

# Planning and Setup for the Next School Year 2005/06

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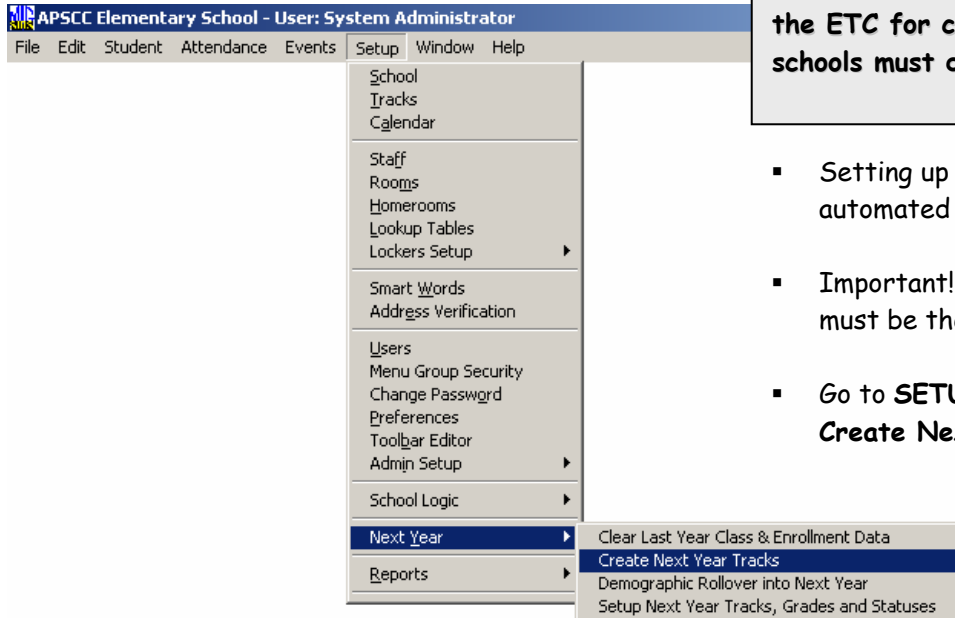
(or how to enjoy your summer break)

## Setup for:

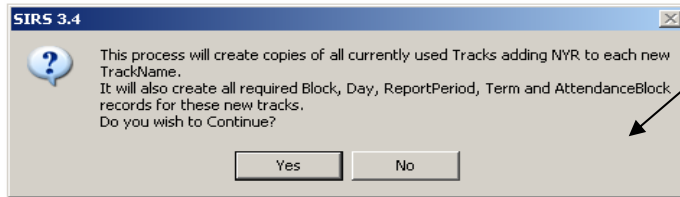
- Tracks
- Calendars
- Staff
- Rooms
- Homerooms
- NYR Fields
- **Homeroom Class lists** (For those pesky teachers)
- **YEAR END STATUS & Retained Students**

# 1. Setting up NYR Tracks

**NYR Tracks will be setup automatically by the ETC for contracted schools. All other schools must do this setup themselves.**



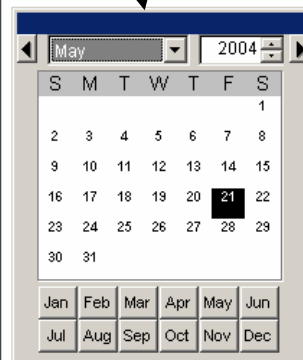
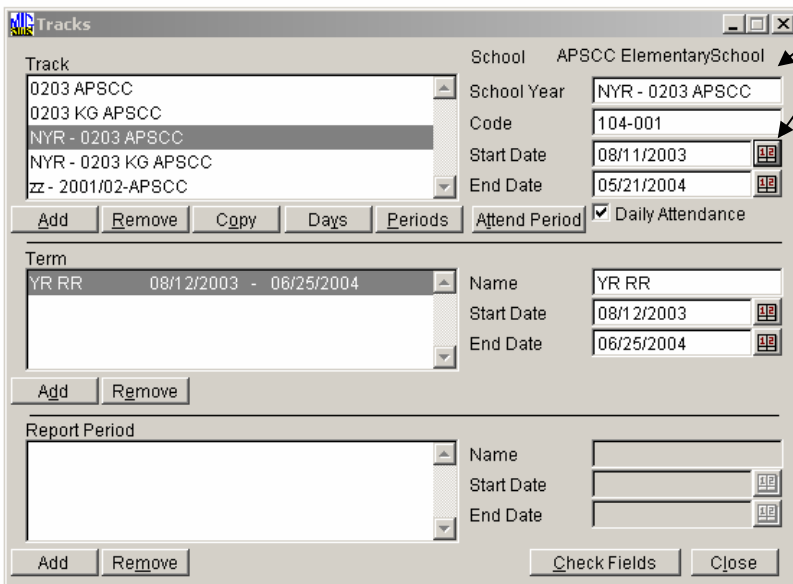
- Setting up Next Year Tracks is an automated process in SIRS.
- Important!!! The user doing this process must be the only one logged in.
- Go to **SETUP/NEXT YEAR** and then select **Create Next Year Tracks**



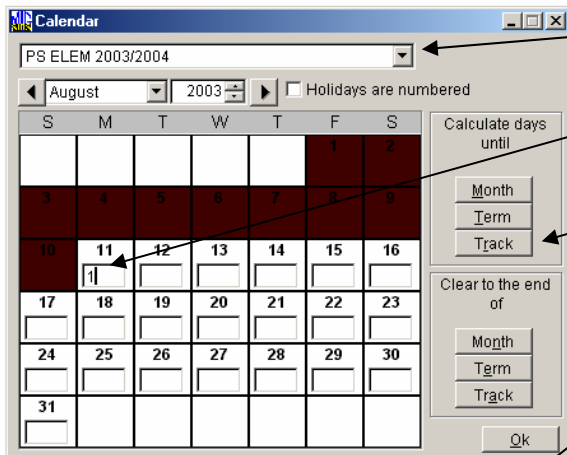
- A popup window appears.
- This process copies existing Tracks including the Block, Day, Reporting Period, Term, and Attendance Blocks. The new track will be named the same with the exception of NYR in front of the name.

- Click ok when Process Complete

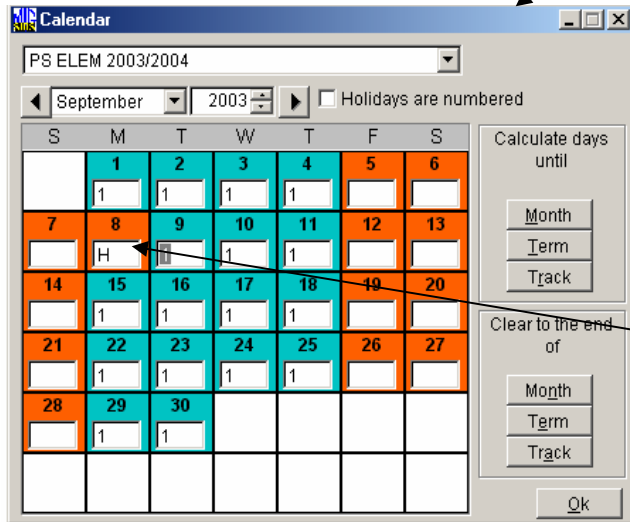
- Go to Setup/Tracks. Find the new tracks and enter the correct dates for that Track and Term.



## 2. Setting up your school CALENDAR.



- Select the correct NYR Track.
- The first month of the track appears.
- Click in the first day of the track and key in a number 1.
- Click on the Calculate days until the end of the TRACK button. This will light up your calendar in Turquoise and Orange depending on your settings.
- You are now ready to identify your non-school days.



- Using a printout of your school calendar, identify a non school day by using an:

- H - Holiday
- I - Intersession
- D - In-service Day
- S - Snow Day

- Mark the appropriate day by clicking in the box and keying in the appropriate character. This will mark that day as a "Non-School" day and the user will not be able to enter attendance for that day.

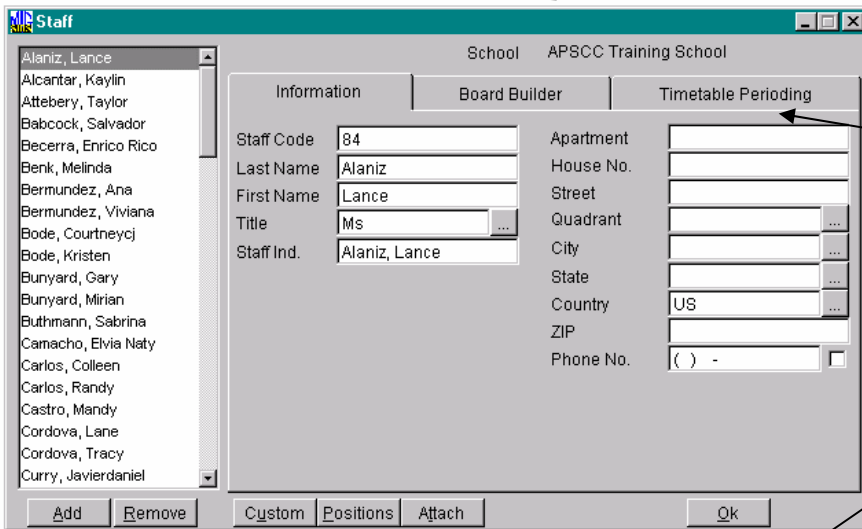
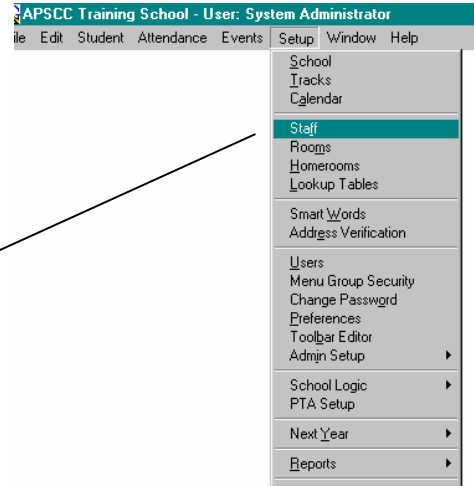
- **It is essential that you setup the calendar correctly to properly calculate your ADM. This calendar must match the LEA calendar on the ADE website.**

- Click OK when finished with the calendar.

- **Note: You may go in at a later date and mark a day as Non-School if for any reason your school closes or does not have students for the day. ADE must be notified if this happens.**

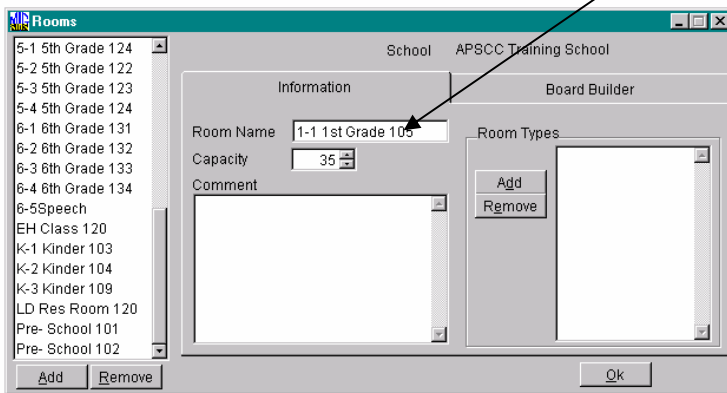
### 3. Setup Staff, Rooms, and Homerooms

- Set-up any **new** Staff, Rooms, and Homerooms. **Do not** delete any existing rooms or teachers until after the demographic rollover.
- Go to Setup/Staff

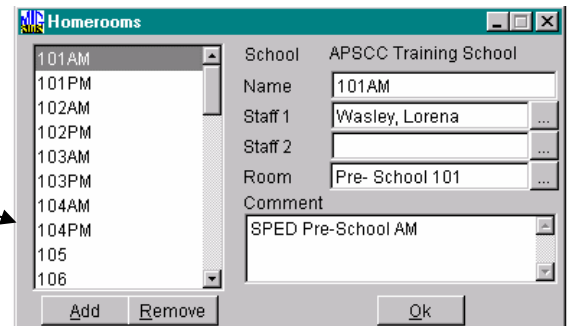


- Enter the names of all new teachers. If you do not know the name of the new teacher, make up a name. You could put in "1<sup>st</sup> Grade New Teacher1", "1<sup>st</sup> Grade New Teacher2", Etc... You can change the staff name to the correct name later.

- Open Rooms and input any new rooms you will have for the following year.

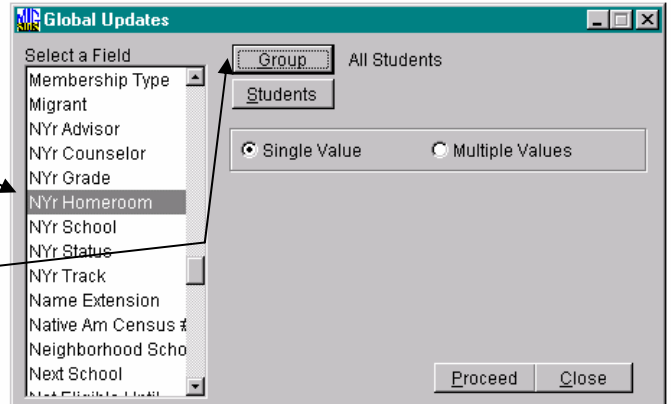


- Open Homerooms and update any new homerooms for the upcoming year.
- If you have a different teacher in an existing homeroom, create a new homeroom for that teacher.

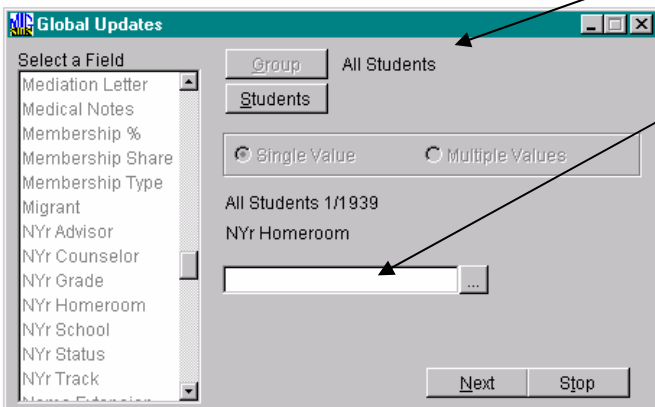


## 4. Clear all NYR fields

- Backup Data!!!!
- Clear out the NYr Homeroom field for all students.....
- Under Student/Global Update, find and highlight NYR Homeroom in the list of fields.
- Use the Group ALL STUDENTS
- Click on Single Value
- Click Proceed

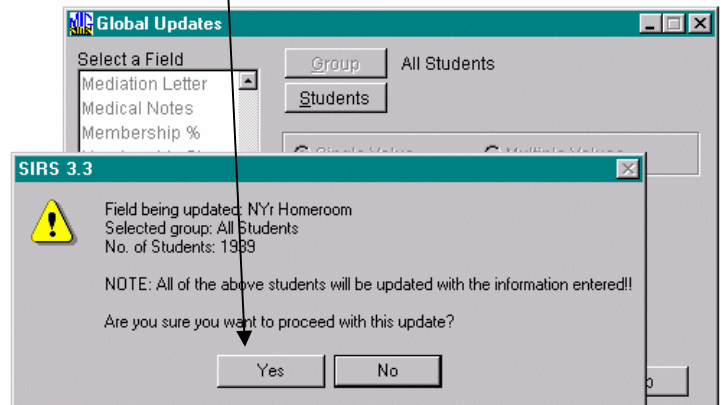


- Verify you have selected the correct field and group, press Next.



- Leave the NYr Homeroom field blank. This will clear out the field for all students. Click on Next.

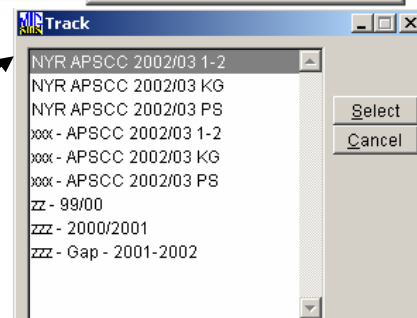
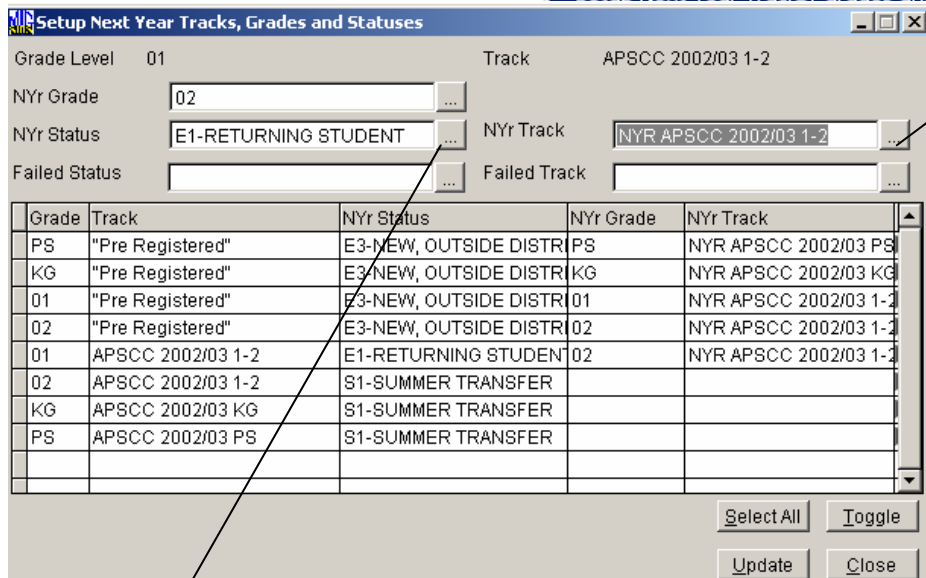
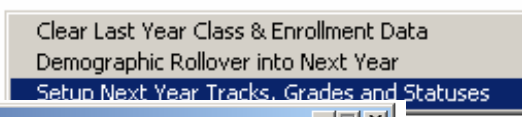
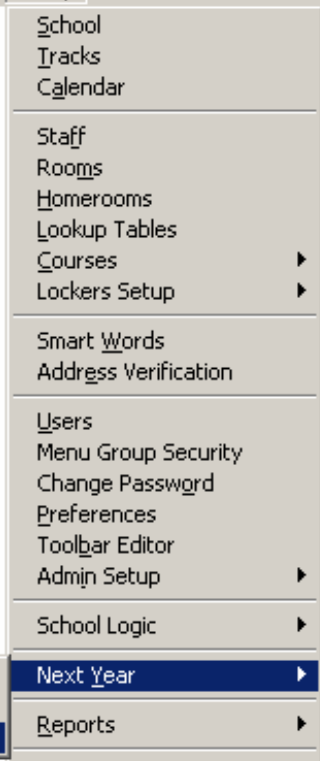
- Confirm that you want to proceed. SIRS will ask you a couple times if you are really sure you want to proceed.



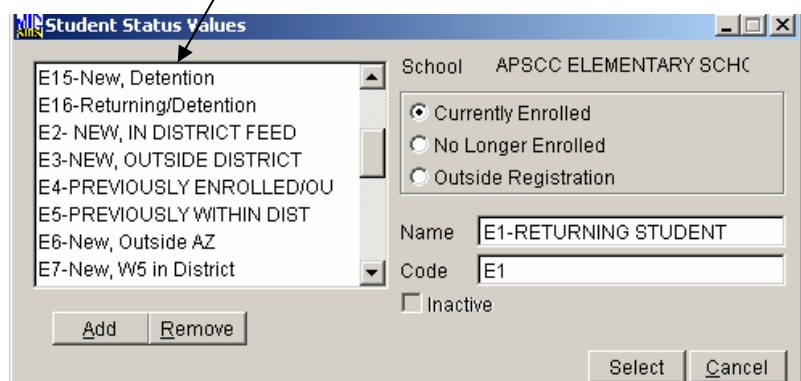
- **Note: Continue with this process to clear all NYR fields.**

## 5. Automated Setup of NYR fields

- Go to Setup/ Next Year/ Setup Next Year Tracks, Grades, and Status.
- Notice that Pre-Registered and current students are listed.
- Fill in the information for each grade, noting that Pre-Registered students will have the same NYR grade IF the student was enrolled that way.
- For the highest grade level student, who will not be returning the following year, put in an S99. This will have no impact on state reporting.
- When finished filling in the data, click on the update button. This fills in the NYR fields on the INFO1 tab in demographics.

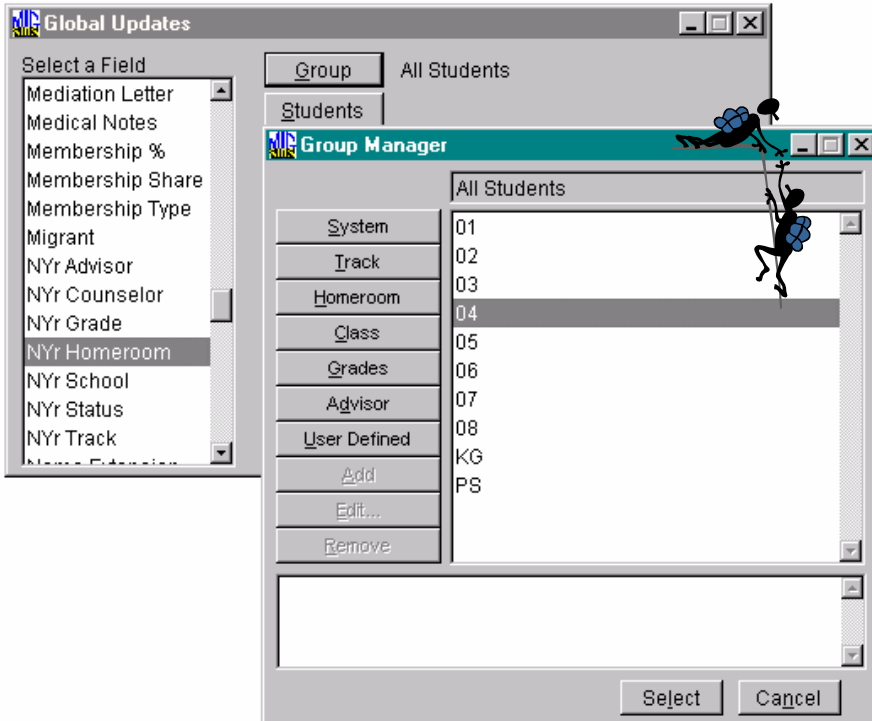


**NOTE:**  
Only do this procedure one time. Any changes after this update should be done manually on the INFO 1 tab in demographics.



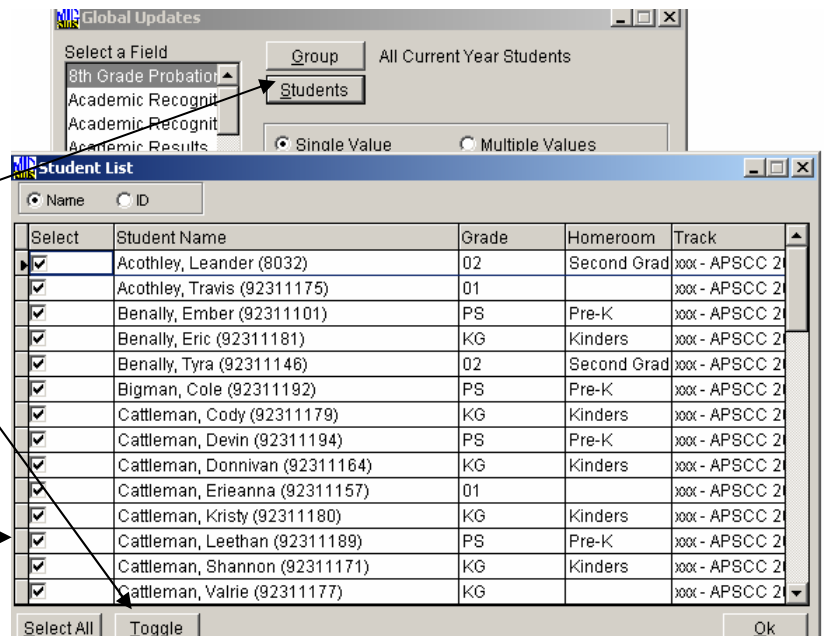
## 6. Using Global Update to assign Students to NYR homerooms.

Global updates can be a huge timesaver if done correctly and a huge disaster if not. Please be careful when using this procedure. Always run a **backup of your data** before performing a global update.



- Assign the students to NYR Homeroom by picking them from grade levels.
- Under Student/Global Update, find and highlight NYR Homeroom in the list of fields.
- Use the Group button to select the Grade you want to work with. Remember, these are current year grades; to schedule students into a NYR fifth grade homeroom, use Grade 04.
- Click on Select.

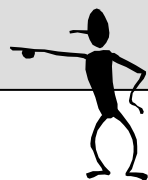
- Use the Students button to view the list of students in the grade.
- Press Toggle to remove the check marks for all students
- Check the box in front of the students who should be assigned to the homeroom
- Click OK to return to the Global update screen



- Click on Single Value
- Click on Proceed
- Use the lookup button to select the Homeroom from the list
- Verify you have selected the correct field and group, press Next. Confirm that you want to proceed.
- Repeat step 2 until all students are assigned to a NYr Homeroom.

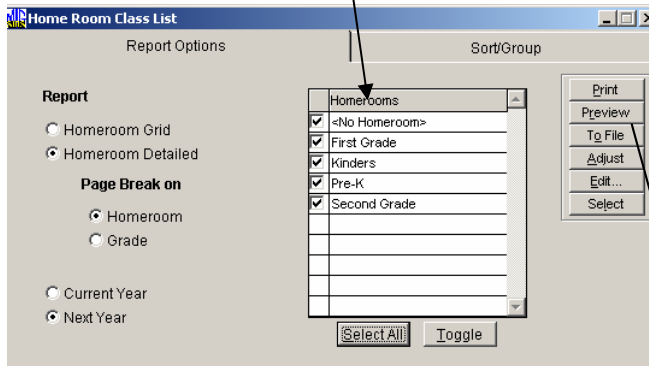
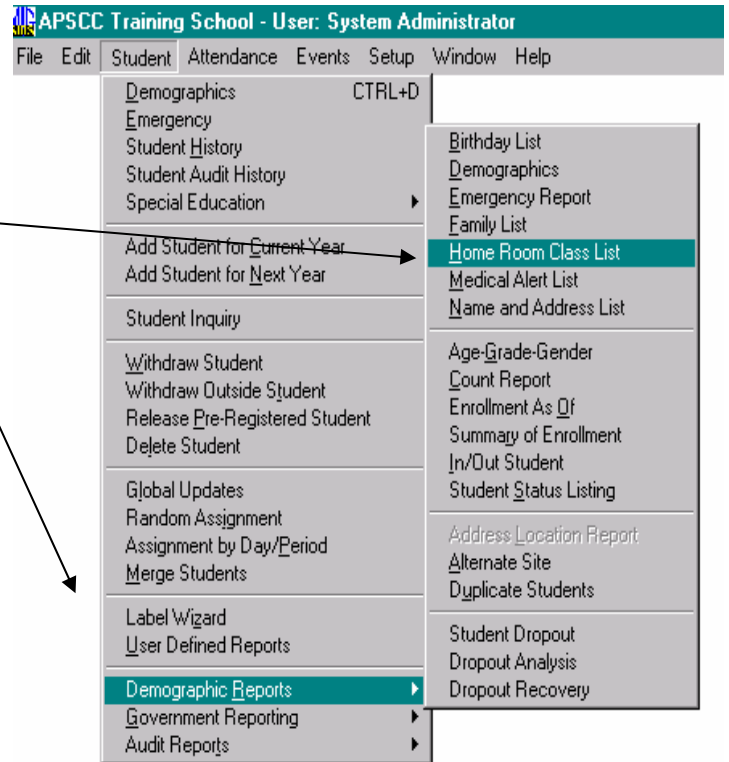
After you have entered all your NYR Homerooms, (but before the rollover), if you have a new student enroll or find that you need to change a homeroom for a student, you can go into STUDENT DEMOGRAPHICS, Click on the Info-1 Tab and select the NYR homeroom for Next Year.

**NOTE:**  
REMEMBER: If you click on ADD in this box, the program will assume you are adding a new homeroom to the homeroom table. Only Add homerooms from the SETUP/HOMEROOMS area.



## 7. Printing the Homeroom Class List

- To print class lists and to identify students who have not been assigned to a NYr Homeroom, use the Homeroom Class List under Student/Demographic Reports.
- Choose Grid or Detailed. If Detailed, choose a page break
- Click on Next Year
- Use Select All to print for all teachers, or mark individual classes.
- To identify those students not assigned to a homeroom, put a check in front of the <No Homeroom> selection.



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**APSCC Training School  
Home Room Class List  
NEXT YEAR 2002/2003  
Page Break On Homeroom**

**101AM L. Wasley ,**

Student (ID)	Grade	Birth Date	Gender	Phone No.
Ashley , Katherine (91211982)	PS	May 11, 1997	Female	(909) 555-9200
Benge , Matthew (91211965)	PS	Sep 22, 1998	Male	(909) 555-4301
Decker , Michael (91211980)	PS	Oct 28, 1998	Male	(909) 555-2949
Delosreyes , Patrick (91211460)	PS	Oct 24, 1997	Male	(909) 555-5155
Dimbleby , Lance (91211960)	PS	Jun 21, 1998	Male	(909) 555-8370
Ferrel , Isabel (91211047)	PS	Mar 8, 1999	Female	(909) 555-0445
Lynch , Roxanna (91211997)	PS	Feb 13, 1999	Female	(909) 555-3973
Mardock , Jannette (3001)	PS	Feb 13, 1997	Female	(909) 555-3410
Self , Augustine (4124)	PS	Feb 24, 1997	Male	( ) -
Females: 4	Males: 5	* indicates Alternate Homeroom		

## 8. Next Year Status Field and Retained Students.

➤ If you have students that will be retained in their current grade, you can mark them retained on the Personal 1 Tab in Demographics. This field is FYI only. It will not affect the database. It's only function is to use as a sort field or for a report.

➤ The Year End Status Field on the Government Tab must be filled in with the correct EOY status before the rollover.

➤ Use Global update to update this field.

➤ For retained students, be sure to change the NYR Grade to reflect the current Grade.



**TIP:**

Use Global Updates to mark all students PROMOTED and then manually change the retained students or use global update to retain them by selecting the student button and only selecting the retained students.

➤ When all the above steps are finalized, you will be ready for a DEMOGRAPHIC ROLLOVER. ETC will do this procedure for contracted Schools.

➤ Now you are ready to ENJOY YOUR SUMMER!!!!



## End of Year Checklist

- Backup Your Data!!!
- Calendar days setup correctly
- Update Staff Table
- Update Rooms Table
- Update Homerooms
- Backup Your Data!
- Clear all NYR fields using *Global Updates*
- Backup Your Data!
- Update NYR fields using *Setup/Next Year/ Set up Next year Tracks, Grades, Status*
- Backup Your Data!
- Schedule Students into NYR Homerooms
- Backup Your Data!
- Setup Year End Status field on *Government Tab*
- Mark Retained Students on the *Personal 1 Tab, Year End Status, and NYR Grade*
- Backup Your Data!
- Call ETC to let them know you are ready for the Rollover
- Enjoy Your Summer!!!**