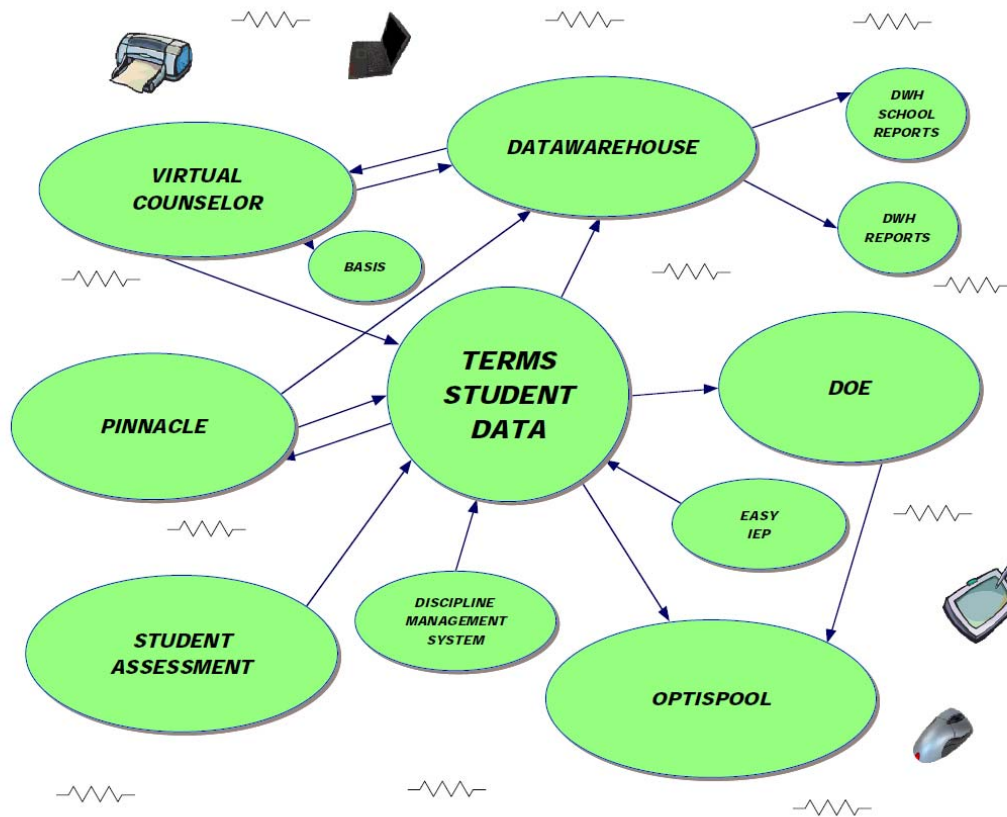# Signing on to TERMS

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.

KEY	DESCRIPTION	ACTION
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.

MOCHA Software or TERMS on internet

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 date 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
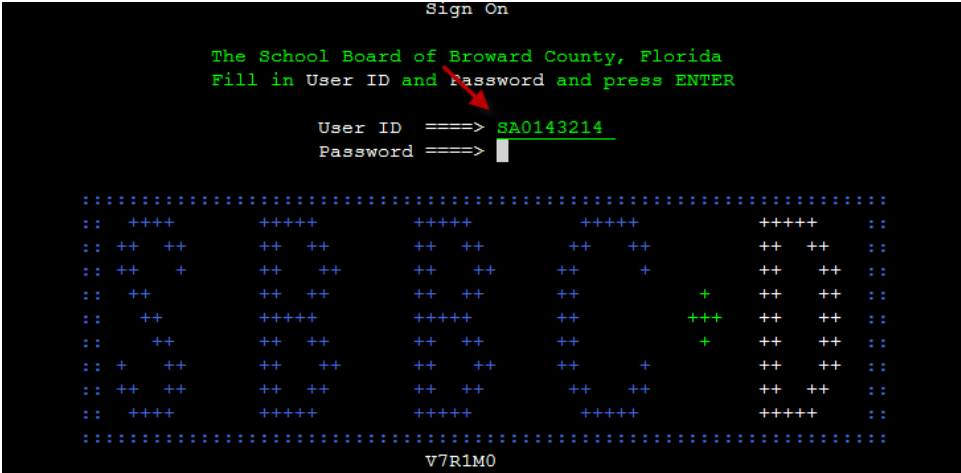   **SA   = System Administrator (SA01) Usually the IMT – User has total access.**
                      02   = Your Terminal ID
                      4321   = Your school number
                      4   = the type of school you are
    (1 is an elementary, 2 is a middle, 3 center, 4 high school)

- **PASSWORDS CHANGE EVERY 45 DAYS!**

```
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
```

- 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.

- 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.

A Panels

Student Records

```
PANEL: █                      A. STUDENT RECORDS                        YEAR: 15


GENERAL QUERIES                          ATTENDANCE
     A01. STUDENT NAME (DISTRICT)             A15. DAILY SUMMARY
     A02. STUDENT NAME (SCHOOL)
                                              A17. ABSENCE DETAIL

BASIC RECORDS
     A03. DEMOGRAPHICS
     A04. GENERAL ASSIGNMENTS
     A05. CONTACT INFORMATION             TESTING
     A06. HEALTH INFORMATION                  A20. TEST SCORE QUERY
     A07. ASSIGNMENT HISTORY                  A21. TEST SCORE
     A08. LOCAL DATA ELEMENTS                 A22. STANDARD MASTERY


COURSES                                  MISCELLANEOUS
     A09. COURSE REQUESTS                     A23. SPECIAL PROGRAMS
     A10. CURRENT SCHEDULE                    A24. DISCIPLINE
     A11. INTERACTIVE SCHEDULER               A25. STUDENT OBLIGATIONS
     A12. CURRENT GRADES                      A26. RECOGNITION/ACHIEVEMENT
     A13. ACADEMIC HISTORY                    A27. BATCH SUBMISSION
     A14. GRADUATION STATUS
                                              A29. MAJOR
PF1=HELP 3=EXIT 12=ESCAPE                     A30. EXIT INTERVIEW
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.

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 <u>CUR/NXT:</u> field from C to N to access students that are transferring to your location.
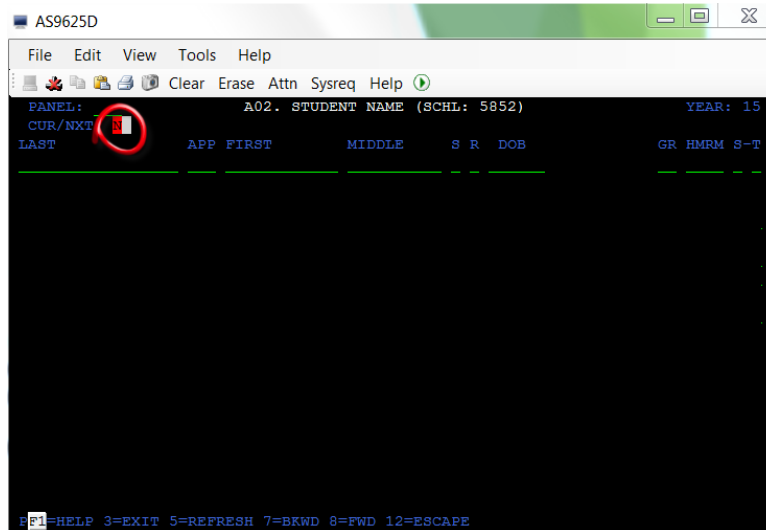
A03 – Demographics

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

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

INACTIVE ON THE A03 PANEL

ACTIVE ON THE A03 PANEL

<u>Student Transfer</u>
- 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!!!

<u>Adopt</u>

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.

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.

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:
                                           FAPE
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!!!

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)

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.

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**

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.**

Screen 1:
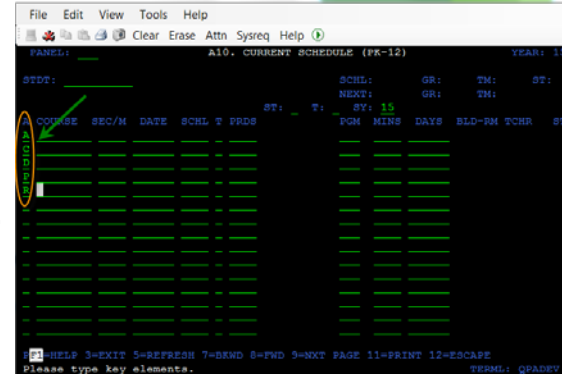
```
File   Edit   View   Tools   Help
🖨 🍁 📋 📋 🖨 📁   Clear  Erase  Attn  Sysreq  Help  ▶

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
_ _____    _____   ____   ____ _ ____        ___  ____  ____  _____  ____   __
_ _____    _____   ____   ____ _ ____        ___  ____  ____  _____  ____   __
_ _____    _____   ____   ____ _ ____        ___  ____  ____  _____  ____   __
_ _____    _____   ____   ____ _ ____        ___  ____  ____  _____  ____   __
_ _____    _____   ____   ____ _ ____        ___  ____  ____  _____  ____   __
_ _____    _____   ____   ____ _ ____        ___  ____  ____  _____  ____   __
_ _____    _____   ____   ____ _ ____        ___  ____  ____  _____  ____   __
_ _____    _____   ____   ____ _ ____        ___  ____  ____  _____  ____   __
_ _____    _____   ____   ____ _ ____        ___  ____  ____  _____  ____   __
_ _____    _____   ____   ____ _ ____        ___  ____  ____  _____  ____   __

PF1=HELP 3=EXIT 5=REFRESH 7=BKWD 8=FWD 9=NXT PAGE 11=PRINT 12=E
Please type key elements.
```

Screen 2:

```
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  ATTP  GREQ       QUAL: PGM--E  EXC GE   DR  PS  FLGS  CI
                      .00                    ___ _   __  __   __  __   __   _

MISC:  ELL MODEL   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
       ___  _____  ____ _____ ___ __ ___  _ _   ____ .    ____ .    ____

PF1=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)
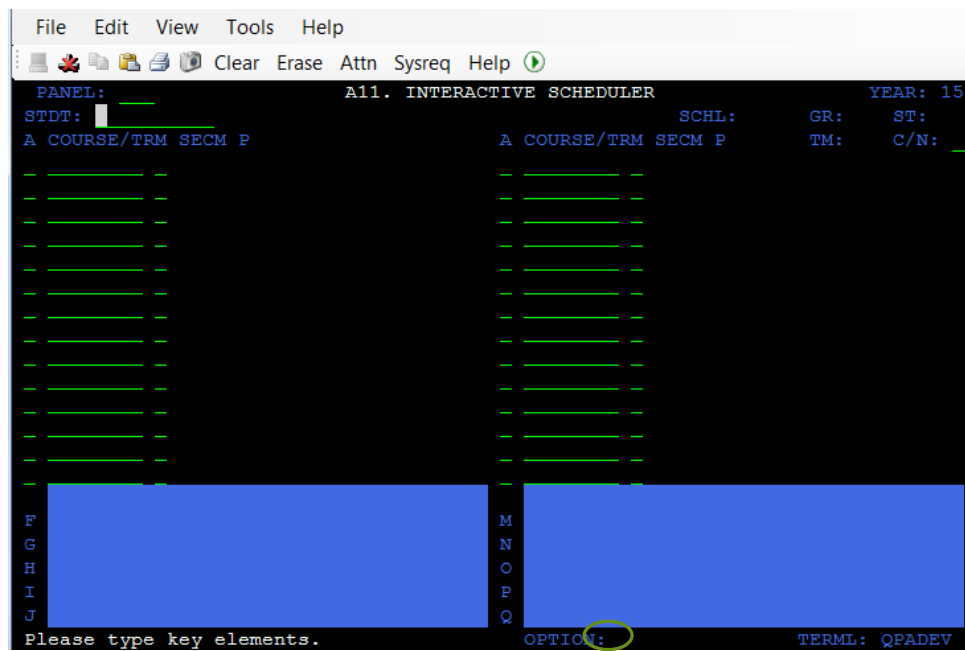
A12 - CURRENT GRADE

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.

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                                    CREDIT   FIN       O A R --TAKEN--
C SY T COURSE                 SA GP  ATTP 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

      ATTP: 33.00  EARN: 33.00  POINTS: 118.00  UNW CUM GPA: 3.5758
                                       ACADEMIC CORE: 3.9457
PF1=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    ATTP   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
PF1=HELP PF3=EXIT PF5=REFRESH PF9=MS/IB PF12=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         ---------ASSIGNMENTS--------
      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  --------------------------

 PF1=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.

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




 PF1=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.

A22 – Standard Mastery – (Information is Posted Automatically)
If not posted automatically

- Type an "A" in the AC column, the date the test was taken, grade level the student was when the test was taken and the date the skills were mastered OR the skills not mastered then press ENTER.

- To change Standard Mastery information enter a "C" in the AC column and type over the information and press ENTER.

- To delete information enter a "D" in the AC column and press ENTER.

```
 PANEL: ___                    A22. STANDARD MASTERY                      YEAR: 15

STDT: [                              ]              SCHL: 0361 GR: 12 ST: I

A TAKEN   CODE                                GR MASTRD STANDARDS NOT MASTERED
C _____  __                                   __         12345678901234567890

_ 042913 EAH EOC - HISTORY                    11 TSC 13 _____
_ 041612 FC2 GRADUATION TEST REQM--READING    10 FC2 12 _____
_ _____ __                                   __ _____ _____
_ _____ __                                   __ _____ _____
_ _____ __                                   __ _____ _____
_ _____ __                                   __ _____ _____
_ _____ __                                   __ _____ _____
_ _____ __                                   __ _____ _____
_ _____ __                                   __ _____ _____
_ _____ __                                   __ _____ _____
_ _____ __                                   __ _____ _____
_ _____ __                                   __ _____ _____
_ _____ __                                   __ _____ _____

PF1=HELP 3=EXIT 5=REFRESH 7=BKWD 8=FWD 12=ESCAPE
No additional pages...Next?                                 TERML: QPADEV
```

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 ZZZZZZZZZZZZZ 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




 F1=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.

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

PF1=HELP 3=EXIT 5=REFRESH 7=BKWD 8=FWD 12=ESCAPE
No additional pages...Next?                          TERML: QPADEV
```

A26 - RECOGNITION AND ACHIEVEMENT PANEL
Enter specific recognition/achievements also volunteer hours.

A30 – EXIT INTERVIEW STUDENT SURVEY
You will be unable to use Dropout WD codes until this panel is completed

```
 PANEL:              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 _




PF1=HELP 3=EXIT 10=DEL 12=ESCAPE ENTER=UPDATE
Please type key elements.                              TERML: QPADEV
```
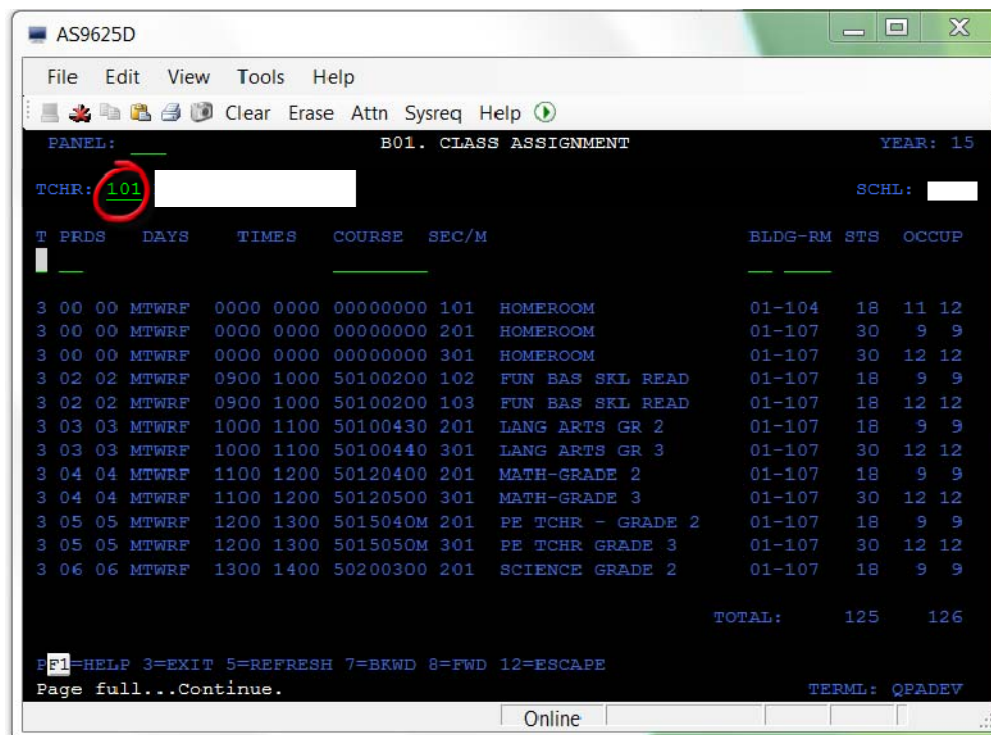
B Panels

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




PF1=HELP 3=EXIT 12=ESCAPE
PLEASE TYPE PANEL IDENTIFIER.                              TERM
```

B01 - Class Assignment

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

View Only

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.

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
00014000 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  ___ ___ ___       ___ ___
                      ___ ___ ___ ___    C  ___ ___ ___       ___ ___
                      ___ ___ ___ ___    D  ___ ___ ___       ___ ___

 F1=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                    CURRICULUM
    C01. ROOM RESOURCES                 C14. COURSE QUERY
    C02. BELL SCHEDULES                 C15. COURSE RECORD
    C03. HOMEROOMS                      C16. MASTER SCHEDULE QUERY
                                        C17. MASTER SCHEDULE
STAFF DATA                              C18. CLASS PACKAGES
    C04. STAFF/FACULTY QUERY            C19. CLASS UTILITY
    C05. STAFF/FACULTY                  C20. CLASSROLL


STUDENT QUERIES                     ATTENDANCE
    C06. DISCIPLINE                     C21. ABSENCE REPORTING (MODE Q)
                                        C22. ABSENCE REPORTING (MODE E)
    C08. RECOGNITION/ACHIEVEMENT        C23. ABSENCE REPORTING (MODE B)
    C09. SPECIAL PROGRAMS               C24. MONTHLY REVIEW
                                    MISCELLANEOUS
                                        C25. CLASS TEAMS
MEMBERSHIP                              C26. EVENT (DISCIPLINE)
                                        C27. HOUSES
    C12. ADA/ADM COMPARISON
    C13. F.T.E. EARNINGS
PF1=HELP 3=EXIT 12=ESCAPE
Please type panel identifier.                           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!!

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                      PRD     TIMES
                              1    0915 1015
 CAL: __                      2    1015 1115
                              3    1115 1215
                              4    1245 1345
                              5    1345 1445
                              6    1445 1545
                              7    ___  ___
                              8    ___  ___
                              9    ___  ___
                             10    ___  ___
                             11    ___  ___
                             12    ___  ___
                             13    ___  ___
                             14    ___  ___



PF1=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
 _ _ _____                       _ _ __ __    _












PF1=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                                  XXXXXXXXX  F W          XXXXXXXXXX I
SOT C                                  XXXXXXXXX  F W          XXXXXXXXXX I
T58 C                                  XXXXXXXXX  F W          XXXXXXXXXX
T98 C                                  XXXXXXXXX  F W          XXXXXXXXXX I
002 S                                  XXXXXXXXX  F W          XXXXXXXXXX
006 S                                  XXXXXXXXX  F W          XXXXXXXXXX I
102 S                                  XXXXXXXXX  M W          XXXXXXXXXX I
103 S                                  XXXXXXXXX  F W    01 103 XXXXXXXXXX
105 S                                  XXXXXXXXX  F B    01 113 XXXXXXXXXX
274 S                                  XXXXXXXXX  F W    04 408 XXXXXXXXXX
302 S                                  XXXXXXXXX  F W    04 409 XXXXXXXXXX
304 S                                  XXXXXXXXX  F W    04 426 XXXXXXXXXX
319 S                                  XXXXXXXXX  F W    01 113 XXXXXXXXXX
324 S                                  XXXXXXXXX  F W    03 309 XXXXXXXXXX

PF1=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**

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 _____     _____  _ ___                _____        _









PF1=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 ____ _____
                       I 01  DISOBED/INSUB   *
                       A IS  INT SUSP <1 DAY *
                       A 20  PARENT CONF.
15 15000248   08202014 E 163 _____ _____
                       I 2Y  CELL PHONE VIOL *
                       A VW  VERBAL WARNING
                       A 20  PARENT CONF.
15 15000405   08252014 E 217 _____ _____
                       I ZW  DEF OF AUTHOR   *
                       A A1  ALT SUSP 1 DAY
                       A 20  PARENT CONF.
                       A 34  REF CH STDY/IAT


PF1=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   _____
PF1=HELP 3=EXIT 5=REFRESH 7=BKWD 8=FWD 12=ESCAPE
No additional pages...Next?                                  TERML: QPADEV
```

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
         SPANISH         __ __ __ _ _ __ ___  ___ __ __ _ _ _ _____  _ _ _

0708340A SPANISH 1       FL    FL 0 N   103   25 09 31      YYYYNN N N
0708340B SPANISH 1       FL    FL 0 N   103   25 09 31      YYYYNN N N
0708340C SPANISH 1       FL    FL 0 N   103   25 09 31      YYYYNN N N
0708340E SPANISH 1       FL    FL 0 N   103   25 09 31      YYYYNN N N
0708340M SPANISH 1       FL    FL 0 N   102   25 06 08      YYYYNN N N
0708340P SPANISH 1       FL    FL 0 N   103   25 09 31      YYYYNN N N I
07083408 SPANISH I       FL    FL 0 N   103   25 09 31      YYYYNN N N
0708340X SPANISH 1       FL    FL 0 N   103  100 09 31      YYYYNN N N
0708340Z SPANISH 1       FL    FL 0 N   103   25 09 31      YYYYNN N N
07083400 SPANISH 1       FL    FL 0 N   103   25 09 31      YYYYNN N N
07083401 SPANISH 1       FL    FL 0 N   103   25 09 31      YYYYNN N N
07083402 SPANISH 1       FL    FL 0 N   103   25 09 31      YYYYNN N N
07083408 SPANISH 1       FL    FL 0 N   103   25 09 31      YYYYNN N N
0708350A SPANISH 2       FL    FL 0 N   103   25 09 31      YYYYNN N N

PF1=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   _ _ _   YYYYNN

MISC: OPT CRS/LVL CERT DESC ESOL-CAT PGM-130 IB DEI T COURSE
       S    _              0       N    N   Z  _ _____
                                              _ _____

VOC:    SUB-PGM   LENG INT   PRTY   FEES: ST TYPE  AMT  TYPE  AMT  TYPE  AMT
        _____    ___  Z     _      _ __   .    __   .    __   .
                                         __   .    __   .    __   .
DATES: ADOPTED   UPDATED   DROPPED  RI HQC __   .    __   .    __   .
       012795    082208    _____    N  N

P 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

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

❖ **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.

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.

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: █   HMRM: ____    TM: __   PRD: __
                                               1111111111222222222233
LAST            FIRST      MI SR    STDT    GR 12345678901234567890123456789 01
                MELANI        FH           KG ..... ..... F...
                ISAIAH        MB           05 ..... ..... ....
                IYANNA        FB           KG ..... ..... ....
                FONTANA       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.. ....

PF1=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.

D Panels

District Menu

➤ **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:                         E. DATA ENTRY                          YEAR: 15


DEMOGRAPHICS/GENERAL DATA
                                          E15. MISC. CODES
     E02. FEDERAL IMPACT CODE             E16. BARCODE COURSE REQUESTS


     E04. FREE/REDUCED ELIGIBILITY
     E05. F.T.E. ELIGIBILITY
     E06. HOMEROOM/TEAM/COUNSELOR


     E08. NEXT YEAR SCHOOL/GRADE

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.

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.

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.

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.

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.

F11 to input Summer
School location number

E11 – Teachers Rooms Fast Entry

- This panel is used as a fast entry panel to record the teacher and room number to master schedules generated after running Report TS2038U.

- This panel can also be used to update certain elements in the master schedule (TERMS, Days, Periods).

- Updates to the time on this panel is only allowed if there are no occupancies in the class.
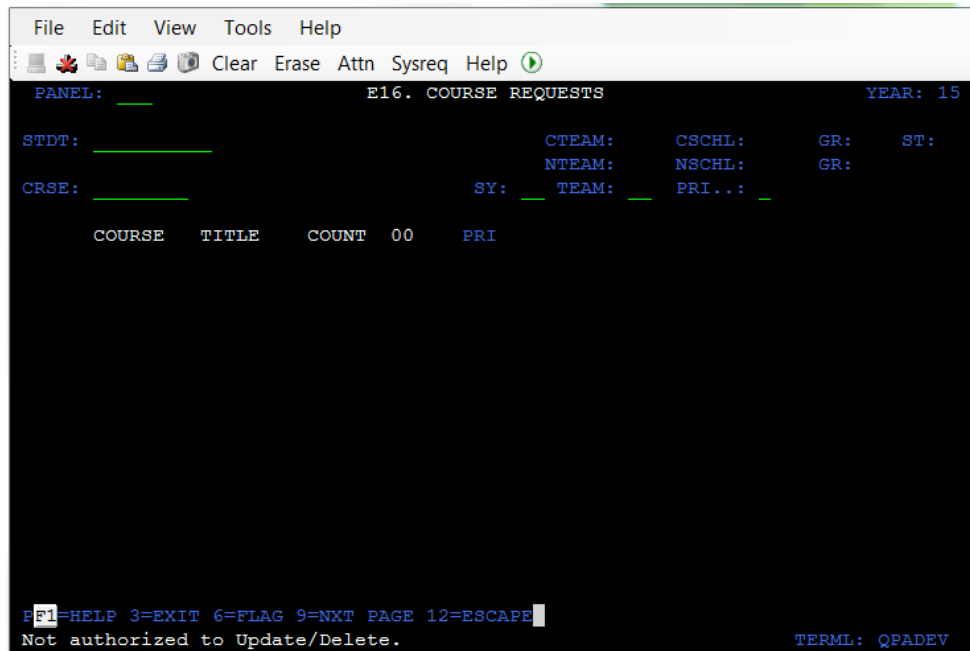
E16 – COURSE REQUESTS

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

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,…)

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

PF1=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
IN  _____

   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

PF1=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.

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 GO5 COMMENT PANEL
Any additional comments that are sent with the transcript
will be displayed in this area.

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.

G08 - REQUEST/RESPONSE HISTORY

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

L Panel

Local Support

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.

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.

L05 - STUDENT ACCIDENT/ILLNESS FORM

- Query on front panel – press (F9) to enter accident on next screen.

- Type add in ACCIDENT NBR field and FSI # in STDT/NON-STDT field for student.

- Type add in ACCIDENT NBR field and add in STDT/NON-STDT field for non-student.

- Press enter and complete entry of remaining fields.


```
PANEL: ___              L05. STUDENT ACCIDENT/ILLNESS QUERY          YEAR: 15
                                                  9 H P
                        AC ACCIDENT               1 O A STDT/
LAST          FIRST     TP NUMBER     DATE   TIME SCHL 1 S R NON-STDT
█             _____   __            _____ ____ ____ _ _ _ ___

PF1=HELP 3=EXIT 5=REFRESH 7=FWD 8=BWK 9=NEXT SCR 10=
Please enter Query values.
```

```
PANEL: ___              L05. STUDENT ACCIDENT/ILLNESS FORM           YEAR: 15

ACCIDENT NBR:   █ _____
STDT/NON-STDT:  _____
ACCIDENT DATE:  _____    TIME: ____   SCHL: ____
                LAST              APP FIRST        MIDDLE
NAME:           _____ ___ _____ _____    BIRTH: _____
RESNBR DR STREET           TYPE APT/BLDG      CITY          ST ZIP+4
                _____ __ _____ ____ _____ _____ __ _____
PARENT/GUARD:   _____      PHONE: ___ _____

TYPE OF ACCIDENT/ILLNESS: __
DESCRIPTION: _____
             _____
             _____
             _____
             _____
             _____

ACTION-CALLED 911: _  NOTIFIED PARENT/CONTACT: _  AED USED: _  SENT TO HOSP: _
HOSPITAL:    _____  FAXED: _
REPORTED BY: _____  PHONE: ___ _____
WITNESS:     _____  DATE: _____

PF1=HELP 3=EXIT 5=REFRESH 7=FWD 8=BWK 9=NEXT SCR 10=DELETE 11=PRINT 12=ESCAPE
Please type key elements.                                    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

PF1=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.

- **<u>NOTE:</u>** **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).

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/csrdata

❖One Choice - http://WEB/CASDL

❖ParentLink - http://broward.parentlink.net

❖Pinnacle - http://gb.browardschools.com/pinnacle/gradebook

❖TERMS - http://terms.browardschools.com/

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- ❖ Theresa Lewis
- ❖ Christopher Yeargin

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- ❖ 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/