

Manitoba - September 30th Summary of Instruction

SEPTEMBER 30TH - DISTRICT RESPONSIBILITIES	2
IMPORTANT - TO DO'S AT SCHOOL STARTUP	2
Ensure all enrolled students currently have a DEMOG screen.	2
Auto-Fill Enrolled Grade Code field	2
Ensure MB Code Tables are accurate.....	2
Ensure School Ministry Numbers and Summary Type are correct	2
Use MIN.909 to clear unwanted previous year contents.....	3
District Reconciliation Process	3
Day End September 30th, Items to Consider.....	4
At the End of allowable "edit time"	5
SEPTEMBER 30TH - SCHOOL RESPONSIBILITIES	6
A. September 30th Transmission Data.....	6
B. PSP (Teacher Certification) Maintenance.....	7
C. September 30th Mark transmission for previous Year.....	7
D. September 30th Mark transmission for current Year	8
E. BEF - Enrollment Transmission File Basic French.....	8
F. BEF - French Immersion/Francais Enrollment Transmission	8
APPENDIX A - WHAT IS TRANSMITTED ON SEPTEMBER 30TH	10

Last Updated: September 18, 2002

SEPTEMBER 30TH - DISTRICT RESPONSIBILITIES

DEMOG information carries forward each year. All information from the previous year remains with the student until options are run to update fields or manual changes are made in STU.301 or MIN.909 is used to auto-clear fields. Before beginning reconciliation of information, ensure that the automatic options are completed.

IMPORTANT - TO DO'S AT SCHOOL STARTUP

Ensure all enrolled students currently have a DEMOG screen.

If a school enters a new registration and turns off the DEMOG screen during the add registration, a DEMOG record may not be created. Use MIN.912 to ensure that a record exists for each student.

Auto-Fill Enrolled Grade Code field

MIN.901 can be run with school left blank - will complete the task for all schools at once. This program looks at the class field for each student.

The student current class is linked to the class definition (STU.221) to establish the valid grade code. Ensure that grades are marked appropriately in STU.221 before running MIN.901.

Ensure MB Code Tables are accurate

The Ministry may provide you with an updated diskette of valid Ministry codes (program codes, language codes, bank codes, special ed codes,...). This information is contained in SMSMBFILES/PMIN382(XXXX_00 - xxx's are client ID). If a diskette is not provided, ensure manually that the code table on CIMS matches the current allowed entries as described in the Ministry manual.

If a new code has to be added, use MIN.382 to update the tables.

Ensure School Ministry Numbers and Summary Type are correct

The DEMOG transmission file is built for all students from all schools that have a summary type NOT BLANK (STU.320). If you wish to exclude students by school, ensure that the Summary type field is blank in STU.320! This same program holds the School Ministry Numbers ... make sure the numbers are correct. If you want to include alternate school students as a different school, input the Ministry# of that school in the alternate school.

Use MIN.909 to clear unwanted previous year contents

Since all fields carry forward from previous year(s), use MIN.909 if you want to clear language program field(s) for the new year.

District Reconciliation Process

After Step 4 is completed, district setup is complete. Collection and reconciliation of information from the schools can occur on a school by school basis or all at once.

- 1) Confirm student enrollment STU.894 by register and class to confirm enrollment counts - balance the two reports. Use STU.897 to identify errors that require correction
- 2) Confirm MET#, birthdates, postal codes and basic information using STU.530 report writer. Use STU.530 also to get reports on program code details. Report, Report, Report and balance program totals to total enrollment, special funding, etc.
- 3) Confirm Summer School Marks have been completed. Mark transmission will be successful because all information was reconciled by the schools in June BEFORE rollover.
- 4) Confirm from schools that all PSP Information has been entered and verified.
- 5) Prepare and send transmission files for:
 - September 30th Demographics and Transportation information
 - September 30th, Current Course Request File (S1-S4)
 - June 30th (and Summer School) Mark Transmission File (S1-S4)
 - MB Health Transmission File (Send to Dept of Health)
 - BEF - For all schools, indicate program/cycle information
 - BEF - For French Immersion/Francais K-8 per homeroom/grade details of subjects taught, early/late immersions statistics
 - PSP - Teacher Certification File for all teaching staff

- c) Change the cutoff date to September 30th. Use STU.ENRO Input September 30th as the date in MMDDYY format.
- d) Inform schools to make NO registration changes.

Leave information in this format until all Demog information has been confirmed and files have been prepared.

At the End of allowable "edit time"

- a) After allowable few days of edit and correcting, backup/freeze the student files:
 - ensure all users are signed off, else save will not complete
(wrkobjlck smsfiles *lib) (wrkobjlck smsmbfiles *lib)
 - crtsavf sms
 - crtsavf smsmb
 - savlib lib(smsfiles) dev(*savf) savf(sms)
 - savlib lib(smsmbfiles) dev(*savf) savf(smsmb)
 - rstlib savlib(smsfiles) dev(*savf) savf(sms) rstlib(smsfilYY)
 - rstlib savlib(smsmbfiles) dev(*savf) savf(smsmb) rstlib(smsmbYY)
 **Where YY = School year
 - clrsvf sms
 - clrsvf smsmb
- b) Grant access back to schools for transfers, "A"dd, "D"elete for STU.301, i.e.: reverse the steps as outlined in September 30th.
- c) Cutoff schools from continuing to edit DEMOG information, use ACS.310 to inactivate the DEMOG screen (MB DEMOG "N") for STU.301 and STU.301E. Make sure to create your own item of STU.301 that will still allow you to maintain DEMOG values.

From this time to the time the transmissions are created, any work/editing must be done in 2 places, LIVE FILES and FROZEN FILES.

SEPTEMBER 30TH - SCHOOL RESPONSIBILITIES

A. September 30th Transmission Data

- 1) Complete DEMOG information, (STU.301) namely:
 - identify legal name differences
 - mark native students, bands, special programs
 - mark school funding students
 - identify special education students
- 2) Complete entry of Ministry numbers for students (STU.300E) who may be missing their MET#.
- 3) Use MIN.919 to assist in auto-filling program indicator information. This option will mass fill program indicator by class (eg: give each grade 4 class basic french 120) and for high schools you can mark master schedule courses (eg: mark basic french or immersion course/sections) then autofill programs for students based on their requests.
- 4) Use STU.530 format MIN (or SEP) to verify, check September 30th important information. Make sure birthdate, postal code, etc information is complete. Run the report with different field selects, eg:

```
LEGAL NAME  S FR JP MET#
AAAAAAAAAAAA A AA AA AAAAAAAAAAAAA
_____##### - will report only those
                    students without MET#s
```

- 4) Run STU.996 once by "C"lass then "R"egister - both must match. If not, run STU.893 to look for missed registers. Contact Board Office to run STU.897 and correct other potential registration errors.
- 5) Every month including September, run STU.993/STU.893 to include:
 - Detail of all students transferred in on the current month
 - Detail of all students transferred out in the current month
 - Summary grade total report
- 6) Make sure that all students that are to be included in September 30th are entered by September 30th. Make sure that all drops are completed before end of day on the 30th. You cannot backdate registrations.
- 7) (Optional) Run report ENROLLBYPG to get a summary listing of students by grade and program to be included with the monthly enrollment report.

B. PSP (Teacher Certification) Maintenance

Pre-Requisites:

- a) Use STU.240 (in student) to attach appropriate EMS Employee Numbers to new staff (ie: EMS#s remain with the teacher records from year to year ... If you do not know the EMS#'s use PAY.993 in your employee absence record maintenance option!
- b) Confirm Teacher vs. EMS#s are entered using query report TEACHERPSP

More Pre-requisites for High & Middle Schools wishing to automatically build their PSP records based on their CIMS Master schedules:

- a) Make sure all Ministry Course Code/Levels are entered in the master schedule (SCH.320). Use report COURSEMIN to show your master schedule and all Ministry Ids. Use report MINVSMASST to report on all master schedule courses that DO NOT have Ministry Code designations
- b) Make sure students are assigned to appropriate course/sections!
- c) Use SCH.611 to update number of male/females enrolled
- d) Use BLD.PSP (RUN this ONCE only) to create your PSP records

.. Reminders: Use MIN.505 to report on PSP workload
Use MIN.500 to add/delete entries as necessary

C. September 30th Mark transmission for previous Year

- a) In Previous year (Live) Use MIN.001 to build the transmission file ... It will report on all transcript records that are not included in the transmission file due to errors or missing ministry information.
- b) Use MIN.340 to report on errors found in the file (ie: Wrong ministry codes, level, languages, etc)
- c) Use GRD.450 to correct errors for individual students. Use GRD.850 to correct errors that were made for entire course and/or sections

Note: Mark transmission reconciliation should have occurred before June 30th. It is critical that the appropriate ministry course and level information transcribed with the student final marks in June. The only additional information being checked NOW would be summer school marks and odd manual transcript entries and changes.

Careful: The ministry accepts only ONE final mark per course. If a student upgrades over summer school or in second semester, make sure to remove the Ministry information from the lower value course.

Once errors are corrected start at a) again to rebuild the file and re-run error report(s).

Note: Summer School entries should be marked as term 5.

D. September 30th Mark transmission for current Year

Current course requests for S1-S4 students must be transmitted to the Ministry each September 30th.

- Make sure that course requests are scheduled for all students Grades S1-S4. This may mean doing things earlier than usual for K-S1 schools! Course requests MUST be online before September 30th.
- Ensure that valid Ministry Course and Level information exists for each applicable course within your master schedule. Use COURSEMIN to confirm.

Use MIN.011 to produce a file for the Ministry as well as a detail report (or errors only). Balance the number of entries against courses scheduled to confirm numbers look correct.

E. BEF - Enrollment Transmission File Basic French

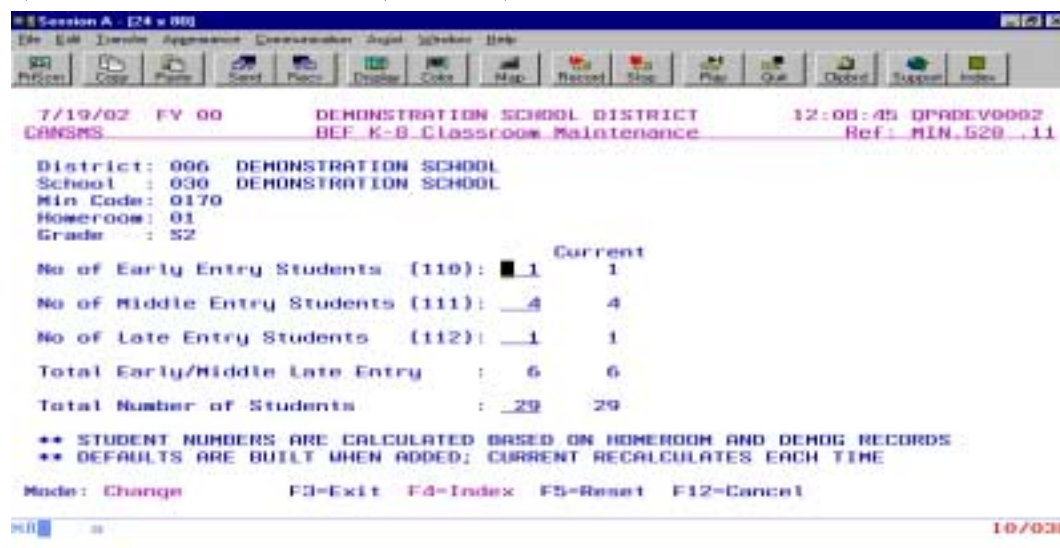
New for 2002, all schools offering basic french must report electronically on their basic french enrollment.

- For each class, indicate the percentage of time spent for basic french instruction (STU.322)
- Ensure you have the appropriate Program Indicator (120, 121) for appropriate students. Use STU.530 to report on numbers. Use MIN.919 to auto-fill program indicator(s) by class.
- Use MIN.110 to create a summary enrollment file.

F. BEF - French Immersion/Francais Enrollment Transmission

New for 2002, all French Immersion and Francais schools must report on early, mid, and late immersion numbers as well as subjects taught per homeroom. Information must be inputted by September 30th.

- Ensure that students are placed in appropriate homerooms (STU.215, FIX.STU)
- Ensure that all students MB DEMOG information contains appropriate early, mid, late immersion codes 110,111,112.
- Ensure that all students MB DEMOG information contains accurate grade level
- Use MIN.520 to maintain information (Explained Below)
- Build Transmission File (MIN.120)



```
7/19/02  FY 00      DEMONSTRATION SCHOOL DISTRICT      12:08:45 DPDEV0002
CANSMS      BEF K-B Classroom Maintenance      Ref: MIN.520..11

District: 006  DEMONSTRATION SCHOOL
School : 030  DEMONSTRATION SCHOOL
Min Code: 0170
Homeroom: 01
Grade : S2

No of Early Entry Students (110): 1 1
No of Middle Entry Students (111): 4 4
No of Late Entry Students (112): 1 1
Total Early/Middle Late Entry : 6 6
Total Number of Students : 29 29

** STUDENT NUMBERS ARE CALCULATED BASED ON HOMEROOM AND DEMOG RECORDS
** DEFAULTS ARE BUILT WHEN ADDED; CURRENT RECALCULATES EACH TIME

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

10/038
```

Part A: Confirm Number of Students per homeroom

The right portion of the screen indicates what CIMS says your enrollment is based on adding up the program codes in the DEMOG Screen. You may alter this information BUT must justify why your numbers submitted could differ from reported.

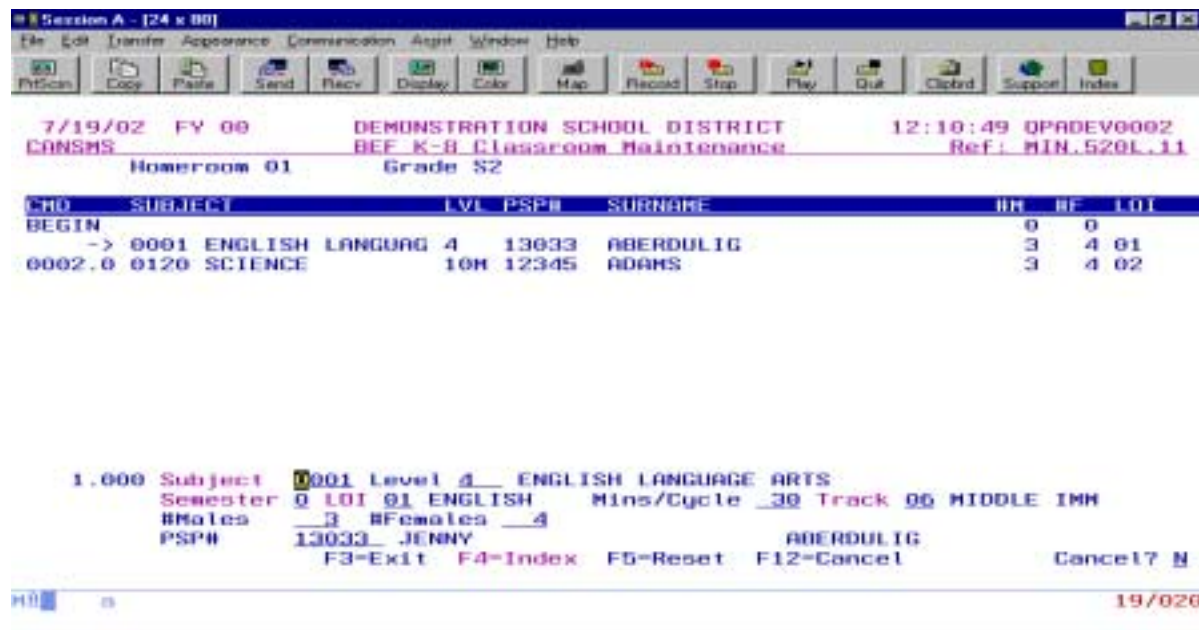
Special Note: The numbers are filled only ONCE when you 'A'dd the entry initially. If homeroom values or programs have changed, make sure to review all homeroom entries and match to current numbers!!!!

The total number of students should match combined numbers. If not, be able to justify what student(s) in that homeroom do not belong to an immersion program.

Special Note: If a homeroom has a grade split, then information should be duplicated for each grade level, ie: Mrs Smith has 26 in homeroom RM12, 12 Grade 2's and 14 Grade 3's .. this means TWO two entries "A"dd for RM12 Grade 02 ... and "A"dd for RM12 Grade 03.

Part B: Confirm all subjects taught to that homeroom of students (who, what, to how many)

A second screen appears requiring the inputter to list all subjects that are taught to the student(s) in this homeroom. This resembles PSP, but is more detailed.



- Indicate Ministry Subject Value. Use F4 for a listing of valid codes by description.
- Indicate an appropriate level
- Indicate 0 for non-semestered - F4 for valid table entries
- Indicate language of instruction of this subject - F4able for valid languages
- Indicate the number of minutes per cycle this subject is taught
- Indicate School Track (eg: early immersion)
- Indicate how many females and males are taught that subject with this teacher for this homeroom of students
- Indicate the PSP# for the teacher teaching this subject to this homeroom or portion of homeroom

Appendix A - What is transmitted on September 30th

1. Marks for S1-S4 for Previous Year
 - Make sure that summer school marks have been entered (GRD.450)
2. Current Course Requests for S1-S4 Students
 - Make sure master schedule is in place and Ministry Codes are defined behind schedule (SCH.320)
 - Make sure course requests are in place for all S1-S4 students
3. Demog Information, Funding!
 - Ensure All students Registered, September 30th screen PERFECT, birthdates in, Address OK
4. Health Information
 - Ensure Medical Alerts are indicated, Health Numbers are in place
5. Basic French and French Immersion File Requirements
 - For Non-Immersion Schools: Record Basic French 120 on all appropriate students
 - Indicate Percentage of French taught per class (global) using STU.322
 - For Immersion Schools - use MIN.520 to indicate what subjects are being taught by whom
6. PSP Information for Staff
 - Ensure Staff is defined in STU.240 and EMS# matches from Payroll (PSPTEACHER)
 - Ensure master schedule is in place with Ministry Codes if you are autobuilding PSP from master schedule