

Arkansas Public School Computer Network



SMS REQUIRED FIELDS FOR STATE REPORTING

COGNOS REPORTS

2014-2015

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SMS Required Fields for State Reporting
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DISTRICT

Public Folders > Student Management System > Demographics > State Reporting Information

APSCN SIS District Setup Verification – The SIS District Setup Verification report is a one page report showing the items from the district setup that need to be reviewed for state reporting. (1,2,3,4,5,6,7,8,9)

BUILDING

Public Folders > Student Management System > Demographics > State Reporting Information

APSCN SIS Building Verification – This report is designed to verify SIS information in the building setup. The report also includes the Quarter Attendance Intervals for state reporting with membership day totals for each quarter and total membership days for the year. (1,2,3,4,5,6,7,8,9)

CALENDARS

Public Folders > Student Management System > Demographics > State Reporting Information

APSCN Calendar Verification – This report contains calendar information to verify each day is set correctly for state reporting. Included are membership day subtotals for each quarter and semester, as well as a grand total for the year. Quarter dates are based on Attendance Interval codes Q1, Q2, Q3, and Q4. There are prompts for building and calendar year. (1,2,3,4,5,6,7)

STAFF INFORMATION

Public Folders > Student Management System > Demographics > State Reporting Information

APSCN District Staff SSN Verification – This report is used to verify the social security numbers for all active staff in the district. This report is typically used to verify that the social security numbers for the staff match what is in the FMS database for state reporting. (2,7)

APSCN Staff SSN Verification by Building – This report is used to verify the social security numbers for active staff in the selected building(s). This report is typically used to verify that the social security numbers for the staff match what is in the FMS database for state reporting. (2,7)

STUDENT DEMOGRAPHICS

Public Folders > Student Management System > Demographics > State Reporting Information

APSCN 504 Student List – This report produces a list of active 504 students by building with a subtotal count per building. Student ID, Name, and Grade appear on the report with an option to include Homeroom Teacher Name. (2,3,4,5,6,7)

APSCN ALE Student List – This report is designed to show Curriculum program information for students enrolled in the AE Curriculum. The student's entry and withdrawal dates are listed for the selected year along with the number of membership days the student has been enrolled in alternative education. WARNING: This report does not take into account residency codes or the part time ADM field that could reduce the number of membership days counted in state reporting. (2,3,4,5,6,7)

APSCN District Meal Status Counts – The District Meal Status report provides a meal status count for the district broken down by grade and meal status. This report includes only active students. The meal status is pulled from the Student Center > Demographics > Personal Screen. (2)

APSCN ELL/LEP Student List – The ELL/LEP Student List provides a report of active students identified as an English Language Learner. The report includes the student's local ID, Grade, State ID, and Waive Date, if applicable. There is a prompt to select the desired building(s). (2,3,4,5,6,7)

APSCN Foster Child Student List – The Foster Child Student List provides a list of active students whose contact priority 1 contact is marked with a 'T' in the relationship field. The student name, id, state id, grade and guardian name are listed. There is a prompt to select the desired building(s). (2,3,4,5,6,7)

APSCN G/T List – The G/T student list includes active students that are marked to as G/T on the SIS/Misc Items Screen. (2,3,4,5,6,7)

APSCN G/T List for Selected Date – This report shows list of students who were enrolled in the G/T Program and active on the prompted date. Enrollment in the G/T program is based on the G/T Program screen and the student status is based on the entry/withdrawal screen. The building and grade listed on the report are for the selected enrollment date. (2,3,4,5,6,7)

APSCN Homeless List – This report provides a list of active students who are marked as homeless on the Personnel screen for the prompted buildings. The report contains the name, grade, ID, and homeless status grouped by building/grade. (2,3,4,5,6,7)

APSCN Immigrant Student List – This report will produce a list of active students for the selected building(s) who are marked as Immigrant on the Personal Screen. In addition to name the student's ID, State ID and grade are listed. (2,3,4,5,6,7)

APSCN Meal Status Count by Building – This report lists a meal status count from the Student Center > Demographics > Personnel Screen for active students in the selected building(s). (2)

APSCN Meal Status Missing Report – This report is used to locate active students who do not have a meal status currently assigned. The report is designed to be run for the district. (2,3,4,5,6,7)

APSCN Meal Status Report For Current Date - This report shows a count of the meal status codes for all active students as of the date the report is run. The meal status on the report is the meal status the student is enrolled in on the current date, which is based on the meal status program entry and withdrawal dates. The report includes a count of each meal status by grade for the district and also for each building. The detail on the report is broken down by grade and gender to help locate discrepancies with calculations done locally. Active students who do not have the meal status program added to the student record show up on a list at the beginning of the report and are not included in the meal status counts/detail of the report. (2)

APSCN Meal Status Report for Selected Date – This report shows a count of the meal status codes for students enrolled as of the prompted date based on the students' entry/withdrawal information. The meal status on the report is the meal status the student is enrolled in on the prompted date, which is based on the meal status program entry and withdrawal dates. The report includes a count of each meal status by grade for the district and also for each building. The detail on the report is broken down by building, grade and gender to help locate discrepancies with calculations done locally (building and grade are from the entry/withdrawal screen as of the prompted date). Students who are active on the prompted date and who do not have the meal status program added to the student record show up on a list at the beginning of the report and are not included in the meal status counts/detail of the report. (2)

APSCN Migrant Student List – This report produces a list of active migrant students by building with a subtotal count per building. If multiple buildings are selected there is a page break on building. Student ID, Name, and Grade appear on the report with an option to include Homeroom Teacher Name. (2,3,4,5,6,7)

APSCN Military Dependent Report – The Military Dependent Report provides a list of active students who are listed as a dependent of a service member on the SIS screen. There is a prompt for building(s). (2,3,4,5,6,7)

APSCN Missing SIS Items – This report is designed to locate student records with missing student data that affects SIS reporting. The fields checked are SSN, State ID, Guardian 1 Contact Relationship, Hispanic/Latino Ethnicity, Language Code, Primary Race, Physical Address, Mailing Address, and Travel Code. Users are prompted for buildings and school year. All students with an entry/withdrawal record for the year selected will be checked for missing data. THIS REPORT DOES NOT INCLUDE INFORMATION ON MISSING DATA FOR ANY PROGRAM. (2,3,4,5,6,7,9)

APSCN Pull-Out Screen Search – This report is a troubleshooting device to locate errors in student data from the pullout screen. There are prompts for building and for

pullout code (can be either a teacher code or course code). Errors that occur in SIS should contain the code that can be entered in the prompt to locate the students assigned the code. (2)

APSCN Residency Report – The Residency Report is designed to show which resident codes have been used for the selected school year. In addition to a count of the codes used, students with codes not included in the ADM calculations are listed separately. Part-time students are also listed separately. (2,3,4,5,6,7)

APSCN Retention Report – This report is designed to pull prior year retained students and shows the student ID, name, grade and current status. There are prompts for building and prior school year. The list produced is based on the student's current building. Only students with a prior year withdrawal code of 'YER' are included. (3)

APSCN School Age Special Education List – The School Age Special Education List produces a report of active students who have a status of 'A' on the special education screen. The list is sorted by building and grade for the selected building(s). In addition to student name, ID, and grade the reports shows the birth date, age and 'Has IEP' field entry from the Personnel Screen. There is an optional prompt for grade. (2,3,4,5,6,7)

APSCN Smart Core Waiver List – The Smart Core Waiver Lists shows active students in the selected buildings that have the Smart Core Waiver field on the SIS screen checked to indicate that the students have a smart core waiver form on file at the school. (2,7)

APSCN Student Data Accuracy by Grade Report – The Data Accuracy report provides several data items such as ID numbers, race, meal status, homeless status, and resident county for the active students in the selected building(s) and grade(s). (2,3,4,5,6,7,9)

APSCN Students With Missing Required Programs – This is a district report designed to locate active students who are not enrolled in any one of the required programs. The required programs are Curriculum, Meal Status, Residency, and Transported/Non-Transported. (2,3,4,5,6,7)

Public Folders > Student Management System > Demographics > General Demographic Reports

APSCN Current Residency Student List – The Current Residency report shows active students with the prompted resident code from the Personal screen in the selected building. The students are sorted by building, residency code and grade. There is a student count for each building/grade/residency combination. (2,3,4,5,6,7)

APSCN Enrollment Report – This procedure generates an enrollment report showing active student counts broken down by grade, gender and primary race for the enrollment date selected in the prompts. An optional prompt exists for building. If no building is selected the report shows a district count. There is also a prompt to include grade PK students is so desired. Pre-registered students are excluded. (2,3,4,5,6,7)

APSCN Student Withdrawal Report – This report prompts for the building(s), first date to include on the report, and last date to include on report. This report lists, in alphabetical order, any inactive student who withdrew within the specified date range along with the withdrawal code, entry date, grade, race and sex of the student. If a student withdrew more than once during the specified date range they will be listed once for each withdrawal occurrence on this report. (3)

Public Folders > Student Management System > Demographics > Programs

APSCN Inactive Students With Open Programs – This report is designed to locate students with a status of 'I' who have open programs. All programs but GT and ELL are checked. The report shows the student, the last school year enrolled, the latest withdrawal date, the open programs and the latest entry date of those programs. This report pulls inactive students from the prompted building(s). (2,3,4,5,6,7)

APSCN Program Enrollment Report – This report lists each program in which the student is enrolled or has been enrolled. Only active students for the prompted building(s) appear on the report. The students' program, start date, program value and end date for the latest entry in the program appear on the report. There is an optional prompt for grade. (2,3,4,5,6,7)

APSCN School Choice (A,B) List for Selected Date – This report shows a list of students who are enrolled as School Choice (residency codes A & B) and are active on the selected date. Enrollment in School Choice is based on the Resident Program screen and the student status is based on the Entry/Withdrawal screen. The building and grade listed on the report are for the selected enrollment date. (2,3,4,5,6,7)

APSCN Student List by Resident Code for Selected Date – This report shows a list of students who are active on the selected date sorted by the Resident Code the student was in on that date. The choice LEA is included for codes that require the LEA. Enrollment in School Choice is based on the Resident Program screen and the student status is based on the Entry/Withdrawal screen. The building and grade listed on the report are for the selected enrollment date. (2,3,4,5,6,7)

DISCIPLINE

Public Folders > Student Management System > Discipline

APSCN State Reporting Error Check on Discipline Records Report – This report will show problems in discipline records that will cause errors in cycle 7 state reporting. The report is broken into 4 sections: 1) Incidents Without Offenders; 2) Offenders Without an Action; 3) Offenders With the Action of Suspension or Expulsion that has no Scheduled Duration; and 4) Records where the Offender Building and Incident Building do not match. On the last section, if the student moved from one building to another building in the district after a discipline record was created, the record listed on the report might not be an error. Users will be prompted for building (multiple buildings can be selected) and for a date range of discipline records. (7)

SCHEDULING

Public Folders > Student Management System > Scheduling > State Reporting Information

APSCN ALE Schedules With Minutes – ALE Schedules with Minutes provides a student schedule for all courses marked as an ALE course on the Master Schedule Course SIS data screen for the selected school year. The number of minutes assigned to each course also appears on the schedule. All dropped and active ALE courses are listed for active and inactive students. Entry/withdrawal information for the current year will display from the Curriculum Program screen for AE Curriculum only. Several report options exist to allow for additional information to appear on the report. (7)

APSCN HQT Report by Teacher – This report shows the HQT status for all courses in the master schedule for the selected year and building grouped by teacher name. There is an optional prompt for teacher name. The report contains the teacher name and number, course number, section number, course name, start period and HQT status sorted by course number for each teacher. Each course with 000000 in the job code field is marked with an 'X' indicating the course is not used in SIS. (2,7)

APSCN State Report MS Check – This report lists all master schedule entries for the selected buildings, separated by the teacher of the course. Information from the master schedule that should be verified for cycle 2 reporting and cycle 7 ALE reporting can be found on this report. (2,7)

APSCN Teacher Totals All Year – This report shows a master schedule listing with seat counts for each quarter. The report is sorted by teacher and gives a total number of students enrolled in each teacher's classes for the quarter. (2,7)

MARK REPORTING

Public Folders > Student Management System > Mark Reporting > Transcripts

APSCN Cumulative GPA/Rank Report – This GPA/Rank report displays the official cumulative GPA and rank for the prompted grade(s), rank type, year and term. Both active and inactive students are pulled into the report. There is a prompt to determine the sort order needed for the report. NOTE: Both GPA Calculations and Rank Calculations must be run for this report to be accurate. (7,9)

MEDICAL

Public Folders > Student Management System > Medical > State Reporting Information

APSCN Hearing Screening Error Report – This procedure produces a report displaying hearing records where there exists invalid data for state reporting. The report is broken down by areas of error type. Users are prompted for the building and exam date range. (7)

APSCN Immunization Error Report – This report looks for students with an entry/withdrawal record for the prompted school year that have an invalid immunization date in any of the first six doses of each shot type. An invalid immunization date is one that is before the student's birth date or after the current date. Only the invalid dates appear on the report. There is also a prompt to select the desired building(s). (3)

APSCN Scoliosis Screening Error Report – This procedure produces a report displaying scoliosis records where there exists invalid data for state reporting. The report is broken down by areas of error type. Users are prompted for the building and exam date range. (7)

APSCN Vision Screening Error Report – This procedure produces a report displaying vision records where there exists invalid data for state reporting. The report is broken down by areas of error type. Users are prompted for the building and exam date range. (3,6)