

Confirmation - Bill 33 (CIMS & Special Ed Reporting)

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Last Update February 2008

Ensuring Special Ed Category is maintained for master schedule

All class composite and Special Ed reporting for schools that have a master schedule are done based on the front screen Special Ed attribute. Because of the importance of this value being correct, schools should run SCH.611 often to ensure numbers are re-calculated. District office must run SCH.611 for each master schedule school before running district special ed reports.

Pre-Requisites:

a) Any school using master schedule must have SCH.101 scheduling options filled in as:

Concern

70 Number of students

20 Sex balance

10 Ethnic balance for ethnic groups HI LO *** THIS LINE IS NEW ***

b) The 3rd attribute front screen of STU.301 must be designated to Special Ed Category

9861036 AFINOGENOV BRIANNA MARIA Sex: F

District School Class

Current: 444 014 06 Input Dt: 4/02/04

Next Year: 444 007 07

Last Attended: 444 014 NS MIN#:

Birthdate MMDDYY 6/09/99 Birthplace:

Transfer from:

Student Email:

Phone: 555-2372 () Unlisted? N Med Alert N Restricted? N

Family Number: 8682372 Fee Code Homeroom DIV17

HR Teacher BARRLE L BARRS

Year of Graduation Attr #5

Program Attr #6

Special Ed Category ___ *** NOTICE ****

c) The Special Ed Category on the 1701 screen must be maintained in a timely fashion

What Happens

1. Whenever the Special Ed category is filled in or changed (except for category code P)- the front screen Special Ed Category will auto-update (as long as the scheduling options are in place SCH.101)
2. Whenever SCH.611 is run the number of special ed students are counted and totalled by Course/Section and also by block.

On Any view of the course schedule notice the '*'column. This indicates the total amount of Special Ed students (excluding P) in that block with that teacher.

9/06/06 FY 05 TAKE TWO INC. 10:17:05 QPADEV0003
 SMS Index to Master Schedule by Course Ref: SCH.320X.02
 Position to District: 444 School: 001 Course: Section:
 *X*Course Sec T Bl Pr Lm Mat Max. Enrol GRP * Title Teacher SCH

-	AC	101	1	1	BF	01			35	21	22	3	ACCOUNT11 SA	D. GRABOWESKI	001
-	AC	101	21	1	DH	01			1	1	1		ACCOUNT11 SA	N LAMBERT	001
-	AC	101	44	1	BF	01			35	1	22	3	ACCOUNT11 SA	D. GRABOWESKI	001
-	AF	101	1	3	EA	01			35	31	32	1	ART FNDS11SF	J ELWOUND	001
-	AF	101	2	1	BF	01			35	21	25		ART FNDS11SF	M JAMESON	001
-	AF	101	12	1	BF	01			5	1	25		ART FNDS11SF	M JAMESON	001
-	AF	101	22	1	F	01			1	1	1		ART FNDS11SF	M JAMESON	001
-	AF	101	32	1	B	01			1	1	1		ART FNDS11SF	M JAMESON	001
-	AF	101	42	1	BF	01			5	3	25		ART FNDS11SF	M JAMESON	001
-	AF	101	111	1		01			35		0		ART FNDS11SF		001
-	AF	201	1	1	AE	01			35	27	29		ART FNDS12SF	H TONNIKER	001
-	AF	201	2	3	EA	01			35	17	17		ART FNDS12SF	M JAMESON	001
-	AMAOA0	1	1	A	01				37	19	19		APP MATH 10L		001
-	AMAOA0	2	1	E	01				37	21	21		APP MATH 10L		001
-	AMAOA0	3	1	B	01				37	29	29	1	APP MATH 10L	D SEMELOV	001
-	AMAOA0	4	1	C	01				37	24	24		APP MATH 10L		001
-	AMAOA0	5	1	G	01				37	28	28		APP MATH 10L		001
-	AMAOA0	7	1	F	01				37	22	22		APP MATH 10L	D SEMELOV	001
-	AMA0D0	1	1	BF	01				1	1	2		APPMATH 10 D	S GODDIN	+

When reviewing a course, the special Ed numbers for HI (A,B,C,D,E,F,G) incident and low (H,K,Q,R) are visible.

9/06/06 FY 05 TAKE TWO INC. 10:26:37 QPADEV0003
 CANSMS Master Schedule Ref: SCH.320 .11
 District: 444 ACCOUNT11 SA School: 001
 Course: AC 101 Section: 1 Instructor: DGRAB D. GRABOWESKI
 MAXIMUM Students Preferred: 30 Limit to: Class Sex
 Absolute Maximum: 35 Match Group Number:
 Grade: 11 Enrolled: 21 Alternate:
 Spec Ed : 2 1 District Flag STU.899: Y
 Block: BF Fee: Y Vw? N Start: 0/00/00 Time:
 Comm: N District Group (SCH.310) ASK Stop: 0/00/00 Time:
 Length of Course (SCH.310) 2 Term(s) Class Attendance ATT.904

Taught:	Terms	Period	Room	Days	Rolls	Taken	Flag
	1 - 2	01 - 01	136		34	N	N
	1 - 2	02 - 02	136		12	Y	Y
	1 - 2	03 - 03	136		78	N	N
	1 - 2	04 - 04	136		56	N	N
	- -	- -	- -		- -	- -	- -
	- -	- -	- -		- -	- -	- -
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	- -	- -	- -		- -	- -	- -

Mode: Change F3=Exit F4=Index F5=Reset F12=Cancel

This is totally based on SCH.611 so make sure to run this option occasionally !!!

- Schools can utilize SCH.569 (for summary totals and brief scan of blocks) or SCH.997 (details listing by course/section including who the special ed students are by course/section).
- Schools can utilize BCP.385 to appreciate who their special ed students are

District Reporting and Consultation

As we see it, the process is as follows:

- a) Run Master Schedule Listing to confirm what courses have been marked as district Y/N.
SCH.550
- b) Identify what course(s) are over either in Special Ed Category or enrollment. (SCH.569)
- c) For High Schools: Produce Consult Letters for each of these items (SCH.569) and review with teachers. (order is teacher block)
- d) Input approved consults into BCP.106. Use BCP.506 to report on consult information entered
- e) High Schools: Run SCH.569 on occasion (whatever this is deemed to be at school or district level) as this will automatically report on new consults and produce letters.

Term Auto-Build Copy Teacher/Block Consults - BCP.996

As Term1 ends - you will not want to have to re-consult at Quarter 2 for any continuing courses and/or occasions where there is no change to the teacher for that block.

By default, SCH.569 will for term 2 produce every teacher/block because it is a new term. So, BCP.996 will auto-build all Term1 entries for term2 where there are no differences. Thus SCH.569 will work again to show appropriate changes.

This will apply for each new term.

CAREFUL: We do not check course/sections in this process. If a teacher in Quarter1 is teaching courses a,b,c and has an entry in BCP.106 due to 4 special ed students, then the teacher has 3 totally different courses in quarter2 but still 4 special ed students - the teacher is OK - does not need re-consult.

Details of How to Run SCH.569

This report will produce 4 pieces of output:

- a) Summary report by Teacher/Block summarizing how many students in total teacher is teaching per block
- b) Details by Teacher/Block of what they are teaching to how many students (and subtotals by special ed category)
- c) Consult Letters (1 per page, for each teacher and block) for any course with more than 31 students or more than 3 special ed students that has not already been consulted
- d) Consult Listing indicating who should be re-consulted, ie: any new exceeds plus any upwards adjustments to existing overs.

The report should be run without specifying any limits for class size or special ed category.

Running Individual Consult Letters

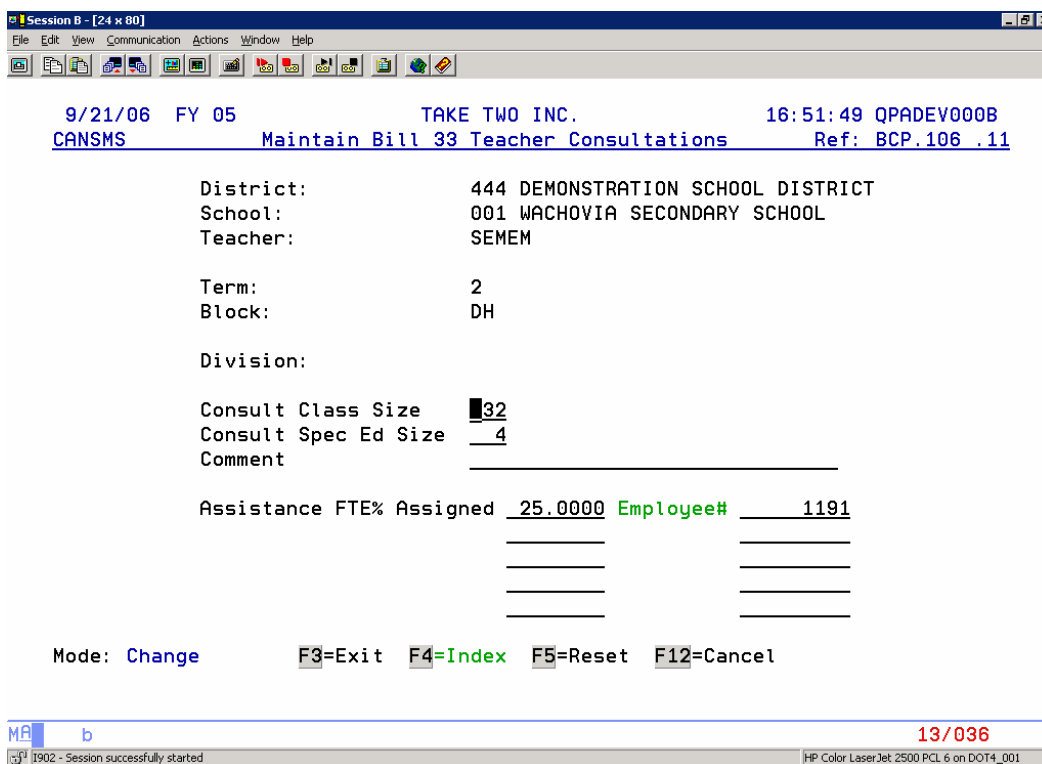
Approving/Acknowledging Consult has been Completed:

The purpose of BCP.106 is to identify all those entries that exceeded class max or special Ed max and mark them to qualify that consult has occurred.

In doing this, you will have an online record of consult AND more importantly the system will now be able to inform you if new consults need to occur.

For Elementary Schools, consult is done by homeroom

For Secondary schools utilize the teacher, block, and term to mark consult



Indicate both class size and Spec Ed Size consulted - MANDATORY.

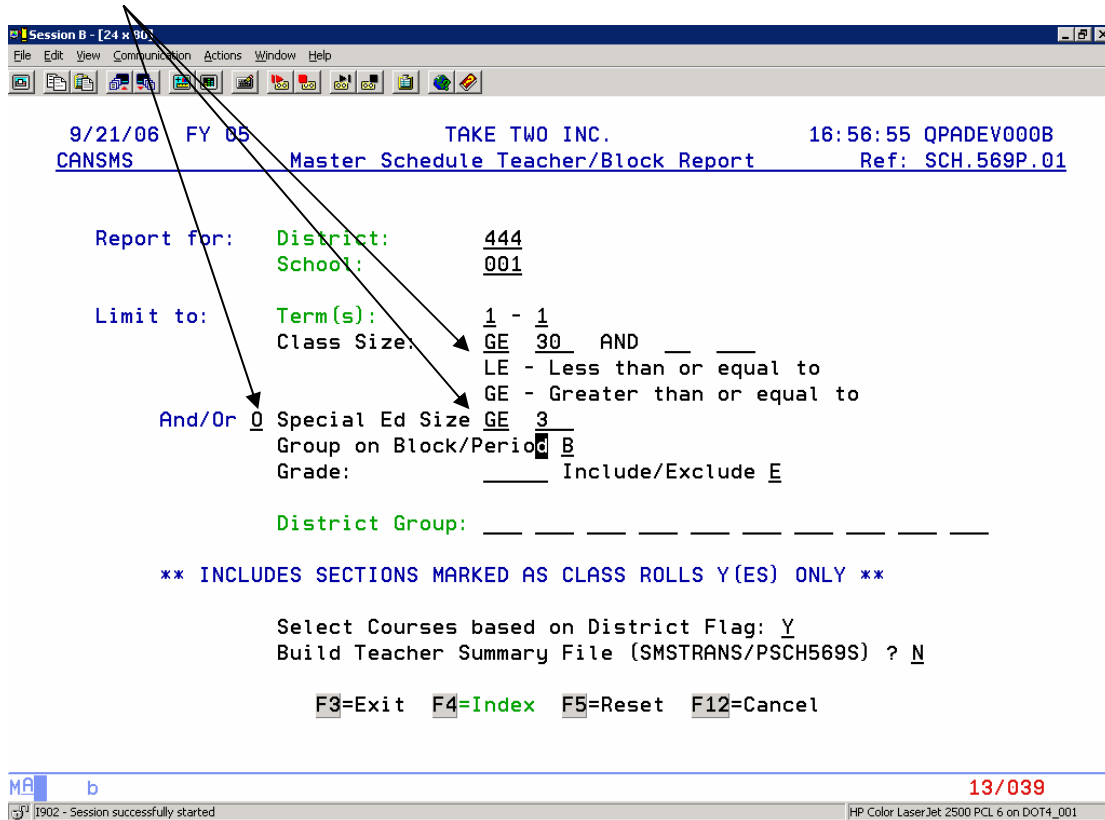
If you do input assistance (TA, EA, PARA) % and optionally who (if you have CIMS Employee installed) then the total FTE% will then report on BCP.992 and it will provide insight into the class supports.

Keeping Watch on further need to consult

Changes might get made to Special Ed Category. Class enrollment may change. This will occur naturally from daily operations course requests and 1701 Special Ed Category updates.

At any time, schools or district office can 'check' on need for additional consult.

1. From district level or at each school run SCH.611 to ensure enrollment and special ed values are updated on the master schedule
2. SCH.569 must be run. Consider only those classes that either exceed the class max OR exceed the special ed max. Make sure to review only a single term.



A report will be produced showing all classes that exceed either.
 An error report will also be produced indicating any new consults that need to be done, ie: their numbers exceed max AND values consulted are not found in BCP.106.

Each Year at Year Start:

NOTE: Onetime you will have to initially populate the attribute field - use TRA.917 and run it for each special ed category code to fill-in the appropriate HI, LO values. Then run SCH.611 to update the master schedule totals based on the new attribute! HI - Special Ed Categories A,B,C,D,E,F,G. LO = H,K,Q,R