

# **Arkansas Public School Computer Network**



## **Plus Software**

# **SMS REQUIRED FIELDS FOR STATE REPORTING**

**2009-2010**

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**DISTRICT MAINTENANCE**

**DISTRICT SETUP**

**Menu Access:**

**Applications > District Administration > Demographics > District Setup**

<b>FIELD</b>	<b>REPORTING CYCLE</b>	<b>NOTES</b>
District	1,2,3,4,5,6,7,8,9	4 digit district LEA
Mailing Address	1,2,3,4,5,6,7,8,9	Main Screen – Street, City, State, Zip Code
Phone Number	1,2,3,4,5,6,7,8,9	Main Screen
Fax Number ( <i>fld01</i> )	1,2,3,4,5,6,7,8,9	District Defined action button > District Demographic window screen 1
ED Coop ( <i>fld02</i> )	1	District Defined action button > District Demographic window screen 1
School Choice ( <i>fld04</i> )	1	District Defined action button > District Demographic window: School Choice flag should be marked “Y” for all districts. Check the RESIDENT CODE field on the Entry/Withdrawal screen in Student Demographics, if you have school choice students.
4.0 Rank Type ( <i>fld05</i> )	7,9	District Defined action button > District Demographic window: Graduate’s Class Rank is pulled in cycle 9. Cycle 7 pulls 9-12 GPA’s based on the rank entered in this field.
Private School ( <i>fld06</i> )	6	District Defined action button > District Demographic Window: Enter Y/N if there is a private school in the district’s boundaries. If marked “Y” there must be a private school record in SIS.

PLUS SMS Required Fields for State Reporting

District Improvement (fld07)	5	District Defined action button > District Demographic Window: The year the district is in School Improvement as defined by NCLB. Example: If the district was notified last year then this would be the 2 <sup>nd</sup> year. Table Verified. <b>Annette Barnes is contact person.</b>
Insurance Carrier (fld08)	3	District Defined action button > District Demographic window: This is who issued the policy on the district buses. <b>Mike Simmons is bus contact person.</b> Table Verified. 1 – School Self Insurance 2 – School Board Association 3 – Other
Mark Slot (fld09)	7	District Defined action button > District Demographic window: Mark Slot field determines the grade slot pulled for the semester grade.

**BUILDING TABLE**

**Menu Access:**

**Applications > District Administration > Reference Tables > Demographics > Building**

Field	Reporting Cycle	Notes
School Address	1,2,3,4,5,6,7,8,9	Mailing Address Street, City, State, Zip Code
School Phone Number	1,2,3,4,5,6,7,8,9	Phone

## DEMOGRAPHICS CONFIGURATION

### Menu Access:

Applications > District Administration > Student Plus Configuration > Demographics

**NOTE: You must check each building within your district. If two buildings share the same LEA, the configuration MUST match.**

All changes should be made to building configurations prior to Cycle 1.

Field	Reporting Cycle	Notes
School LEA Number ( <i>fld01</i> )	1,2,3,4,5,6,7,8,9	District Defined Screen 1 > School Demographics
School Fax Number ( <i>fld03</i> )	1,2,3,4,5,6,7,8,9	District Defined Screen 1 > School Demographics
Block School ( <i>fld04</i> )	1,2,3,4,5,6,7,8,9	District Defined Screen 1 > School Demographics: Enter "Y" if the building is using any form of block scheduling.
Facility Types ( <i>fld05</i> )	1,2,3,4,5,6,7,8,9	District Defined Screen 1 > School Demographics: Table verified codes are 1=Kindergarten/Pre School 2=Primary or Upper Elem 3=Middle School 4=Jr High 5=Sr High 6=K-12 Comprehensive School 7=Other
Year Round School ( <i>fld08</i> )	1,2,3,4,5,6,7,8,9	(Y/N) District Defined Screen 1 > School Demographics
Instructional Periods ( <i>fld10</i> )	1,2,3,4,5,6,7,8,9	District Defined Screen 1 > School Demographics: Instructional Periods per day should be indicated for Secondary Schools only. Elementary Instructional Periods should be zero.
4 Day School ( <i>fld11</i> )	1,2,3,4,5,6,7,8,9	(Y/N) District Defined Screen 1 > School Demographics
Night School ( <i>fld12</i> )	1,2,3,4,5,6,7,8,9	(Y/N) District Defined Screen 1 > School Demographics
Magnet School ( <i>fld03</i> )	1,2,3,4,5,6,7,8,9	(Y/N) District Defined Screen 2 > School Type Indicator
North Central Association ( <i>fld04</i> )	1,2,3,4,5,6,7,8,9	(Y/N) District Defined Screen 2 > School Type Indicator
Alternative School ( <i>fld07</i> )	1,2,3,4,5,6,7,8,9	(Y/N) District Defined Screen 2 > School Type Indicator.  <b>NOTE: Set field to "Y" if LEA <u>is</u> an alternative school. Do NOT set to "Y" if LEA merely has an alternative program.</b>

Service Learning Project ( <i>fld10</i> )	4	(Y/N) District Defined Screen 2 > School Type Indicator. Indicates if your school currently has a service learning project/course. <b>Service Learning</b> – A project guided by a school staff member that engages students in addressing a need within their school or community. The activities must be curriculum integrated and must include four components: Planning with student; Demonstration or performance of the activity; Reflection of the activity; Recognition of students
School Improvement Yr. ( <i>fld11</i> )	5	District Defined Screen 3 > Additional School Demographics – Indicate the year(s) of school improvement of the school. Table Verified
Service Learning Course ( <i>fld02</i> )	4	(Y/N) District Defined Screen 3 > Additional School Demographics. Indicates if the school had a service-learning project/course last year.
School-Wide Character Ed Program ( <i>fld03</i> )	4	(Y/N) District Defined Screen 3 > Additional School Demographics – Indicates if the building has a school-wide-character education program. <b>Character Ed</b> program lends itself to helping curb violence in the school or improve self-esteem throughout the entire school for the current year.
Federal Program Status ( <i>fld04</i> )	1,2,3,4,5,6,7,8,9	District Defined Screen 3 > Additional School Demographics – Table Verified. <b>SW</b> – School-wide: A school that has been approved by the ADE to provide Title I services on a school wide rather than target-assisted basis. A school must have at least 40% of their students identified as low income. <b>TA</b> – Target Assisted: A school that provides Title I services to identify students eligible for the services. <b>NA</b> = Not Applicable.
Minutes Per Day ( <i>fld05</i> )	7	District Defined Screen 3 – Number of instructional minutes in a school day.

# CALENDAR

**Note: The calendar for each building will be submitted in Cycle 1.**

## **Menu Access:**

**Applications > Building Administration > Calendars**

## **Procedure**

1. Enter the school year and click **FIND**.
  2. Double click on the calendar listed or click **OK** to view or change the marking period dates.
  3. Click on the **DAYS** action button to view and/or change the membership days within the calendar.
- Verify the beginning and ending date of each marking period.
  - Verify the number of days within each marking period and total membership days for the year.
  - **Calendar Days Maintenance**
    - Start your calendar on a Monday.
    - **DO NOT Skip** days of the week when creating the calendar.
    - Include Holidays and mark them as non-membership days
    - To designate a day as a non-membership day, update the following fields for each date.
      - **Day Type** – Indicate the reason a calendar date is not included in membership.
      - **Include in Totals** - Remove the check from this check box.
      - **Take Attendance** - Remove the check from this check box
      - **Membership Day** - Remove the check from this check box.

**NOTE:** Five (5) extra days should be built into the calendar as non-membership days using the Day Type of "XDY. **Memo Num: FIN-09-088 Date Created: 06/04/2009.**

## TEACHER CATALOG

### Menu Access:

**Applications > Building Administration> Teacher**

- **Out-of-District teachers should be entered in the Teacher Catalog and attached to courses.**
- Remove teachers from the Teacher Catalog who are no longer teaching in the district. Teachers who do not have a record in FMS will print on the Out-of-District report.
- Certified Job Codes that do not require a student count are listed in the SIS book. Individuals with a certified Job Code do not have to be in the Teacher Catalog if the position does not require a student count.
- **Concurrent Credit Teachers:** Code that can be used for person teaching courses taken at a college or university. This is a generic teacher. Add a Teacher Name of CONCURRENT CREDIT with a SSN of 999999999.
- **Distance Learning Teachers:** Contact the facility supplying the teacher for the teacher name and SSN. Distance Learning Teacher should be used instead of the room monitor. This would include Virtual High School.

Field	Reporting Cycle	Notes
Name	2,7	Name of teacher: last name, first name or initial
Social Security Number	2,7	Must match SSN in FMS.

## INITIALIZE CUSTOM SCREENS

The following User Defined screens should exist for each student record, screen 100, 102, 999, and 1000. The System Administrator should run this option to insure that each student's screens exist. The Initialize Screen process should be run BEFORE mass updating any field on a User Defined screen.

### Menu Access

**Applications > District Administration > Demographics > Initialize Custom Screens**

NOTE: Screen 100, 102, 999, and 1000 should be initialized.

## STUDENT DEMOGRAPHICS

### MAIN TAB

#### Menu Access:

**Applications > Demographics > Student > Main Tab**

- **Graduate Records pull Cycle 9:** Fields that pull are SSN, State ID, Name, Race, Gender, Birthdate, Graduation Date, Class Rank, and Curriculum Code.

Field	Reporting Cycle	Notes
First, Middle, Last Name	2,3,4,5,6,7,9	
Social Security Number	1,2,3,4,5,6,7,9	Field should contain the students' SSN or the state-assigned 900 series number. If a 900 series number is used, this number stays with the student as long as they are in school even if they move to another district. If the SSN is changed, it should be documented on Screen 999.
State Reporting ID	2,3,4,5,6,7,9	State generated number assigned to students for TRIAND tracking.
Gender	2,3,4,5,6,7,9	
Actual Graduation Date	9	The date the student receives formal recognition for the successful completion of a prescribed program of studies.
Birth Date	2,3,4,5,6,7,9	
Primary Race	2,3,4,5,6,7,9	The general racial or ethnic heritage with which the individual most identifies. The Assign Race button must be selected to enter the race(s). <b>Commissioner's Memo:FIN-09-040 Dated:01-09-09</b>
Language	2,3,4,5,6,7	This field should contain the primary language spoken in the home.
Living With	2,3,4,5,6,7	Marital Status, Orphan and Foster Child status pull from this field.

### ADDRESS TAB

#### Menu Access:

**Applications > Demographics > Students > Address Tab**

- The Address Screen should contain the student's physical or 911 address.
- See **Commissioner's Memo FIN-04-037 dated 12-17-2008**

Field	Reporting Cycle	Notes
Apartment	3	
Lot	3	
Street	3	
City	3	
State	3	
Zip Code	3	

## MISCELLANEOUS TAB

### Menu Access:

Applications > Demographics > Student > Miscellaneous Tab

Field	Reporting Cycle	Notes
Meal Status	2	Meal Status field should not be blank. Valid entries are 01, 02, 03. Meal Status is also pulled for AYP (Adequate Yearly Progress).
Pre-registered Flag	2,3,4,5,6,7	This field should be marked on <b>PK</b> students or students pre-registered for the following year to exclude them from ADM counts.

**Meal Status:** Child Nutrition compares the numbers between what is reported from Food Services and what is submitted in Cycle 2. It is recommended that the Meal Status not be changed after October 1 until Cycle 2 is successfully submitted. Printing a list of students by Meal Status as of Oct 1 may be helpful for later review. See **Commissioner's Memo: FIN-10-017 Dated: 08/27/2009**.

## TRAVEL TAB

### Menu Access:

Applications > Demographics > Student > Travel Tab > Travel Type

Field	Reporting Cycle	Notes
Travel Type	3,5,6,7	Table Verified: Type of Transportation students use to and from school.  B – Bus D – Drives Self G – Parent/Guardian (includes walkers, child-care vans, and any other mode of transportation not covered by B, D, or P) P – District Paid Transportation <b>**Commissioner's memo: COM-07-106 Dated 05/09/2007</b>

## **GUARDIAN ADDRESS 1 SCREEN**

### **Menu Access:**

**Applications > Demographics > Students > Main Tab > Guardian/Contacts Button**

- Any information in the Apartment, Lot, or Street fields will be pulled and used for the parent mailing label address of the School Report Card. All students must have a guardian 1 address screen with the guardian name and address entered.
- The Guardian Screen should contain the parent or legal guardian's mailing address.

<b>Field</b>	<b>Reporting Cycle</b>	<b>Notes</b>
Guardian 1 Name	3	Format: last, first
Apartment	3	
Lot	3	
Street	3	
City	3	
State	3	
Zip Code	3	

## DISTRICT DEFINED WINDOWS

### Menu Access:

Applications > Demographics > Student > District Defined Windows

### DEMOGRAPHIC SCREEN 100:

**NOTE: Run Initialize Custom Screens to insure this screen exists for all students. The student system administrator should run this option.**

Field	Reporting Cycle	Notes
Migrant Status (fld15)	2,3,4,5,6,7	Status should be Y or N only. Verify that the status is correct. <b>Contact Stan Young</b> for a list of students.
504 Student (fld18)	2,3,4,5,6,7	Indicate "Y" or "N" if student is eligible under Section 504 of the Rehabilitation Act of 1973. Do NOT include special education students.
Title 1 (fld22)	2	Status should be Y if student is eligible to receive Title 1 services.
LEP/ELL (fld23)	2,3,4,5,6,7	Enter "Y" or "N" if student participates in Limited English Proficiency/English Language Learner programs.
Resident County (fld03)	Not SIS	Special BMI Pull when applicable. Table Verified.

### SCREEN 102 (SIS ITEMS):

**NOTE: Run Initialize Custom Screens to insure this screen exists for all students. The student system administrator should run this option.**

Field	Reporting Cycle	Notes
Special Education (fld01)		Not used in state reporting but can be maintained for local district use.
Gifted/Talented (fld02)	2,3,4,5,6,7	(Y/N) Update field if curriculum changes.
Homeless (fld03)	2,3,4,5,6,7	<p>Table Verified:</p> <p>S=Shelter HM=Hotel/motel NA= Not applicable</p> <p>D=Doubled up U=Unsheltered UY=Unaccompanied Youth</p> <p>Should indicate if the student is homeless by the Federal definition. An individual who lacks a fixed, regular and adequate nighttime residence...in general children and youth living in hotels, motels, camping grounds, cars, parks, abandon buildings, substandard housing, sharing housing of other persons due to loss of housing or economic hardship, transitional shelters, abandon in hospitals, awaiting foster care placement, migratory children living in circumstances as described and other inadequate regular sleeping accommodations are considered homeless.</p> <p><b>Students should remain identified as homeless for school year, but the type of homeless code can be updated.</b></p>

Preschool ( <i>fld04</i> )	2,3,4,5,6,7	<p>Indicates the Preschool program for students who are currently in a Preschool Program or current KF students who participated in one of the following pre-school full-time 4-year old programs: A full-time program should meet 9 months at least 20 hours per week. This is tracked through grade 04.</p> <p>A = Ark Better Chance                      NA = Not Applicable  O = Other    EC = Early Childhood  P = Private Preschool                              H = Headstart  PS = Pubic School Preschool  C=21<sup>st</sup> Century Community Learning Center</p>
ADM PT-Percent ( <i>fld05</i> )	3,5,6,7	Partial ADM for part-time student. Leave field blank unless percentage is less than 1.0.
Smart Core Waiver ( <i>fld06</i> )	2,7	(Y/N) All students grades 07 – 12 will participate in the Smart Core curriculum unless the parent or guardian waives the student’s right to participate. Y – Indicates guardian waives the student’s right to participate in Smart Core.
Facility Name ( <i>fld07</i> )	2,3,4,5,6,7,9	Use if Resident Code = D, T, or W and SEND LEA field on Entry Withdrawal screen left blank (Note: does not apply to Special Ed students.)
21 <sup>st</sup> CCLC After School Programs ( <i>fld08</i> )	2,3,4,5,6,7	<p>(Y/N) 21<sup>st</sup> Century Community Learning Center programs are out of school programs funded by the US Department of Education. Indicates the student is participating in any of the following programs which is covered under this guidance:</p> <p>Before School – (Scheduled academic/tutoring period prior to the beginning of the regular school day)</p> <p>After School – (Scheduled academic/tutoring period following dismissal of the regular school day)</p> <p>Summer – (Scheduled academic/tutoring time following or prior to the academic school year)</p> <p>Weekend – (Scheduled academic/tutoring/enrichment time on Saturday or Sunday).</p>
Supplemental Services ( <i>fld10</i> )	7	(Y/N) Required field for academic services provided outside of the regular school day by an approved supplemental service provider for eligible students in a school designated in Year 2, Year 3, or Year 4 of School Improvement by <i>No Child Left Behind</i> .
Supplemental Education Provider ( <i>fld12</i> )	7	Supplemental Education Services (SES) Provider – Table Verified. Check the SIS manual for a list of providers.
Consolidated LEA ( <i>fld11</i> )	2,3,4,5,6,7	Indicates the district LEA where the student attended prior to being consolidated or annexed beginning with year 2004.

Displaced District (fld15)	2,3,4,5,6,7	The name of the district that the evacuee student attended prior to coming into the state. Limit of 15 characters. Do not remove previous year information.
Displaced Dist. State (fld16)	2,3,4,5,6,7	The state in which the Displaced District is located. Table Verified. Do not remove previous year information.
ESL Waived Service Date (fld19)	2,3,4,5,6,7	The date a LEP/ELL student's parent signed the form waiving ESL services for the student.
ELL/LEP Entry Date (fld20)	2,3,4,5,6,7	The date the student entered a U.S. school for the first time, regardless if the entry was in Arkansas or another state.
ELL/LEP Exit Date (fld21)	2,3,4,5,6,7	The date the student met criteria for Fluent English Proficient status and was exited from the LEP program; no longer receives services.
Former ELL/LEP Monitored (fld22)	2,3,4,5,6,7	A student who was exited from ESL services and whose academic progress is being monitored for two years in the regular education classroom as required by Federal law.  M1 – Monitored Year 1  M2 – Monitored Year 2
Sch LEA (fld24)	2	Indicates the 7 digit LEA number for the school from which the student transferred because of school improvement. LEA is required if Resident Code equals F,G,I or J

### **SCREEN 999 (PRIOR STUDENT ID'S)**

**NOTE: Run Initialize Custom Screens to insure this screen exists for all students. The student system administrator should run this option.**

Screen 999 tracks changes to the student's Social Security Number. Do not make more than one SSN change for a student per cycle. Enter the incorrect SSN in the SSN CHG field and the date you made the change in the CHANGE DATE field. Verify with the SIS Coordinator which cycle to enter the SSN change.

Field	Reporting Cycle	Notes
SSN Chg	1,2,3,4,5,6,7	Field should contain the previous social security number. <b>(Format 999999999)</b>
Chg Date	1,2,3,4,5,6,7	Field should contain the date the social security number was changed. Change date must be a valid membership day for the student within the cycle of entry. <b>(Format MM-DD-YYYY)</b>

## **SCREEN 1000 (PULL-OUTS)**

**NOTE: Run initialize Custom Screens to insure this screen exists for all students. The student system administrator should run this option.**

- Title I Math, Reading and Language Course Code and teacher number should be identified here if the student is NOT scheduled into the class.
- Speech therapist should be assigned to the student here or in the student's schedule.

<b>Field</b>	<b>Reporting Cycle</b>	<b>Notes</b>
Pull Out Teacher	2	Enter teacher number for required state reporting counts.
TEA Job Code (Course Code)	2	Enter course code of each pull-out teacher in column directly to the right of teacher number.

**NOTE:** Screen 1000 pull-outs can be mass updated. Instructions are on the APSCN website [www.apscn.org](http://www.apscn.org) under SMS/How-To Procedures, or contact your field representative or the Help Desk.

## **ENTRY/WITHDRAWAL SCREEN**

### **Menu Access:**

**Applications > Demographics > Student > Main Tab > Entry/Withdrawal/Activity Button**

**NOTE: EXTREMELY IMPORTANT that this screen be kept up to date! ADM and ALE Funding is based on information from this screen.**

- **Retention Report:** The system looks for students in grades KF-08, who has the same grade level in two consecutive school years. The Report is in **cycle 3**.
- **Drop-Out Data:** The system looks for students' grades 7 -12 with withdrawal codes of 015, 040, 050, 060, 070, 080, 090, 100, 110, 120, 130, 150, or NOS.
- **Resident Codes:** Codes F, G, I, and J are used for transfers because of school improvement as defined by NCLB. Codes F, G, I, or J require a School Choice LEA number be entered on Demographics Screen 102. Codes F and G are In-District and Codes I and J are Out-of-District transfers.
- **No-Shows:** If a records request is received after a student is dropped as a no-show, the drop code should be updated to reflect the correct withdrawal code.
- **Early graduates** should have a drop code of 140. Graduation Date is pulled from the Actual Graduation Date in the Student Record.
- **Curriculum Code of AE** must be used for students in an Alternative Learning Environment. This code supersedes all other curriculums. **Special Ed data is pulled from the Special Ed module.**
- **ALE Students:** Students that are sent to an ALE program in another district with a tuition agreement should be coded resident "W" and the receiving district should be resident "D". These

should be coded properly for funding. ALE student's curriculum code should be changed to AE the day they go into ALE. ALE entry/withdrawal information is collected in Cycles 3, 5, 6 and 7.

- **Resident code 'X'** is only used for students who are in a residential facility, if the district is passing federal money to the facility.

Field	Reporting Cycle	Notes
Building	2,3,4,5,6,7	
Entry Date	2,3,4,5,6,7	
Entry Code	2,3,4,5,6,7	No more than one entry code of R per year. No student should have an "AW" for the first entry code of the year.
Grade	2,3,4,5,6,7,9	
Curriculum Code	3,5,6,7	Maintained for ALE students.
Resident Code	2,3,4,5,6,7	Resident Codes – Table Verified.
Withdrawal Date	2,3,4,5,6,7	Withdrawal date is not included in ADM and is not considered an attendance date.
Withdrawal Code	2,3,4,5,6,7	See notes on previous page.
Send LEA	2,3,4,5,6,7	Required field for resident codes are P, N, D, W, or T, except D, W, or T when student is sent to a non-public institution. The code D, W and T require an entry on the Facility Name on District Defined Screen 102 if a non-public institution.
Transportation Code	3,5,6,7	T=Transported; N=Non Transported Indicates that a student is eligible to ride a bus to/from school. A transported student is one who lives 2 or more miles from school.

## **DISCIPLINE**

### **Menu Access:**

**APPLICATION > DISCIPLINE > STUDENT ENTRY or INCIDENT ENTRY  
or NON-STUDENT ENTRY**

- Discipline codes that are **cross-walked** to state codes and **paired with a state code** will be pulled.
- All Corporal Punishment actions will pull and appear on the Corporal Punishment report under the incident category of Insubordination, Disorderly Conduct or Other.
- Incident infraction codes 01-50 are reserved for state use.
- Action codes 01-25 are reserved for state use.

Field	Reporting Cycle	Notes
Building	7	The building number of the student at the time of the incident is pulled.
Incident Code	7	From Incident Detail, select Incident Code. Must be state code or cross-walked or paired with Corporal punishment.
Action Code	7	Offender tab > action code. Table Verified. Modified/ New Codes: 02 – Out-of-School Suspension when the incident did not result in an injury 12 - Expelled for dangerous activity with no injury 17 - Expelled for dangerous activity with injury 18 - Out-of-School Suspension when incident resulted in physical injury
Incident Date	7	All incidents must have an Incident Date and must be a valid membership date for that student.
Duration: Actual or Scheduled	7	Pulls from Action Window-Duration fields. Used in accordance with Action of 01, 02, 03, 04, 11,12, 13, 14, 15, 16, 17, 18. Field MUST have a numeric value only. Duration of action in days only, i.e. one week should be entered as 5 or half-day as .50.

### ***Incident/Offense Codes***

This is a state and district defined table in Student Plus. Incident codes 1-50 are reserved for use by the state and should not be changed.

See the SIS Conversion Chart to see how Student Plus codes convert to SIS codes.

Code	Description
01	<b>Drugs-</b> excluding alcohol and tobacco, (illegal drug possession, sale, use/under the influence): Unlawful use, cultivation, manufacture, distribution, sale, solicitation, purchase, possession, transportation, or importation of any controlled drug (e.g. Demerol, morphine, marijuana, LSD, ), narcotic substance, or inhalant.
02	<b>Alcohol-</b> (liquor law violations – possession, use sale): Violations of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, or consumption of intoxicating alcoholic beverages or substances represented as alcohol. Suspicion of being under the influence of alcohol may be included if it results in disciplinary action.
03	<b>Tobacco-</b> (Cigarettes or other forms of tobacco) – The possession, use, distribution, or sale of tobacco products on school grounds, at school-sponsored events, or on school transportation by any person under the age of 18.
04	<b>Truancy-</b> any absence of part of a day, or all of a day, or for more than one day from school which the school attendance officer, principal or guardian is not aware of and also means intermittent carried on for the purpose of defeating the intent of compulsory education.
05	<b>Student Assault- Battery (physical attack/harm):</b> Examples include striking that causes bleeding, broken nose; kicking while a student is down. Consider age and developmentally appropriate behavior before using this category. This category should be used when the attack is serious enough to warrant calling the police or security or when serious bodily harm occurs. Include an attack with a weapon in this category. (This offense may be referred to by law enforcement as aggravated assault.)
06	<b>Staff Assault-</b> An attempt to cause purposely, knowingly, or recklessly bodily injury to staff; or negligently causing bodily injury to staff with a deadly weapon.
07	<b>Knife-</b> These weapons include the instrument or object used such as a sharp object (e.g., razor blade, ice pick, Chinese star).

	<b>HANDGUNS, RIFLES, AND SHOTGUNS</b> - Possession of an instrument or object defined as a firearm and used to inflict harm on other persons. Any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of any explosive; the frame or receiver of any weapon described above; and any firearm muffler or firearm silencer.
08	<b>Handgun-</b> A firearm (revolver or pistol) designed to be held and fired with one hand.
09	<b>Rifle-</b> A shoulder weapon.
10	<b>Shotgun-</b> A smoothbore shoulder weapon used for firing shots at short range.
11	<b>Club-</b> (chain, nunchakus, billy club, electrical weapon or device (stun gun)), or substance used as a weapon (e.g., mace, tear gas).
12	<b>Gangs-</b> A “gang” shall be defined as individuals with a common interest, bond or activity whose purpose includes the commission of illegal acts, and who refer to themselves by a group name or designation.
13	<b>Vandalism-</b> The intentional destruction, damage, or defacement of public or private property without consent of the owner or the person having custody or control of it.
14	<b>Insubordination-</b> willful failure or refusal to recognize or submit to the authority of a superior.
15	<b>Disorderly Conduct-</b> (significantly disrupts all or portions of the campus activities, school sponsored events or school bus transportation) – Disruptive behavior that poses a serious threat to the learning environment, health, safety or welfare of others.
16	<b>Explosives-</b> incendiary, or poison gas; any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than one-half inch in diameter, i.e., Bomb; Grenade, Rocket having a propellant charge of more than four ounces, Missile having an explosive or incendiary charge of more than one-quarter ounce, Mine, or Similar device.
17	<b>Other-</b> This involves those items not listed elsewhere.
18	<b>Bullying-</b> Unwanted and repeated written, verbal, or physical behavior, including any threatening, insulting, or dehumanizing gesture, by a student that is severe or pervasive enough to create an intimidating, hostile or offensive educational environment, cause discomfort or humiliation, or unreasonably interfere with the individual’s school performance or participation. Also included here is <b>Cyber Bullying:</b> Intentional and repeated harm inflicted through the use of computers, cell phones, and other electronic devices.
19	<b>Fighting-</b> Violent incidents without injury (physical altercation, minor (pushing, shoving); fighting (mutual altercation); school threat (threat of destruction or harm); threat/intimidation (causing fear of harm), harassment nonsexual (physical, verbal, or psychological) and harassment, sexual (unwelcome sexual conduct).

## SCHEDULING

### MASTER SCHEDULE

- The first 5 digits of the Course Code Number are pulled to indicate the Course Code. Course Code and Course Section are combined and pulled as the section number in the SIS Class record.
- **ALE courses MUST be in the Master Schedule** with the period length indicated and the ALE flag set to Y on the District Defined Screen. This means all ALE students MUST have a schedule. All ALE courses and student schedules will be pulled in Cycle 7.
- **Concurrent Credit Courses** are courses taken through a college or university. The course listed should be the course the student is replacing, Example: If the student is taking Comp I at the college and replacing it with English 12, then English 12 should be the course entered into the Master Schedule. These courses can have the generic "Concurrent Credit" teacher as the teacher of record in the master schedule. On the user-defined screen, fields **COLLEGE CREDIT** and **INSTITUTION** must be designated to indicate what college is issuing the credit.
- **Elementary** must be scheduled.
- **Period Length** is required for ALE courses and elementary Physical Activity/PE, Music and Art.

#### Menu Access:

Applications > Scheduling > Master Schedule

### DETAILS TAB

Field	Reporting Cycle	Notes:
Course Code	2,7	Has to be state-defined course code number
Course Section	2,7	
Course Name	2,7	
Period Length	2,7	Used for ALE Courses and Elementary Art, Music, and PE. Period Length for ALE course should be in terms of minutes per day. Period Length for Elementary Art, Music, and PE courses should be in terms of minutes per week.
Teacher Number	2,7	
Used Seats	2,7	Counts are as of the day of the pull.
Meets Marking Period	2,7	Determines if a course is Active or Inactive at time of pull.

**MARK REPORTING TAB**

Field	Reporting Cycle	Notes
Course Credit	2,7	

**DISTRICT DEFINED TAB**

Field	Reporting Cycle	Notes
Job Code ( <i>fld01</i> )	2,7	Use code 000000 for course section not to be pulled.
OUT/DIST LEA ( <i>fld02</i> )	2,7	The LEA of the Vocational or secondary Career Center where the vocational course is being taken. Table Verified.
HQT ( <i>fld03</i> )	2,7	<p>Highly Qualified Teacher – Indicates how the teacher is highly qualified to teach the course according to NCLB requirements. Default is NA. Table Verified.</p> <p><b>1</b>=Passed appropriate Praxis Content Test, or licensure content test in another state (in the subject area related to this course);</p> <p><b>2</b>=Yes, HOUSSE* with at least 100 points in the subject area related to this course. (High, Objective, Uniform State Standard of Evaluation) test;</p> <p><b>3</b>=Yes, a middle school or secondary teacher with a major, or coursework equivalent to a major (24 credit hours), or a graduate degree, or National Board Certification in the area related to this course.</p> <p><b>4</b>=Yes, Multi-Subject HOUSSE* with at least 100 total points and a minimum of at least 50 points in each of the content areas related to this assignment. (Teachers in Alternative Learning Environments, Juvenile Detention/Residential Centers, or Special Education, who teach two or more subjects and seek Highly Qualified Teacher status as a Multi-Subject HQT may only use this selection.</p> <p><b>5</b>=No</p> <p><b>6</b>=Not applicable for this course. If this field is left blank, 6 will pull for state reporting.</p> <p>See the <b>Commissioners memo LIC-06-003</b>.</p> <p>*High, Objective, Uniform State Standard of Evaluation.</p>

Distance Learning (fld04)	2	Indicates the course is utilizing distance-learning technology. If the field is left blank, NA will default for state reporting. Table Verified.
Distance Ed Provider (fld09)	2	Indicates the organization providing the distance learning instruction.  Table Verified: AF = Arch Ford Advanced Placement CC= Concurrent Credit from An Arkansas University DC = Dawson Career Clusters DD = District to District DL = ADE Distance Learning Center EC = Southeast Early College High School GR = Virtual Great Rivers MS = Arkansas School for Math/Science NA = Not Applicable NE = Northeast Preparatory Center NW = Northwest Strategic Foreign Languages OT = Other VR = Arkansas Virtual High School
College Credit (fld05)	2,7	Field works in conjunction with the Institution field and should be Y if the course is offered to the students for concurrent credit.
Institution (fld06)	2,7	Enter the Institution code of the College if course is a concurrent credit course. Must have an entry if College credit = Y, otherwise leave field blank. Table Verified.
Special Ed (fld07)	2,7	Course taught in a Special Ed environment offered exclusively to Special Ed students should be marked as "Y".
Alternative Ed (fld08)	2,7	Courses taught in alternative setting should be marked as "Y". All students in an ALE program must be scheduled into courses marked with a 'Y' in this field.

## REPORT CARDS

### Applications > Report Cards > Entry > Entry by Student

Grades from the semester mark slot of the report card detail record for grades 09 – 12 will pull in cycle 7. Records with RC status of 0, 1, or 3 will pull. All RC status 2 courses must be converted to a status 3 using the Update RC status option in Report Card Processing. Fields pulled are listed below.

- **Course Number**
- **Course Description**
- **Course Section**
- **Student SSN**
- **State Reporting ID**
- **Semester Grades**

Field	Reporting Cycle	Notes
Course Number	7	
Course Section	7	
Course Description	7	Pulls from description in the Master Schedule
Grades Slot	7	Grade pulled is determined by the Mark Slot in the district setup and the applicable marking period containing the grade.

**Note: The mark slot pulled is determined by the value set in the District Set-up.**

**Applications > District Administration > Demographics > District Set-up**

**Screen 1 – District Demographics field 9, Mark Slot.**

## TRANSCRIPTS

### STUDENT RANK MAINTENANCE

#### Menu Access:

**Applications > Report Cards > Entry > Rank Entry by Student**

**or**

**Applications > Transcripts > Entry > Rank Entry by Student**

Field	Reporting Cycle	Notes
Rank in Class	9	Pulls from rank type selected in District Configuration for graduates only.
Cumulative Official GPA	7	Pulls from rank type selected in District Configuration. Cycle 7 will pull all active students for the current school year in grades 09-12 and all early graduates with a drop code of 140. If no rank screen exists for these students, a GPA of 0.0000 will pull.

**NOTE: Rank screens must exist and report card calculations run in order to calculate the GPA.**

## MEDICAL

### Menu Access:

Application > Medical > Entry > Student Medical Records > Hearing

**\*\*The fields in parenthesis ( ) are the fields in the SIS table.**

Field	Reporting Cycles	Notes
Date	7	(Screening Date) Date of Hearing Screening.
Right	7	(Right Ear) Hearing results for the right ear. P = Passed      F = Failed
Left	7	(Left Ear) Hearing results for the left ear. P = Passed      F = Failed
Referral	7	(Referral) Referred to a healthcare professional because of failed screening. P = Physician    S= School Nurse NA = Not Applicable <i>G = Guardian is NOT a valid code for Hearing</i>
Followup	7	(Follow-up) The follow-up referral. R = Refuse Referral      X = Left District T = Re-Screening          I = In Process N = Normal Exam          NA=Not Applicable J = Treatment

### Menu Access:

Application > Medical > Entry > Student Medical Records > Scoliosis

**\*\*The fields in parenthesis ( ) are the fields in the SIS table.**

Field	Reporting Cycles	Notes
Date	7	(Screening Date) Date of Scoliosis Screening.
Referral	7	(Referral) Referred to a healthcare professional because of failed screening. P = Physician    S= School Nurse G= Guardian      O = Orthopedic NA= Not Applicable
Followup	7	(Follow-up) The follow-up of the screening or referral. (Follow-up) The follow-up referral. R = Refuse Referral      X = Left District T = Re-Screening          I = In Process N = Normal Exam J = Treatment

**Menu Access:**

**Application > Medical > Entry > Student Medical Records > Vision**

**\*\*The fields in parenthesis ( ) are the fields in the SIS table.**

<b>Field</b>	<b>Reporting Cycles</b>	<b>Notes</b>
Date	3,6	(Screening Date) Date of Vision Screening.
External Exam	3,6	Any obvious anomaly of the eyes. P = Passed      F = Failed
Vision 20	3,6	Distance visual acuity screening using a Snellen Eye Chart at 20 feet. P = Passed      F = Failed
+2.0 test 20'	3,6	(Plus 2 Lens) A plus lens visual acuity screening test using a Snellen Eye Chart at twenty feet (20') or an age or developmentally appropriate chart at ten feet (10'). P = Passed      F = Failed
LAT MB (far)	3,6	(Lateral MB Far) The Lateral muscle balance at far. P = Passed      F = Failed
VERT MB (far)	3,6	(Vertical MB) Vertical muscle balance far only. P = Passed      F = Failed
Fusion (Far)	3,6	(Fusion Far) The binocularity of vision at far. P = Passed      F= Failed
LAT MB (near)	3,6	(Lateral MB) The lateral muscle balance at near. P = Passed      F= Failed
Fusion (near)	3,6	(Fusion) The binocularity of vision near. P = Passed      F= Failed
Color Blind	3,6	(Colorblind) The lack of perceptual sensitivity to certain colors. P = Passed      F= Failed
Referral	3,6	Referred back to nurse for re-screening or to an eye care professional due to failed screening : Y/N P = Family Physician      S = School Nurse E = Eye Doctor              NA = Not Applicable G = Guardian is only valid for Color Blindness
Follow-Up	3,6	Follow-up of the referral. Table Verified R = Refuse Referral      A = Abex No Lens T = Re-Screening      X = Left District L = Lens Prescribed      I = In Process N = Normal Exam      NA= Not Applicable J = Treatment

**N\*\*\*NOTES\*\*\*N**

- N It is important that attendance be kept up to date for each quarterly attendance Cycle. Quarterly attendance cycles are 3, 5, 6, and 7. It is recommended to print the Calendar days and verify building calendars in conjunction with quarterly attendance reports. Menu Path: APPLICATIONS > BUILDING ADMINISTRATION > CALENDARS  
Highlight the Calendar row and select the print ICON.**
- N Must run the Custom Build Attendance Totals Table option before each attendance cycle pull.  
Menu Path: APPLICATIONS > DISTRICT ADMINISTRATION > ATTENDANCE > BUILD ATTENDANCE TOTALS (CUSTOM)**
- N REMINDER: Update Residence Code for School Choice students on the Demographics Entry/Withdrawal screen.**
- N Search for resident codes X students and verify the accuracy of the data. Resident code 'X' students are not included in ADM.**
- N REMINDER: Initialize custom screens for students to insure accurate data is pulled.**
- N Verify the accuracy of information on the pull-out screen (1000) for students who have changed buildings.**
- N All elementary and secondary ALE students must have schedules.**

**Reminder**

**Screens 102 (SIS Items), 999 (Prior Student ID), and 1000 (Pullout) should be cleared at the end of each school year after rollover to prepare for the new school year. The system administrator can clear screens or you may call the student help desk for assistance.**