and changes made in the Student Applications software for Release 8.06. Use this document in conjunction with the following Comprehensive Information Management for School (CIMS®) G/T documents.

- *CIMS G/T Student Management System Version 8.00 Summary of Changes*
- *CIMS G/T Student Applications Release 8.01 Summary of Enhancements and Changes*
- *CIMS III Student Applications Release 8.03 Summary of Enhancements and Changes*
- *CIMS III Student Applications Release 8.04 Summary of Enhancements and Changes*
- *CIMS III Student Applications Release 8.05 Summary of Enhancements and Changes*
- *CIMS G/T Student Attendance System User's Guide, Version 8.00*
- *CIMS G/T Student Grading System User's Guide, Version 8.00*
- *CIMS G/T Student Scheduling System User's Guide, Version 8.00*
- *CIMS G/T Student Applications Report Writer User's Guide, Version 8.00*
- *Student Applications Opening and Closing a School Year, Version 8.00*
- *Student Applications Sample Reports, Version 4.00*
- *InteGrade™ Pro Administrator's Guide, Version 9.4*
- *CIMS G/T Applications Control System User's Guide, Release 3.03*

The online help text provides most of the information needed 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 current publications and software notices, use the Weidenhammer InfoLink bulletin board services on the Internet as your electronic source of information about CIMS software. You can access the InfoLink Web site using a PC, communications software, and a modem. The InfoLink web site is available 24 hours a day, 7 days a week at http://www.hammer.net/infolink/. You can download a copy of this and other pertinent documents from this site.

To use the available documentation, review the following:

- The Technical Bulletin portion of the *Release Documents for Student Applications Release 8.06* for a list of all changed and new objects in this release.
- The instructions in this document to learn about the changes in the programs that affect the user interface and documentation.
- 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 8.06 changes and enhancements that affect user documentation.

Existing Program Enhancements and Changes

The following enhancements and changes are provided in this release:

- ATT.510 – Print Absence Reason Worksheet. Enhanced the printed report to include the area code for each phone number.
- ATT.425 – Edit Student Absences (accessed via STU.301E or STU.301M). Enhanced the student detail screen to include fields for tracking time-in and time-out.
- ATT.426 – Maintain Course Attendance by Student. Enhanced the student detail screen to include fields for tracking time-in and time-out.
- ATT.523 – Print Period Absence Information. Enhanced the sort options by adding the ability to sort/limit to by Tag, Teacher, or Course.
- GRD.275 – Honor Roll Formats. Increased the number of Ignore Grade fields to eight, so more grades can be excluded.
- GRD.310 – Student Graduation Requirement Inquiry. Changed the field labeled Current GPA to display Cum. GPA.
- SCH.615 – Period Resource Allocation. Enhanced the processing to exit the program and print an error report showing why the allocator cannot process (i.e. what data is in error).
- SCH.320 – Master Schedule. Changed the Limit to Class field to allow a range to be entered.

See “Existing Program Enhancements and Changes” on page 4.

New Programs

The following programs are new to the Student Applications Release 8.06.

- STU.002 – Setup Client Members for Lifetime Enrollment. This program builds a non-annual logical file from multiple annual.
- STU.361 – Student Lifetime Enrollment Inquiry. This program displays a selected student's lifetime enrollment history.
- STU.566 – Lifetime Enrollment History Report. This program generates a printout of a student(s) lifetime enrollment history.

See "New Programs" on page 29.

Error Messages

Two new error messages were added to *Student Applications Release 8.06*.

- STU 0527 was added to STU.301 – Student Basic Information (Registration and Enrollment Information).
- STU 0528 was added to STU.002 – Setup Client Members for Lifetime Enrollment.

See "New Error Messages" on page 39.

Existing Program Enhancements and Changes

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

These programs were modified and documented in this section.

- ATT.510 – Print Absence Reason Worksheet
- ATT.425 – Edit Student Absences (via STU.301E/STU.301M)
- ATT.426 – Maintain Course Attendance by Student
- ATT.523 – Print Period Absence Information
- GRD.275 – Honor Roll Formats
- GRD.310 – Student Graduation Requirement Inquiry
- SCH.615 – Period Resource Allocation
- SCH.320 – Master Schedule

Printing Absence Reason Worksheets

Use this section in addition to the sections in the *Student Attendance System User Guide* beginning on page 85.

A new switch setting was added to allow the area code to be included on the printed report when the switch is set to Y. This setting will cause the report to print 2 lines per student listing.

Use ATT.510 – Print Absence Reason Worksheet to generate an absence reason worksheet. The worksheet includes only students who have no absence reason defined. You can use the worksheet to record the response of parents or guardians when calling them to determine the reason for a student's absence from school. You can enter the absence reasons into your system with ATT.430 – Input Absence Reasons.

You can generate the absence reason worksheet and produce a list of students who have a recorded absence but no daily absence reason for specified dates. You can generate the student list in guardian order, based on the "List students by guardian?" switch setting. This program option prevents calling the same home more than once if the guardian has more than one student absent on the same day.

You can include the area code on the student list, based on the "List area codes on phone numbers?" switch setting. This program option causes the report to print 2 lines per student listing.

The list of students on the worksheet is the same list of students that displays when you select the Pre-load option in ATT.430 – Input Absence Reasons.

The following information prints in the heading of the absence reason worksheet:

- Date that you generated the report
- Time that you generated the report
- School number
- Date range you specified for absence reasons
- Page number

The following information fields display on each absence reason worksheet:

- Guardian name
- Spouse name
- Home phone number (optionally including the area code)
- Guardian’s work phone number (optionally including the area code)
- Spouse’s work phone number (optionally including the area code)
- Class
- Student name
- Student number
- Daily absence reason
- Date absent
- Absence by period
- Course detail, if you use course attendance

This program contains various options by which you can limit printing. For example, you can print the worksheet for specific homeroom numbers. Only one of these options can be used each time you print a worksheet.

For an example of an absence reason worksheet, see the Student *Applications Sample Reports Guide*.

Switch Settings

This program has four switch settings, which affect its operation. You can use ACS.310 – Menu Item Definitions to review the switch settings for ATT.510 – Print Absence Reason Worksheets.

- **List Students in Order?**
- **List Students in the order they are displayed in ATT.430?**
- **List Students by Guardian?**
- **List area codes on phone numbers?**

For more information about using ACS.310 – Menu Item Definitions, see the *Applications Control System User’s Guide*.

Maintaining Student Absences by Period

Use this section in addition to the sections in the *Student Attendance System User Guide* beginning on page 102.

New fields were added to allow you to enter the time-in and/or time-out.

Use ATT.425 – Edit Student Absences to maintain period-by-period absences and tardies for an individual student. You can also use this program to maintain daily and period absence reasons and absence types. You should use this program in the following situations when maintaining absence or tardy information:

- An individual student is absent for one or more days.
- You need to mark a small number of students absent or tardy.
- The absence reason is known in advance of the teacher reporting the absence.

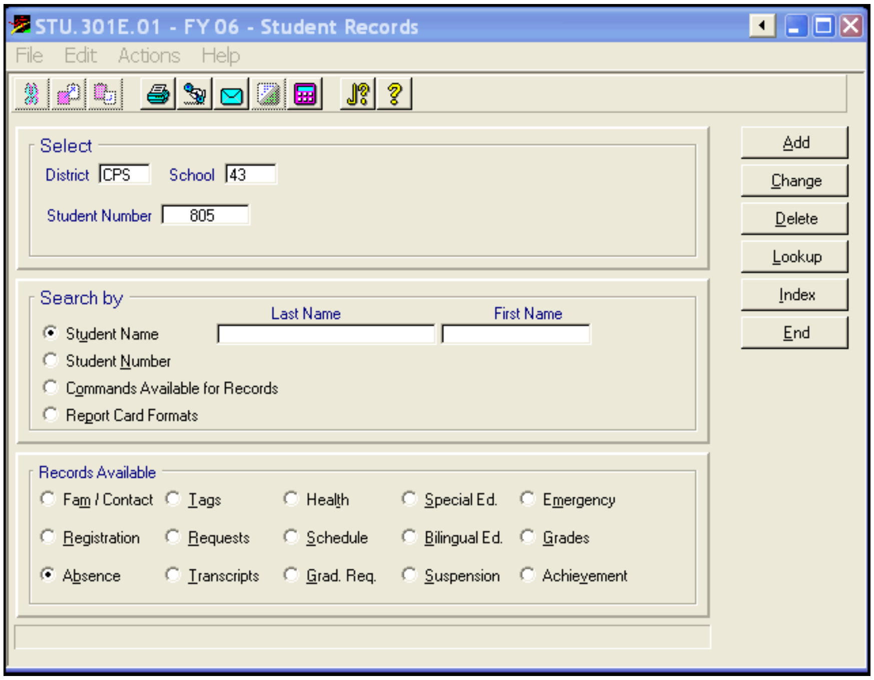
Editing Student Absences

The ATT.425 – Edit Student Absences on a CIMS G/T menu is not displayed by the system. To access the program, use STU.301E – Access to All Student Records from the Absence Maintenance menu. You also can use STU.301M – Access to Multiple Student Records in the SMS™ software to start this program.

This section describes how to use STU.301E – Access to All Student Records to run ATT.425 – Edit Student Absences, but does not describe how to use the STU.301E program for other purposes. See the *Student Management System User's Guide* for more information about using STU.301E – Access to All Student Records.

Selecting the Student Absence Record

1. Choose **STU.301E – Access to All Student Records** from the **Absence Maintenance** menu.



2. In the **District** and **School** fields, type your district and school codes.
3. In the **Student Number** field, type a valid student number.

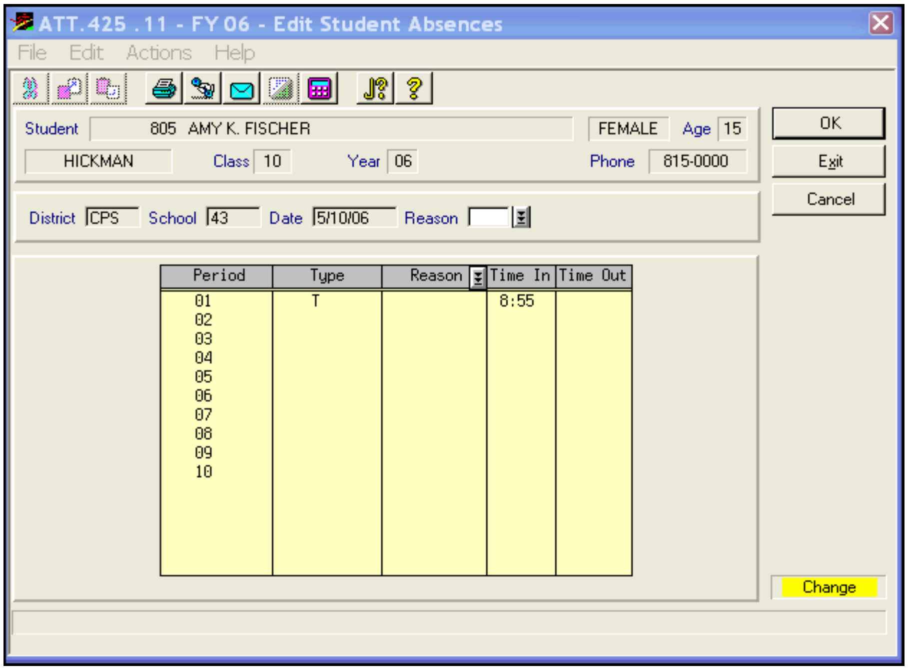
   Use this field to specify the number of the student for whom you are marking absences.
4. In the **Records Available** section, click the **Absence** option.
5. Click **Change**. The **Edit Student Absences** command panel appears.

   Use the **Change** command even when you are adding absence information, because you are working with an existing student record.
6. In the **Edit Student Absences** command panel, type the date for which you want to enter absence or tardy information in the **Date** field.
7. Click **Change**. The **Edit Student Absences** detail panel appears.

Specifying Student Absence Information

1. Verify that you selected the correct student, and review the date in the **Date** field. Change the date if necessary.

   You typed this date on the command panel.



2. In the **Reason** field, type a valid daily reason code. Reason codes are defined in **ATT.260 – Absence Reasons**.

   Use this field to identify the daily reason for the absence. The daily absence reason is used to determine whether to reduce average daily attendance (ADA).

3. In the **Type** field for the affected period, type **A**, **E**, or **T** for the absence type.

   You must enter an absence type to record any absence or tardy.

Absence Type	Description
A	Student is absent for the corresponding period.
E	Student was excused for the corresponding period and not counted as absent.
T	Student is tardy for the corresponding period.

4. In the **Reason** field for the affected period, type a valid period reason code.

   Use this field to identify a period reason for the absence or tardy.

5. In the **Time-in** and **Time-out** fields, type the time a student arrived late and/or left early. These fields are optional and for reference purposes only.

6. Enter an absence reason for each defined period, up to 15 defined periods.

   The number of periods you defined for the specified school in **SCH.101 – Scheduling Options** in the SCH® software determines the number of periods that display on this panel.

7. Click **OK**. The **Edit Student Absences** command panel appears.

8. Click **End** to exit the ATT.425 program.

9. Click **End** to exit the STU.301E program.

Maintaining Course Attendance by Student

Use this section in addition to the sections in the *Student Attendance System User Guide* beginning on page 106.

New fields were added to allow you to enter the time-in and/or time-out.

Use ATT.426 – Maintain Course Attendance by Student to maintain period-by-period absence and tardy information for an individual student, based on course information. Use this program only if you use course attendance (selected the **Use Course Attendance** option in ATT.101 – Attendance Options).

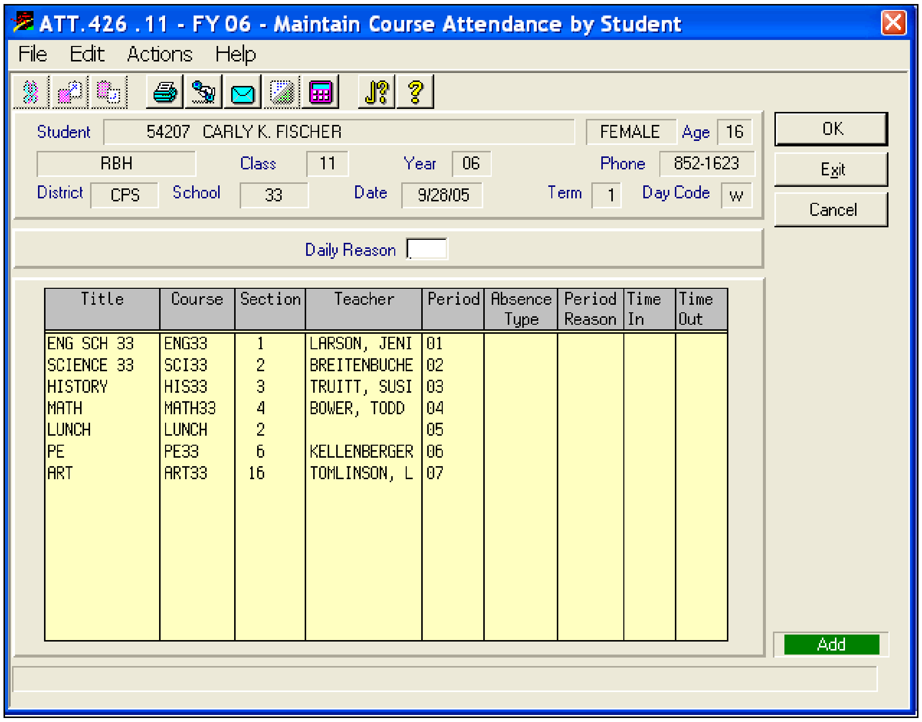
> If the **Use course attendance?** option is selected in ATT.101 – Attendance Options and you select ATT.420 – Input Student Absences by Period, the program command line is disabled and a message displays indicating that you must use ATT.426.
>
> If your school uses course attendance, you are forced by the system to enter student period absence information using program ATT.426.

This program verifies absence information against the scheduled day and term for the specified course. If the absence date you enter is not valid for the scheduled days and terms defined for the specified course, an error message appears.

Entering the Absence Type and Period Reason

1. Choose **ATT.426 – Maintain Course Attendance by Student** from the **Absence Maintenance** menu.

2. Type the district, school, student file ID, date of absence, term, and day code, and then click **Add**. The **Maintain Course Attendance by Student** panel appears.



3. In the **Daily Reason** field, type a valid reason code.

   Use this field to identify the daily reason for absence. The daily absence reason is used to determine whether to reduce average daily attendance (ADA).

4. In the **Absence Type** field, choose the absence you want to maintain and type **A**, **E**, or **T**.

   You must enter an absence type to record any absence or tardy.

Absence Type	Description
A	Student is absent for the corresponding period.
E	Student was excused for the corresponding period and not counted as absent.
T	Student is tardy for the corresponding period.

5. In the corresponding **Period Reason** field, type a valid period reason code.

   Use this field to identify a period reason for the absence or tardy.

6. Use the **Time-In** and **Time-Out** fields to indicate the time a student arrived late and/or left early, if applicable.

7. To add types and reasons for additional courses, repeat steps 3 through 6.

   Enter an absence reason for each defined period, up to 15 defined periods.

   The number of periods you defined for the specified school in **SCH.101 – Scheduling Options** in the SCH software determines the number of periods that display on this panel.

8. Click **OK**. The Maintain **Course Attendance by Student** command panel appears.

Printing Period Absence Information

Use this section in addition to the sections in the *Student Attendance System User Guide* beginning on page 152.

New sort and limit to options were added to ATT.523 – Print Period Absence Information.

- Tag — use this field to sort and/or limit the report to students with a specific tag.
- Teacher — use this field to sort and/or limit the report to students with a specific teacher.
- Course — use this field to sort and/or limit the report to students with a specific course.

Use ATT.523 – Print Period Absence Summary to generate a report of all currently assigned students who have a specified number of period absences. You can generate both summary and detail reports of period absences.

The report includes only students with more than the specified number of absences for any one period in the report. An absence is considered only if that absence occurs while a student is enrolled in school during the specified date range. An option is also included to control the type of absences reported.

For this summary report, you can include one of these options:

- Students with greater than or equal to a specified number of total absences.
- Students with greater than or equal to a specified number of absences for any one period.

The report heading contains the following information

- Date you generated the report
- Time you generated the report
- Selection criteria, such as minimum number of absences with a specified absence type
- Class
- School
- Number of days in the specified date range
- Page number
- Date range
- Sort/limit options, if applicable, such as tag, teacher, or course

The Period Absence Summary Report contains the following information:

- Student name
- Student number
- Number of absences for each period
- Sort/limit options, if applicable, such as tag, teacher or course

The Period Absence Detail Report contains the following information:

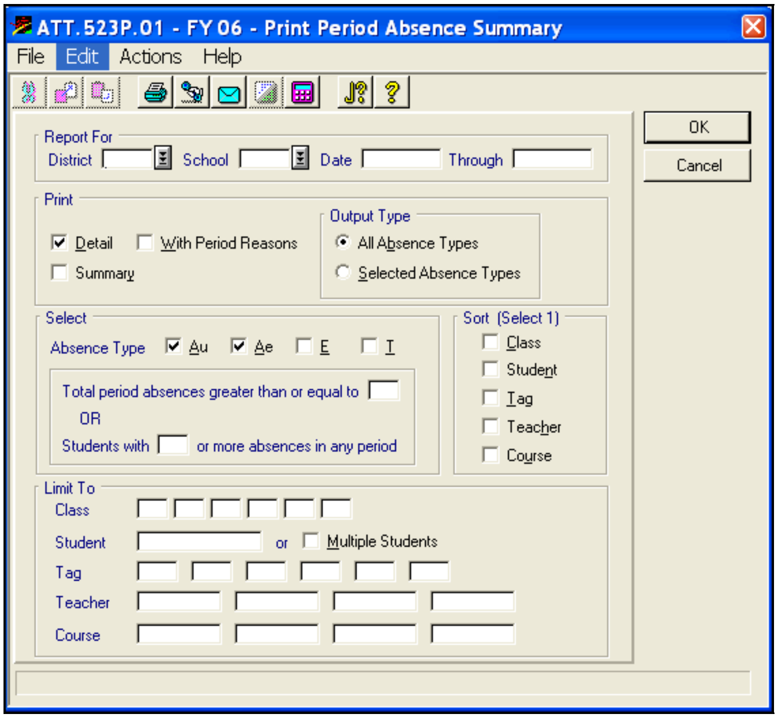
- Student name
- Student number
- Number of days the student is enrolled
- Number of days the student attended
- Date of the absence
- Absence reason
- Number of absences for each period
- Sort/limit options, if applicable, such as tag, teacher or course

This program contains various options by which you can limit printing. For example, you can limit the report to specified classes. Only one of these options can be used each time you print the report.

For examples of the Period Absence detail and summary reports, see the *Student Applications Sample Reports Guide*.

Printing a Period Absence Detail or Summary Report

1. Choose **ATT.523 – Print Period Absence Summary** from the **Attendance Reports** menu. The **Print Period Absence Summary** panel appears.



2. In the **District** and **School** fields, type your district and school codes.
3. In the **Date** and **Through** fields, type a range of dates for the report.
4. In the **Print** section, select a detail or summary report.

   If you selected the **Detail** check box, use the **With Period Reasons?** check box to select whether you want to include period reason codes on the report.

   You can only print one report at a time.
5. Click an option in the **Output Type** section.

Option	Description
All Absence Types	The report includes all absence types for the students selected for the report
Selected Absence Types	The report includes only those absence types you specify in the Absence Types field in the report.

6. In the **Select** section, select which type of absences you want to include.

   The system defaults to include **Au** (A-type absences – unexcused) and **Ae** (A-type absences – excused) absences. You also can choose to include **E-type** absences and tardies.

7. In the **Total period absences greater than or equal to ___** field, type a number.

   Use this field to specify the number of absences to use as a cutoff for this report. A report is produced for any student who has this total number of absences or more.

8. In the **Students with __ or more absences in any period** field, type a number.

   The report is limited by the system to students whose absences in a single period equal or exceed the number you specify.

9. Select the sort check box in the **Sort** field.

10. Type up to six class codes in the **Class** field to limit the report to specific classes.

    To include information for all classes, leave these fields blank.

11. Type a student number in the **Student** field to limit the report to a single student.

    To include all students, or to select multiple students, leave this field blank.

    To select multiple students for the report, select the **Multiple Students** check box. Additional panels display for you to select students.

12. Type up to six tag codes in the **Tag** field to limit the report to students with a specific tag.

13. Type up to four teacher codes in the **Teacher** field to limit the report to specific teachers.

14. Type up to four course codes in the **Course** field to limit the report to specific courses.

15. Click **OK**. If you selected the **Multiple Students** check box, additional panels display for you to specify student numbers.

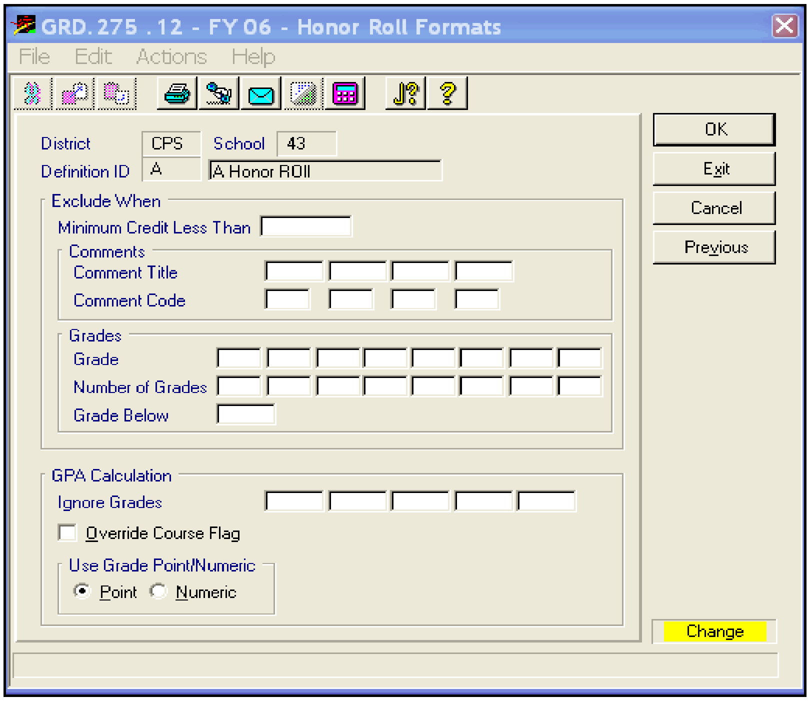
    Otherwise, a submittal prompt appears.

Defining Honor Roll Formats

Use this section in addition to the sections in the *Student Grading System User Guide* beginning on page 84.

The number of fields was increased to exclude additional grades from the honor roll format.

Defining the Report Exclusions and GPA Calculation



1. In the **Minimum Credit Less Than** field, type the minimum credit load that your school requires for a student to be eligible for this honor roll during this reporting period, if desired.

   The credit that is used by the system to determine honor roll eligibility depends on how you entered course credit in **SCH.101 – Scheduling Options**.

2. In the **Comment Title** field, type up to four comment titles to search for codes that would exclude a student from this honor roll, if desired.

   If a comment title is entered in this field, type at least one related comment code in the **Comment Code** field.

3. In the **Comment Code** field, type up to four comment codes that would exclude a student from this honor roll, if desired.

   If a comment title is entered in the **Comment Title** field, you must type at least one comment code in this field.

   If any of the codes that you type in this field appear in any of the comment titles entered in the **Comment Title** field, the honor roll report excludes the students who have that code.

4. In the **Grade** field, type up to eight grades that would exclude a student from this honor roll, if desired.

   This field works in combination with the **Number of Grades** field. For example, to exclude a student who earns two D grades, type **D** in this field and in the **Number of Grades** field directly under the **D**, type **2**.

5. If any grades were entered in the **Grade** field, type a number to associate with each of those grades in the **Number of Grades** field.

   The number that you type in this field determines how many grades exclude a student from this honor roll. For example, to exclude a student who earns three C grades, type **3** in this field and type **C** in the **Grade** field directly above the 3.

   If you do not type a number in this field, a default of **1** is used by the system. For example, if you typed **C** in the **Grade** field and left this field blank, the honor roll report excludes any student who earns a C grade.

6. In the **Grade Below** field, type the grade below which a student is not eligible for this honor roll, if desired.

   For example, if **C** is entered in this field, the honor roll report excludes all students who receive a grade of C- or lower.

7. In the **Ignore Grades** field, type up to five grades to ignore in the GPA calculation, if desired.

   For example, you may want to type **P** to exclude a passing grade in Pass/Fail courses.

8. Select the **Override Course Flag** check box if you want to override the **Include in Honor Roll and Include in GPA** options in **SCH.310 – Courses**. You can use this option to include affected courses in the GPA calculation for this honor roll.

   Note: Overriding the course flag in this program does not affect the permanent GPA if you do not include the course in the GPA calculation.

   If you do not want to override the course flag settings in **SCH.310 – Courses**, leave the **Override Course Flag** check box blank.

9. In the **Use Grade Point / Numeric** section, choose an option.
   - Click the **Point** option to use grade points in the GPA calculation.
   - Click the **Numeric** option to use a numeric equivalent calculation for the GPA.
10. Click **OK**. The **Honor Roll Formats** command panel appears.

Displaying Student Graduation Requirements

Use this section in addition to the sections in the *Student Grading System User Guide* beginning on page 118.

The Current GPA field was changed to Cum. GPA to accurately reflect the data being displayed.

Use GRD.310 – Display Student Graduation Requirements to display a listing of a student’s graduation requirements.

Switch Settings

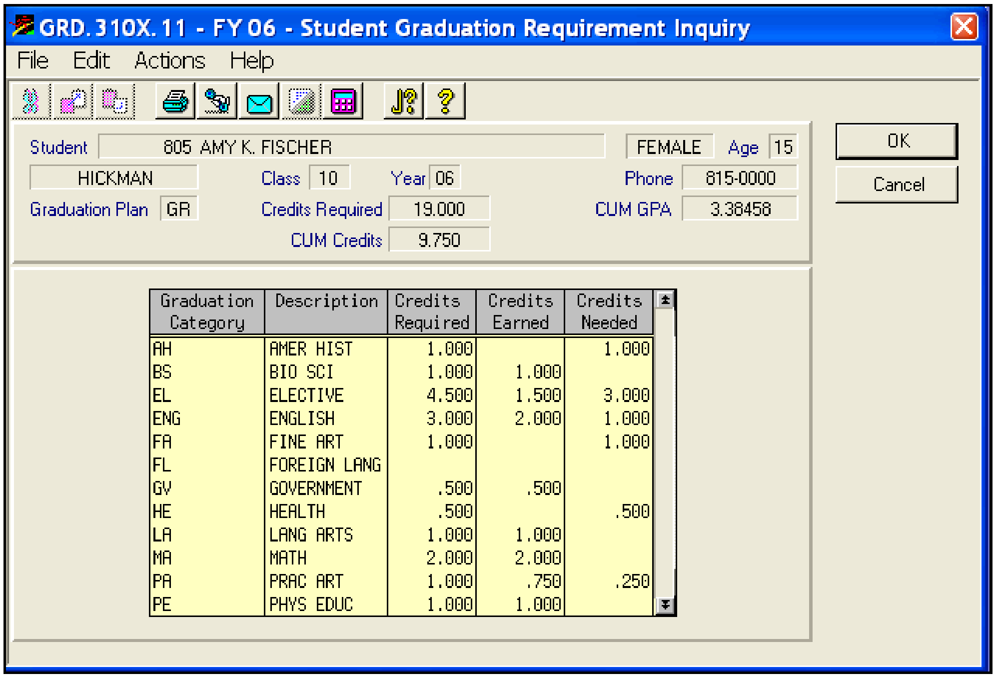
This program contains two switch settings, which affect its operation. Use ACS.310 – Menu Item Definitions to review switch settings for GRD.310 – Display Student Graduation Requirements.

- **Apply excess credit to ELECTIVE on graduation status?**
- **Should credit earned be adjusted when credits are applied?**

For more information about using ACS.310 – Menu Item Definitions, see the *Applications Control System User’s Guide*.

Reviewing a Student's Graduation Requirement Status

1. Choose **GRD.310 – Display Student Graduation Requirements** from the **Grade Maintenance** menu.
2. Type the district code, school code, and student's ID number.
3. Click **Lookup**. The **Student Graduation Requirement Inquiry** panel appears.



Graduation Category	Description	Credits Required	Credits Earned	Credits Needed
AH	AMER HIST	1.000		1.000
BS	BIO SCI	1.000	1.000	
EL	ELECTIVE	4.500	1.500	3.000
ENG	ENGLISH	3.000	2.000	1.000
FA	FINE ART	1.000		1.000
FL	FOREIGN LANG			
GV	GOVERNMENT	.500	.500	
HE	HEALTH	.500		.500
LA	LANG ARTS	1.000	1.000	
MA	MATH	2.000	2.000	
PA	PRAC ART	1.000	.750	.250
PE	PHYS EDUC	1.000	1.000	

Using Period Resource Allocation

Use this section in addition to the sections in the *Student Scheduling System User Guide* beginning on page 114.

A new report was added to this program to identify data problems that prevent the resource allocator from completing.

If there is a data-related issue, a report generates indentifying the teacher the resource allocator could not schedule. This report is used in conjunction with SCH.330 – Proposed Teacher Master to distinguish the course(s) or teacher that are causing the problem.

Use the table on the following page to identify the specific reason preventing the job from completing. Then you can correct your data and re-run the job.

Before You Begin

Before using the Period Resource Allocator, you should print the following reports to make sure that the various components of your scheduling data are up to date, correct, and complete.

- SCH.541 – Proposed Master by Teacher
- STU.540 – List of Teachers
- SCH.510 – Course Requests Tally
- SCH.550 – Course Listing
- SCH.543 – Proposed Master by Course
- SCH.515 – Potential Conflict Matrix (Too many conflicts cause problems, particularly if you are prescheduling courses.)

These reports can help you track down potential data problems that will cause the Period Resource Allocator to be ineffective. Use the suggestions in the following chart to lessen potential conflicts.

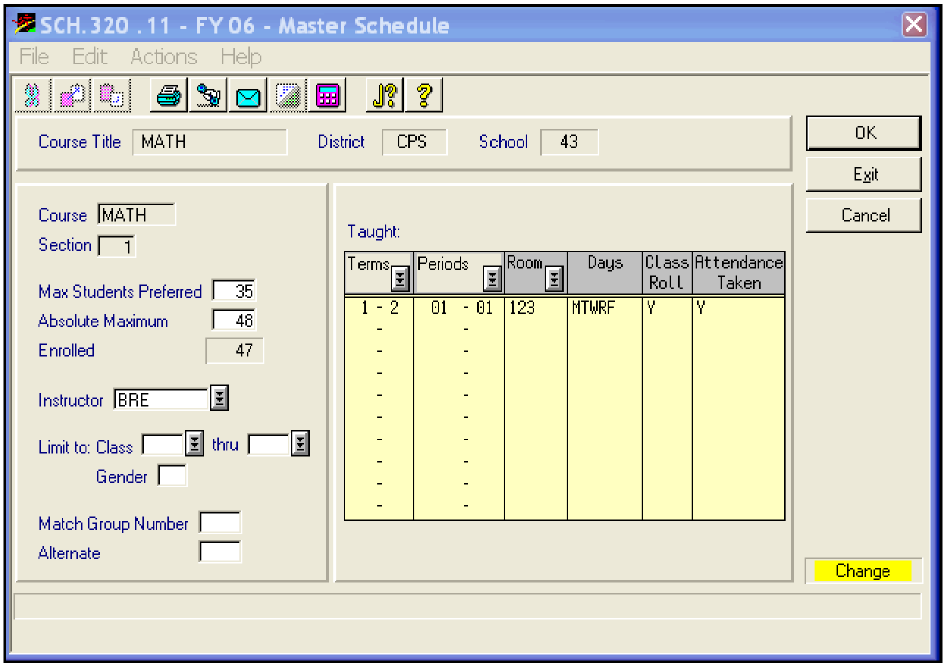
Potential Problem / Action	In These Reports
Potential Problem: Teachers are defined in STU.240 who are not utilized in SCH.330. **Action**: Delete any teachers in STU.240 who are not being utilized.	SCH.541 and SCH.540
Potential Problem: Courses are defined in SCH.310 but not in SCH.330. **Action**: Remove the courses in SCH.310 or add the courses to SCH.330.	SCH.510, SCH.550, and SCH.543
Potential Problem: Courses are defined in SCH.330 but not in SCH.310. **Action**: Remove the courses from SCH.330 or add the courses to SCH.310.	SCH.510, SCH.550, and SCH.543
Potential Problem: Courses are defined in SCH.330 with no course requests for students in SCH.410. **Action**: Remove the course from SCH.330 or add the course requests to SCH.410.	SCH.510, SCH.550, and SCH.543
Potential Problem: Course requests are defined in SCH.410 with no courses in SCH.330. **Action**: Remove the course request from SCH.410 or add the course requests to SCH.330.	SCH.510 and SCH.550
Potential Problem: Course definition in SCH.310 differs from SCH.330. **Action**: Check the length of the terms and the terms in which the course is taught. Correct the length of the terms or the terms taught in SCH.310 or SCH.330.	SCH.550 and SCH.543
Potential Problem: Teachers in SCH.330 have too many sections assigned to them. For example, a teacher may have eight sections assigned during a school day of seven periods. **Action:** Remove the excess sections.	SCH.541

Potential Problem / Action	In These Reports
Potential Problem: Not enough sections defined in SCH.330 (as suggested by the Course Request Tally). **Action:** Change the seat count in SCH.310 for the appropriate course or create more sections for the course in SCH.330.	SCH.510 and SCH.543
Potential Problem: Too many sections defined in SCH.330 (as suggested by the Course Request Tally). **Action:** Remove the extra sections from SCH.330.	SCH.510 and SCH.543
Potential Problem: Links are linked (a course that is set up as a link cannot also be set up as part of another link). **Action:** Check each course link definition and change any course links that are linked to other links.	Run a query for all courses whose scheduling link equals YES
Potential Problem: Terms for linked courses are defined incorrectly. **Action:** Change the incorrect terms in SCH.310 or SCH.330.	SCH.540 and SCH.543
Potential Problem: Issues with teacher record. **Action:** Check the QSYSPRT report.	QSYSPRT

Entering Schedule Information for the Course

Use this section in addition to sections in the *Student Scheduling System User Guide* beginning on page 123.

The Limit to Class field, in SCH.320 – Master Schedule, was expanded to allow the selection of a range of classes when limiting the scheduler.



To enter schedule information for the course:

1. Change the default (**25**) in the **Max Students Preferred** field, if necessary.

   The number in this field is the preferred number of students to be scheduled in this course section. When the course scheduler assigns students to course sections, it uses this field to determine when the section is full.

2. Change the default (**35**) in the **Absolute Maximum** field, if necessary.

   The number in this field represents the maximum number of students that will be assigned to this course section.

   When the course scheduler assigns students to a course, it fills each course section to the preferred maximum. Depending upon how your scheduling options are defined in **SCH.101— Scheduling Options**, students with a required or counselor-assigned course request can be enrolled after the preferred limit is reached. The scheduler continues to enroll students until it reaches the absolute maximum.

3. The **Enrolled** field displays the number of students currently enrolled in the course. This field is for your information only.

4. In the **Instructor** field, type a valid teacher code.

   Type the code for the teacher who will instruct this course section.

5. If you want to limit the scheduler to a:

   - Single grade level during automatic scheduling, type a class code in the **Class** field.
   - Range of grade levels during automatic scheduling, type the beginning class in the range in the **Class** field and the ending class in the range in the **Thru** field.

6. If you want this section available to only one gender during automatic scheduling, type **M** or **F** in the **Gender** field.

7. In the **Match Group Number** and **Alternate** fields, type appropriate numbers to group this course with linked course sections.

   These fields specify the match link numbers that match this course with other linked sections. These fields display only if the matching option selected in **SCH.101 – Scheduling Options** is set at 3 as entered on the master schedule.

   You can use the **Alternate** (alternate match group number) field to increase the scheduling percentage when using the automatic scheduler. If the preferred link combination is not available, the alternate number allows the system to complete the link with a different course. For example, you may prefer to have Chemistry Lab follow Chemistry Lecture. If a conflict in a student's schedule does not permit this arrangement, an alternate may be Chemistry Lab at a later period in the day.

   Note: Alternates are used on a separate scheduling run. The alternate link possibility is used only when you choose. This procedure allows you to schedule as many students as possible in the ideal match, and use the alternate for those students with more difficult schedules toward the end of the scheduling process. Refer to Chapter 9, "Scheduling Tips and Techniques," of the *Student Scheduling Systems User's Guide* for additional examples of match group linking.

8. In the **Terms** field, type the term number when this section begins and ends, as defined in **SCH.101 – Scheduling Options**.

9. In the **Periods** field, type the period when this course section begins and the period when this course section ends, as defined in **SCH.101 – Scheduling Options**

10. In the **Room** field, type a room number that identifies the room where the section will be taught.

    If you chose to verify room numbers in **SCH.101 – Scheduling Options**, the room number entered must match a room defined in **STU.215 – Rooms**.

11. In the **Days** field, type valid day codes.

    If this field blank is left blank, the values specified in **SCH.101 – Scheduling Options** are used as the default. For example, if your valid day codes are MWF and you leave this field blank, all three day codes default into this field when you click **OK**. If this course meets on different days, type the correct day codes. This field displays only if you indicated in **SCH.101 – Scheduling Options** that all sections do not meet daily.

12. To include this course section on teacher rolls, type **Y** to select the **Class Roll** option.

13. To use this course section for course attendance purposes, type **Y** to select the **Attendance Taken** option.

14. To include additional sections, repeat steps 1–11.

    Additional lines are included by the system to provide a means of defining sections with variable information. For example, you may define a course section that meets on Monday, Wednesday, and Friday during terms 1-1, but meets on Tuesday and Thursday during terms 2-2. In this case, type the first term information on the first line and the second term information on the second line.

15. Click **OK**. The **Master Schedule** command panel appears.

New Programs

This chapter describes the programs new to Student Applications Release 8.06.

- STU.002 – Setup Client Members for Lifetime Enrollment
- STU.361 – Student Lifetime Enrollment Inquiry
- STU.566 – Lifetime Enrollment History Report

Setup Client Members for Lifetime Enrollment

New program STU.002 – Setup Client Members for Lifetime Enrollment was added to this release to build records into a new logical file from information residing in many members. This new logical file is used when running STU.361 - Student Lifetime Enrollment Inquiry to view enrollment history and STU.566 – Lifetime Enrollment History Report to print lifetime enrollment information.

A special logical file (LATT270Z) was included with this update. Multiple annual members from PATT270 are used to build one non-annual member in file LATT270Z. Use this program to select the annual member(s) to include when building the logical file.

If your district has multiple members (as defined in different work areas) and/or multiple copies of file PATT270 in different libraries (as defined in different library lists), you need to run STU.002 in each environment.

STU.002 – Setup Client Members for Lifetime Enrollment

Use this section in addition to Chapter 3 of the *Student Applications Opening and Closing a School Year User's Guide*.

Use STU.002 – Setup Client Members for Lifetime Enrollment from the School Year Set-Up and Closing menu.

A list of members for the client that is defined in the work area you are signed into appears. Select the members you want included in you lifetime enrollment file. You cannot select more than 32 members at one time.

Pre-enrollment Checklist

Use this section in addition to the sections in the *Student Applications Opening and Closing a School Year User's Guide* beginning on page 8.

Perform the following steps outlined in this checklist when you are ready to begin the scheduling process for next year.

You must use the correct school year assignment when completing the tasks in this phase of the process. As you add the necessary information in the ACS (Application Control System) software to define access to the New Year, you will have user assignments for multiple school years.

Be careful to choose the correct year when you perform these tasks. Some tasks are run while you are signed onto the current school year and others when you are signed onto the next school year. The pre-enrollment checklist is divided into two parts to emphasize in which year assignment you should perform the steps.

Pre-enrollment Checklist for the Current School Year

Perform these steps while you are signed on to the current school year:

Step	Task	Menu	Program
1.	**Update Work Areas** This operation should be performed by your System Administrator. Use ACS.250 – Maintain Work Areas to provide your users the ability to add information for the new year. To provide this access, you must update your work areas in the ACS software with the new year. Enter the four-digit number for the next fiscal year in the work areas that you will use for student processing in the upcoming year. See the *Application Control System User's Guide* for information about how to maintain work areas.	ACS250	ACS.250
2.	**Update User Assignments** This operation should be performed by your System Administrator. Use ACS.270 – Maintain User Assignments to add user assignments for the new year. See the *Application Control System User's Guide* for information about maintaining user assignments.	ACS250	ACS.270
3.	**Duplicate User Assignments** This operation should be performed by your System Administrator. Use ACS.550 – Duplicate User Assignments to copy existing user assignments for the new year. The feature saves you the effort of having to re-enter each of the existing user assignments for the new school year. See the *Application Control System User's Guide* for information about duplicating user assignments.	ACS250	ACS.550

Step	Task	Menu	Program
4.	**Set Up Client File Members** This program is run once by an individual with district level access. Use STU.000 – Set-up Client Members for SMS System Files to create new file members for your annual files. Choose the current year's SMS assignment to set up client members for the new year. This program can copy up to 12 annual files from the current year to the next year. For detailed information about this program, see Setting Up Client Members for the System Files on page 20. If you have custom code for your system, you may also want to use STU.001 – Maintain File List for Member Build to modify your list of custom logical and physical files before you set up client members for the new year. See "Setting Up the Client Members for the System Files" on page 20.	SMS700	STU.000
5.	**Set Up Client File Members for Lifetime Enrollment** This program is run once for each client member by an individual with district level access. Use STU.002 – Set-up Client Members for Lifetime Enrollment to create a file that includes multiple years of enrollment information. Use STU.002 – Setup Client Members for Lifetime Enrollment to combine information from multiple members into one logical file. The file created is used by other programs to view and report a student's lifetime enrollment information.	SMS700	STU.002

Step	Task	Menu	Program
6.	**Establish where students will be promoted to next year** Run one of these programs for each school. Two programs are used to establish where your students will be promoted to next year. These programs update the Next Year fields in the basic student information record. You can perform this step one student at a time, but these programs will use previously defined class advancement criteria to make the assignments for all students at once. If the next year line is not set, those students will be promoted to the "unassigned" pool. If you run SCH.608 – Set Next Year Information, the class information file is checked to determine which class the student should be promoted next year. In this program, you can also identify the school that your graduating students will attend next year. When the same class is defined at two different schools, the student is kept in the current school regardless of how you fill out the panel for SCH.608 – Set Next Year Information. If you run STU.831 – Set Next Year Information via Map Grids, the map grid file is checked to determine the class, school, and district where your students will be promoted. You may prefer to use this program if you have students who are attending one school this year, but (because they are graduating) will be attending one of two other schools next year. You must have identified the map grid locations on the student family information record to use this program. See Chapter 3, "Year End Programs," for detailed information about these programs. Verify that next year assignments are present by reviewing the next year school and class information on the basic student information record.	SMS700	STU.000

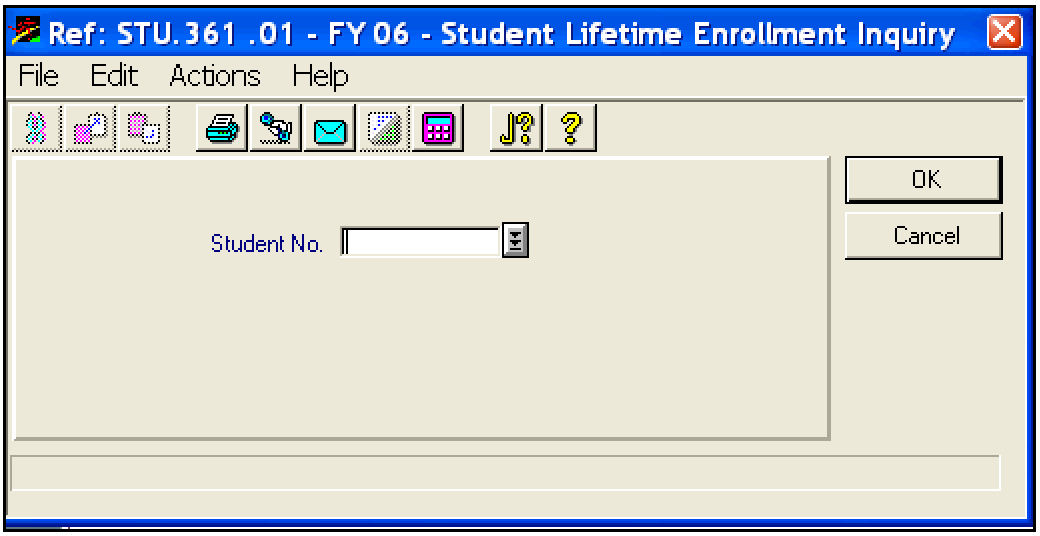
Student Lifetime Enrollment Information

New program STU.361 – Student Lifetime Enrollment Inquiry was added to this release to allow users to view a student's lifetime enrollment information from one program.

STU.361 – Student Lifetime Enrollment Inquiry

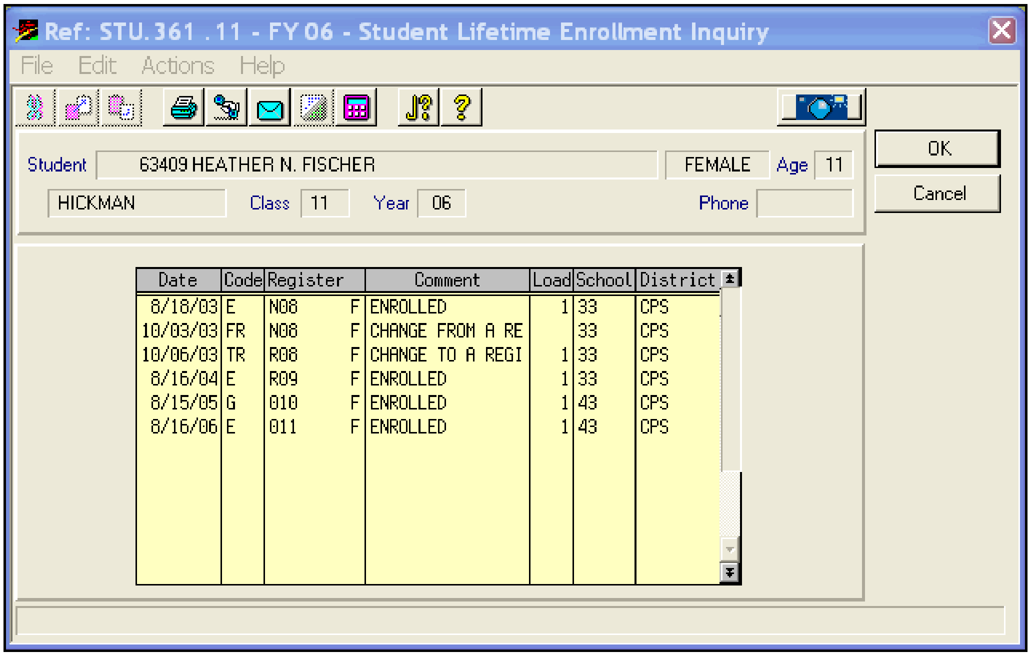
Use program STU.361 – Student Lifetime Enrollment Inquiry to view a student's lifetime enrollment information.

1. Choose **STU.361 – Student Lifetime Enrollment Inquiry** from the **Student Records** menu. The Student **Lifetime Enrollment Inquiry** panel appears.



2. In the **Student No** field, type the student number.

3. Click **OK**. The student's lifetime enrollment information displays on the screen.



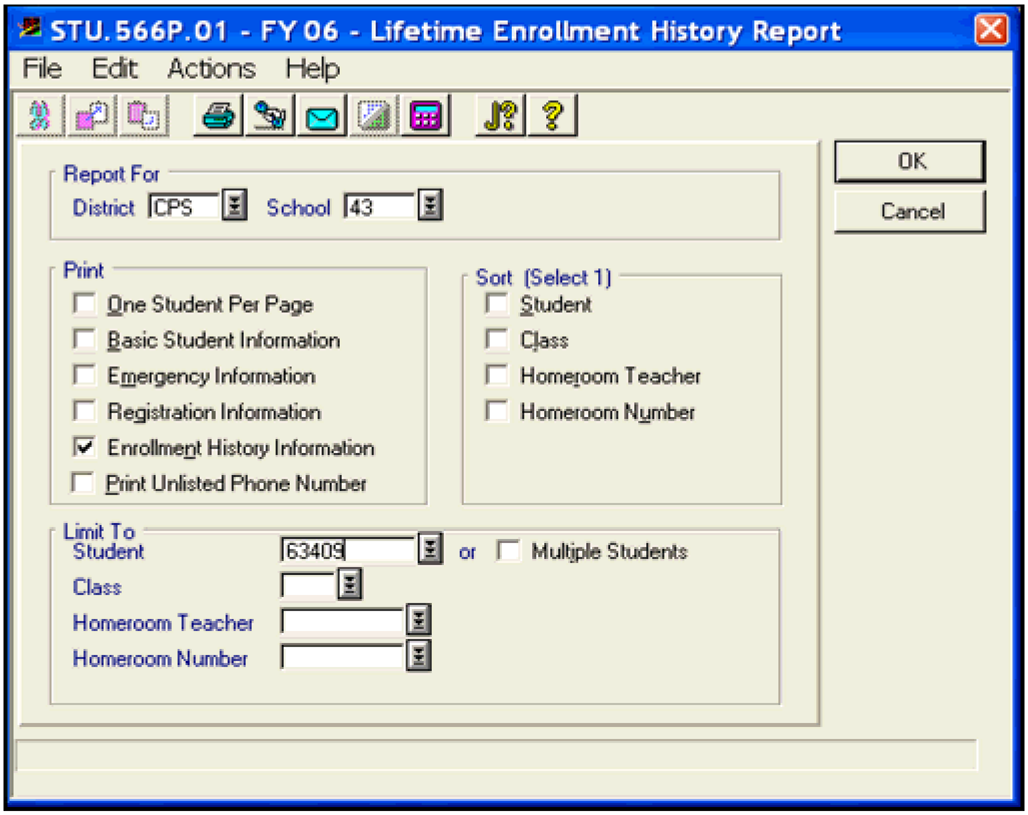
This panel is for display-purposes only. None of the information on this screen can be changed using this program.

New program STU.566 – Lifetime Enrollment History report was added to this release to allow users to create a report of student lifetime enrollment information.

STU.566 – Lifetime Enrollment History Report

Use program STU.566 – Lifetime Enrollment History Report to create a report of student(s) lifetime enrollment information. You can also include other information on your report, such as basic student information, emergency information, and registration information.

1. Choose **STU.566 – Lifetime Enrollment History Report** from the **Student Records Reports** menu. The **Lifetime Enrollment History Report** panel appears.



2. In the **Report For** section, type your district and school codes.
3. In the **Print** section, clear a check box to exclude an item from the report or select a check box to include an item in the report.

   If the **Print Unlisted Phone Number** check box is selected, all telephone numbers are printed, including students whose unlisted phone number flag set to **Yes** in **STU.301 – Basic Student Information**.

   If this check box is left blank, the student is included and “UNLISTED” prints for the telephone number of students whose unlisted phone number flag is set to **Yes** in **STU.301 – Basic Student Information**.

4. In the **Sort** section, select a sort sequence for your report. Select only one of the listed options.

   You can sort the report by student, class, homeroom teacher, or homeroom number.

5. In the **Limit To** section, select one of the following options to filter the report contents.

Field	Description
Student	Type the student ID to print a profile for an individual student.
Multiple Students	Select this check box to select multiple students. Additional panels display for you to specify student IDs.
Class	Type a class code to limit the profiles to a specific class.
Homeroom Teacher	Type a teacher code to limit the profiles to a specific homeroom teacher.
Homeroom Number	Type a homeroom number to limit the profiles to a specific homeroom number.

6. Click **OK** after you select the sort option.

   If the **Multiple Students** check box is selected, additional panels display for you to specify student numbers. Refer to Appendix A, "Processing Reports for Multiple Students," for information on selecting the students.

   If the **Multiple Students** check box is blank, a submittal prompt appears.

Sample Lifetime Enrollment History Report

This sample represents the Enrollment History information only. Refer to the *Student Applications Sample Reports Guide* for sample reports of other selected items such as basic student information, emergency information, and registration information.

```
Ref:  STU.566            CIMS PUBLIC SCHOOLS
 Date:  9/05/07     43    HICKMAN HIGH SCHOOL                                 Page    1
 Time:  9:56:36           Student Profile                         Class: 11
--------------------------------------------------------------------------------
 FISCHER, HEATHER N.                           Student No.     63409 File Id 000063409
                          LIFETIME ENROLLMENT INFORMATION
   Date   Dis Sch  Reg Load Code  Description     Comment
   8/31/95 CPS 16   KP F   1  E     ENTRY           ENROLLED
   8/23/96 CPS 16   N01F   1  E     ENTRY           ENROLLED
   8/20/97 CPS 16   N02F   1  E     ENTRY           ENROLLED
   8/26/98 CPS 16   N03F   1  E     ENTRY           ENROLLED
   8/25/99 CPS 16   N04F   1  E     ENTRY           ENROLLED
   8/24/00 CPS 16   N05F   1  E     ENTRY           ENROLLED
   8/18/01 CPS 16   N06F      E     ENTRY           ENROLLED
   8/15/02 CPS 33   N07F   1  E     ENTRY           ENROLLED
   8/18/03 CPS 33   N08F   1  E    NEW YR ENTRY     ENROLLED
  10/03/03 CPS 33   N08F      FR    FROM REG CHG    CHANGE FROM A RE
  10/06/03 CPS 33   R08F   1  TR    TO REG CHG      CHANGE TO A REGI
   8/16/04 CPS 33   R09F   1  E    NEW YR ENTRY     ENROLLED
   8/15/05 CPS 43   O10F   1  G    GAIN             ENROLLED
   8/16/06 CPS 43   O11F   1  E    NEW YR ENTRY     ENROLLED
   8/13/07 CPS 43   O12F   1  E    NEW YR ENTRY     ENROLLED

--------------------------------------------------------------------------------
```

Error Messages

This release includes the following new error messages for an existing program. These messages are not included in the *Student Management System User's Guide*.

Message STU 0527

STU 0527 – CAN'T ENROLL AND WITHDRAW ON THE SAME DATE

This message is new to programs used to maintain Student Enrollment Information (screen reference STU.360 .11; Registration and Enrollment Information).

This message displays when the **Count Withdrawal Date As A Membership Day** field in ATT.101 – Attendance Options is set to Y, and you are trying to enter or maintain an enrollment and withdrawal record with the same date.

The error must be resolved before you can save changes and exit the program.

Message STU 0528

STU 0528 – MAXIMUM MEMBERS ALLOWED IS 32.

This message is new to program STU.002 – Setup Client members for Lifetime Enrollment . If you select more than 32 members to process at one time, you will receive this message.