



Quick Reference – FY17 Period ‘S’ (Final Window) – Community Schools

| Task | Completed | Initials |
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| Task 1: Verify Student Admission and Withdrawals | <input type="checkbox"/> | |
| Task 2: Reporting Preschool students <i>StudentInformation – SIS – Student – Edit Student Profile – FS Tab</i> | <input type="checkbox"/> | |
| Task 3: Verify Student SSIDs <i>StudentInformation – Management – Import/Export – State Student ID Export</i> to submit a batch or run <i>StudentInformation – SIS – School – Student Reports – Students with No SSID report</i> | <input type="checkbox"/> | |
| Task 4: Verify Non-reportable Students <i>StudentInformation – EMIS – Student Reporting Collection (S)</i> | <input type="checkbox"/> | |
| Task 5: Run the STAT report to verify students’ EMIS situation assignments <i>StudentInformation – SIS – School – Student Reports – Student Status/Attendance Code (STAT)</i> | <input type="checkbox"/> | |
| Task 6: Verify the Percent of Time Field for students attending less than 100% <i>StudentInformation – SIS – Student – Edit Profile</i> | <input type="checkbox"/> | |
| Task 7: Verify/Update County of Residence on FS tab <i>StudentInformation – SIS – Student – Edit Profile</i> | <input type="checkbox"/> | |
| Task 8: Update Fiscal Year Began 9 th for all incoming Freshman <i>StudentInformation – Management – Ad-Hoc Updates – Student Profile Bulk Update</i> | <input type="checkbox"/> | |
| Task 9: Update FLICS IRN – Attending District IRN Last October <i>StudentInformation – SIS – Student – Edit Profile</i> | <input type="checkbox"/> | |
| Task 10: Update Disadvantagement Values on the FD Tab <i>StudentInformation – SIS – Student – Edit Profile</i> | <input type="checkbox"/> | |
| Task 11: Verify Race/Ethnicity for newly enrolled students <i>StudentInformation - SIS - Student - Edit Profile</i> | <input type="checkbox"/> | |
| Task 12: Verify Home Language and Native Language Fields <i>StudentInformation - SIS - Student - Edit Profile</i> | <input type="checkbox"/> | |
| Task 13: Verify and Update CTE Program of Concentration <i>StudentInformation - SIS - Student - Edit Profile</i> | <input type="checkbox"/> | |
| Task 14: Update October IEP Outcome field <i>StudentInformation – SIS – Student – Edit Profile</i> | <input type="checkbox"/> | |
| Task 15: Update LEP Option for Students <i>StudentInformation - SIS - Student - Edit Profile</i> | <input type="checkbox"/> | |
| Task 16: Update Retained Students <i>StudentInformation - SIS - Student – Edit Profile, both current and future year</i> | <input type="checkbox"/> | |
| Task 17: Update Admitted from IRN and Withdrawn to IRN <i>StudentInformation - SIS - Student – Edit Profile</i> <i>StudentInformation - SIS - Student – Withdraw Student</i> | <input type="checkbox"/> | |
| Task 18: Run the Student Roster Detail (R101-A) to verify student demographic and disability information is correct | <input type="checkbox"/> | |

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| Task 19: Update Transportation Records for Students who were transported any day of Count Week <i>StudentInformation – SIS – Student – Edit Profile</i> | <input type="checkbox"/> | |
| Task 20: Reporting FF – Student Contact Records & FG – Student Address Records <i>StudentInformation - EMIS – Student Collection Request S</i> | <input type="checkbox"/> | |
| Task 21: Verify Sub-calendars and EMIS Exceptions are set up correctly <i>StudentInformation – EMIS – Calendar Reporting Collection C – Calendar Exception Management</i> <i>StudentInformation – EMIS – Calendar Reporting Collection C – Calendar Bulk Exception Management</i> | <input type="checkbox"/> | |
| Task 22: Verify students are assigned to the proper attendance pattern and attendance calendar <i>StudentInformation – SIS – Attendance – Attendance Reports– District-wide Membership Report (R500)</i> <i>StudentInformation – EZ Query – Reports – SIS Student Search</i> | <input type="checkbox"/> | |
| Task 23: Update Third Grade Reading Guarantee Values <i>StudentInformation - SIS - Student - Edit Profile</i> | <input type="checkbox"/> | |
| Task 24: Add Student Acceleration Records (FB) <i>StudentInformation SIS - Student – Assessment – Student Acceleration</i> | <input type="checkbox"/> | |
| Task 25: Add Student Withdrawal Override Records (FC) <i>StudentInformation - EMIS - Maintenance – Student Missing Override Record</i> | <input type="checkbox"/> | |
| Task 26: Add Summer Withdrawal record (FL) optional <i>StudentInformation - EMIS - Maintenance – Student Summer Withdrawal Record</i> | <input type="checkbox"/> | |
| Task 27: Update Student Gifted Records <i>StudentInformation - SIS - Student – Gifted – Student Gifted Record</i> | <input type="checkbox"/> | |
| Task 28: Run Gifted Students Missing Records Report <i>StudentInformation - SIS- School - Student Reports – Gifted Student Missing Records</i> | <input type="checkbox"/> | |
| Task 29: Update Graduation Date and Diploma Type <i>StudentInformation – Management – Ad-Hoc Updates – Update Graduation Date</i> <i>StudentInformation – Management – Ad-Hoc Updates – Update Diploma Type</i> | <input type="checkbox"/> | |
| Task 30: Power Withdraw Graduation Seniors from your district <i>StudentInformation – Management – Power Withdraw</i> | <input type="checkbox"/> | |
| Task 31: Update Seniors not graduation from your district <i>StudentInformation - SIS - Student - Edit Profile</i> | <input type="checkbox"/> | |
| Task 32: Run Student Verification (UNCLEMIS) and correct any outstanding errors <i>StudentInformation EMIS – Student Verification</i> | <input type="checkbox"/> | |
| Task 33: Create Student Special Education Records <i>StudentInformation - SIS - Student – Special Education</i> | <input type="checkbox"/> | |
| Task 34: Create FE Student Graduation Requirement Record <i>StudentInformation - SIS - Student – Special Education</i> | <input type="checkbox"/> | |
| Task 35: Verify Special Education Records <i>StudentInformation - EMIS - Verify Special Education</i> | <input type="checkbox"/> | |
| Task 36: Update the DN District and Building Records <i>StudentInformation - EMIS - Maintenance – District and Building Information</i> | <input type="checkbox"/> | |
| Task 37: Verify and Update Membership Codes with Staff or Program Provider <i>StudentInformation – Management – School Administration – Membership Groups - Memberships</i> | <input type="checkbox"/> | |

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| Task 38: Add/Update Student Memberships (Programs) <i>StudentInformation - SIS - Student - Edit Memberships</i> | <input type="checkbox"/> | |
| Task 39: Run Student Roster by Membership (R102) to verify student memberships | <input type="checkbox"/> | |
| Task 40: Run MEMBEMIS to verify student memberships <i>StudentInformation - EMIS - Student Reporting Collection (S)</i> | <input type="checkbox"/> | |
| Task 41: Verify Discipline Data and begin reporting Discipline Data <i>StudentInformation - EMIS - Student Reporting Collection (S)</i> | <input type="checkbox"/> | |
| Task 42: Run and save a copy of the District Wide Membership Report (Optional) <i>StudentInformation - SIS - Attendance - Attendance Reports - District Wide Membership report (R500)</i> | <input type="checkbox"/> | |
| Task 43: Run ATTUPEMIS in update mode <i>StudentInformation - EMIS - Student Reporting Collection (S)</i> | <input type="checkbox"/> | |
| Task 44: Manually enter attendance on the FS Attendance Tab for non-preschool students who attend the ESC, Board of DD Students, JVS Satellite Students, Full-Time College Credit Plus, and non-public students who are placed at district expense. <i>StudentInformation - SIS - Student - Edit Profile</i> | <input type="checkbox"/> | |
| Task 45: Run MAJOREMIS to calculate Majority of Attendance IRN <i>StudentInformation - EMIS - Student Reporting Collection (S)</i> | <input type="checkbox"/> | |
| Task 46: Run CHECK_EMIS for Period S <i>StudentInformation - EMIS - Student Reporting Collection (S)</i> | <input type="checkbox"/> | |
| Task 47: Period S Transfer <i>StudentInformation - EMIS - Student Reporting Collection (S)</i> | <input type="checkbox"/> | |
| Task 48: Run the Collection | <input type="checkbox"/> | |