

Student Record CHECK LIST 2009 - 2010

School: _____

Please NOTE these scheduled Extract Dates:

- | | | |
|---|--|----------------------------------|
| <input type="checkbox"/> 2/4/10 (CO1, FO1) | <input type="checkbox"/> 4/14/10 | <input type="checkbox"/> 5/27/10 |
| <input type="checkbox"/> 2/10/10 (CO1, EO1, FO1, GO1, KO1) | <input type="checkbox"/> 4/21/10 | <input type="checkbox"/> 5/31/10 |
| <input type="checkbox"/> 2/17/10 (CO1, EO1, FO1, GO1, KO1) | <input type="checkbox"/> 4/28/10 | <input type="checkbox"/> 6/1/10 |
| <input type="checkbox"/> 2/24/10 (Begin running ALL except DO1) | <input type="checkbox"/> 5/5/10 | <input type="checkbox"/> 6/2/10 |
| <input type="checkbox"/> 3/3/10 | <input type="checkbox"/> 5/11/10 | <input type="checkbox"/> 6/3/10 |
| <input type="checkbox"/> 3/10/10 | <input type="checkbox"/> 5/13/10 | <input type="checkbox"/> 6/7/10 |
| <input type="checkbox"/> 3/17/10 | <input type="checkbox"/> 5/18/10 | <input type="checkbox"/> 6/8/10 |
| <input type="checkbox"/> 3/24/10 | <input type="checkbox"/> 5/21/10 | <input type="checkbox"/> 6/9/10 |
| <input type="checkbox"/> 3/31/10 | <input type="checkbox"/> 5/25/10 (Begin running D01) | <input type="checkbox"/> 6/10/10 |

Before you leave school on each day listed above, please create:

1. CO1 Student Extract (step 29)
2. DO1 Course Extract (step 35) [Middle & High ONLY]
3. EO1 Discipline Extract (step 44)
4. FO1 Enrollment Extract (step 48)
5. GO1 Special Education Extract (step 58)
6. KO1 Alternate Program Education Extract (step 63)
7. HO1 Student Address Extract (step 65)

System	ReportWorks	State	Engine	Setup
Student Record Extract Report				
		Description		
System Level-A01	Provides social work and psychological services information; system level report.			
System Level-A02	Provides Title I information; system level report.			
School Level-B01	School Level Record reporting Title I, Free/Reduced Status, and Unsafe Schools.			
Student Record-CO1	Provides demographic, enrollment, and program participation information.			
Student Course Information-D01	Provides all students in grades 6-12 that have completed any courses during the school year.			
Student Discipline Record Report-E01	Provide information about all qualifying incidents/actions that occurred anytime during the school year.			
Student Enrollment-F01	This report provides enrollment information maintained at each school for each student during the school year.			
Student Record Special Education-G01	Provides Special Education Events for students with a Primary Area of Exceptionality.			
Student Address Record-H01	Provides student address information.			
Student Record Program Level-K01	Provides Alternative Education information.			

NOTE: Step 66, the School Signature Sheet, is due no later than 5/26/10.

STUDENT EXTRACT

- _____1. All students have a SSN or a state assigned 800 number entered in POWERSCHOOL.

Social Security Number Search

1. In Start Page search box, type /ssn = (space)
2. Enter SSN for any student who is on list.
3. In Start Page search box, type /ssn !contain -
4. Enter dashed in the SSN for any student who is on list.

NOTE: If a student had a SSN change, the original number must be entered in the Alternate ID field on the custom registration form screen OR the Previous Student ID field on the Demographics screen.

DO NOT enter dashes when entering the alternate ID number.

Alternate ID Search

1. In Start Page search box, type /prevstudentid contains -
2. Remove dashes from the Alternate ID for any student who is on the list.

- _____2. All students have the appropriate grade level entered in PowerSchool.

- _____3. All students have a date of birth entered in PowerSchool.

Date of Birth

1. In Start Page search box, type /dob = (space)
2. Enter date of birth for any student who is on list.
3. In Start Page search box, type /dob >01/01/2006
4. Enter correct date of birth for any student who is on list.

- _____4. All students have a gender entered in PowerSchool.

Gender

1. In Start Page search box, type /gender = (space)
2. Enter gender for any student who is on list.

- _____5. All students have a race and an ethnic code (if Hispanic) entered in PowerSchool.

Race and Ethnicity

1. In Start Page search box, COPY Race & Ethnicity search #1 from your PSchool Searches Document.
2. Enter race and/or ethnicity for any student who is on list.
3. In Start Page search box, COPY Race & Ethnicity search #2 from your PSchool Searches Document.

4. Enter race for any Hispanic student who is on list.

#1 is /ga_hispanic= ;ga_white= ;ga_africanamerican= ;ga_asian=
;ga_americanindian= ;ga_hawaiianpacificislander=

#2 is /ga_hispanic=1;ga_white= ;ga_africanamerican= ;ga_asian=
;ga_americanindian= ;ga_hawaiianpacificislander=

____6. Verify that all students have an FTE ID.

FTE ID

1. In Start Page search box, type /fteid # ____ (Your school's FTE ID.)
2. Enter FTE ID for your school in Transfer Info for any student who is on list.

SCHOOL SYSTEM/COUNTY OF RESIDENCE

All students must have a System of Residence, County of Residence, and a .

Student C01 Information	
State Student ID	4828600396
System of Residence	(689) Liberty County
County of Residence	(689) Liberty County

____7. To enter the System of Residence and County of Residence:

Click on *State/Province- GA* in the menu area.

Click on *CO1 Information* under the Student Information heading.

Select the correct district from the drop down list in both the *System of Residence* and *County of Residence* fields.

FTE Student Information	
Resident Status Code (Cycles 1 & 3)	(1) Resident

____8. To enter the Resident Status Code:

Click on *State/Province- GA* in the menu area.

Click on *General Inforamtion* under the Student Information heading.

Select the correct code from the drop down list in the *Resident Status Code* field under the FTE Student Information section near the bottom.

To verify that all students have the Resident Status Code, run the search:

/GA_ResStatusCode < 1

GIFTED (ALL Schools)

To access data for gifted students, click on *State/Province- GA* in the menu area. Click on *Gifted Students* under the Program Students heading to access the gifted data screen.

Remember: You must enter gifted data for any student who is served even ONE DAY this school year OR for any student who is ELIGIBLE but not served. This data must be entered into PowerSchool even if the student is inactive at the end of the school year.

The screenshot shows a form with the following fields and values:

- Gifted Program Enrollment: (Y) Yes
- Gifted Enrollment Date: [Empty] (Format = MM/DD/YYYY)
- Gifted Referral Code: (1) Referred by System's Automatic Referral Procedure
- Gifted Eligibility Code: (3) Initial Eligibility Established In A Previous Year
- Gifted Service Code: (1) Served this year
- Gifted Withdrawal Date: [Empty] (Format = MM/DD/YYYY)
- Gifted Notes: [Empty text area]

- _____9. For ALL gifted student whether served or not, *Gifted Program Enrollment* should equal (Y) Yes.

To verify, run this search:

/GA_GiftedProgram = Y

- _____10. For ALL students on the list generated in Step 9, choose the appropriate-
Gifted Referral Code
Gifted Eligibility Code
Gifted Service Code

Gifted Delivery Model and Content Area of Curriculum (Middle and High ONLY)

This data is entered on each section near the bottom of the section screen. To access this screen for each course number, follow the steps listed below.

Click on *School* in the menu area.

Click on *Sections* near the bottom of the School Setup screen.

Click on the *course number* on the left that has a “2” in the third digit of the course number.

Click on the *section number* to access the Edit Section screen.

Scroll down to the *GA Specific Information* area near the bottom of the screen to find the delivery model and content area.

GA Specific Information	
Number of Additional Teachers in the Classroom	N/A
Number of Paraprofessionals in the Classroom	N/A
ELL Delivery Model	N/A
Gifted Delivery Model	(2) Advanced Content
Gifted Content Area of Curriculum	(07) Language Arts

_____ 11. **For every class section with a “2” in the third position of the course #, you must enter the appropriate information.**

- Enter Gifted Delivery Model.
- Enter Gifted Content Area of Curriculum for Delivery Models 1-4.

Gifted Delivery Model

- (1) Resource Model
- (2) Advanced Content (content area must be 07-14)
- (3) Cluster Group Modification (content area must be 07-14)
- (4) Collaborative Teaching Modification (content area must be 07-14)
- (5) Internship/Mentorship (content area must be blank)
- (6) PSO/Joint Enrollment (content area must be blank)
- (7) Innovative Model (content area must be blank)

Gifted Content Area of Curriculum

- | | |
|-----------------------------------|-----------------------|
| (01) Interdisciplinary/Enrichment | (11) Math |
| (07) Language Arts | (12) Fine Arts |
| (08) Reading | (13) Foreign Language |
| (09) Social Studies | (14) Technology |
| (10) Science | |

COUNTRY OF BIRTH/DATE ENTERED US SCHOOLS

The screenshot shows a web form with two fields. The first field is labeled 'Place Of Birth' and has a dropdown menu currently showing '[No Selection]'. The second field is labeled 'Date of Entry to U.S. School' and is an empty text box with '(MM/DD/YYYY)' written to its right.

- _____12. Every student must have a country of birth entered.

Click on *State/Province- GA* in the menu area.
 Click on *CO1 Information* under the Student Information heading.
 Select the correct birth country from the drop down list in the *Place of Birth* field.

To verify that all students have a birth country, run this search:

`/GA_PlaceOfBirth = (space)`

Enter a birth country for any students on this list.

- _____13. Any student who was NOT born in the US must have a date entered US Schools—not just Liberty County. This data goes on the ESOL tab of the GA Supplemental atom.

Click on *State/Province- GA* in the menu area.
 Click on *CO1 Information* under the Student Information heading.
 Enter the date the student entered US school for the first time in the *Date of Entry to US School* field.

To verify that all students born outside the US have a US school entry date entered, run this search:

`/GA_PlaceOfBirth !contain 2310`

Enter the date the student entered US school for the first time on any students on this list.

Then, run the following search:

`/dateOfEntryIntoUSA # (space); GA_PlaceOfBirth contains 2310`

Remove the date the student entered US school for the first time on any students on this list. These students were born in the US—they should NOT have a date entered.

FREE/REDUCED LUNCH STATUS

- _____14. All students (whether active or inactive) must have the Lunch Status entered in PSchool. We import the status data directly from WINSNAP weekly. Use the search below to verify that all students have a status entered:

/LunchStatus # (space)

PRE-K PROGRAM CODE -- No longer reported!! ☺**RETAINED**

NOTE: Students that you marked Retained for the October FTE count MAY still be marked. If so, change these students to a NORMAL status in the *Student Status* field.

- _____15. Students that will be retained at the end of this school year must be marked retained.

Click on *State/Province- GA* in the menu area.

Click on *CO1 Information* under the Student Information heading.

Select (R) Retained from the drop down list in the *Student Status* field.

County of Residence	(689) Liberty County	▼
Place Of Birth	(2310) United States	
Date of Entry to U.S. School	<input type="text"/>	(MM/DD/YYYY)
Student Status	(R) Retained	▼
Date Entered 9th Grade	<input type="text"/>	(MM/DD/YYYY)

To verify this data, run this search:

GA_StudentStatus = R

DO NOT MARK INACTIVE STUDENTS AS RETAINED!

To verify that no inactive students are coded as retained, run this search:

/GA_StudentStatus = R; Enroll_Status # 0

Any students who appear on this list should be changed to a WITHDRAWN status in the *Student Status* field.

MIGRANT STUDENTS

- ____16. Students that are considered migrants must be coded.

Migrant	(Y) Yes
Primary Language	N/A (English)

Click on *State/Province- GA* in the menu area.
 Click on *CO1 Information* under the Student Information heading.
 Select (Y) Yes from the drop down list in the *Migrant* field.

To verify this data, run this search:

/GA_Migrant = Y

HOMELESS STUDENTS

- ____17. Students that are considered homeless must be coded with a homeless environment code.

Residential Environment Code	(3) Is homeless
Homeless Primary Night Shelter	(3) Unsheltered

Click on *State/Province- GA* in the menu area.
 Click on *CO1 Information* under the Student Information heading.
 Select (3) Is Homeless from the drop down list in the *Residential Environment Code* field.

To verify this data, run this search:

/GA_Residential_Environ = 3

- ____18. Students that are considered homeless must be coded with a primary shelter code.

Click on *State/Province- GA* in the menu area.
 Click on *CO1 Information* under the Student Information heading.
 Select (3) Unsheltered from the drop down list in the *Homeless Primary Night Shelter* field.

To verify this data, run this search:

/GA_HomelessPrimaryShelter = 3

REP (Middle and High ONLY)

- _____19. Any student who is in a remedial class for any portion of the school year must have the Subject Code selected in PowerSchool. To enter this data-

Click on *State/Province- GA* in the menu area.

Click on *CO1 Information* under the Student Information heading.

Scroll to near the bottom of the screen to see the *Remedial Educ Subject Code* field.

Select the subject area for the remedial section in which the student is enrolled.


Primary Language	N/A (English) = 'Y'.
Remedial Educ Subject Code	N/A
Special Needs Code	N/A
Residential Environment Code	(4) Remedial Reading (HS)
Homeless Primary Night Shelter	(5) Remedial Writing
Diploma Type	(6) Remedial Mathematics
	(7) Both Reading and Math
	(8) Both Writing and Math
	(9) Both Reading and Writing

To verify, run this search:

/GA_RESC # (space)

SPECIAL EDUCATION

Special education data must be reported on any students served in special education during the 2009-2010 school year. This data must be reported even if the student exits special education during the school year.

Special Education Program Primary Area	(6) Autism
If Primary Area is not an FTE Program, select students FTE Program from the list	(Q) Moderate Intellectual Disability
Special Education Program Secondary Area	(3) Speech/Language Impairment
Secondary Area Number of Segments	N/A
Special Educ Exit Code	N/A
Special Educ Exit Date	<input type="text"/> 
Student with Disabilities (SWD) Monitor Year	<input type="text"/>
Extended Year Services	(N) Spec Ed Ext Year Services Not Received

____20. Primary Area has been entered.

Click on *State/Province- GA* in the menu area.

Click on *Special Education Students* under the Program Students heading. Select the appropriate primary area from the drop down in the *Special Education Program Primary Area* field.

To verify this data, run this search:

/GA_sped_pae # (space)

____21. Special ed exit code has been entered if student has exited special education.

Click on *State/Province- GA* in the menu area.

Click on *Special Education Students* under the Program Students heading. Select the appropriate exit code from the drop down in the *Special Educ Exit Code* field.

NOTE: be sure to enter exit codes for graduating seniors.

To verify this data, run this search:

/GA_sped_exitcode # (space)

____22. Special ed exit date has been entered if student has exited special education.

Click on *State/Province- GA* in the menu area.

Click on *Special Education Students* under the Program Students heading.

Enter the appropriate exit date in the *Special Educ Exit Date* field.

To verify this data, run this search: /GA_sped_exitdate # (space)

____23. Special ed SWD Monitor Year has been entered if student has exited special education within the past two school years.

NOTE: This data must be entered on all students on the list generated in Step 22.

Enter a "1" for students who exited special ed between 5/22/2009 and 5/21/2010.

Enter a "2" for students who exited special ed between 5/23/2008 and 5/22/2009.

Click on *State/Province- GA* in the menu area.

Click on *Special Education Students* under the Program Students heading.

Enter a 1 or a 2 in the *Student with Disabilities (SWD) Monitor Year* field.

Special Educ Exit Date	<input type="text"/>
Student with Disabilities (SWD) Monitor Year	<input type="text"/>

LEP-ESOL-PRIMARY LANGUAGE

LEP and ESL data must be reported on any students served during the 2009-2010 school year. This data must be reported even if the student exits the program during the school year.

ESOL Program Participation	Yes	▼
ESOL Enrollment Date	<input type="text"/>	(Format = MM/DD/YYYY)
ESOL - Itinerant Units of Instruction	▼	
ESOL - Non-Itinerant Units of Instruction	▼	
ESOL Withdrawal Date	<input type="text"/>	(Format = MM/DD/YYYY)

____24. ESOL Program Participation is marked Yes.

Click on *State/Province- GA* in the menu area.

Click on *ESOL Students* under the Program Students heading.

Select Yes from the drop down list in the *ESOL Program Participation* field.

To verify this data, run this search: /GA_esol = Y

English Language Learner (ELL/previously LEP)	(Y) Yes	▼	NOTE: LEP must equal 'Y' if ESOL equals 'Y'.
ELL Monitor Year (Must be 1 or 2 when ELL=M for monitored)	<input type="text"/>	▼	
ELL Monitor Basis	<input type="text"/>	▼	
Migrant	(N) No	▼	
Primary Language	(48) Swahili	▼	Cannot be blank if LEP = 'Y'.

____25a. LEP has been marked “Y” for all ESOL.

Click on *State/Province- GA* in the menu area.

Click on *CO1 Information* under the Student Information heading.

Select Yes from the drop down list in the *English Language Learner* field.

To verify this data, run this search: /LEP = Y

- _____25b. Primary Language for students whose primary language is other than English has been entered.

Click on *State/Province- GA* in the menu area.
Click on *CO1 Information* under the Student Information heading.
Select the correct Language from the drop down list in the *Primary Language* field.

- _____25c. ELL Monitor Year and Basis has been entered for students are being monitored through the LEP program.

Click on *State/Province- GA* in the menu area.
Click on *CO1 Information* under the Student Information heading.
Select the correct data from the drop down list in both the *ELL Monitor Year* and *ELL Monitor Basis* fields.

DATE ENTERED 9TH GRADE (High school ONLY)

- _____26. All students in grades 9 - 12 must have a *Date Entered 9th Grade* entered. This is not the date the student entered *your* school. This is the date the student *first entered* 9th grade.

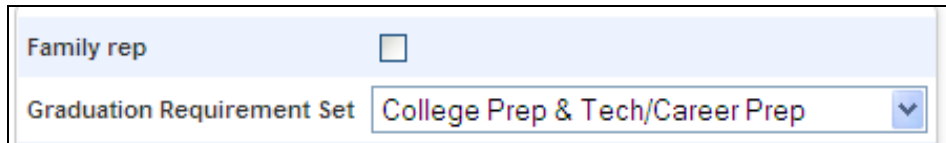
Click on *State/Province- GA* in the menu area.
Click on *CO1 Information* under the Student Information heading.
Enter the correct date in the *Date Entered 9th Grade* field.

Date of Entry to U.S. School	<input type="text"/>	(MM/DD/YYYY)
Student Status	(N) Normal	▼
Date Entered 9th Grade	08/06/2009	(MM/DD/YYYY)

To verify that all high school students have a 9th grade entry date entered, run this search: /GA_9th_EntryDate # (space)

GRADUATION PROGRAM OF STUDY/DIPLOMA TYPE (High school ONLY)

- _____27. All students **who entered 9th grade prior to 8/1/2008** must have a *Graduation Program of Study* entered in PowerSchool. Students who entered 9th grade after 8/1/2008 should have NO graduation program of study in PowerSchool. This data is entered on the *Modify Info* screen.



The screenshot shows a form with two fields. The first field is labeled "Family rep" and has an unchecked checkbox. The second field is labeled "Graduation Requirement Set" and has a dropdown menu with "College Prep & Tech/Career Prep" selected.

NOTE: If you want us to mark a group of students automatically for you, give us a call. Example: We can mark all blanks as "C" and then you would only have to change those that are not "C".

To verify the *Graduation Program of Study* entered for these students, run this search:

/gradreqset = (space); GA_9th_EntryDate < 08/01/2008

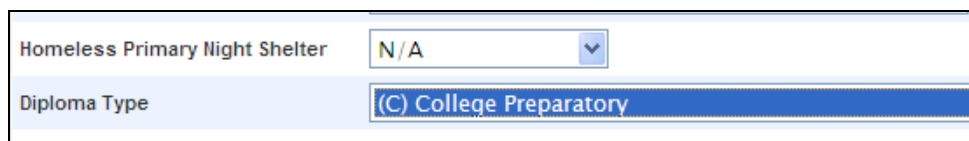
NOTE: For this search to give accurate data, ALL students in grades 9-12 MUST have a Date Entered 9th Grade in PowerSchool. (See step 20.)

- _____28. All graduates must have a *Diploma Type* entered in PowerSchool.

Click on *State/Province- GA* in the menu area.

Click on *CO1 Information* under the Student Information heading.

Enter the correct diploma code in the *Diploma Type* field.



The screenshot shows a form with two fields. The first field is labeled "Homeless Primary Night Shelter" and has a dropdown menu with "N/A" selected. The second field is labeled "Diploma Type" and has a dropdown menu with "(C) College Preparatory" selected.

To verify Diploma Type is entered on all graduates, run this search:

/GA_DiplomaType = ;grade = 12

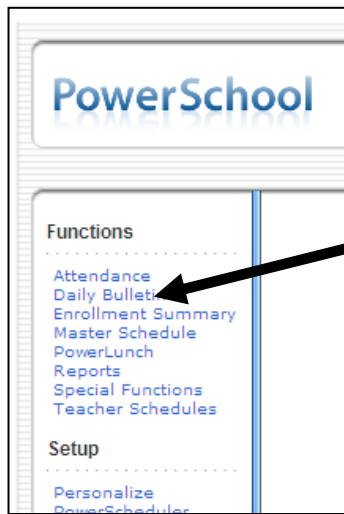
NOTE: The only students on this list should be 12th graders who are NOT graduating OR inactive 12th graders.

To print a list to verify the correct Diploma Type is entered on all graduates, run this search:

GA_DiplomaType # ;grade = 12

Use the *List Students* function and add the GA_DiplomaType field to the list of fields.

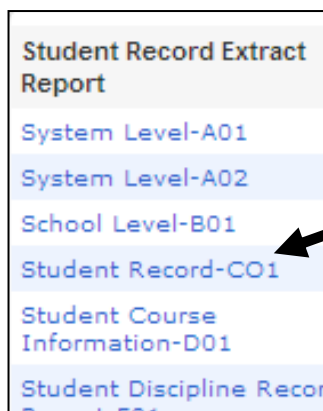
29. You are now ready to build the CO1 Student Extract!



- Click on REPORTS in the left menu area of the PowerSchool Start Page.



- Click on the STATE tab.



- Click on the *Student Record-CO1* link.

- Complete the report screen as shown below and click SUBMIT.

GA Student Record-CO1 Report

Report Name	GA Student Record-CO1
Version	3.1
Description	This report provides information maintained at each school for each student that that school at any time during the school year. These data include demographic program participation information.
Comments	This is a School/Building Level Report.
TRACE (Internal Option)	No <input type="button" value="v"/>
Error Log Page	Log

Data to be filled (Check checkbox on the right to save as default)

Beginning Date of the Reporting Period*	08/06/2009
Last Date of the Reporting Period*	05/21/2010

- Once the report Queue window appears, continue to click REFRESH until *Completed View* is visible in the Status column.

Report Queue (System) - My Jobs Refresh

System ReportWorks

Created	Job Name	Started	Ended	Status
02/08/2010	GA Student Record-CO1	02/08/2010 3:06 PM	02/08/2010 3:08 PM	Completed View

Click on a job name to view the Job Detail page, which provides additional information about the job. The Job Detail page can also be used to change the scheduled execution time or run a completed or canceled job again.

If a job is running or is waiting to be run, you can cancel it by clicking the red cancel icon. You can also cancel a job on the Job Detail page. Note: If you cancel a running job, depending on its complexity, it may not be immediately marked as canceled, but will eventually respond to the cancel request.

Completed and canceled jobs will automatically be deleted after days. Click on the trash can icon to immediately delete an individual job, or you can delete all completed or canceled jobs.

- Click on the JOB NAME (*GA Student Record-CO1*).

Run job again?

Result File 0192_C01.txt

File Size 295.32 KB

- RIGHT CLICK on the Result File name.
- Save to your desktop. Do NOT change the name of the file.
- Once all reports for the day are built and saved, attach them to an email and send to us.
 - Also, be sure to delete all reports from your report queue list before logging out of PowerSchool.

COURSE EXTRACT

- ____30. Verify that all certified staff has a social security number entered.
- To verify that all staff has a SSN entered, run this search at the STAFF search window:
- SSN = (space)
- ____31. (Middle/High Schools) DOE continues to require that we report all courses taken during the school year ***even if a student withdraws before the end of a term.***
- ____32. (High Schools) DOE requires that we report the number of Carnegie units the student earned for a course.
- ____33. (Middle/High Schools) Once teachers have verified that all FINAL grades are correct, ***e-mail*** Paula/Essie of your status. NOTE: All Ombudsman and Coastal Academy grades should be entered before sending this email.
- ____34. Paula/Essie have notified me that all grades are now in Historical Grades.
- ____35. Create *Student Course Information-DO1* extract.
- Click on REPORTS in the left menu area.
 - Click on the STATE tab.
 - Click *Student Course Information-DO1*.
 - Check the period boxes for when students are NOT IN CLASS. Most schools will check the 00 period.
 - Enter the first and last dates of school: 8/6/2009 - 5/21/2010.
(NOTE: The first time you run the extract, CHECK the two boxes to the far right of the date fields to save these dates for future extracts.

- Once the report Queue window appears, continue to click REFRESH until *Completed View* is visible in the Status column.

Report Queue (System) - My Jobs Refresh

System ReportWorks

Created	Job Name	Started	Ended	Status
02/08/2010	GA Student Record-CO1	02/08/2010 3:06 PM	02/08/2010 3:08 PM	Completed View

Click on a job name to view the Job Detail page, which provides additional information about the job. The Job Detail page can also be used to change the scheduled execution time or run a completed or canceled job again.

If a job is running or is waiting to be run, you can cancel it by clicking the red cancel icon. You can also cancel a job on the Job Detail page. Note: If you cancel a running job, depending on its complexity, it may not be immediately marked as canceled, but will eventually respond to the cancel request.

Completed and canceled jobs will automatically be deleted after days. Click on the trash can icon to immediately delete an individual job, or you can delete all completed or canceled jobs.

- Click on the JOB NAME (GA Student Course Information).

Run job again?

Result File 0192_C01.txt

File Size 295.32 KB

- RIGHT CLICK on the Result File name (*###_Courses.txt*).
- Save to your desktop. Do NOT change the name of the file.
- Once all reports for the day are built and saved, attach them to an email and send to us.
- Also, be sure to delete all reports from your report queue list before logging out of PowerSchool.

DISCIPLINE EXTRACT**DISCIPLINE CHECKLIST 2009 -2010**

All active/inactive students in grades PK-12 that have a qualifying discipline incident **or** action must have discipline records(s) submitted to DOE at the end of the year, whether or not the student is active at the end of the school year. A discipline record must be sent for all *qualifying* incidents/actions that occurred anytime during the 2009-2010 school year.

If student has a Qualifying Incident that does not have a Qualifying Action to go with it, you must submit the data.

If student has a Qualifying Action that does not have a Qualifying Incident to go with it, you must submit the data.

QUALIFYING INCIDENTS

Alcohol
 Arson
 Battery
 Burglary
 Computer trespass
 Disorderly Conduct
 Drugs, except alcohol
 Fighting
 Homicide
 Kidnapping
 Larceny/theft
 Motor vehicle theft
 Robbery
 Sexual Battery
 Sexual harassment
 Sex Offenses
 Threat/intimidation
 Tobacco
 Trespassing
 Vandalism
 Weapons - handgun
 Weapons - rifle
 Weapons - knife
 Weapons - other
 Serious Bodily Injury

QUALIFYING ACTIONS

Corporal Punishment
 In School Suspension
 Out of School Suspension
 Expulsion
 Suspended from riding the bus
 Assigned to Crossroads Alternative School
 Assigned to Other Alt Sch. for Disruptive Students
 Assigned to Other Alt Sch. for Non-disrupt Students
 Juvenile or Court System Referral
 Other Discipline Action for a Serious Incident
 Removed from class at Teacher's Request

NOTE: Make multiple copies of pages 19-20 to give to all administrators as well as discipline data entry personnel.

All students with qualifying incidents/actions must have the following data entered in PowerSchool. Please INITIAL each item when data has been verified.

- ____36. Incident Date
- ____37. Incident Context/Location (select from drop down list on Log Entry screen)
- ____38. Incident Type Category (select from drop down list on Log Entry screen)
- ____39. Action Taken Detail (select from drop down list on Log Entry screen)
- ____40. Action Date and Action Taken End Date **must be entered** if Action Taken is listed below.
(Enter on Log Entry screen.)
- | | |
|--------------------------------|------------------------------------|
| Expulsion | 1=expelled for part or all of year |
| Out of School Suspension | # of days |
| Suspended from riding the bus | 1=1-10 days 2= >10 days |
| Assigned to Alternative School | Your school number (####) |
| In-School Suspension | # of days |
- ____41. ADMIN ID of the person assigning the punishment. (Enter on the Log Entry screen.)
- ____42. State Event Identifier for State-reportable incidents involving MULTIPLE students. (Enter on the Log Entry screen.)
- ____43. All Discipline information for students with Qualifying Incidents/Actions MUST be entered in POWERSCHOOL by **May 14th**. We understand that you could have Qualifying Incidents/Actions after May 14th that you will need to enter in POWERSCHOOL.

44. Create *Student Discipline Record Report-EO1* extract.

- Click on REPORTS then the STATE tab.
- Check the period boxes for when students are actually IN CLASS. Do NOT check the 00 period!
- Enter the first and last dates of school: 8/6/2009 - 5/21/2010. (NOTE: The first time you run the extract, CHECK the two boxes to the far right of the date fields to save these dates for future extracts.
- Once the report Queue window appears, continue to click REFRESH until *Completed View* is visible in the Status column.

Report Queue (System) - My Jobs Refresh

System ReportWorks

Created	Job Name	Started	Ended	Status
02/08/2010	GA Student Record-CO1	02/08/2010 3:06 PM	02/08/2010 3:08 PM	Completed View

Click on a job name to view the Job Detail page, which provides additional information about the job. The Job Detail page can also be used to change the scheduled execution time or run a completed or canceled job again.

If a job is running or is waiting to be run, you can cancel it by clicking the red cancel icon. You can also cancel a job on the Job Detail page. Note: If you cancel a running job, depending on its complexity, it may not be immediately marked as canceled, but will eventually respond to the cancel request.

Completed and canceled jobs will automatically be deleted after days. Click on the trash can icon to immediately delete an individual job, or you can delete all completed or canceled jobs.

- Click on the JOB NAME (*GA Student Course Information*).

Run job again?

Result File 0192_C01.txt

File Size 295.32 KB

- RIGHT CLICK on the Result File name.
- Save to your desktop. Do NOT change the name of the file.
- Once all reports for the day are built and saved, attach them to an email and send to us.
- Also, be sure to delete all reports from your report queue list before logging out of PowerSchool.

ENROLLMENT EXTRACT

____45. Ensure that all students enrolled this year have the correct ENTRY CODE.

NOTE:

From another LIBERTY COUNTY SCHOOL = U.
(Especially students who were No Shows at other Liberty County schools.)

From another GEORGIA PUBLIC SCHOOL = T.

From other state, country, or private school = O.

____46. Ensure that all students withdrawn this year have the correct LEAVE CODE.

NOTE:

To another LIBERTY COUNTY SCHOOL = W.

(Especially students who were No Shows and went to another Liberty County school.)

To another GEORGIA PUBLIC SCHOOL = T.

To other state, country, or private school = X.

____47. Ensure that all NO SHOW students have the correct LEAVE CODE on the Transfer Info screen.

____48. Create *Student Enrollment-FO1* extract.

- Click on REPORTS in left menu area.
- Click the STATE tab.
- Click on *Student Enrollment-FO1*.
- Enter the first and last dates of school: 8/6/2009 - 5/21/2010. (NOTE: The first time you run the extract, CHECK the two boxes to the far right of the date fields to save these dates for future extracts.

- Once the report Queue window appears, continue to click REFRESH until *Completed View* is visible in the Status column.

Report Queue (System) - My Jobs Refresh

System ReportWorks

Created	Job Name	Started	Ended	Status
02/08/2010	GA Student Record-CO1	02/08/2010 3:06 PM	02/08/2010 3:08 PM	Completed View

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Completed and canceled jobs will automatically be deleted after days. Click on the trash can icon to immediately delete an individual job, or you can delete all completed or canceled jobs.

- Click on the JOB NAME (*GA Student Enrollment*).

Run job again?

Result File [0192_C01.txt](#)

File Size 295.32 KB

- RIGHT CLICK on the Result File name (*###_Enrollment.txt*).
- Save to your desktop. Do NOT change the name of the file.
- Once all reports for the day are built and saved, attach them to an email and send to us.
- Also, be sure to delete all reports from your report queue list before logging out of PowerSchool.

SPECIAL EDUCATION EXTRACT

The data items in steps 49-53 are required for any student who has a Primary Area of Exceptionality for Special Education entered in POWERSCHOOL. These should be the MOST RECENT dates available for the student. The School SIS Operator is responsible for entering the data in PowerSchool.

Student Record Special Education Event Codes data (Steps 49 through 54 and 57) is stored under *State/Province -GA, Student Record Collections, Special Education (G01)*.


The data items in steps 54 and 55 are necessary for any student who has **completely exited** the special education program since the last day of school in the **2008-2009** school year.

The data step 56 is necessary for any student who has **completely exited** the special education program at any time during the **2008-2009** OR **2009-2010** the school years.

The data in step 57 is necessary for any student whose parent has **refused service** through the special education program since the last day of school in the **2008-2009** school year.

- ____49. Initial IEP Meeting Date (Event Code 5) OR IEP Annual Review Date (Event Code 7)
- ____50. When using Event Code 4 and 5, you must also enter Event Codes 3 and 6.
- ____51. Initial Elig Determination Date (Event Code 4) OR Reevaluation Determination Date (Event Code 8)
- ____52. Y or N for Parent Present at IEP Meeting. (for Event Codes 5 or 7)
- ____53. Y or N for Student Present at IEP Meeting IF student is 14 years old or older OR is in grades 9-12. (for Event Codes 5 or 7)
- ____54. Special Ed Exit Code for any special ed student who leaves special ed for any reason during the school year. (Event Code 9)

The data items in steps 55 and 56 are stored under *State/Province -GA, Program Students, Special Education Students* screen.

Special Education Program Primary Area	N/A
If Primary Area is not an FTE Program, select students FTE Program from the list	N/A (R)
Special Education Program Secondary Area	N/A
Secondary Area Number of Segments	N/A
Special Educ Exit Code	N/A
Special Educ Exit Date	<input type="text"/> 
Student with Disabilities (SWD) Monitor Year	<input type="text"/>
Extended Year Services	(N) Spec Ed Ext Year Services Not Received

- _____55. Special Ed Exit Date for any special ed student who leaves special ed for any reason since the last day of school in the **2008-2009** school year.
- _____56. A *Students with Disabilities (SWD) Monitor Year* must be entered for any student who has ***completely exited*** the special education program at any time during the **2008-2009** OR **2009-2010** the school years.
- _____57. Event Code **10 - Parent Revoked Consent** must be entered for any student whose parent has ***refused service*** through the special education program since the last day of school in the **2008-2009** school year. Enter the date the parent signed the refusal paperwork on the event code.
- _____58. Create *Student Record Special Education-GO1* extract.
- Click on REPORTS in left menu area.
 - Click the STATE tab.
 - Click on *Student Record Special Education-GO1*.
 - Select this school year (2009-2010).
 - Enter the first and last dates of school: 8/6/2009 - 5/21/2010.
(NOTE: The first time you run the extract, CHECK the three boxes to the far right of the year/date fields to save these dates for future extracts.)

- Once the report Queue window appears, continue to click REFRESH until *Completed View* is visible in the Status column.

Report Queue (System) - My Jobs Refresh

System ReportWorks

Created	Job Name	Started	Ended	Status
02/08/2010	GA Student Record-CO1	02/08/2010 3:06 PM	02/08/2010 3:08 PM	Completed View

Click on a job name to view the Job Detail page, which provides additional information about the job. The Job Detail page can also be used to change the scheduled execution time or run a completed or canceled job again.

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Completed and canceled jobs will automatically be deleted after days. Click on the trash can icon to immediately delete an individual job, or you can delete all completed or canceled jobs.

- Click on the JOB NAME (*GA Student Special Ed Records-G*).

Run job again?

Result File 0192_C01.txt

File Size 295.32 KB

- RIGHT CLICK on the Result File name (*###_GA_Student_SpEd_Report_G01.txt*).
- Save to your desktop. Do NOT change the name of the file.
- Once all reports for the day are built and saved, attach them to an email and send to us.
- Also, be sure to delete all reports from your report queue list before logging out of PowerSchool.

PROGRAM EXTRACT

Any student who is serviced at Coastal Academy (the psycho educational center) *OR* Ombudsman (the alternative school program) for even ONE DAY this school year must have a program code record entered in PowerSchool.

The Program data is entered under *Enrollment, Special Programs*.

Comment	<input type="text"/>
Entry Date	<input type="text"/>
Exit Date	<input type="text"/>
Exit Reason	<input type="text"/>
Grade Level	<input type="text"/>
Program	<input type="text" value="▼"/>
Georgia Alternative Education Program Information	
Alternative Program Code	<input style="border: none; background-color: #e0e0e0;" type="text" value="Select Program Code"/> ▼
GNETS Segments	<input style="border: none; background-color: #e0e0e0;" type="text" value="Select GNETS Segments"/> ▼
Alternative System Code	<input type="text"/>
Alternative School Number	<input type="text"/>
Crossroads Alternative School-Days enrolled this year (If left blank then value will be calculated by the report)	<input type="text"/>
Crossroads Alternative School Reason Code	<input style="border: none; background-color: #e0e0e0;" type="text" value="Select Reason Code"/> ▼

_____59. Students served in a psycho educational center (Coastal Academy) should have the following data entered on the *Special Program Enrollment* screen:

Entry Date:	Date service BEGAN at CA
Exit Date:	Date service ENDED (NOTE: Enter 5/21/10 if student is at Coastal Academy until end of school year)
Exit Reason:	**LEAVE BLANK**
Grade Level:	Current grade level (0,1,2,3,etc.)
Program:	<i>Coastal Academy</i>
Alternative Program Code:	(8) <i>GNETS-Center Based</i>
GNETS Segments:	1-6 (equal to the number of segments served at CA)
Alternative System Code:	689
Alternative School Number:	**LEAVE BLANK**
2 Crossroads fields:	**LEAVE BLANK**

____ 60. Students served in an alternative school setting (Ombudsman) should have the following data entered on the *Special Program Enrollment* screen:

Entry Date:	Date service BEGAN at Ombudsman
Exit Date:	Date service ENDED (NOTE: Enter 5/21/10 if student is at Ombudsman until end of school year)
Exit Reason:	**LEAVE BLANK **
Grade Level:	Current grade level (0,1,2,3,etc.)
Program:	<i>Alternative Education</i>
Alternative Program Code:	(2) If student was placed due to disruptive behavior OR (3) If student was placed voluntarily
GNETS Segments:	**LEAVE BLANK **
Alternative System Code:	689
Alternative School Number:	#### (Your four digit state school number)
2 Crossroads fields:	**LEAVE BLANK **

____ 61. Students served in an alternative school setting (Ombudsman) MUST have at least ONE log entry in discipline.

If students began this school year at the alternative school due to placement in a previous school year, enter a discipline log entry with *OTHER* as the Incident Category Type and Action Taken Detail as *(61) Alt Sch Placement for Disruptive Students* OR *(62) Alt Sch Placement for Non-disruptive Students*.

Program Name	Show Current Students
Alternative Education	Display
Coastal Academy	Display
DEL	Display
EIP	Display
Gifted	Display
Title I	Display
Note: This list of special programs applies to all schools using this PowerSchool server.	

____ 61. To verify psycho educational center information—

- Click on *Special Functions* in the left menu area.
- Click *Special Program Enrollment*.
- Click on *DISPLAY* next to Coastal Academy.

____62. To verify alternative school information—

- Click on *Special Functions* in the left menu area.
- Click *Special Program Enrollment*.
- Click on *DISPLAY* next to Alternative Education.

____63. Create *Student Record Program Level-KO1* extract.

- Click on REPORTS in left menu area.
- Click the STATE tab.
- Click on *Student Record Program Level-KO1*.
- Enter the first day of school: 8/6/2009.
(NOTE: The first time you run the extract, CHECK the box to the far right of the date field to save this date for future extracts.
- Once the report Queue window appears, continue to click REFRESH until *Completed View* is visible in the Status column.

Report Queue (System) - My Jobs Refresh

System ReportWorks

Created	Job Name	Started	Ended	Status
02/08/2010	GA Student Record-CO1	02/08/2010 3:06 PM	02/08/2010 3:08 PM	Completed View

Click on a job name to view the Job Detail page, which provides additional information about the job. The Job Detail page can also be used to change the scheduled execution time or run a completed or canceled job again.

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- Click on the JOB NAME (*GA Student Program Report-KO1*).

Run job again?

Result File 0192_C01.txt

File Size 295.32 KB

- RIGHT CLICK on the Result File name—
(###_GA_Student_Program_Report_KO1.txt).
- Save to your desktop. Do NOT change the name of the file.
- Once all reports for the day are built and saved, attach them to an email and send to us.
- Also, be sure to delete all reports from your report queue list before logging out of PowerSchool.

STUDENT ADDRESS EXTRACT

- _____64. All students must have an up-to-date residence address in POWERSCHOOL as of 5/21/10.

Plan NOW to do address verifications during the last two weeks of the school year.

NOTE: Errors will occur for invalid Georgia cities or zip codes.

Perform the following searches to look for common address errors:

- /street = (space) - Enter a street address for these students.
- /city = (space) - Enter a city in the street address.
- /state = (space) - Enter GA in the street address.
- /state # GA - Correct the State for these students.
- /zip = (space) - Enter a zip code for these students.
- /street contains . - Remove the period (.) from the address.
- /street contains , - Remove the comma (,) from the address.
- /street contains - - Remove the hyphen (-) from the address.

- _____65. Create *Student Address Record-H01* extract.

- Click on REPORTS in left menu area.
- Click the STATE tab.
- Click on *Student Address Record-H01*.
- Enter the first and last dates of school: 8/6/2009 - 5/21/2010.
(NOTE: The first time you run the extract, CHECK the two boxes to the far right of the date fields to save these dates for future extracts.)

- Once the report Queue window appears, continue to click REFRESH until *Completed View* is visible in the Status column.

Report Queue (System) - My Jobs Refresh

System ReportWorks

Created	Job Name	Started	Ended	Status
02/08/2010	GA Student Record-CO1	02/08/2010 3:06 PM	02/08/2010 3:08 PM	Completed View

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- Click on the JOB NAME (*Student Record - Student Adresse*).

Run job again?

Result File 0192_C01.txt

File Size 295.32 KB

- RIGHT CLICK on the Result File name (*###_StudentAddress.txt*).
- Save to your desktop. Do NOT change the name of the file.
- Once all reports for the day are built and saved, attach them to an email and send to us.
- Also, be sure to delete all reports from your report queue list before logging out of PowerSchool.

____ 66. Return this *entire* check list to Paula Crowley no later than Wednesday, May 26, 2010.

The person responsible for *each* data item should initial when completed and verified.

Student Record
Coordinator (SIS Op) _____ DATE _____

Person(s) responsible for
entering/verifying
Discipline Data _____ DATE _____
_____ DATE _____
_____ DATE _____
_____ DATE _____
_____ DATE _____
_____ DATE _____

School Nutrition Clerk or
Person Responsible for
Entering Meals Status _____ DATE _____

Special Education
Contact Person _____ DATE _____

Principal's Name _____

My signature below indicates that I have reviewed this packet and that I am in agreement with the data being reported for my school for the 2009-2010 school year.

Principal's Signature _____ DATE _____