



TERMS

Total Educational Resource Management System

Signing on to TERMS

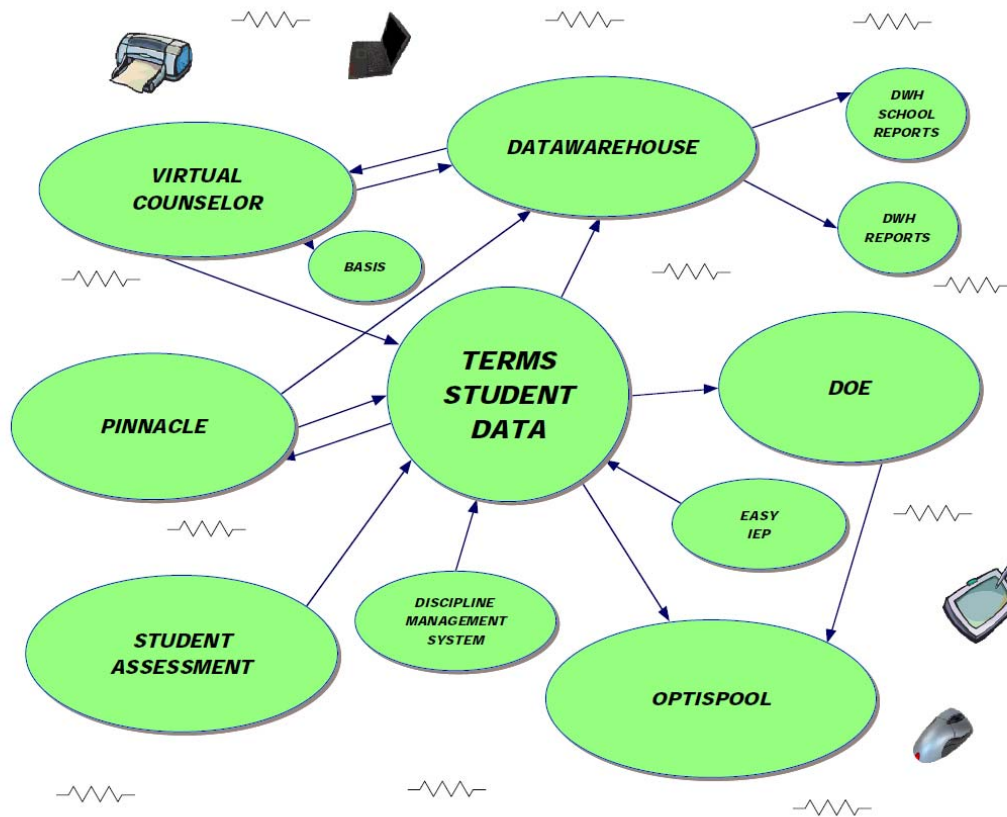
System Administrator Main Menu

Accessing TERMS

Accessing Security Menu

Accessing Reports Menu

TERMS Organization Chart



MOVING FROM PANEL TO PANEL

Each TERMS panel has a three-character identifier (Panel ID).

- This identifier appears next to the left of the corresponding panel title on each TERMS menu with the exception of sign-on menus.
- To display a particular panel, type the Panel ID in the PANEL (Panel Request) field and press enter.

There are three types of panel in TERMS: INQUIRY/UPDATE, QUERY AND DATA ENTRY.

- **The Inquiry/Update panel is used to add/change/delete a single record in the database.**
- **The Query panel is used to view or search records in the database.**
- **The Data Entry panel provides the capability of working with multiple records in the database.**

Moving from one panel to another within TERMS:

- Position the cursor in the PANEL field (upper left)
- Type the new Panel ID (three-position panel identifier)
- Press enter and the requested panel will be displayed.

You may also go to the "Printer Menu" by positioning the cursor in the Panel ID field (upper left)

- Type in the letters "PRT" and press enter.
- The Printer Menu will appear. You may work with the printer menu and when completed press the [F3] exit key to return back to the panel you were working on.

HELP KEY FUNCTIONS

REMEMBER: THE FUNCTIONS ASSIGNED TO EACH [F] KEY WILL BE THE SAME NO MATTER WHICH PANEL YOU ARE ON OR WHERE YOU ARE IN THE PROGRAM.
BUT, NOT ALL MAY BE ACTIVE AT ONE TIME. CHECK THE LAST LINE ON EACH PANEL FOR THE AVAILABLE [F] KEYS.

<u>KEY</u>	<u>DESCRIPTION</u>	<u>ACTION</u>
F1	Help	Displays the HELP panel that corresponds to the cursor's current position.
F2	Ext Help	(Only active from a HELP panel.) Displays additional help about the entire panel and its purpose.
F3	Exit	Exits a panel or help screen.
F4	Prompt	Displays a list of available defined entries.
F5	Refresh	Clears a Data Entry panel to allow entry of new records or restarts the same query.
F7	Bkwd	Pages back one page.
F8	Fwd	Pages forward one page.
F9	Nxt Page	(1) Displays the next page of a multiple-page panel. All page(s) have the same Panel ID; however, the data presented are different on each page. (2) In some instances, the [F9] key can be used to display the next panel to be used for data entry.
F10	Del	Deletes the displayed record.

SIGNING ON TO TERMS

- Before signing on to **TERMS** you will be assigned a **'USERID'** and **'PASSWORD'**.
- The **'USERID'** and **'PASSWORD'** are your authorization to access information from and input data into the computer.
- The first time you sign on to **TERMS**, you will be asked to change the password that you were given to a new one.
- This will be your unique password that you choose for yourself. **It is yours and yours alone and is not to be shared with anyone.**

- **The USERID is significant of your position/role.**

Ex:SA0143214

SA = System Administrator (SA01) Usually the IMT – User has total access.

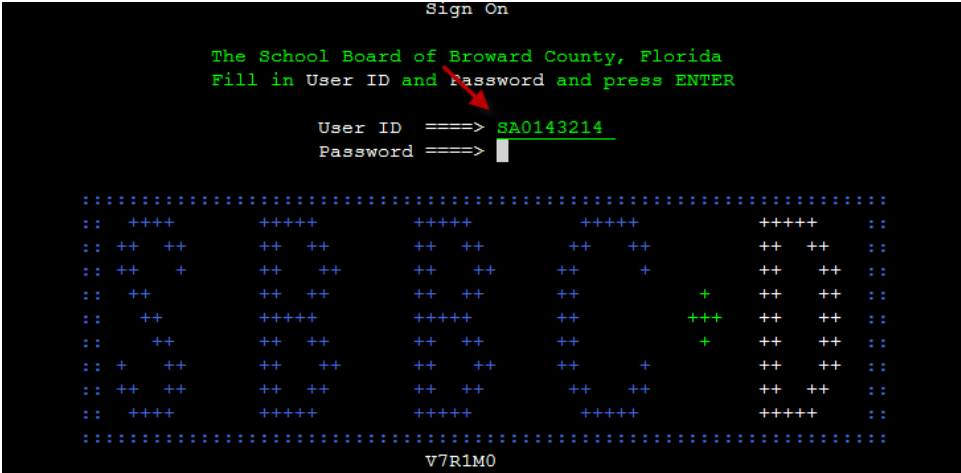
02 = Your Terminal ID

4321 = Your school number

4 = the type of school you are

(1 is an elementary, 2 is a middle, 3 center, 4 high school)

- **PASSWORDS CHANGE EVERY 45 DAYS!**




```
DFC          System Administrator Main Menu
SA0154313
Select one of the following:

 1. Access TERMS
 2. Access Central Computer
 3. Security Menu
 4. Reports Menu
 5.
 6.
 7.
 8.
 9. Access External Reporting

89. Display Messages
90. Sign Off
Selection
|
F3=Exit  F12=Cancel
```

- Choose option 3 to access the Security Menu.
- The Security Menus are used to create new users and reset passwords.
- All TERMS users should have their own User ID.
- Disable any staff no longer employed at site!!!

```
SBBCSEC          Security Menu
LS1900001
Select one of the following:

 1. Set Up a User (Create a new User ID)
 2. Reset a User's Password
 3. Deactivate a User
 4.
 5. Change a User's Information
 6. Set Up a User's Access to the Central Computer (CICS)
 7. Display a list of User IDs for your location

89. Display Messages
90. Sign Off

Selection
Click Here
F3=Exit  F12=Cancel
```

The Reports Menu can be used to run reports and update counts and schedules.

- All reports will be sent to your Optispool account.

```
DPC System Administrator Main Menu
SA0158521
Select one of the following:

1. Access TERMS
2. Access Central Computer
3. Security Menu
4. Reports Menu
5.
6.
7.
8.
9. Access External Reporting

89. Display Messages
90. Sign Off
Selection
 4 Choose option 4 to access Reports Menu
F3=Exit F12=Cancel
```

```
MSREPT1 Reports Menu
SA0158521
Select one of the following:

1. Grade Update/Report Menu
2. Transcript Menu
3. Scheduling Menu - Reports
4. Scheduling Menu - Updates
5.
6.
7.
8.
9.
10.

Selection or command
F3=Exit F12=Cancel
```

```
MSREPT4 Scheduling Updates Menu 4/23/15 09:05:02
LS1900001 AS9625D
Select one of the following:
 1. TS1150U Update Team/House Counts 16. TS1149U Upd Homeroom Cts
 2. 17. ZSDBD447 Load SBR Next TM
 3. TS2027U Batch Enter Requests 18. ZSDBD537 Recommended Crses
 4. TS2058U Drop Unrequested Courses 19. ZSDBD413 Reqs via Virtual
 5. TS2046U Purge Request/Rejects
 6. BS0505U Generate Master Schedule
 7. BS0511U Student Scheduling R7
 8. BS0506U Student Scheduling 4x4
 9. TS2063U Fill-in with Study Hall
10. TS2057U Update M.S. Seat Count
11. TS2052U Roll Package Schedules
12. TS2056U Post Package Schedules
13. BS0001U Flip/Flop
14. ZSDBD433 Roll Student Demographic Data(homeroom,team,counselor)
15. ZSDBD413 Scheduling via Virtual Counselor or TERMS
Selection or command
F3=Exit F12=Cancel
```


Below is what the Main Menu may look like. This Menu will vary depending on the type of sign-on (access) you have. (On this menu, enter the number 1 to access TERMS in the selection area and hit ENTER.)

```
DPC                               System Administrator Main Menu
SA0154313
Select one of the following:

  1. Access TERMS
  2. Access Central Computer
  3. Security Menu
  4. Reports Menu
  5.
  6.
  7.
  8.
  9. Access External Reporting

89. Display Messages
90. Sign Off
Selection
  █
F3=Exit  F12=Cancel
```

Note the different colors on the screen.

- The Data in blue is for you to read and it cannot be updated or changed.
- Data highlighted in white refers to choices of things to do or available options or messages.
- Fields highlighted in green are waiting for you to enter data on the line. Menu options are also green.
- Errors will appear in red and may flash on the screen.



```

QPADEV011K      Education Technology Services      4/22/15 07:57:13
SA0158521      Student Information Series      AS9625D
9625 - i5 System D (District)
TTTTTTTTTTTTT  EEEEEEEEEEE  RRRRRRRRR  MMM  MMM  SSSSSSSSS
TTTTTTTTTTTTT  EEEEEEEEEEE  RRRRRRRRR  MMMM  MMMM  SSSSSSSSSSS
TTTT  EEEE  RRRR  RRRR  MMMM  MMMM  SSSS  SSSS
TTTT  EEEE  RRRR  RRRR  MMMMMMMMMMMMM  SSSS
TTTT  EEEEEEEEE  RRRRRRRRR  MMMM  MMM  MMM  SSSS
TTTT  EEEE  RRRR  RRRR  MMMM  MMMM  SSSS  SSSS
TTTT  EEEEEEEEE  RRRR  RRRR  MMMM  MMMM  SSSSSSSSSSS
TTTT  EEEEEEEEE  RRRR  RRRR  MMMM  MMMM  SSSSSSSSS

-----
School: 5852 Year: 15 Userid: SA01 Type: 1
-----
Type the letter of the menu you wish to use: C
C. Student

F1=Help 3=Exit 12=Escape
Sign on accepted. Enter request.

```

- The school year will default to the current school year.
- You may need to change if working in next school year or prior school year to make changes to a record.
- To access the Student Menu type the letter “C” and press enter.

- The menus available will depend on your type of access.
- Enter the letter of the menu you wish to use.

```

QPADEV011K      Education Technology Services      4/22/15 08:19:15
SA0158521      Student Information Series      AS9625D
9625 - i5 System D (District)
TTTTTTTTTTTTT  EEEEEEEEEEE  RRRRRRRRR  MMM  MMM  SSSSSSSSS
TTTTTTTTTTTTT  EEEEEEEEEEE  RRRRRRRRR  MMMM  MMMM  SSSSSSSSSSS
TTTT  EEEE  RRRR  RRRR  MMMM  MMMM  SSSS  SSSS
TTTT  EEEEEEEEE  RRRRRRRRR  MMMM  MMM  MMM  SSSS
TTTT  EEEE  RRRR  RRRR  MMMM  MMMM  SSSS  SSSS
TTTT  EEEEEEEEE  RRRR  RRRR  MMMM  MMMM  SSSSSSSSSSS
TTTT  EEEEEEEEE  RRRR  RRRR  MMMM  MMMM  SSSSSSSSS

-----
School: 5852 Year: 15 Userid: SA01 Type: 1
-----
Type the letter of the menu you wish to use:
A. Student Records  B. Teacher Menu  C. School Records  D. District Menu
E. Data Entry      F. Control Records  G. Communications
L. Local Support   W. WDIS Menu

F1=Help 3=Exit 12=Escape
Sign on accepted. Enter request.

```


A Panels

Student Records



PANEL: █

A. STUDENT RECORDS

YEAR: 15

GENERAL QUERIES

- A01. STUDENT NAME (DISTRICT)
- A02. STUDENT NAME (SCHOOL)

BASIC RECORDS

- A03. DEMOGRAPHICS
- A04. GENERAL ASSIGNMENTS
- A05. CONTACT INFORMATION
- A06. HEALTH INFORMATION
- A07. ASSIGNMENT HISTORY
- A08. LOCAL DATA ELEMENTS

COURSES

- A09. COURSE REQUESTS
- A10. CURRENT SCHEDULE
- A11. INTERACTIVE SCHEDULER
- A12. CURRENT GRADES
- A13. ACADEMIC HISTORY
- A14. GRADUATION STATUS

ATTENDANCE

- A15. DAILY SUMMARY
- A17. ABSENCE DETAIL

TESTING

- A20. TEST SCORE QUERY
- A21. TEST SCORE
- A22. STANDARD MASTERY

MISCELLANEOUS

- A23. SPECIAL PROGRAMS
- A24. DISCIPLINE
- A25. STUDENT OBLIGATIONS
- A26. RECOGNITION/ACHIEVEMENT
- A27. BATCH SUBMISSION
- A29. MAJOR
- A30. EXIT INTERVIEW

PF1=HELP 3=EXIT 12=ESCAPE

Please type panel identifier.

TERML: QPADEV

A01 – STUDENT NAMES (DISTRICT)

This panel is used to search the district for students by name.

- Press enter when you get to this panel and a list of students will be displayed.
- Whenever you enter a student you should do a district search to assure that the student does not have an existing student number.
- Search by any field in the highlighted section on the picture below.
- If you find the student then look on the A03 to see the status of the student – active/inactive.
- If student is active, the student will need to be withdrawn from the other school and then entered into your school to avoid having two records for a student. You cannot withdraw a student unless you own them.
- The student will maintain his student # throughout his school time. Social Security numbers will be entered into the SSN field only if provided.

YOU MUST ALWAYS SEARCH THE A01 FOR A STUDENT (TERMS MAKES YOU) EVEN IF THE PARENT SAYS HE/SHE WAS NEVER IN A BROWARD SCHOOL BEFORE, OR EVEN IF THEY ARE GOING INTO PRE-K FOR THE FIRST TIME.

```
PANEL: A01. STUDENT NAME (DISTRICT) YEAR: 15
LAST APP FIRST MIDDLE S R DOB GR SCHL S-T
-----
F1=HELP 3=EXIT 5=REFRESH 7=BKWD 8=FWD 12=ESCAPE
Please enter Query values. TERML: QPADEV
```

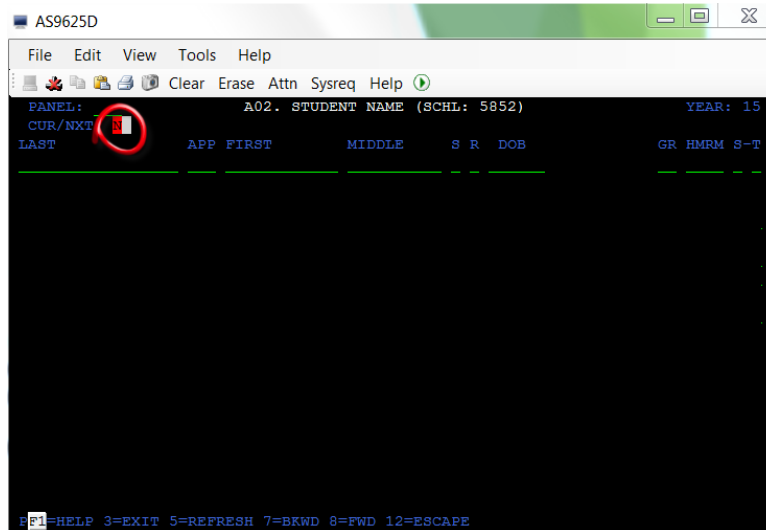
A02 – STUDENT NAMES (SCHOOL)

This panel is used to search school records for students assigned within a school's location.

- Type A02 in panel field and press enter.
- On this panel press enter and a list of students will automatically be displayed.
- **Queries can be done by field such as: (S) Sex or (R) Race.**
- **To view pages press F8 – FWD and F7 – BKWD.**

Arrow down to a student name (anywhere on the line) and press ENTER. This will display the student's record on the A03 Demographics panel.

****Charter Schools change CUR/NXT: field from C to N to access students that are transferring to your location.**



A03 – Demographics

Type **ADD** in **STDT** field and press **ENTER** to get a new Student #.

- You will get the message to “Please request A01 or F4 prompt.”
- Press F4 to get to A01 and F3 to return to A03.
- or type A01 in panel ID and type A03 in panel ID to return.

PAY CLOSE ATTENTION to the messages at the bottom of the screen.

- If it says F4 or A01 Prompt then you must search on the A01.

Only when it says “Type Data to Add” will you be able to add and update information.

Don’t make the mistake of typing in all the data in an A03 and then losing it.

- **Complete all fields on the A03 panel using the student’s registration form.**

The data entered on this panel relates to fields on other panels and if not entered correctly can cause possible funding errors.

It is very important to use correct entry/withdrawal codes

```
PANEL: _____ A03. DEMOGRAPHICS YEAR: 15
STDT: ADD KEY: _ TYPE:
LAST APP FIRST MIDDLE AKA FORMER
RESNBR DR STREET TYPE APT/BLDG CITY ST ZIP+4 RES CY
FL 06
GEN RACE: E W B A I P DOB BIRTH PLACE VER A PHONE
N N N N N N 1 Y
ENT DATE SCHL GR AS-SCHL CL W/D DATE PR SSN EXTRNL NBR ALIAS NBR
00000000
ELL LAN PAR MG CO LG SRVY LC IM DT US SCHL EN:DS-SCHL PRIOR: DIST STATE CNTRY
Z Z EN EN N 00000000
C R MC MA EX MFS BC STDT TC AV PD 30D DP B WR PUB:M P B E C ORIG
Z 3 Z Z Z Y Y N N N
F1=HELP 3=EXIT 4=PROMPT 7=BKWD 8=FWD 9=NXT PAGE 12= ESCAPE
Please type key elements. TERML: QPADEV
```

IF ANY FIELDS HIGHLIGHT IN RED, RECORD IS NOT COMPLETE AND INFORMATION WILL DISAPPEAR WHEN EXITING THE SCREEN. MUST GET MESSAGE "RECORD HAS BEEN ADDED".

- ELL (English Language Learners)
- LG SRVY (To correct language survey date contact ESOL Dept.)
- Prior District/State/Country (relates to entry code)
- C – Foster or neglected students – defaults to Z
- R – Resident Code – defaults to 3
- MC – Missing Child – enter a code when a child is reported missing
- MA – Marital Status defaults to Z
- TC – Custody – Student is residing with a relative or does not have legal custody – defaults to Z
- AV – Address verification
- E - Parental Exemption – Parents want their personal information confidential

AS9625D

File Edit View Tools Help

Clear Erase Attn Sysreq Help

PANEL: A03. DEMOGRAPHICS YEAR: 15

STDT: KEY: TYPE:

LAST APP FIRST MIDDLE AKA FORMER

RESNBR DR STREET TYPE APT/BLDG CITY ST ZIP+4 RES CY
FL 06

GEN RACE: E W B A I P DOB BIRTH PLACE VER A PHONE
N N N N N N 1 Y

ENT DATE SCHL GR AS-SCHL CL W/D DATE PR SSN EXTRNL NBR ALIAS NBR
00000000

ELL LAN PAR MG CO LG SRVY LC IM DT US SCHL EN:DS-SCHL PRIOR: DIST STATE CNTRY
22 EN EN N 00000000

C R MC MA EX MFS BC STDT TC AV PD 30D DP B WR PUB:M P B E C ORIG
2 3 2 2 2 Y Y N N

F1=HELP 3=EXIT 4=PROMPT 7=BKWD 8=FWD 9=NXT PAGE 12= ESCAPE
Please type key elements. TERML: QPADEV

Online M


```

PANEL: _____ A03. DEMOGRAPHICS YEAR: 15
STDT: _____ KEY: _____ TYPE: 4
LAST APP FIRST MIDDLE AKA FORMER
RESNBR DR STREET TYPE APT/BLDG CITY ST ZIP+4 RES CY
0000 00000000 00000000 HWD HOLLYWOOD FL 33021 06
GEN RACE: E W B A I P DOB BIRTH PLACE VER A PHONE
F W N Y N N N N 01222000 NEW YORK 1 Y 054 4937621
ENT DATE SCHL GR AS-SCHL CL W/D DATE PR SSN EXTRNL NBR ALIAS NBR
E01 081814 1661 09 01 01 W3B 081814 N 000000000 000000000 000000000
ELL LAN PAR MG CO LG SRVY LC IM DT US SCHL EN:DS-SCHL PRIOR: DIST STATE CNTRY
22 EN EN 26 US 02092010 N 00000000 06 FL US
C R MC MA EX MFS BC STDT TC AV PD 30D DP B WR PUB:M P B E C ORIG
2 3 2 2 N 2 2 2 Y Y N N N 082410
F1=HELP 3=EXIT 4=PROMPT 7=BKWD 8=FWD 9=NXT PAGE 12=ESCAPE
Record is displayed...Next? TERML: QPADEV

```

INACTIVE ON THE A03 PANEL

Student Transfer

- Use current FSI numbers from A01 to transfer a student to new location. You can ONLY TRANSFER A STUDENT WHO IS INACTIVE ON THE A03 PANEL!!!

```

PANEL: _____ A03. DEMOGRAPHICS YEAR: 14
STDT: _____ KEY: _____ TYPE: 4
LAST APP FIRST MIDDLE AKA FORMER
RESNBR DR STREET TYPE APT/BLDG CITY ST ZIP+4 RES CY
0000 00000000 00000000 CCK COCONUT CREEK FL 33073 06
GEN RACE: E W B A I P DOB BIRTH PLACE VER A PHONE
M B N N Y N N N 04041996 FLORIDA 1 Y 954 4202951
ENT DATE SCHL GR AS-SCHL CL W/D DATE PR SSN EXTRNL NBR ALIAS NBR
E01 081913 3541 12 01 01 000000000
ELL LAN PAR MG CO LG SRVY LC IM DT US SCHL EN:DS-SCHL PRIOR: DIST STATE CNTRY
22 EN EN US 06262001 N 000000000 06 FL US
C R MC MA EX MFS BC STDT TC AV PD 30D DP B WR PUB:M P B E C ORIG
2 3 2 2 N 2 2 2 Y Y N N N 082701
F1=HELP 3=EXIT 4=PROMPT 7=BKWD 8=FWD 9=NXT PAGE 12=ESCAPE
Record is displayed...Next? TERML: QPADEV

```

ACTIVE ON THE A03 PANEL

Adopt

YOU CAN ONLY ADOPT IF ANOTHER SCHOOL OWNS THE STUDENT AND YOU ARE THE SECOND SCHOOL OF INSTRUCTION!!!!

- Use the A10 to enter the additional courses student will take at other school.

```

PANEL: _____ A10. CURRENT SCHEDULE (PK-12) YEAR: _____
STDT: _____ SCHL: 3541 GR: 12 TM: ST:
NEXT: GR: TM:
ST: A T: SY: 14
A COURSE SEC/M DATE SCHL T PRDS FGM MINS DAYS BLD-RM TCHR
- BCV0640E 4460 081913 2221 6 0103 RES ELECTR 355 900 MTWRF 12225
- BCV0640E 460E 081913 2221 6 0103 RES ELECTR 103 900 MTWRF 12225
- BCV0652F 4470 102813 2221 7 0103 COMM ELECT 355 900 MTWRF 12225
- BCV0652F 470F 102813 2221 7 0103 COMM ELECT 103 900 MTWRF 12225
- BCV0652G 4480 010614 2221 8 0103 COMM ELECT 355 900 MTWRF 12225
- BCV0652G 480G 010614 2221 8 0103 COMM ELECT 103 900 MTWRF 12225
21023450 204 010614 2 0404 ECON FIN L 103 200 MTWRF 05521
21063200 104 081913 1 0404 AMER GOVT 103 300 MTWRF 99908
20025100 105 081913 1 0505 MARINE SCI 103 300 MTWRF 03369
20025100 205 010614 2 0505 MARINE SCI 103 300 MTWRF 03369
1001410E 106 081913 1 0606 ENG HON IV 103 300 MTWRF 02214
1001410E 206 010614 2 0606 ENG HON IV 103 300 MTWRF 02214
12005000 107 081913 1 0707 ADV ALG W/ 103 300 MTWRF 05515
12005000 207 010614 2 0707 ADV ALG W/ 103 300 MTWRF 05515
0000 ESTIMATED WEEKLY MINS
F1=HELP 3=EXIT 5=REFRESH 7=BKWD 8=FWD 9=NXT PAGE 11=PRINT 12=ESCAPE
No additional pages...Next? TERML: QPADEV

```

A04 – GENERAL ASSIGNMENTS

- **CUR** – This is where the student is CURRENTLY assigned.
- **NXT** – This is where the student will be assigned for NEXT YEAR.
This is how students are rolled over to the next grade level by I&T Department.

This field is used to transfer students between District and Charter Schools.
- **LST** – This is where the student was assigned LAST YEAR.
- **HMRM** - is where we put a Package Number - Package scheduling used mostly by Middle and Elementary schools.
- **House/Team** - Used for Houses and Teams at the Middle and High School Level for Scheduling.
- **WL** - When withdrawing a student from a traditional school, enter the parent's (student's) reason for leaving a District school to attend a Charter school.
- **Free/Reduced Lunch Status** - This field is populated by Food Service.
- **FIC** (Federal Impact Aid) - if students living on certain government properties.
- **IAP** (Impact Aid Property) – type of property, goes along with FIC code.

```
PANEL: _____ A04. GENERAL ASSIGNMENTS (PK-12) YEAR: 15
STDT: |_____ SCHL: GR: ST:
HOMEROOM HOUSE/TEAM COUNSELOR SCHL GR AS-SCHL CAL
CUR: _____
NXT: _____
LST: _____

FREE/RED ELG PRT DATE AUDIT WL FIC IAP
LUNCH: _____
BREAKFST: _____
LUNCH NO: _____ SUMMER CPST DATE XTRA V/A-ECN S-P LCKR GE NMS NAS NHS
-----

HeadStart: _ OTHER TRANSPORTATION DECAL# TAG# LOC# COMBINATION
GED TEST: _

GRAD IB PS EA BAS C ELEM MIDD HIGH
BOUNDARY:

F1=HELP 3=EXIT 7=BKWD 8=FWD 9=NXT PAGE 12=ESCAPE
Please type key elements. TERML: QPADEV
```


A04 – GENERAL ASSIGNMENTS

F9 (NXT PAGE) will take you to the General Assignments detail panel.

The type of diploma and date awarded to the student upon completion of high school.

Enter code under AS field if a student elects to attend FAPE program.

```
PANEL: _____ A04. GENERAL ASSIGNMENTS (POST-SECONDARY) YEAR: 15
STDT: | _____ SCHL: _____ GR: _____ ST: _____
STAT: P/F D/E SIT VET HS DIPL-CERT PS AS CSR ACS SAR FRL COUNSELOR
      - - - - -
VOC:  HMKR SNGL F/A 1ST
      - - - - -
      OCCUPATION OCCUP LIC VISA/ALIEN NBR AMNESTY NBR ADULT: ENT
      _____
EMPL: NAME _____ PHONE _____ EXT _____
      ADDRESS LINE 1 LINE 2 CITY ST ZIP+4
      _____
PF1=HELP PF3=EXIT PF7=BKWD PF8=FWD PF9=A04(PK-12) PF12=EXCAPE ENTER=UPDATE
Please type key elements. TERML: QPADEV
```

A05 – CONTACT INFORMATION – HANDS ON

This is where parent/guardian contacts are recorded.

- If you are using a doctor as a contact, you must enter him /her as D1. By entering the doctor as D1, the information about him/her is carried over to the A06 Health Information panel.
- If you enter the same last name & phone and hit enter the address will default for P1.
- If you change the students address on the A03 and the A05 parent (P1) is coded "Y" for custody, the address will also change on the A05.
- (If you list a Doctors Name on the A06 Health Information Panel – this name will be carried to the A05 as a contact).

You can enter up to nine contacts per student. Press F5 to get more spaces to enter.

UPDATES TO THIS PANEL SHOULD BE MADE FREQUENTLY!!!

```
PANEL: _____ A05. CONTACT INFORMATION YEAR: _____
STDT: [ ] SCHL: _____ GR: _____ ST: _____
A CD FIRST NAME LAST NAME HOME PHONE WORK PHONE EXT A R S P C G
_____ CELL PHONE: _____
EMAIL: _____
NOTE: _____
ADDRESS LINE 1 LINE 2 CITY ST ZIP+4
Please indicate method of contact you prefer: Email/Text/Phone? [ ] E,T,P
A CD FIRST NAME LAST NAME HOME PHONE WORK PHONE EXT A R S P C GR
_____ CELL PHONE: _____
EMAIL: _____
NOTE: _____
ADDRESS LINE 1 LINE 2 CITY ST ZIP+4
Please indicate method of contact you prefer: Email/Text/Phone? [ ] E,T,P
P[1]=HELP 3=EXIT 5=REFRESH 7=1ST CONTACT 8=FWD 9=NXT PAGE 12=ESCAPE
Please type key elements. TERML: QPADEV
```

Specify whether or not the contact has authority to pick the student up from school, legal custody, and access to records!!

A06 – HEALTH INFORMATION

- If a doctor was completed as D1 contact on panel A05, the information will appear here.
 - This is the screen to enter physical date, immunization dates and high risk medical conditions. Help screens show applicable codes.
 - Never show a student as exempt from immunization and have dates in the immunization fields.
 - He/she either is exempt or had the immunizations, cannot be both and this will stop an electronic transcript from being sent.
- ❖ REL Field – Release of Medical information (make sure parent has signed emergency contact form)

The screenshot shows a terminal-style interface for entering health information. The title is 'A06. HEALTH INFORMATION' and 'YEAR: 16'. Fields include STDT, DOB, GENDER, SCHL, GR, ST, REL, EXAM DATE, HIS VAC EXP, DOCTOR (FIRST/LAST), PHONE, and EXT. Immunization records are listed with columns for EX, DOSE-3, DOSE-4, DOSE-5, EX, DOSE-1, DOSE-2, and DOSE-3. Vaccines listed include DPT, POLIO, MMR, HIB, TD, PNEUCON, MEA, MUM, RUB, HEPB, VAR, and TDAP. Other fields include VISION, SCOLIO, HEALTH, CODES, SPEECH, BMI, HEARING, PPD, and VAR DISEASE CCYY. A mouse cursor is over a star icon. Two callout boxes point to the DOSE-3 and DOSE-1 columns, both containing the text 'Enter dates from 680 Health Form'. The DOCTOR (FIRST/LAST) field is circled in orange. The HEALTH CODES field is also circled in orange. At the bottom, there are navigation instructions: 'F1=HELP 3=EXIT 7=BKWD 8=FWD 9=NEXT PAGE 12=ESCAPE Please type key elements.' and 'TERML: QPADEV'.

A07 – ASSIGNMENT HISTORY

- History of where a student has been enrolled and withdrawn in Broward County.
- Each entry and withdrawal is automatically posted on this panel.

```
PANEL: _____ A07. ASSIGNMENT HISTORY YEAR: 15
STDT: _____ SCHL: 1051 GR: 31 ST: I
DIPL DIST: _____
A ENTRY WITHDRAWAL P W E
C CD DATE ASG CD DATE R PF R SY CAL DS SCHL GR PRS ABS Y
- - - - -
EA1 081007 01 W40 063008 Z - - 08 02 - 1051 SHERIDAN TECH 31 - - - Y
EA1 042506 01 W40 063006 Z - - 06 02 - 1051 SHERIDAN TECH 31 - - - Y
EA1 070104 01 W40 063005 Z - - 05 02 - 1051 SHERIDAN TECH 31 - - - Y
EA1 041604 01 W40 063004 Z - - 04 02 - 1051 SHERIDAN TECH 31 - - - Y
EA1 070101 01 W40 070201 - - - 02 02 - 1051 SHERIDAN TECH 31 - - - Y
EA1 111400 01 W40 063001 Z - - 01 02 - 1051 SHERIDAN TECH 31 - - - Y
EA1 070199 01 W40 063000 Z - - 00 02 - 0452 WIDDON/ROGERS 31 - - - Y
EA1 070198 01 W40 063099 Z - - 99 02 - 0452 WIDDON/ROGERS 31 - - - Y
EA1 082197 01 W40 063098 Z - - 98 02 - 0452 WIDDON/ROGERS 31 - - - Y
EA1 082895 01 W41 082995 Z - - 96 02 - 0581 MARGATE MIDDLE 31 - - - Y
EA1 070194 01 W40 063095 Z - - 95 02 - 0581 MARGATE MIDDLE 31 - - - Y
EA1 083093 01 W40 063094 Z - - 94 02 - 0581 MARGATE MIDDLE 31 - - - Y
F1=HELP 3=EXIT 5=REFRESH 7=BKWD 8=FWD 12=ESCAPE
No previous pages...Next? TERML: QPADEV
```


A08 – LOCAL DATA

This is where you will find the:

- FTE Eligibility
- Alternate Assessment (Can be updated/overwritten from Easy IEP program)
- **Magnet Program Code**

```
File Edit View Tools Help
Clear Erase Attn Sysreq Help
PANEL: _____ A08. LOCAL DATA ELEMENTS YEAR: 15
STDT: _____ SCHL: 1051 GR: 31 ST: I
ELIGB FTE-1 FTE-2 FTE-3 FTE-4 PRIDE MATH SCIE SOCST WRNG
      Y     Y     Y     Y
OTHER MISC1 MISC2 FCAT AA MISC4 /ACC MRC RF FCA FLU 1 2 PART-C
      -     -     -     Z     -     Z     Z     -     -     -     -     -     -
LOCAL EMPL MAGNT TRACK RDR CWT SES MS-YR BUS-ID
      -     -     -     -     Z     Z     -     -
DIFF DIPL: _____ IB DIPL: _____ PEW: _____ K: _____ PKP: _____ CAP: _____ CS: _____
BACCL FTE SCORE CEEB HVBC UTAP LOCAL-MAJ--CT--PTS
      .     .     .     -     -     -     -     -     000 0.00
AICE FTE SCORE CMPLT UNPD FTE ALG 6-8 USER CODES
      .     .     -     0.0000 0.000
F1=HELP 3=EXIT 7=BKWD 8=FWD 9=NEXT PAGE 12=ESCAPE
Record is displayed...Next? TERML: QPADEV
```

A10 – CURRENT SCHEDULE

- Add student course records to the A10 by typing “**A** for **ADD**”, then course and section, only.” Hit enter and the system will populate other fields from master schedule.
- Change student course records to the A10 by typing “**C** for **CHANGE**”.
- Drop student course records to the A10 by typing “**D** for **DROP**”.
- Purge student course records to the A10 by typing “**P** for **PURGE**”.
- Reactivate student course records to the A10 by typing “**R** for **REACTIVATE**”.

A10 UPDATES THE C20 AND THE C20 UPDATES THE A10

- **DAYS/TIMES/MINS/EXC/PGM AND FLGS** may be adjusted.

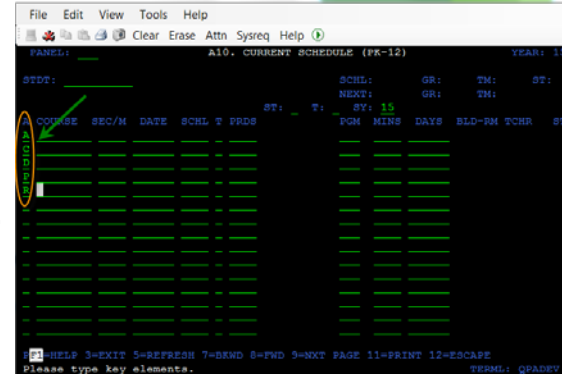
Example: Exceptionalities, Speech, Language, and ESOL have a specific program code/matrix number that relates to ESE funding program number.

- **ELL MODEL (A10 Detail)** press **F9** to code **Instructional Model/Approach**

Remember, when elementary schools are finished scheduling, the student minute fields of **ALL** courses should **TOTAL** the **ACTUAL WEEKLY INSTRUCTIONAL MINUTES**.

- **MIDDLE/HIGH/CENTER:**

For the Basic Course you should leave the **DAYS MTWRF**. When entering a “Pullout” course (Speech, SLD, etc.) you should enter the correct number of **DAYS** and the correct **TIME** the student meets for that class. **By doing this you are letting the FTE program back-out the time for the “Pullout” Course from the Basic Course based on the number of days and the amount of time the student meets for the “Pullout” class.**




```

File Edit View Tools Help
Clear Erase Attn Sysreq Help
PANEL: A10. CURRENT SCHEDULE (PK-12) YEAR: 15
STDT: _____ SCHL: GR: TM: ST:
NEXT: GR: TM:
ST: A T: SY: 15
A COURSE SEC/M DATE SCHL T PRDS PGM MINS DAYS BLD-RM TCHR ST
-----
F1=HELP 3=EXIT 5=REFRESH 7=BKWD 8=FWD 9=NXT PAGE 11=PRINT 12=E
Please type key elements.

```

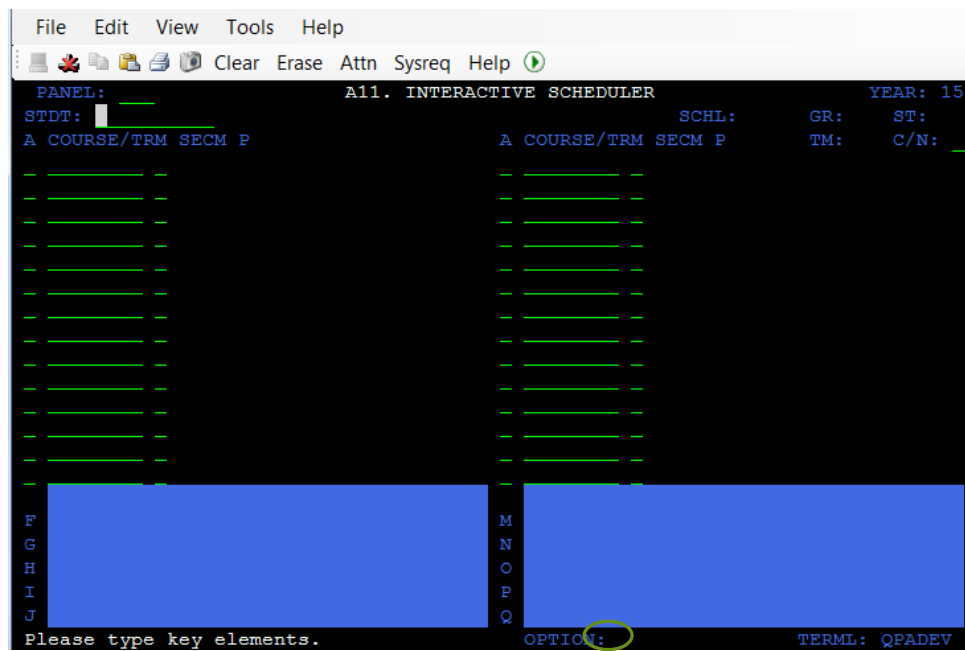
```

File Edit View Tools Help
Clear Erase Attn Sysreq Help
PANEL: A10. SCHEDULE DETAIL YEAR: 15
STDT: _____ SCHL: GR: ST:
CLASS: A COURSE SEC/M DATE SCHL SA WGT T SY
-----
MEETS: T PRDS DAYS TIMES LOC: TP BLDG-RM BUS
-----
MBSHP: MINS ENTRY W/D--DATE TOT TCHR: NBR RI
-----
VALUE: CRDT TRMS DUR ATP GREQ QUAL: PGM--E EXC GE DR PS FLGS CI
-----
MISC: ELL MODRL MBRH RIC I F D A DEI LS LOC:GR EL SK AUD LOC V/A:ED CS SA VC
-----
VOC: SET VA-PGM LENG VOC-OCC MOC IP EVS B S TOTAL PAID DUE
-----
F1=HELP 3=EXIT 7=BKWD 8=FWD 9=NXT PAGE 11=PRINT 12=ESCAPE
Please type key elements. TERML: QPADEV

```

A11 - INTERACTIVE SCHEDULER

- The Interactive scheduler is used to create a schedule for an individual course requests after scheduling cycle has been complete.
- This panel will allow you to see seats available in classes.
- Remember to choose an OPTION (Post to A10 or schedule to A09)



A12 - CURRENT GRADE

Courses and current grades will be displayed for students in grades 6-12.

- By pressing the F11 key you can see course titles.
- Any grade changes to be made will be done on the detail panel (F9).
(Arrow down to the course requiring the grade change and press F9.)

On this panel you will tab to the SLOT requiring the grade change (1-9) first nine weeks (2-9) second nine weeks (3-9) third nine weeks (4-9) fourth nine weeks and type over the existing grade with the new one and press enter to update.

****Once the students grades have been swept to the Academic History panel (A13) you will need to make the change there also.****

- Grades from one school to another are “**TRAILED**” by using the same course number the student had at the other school.
- If you are not using the same course number(s) the grade will not be “**TRAILED**” and you **MUST** transfer the grade to the appropriate new course the student is taking at your school in order to have his grades averaged at the end of the semester.

```
PANEL: _____ A12. CURRENT GRADES YEAR: 15
STDT: _____ SCHL: 0251 GR: 06 ST: A
STAT: _ TRM: _ COURSE TYPE: _
COURSE          1-9    2-9    3-9    4-9    FIN    SS1 SS2
01010105 M/J TWO-D STUD ART          B
10010200 M/J LANG ARTS 1 AD B          C+   B
1205020H M/J GEM 6          B+    B+   C
15086000 M/J COMP PE GR 6/7 A          A
17001000 M/J CRIT THINKING B          B    C
20010200 M/J EARTH/SPA SCI A C          C    C
21090200 M/J ADV WORLD HIST C          B    C
F11=HELP 3=EXIT 5=REFRESH 7=BKWD 8=FWD 9=NXT PAGE 11=VIEW 12=ESCAPE
No additional pages...Next?          TERML: QPADEV
```

```
PANEL: _____ A12. CURRENT GRADES YEAR: 15
STDT: _____ SCHL: 0251 GR: 06 ST: A
COURSE: 15086000 M/J COMP PE GR 6/7 SA: NC WGT:
GRADE:          1-9    2-9    3-9    4-9    FIN    SS1 SS2
READING LEVEL:  A     A     _     _     _     _
STANDARDS:     2     2     _     _     _     _
COMMENTS:      SSS  SSS  _     _     _     _
                S     S     _     _     _     _
ATTD: EXCUSED:  _     _     _     _     _     _
UNEXCUSED:     _     1     _     _     _     _
TARDIES:       _     _     _     _     _     _
CREDITS:       ATP: .00 EARN: .00 COMPUTER COMPETENCY: _
CURRENT CLASS: SEC/M DATE SCHL ST OTHERS
                041 081814 0251
F11=HELP 3=EXIT 7=BKWD 8=FWD 9=NXT PAGE 10=DEL 12=ESCAPE
Record is displayed...Next?          TERML: QPADEV
```

A13 – ACADEMIC HISTORY

This panel is a History of the courses the student took while attending school.

- Courses that the student has taken in Broward County are automatically swept to this file at the end of the semester or school year depending on the type of school the student is attending.

****Records should be added for students that are new to our county.****

****Records can be changed by schools at the Administrator's discretion****

```
PANEL: _____ A13. ACADEMIC HISTORY YEAR: 15
STDT: _____ SCHL: 0361 GR: 12 ST: I
```

A	C	S	T	COURSE	SA	GP	CREDIT	FIN	O	A	R	--TAKEN--				
							ATT	EARN	GRD	FLGS	C	S	C	SCHL	DS	GR
14	1	04003100		THEATRE 1	PF	EL	.50	.50	A			Z		0361		12
14	1	07083500		SPANISH II	FL	FL	.50	.50	A		Y		Z	0361		12
14	1	10014100		ENG HON IV	EN	EN	.50	.50	B+	V	Y		Z	0361		12
14	1	12103000		PROB, STAT W/APPLS	MA	EL	.50	.50	A	V	Y		Z	0361		12
14	1	20003400		ADV PL BIOLOGY	SC	EL	.50	.50	B	L	Y		Z	0361		12
14	1	2002480Z		FORENSIC SCIENCE I	SC	EL	.50	.50	A	Y	F		Z	0600	71	12
14	1	2106320T		AMER GOVT HONORS	AG	AG	.50	.50	A	V	Y		Z	0361		12
14	1	21073000		PSYCHOLOGY I	EL	EL	.50	.50	A	V	Y		Z	0361		12
14	2	04003100		THEATRE 1	PF	EL	.50	.50	A				Z	0361		12
14	2	07083500		SPANISH II	FL	FL	.50	.50	A		Y		Z	0361		12
14	2	10014100		ENG HON IV	EN	EN	.50	.50	A	V	Y		Z	0361		12

ATTN: 33.00 EARN: 33.00 POINTS: 118.00 UNW CUM GPA: 3.5758
ACADEMIC CORE: 3.9457

F1=HELP 3=EXIT 5=REFRESH 7=BKWD 8=FWD 9=NXT PAGE 12=ESCAPE
Page full...Continue. TERML: QPADEV

A14 – GRADUATION PANEL

- Displays the number of credits a student has earned.
- Displays how many credits are needed to meet graduation requirements.

```
PANEL:    A14. GRADUATION STATUS (High School) YEAR: 15
STDT:                    SCHL: 0361 GR: 12 ST: I

CONTR YR 11 ST STANDARD DIPLOMA
CREDIT CODES CRDTS: REQ ATPP EARN SHORT SCHD
EN ENGLISH 4.00 4.00 4.00 .00 .00
MA MATHEMATICS 4.00 3.00 4.00 .00 .00
SC SCIENCE 3.00 3.00 3.00 .00 .00
WH WORLD HISTORY 1.00 1.00 1.00 .00 .00
AH UNITED STATES HISTORY 1.00 1.00 1.00 .00 .00
AG UNITED STATES GOVERNMENT .50 .50 .50 .00 .00
EC ECONOMICS .50 .50 .50 .00 .00
PF PERFORMING FINE ARTS 1.00 .00 1.00 .00 .00
FL FOREIGN LANGUAGE .00 2.00 2.00 .00 .00
EL ELECTIVES 8.00 16.00 15.00 .00 .00
ED HOPE - HOPE OPTION 1.00 1.00 1.00 .00 .00
PE PERSONAL FITNESS .00 .00 .00 .00 .00
LM LIFE MANAGEMENT SKILLS .00 .00 .00 .00 .00

TOTAL: 24.00 32.00 33.00 .00 .00
AS OF: 042915 RANK 0036/0380 UNWGT GPA 3.5758 WGT GPA 4.2734 POINTS 136.75
F1=HELP F3=EXIT F5=REFRESH F9=MS/IB F12=ESCAPE ENTER=UPDATE
TERML: QPADEV
```

A15 – DAILY SUMMARY

This is a view only panel.

- It shows a student's Daily Summary of Attendance and Assignment History in reverse chronological order.

```
PANEL: _____ A15. DAILY SUMMARY YEAR: 15
STDT: _____ SCHL: 0251 GR: 06 ST: A
CAL: 01
1111111111222222222233
1234567890123456789012345678901 ABS PRS MBR | SCHL ENTRY WITHDRAWAL |
JUL 0 0 0 | 0251 E01 081814 |
AUG 0 10 10 |
SEP ..... F .. 1 19 20 |
OCT ... .. 0 22 22 |
NOV ... .. 0 15 15 |
DEC FFFFF ..... F... 6 8 14 |
JAN ..... E.... 0 19 19 |
FEB ..... .E... 0 19 19 |
MAR ..... .F 1 15 16 |
APR FF ..... 2 19 21 |
MAY 0 0 0 |
JUN 0 0 0 |
JUL 0 0 0 |
AUG 0 0 0 |
TOTAL: 010 146 156
F1=HELP 3=EXIT 7=BKWD 8=FWD 12=ESCAPE
Record is displayed...Next? TERML: QPADEV
```


A17 ABSENCE DETAIL PANEL (PINNACLE)

Put in Student # to View by Student

- Must enter all minutes missed tardies and early releases.
- When no minutes are entered – system will default to 10 minutes.
(Total minutes will be at the bottom of the screen)

The absence detail panel may be used to:

- View attendance data for an individual student.
- Correct attendance data if a particular student has incorrect information recorded.
- View daily and period by period absences (absences are displayed in chronological order using the first day of school of the sign-on year as a default starting date.
- A "START" option is provided to display data beginning from a specific date.

```
PANEL: _____ A17. ABSENCE DETAIL YEAR: 15
STDT: _____ SCHL: 0251 GR: 06 ST: A
CAL: 01
START: 080114 PERIODS
A DATE DLY MINUTES REASON 123456789 SCHL CAL SRC
| | | | | | | | | | | | | | | | | | | | |
092614 360 01 _____ 0251 01 PIN
120114 360 01 _____ 0251 01 PIN
120214 360 01 _____ 0251 01 PIN
120314 360 01 _____ 0251 01 PIN
120414 360 01 _____ 0251 01 PIN
120514 360 01 _____ 0251 01 PIN
121514 360 07 _____ 0251 01 PIN
012615 105 _____ 0251 01 PIN
022415 035 _____ 0251 01 PIN
033115 360 01 _____ 0251 01 PIN
040115 360 01 _____ 0251 01 PIN
040215 360 01 _____ 0251 01 PIN
_____
_____
_____
TOTAL MINS=003740 TARDY MINS=000000 EARLY RELEASE MINS=000140
F1=HELP 3=EXIT 5=REFRESH 7=BKWD 8=FWD 12=ESCAPE
No additional pages...Next? TERML: QPADEV
```

A20 - TEST SCORE QUERY

This panel is used to view a student's tests taken and recorded through their academic training.

- Place the cursor on a specific line of information press enter, you will be taken to the Test Score panel (A21) where data may be viewed or updated.

```
PANEL: _____ A20. TEST SCORE QUERY YEAR: 15
STDT: _____ SCHL: 0251 GR: 06 ST: A

      TEST                                U
      DATE ID FM LVL                      SCHL GR S
      --- -- -- -- --                    - - -
042214 FC2 05 FCAT (FOR SY 2011-PRESENT) 3321 05 A
041513 FC2 04 FCAT (FOR SY 2011-PRESENT) 3321 04 A
022613 WAP N WRITING TEST - NARRATIVE     3321 04 A
041612 FC2 03 FCAT (FOR SY 2011-PRESENT) 3321 03 A
050111 PMT PRIMARY MATH TEST              3321 02 A
050111 PRT PRIMARY READING TEST          3321 02 A
050710 SDG 01 STANFORD DIAGNOSTIC         3321 01 A
100208 FLK KG FL KG SCREENING TEST        3321 KG A

F1=HELP 3=EXIT 7=BKWD 8=FWD 12=ESCAPE
No additional pages...Next? TERML: QPADEV
```


A21 – TEST SCORE

This panel is used to enter a student's test score information if it is not posted automatically or the student transfers into the county.

- To add test information enter the Test Date, Test ID, Test Form, and Test Level and press ENTER. If the test was not taken at your school you will have to enter the School, Grade and US codes also. Enter any test scores and other information necessary and press ENTER.
- To change test information simply type over the existing information with the new information and press ENTER.
- To delete test information press the F10 key.

Specific standardized tests may only be entered by the Student Assessment and Research Department.

```
PANEL: _____ A21. TEST SCORE YEAR: 15
STDT: _____ SCHL: 0251 GR: 06 ST: A
DATE: 042214 TEST: FC2 _ 05 FCAT (FOR SY 2011-PRESENT SCHL: 3321 GR: 05 US: A
R: -
      ACHI SCAL DEVP      ACHI SCAL DEVP
SUBTEST LEVE SCOR SCAL  SUBTEST LEVE SCOR SCAL

SSS READ  5  0  246
SSS MATH  5  0  260
SSS SCI   5 226  0

SSS READ PAS  240503851  SSS MATH PAS  C17979183  SSS SCI PAS  245700004

F1=HELP 3=EXIT 7=BKWD 8=FWD 10=DEL 12=ESCAPE
Record is displayed...Next?          TERM: OPDEV
```


A23 – Special Programs (EASY IEP)

BE SURE TO ENTER

- PRIMARY AND OTHER EXCEPTIONALITIES
- TTSW AND TNDP (TTSW = TOTAL TIME SCHOOL WEEK) (TNDP = TIME SPENT WITH REGULAR CLASSES Non-disabled Peers)
- MATRIX NUMBER (251-255)
- Enter program type (F1 for acceptable values) in the TYPE field and Press **F9**; this will take you to the appropriate Detail panel.
- Enter a Consent/Referral Date – **Type = “S’ State – Matrix 251 – 255 – EXC = and press ENTER.**
Complete the rest of the panel with the applicable dates an ESE screen would normally have. **Press Enter to update.**

➤ **A23 – Dropout Program** – Follow screen and same procedure

➤ **A23 – Federal Program** – Follow screen and same procedure.

➤ **A23 – ESOL** – Follow screen and same procedure.

➤ **A23 – SAI** – Follow screen and same procedure

(SAI USES SAME SCREEN AS ESE BUT HAS AN L CODE INSTEAD OF S.)

```
PANEL: _____ A23. SPECIAL PROGRAMS YEAR: 15
STDT: _____ SCHL: 2981 GR: 03 ST: I
P EXOTHERS IDEA PLAN A/YR EARLY INTERVN E F S TTSW TNDP ESY DR: EXIT FOLLOW
F ZZZZZZZZZ Z 050101 0 00 ZZZZZZZZZZZZZZ Z Z Z 1800 1740
PK-A: N PK-B: N PK-C: N PK-D: N Other: N OUTCOME AREAS: _____ MATRIX: 251
SVE: N DHH: N ASD: N IND: N EBD: N 504: N
DATE TYPE CODE SPECIALIST ST
051200 S 251 F SPEECH IMPAIRED A
F9=HELP 3=EXIT 5=REFRESH 7=BKWD 8=FWD 9=NXT PAGE 12=ESCAPE
No additional pages...Next? TERML: QPADEV
```

A24 – STUDENT INCIDENT

This panel shows a summary of all of that students prior Discipline Incidents.

```
PANEL: _____ A24. DISCIPLINE SUMMARY YEAR: 15
STDT: 0600001100 SCHL: 1071 GR: 07 ST: A
SY EVENT DATE TIME SCHL LOCATN CODE X C TAKEN AMT
15 _____
15 15001438 09032014 0845 0251 CL E 280 FAIR BETTY
I 2M TARDINESS HAB *
A VW VERBAL WARNING 09032014
A 20 PARENT CONF. 09032014
A 34 REF CH STDY/IAT 09032014
A 39 ATT/TAR CONTR 09032014
15 15001440 08292014 0900 0251 BU E 312 GONZALEZ EMILY
I 29 LVL 3-BUS VIO *
A B2 BUS SUSP 2 DAYS 09032014 002
A 20 PARENT CONF. 09032014
15 15005300 09162014 1535 0251 BU E 000 WEBB MS
I 29 LVL 3-BUS VIO *
A B0 BUS SUSP 10DAYS 09182014 010
A 20 PARENT CONF. 09182014
F1=HELP 3=EXIT 5=REFRESH 7=BKWD 8=FWD 9=NXT PAGE 11=PRINT 12=ESCAPE
Page full...Continue. TERML: QPADEV
```


A25 - STUDENT OBLIGATIONS

Academic Textbooks, Media "Destiny" Books, Clubs/Fundraiser etc. Obligations follow student throughout school years.

```
PANEL: _____ A25. STUDENT OBLIGATIONS YEAR: 15
STDT: _____ SCHL: 3391 GR: 11 ST: A
A
C CODE -DATE- DESCRIPTION..... BKYR PUBLISHER SCHOOL LOSS
M 072807 THE MAGIC SCHOOL BUS LOST 2861
COST: 13.00 PAID: 13.00 DATE PD: 060811 SCHL PD: 1881 RECEIPT#: 3743935

M 072807 PIRATES PAST NOON 2861
COST: 3.99 PAID: 3.99 DATE PD: 060811 SCHL PD: 1881 RECEIPT#: 3743935

COST: _____ PAID: _____ DATE PD: _____ SCHL PD: _____ RECEIPT#: _____

COST: _____ PAID: _____ DATE PD: _____ SCHL PD: _____ RECEIPT#: _____

COST: _____ PAID: _____ DATE PD: _____ SCHL PD: _____ RECEIPT#: _____

TOTAL COST: 16.99 PAID: 16.99 TOTAL DUE: 0.00

F1=HELP 3=EXIT 5=REFRESH 7=BKWD 8=FWD 12=ESCAPE
No additional pages...Next? TERML: QPADEV
```


A30 – EXIT INTERVIEW STUDENT SURVEY

You will be unable to use Dropout WD codes until this panel is completed

```
PANEL: 15          A30. EXIT INTERVIEW STUDENT SURVEY          YEAR: 15
STDT: _____  SCHL:          GR:          ST:
Was this student available for an exit interview?  _
1. What is the primary reason for terminating school enrollment?  _
2. What is the secondary reason for terminating school enrollment?  _
You can select more than one answer with a "Y" for the following categories:
3. What would have improved the chances of staying in school?
A  _ B  _ C  _ D  _ E  _ F  _ G  _ H  _ I  _ J  _
4. What actions were taken to keep the student enrolled in school?
A  _ B  _ C  _ D  _ E  _ F  _ G  _ H  _ I  _ J  _ K  _ L  _ M  _ N  _ O  _ Z  _

F1=HELP 3=EXIT 10=DEL 12=ESCAPE ENTER=UPDATE
Please type key elements.          TERML: QPADEV
```

B Panels

Teacher Menu



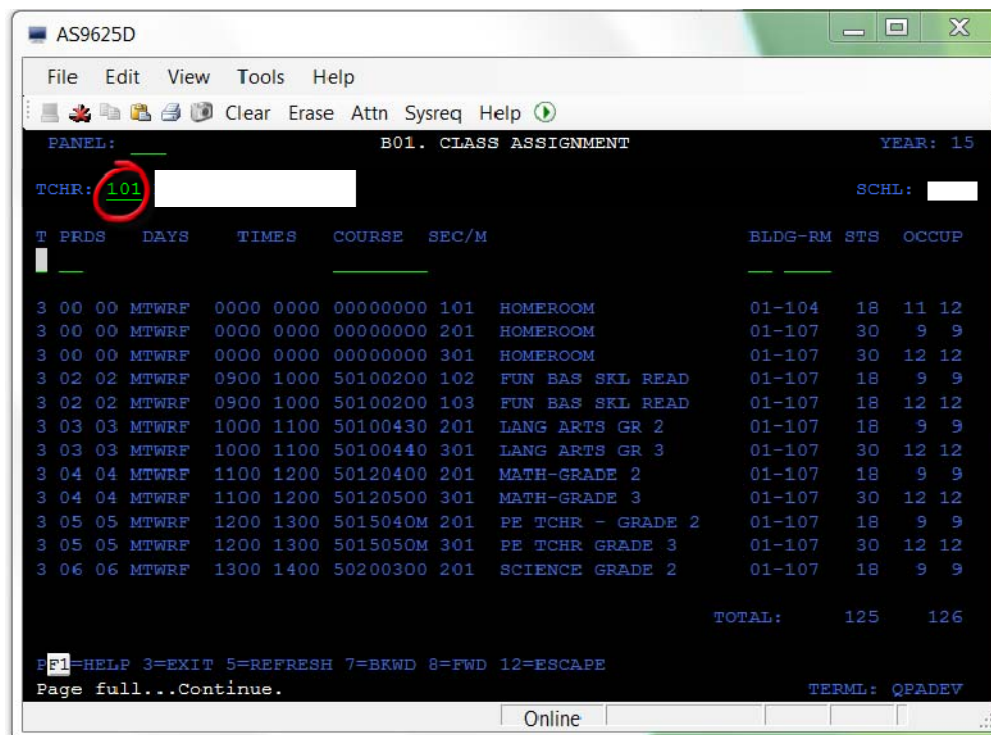
B PANELS ARE A LOT LIKE THE C PANELS

- THE B PANELS - VIEW ONLY (EXCEPT FOR B10)
- THE C PANELS - INPUT

```
PANEL:    B. TEACHER MENU
TEACHER:   
CLASSES                                     GRADES
  B01. CLASS ASSIGNMENT                       B10. POST GRADING PERIOD
  B02. CLASS CHARACTERISTICS                   B11. CLASS GRADE REVIEW
  B03. CLASS ROSTER
CLASS ATTENDANCE
  B04. TODAY'S ATTENDANCE
  B05. CLASS ATTENDANCE REVIEW                 MISCELLANEOUS
STUDENT QUERIES
  B06. RECOGNITION/ACHIEVEMENT
  B07. DISCIPLINE
  B08. SPECIAL PROGRAMS
F1=HELP 3=EXIT 12=ESCAPE
PLEASE TYPE PANEL IDENTIFIER.                TERM
```

B01 - Class Assignment

Type teacher number and press enter to display teacher current schedules.



The screenshot shows a terminal window titled "AS9625D" with a menu bar (File, Edit, View, Tools, Help) and a toolbar (Clear, Erase, Attn, Sysreq, Help). The main display shows the following text:

```
PANEL: B01. CLASS ASSIGNMENT YEAR: 15
TCHR: 101 SCHL:
T PRDS DAYS TIMES COURSE SEC/M BLDG-RM STS OCCUP
3 00 00 MTWRF 0000 0000 00000000 101 HOMEROOM 01-104 18 11 12
3 00 00 MTWRF 0000 0000 00000000 201 HOMEROOM 01-107 30 9 9
3 00 00 MTWRF 0000 0000 00000000 301 HOMEROOM 01-107 30 12 12
3 02 02 MTWRF 0900 1000 50100200 102 FUN BAS SKL READ 01-107 18 9 9
3 02 02 MTWRF 0900 1000 50100200 103 FUN BAS SKL READ 01-107 18 12 12
3 03 03 MTWRF 1000 1100 50100430 201 LANG ARTS GR 2 01-107 18 9 9
3 03 03 MTWRF 1000 1100 50100440 301 LANG ARTS GR 3 01-107 30 12 12
3 04 04 MTWRF 1100 1200 50120400 201 MATH-GRADE 2 01-107 18 9 9
3 04 04 MTWRF 1100 1200 50120500 301 MATH-GRADE 3 01-107 30 12 12
3 05 05 MTWRF 1200 1300 5015040M 201 PE TCHR - GRADE 2 01-107 18 9 9
3 05 05 MTWRF 1200 1300 5015050M 301 PE TCHR GRADE 3 01-107 30 12 12
3 06 06 MTWRF 1300 1400 50200300 201 SCIENCE GRADE 2 01-107 18 9 9
TOTAL: 125 126
```

At the bottom, there are instructions: `F1=HELP 3=EXIT 5=REFRESH 7=BKWD 8=FWD 12=ESCAPE`, the text "Page full...Continue.", and "TERML: QPADEV". The terminal window has an "Online" status bar at the bottom.


```

PANEL: _____ B02. CLASS CHARACTERISTICS YEAR: 15
TCHR: _____ SCHL: 5852

CLASS: COURSE SEC/M SA XF DP P W FLGS WGT
      50010100 K01 ART GRADE KG NC AR 0 N

T PRDS DAYS BLDG-RM TP STS OCCUP TIMES MINS DATE TOT
3 0101 MTWRF 01 101 19 30 15 15 0800 0900 300 0818 0604 180

VALUE: CRDT TRMS DUR MAX GREQ QUAL: PGM--E GRADES P S R SCI GE DR
      1 1 101 Y KG KG 2 Y Z

MISC: S A CLS HRS B CAL REQ:
      1 01

VOC: SET SUB-PGM LENG OCC-PGM I P FEE: ST TYPE AMT TYPE AMT TYPE AMT
      Z Z

GROUP: TEAM CONTROL GUEST

F1=HELP 3=EXIT 7=BKWD 8=FWD 12=ESCAPE
Record is displayed...Next?
TERML: QPADEV

```

View Only

```

PANEL: _____ C17. MASTER SCHEDULE YEAR: 15
SCHL: _____ TYPE: 1

CLASS: COURSE SEC/M SA XF DP P W FLGS WGT CRS/LVL
      50010100 K01 ART GRADE KG NC AR 0 N

T PRDS DAYS TCHR BLDG-RM TP STS OCCUP TIMES MINS DATES
3 0101 MTWRF 102 EUSTACHE 01 101 19 30 15 15 0800 0900 300 081814 060415

VALUE: CRDT TRM DUR TOT MAX GREQ QUAL: PGM--E HQT C O GRADES P S R SCI GE DR
      1 1 180 101 Y Y A N KG KG _ _ _ Z Y Z

MISC: C S A 130 CAT B CL SM TTT DEI W A P FTE-1 FTE-2 FTE-3 FTE-4
      _ _ _ N 0 1 01 S Z Z N N N _ _ _ _ _

VOC: SET SUB-PGM VOC-OCC BB I BLC LS FEE:S TYPE AMT TYPE AMT TYPE AMT
      _ _ _ Z _ _ 0 2 N 2 _ _ _ _ _

GROUP: CNTRL OPT TM RI GUEST FTA _ _ _ _ _
      S _ N

F1=HELP 3=EXIT 7=BKWD 8=FWD 9=NXT PAGE 10=DEL 12=ESCAPE
Record is displayed...Next?
TERML: QPADEV

```

Create/Update

B02 – Class characteristics – View Only
Shows the same items as the Master Schedule would

B03 - CLASS ROSTER

Same as C20, BUT C20 IS A CLASS ROSTER YOU CAN MAKE CHANGES ON

```
PANEL: _____ B03. CLASS ROSTER YEAR: 15
TCHR: 101 _____ SCHL: 5852
COURSE SEC/M PRDS DAYS TIMES
50210400 201 SOC STUDIES 2 07 07 MTWRF 1400 1500

```

S	R	GR	ST	T	TIMES	MINS	DATES	PGM	NF
F	H	02	A	3	1400 1500	300	0818	101	Z
M	B	02	A	3	1400 1500	300	1015	101	Z
F	A	02	A	3	1400 1500	300	0818	130	Z
M	B	02	A	3	1400 1500	300	1020	101	Z
M	B	02	W	3	1400 1500	300	0916 0106	101	Z
F	H	02	A	3	1400 1500	300	0818	130	Z
M	H	02	A	3	1400 1500	300	0818	101	Z
M	W	02	A	3	1400 1500	300	0818	130	Z
F	H	02	A	3	1400 1500	300	0818	101	Z
F	B	02	A	3	1400 1500	300	0818	101	Z

```
PF1=HELP 3=EXIT 5=REFRESH 7=BKWD 8=FWD 12=ESCAPE
NO ADDITIONAL PAGES...NEXT? TERML: QPADEV
```

B04 - TODAY'S ATTENDANCE

This panel is designed to take attendance by class (course/section).

- Key in attendance codes and press enter to update.

```
PANEL: _____ B04. TODAY'S ATTENDANCE YEAR: 15
TCHR: 101 SCHL: 5852
COURSE SEC/M T PRDS DAYS TIMES DATE
50210400 201 SOC STUDIES 2 3 07 07 MTWRF 1400 1500 050115 FRIDAY
LAST FIRST S R STDT GR HMRM TM DLY MIN REAS SRC
NAOMI F H 02 - - -
DIESEL M B 02 - - -
TIANNA F A 02 - - -
NEBIL M B 02 - - -
JAZMINE F H 02 - - -
JORDAN M H 02 - - -
NICHOLAS M W 02 - - -
ACCURA F H 02 - - -
KRISTA F B 02 - - -
- - -
- - -
- - -
PF1=HELP 3=EXIT 5=REFRESH 7=BKWD 8=FWD 9=NXT PAGE 12=ESCAPE
No additional pages...Next? TERML: QPADEV
```

B05 – CLASS ATTENDANCE MONTHLY REVIEW

This panel is used to view only the attendance for a particular Course/Section.

```
PANEL: _____ B05. CLASS ATTENDANCE REVIEW YEAR: 15
TCHR: 101 SCHL: 5852
COURSE SEC/M PRDS DAYS TIMES MM YY
50210400 201 SOC STUDIES 2 07 07 MTWRF 1400 1500 08 14 AUGUST
1111111111222222222233
LAST FIRST MI SR STDT GR 1234567890123456789012345678901
NAOMI FH 02 ..U.. ...U.
TIANNA FA 02 .....
JAZMINE FH 02 ..... UT...
JORDAN O MH 02 .UU.. .....
NICHOLAS MW 02 ..... ...U.
ACCURA R FH 02 .....
KRISTA FB 02 .....
PF1=HELP 3=EXIT 5=REFRESH 7=BKWD 8=FWD 12=ESCAPE
No additional pages...Next? TERML: QPADEV
```


B10 - Post Grading Period - ON LINE GRADES

This panel is used to record or review grades, attendance and conduct given to a student by a teacher.

- To record or change grades given to a student you will type the Teacher, Course and Section and the grading period for which the grades are being recorded and press ENTER.
- Enter the grades, etc. in the first position of each field to be updated and press ENTER.

```
File Edit View Tools Help
Clear Erase Attn Sysreq Help
PANEL: _____ B10. POST GRADING PERIOD YEAR: 15
TCHR: 101 SCHL: 5852
COURSE SEC/M P ST T PRDS DAYS BLDG-RM STS/OCC TIMES
0210400 201 03 A SOC STUDIES 2 3 0707 MTWRF 01 107 18 9 1400 1500
STDT GR ST 3-9 COMMENTS CN ST CC EXC UNX TAR
, NAOMI 02
DIESEL 02
TIANNA 02
, NEBIL 02
A, JAZM 02
JORDAN 02
NICHOLA 02
S, ACCU 02
S, KRIS 02
F1=HELP 3=EXIT 5=REFRESH 7=BKWD 8=FWD 12=ESCAPE
No additional pages...Next? QPADEV
```

B11 - CLASS GRADE REVIEW

Displays marking periods grades given to students in a particular course and section.

```
PANEL: _____ B11. CLASS GRADE REVIEW YEAR: 15
TCHR: _____ SCHL: 0001
COURSE SEC/M ST T PRDS DAYS BLDG-RM STS/OCC TIMES
0014000 104 A ENG IV 1 0404 MTWRF 26 617 25 22 1030 1125
STDT 1-9 2-9 EXM SEM 3-9 4-9 EXM SEM SS1 SS2
-----
B
A
F
A
B
C
C
D
C
C
D
D
C
D
-----
P=HELP 3=EXIT 5=REFRESH 7=BKWD 8=FWD 12=ESCAPE
Page full...Continue. TERML: QPADEV
```

C Panels

School Records



SCHOOL RECORDS - "C" PANELS

PANEL: █

C. SCHOOL 5852 RECORDS

YEAR: 15

BASIC DEFINITION

C01. ROOM RESOURCES
C02. BELL SCHEDULES
C03. HOMEROOMS

STAFF DATA

C04. STAFF/FACULTY QUERY
C05. STAFF/FACULTY

STUDENT QUERIES

C06. DISCIPLINE

C08. RECOGNITION/ACHIEVEMENT
C09. SPECIAL PROGRAMS

MEMBERSHIP

C12. ADA/ADM COMPARISON
C13. F.T.E. EARNINGS

PF1=HELP 3=EXIT 12=ESCAPE

Please type panel identifier.

CURRICULUM

C14. COURSE QUERY
C15. COURSE RECORD
C16. MASTER SCHEDULE QUERY
C17. MASTER SCHEDULE
C18. CLASS PACKAGES
C19. CLASS UTILITY
C20. CLASSROLL

ATTENDANCE

C21. ABSENCE REPORTING (MODE Q)
C22. ABSENCE REPORTING (MODE E)
C23. ABSENCE REPORTING (MODE B)
C24. MONTHLY REVIEW

MISCELLANEOUS

C25. CLASS TEAMS
C26. EVENT (DISCIPLINE)
C27. HOUSES

TERML: QPADEV

C01 - ROOM RESOURCES

- ADD/CHANGE/DELECT Bldg and Rooms on this panel.
- Enter any other schools for off-campus classes

KEEP FISH NUMBERS UP TO DATE

Each location receives a FISH report with information from the state through Optispool.

- This report will show discrepancies between the State Data and TERMS at the School.

You must update this file to account for accurate Class Size Counts.

- New rooms
- Renovations
- New buildings or wings and portables coming and going etc.

This is a possible area for FTE and Class Size errors! – Utilization Codes!!

```
AS9625D
File Edit View Tools Help
Clear Erase Attn Sysreq Help
PANEL: C01. ROOM RESOURCES YEAR: 15
SCHL: 0000 SCHOOL BOARD OF BROWARD COUNTY
A BLDG-RM FISH U DESCRIPTION STUDENT FAC OTHER SQ-FT
C STATIONS SCHL
F1=HELP 3=EXIT 5=REFRESH 7=BKWD 8=FWD 10=SORT FISH 11=L/R 12=ESCAPE
Not on file. Type data to Add or retry. TERM: QPADEV
Online M
```

C02 – BELL SCHEDULE

- Use military time.
- Understand that the Bell Schedule does not necessarily reflect the times of day that the bell rings. The bell indicates the instructional time the student receives.
- A student must receive 1500 academic minutes each week.
- In order to receive FTE. A student may be in school for 1650, or 1800 as is some cases in the middle schools, but you must show at least 1500 minutes of academic time for FTE.
- A School can have more than 1 bell schedule.

The bell schedule should not change after the beginning of the year because scheduling goes by the bell schedule.

```
PANEL: _____ C02. BELL SCHEDULES YEAR: 15
SCHL: MIDDLE
BELL: 1
CAL: _____
PRD  TIMES
  1  0915 1015
  2  1015 1115
  3  1115 1215
  4  1245 1345
  5  1345 1445
  6  1445 1545
  7  _____
  8  _____
  9  _____
 10  _____
 11  _____
 12  _____
 13  _____
 14  _____
F1=HELP 3=EXIT 7=BKWD 8=FWD 9=NXT PAGE 10=DEL 12=ESCAPE
RECORD IS DISPLAYED...NEXT? TERML: QPADEV
```


C03 – HOMEROOMS & C18 - CLASS PACKAGE

Use these panels together to complete a “set” of courses to assign to a group of students in same class.

```

PANEL: _____ C03. HOMEROOMS YEAR: _____
SCHL: _____ ELEMENTARY

  A   HMRM   TCHR           BLDG-RM   TIMES   STS/OCC
  C   _____

-    K01    802           01 145   _____   23
-    K02    037           01 158   _____   20
-    K03    150           01 153   _____   23
-    K04    060           01 154   _____   8
-    K06    355           01 159   _____   21
-    K07    036           01 156   _____   21
-    K08    045           01 157   _____   22
  
```

```

PANEL: _____ C18. CLASS PACKAGE YEAR: 15
SCHL: _____ ELEMENTARY PKG: K04

  A
  C COURSE SEC/M           TCHR   T  DAYS   PERIODS   BLDG-RM FG
-    00000000 K04 HOMEROOM           PAT 3 MTWRF 00 00 01-154 NY
-    50100410 K04 LANG ARTS GR KG           PAT 3 MTWRF 01 01 01-154 YY
-    50100410 K04A LANG ARTS GR KG           PAT 3 MTWRF 02 02 01-154 YY
-    50100410 K04B LANG ARTS GR KG           PAT 3 MTWRF 03 03 01-154 YY
-    50100410 K04C LANG ARTS GR KG           PAT 3 MTWRF 04 04 01-154 YY
-    50120200 K04 MATH-GRADE K           PAT 3 MTWRF 05 05 01-154 YY
-    50120200 K04A MATH-GRADE K           PAT 3 MTWRF 06 06 01-154 YY
-    50200100 K04 SCIENCE GRADE K           PAT 3 MTWRF 07 07 01-154 YY
-    50200100 K04A SCIENCE GRADE K           PAT 3 MTWRF 08 08 01-154 YY
-    50210200 K04 SOC STUDIES K           PAT 3 MTWRF 09 09 01-154 YY
-    50130600 K04 MUSIC KG           ANA 3 MTWRF 10 88 01-109 YY
-    50150200 K04 PHYS ED GRADE K           JA 3 MTWRF 10 88 99-384 YY
-    5020010L K04 SCIENCE GRADE K LAB           MAD 3 MTWRF 10 88 01-143 YY
-    5022000M K04 STUDY HALL MEDIA           ,L 3 MTWRF 10 88 01-103 NY
-    50150200 K04P PHYS ED GRADE K           PAT 3 MTWRF 11 88 01-154 YY
  
```

C04 – STAFF/FACULTY QUERY

- This is a query panel and you can query on any of the fields such as (S) sex or (R) race. (Query line is green.)
- Press Enter to bring up a list of teachers.
- Use (F1) to view explanation of fields on this panel. F8 to forward to next pages.
- To query a single teacher enter teacher number, or teacher name and press enter to display information.

There are 2 ways to get to the next panel (C05)

1. Type C05 in panel ID.
2. Put the cursor anywhere on the line with the desired teacher on it and press enter.

```
PANEL:  C04. STAFF/FACULTY QUERY  YEAR: 15
SCHL:  ELEMENTARY
NBR T  NAME (LONG)  (SHORT)  SSN  S R DP BLDG-RM  SDE  ST
|-----|-----|-----|-----|-----|-----|-----|-----|
|_|-----|-----|-----|-----|-----|-----|-----|

F1=HELP 3=EXIT 5=REFRESH 7=BKWD 8=FWD 12=ESCAPE
Please enter Query values.  TERML: QPADEV
```

```
PANEL:  C04. STAFF/FACULTY QUERY  YEAR: 15
SCHL:  ELEMENTARY
NBR T  NAME (LONG)  (SHORT)  SSN  S R DP BLDG-RM  SDE  ST
|-----|-----|-----|-----|-----|-----|-----|-----|
|_|-----|-----|-----|-----|-----|-----|-----|
D10 C  XXXXXXXXXXXX  F W  XXXXXXXXXXXX  I
SOT C  XXXXXXXXXXXX  F W  XXXXXXXXXXXX  I
T58 C  XXXXXXXXXXXX  F W  XXXXXXXXXXXX
T98 C  XXXXXXXXXXXX  F W  XXXXXXXXXXXX  I
002 S  XXXXXXXXXXXX  F W  XXXXXXXXXXXX
006 S  XXXXXXXXXXXX  F W  XXXXXXXXXXXX  I
102 S  XXXXXXXXXXXX  M W  XXXXXXXXXXXX  I
103 S  XXXXXXXXXXXX  F W  01 103 XXXXXXXXXXXX
105 S  XXXXXXXXXXXX  F B  01 113 XXXXXXXXXXXX
274 S  XXXXXXXXXXXX  F W  04 408 XXXXXXXXXXXX
302 S  XXXXXXXXXXXX  F W  04 409 XXXXXXXXXXXX
304 S  XXXXXXXXXXXX  F W  04 426 XXXXXXXXXXXX
319 S  XXXXXXXXXXXX  F W  01 113 XXXXXXXXXXXX
324 S  XXXXXXXXXXXX  F W  03 309 XXXXXXXXXXXX

F1=HELP 3=EXIT 5=REFRESH 7=BKWD 8=FWD 12=ESCAPE
Page full...Continue.  TERML: QPADEV
```

C05 – STAFF/FACULTY – HANDS ON

- Use this panel to ADD/CHANGE/END staff/faculty member.
- End Date: is effective immediately even if date is in the future.
- You DO NOT DELETE teachers from the Staff/Faculty File.
- Enter “Area of Expertise” to allow staff/faculty access to update interventions. Use appropriate codes as on Help Screen
Ex: B, C, F, G, J, L, M, P, S, or T

Potential for FTE errors

- Enter state certification license use all zeros until provided with information – **this info must be entered before Survey 2 in October.**
- Teacher license number must be qualified for course number or the course will be thrown out and all the kids that have it will not get credit from the state for this class.

Must complete:

- 1) NBR field, do not use letters in the 3 digit code, letters are used only by district.
- 2) First and Last name – do not enter into short name.
- 3) Must have SSN, S, R, Start Date, State Cert, Personnel number and area of expertise.

❖ **Charter schools should enter an email address and a personnel # will be automatically generated**

```
PANEL: _____ CO5. STAFF/FACULTY YEAR: 15
SCHL: _____ ELEMENTARY
NBR T FIRST NAME LAST NAME SHORT NAME
019 S JONES J. JONES J. JONES
EMAIL _____
SSN 000000000 JOB 52001 S F R W BLDG-RM 01 113 STARTS-ENDS 082691
SDE 000000000 DP RDG: R PERS: 000000000 AREA EXP: T
FND SRC: N

ASSIGN: 50100430 LANG ARTS GR 2 50120500 MATH-GRADE 3

[?] =HELP 3=EXIT 7=BKWD 8=FWD 12=ESCAPE
Record is displayed...Next? TERML: QPADEV
```


C06 – DISCIPLINE QUERY ONLY

Go to C06 and enter year (school location number) and hit enter

Put cursor on any of the incident and hit enter to see details of incident (C26)

```
PANEL: _____ C06. DISCIPLINE QUERY YEAR: 15
SCHL: 0000 SCHOOL BOARD OF BROWARD COUNTY
SY EVENT   DATE   CODE   XC   STDT   S
15 _____ - - - - - _____ -
F1=HELP 3=EXIT 5=REFRESH 7=BKWD 8=FWD 12=ESCAPE
No records found...Next? TERML: QPADEV
```

```
PANEL: _____ C06. DISCIPLINE QUERY YEAR: 15
SCHL:
SY EVENT   DATE   CODE   XC   STDT   S
15 _____ - - - - - _____ -
15 15000247 08202014 E 149 08202014
I 01 DISOBED/INSUB *
A IS INT SUSP <1 DAY *
A 20 PARENT CONF.
15 15000248 08202014 E 163 08202014
I 2Y CELL PHONE VIOL *
A VW VERBAL WARNING
A 20 PARENT CONF.
15 15000405 08252014 E 217 08252014
I 2W DEF OF AUTHOR *
A A1 ALT SUSP 1 DAY
A 20 PARENT CONF.
A 34 REF CH STDY/IAT
F1=HELP 3=EXIT 5=REFRESH 7=BKWD 8=FWD 12=ESCAPE
Page full...Continue. TERML: QPADEV
```

C13 - FTE EARNINGS

- Shows an estimated earnings to date.
- This panel should be compared with your total enrollment on the L03 to identify if you are maximizing your FTE possible earning.

```
PANEL: _____ C13. F.T.E. EARNINGS YEAR: 15
SCHL: _____ HIGH GRADE: _____ YEAR: 15
FTE amounts do not include the reduction in FTE for Florida Virtual courses
PGM PRD 1 PRD 2 PRD 3 PRD 4
102 .00 .15 .16 .00
103 .00 661.48 645.95 .00
130 .00 62.05 54.33 .00
251 .00 38.00 37.50 .00
252 .00 26.50 25.50 .00
253 .00 19.62 19.29 .00
254 .00 5.00 5.00 .00
255 .00 1.00 .50 .00
261 .00 10.50 10.00 .00
300 .00 70.95 70.09 .00
TOT .00 895.25 868.32 .00

AS OF: _____ 03/20/15 04/24/15 _____
F1=HELP 3=EXIT 5=REFRESH 7=BKWD 8=FWD 12=ESCAPE
No additional pages...Next? TERML: QPADEV
```

PGM	PRD 1	PRD 2	PRD 3	PRD 4
102	.00	.15	.16	.00
103	.00	661.48	645.95	.00
130	.00	62.05	54.33	.00
251	.00	38.00	37.50	.00
252	.00	26.50	25.50	.00
253	.00	19.62	19.29	.00
254	.00	5.00	5.00	.00
255	.00	1.00	.50	.00
261	.00	10.50	10.00	.00
300	.00	70.95	70.09	.00
TOT	.00	895.25	868.32	.00

C14 – COURSE QUERY DISTRICTWIDE

- Query panel which lists courses by specific course number. You may search for courses by course number or title.
- All programs and courses funded through the Florida Education Finance Program (FEFP) and courses or programs for which students may earn credit toward high school graduation are included on this panel.
- If you have any questions about codes pertaining to a particular vocational course you should contact someone in the Career, Technical, Adult and Community Education (CTACE) office. If you have questions about adding a course or availability of a course contact the District Guidance Office.

```
PANEL: _____ C14. COURSE QUERY YEAR: 15
SCHL: 0000 SCHOOL BOARD OF BROWARD COUNTY
          P SC C D S
COURSE TITLE SA XF DP S W TP PGM STS GRDES P S R AVAIL T S T
|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|
0708340A SPANISH 1 FL FL 0 N 103 25 09 31 YYYYN N N
0708340B SPANISH 1 FL FL 0 N 103 25 09 31 YYYYN N N
0708340C SPANISH 1 FL FL 0 N 103 25 09 31 YYYYN N N
0708340E SPANISH 1 FL FL 0 N 103 25 09 31 YYYYN N N
0708340M SPANISH 1 FL FL 0 N 102 25 06 08 YYYYN N N
0708340P SPANISH 1 FL FL 0 N 103 25 09 31 YYYYN N N I
0708340S SPANISH I FL FL 0 N 103 25 09 31 YYYYN N N
0708340X SPANISH 1 FL FL 0 N 103 100 09 31 YYYYN N N
0708340Z SPANISH 1 FL FL 0 N 103 25 09 31 YYYYN N N
07083400 SPANISH 1 FL FL 0 N 103 25 09 31 YYYYN N N
07083401 SPANISH 1 FL FL 0 N 103 25 09 31 YYYYN N N
07083402 SPANISH 1 FL FL 0 N 103 25 09 31 YYYYN N N
07083408 SPANISH 1 FL FL 0 N 103 25 09 31 YYYYN N N
0708350A SPANISH 2 FL FL 0 N 103 25 09 31 YYYYN N N

F1=HELP 3=EXIT 5=REFRESH 7=BKWD 8=FWD 12=ESCAPE
No previous pages...Next? TERML: QPADEV
```


C15 – COURSE RECORDS

- This panel is used to see details of the course.
- Adopt courses to your schools file by entering a valid course number.
- Look for the message 'PRESS ENTER TO ADD FROM DISTRICT CURRICULUM' to be displayed.
- Press Enter and it will then be added to your schools' dictionary.

Before using a course, be sure it has the appropriate Program Code for your purpose.

```
File Edit View Tools Help
Clear Erase Attn Sysreq Help
PANEL: C15. COURSE RECORD YEAR: 15
SCHL: 0000 SCHOOL BOARD OF BROWARD COUNTY
COURSE: NUMBER TITLE SA XF DP PS W FLGS WGT SCHOOL TYPE
00000000 HOMEROOM NC SC 0 N .
TEMPLATE ID: FORGIVENESS: USER CDS: 00 12 N
VALUE: CRDT TRMS DUR MAX GREQ QUAL: PGM STS GRADES P S R AVAIL
. 1 1 . 999 30 PK 12 . . . . . YYYYN
MISC: OPT CRS/LVL CERT DESC ESOL-CAT PGM-130 IB DEI T COURSE
S . 0 N N 2
VOC: SUB-PGM LENG INT PRTY FEES: ST TYPE AMT TYPE AMT TYPE AMT
. 2 . . . . .
DATES: ADOPTED UPDATED DROPPED RI HQC . . . . .
012795 082208 N N
F1=HELP 3=EXIT 7=BKWD 8=FWD 9=NXT PAGE 10=DEL 12=ESCAPE
Record is displayed...Next? TERML: QPADEV
```

C16 – MASTER SCHEDULE QUERY

- This panel is used to list all Master Schedule records in your school.
- Press Enter to pull up records.

There are 2 ways to get to the next panel (C17);

1. Type C17 in the panel ID.
2. Arrow down to the Master Schedule record you wish to view in detail (anywhere on the line) and press Enter.

```
PANEL: _____ C16. MASTER SCHEDULE QUERY YEAR: 15
SCHL: MIDDLE
COURSE SEC/M TITLE T PRDS D TCH TM GE BLD/RM PGM STS OCCUP SF
01010100 AR12 M/J TWO-D STUD ART 1 3 0102 5 823 EL Y 01183 102 48 49 49 O
01010100 AR4 M/J TWO-D STUD ART 1 3 0404 5 823 EL Y 01183 102 48 43 43 V
01010100 AR5 M/J TWO-D STUD ART 1 3 0505 5 823 EL Y 01183 102 45 47 47 O
01010100 AR6 M/J TWO-D STUD ART 1 3 0606 5 823 EL Y 01183 102 47 45 45 V
01010100 AR7 M/J TWO-D STUD ART 1 3 0707 5 823 EL Y 01183 102 47 44 44 V
0600000D YB7 M/J EXP WHEEL 1 3 0707 5 031 EL Y 01185 102 40 39 39 V
0600020A 8G5 M/J EXP WHEEL 3 3 0505 5 870 8G Y 01186 102 30 16 16 V
0708340M SP13 SPANISH 1 1 0303 5 520 EL Y 01165 102 25 17 0 V
0708340M SP23 SPANISH 1 2 0303 5 520 EL Y 01165 102 25 0 17 V
0708350M SP13 SPANISH 2 1 0303 5 520 EL Y 01165 102 25 1 0 V
0708350M SP23 SPANISH 2 2 0303 5 520 EL Y 01165 102 25 0 1 V
1000010D 6A34 M/J INTENSIVE READ 3 0304 5 350 6A Y 09903 102 25 18 18 V
1000010D 6B34 M/J INTENSIVE READ 3 0304 5 339 6B Y 09908 102 25 17 17 V
1000010D 6C12 M/J INTENSIVE READ 3 0102 5 077 6C Y 99P44 102 25 21 21 V
F1=HELP 3=EXIT 5=REFRESH 7=BKWD 8=FWD 12=ESCAPE
No previous pages...Next? TERML: QPADEV
```


C17 – MASTER SCHEDULE

PRDS:

- Enter beginning and ending period. 0101 (begins first period and ends first period.) 0204 (begins second period and ends fourth period).
- Specials in Elementary can all be the same period EX: 0688 or 1088.

DAYS:

- Can be either MTWRF or you can enter the correct days based on the individual teacher.
- Example: ESE instructor who **ONLY** visits your school Tuesdays can be entered as T.

TIMES: This will default based on the periods in the bell schedule.

MINS: The minutes will default based on the value in the **TIMES** field.

DATES: will default based on the **TERM**.

- REGULAR HIGHS USE TERM 1 AND 2 (6 OR 7 PERIOD DAY)
- 4X4 HIGHS AND MIDDLES USE TERM 6,7,8, & 9 (4 PERIODS 4 X A YEAR)
- SPECIALS scheduled by marking period are TERM 6,7,8, & 9 sometimes known as “THE WHEEL”
- Usually ELEMENTARIES & MIDDLES use TERM 3 (Year Long Courses)
- SUMMER SCHOOL IS TERM “S” – **TOTALLY DIFFERENT TERM & BELL SCHEDULE**

```
PANEL: _____ C17. MASTER SCHEDULE YEAR: 15
SCHL: MIDDLE TYPE: 2
CLASS: COURSE SEC/M SA XF DP P W FLGS WGT CRS/LVL
      1010100 AR5 M/J TWO-D STUD ART 1 NC AR 0 N 2
T PRDS DAYS TCHR BLDG-RM TP STS OCCUP TIMES MINS DATES
3 0505 MTWRF 823 01 183 00 45 47 47 1324 1414 250 081814 060415
VALUE: CRDT TRM DUR TOT MAX GREQ QUAL: PGM--E HQT C O GRADES P S R SCI GE DR
      1 1 180 102 Y Y I N 06 08 _ _ _ Z Y Z
MISC: C S A 130 CAT B CL SM TTT DEI W A P FTE-1 FTE-2 FTE-3 FTE-4
      _ _ _ N 0 1 01 S Z Z N N N _ _ _ _ _
VOC: SET SUB-PGM VOC-OCC BB I BLC LS FEE:S TYPE AMT TYPE AMT TYPE AMT
      _ _ _ Z _ _ 0 Z N Z _ _ _ _ _
GROUP: CNTRL OPT TM RI GUEST PTA
      _ _ _ S EL _ N _ _ _ _ _
F1=HELP 3=EXIT 7=BKWD 8=FWD 9=NXT PAGE 10=DEL 12=ESCAPE
Record is displayed...Next? TERML: QPADEV
```


❖ **SECTION #:**

- ✓ In an Elementary School it does not have to be the teacher number
- ✓ Section numbers at the middle and high level may designate Team or House
- ✓ You should always use 3 digits – two digits may reject at the state
- ✓ You can use letters and/or numbers
- ✓ Do not use symbols – it will reject at the state

❖ **SEATS:** # of Seats Default – This can and be changed for scheduling purposes.

❖ **PGM:** The Program Number can be changed individually in each student's schedule (to accommodate Exceptional students or ESOL students) or make an appropriate Master Schedule for each class/program.

❖ **HQT:** Populated by SAP directly - notice it is blue – this will be completed by SAP comparing the course number with the teacher number to see if that teacher is qualified to teach that course.

❖ **OPT** Used for scheduling students in defined Houses or Teams (C25).

❖ **TM** Used to assign Team to a specified class being offered.

❖ **SM/Scheduling Method:**

The Scheduling Method will define your class size count – refer to help screen

❖ **Responsible Instructor:**

Reading, Writing and Math

K – 10th Grade – is this teacher responsible (gives the grade) for any of these courses.

F9 Next Page: The second and third page of the Master Schedule does not apply to Elementary or Secondary schools, they are for additional teaching staff and Post Secondary Advertised Title of the course.

```
File Edit View Tools Help
Clear Erase Attn Sysreq Help
PANEL: _____ C19. CLASS UTILITY YEAR: 15
SCHL: 0000 SCHOOL BOARD OF BROWARD COUNTY
FROM: COURSE SEC/M T CL B PRDS TIMES
      _____ TCHR DAYS DATES MINS
SELECT: STATUS ENROLLED ACTION--DATE POST-SECONDARY: E/CODE W/CODE TC
      - _____ - _____ - _____ -
CHANGE: T CL B PRDS TIMES DAYS DATES MINS
      - - - - - - - - - - -
TO: COURSE SEC/M TEACHER T PRDS DAYS ENROLL
    _____
    _____
    _____
    _____
    _____
F1=HELP 3=EXIT 12=ESCAPE
Please type key elements. TERML: QPADEV
```

C19 – CLASS UTILITY

- This panel would be used if there were an error on the Master Schedule (i.e., in the **MINS** field) or to replace a Course/Sec if it were being discontinued and replaced with another.
- Key in “**A**” – Active in the **STATUS** field.
- Use **today’s date** in the **ENROLLED** field. (By always using the current date, you select anyone that is currently enrolled in the class.)
- Enter “**C**” – Change in the **ACTION** field.
- Enter a **different amount of minutes** in the minutes field.

- Leave the **TO: COURSE/SEC** blank and press Enter.
- At the bottom of the panel you will get a message **POST Y/N?**
- Enter **Y** – the system will then tell you how many records were changed.
- Enter **N** to back out of the transaction if an error was made.

Check that the **C17 Master Schedule** was changed and **C20** that the students in the class **schedules** were changed.

NOTE: Any student that you previously adjusted the minutes on his/her A10 schedule will also be changed to reflect the new minutes in the Master Schedule, so you will need to go back and re-adjust those students. It may be helpful to print the C20 Class Roll panel before beginning this process.

MIDDLE/HIGH/CENTER:

- This Panel can be used for FLIP/FLOPS (TERM 1 TO 2 OR 6 TO 7, etc.)

C20 – Classroll

Enter Course and Section Number

- The panel will display all students enrolled in this course. Use **F8 FWD** and **F7 BKWD** to display pages.
- Use the class rolls panel when adding, changing, dropping, purging, or reactivating multiple students scheduled in the same course.

```
File Edit View Tools Help
Clear Erase Attn Sysreq Help
PANEL: _____ C20. CLASSROLL YEAR: 15
SCHL: _____ ELEMENTARY
COURSE SEC/M T PRDS DAYS TCHR BLDG-RM STS OCCUP
00000000 A02 HOMEROOM 3 0000 MTWRF RODRIGUEZ 03 307 30 4 4
S GR TM T DATES TIMES DAYS MINS PGM E X
AC STUDENT A
. 02 |3| 081814 0000 0000 MTWRF 0 999 N
. 02 |3| 081814 0000 0000 MTWRF 0 999 N
. 02 |3| 081814 0000 0000 MTWRF 0 999 N
. 02 |3| 081814 0000 0000 MTWRF 0 999 N
PF1=HELP 3=EXIT 5=REFRESH 7=BKWD 8=FWD 9=NXT PAGE 12=ESCAPE
No additional pages...Next? TERML: QPADEV
```

C24 - Monthly Review

This panel is designed to view all the students attendance for a particular month.

```
PANEL: _____ C24. MONTHLY REVIEW YEAR: 15
SCHL: _____ ELEMENTARY MM: 12 YY: 14
GR: 1 HMRM: _____ TM: _____ PRD: _____
11111111111222222222233
LAST FIRST MI SR STDT GR 1234567890123456789012345678901
MELANI FH KG ..... F...
ISAIAH MB 05 .....
IYANNA FB KG .....
PONTANA FB KG U....
LUMANE FB 03 .....
DEMITRY MB PK .....
JEREMY MB 01 ..... U
TEMIKA FB 03 .....
JACOB MB 04 .....
DAMAX MB KG ..T.. .T..
SAMUEL MB 03 .....
JOSHUA D MB 03 ..... T... T
JACKELINE FH KG .....
AKKIRA FB 01 ...TT ..U..
```

F1=HELP 3=EXIT 7=BKWD 8=FWD 12=ESCAPE
Page full...Continue. TERML: QPADEV

C26 – DISCIPLINE PANEL (DMS System)

Front panel will display all the events entered for the school year.

- Go to C26 and F9 to the “Event Record (Incident)” Page
- Type the word “add” in the number area and a new Incident number will be generated
- F6 for the Comment Page to write an explanation of the event

Remember the type of incident must match the action code taken on the L Panel

Note: You cannot have a student come to school with a weapon and the action be a student conference – it will be rejected by the state

- Two interventions should be entered per incident

You can view previous year’s C26 records by changing the year on the A24 panel to view the information.

```

PANEL: _____ C26. EVENT SUMMARY YEAR: 15
SCHL: _____ HIGH
EVENT
SY EVENT FROM TO TIME DS SCHL LOCATN REPORTED BY C L CASE NBR
15 15000 08252014 1259 06 1931 HL 037 *
15 15000 08262014 1352 06 1931 UN 065
15 15000 08262014 1415 06 1931 HL 063 *
15 15001 08272014 1238 06 1931 CL 160
15 15002 08272014 1030 06 1931 CL 630
15 15002 09052014 1130 06 1931 CL 235
15 15002 09092014 0735 06 1931 CA 037
15 15002 09042014 0932 06 1931 CL 706
15 15002 09052014 0724 06 1931 CL 706
15 15002 09092014 1027 06 1931 CL 715
15 15003 09102014 1305 06 1931 MC 065
15 15003 09122014 0847 06 1931 CL 065
15 15004 09152014 0940 06 1931 CA 037 *
15 15004 09152014 1450 06 1931 CL 037
HELP=HELP 3=EXIT 5=REFRESH 7=BKWD 8=FWD 9=NXT PAGE 12=ESCAPE
Page full...Continue. TERML: QPADEV
    
```

```

File Edit View Tools Help
Clear Erase Attn Sysreq Help
PANEL: _____ C26. EVENT RECORD (INCIDENT) YEAR: 15
SCHL: 0000 SCHOOL BOARD OF BROWARD COUNTY
EVENT: SY NUMBER SCHL DATE TIME EDS ESCHL CON WHERE LOCATION OFND LAW
15 ADD
REPORTED BY: _____ CASE NUMBER: _____
A
C BASIS INC BGA DD HI WWD VTM
D INCIDENT CODE STUDENT D R S O F TYP RRR RD RR RDS HOM GR
---
---
---
---
---
---
---
---
---
---
HELP=HELP 3=EXIT 5=REFRESH 6=COMMENT 7=BKWD 8=FWD 9=NXT PAGE 10=DEL 12=ESCAPE
EVENT NOT ON FILE. TYPE DATA TO ADD. TERML: QPADEV
    
```


D Panels

District Menu



```
PANEL:  D. DISTRICT MENU  YEAR: 15

MEMBERSHIP                GEOBASE
    D02. ADA/ADM COMPARISON  D13. GEOBASE QUERY
    D03. DEMOGRAPHICS       D14. GEOBASE MAINTENANCE

CURRICULUM                VOCATIONAL
    D04. GENERAL ASSIGNMENTS D15. PROGRAM QUERY
    D05. COURSE RECORD       D16. PROGRAM RECORD
                              D17. PROGRAM COURSE

GRADE REPORTING
    D06. Message on Report Cards

STUDENT QUERIES          MISCELLANEOUS
    D08. LOCAL DATA ELEMENTS D25. TITLE I PROVIDERS
    D09. DISCIPLINE          D26. HQT and Certification
    D10. SPECIAL PROGRAMS    D27. COURSE RECOMMENDATIONS
    D11. FREE/REDUCED        D28. TITLE I SES QUERY
    D12. GENERAL             D29. TITLE I SES

PF1=HELP 3=EXIT 12=ESCAPE
Please type panel identifier.  TERML: QPADEV
```

- If your school wishes to have a message printed on the report cards, please enter information on the D06 panel.

E Panels

Data Entry



E PANELS - DATA ENTRY

➤ These panels are used for school wide updates. Information entered here will appear on the appropriate panels and vice versa.

```
PANEL: 1 E. DATA ENTRY YEAR: 15

DEMOGRAPHICS/GENERAL DATA

E02. FEDERAL IMPACT CODE
E04. FREE/REDUCED ELIGIBILITY
E05. F.T.E. ELIGIBILITY
E06. HOMEROOM/TEAM/COUNSELOR
E08. NEXT YEAR SCHOOL/GRADE

E15. MISC. CODES
E16. BARCODE COURSE REQUESTS

SCHEDULING

E09. STUDENT COURSE REQUESTS (COURSE)
E11. TEACHER/ROOM ASSIGNMENT

PF1=HELP 3=EXIT 12=ESCAPE
Please type panel identifier. TERML: QPADEV
```

E02 – Federal Impact Code

- Updates the A04 and vice versa.
- This is where the entire school can be updated for the Federal Impact Property Codes and Impact Aide Properties.
- Query by Grade Level, Name, Sex, Race or by the code they already have.

```
PANEL: _____ E02. FEDERAL IMPACT CODE YEAR: 15
```

SCHL	GR	ST	LAST	FIRST	M SR	STDT	FIC	IAP
---		A	-----	-----	---		---	---
09	V.		MA		MH	06	0	---
09	V.		RE		MB	06	2	---
06	V.		KA		A FB	06	2	---
10	V.		KE		J MB	06	2	---
11	V.		WI		MB	06	2	---
11	V.		AS		FB	06	2	---
30	V.		ME		FB	06	2	---
12	V.		JU		D MW	06	2	---
09	V.		TH		D MB	06	2	---
09	V.		HA		MB	06	2	---
10	V.		DA		C MB	06	2	---
10	V.		FR		MB	06	2	---
09	V.		SH		FB	06	2	---
30	V.		DA		MB	06	2	---
07	W.		AV		L FB	06	2	---

```
F1=HELP 3=EXIT 5=REFRESH 7=BRWD 8=FWD 12=ESCAPE  
PAGE FULL...CONTINUE. TERML: QPADEV
```

E04 – Lunch

- Updates the A04 and vice versa.
- This is where you can update the entire school's Lunch Status.
- You can update by specific fields such as Grade Level, Name...
- Schools who do not participate in the Districts Meal Program will update their students' lunch status.
- Food and Nutrition Department updates lunch status for all schools who participate in the District Meal Program.

```
PANEL: _____ E04. FREE/REDUCED ELIGIBILITY YEAR: 15

BLT  SCHL GR ST   LAST      FIRST      M SR  STDT   ELG PRT  DATE AUD
 L  -----

      31 I          E FB 06  N N
      12 I          L FB 06  N N
      09          MB 06  N N 012015
      30 I          FH 06  N N
      30 I          MH 06  N N
      12 I          FB 06  N N 093009
      12 I          L FB 06  N N
      30 I          FH 06  N N
      30 I          FH 06  N N
      30 I          FH 06  N N
      12 I          V FB 06  N N
      12 I          L MB 06  N N
      12 I          K FB 06  N N
      12 I          FB 06  N N
      30 I          FB 06  N N

F1=HELP 3=EXIT 5=REFRESH 7=BKWD 8=FWD 12=ESCAPE
PAGE FULL...CONTINUE.          TERML: QPADEV
```


E05 – FTE Eligibility

- Updates the A08 and vice versa.
- This panel is used to update FTE Eligibility by Survey.
- You can also limit the search to select by Grade, Name, Sex or Race.

```
PANEL: _____ E05. FTE ELIGIBILITY YEAR: 15
SURVEY SCHL GR ST LAST FIRST M SR STDT ELIG
  3      A
09      MB 061
09      MH 060
09      FB 060
10      FB 060
09      N FB 060
11      D MB 060
10      MB 060
12      FB 067
07      A MB 060
11      A FB 061
06      MB 060
10      J MB 060
10      C MH 060
10      L FB 060
10      MB 061
```

Page full...Continue. TERML: QPADEV

HELP 3=EXIT 5=REFRESH 7=BKWD 8=FWD 12=ESCAPE

E06 – Homeroom/House/Team/Counselor

- This panel is used for fast entry scheduling of students by Homeroom, Team or Counselors for the Current and/or Next School Year (must run TS2066U to post to the A10).
- Used instead of A04.
- Do not use both prior to posting schedules.

```
File Edit View Tools Help
Clear Erase Attn Sysreq Help
PANEL: E06. HOMEROOM/TEAM/COUNSELOR YEAR: 15
R HTC SCHL GR TM ST LAST FIRST M SR STDT
N H 0000
0000 02 FB
0000 07 FH
Choose Next or Current and whether you are entering Homeroom or Team
F1=HELP 3=EXIT 5=REFRESH 7=BKWD 8=FWD 12=ESCAPE
No additional pages...Next?
TERML: QPADEV
```

E08 – Next Year School/Grade

- This panel is used for T-over's to Next Years School.
- Update by students by Grade, Name, Sex or Race.
- Updates the A04.

```

PANEL: _____ E08. NEXT SCHL-GRADE/SUMM SCHL YEAR: 15
U
A SCHL GR S LAST FIRST M SR STDT NEXT -DEFAULT P
SCHL GR AS CL R
0000

```

View Both Next School Assigned and Unassigned

Update any students missing Next School Assignment

```

PF1=HELP 3=EXIT 5=REFRESH 7=BKWD 8=FWD 11=VIEW 12=ESCAPE
Please type key elements. TERML: QPADEV

```

F11 to input Summer School location number



```

File Edit View Tools Help
Clear Erase Attn Sysreq Help
PANEL: _____ E08. NEXT SCHL-GRADE/SUMM SCHL YEAR: 15
U
A SCHL GR S LAST FIRST M SR STDT SUMM
SCHL

```

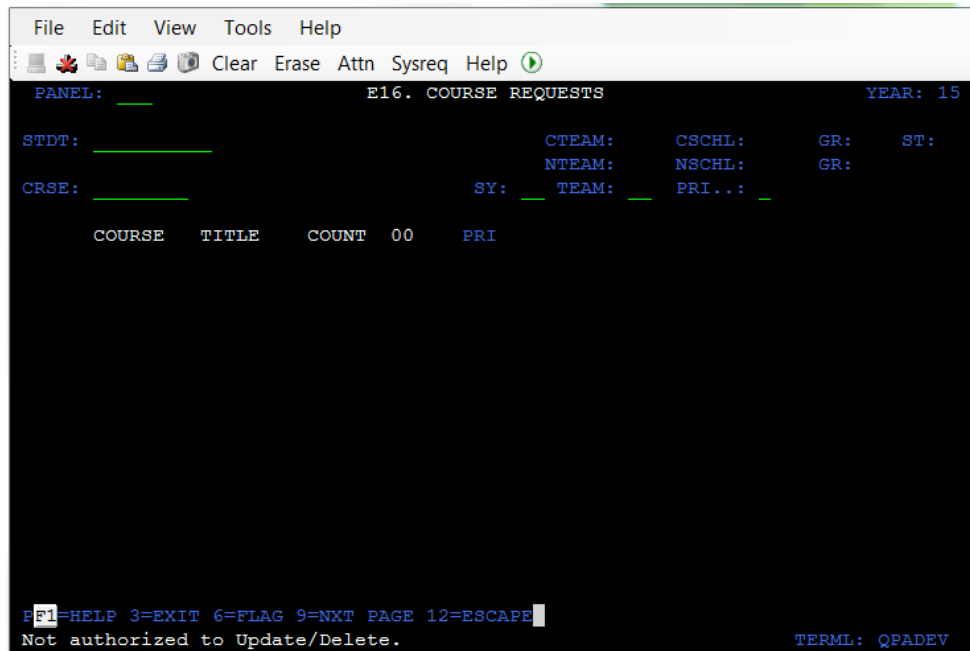
```

PF1=HELP 3=EXIT 5=REFRESH 7=BKWD 8=FWD 11=VIEW 12=ESCAPE
Page full...Continue. TERML: QPADEV

```


E16 – COURSE REQUESTS

This panel is used as a fast entry panel to record or scan student courses.



The screenshot shows a terminal window titled "E16. COURSE REQUESTS" with a menu bar containing "File Edit View Tools Help" and a toolbar with icons for "Clear Erase Attn Sysreq Help". The main display area is black with white text. It shows a form for entering course information with fields for "PANEL:", "YEAR: 15", "STDT:", "CTEAM:", "CSCHL:", "GR:", "ST:", "CRSE:", "SY:", "TEAM:", "NSCHL:", "GR:", and "PRI..:". Below the form is a table header with columns "COURSE", "TITLE", "COUNT", "00", and "PRI". At the bottom, there is a help message: "F51=HELP 3=EXIT 6=FLAG 9=NXT PAGE 12=ESCAPE" and a status message: "Not authorized to Update/Delete." and "TERML: QPADEV".

```
File Edit View Tools Help
Clear Erase Attn Sysreq Help
PANEL: _____ E16. COURSE REQUESTS YEAR: 15
STDT: _____ CTEAM: CSCHL: GR: ST:
CRSE: _____ SY: TEAM: NSCHL: GR:
PRI..: _____
COURSE TITLE COUNT 00 PRI
F51=HELP 3=EXIT 6=FLAG 9=NXT PAGE 12=ESCAPE
Not authorized to Update/Delete. TERML: QPADEV
```

F Panel

Control Records



F PANELS – CONTROL RECORDS

```
PANEL:    F. CONTROL RECORDS YEAR: 15
SECURITY RECORDS MISCELLANEOUS (CONTINUED)

CALENDAR

SCHOOL DEFINITION
  F05. NAME + ADDRESS

HELP FILE

MISCELLANEOUS CODES

F29. EXTERNAL FILES OPEN/CLOSE

PF1=HELP 3=EXIT 12=ESCAPE
PLEASE TYPE PANEL IDENTIFIER. TERML: QPADEV
```

F05 – SCHOOL NAME & ADDRESS

(Detailed school information (Name, Address, Phone Numbers, Magnet Program Code, Administrator, IMT, Calendar, Grade Levels,...))

```
PANEL: _____ F05. SCHOOL NAME + ADDRESS YEAR: 15
SCHL NAME ABBREV ATTD DISTR RESTR PKG
0991 WINGATE OAKS CENTER WINGATE OAKS N P Y
TITLE I: N
ADDRESS: 1211 NW 33 TERRACE
FT LAUDERDALE FL 33311
MAG PGMS:
MAGNET TYPE: MODEL:
WEB PUB: N
HEAD: HAUSMAN, SARAH PHONE: 754 321 6850 EX
CADRE: WANZA, V FRL: Y TRNSP: Y FAX: 754 321 6868
TYPE AREA I-ZN CALENDARS TRMS PRDS FEEDS FTE HR-I SQ FT (H/C)
35 C 0000 01 02 2 8 25.000 Z , ,
GR + B GA FTE GR + B GA FTE GR + B GA FTE GR + B GA FTE
PK 1 AD 20.000 KG 1 AD 20.000 01 1 AD 20.000 02 1 AD 20.000
03 1 AD 20.000 04 1 AD . 05 1 AD . 06 Y 1 AD 1.021
07 Y 1 AD . 08 Y 1 AD . 09 Y 1 AD . 10 Y 1 AD .
11 Y 1 AD . 12 Y 1 AD . 30 1 AH . 31 1 AH .
PROMOTE: Y RETAIN: N ON RPT CD IMT: GRABLOSKI, KATH PH: 7543216850
CHARTER: N DMS SYS: Y PILOT 1: N PILOT 2: N
F1=HELP 3=EXIT 7=BKWD 8=FWD 9=NXT PAGE 10=DEL 12=ESCAPE
Record is displayed...Next? TERML: QPADEV
```

G Panels

Communications



G Panels – COMMUNICATIONS

These panels are used to send and receive transfers and transcripts electronically.

```
PANEL:      G. COMMUNICATIONS  
INTERDISTRICT RECORD TRANSFER  
G01. CODES QUERY  
  
G04. STUDENT QUERY  
G05. INCOMING STUDENT  
G06. OUTGOING STUDENT  
  
G08. REQUEST/RESPONSE HISTORY  
  
PF1=HELP 3=EXIT 12=ESCAPE  
PLEASE TYPE PANEL IDENTIFIER.
```

G01 – CODES QUERY

Query panel used to view message codes.

View district and institution information needed to transfer transcripts electronically.

```
PANEL: _____ G01. CODES QUERY YEAR: 15
TYPE CODE      DESCRIPTION
MS
RR01          PLEASE SEND THIS RECORD AS SOON AS POSSIBLE
RR02          PLEASE SEND THIS RECORD AFTER TERM IS COMPLETE AND GRADES ARE P
RR06          PLEASE SEND ELECTRONICALLY, AND HARD COPY ALSO
RR07          STUDENT IS FROM YOUR INACTIVE FILES. SEND HARD COPY OR ELECTRON
RR08          SEND HEADER ONLY, ALL ELSE BY MAIL
RR09          SEND TRANSCRIPT TO REQUESTING INSTITUTION & DOE TEACHER CERT. O
RR10          TEMPORARY PLACEMENT, SEND HEADER ONLY
RR11          REQUESTED RECORD TO BE USED FOR EMPLOYMENT PURPOSES
RR12          WE RECEIVED ELECTRONIC TRANSMISSION-WAITING FOR ESE/NON-AUTOMAT
SA01          RECORD IS AND ACADEMIC SCHOLAR
SA02          RECORD TO FL.BD. OF REGENTS -OUTSTANDING JUNIORS PGM - GPA 3.5
SA03          RECORD TO FL.BD. OF REGENTS -OUTSTANDING JUNIORS PGM - GPA BELO
SA03          RECORD TO FL.BD. OF REGENTS-OUTSTANDING JUNIORS PGM-GPA RANGE 3
SB00          RECORD REJECTED DUE TO SYSTEM FAILURE
SB01          REJECT - STUDENT EXISTS IN DIFFERENT SCHOOL YEAR
SB02          REJECT - STUDENT SSN ALREADY EXISTS IN A DIFFERENT DISTRICT

F1=HELP 3=EXIT 5=REFRESH 7=BKWD 8=FWD 12=ESCAPE
PAGE FULL...CONTINUE.                TERML: QPADEV
```

```
PANEL: _____ G01. CODES QUERY YEAR: 15
TYPE CODE      DESCRIPTION
D00000010000  ALACHUA COUNTY
D00000010021  CHARLES W. DUVAL ELEMENTARY
D00000010031  J. J. FINLEY ELEMENTARY SCHOOL
D00000010041  STEPHEN FOSTER ELEMENTARY SCH.
D00000010052  A. Q. JONES / EXCEPTIONAL STU
D00000010071  LAKE FOREST ELEMENTARY SCHOOL
D00000010081  SIDNEY LANIER CENTER
D00000010082  HOSPITAL HOMEBOUND
D00000010083  ANCHOR SCHOOL
D00000010091  LITTLEWOOD ELEMENTARY SCHOOL
D00000010101  W. A. METCALFE ELEMENTARY SCH.
D00000010111  JOSEPH WILLIAMS ELEMENTARY SCH
D00000010112  ABRAHAM LINCOLN MIDDLE SCHOOL
D00000010121  HOWARD W. BISHOP MIDDLE SCHOOL
D00000010141  WESTWOOD MIDDLE SCHOOL
D00000010151  GAINESVILLE HIGH SCHOOL

F1=HELP 3=EXIT 5=REFRESH 7=BKWD 8=FWD 12=ESCAPE
PAGE FULL...CONTINUE.                TERML: QPADEV
```

G04 – STUDENT QUERY

- Query panel used to view status of incoming or outgoing transcripts that are being sent or requested electronically.
- Records on this panel may require an action to be completed on the G05 or G06 panel to send or receive transcript.
- Once processed it will be removed from the G04 and become part of the history on the G08.

```
File Edit View Tools Help
Clear Erase Attn Sysreq Help
PANEL: _____ G04. STUDENT QUERY YEAR: 15
LAST FIRST MI SR O SCHL L DATE STDT EXTERN FICE/DS C/SC
FH I 0571 O 013114 0000013 2331
F51=HELP 3=EXIT 5=REFRESH 7=BKWD 8=FWD 12=ESCAPE
Record limit met...Press F7 or F8. TERML: QPADEV
```


G05 – INCOMING STUDENT

- This panel is used to retrieve records of incoming students.
- This request will be routed to the appropriate school.
- Once received a message will be posted in the “RESP” area near the bottom at the panel.

Either the TERMS student number or the Florida DOE student number must be entered in this field.

If the TERMS student number is entered “T” must be entered in the type field.

The TERMS number will be used to retrieve the external (DOE) number from the student basic record(A03).

The DOE number will be displayed in this field along with the record and “TYPE” will change to “D” (DOE).

STATUS FLAG

The Status Flag is used to indicate the action to be taken with the request.

Acceptable values are:

X - Received Response to Request

S – Sent Request

R - Resent Request

O - Request has been sent

Blank – No Action to be taken

This request for Incoming Records will appear on the G04 with an “S” under Status Flag.

Once sent, the record is removed from the G04.

F9 to the G05 COMMENT PANEL

Any additional comments that are sent with the transcript will be displayed in this area.

```
File Edit View Tools Help
Clear Erase Attn Sysreq Help
PANEL: _____ G05. INCOMING STUDENT YEAR: 15
KEY: STDT NBR T TO:DIST SCHL SPEEDE/EXPRESS ID
      D 0000013 2331 CHARLES HADLEY ELEMENTARY
LAST APP FIRST MIDDLE SEX RACE DOB
CHIRINOS GISELLE F H 03202004
FORMER AKA NON-FIRM INST TERMS STDT DOE NBR
7354 7354
REQ: R01 PLEASE SEND THIS RECORD AS SOON AS POSSIBLE
SCHL COMM FLAG T/P DESC CREATED SENT DOE: DATE TIME SEQ
0571 O - PROD 013114 020314 02032014 070802 0001
RESP:
POST: 12345678 T/P DESC RECEIVED DOE: DATE TIME SEQ
F1=HELP 3=EXIT 7=BKWD 8=FWD 9=NXT PAGE 10=DEL 12=ESCAPE
Record is displayed...Next? TERML: QPADEV
```

G06 – OUTGOING STUDENT

- This panel is used to create a request to transfer transcripts electronically.
- Enter student's TERMS number (T) or External (D) number in the STDT number field.
- Choose where the record is being sent (IDT field). When sending transcripts to certain institutions you may use their SPEEDE/EXPRESS ID.
- The RESP: should be coded to indicate reason record is being sent. The status flag is used to indicate the action to be taken with the request.
- Select the type of transcript (Full, Shortened, Technical....) by placing a transaction code in the TYPE OF TRANS T/P DESC field.

```
PANEL: _____ G06. OUTGOING STUDENT YEAR: 15
KEY: STDT NBR T IDT FR:IN/DIST CP/SC SPEEDE/EXPRESS ID
      0603007595 B I 0001506 0002 MIAMI-DADE COLLEGE
      LAST APP FIRST MIDDLE SEX RACE DOB
      ABATE F H 04261996
      FORMER AKA NON-FIRM INST TERMS STDT DOE NBR
      0603007595 0603007595
RESP: S01
      SCHL COMM FLAG T/P DESC CREATED SENT DOE: DATE TIME SEQ
      - - - - -
REQ:
      TYPE OF TRANS T/P DESC RECEIVED DOE: DATE TIME SEQ
      -
?
PF1=HELP 3=EXIT 7=BKWD 8=FWD 9=NXT PAGE 10=DEL 12=ESCAPE
External # mismatch. Fix A03 or reject. TERML: QPADEV
```

G08 - REQUEST/RESPONSE HISTORY

- This panel will show the request/response history of student's transcript that was sent electronically.

```
PANEL: _____ G08. REQUEST/RESPONSE HISTORY YEAR: 15
DOE NBR  TERMS STDT LAST      FIRST  FICE/DS C/SC MSG  DATE  TIME
_____|_____|_____|_____|_____|_____|_____|_____|_____|_____|
_____|_____|_____|_____|_____|_____|_____|_____|_____|_____|
                                CLELIA  0000013 3421 S01 090402 073223
                                R01 083002 071538
                                S01 080502 071656
                                R01 072502 072026
                                0000095 1470 Q20 020714 095822
                                Q01 091813 133153
                                Q01 062513 100612
                                Q01 020513 085728
                                Q01 091912 080509
                                Q01 062012 164631
                                Q01 020112 111957
                                Q01 020112 104852
                                Q01 071112 165811
                                Q01 092211 084046
                                Q01 063011 003154
                                Q01 021011 095626

F1=HELP 3=EXIT 5=REFRESH 7=BKWD 8=FWD 11=VIEW 12=ESCAPE
No previous pages...Next? TERML: QPADEV
```


L Panel

Local Support



PANEL:

L. LOCAL SUPPORT

YEAR: 15

- | | |
|-----------------------------------|-----------------------------|
| L01. Transportation by Bus Route | L15. Student Contact Info |
| L02. Transportation/Edulog | L16. |
| | L17. |
| | L18. |
| L03. Enrollment Summary | L19. |
| L04. | |
| L05. Accident Inquiry/Update | |
| L06. | L20. |
| L07. Performance Based Incentives | L21. |
| L08. | L22. |
| | L23. |
| | |
| L09. | L25. |
| L10. Stdts with bad address | L26. |
| L11. Interactive QTR Scheduler | L27. Student Support Interv |
| L12. | L28. JIF |
| L13. | L29. DJJ Student Query |
| L14. | L30. DJJ Student Detail |

PF1=HELP 3=EXIT 12=ESCAPE

Please type panel identifier.

TERML: QPADEV

L02 - TRANSPORTATION

- This panel will display student's bus routing information.

```
File Edit View Tools Help
Clear Erase Attn Sysreq Help
PANEL: _____ TRANSPORTATION YEAR: 15
STDT: _____ SCHL: _____ GR: _____
RES: _____
AS: MBRSHPCATGRY: _ EXCEPTIONALITY:
MEDICAL: _____ TEAM: _____ RIDER: _ _ _ _
SECUREMENT: _____
SPECIAL NEEDS:
HAZARDOUS WALKING CODE: _____ ESY BEG TIME: _____ ESY END TIME: _____
BUS ID: _____ CURRENT TRANSPORTATION INFORMATION
ENTRY DATE: _____ TRANS ELIGIBILITY: _____ FTE ELIGIBILITY: _____
AM BUS _____ RTE: _____ TIME: _____
PM BUS _____ RTE: _____ TIME: _____
VEHICLE CATEGORY: _ DISTANCE: _____
NEW TRANSPORTATION ASSIGNMENT
NEW SCHL: _____ REQUESTED START DATE: _____ STOP DATE: _____
TEMP CONTACT 1: _____ PHONE: _____ EMG: _____
TEMP CONTACT 2: _____ PHONE: _____ EMG: _____
NBR DR STREET TYPE APT/BLDG CITY ST ZIP+4
NEW RES
PICK-UP
DROP-OFF
F3=EXIT 5=REFRESH 7=BKWD 8=FWD 12=ESCAPE
Please Type KEY Student Number TERML: QPADEV
```


L03 – SCHOOL COUNTS AND PERCENTAGES MENU

- Enter selection number of specific category (Enrollment, Free and Reduced lunch, Magnet, LEP, DOP, etc.) to view counts.
- F9 for more details –percentages.

```
PANEL:  SCHOOL COUNTS AND PERCENTAGES MENU  YEAR: 15

Select one of the following:

1. Enrollment
2. Magnet
3. Limited English Proficiency
4. Primary Exceptional
5. Free/Reduced Lunch
6. Dropout Prevention
7. Assignment

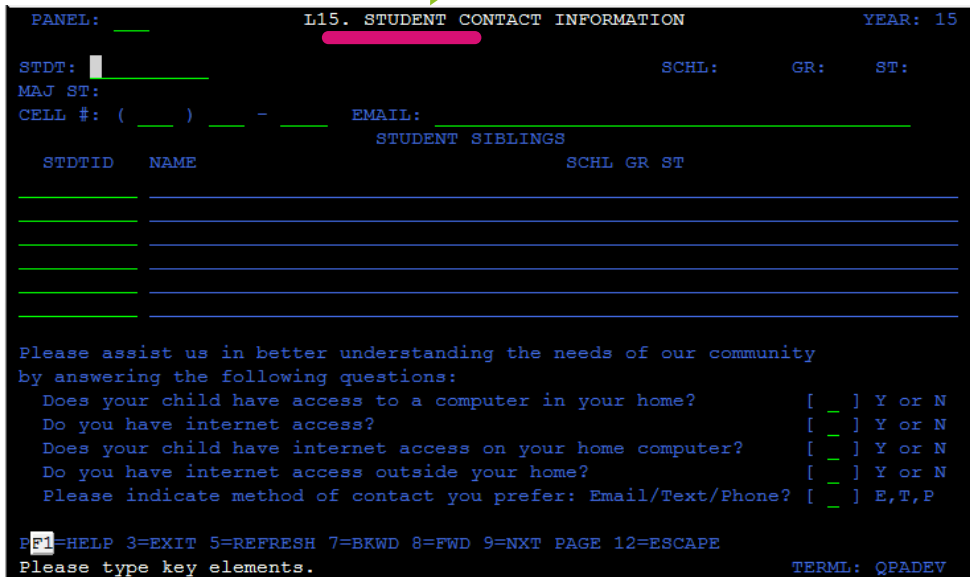
Enter Selection
-

F3=Exit  F12=Escape
ENTER SCREEN SELECTION  TERML: QPADEV
```



L15 - STUDENT CONTACT INFORMATION

- TERMS User that have a SA/GD/or TI User ID may update this panel.



```
PANEL: _____ L15. STUDENT CONTACT INFORMATION YEAR: 15
STDT: [ ] SCHL: GR: ST:
MAJ ST:
CELL #: ( [ ] ) [ ] - [ ] EMAIL: [ ]
STUDENT SIBLINGS
STDTID NAME SCHL GR ST
[ ] [ ] [ ] [ ] [ ]
[ ] [ ] [ ] [ ] [ ]
[ ] [ ] [ ] [ ] [ ]
[ ] [ ] [ ] [ ] [ ]
[ ] [ ] [ ] [ ] [ ]

Please assist us in better understanding the needs of our community
by answering the following questions:
Does your child have access to a computer in your home? [ - ] Y or N
Do you have internet access? [ - ] Y or N
Does your child have internet access on your home computer? [ - ] Y or N
Do you have internet access outside your home? [ - ] Y or N
Please indicate method of contact you prefer: Email/Text/Phone? [ - ] E,T,P

F51=HELP 3=EXIT 5=REFRESH 7=BKWD 8=FWD 9=NXT PAGE 12=ESCAPE
Please type key elements. TERML: QPADEV
```

Use Student Emergency Contact Card
to update these questions..

L27 – STUDENT SUPPORT INTERVENTIONS

- This panel is used to record interventions.
- **NOTE:** Interventions that are not a result of a referral or suspension are entered on the L27 panel.
Referrals and suspensions are entered IN THE DMS.
- Every referral requires two action codes to be entered in DMS. Some of these actions are either internal, external suspension programs, AES programs, Parent conferences, referrals to social workers, guidance counselors, etc.
- Ex: If an administrator refers as one or two of the actions, to the Social Worker, or child study team, the results of that action will be entered on the L-Panel by the person providing the intervention (i.e., the social worker).

```
File Edit View Tools Help
Clear Erase Attn Sysreq Help
PANEL: _____ L27. STUDENT SUPPORT INTERVENTIONS YEAR: 15
STDT: _____ SCHL: _____ GR: _____ COMMENT: _____
STATUS: _____ REASONS: _____ WITH: _____
BIRTH: _____ OVER AGE: _____ PSYC EVAL: _____ SOCIAL WORKER EVAL: _____
ESE: _____ DROP PREV: _____ DJJ: _____ HI-RISK MED: _____ LUNCH ST: _____ CONCUR ENROLL: _____
504 PLAN: _____ ELL: _____ REASSIGNED: _____ PSYC CASE NBR: _____

MOST RECENT CONFERENCES:
STUDENT: _____ PARENT: _____ TEACHER: _____ CHILD STUDY: _____
A _____ INTV _____ C FLA D _____ ASSIGN _____
D INTERVENTION DATE CONTACT M MIN C SCHL DATE

F1=HELP 3=EXIT 7=BKWD 8=FWD 9=NEXT PANEL 12=ESCAPE
Please type key elements. TERML: QPADEV
```

Website Links

- ❖ Data Warehouse - <http://web/dwh/>
 - School Reports Menu
 - Virtual Counselor
 - BASIS
 - DWH Reports Folder
- ❖ Optispool - <https://webapp.browardschools.com/optispool/> (web/optispool)
- ❖ VPN - <https://vpn.browardschools.com>
- ❖ Class Size - <http://www.broward.k12.fl.us/casdl/csldata>
- ❖ One Choice - <http://WEB/CASDL>
- ❖ ParentLink - <http://broward.parentlink.net>
- ❖ Pinnacle - <http://qb.browardschools.com/pinnacle/gradebook>
- ❖ TERMS - <http://terms.browardschools.com/>

Contacts / Support

Taffy Armstrong – Taffy.Armstrong@browardschools.com
(Customer Service Analyst III)

IT Service Desk (754-321-0411)

- ❖ Leslie Hewell
- ❖ Theresa Lewis
- ❖ Christopher Yeargin

Production Control/State Reporting (754-321-0493)

- ❖ Angela Davis, State Database Specialist
- ❖ Traci Butler
- ❖ Latoya Thompson
- ❖ Lorena Widgeon
- ❖ Nicolette Galliani

Production Control /TERMS (754-321-0493)

- ❖ Anne McDougall, Operations Supervisor
- ❖ Jessica Bonaparte

❖ <http://terms.browardschools.com/>