



NEXT GEN DOCUMENTATION ~DISCIPLINE NEBRASKA~

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JMC Discipline Module Overview

The Discipline Module of JMC Next Gen Office Application gives your district the ability to keep track of student discipline records and also works in conjunction with Online Teacher in acquiring discipline referrals from teachers as well as Online Parent in providing discipline information to parents.

Discipline referrals may be submitted from Online Teacher and later processed by office staff, who may either accept the record and edit it further (adding actions and other details) or reject the referral record outright.

At the discretion of the office staff, parents may be allowed to view discipline records in Online Parent.

Office staff may also edit or enter records directly onto the students' discipline records page.

The Discipline module will include a list of predefined problem behaviors and actions, but the office staff may also define their own if they wish and may use any combination of predefined and/or user-defined problem behaviors and actions in their records.

The Discipline module includes reports such as:

Student – selected student(s) and a list of their discipline records

Discipline Query – selection criteria include number of occurrences, which problem behaviors/actions, which reporting person(s), and other sorting and detail options

Discipline Summary – summary of all or records or for specified date range; summary includes breakdowns by problem behavior, action, and reporting person.

State Reporting of discipline records varies by state. For Nebraska, all discipline records with a predefined (state-defined) behavior and action 1 will be included in ADVISER discipline data collections. All other discipline records are for local use only and will not be submitted via ADVISER.

Student Scope

The Student Scope is a link found in the Quick Links on many of the main pages in JMC's Next Gen Office Application.

The Student Scope allows you to simultaneously view 6 different types of data for a student from the JMC Next Gen database. Each individual user may specify which 6 types of data they wish to view in the Student Scope.

The following is a list of the types of data that may be viewed within the Student Scope, depending upon what access is assigned to your user account in JMC:

- Attendance
- Schedules
- Student Lunch Transactions
- Period Attendance
- Discipline
- Health Immunizations
- Report Cards
- Student Contacts
- Student Progress Report
- Student Transcript

An example of how to get to the Student Scope is shown here is [Schedules – Student – Edit Schedules](#).

Sunnyville High School Day: 177 - 05/21/2015 - Thursday 2014-2015 Logout

Grade: All Find: <- ->

Student ID: 569 Student Name: Adams, Carla Grade: 7

Add Courses... Print Save Midterms

Lock	Section	Course	Q1	Q2	H1	H2	T1	H3	S1	H4	T2	Q3	Q4	H5	H6	T3	S2	Ex	Yr	Cont
-	S1.1 En...	567 BAND JH	X																	
-	S1.2 En...	573 MATH 7	X																	
-	S1.255 ...	560 GUIDED STUDY 7	X																	
-	S1.3 En...	570 SOCIAL 7	X																	
-	S1.4 En...	571 SCIENCE 7	X																	
-	S1.5 En...	575 PE/HEALTH 7	X																	
-	S1.7 En...	569 ENGLISH 7	X																	
-	S2.1 En...	567 BAND JH	X																	
-	S2.2 En...	573 MATH 7	X																	
-	S2.255 ...	560 GUIDED STUDY 7	X																	
-	S2.3 En...	570 SOCIAL 7	X																	
-	S2.4 En...	571 SCIENCE 7	X																	
-	S2.5 En...	575 PE/HEALTH 7	X																	
-	S2.7 En...	569 ENGLISH 7	X																	

Quick Links:

- Student Data
- Student Scope
- Print Schedule
- Print Transcript
- Delete All Courses
- Copy Schedule From Another Student

Notice the Student Scope link on the right of the page under Quick Links. If you click on the Student Scope link you will get a page that pops up similar to the next figure.

A Quick Link to Student Scope may also be found on [Edit – Student Data](#) and [Grading – Entry – Edit Grades](#).

Mozilla Firefox
http://localhost:53212/StudentScope.aspx

Student ID: 569 **Name:** Adams, Carla **Grade:** 7 **Gender:** F **StateID:** 1234567890123 **Stu Email:** cadams@someisp.net
Contact: **Phone:** **Email:**

Student Progress Report [Print](#)

Term	Period	Course	Progress Term	Teacher
Sem1	1	BAND JH	Qtr1 Qtr2	D Schultz
Sem1	2	MATH 7	Qtr1 Qtr2	J Ashford
Sem1	3	SOCIAL 7	Qtr1 Qtr2	P Hughes
Sem1	4	SCIENCE 7	Qtr1 Qtr2	Q Neidermeier
Sem1	5	PE/HEALTH 7	Qtr1 Qtr2	M Kelsey
Sem1	7	ENGLISH 7	Qtr1 Qtr2	G Peterson
Sem2	1	BAND JH	Qtr3 Qtr4	D Schultz
Sem2	2	MATH 7	Qtr3 Qtr4	J Ashford
Sem2	3	SOCIAL 7	Qtr3 Qtr4	P Hughes
Sem2	4	SCIENCE 7	Qtr3 Qtr4	Q Neidermeier
Sem2	5	PE/HEALTH 7	Qtr3 Qtr4	M Kelsey
Sem2	7	ENGLISH 7	Qtr3 Qtr4	G Peterson

Schedules [Print](#)

Period	Course	Course#	Term	Days Met	Teacher	Room
1	BAND JH	567	Sem1	12---	D Schultz	BAND
2	MATH 7	573	Sem1	12---	J Ashford	ROOM 132
3	SOCIAL 7	570	Sem1	12---	P Hughes	ROOM 133
4	SCIENCE 7	571	Sem1	12---	Q Neidermeier	ROOM 125
5	PE/HEALTH 7	575	Sem1	12---	M Kelsey	ROOM 131
7	ENGLISH 7	569	Sem1	12---	G Peterson	ROOM 134
1	BAND JH	567	Sem2	12---	D Schultz	BAND
2	MATH 7	573	Sem2	12---	J Ashford	ROOM 132
3	SOCIAL 7	570	Sem2	12---	P Hughes	ROOM 133
4	SCIENCE 7	571	Sem2	12---	Q Neidermeier	ROOM 125
5	PE/HEALTH 7	575	Sem2	12---	M Kelsey	ROOM 131
7	ENGLISH 7	569	Sem2	12---	G Peterson	ROOM 134

Student Lunch Transactions [Print](#)

Family Lunch Balance = \$ -2.20

Deleted	Date	User	Transaction	Purchase	Status	Amount	Balance
False	02/03/2015	JMCADMIN	Transfer:			\$ 2.20	\$ 0.00
False	02/03/2015	JMCADMIN	Student Lunch		P	\$ -2.20	\$ -2.20
False	07/10/2014	JMCAD	Deposit			\$ 0.00	\$ 0.00

Period Attendance [Print](#)

Periods for Day	0	1	2	3	4	5	6	7
No absences or tardies for this student.	0	0	0	0	0	0	0	0

Reason Code Reason
0 No Note or Call
1 Sent to Office
2 Sick
3 Appt-Other
4 Doctor
5 Dental-Ortho
6 Overslept

Health Immunizations [Print](#)

Immunization	Date (Age)	Exemption Dosage	Administered at School
DTaP	10/1/2001 - (0Y 2M)	Full	<input type="checkbox"/>
Diphtheria, Tetanus, and Pertussis	12/3/2001 - (0Y 4M)	Full	<input type="checkbox"/>
DTaP	2/4/2002 - (0Y 6M)	Full	<input type="checkbox"/>
Diphtheria, Tetanus, and Pertussis	10/28/2002 - (1Y 3M)	Full	<input type="checkbox"/>
DTaP	9/19/2005 - (4Y 1M)	Full	<input type="checkbox"/>
Diphtheria, Tetanus, and Pertussis	10/1/2001 -		

Discipline [Print](#)

To change the type of data viewed in any of the 6 panels in the Student Scope, simply click on the menu in the upper left corner of that panel and select a different data type.

Discipline - Data - Edit Student Records

This selection is used to enter and edit discipline records for students.

1. Select Discipline – Data – Edit Student Records. The page will appear similar to Figure 1.

JMC Demo School 2017-2018 Logout

Grade: All Active Find: < - >

Student ID: 130 Student Name: Aaseth, Jennifer Anne Grade: 1 Birth Date: ()

Switch Building: JMC Demo Sch

Switch Year: 2017-2018

Quick Links: Discipline Settings

List of Discipline Records

09/13/17 (Profanity)

Add New * indicates inclusion in state reported discipline data.

Edit Delete Print

Incident Date: 9/13/2017

Incident Time: 13:58

Incident Number:

Incident Reporter:

Incident Location: Not Specified

Incident Location Detail:

Problem Behavior: Profanity

Weapon Type: Not Specified

Gun Free School Violation:

Action 1: Detention

Action 2: Not Specified

Removal Length: 0

Discipline Action Date:

Unilateral Removal: Not Applicable

Expulsion Modified To < 1 Year:

Alternative Placement:

Comment 1:

Comment 2:

Discipline Records from Prior Years:

Date	Problem Behavior	Action1	Action2
5/2/2017	Other State Reportable	In School Suspension	Not Specified

Figure 1:

Edit Student
Discipline
Records

Discipline Settings QuickLink on the right side of the page can be used to edit settings about this page. See Figure 2.

Discipline Record View Options: Full View

Discipline Record Other Buildings (Prior Years) View Options: Current Building Only

Figure 2:

Discipline Settings
page

2. To select the student whose discipline records you wish to edit, click in the drop down list labeled **Find** in the upper left corner of the page and select the student, OR you may simply type all or part of the student's name and the list will shorten to students that match what you have typed.
3. Edit, delete, or create new discipline records as needed.

To add a new record for this student, click **Add New**. The page will appear similar to Figure 3. Then enter the appropriate data and click **Update** to save the changes.

JMC Demo School 2017-2018

Grade: All Active Find: <- ->

Student ID: 130 Student Name: Aaset, Jennifer Anne Grade: 1 Birth Date: ()

List of Discipline Records
09/13/17 (Profanity)

* indicates inclusion in state reported discipline data.

Update Cancel Send Email
Email To: _____

Incidents: _____
Incident Date: 10/13/2017
Incident Time: 14:24
Incident Number: _____
Incident Reporter: _____
Incident Location: Not Specified
Incident Location Detail: _____
Problem Behavior: Not Specified
Weapon Type: Not Specified
Gun Free School Violation: _____
Action 1: Not Specified
Action 2: Not Specified
Removal Length: _____
Discipline Action Date: _____
Unilateral Removal: Not Applicable
Expulsion Modified To < 1 Year: _____
Alternative Placement: _____
Comment 1: _____
Comment 2: _____

Figure 3:

Adding or
Editing a
Discipline
Record for a
Student

To edit an existing record, select the record from the **List of Discipline Records** list and click **Edit**. The page will appear similar to Figure 3. Then edit the appropriate data and click **Update** to save the changes.

Note: When *selecting a Problem Behavior or Action* you may either click in the drop down list and scroll to the desired option, OR you may type in all or part of the option and the list of items in the drop down list will shorten to match what you typed, as shown below in Figures 4 & 5.

Problem Behavior: Not Specified
Weapon Type: Not Specified
Gun Free School Violation: Profanity
Action 1: Public Display of Affection
Action 2: Pushing/Shoving (Playground)
Removal Length: _____

Figure 4:

Click in the drop
down list and
scroll to the
desired item

Problem Behavior: fight
Weapon Type: *Physical Attack or Fight
Gun Free School Violation: Bus-Fighting
Action 1: Fighting
Action 2: _____
Removal Length: _____

Figure 5:

Type part of the item
name to see a shortened
list that matches what
you typed

To delete a record, select the record from the **List of Discipline Records** list and click **Delete**.

Note: The Problem Behavior drop down list will include a combination of predefined (listed in Table 1) and user-defined behaviors (defined at Discipline – Data – Edit Problem Behaviors).

Bullying
 Harassment - Disability
 Harassment - Race, Color, National Origin
 Harassment - Religion
 Harassment - Sex
 Harassment - Sexual Orientation
 Harrassment
 Not Specified
 Other School Code of Conduct
 Other State Reportable
 Physical Attack or Fight
 Rape or Attempted Rape
 Robbery
 Sexual assault other than rape
 Special Education: Drug Offenses
 Special Education: Violent with Serious Bodily Injury
 Special Education: Weapons Possession
 Threat of Physical Attack

Table 1:

Predefined
 Problem
 Behaviors

Note: The Action 1 & 2 drop down list will include a combination of predefined (listed in Table 2) and user-defined actions (defined at Discipline – Data – Edit Actions).

Community Service
 Expulsion
 Expulsion with Services
 In School Suspension
 Not Specified
 Other
 Out of School Suspension
 Removal from Classroom

Table 2:

Predefined
 Actions

Note: Not all fields on this page are included in ADVISER Discipline submissions. Fields that are included are:

- Discipline Incident
 - Incident Date
 - Incident Number
- Student Discipline Incident Association
 - Problem Behavior (only state reportable offenses)
 - Serious Bodily Injury
- Discipline Action
 - Action 1 (only state reportable actions)
 - Discipline Action Date
 - Removal Length
 - Unilateral Removal
 - Expulsion Modified to < 1 Year
 - Alternative Placement

Discipline - Data - Edit Problem Behaviors

Use this selection to edit the user-defined set of discipline problem behaviors used in student discipline records.

It is recommended that you review the predefined Problem Behaviors carefully before adding any of your own user-defined Problem Behaviors as you will not want to have duplications between the two sets of Problem Behaviors.

1. Select Discipline – Data – Edit Problem Behaviors. The page will appear similar to Figure 6.

Predefined Problem Behaviors

Number	Name
2062	Bullying
2102	Harassment - Disability
2100	Harassment - Race, Color, National Origin
2108	Harassment - Religion
2104	Harassment - Sex
2103	Harassment - Sexual Orientation
2061	Harrassment
0	Not Specified
2063	Other School Code of Conduct
2058	Other State Reportable
2101	Physical Attack or Fight
2105	Rape or Attempted Rape
2107	Robbery
2109	Sexual assault other than rape
2051	Special Education: Drug Offenses
2055	Special Education: Violent with Serious Bodily Injury
2054	Special Education: Weapons Possession
2106	Threat of Physical Attack

User Defined Problem Behaviors (formerly Violations)

Number	Name
Edit 1	Used Innappropriate Language
Edit 2	Tardy
Edit 3	Leaving School During Hours
Edit 4	Bus Conduct
Edit 5	Study Hall Violations
Edit 6	Room Conduct
Edit 7	Hallway Conduct
Edit 8	Dress Code Violations
Edit 9	Fighting
Edit 10	Harrassment
Edit 11	Public Display of Affection
Edit 12	Type the item here
Edit 13	Attendance Violation Letter
Edit 14	Attendance Violation Letter S2
Edit 15	
Edit 16	

Redundant behaviors – see notes below

Arrows point from the callout box to 'Physical Attack or Fight' (2101) in the predefined list and 'Fighting' (Edit 9) in the user-defined list.

Figure 6: Problem Behaviors page

2. Edit, delete, or create new records as needed in the user-defined section at the bottom of the page.

To edit a Problem Behavior name, click on the **Edit** link on the left side of the violation record. If this is to be a **new problem behavior**, click the **Edit** link for a row that does not currently contain a problem behavior. Type the new problem behavior name in the edit box and then click on the **Update** link for that row to save the changes.

Note: Please make sure to remove any user-defined problem behaviors that are redundant with problem behaviors in the predefined (state defined) list. For example, user-defined behavior 9 is called “Fighting” and predefined behavior 2101 is called “Physical Attack or Fight”. You almost certainly will not want to have these 2 similarly defined behaviors, so in this case you should edit behavior 9 to have no description. ***Prior to doing this, though, you should recode any students who have the 9 Fighting behavior specified in their discipline records.***

Note: Do ***not renumber user-defined behaviors in the middle of the year*** as behaviors are stored by number in the student discipline records. Changing the numbers for the behaviors will have the net effect of changing the behaviors for students who had those behaviors specified in their discipline records.

To print the entire list of problem behaviors, click **Print**.

Discipline - Data - Edit Actions

Use this selection to edit the user-defined list of discipline actions used in student discipline records.

It is recommended that you review the predefined Actions carefully before adding any of your own user-defined Actions as you will not want to have duplications between the two sets of Actions.

1. Select Discipline – Data – Edit Actions. The page will appear similar to Figure 7.

Predefined Actions	
Number	Name
2006	Community Service
2004	Expulsion
2005	Expulsion with Services
2002	In School Suspension
0	Not Specified
2007	Other
2003	Out of School Suspension
2001	Removal from Classroom
User Defined Actions (formerly Consequences)	
Number	Name
Edit 1	Conference
Edit 2	Detention
Edit 3	In-School Detention
Edit 4	In-School Suspension
Edit 5	Out- of-School Suspension
Edit 6	Expulsion
Edit 7	Probation
Edit 8	Saturday School
Edit 9	1st Admit: 1 week, 10 hrs
Edit 10	1st Non-admit: 4 weeks, 20 hrs
Edit 11	2nd Admit: 4 weeks, 10 hrs
Edit 12	2nd Non-admit: 10 weeks, 30 hrs
Edit 13	3rd Admit: 4 weeks, 10 hrs
Edit 14	3rd Non-admit: 10 weeks, 30 hrs
Edit 15	Warning only
Edit 16	Apology-written

Redundant
actions –
see notes
below

Figure 7: Edit Actions page

- Edit or create new records as needed.

To edit an action name, click on the **Edit** link on the left side of the action record. If this is to be a **new action**, click the **Edit** link for a row that does not currently contain an action. Type the new action name in the edit box and then click on the **Update** link for that row to save the changes.

Note: *Please make sure to remove any user-defined actions that are redundant with actions in the predefined (state defined) list.* For example, user-defined action 5 is called “Out-of-School Suspension” and action 2003 is called “Out of School Suspension”. You almost certainly will not want to have these 2 similarly defined actions, so in this case you should edit behavior 5 to have no description. **Prior to doing this, though, you should recode any students who have the 5 Out-of-School Suspension behavior specified in their discipline records.**

Note: Do **not renumber user-defined actions in the middle of the year** as actions are stored by number in the student discipline records. Changing the numbers for the actions will have the net effect of changing the actions for students who had those actions specified in their discipline records.

To print the entire list of actions, click **Print**.

Discipline - Data – Merge Discipline Referrals

Use this selection to convert referrals that were sent from Online Teacher entries into actual discipline records that will appear on Discipline-Data-Edit Student Discipline Records and be used for Discipline module reports.

Referral records originate from JMC's Online Teacher application as shown below.

Teacher Entry of Referral Record

In Online Teacher, the teacher can create referral records that will be processed at a later time by office staff in JMC Next Gen Office Application.

The teacher would select Discipline-Discipline Referrals from Online Teacher. The page would appear similar to Figure 8.

Select a Student To select the student for the referral, click in the drop down list in the upper left corner of the page and select the student, OR you may simply type all or part of the student's name and the list will shorten to students that match what you have typed.

Note: The drop down list might only contain only the students who are scheduled into courses with the teacher. The drop down list can include all students in the school if:

1. The option is enabled in the Office Application (File - Online Settings has checkbox to enable "All Students" option)
2. The "All Students" checkbox in the upper left corner of the Discipline-Discipline Referrals page is checked

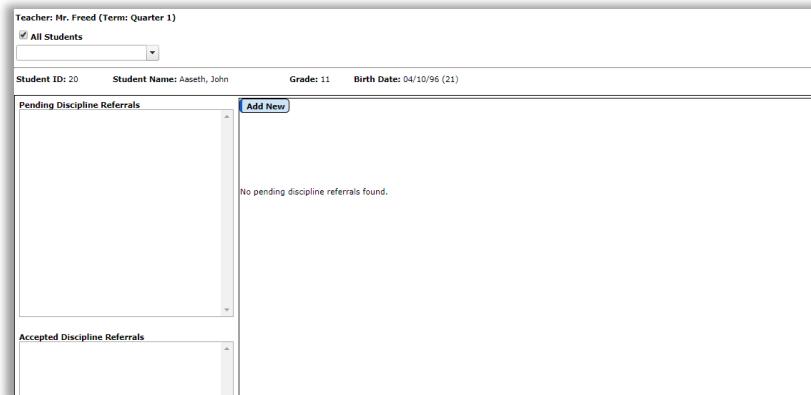


Figure 8:

Online Teacher
page Discipline-
Discipline
Referrals

Add New To add a new record the teacher clicks the **Add New** button. The page will appear similar to Figure 9.

Student ID: 20 Student Name: Aaseth, John Grade: 11 Birth Date: 04/10/96 (21)

Pending Discipline Referrals

Send To Office Cancel

Date: 11/1/2017 Time: 15:53 Referred By: Mr. Freed Problem Behavior: Not Specified

Location:

Action 1: Not Specified

Action 2: Not Specified

Comment:

Figure 9: Adding a new Discipline Referral in Online Teacher

The teacher may now specify the Problem Behavior. See Figure 10.

Student ID: 20 Student Name: Aaseth, John Grade: 11 Birth Date: 04/10/96 (21)

Pending Discipline Referrals

Send To Office Cancel

Date: 11/1/2017 Time: 15:53 Referred By: Mr. Freed Problem Behavior: Not Specified

Location:

Action 1: Not Specified

Action 2: Not Specified

Comment:

- *Special Education: Drug Offenses
- *Special Education: Weapons Possession
- *Special Education: Violent with Serious Bodily Injury
- *Other State Reportable
- *Harassment
- *Bullying
- *Other School Code of Conduct
- *Harassment - Race, Color, National Origin
- *Physical Attack or Fight
- *Harassment - Disability
- *Harassment - Sexual Orientation
- *Harassment - Sex
- *Rape or Attempted Rape
- *Threat of Physical Attack
- *Robbery
- *Harassment - Religion
- *Sexual assault other than rape
- Used Inappropriate Language
- Tardy
- Leaving School During Hours

Figure 10: Editing the Problem Behavior in a Discipline Referral Record

The teacher can then fill out additional information for the referral as in Figure 11.

Student ID: 20 Student Name: Aaseth, John Grade: 11 Birth Date: 04/10/96 (21)

Pending Discipline Referrals

Send To Office Cancel

Date: 11/1/2017 Time: 15:53 Referred By: Mr. Freed Problem Behavior: Used Inappropriate Language

Location:

Action 1: Not Specified

Action 2: Not Specified

Comment: John used the word "crap" to describe his bag lunch today.

Figure 11: Editing Other Info in a Discipline Referral Record

When the referral record is complete the teacher would click the Update button. The page will then appear similar to Figure 12.

Student ID: 20 Student Name: Aaseth, John Grade: 11 Birth Date: 04/10/96 (21)

Pending Discipline Referrals

- 11/01/17 (Used Innapropriate Language)

Accepted Discipline Referrals

Add New **Edit** **Delete**

Date: 11/1/2017 **Time:** 15:53 **Referred By:** Mr. Freed **Problem Behavior:** Used Innapropriate Language

Location:

Action 1: Not Specified **Action 2:** Not Specified

Comment:
John used the word "crap" to describe his bag lunch today.

Figure 12: Discipline Referral Record is Updated and Ready for Office To Process

At this point the referral record will remain in the Pending Discipline Referrals list until processed by office staff, at which point it will disappear from this list.

Processing of Teacher Referral Records in Office

Users of JMC Next Gen Office Application will be notified of pending discipline referral records on the home page of the application. See Figure 13.



Figure 13: Pending Discipline Referral Record in Office Application

1. To process the pending discipline referral records you may either click on the link in the Next Gen home page or select Discipline – Data – Merge Discipline Referrals. The page will appear similar to Figure 14.

JMC Demo School Day: 1 - 11/01/2017 - Wednesday 2017-2018

Pending Discipline Records: Pending Files: 1

Aaseth, John - 11/01/17 (Used Innapropriate Language) Submitted: 11/1/2017 3:56:39 PM

View: Full View

☐ Send Email
 Email To:

Date: 11/1/2017
 Time: 15:53

Behavior Incident Number:
 Incident Reporter: Mr. Freed
 Incident Location: Not Specified
 Incident Location Detail:
 Problem Behavior: Used Innapropriate Language
 Weapon Type: Not applicable
 Action 1: Not Specified
 Action 2: Not Specified
 Removal Length:
 Removal Date:

Comment 1: John used the word "crap" to describe his bag lunch today.
 Comment 2:

Figure 14:
Processing a
Pending
Discipline
Referral
Record in
Office
Application

The record may then be either accepted or rejected by the office staff by using the buttons in the lower left corner of the page. There are also additional data elements that were not presented to the teacher when the referral record was created (e.g. Seclusion/Restraint, Expulsion Zero Tolerance, etc.) that may be edited at the time the referral record is accepted into the office database.

Once a referral is accepted it will then appear in the students discipline records on Discipline – Data – Edit Student Records.

Also, once the referral is either accepted or rejected it will no longer appear in the teacher's list of referrals in the Online Teacher application.

Discipline - Reports - Student

This report prints the discipline records for selected students.

1. Select Discipline – Reports – Student. The page will appear similar to Figure 15.

Sunnyville High School 2015-2016

Select:

☐ By Sequential ☐ By Random ☒ By Grade ☐ By Advisor

Grade: From: 5 To: 12

☒ All Dates

From: 6/16/2015 To: 7/16/2015

☐ Print Comments

☐ Email If Possible

Reply To Email:

All Days

Student:	Adams, Luke	StudentID:	1193	Grade:	6	BirthDate:	06/17/1997
Contact:		Phone:					
Date	Violation	Location	Reported By	Consequence1	Consequence2		
07/10/2015	Harassment			In-School Suspension	Not Specified		
07/10/2015	Disrespect			Parent Contact	Apology/Restitution		
07/10/2015	Bullying			Time Out/Detention	Apology/Restitution		

Student:	Adams, Carla	StudentID:	569	Grade:	8	BirthDate:	07/28/2001
Contact:		Phone:					
Date	Violation	Location	Reported By	Consequence1	Consequence2		
07/10/2015	Disrespect	Wagon/Handful	Markel Wynn	Apology/Restitution			

Figure 15: Specifying Criteria for a Student Discipline Report

2. Select the students for whom labels are to be printed by specifying By Sequential, By Random, By Grade, or By Advisor and then include any additional info (which student(s), which grade(s), which advisor(s), etc.).

Date Range To enter a specific date range for occurrences to be printed on the report, enter a beginning and end date in the **From** field and **To** field in the **Date** section of the screen.

Print Comments To print the comments with the students' discipline records check **Print Comments**.

Email if Possible This option may be used to email discipline student reports (where possible) instead of printing them.

Note: In order for reports to be emailed the students' primary contacts must have at least one email address entered if the primary contact is checked for In Mailings and In Reports on Edit – Student Data. If the primary contact has multiple email addresses then the form would be received at each email address.

Note: In order for reports to be successfully emailed, the SMTP server settings must be configured. For more information about configuring your SMTP server. Please refer to Appendix C.

The report prints one student per page.

Discipline - Reports - Discipline Query

This selection prints students with a specified number of discipline record occurrences for various selection criteria.

1. Select Discipline – Reports – Query. The page will appear similar to Figure 16.

JMC Demo School Day: 1 - 11/01/2017 - Wednesday 2017-2018

Select students with: occurrences.

Problem Behaviors: ☒ All ☐ Selected:

Actions: ☒ All ☐ Selected: from:

Problem Behavior Dates: ☒ All ☐ Date Range: to

☒ Show Details: Detail options: Sort Option 1: Sort Option 2: Sort Option 3: ☐ Include all records for selected student(s)

Preview Print Export

Discipline Query

Query Specifications:
Occurrences: >=1
Any Problem Behaviors
1st or 2nd Action; Any Actions
All Dates

Select student with >=1 Count all problem behaviors and selected actions within All actions fields Included:

StudentID: 130 Grade: 1 Date: 9/13/2017 Incident #: Location: Not Specified Location Detail: Reporter:	Student: Aaseth, Jennifer Anne Weapon: Not Specified Behavior: Profanity Action 1: Detention Action 2: Not Specified Comment 1: Comment 2:
StudentID: 2501 Grade: 2 Date: 7/18/2017 Incident #: Location: *Restroom Location Detail: Classroom Reporter: Mr. O'JMC	Student: Anderson, James Weapon: Not Specified Behavior: *Bullying Action 1: *Removal from Classroom Action 2: Detention Comment 1: He did wrong. Comment 2:

Figure 16: Discipline Query

2. Select whether low numbers or high numbers of occurrences are to be identified.
 - If greater than or equal to some number, select >= in the pop-up menu.
 - If less than or equal to some number, select <= in the pop-up menu.
3. Enter the cut-off number of occurrences.

4. Select which violations are to count for the report.
 - If **All** is selected, the report will include all violations.
 - To include only certain violations, click **Selected...** then use shift-click to select a range of violations, use the control-click to select random violations, and/or use click and drag to select a range of violations.
5. Select which consequences are to count for the report.
 - If **All** is selected, the report will include all consequences.
 - To include only certain consequences, click **Selected...** Then use shift-click to select a range of consequences, use the control-click to select random consequences, and/or use click and drag to select a range of consequences.
6. Select which violation dates are to count for the report.
 - If **All** is selected, the report will include all dates.
 - To include only certain dates, click **Selected...** Then enter the start and end values for the date range.
7. To make the details of the discipline records appear in the report, check **Show Details**.
8. Select the appropriate sort option. Records may be sorted by student name, date, problem behavior, action, or referring person.
9. To make the report display all records for the selected students, check **Include All Records for Selected Students**.
 - If this option is deselected, only the discipline records that fit the selection criteria will be displayed on the report.
 - If this option is selected, all records will be displayed in the report for students who are selected in the query.

Click **Preview** to preview the report.

Click **Print** to print the previewed report.

Click **Export** to export the previewed report. This option is only enabled if the **Show Details** checkbox is checked.

Discipline - Reports - Discipline Summary

This selection prints a summary of student problem behaviors and actions taken. The report will also include breakdowns by Referring Person. The report can be for all records or for just records within a specified date range.

1. Select Discipline – Reports – Summary. The page will appear similar to Figure 17.

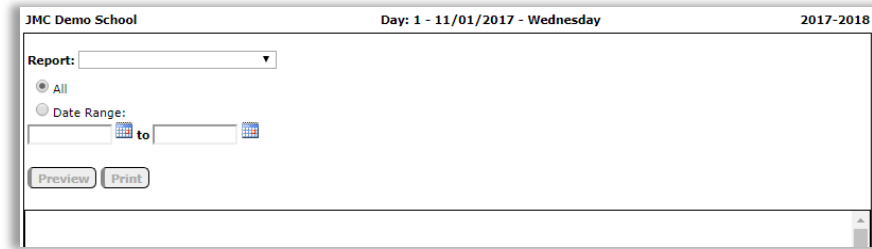
The screenshot shows a web application window titled "JMC Demo School". At the top, it displays "Day: 1 - 11/01/2017 - Wednesday" and "2017-2018". Below the title bar, there is a "Report:" dropdown menu. Underneath the dropdown, there are two radio buttons: "All" (which is selected) and "Date Range:". Below the "Date Range:" radio button, there are two input fields separated by a "to" label, with a calendar icon next to each. At the bottom of the form, there are two buttons: "Preview" and "Print".

Figure 17:

Discipline
Summary
Report

2. Select the report option from the Report drop down list. Options are displayed in Figure 18.

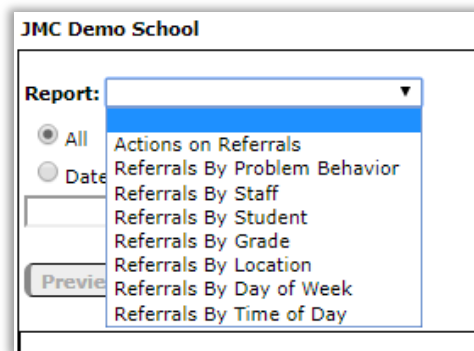
The screenshot shows the "Report:" dropdown menu from the previous figure, now expanded to show a list of options. The options are: "Actions on Referrals", "Referrals By Problem Behavior", "Referrals By Staff", "Referrals By Student", "Referrals By Grade", "Referrals By Location", "Referrals By Day of Week", and "Referrals By Time of Day". The "All" radio button is still selected, and the "Date Range:" radio button is also visible. The "Preview" button is also visible.

Figure 18:

Report Drop Down
List for Discipline
Summary Report

3. Select All or Date Range.
 - If **All** is selected, the report will include all discipline records for the school year.
 - If **Date Range** is selected, the report will include only discipline records for the school year for the specified date range.

Click **Preview** to preview the report. A sample report for Referrals by Problem Behavior is displayed in Figure 19.

Click **Print** to print the previewed report.

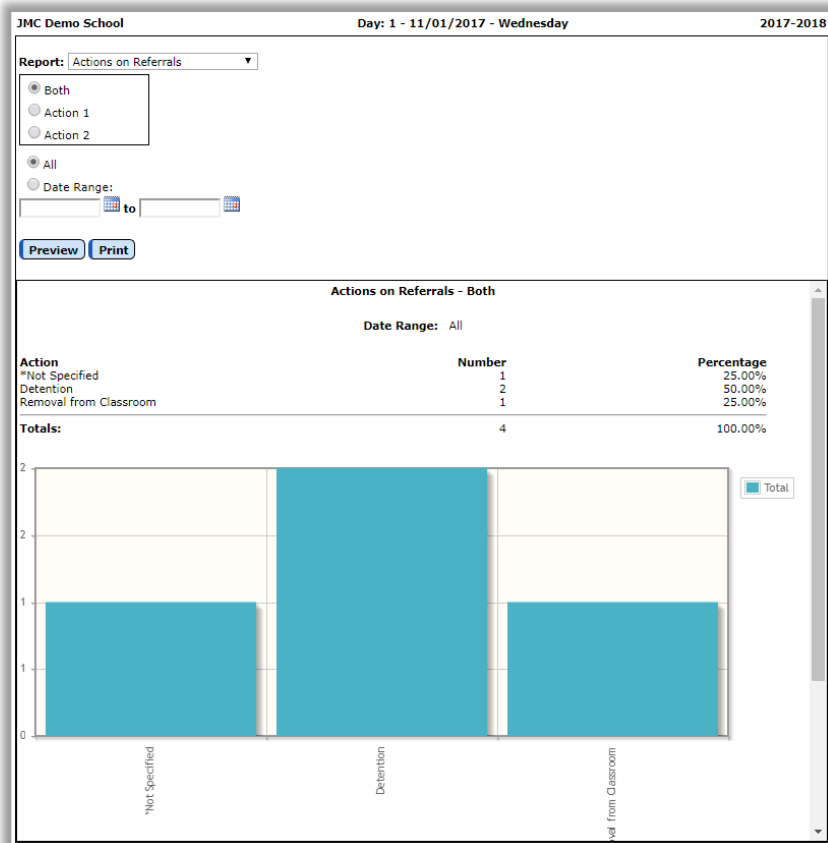


Figure 19:

Sample
Discipline
Summary
Report

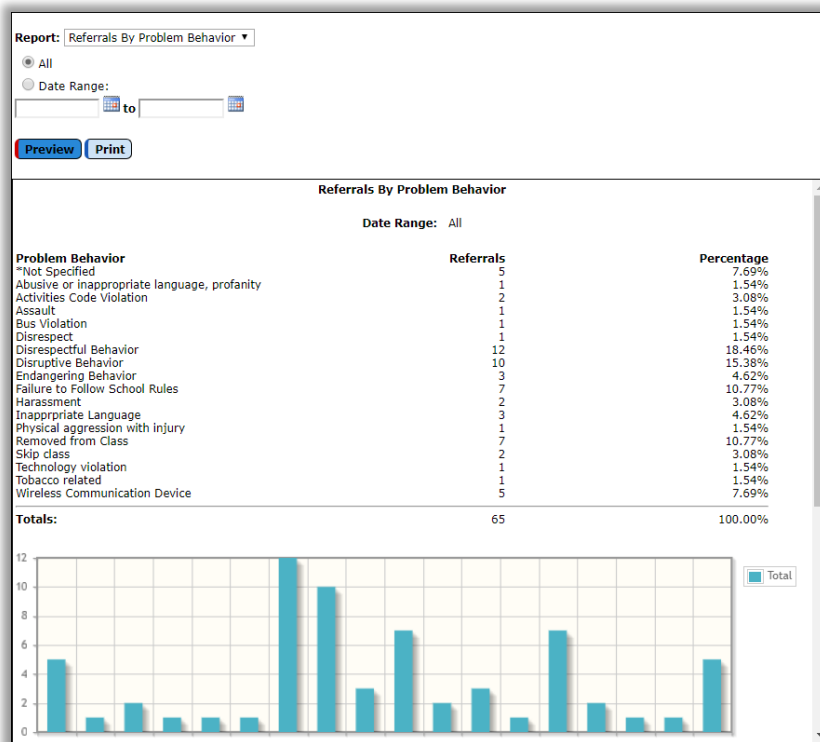


Figure 20:

Sample
Discipline
Summary
Report with
more data

Appendix A

Custom Attendance Form Letters Overview

A custom attendance form letter may be created in the JMC Forms Generator application. This form will be used in conjunction with student attendance, discipline, and demographic data to send notices for students who have attendance issues that are to be communicated with their parents.

It is common for a school to request help from JMC in designing and configuring attendance form letters. To do so, please contact JMC technical support at 800-524-8182 or support@jmcinc.com and a representative will be assigned to help you. The best times to work on projects like this are prior to August 1 or after October 1. However, you can be assured that JMC is willing to help you with your custom attendance form letters whenever you contact us.

JMC Instructional Videos for working with custom forms may be found at the following links:

http://jmcinc.com/resources/view/form_designer_intro

http://jmcinc.com/resources/view/period_attendance_form_letters

The relationship between a custom form and student discipline records is configured when printing the custom form using Attendance – Reports – Form Letter. Typically, the form configuration will be used to govern the conditions for a form to be generated and whether the student has already received the notification of the attendance violation, such as exceeding 10 absences for the semester.

In the JMC Discipline module, one violation and one consequence per threshold (e.g. 5, 8, or 10 absences) must be defined and these will be associated with the attendance form letter. Also, discipline records can be automatically created for students who receive a attendance form letter as a result of an attendance violation. The existence of such a record will keep the student from receiving more than one letter for the same violation; however, different thresholds of attendance violation may be defined, (5 days/instances, 8 days/instances, etc.). Once each new threshold is encountered an additional form letter and discipline record will be generated. When defining multiple thresholds per term it will be necessary to create multiple forms, one for each term and threshold combination. For this example, a total of 6 custom forms would be needed, 3 for each semester.

Additional consequences may be assigned to the student by the school official in the Discipline module as well, such as detentions or suspensions if needed.

Once a custom attendance form letter has been created in the Forms Editor application, these forms may be utilized with Attendance – Reports – Form Letters. It is on Attendance – Reports – Form Letters where the form is linked to specific discipline violations and consequences and also where attendance violations may be ascertained and documented.

Sample Custom Form Letter

An attendance form letter will typically consist of some header information (school name, date, attendance administrator name), a greeting (student and/or parent name), a message describing the attendance violation and policies, details about the student's attendance, and other messages as deemed appropriate by the school district. Figure A1 shows an example of one such letter that has many of the simpler items already included in the design.

Design Student Information Form - Attendance_Sem1_5Day

Choices:

- <<Name (L,FM)>>
- <<Name (Last)>>
- <<Name (Middle)>>
- <<Grade>>
- <<Sex>>
- <<Locker>>
- <<Combination>>
- <<Bus #>>
- <<Birth Date>>
- <<Birthplace>>
- <<Birth Country>>
- <<Last Sch Attend>>
- <<Entry Date District>>
- <<Entry Date School>>
- <<Sec Sec #>>
- <<ID #>>
- <<State ID>>
- <<Building #>>
- <<Resident Dist>>
- <<Advisor>>
- <<Advisor Email>>
- <<County>>
- <<Resident>>
- <<Transported>>
- <<Hispanic-Latino>>
- <<Am Indian - Alaskan>>
- <<Asian>>
- <<Black - Afr Am>>
- <<Hawaiian - Pacif Is>>
- <<White>>
- <<Ethnicity>>
- <<Prim Lang (Num)>>
- <<Prim Lang (Alpha)>>
- <<Comment>>
- <<Student Email1>>
- <<Student Email2>>
- <<Username>>
- <<Password>>
- <<Graduation Date>>
- <<Lunch Status>>
- <<Special Education>>
- <<504 Plan>>
- <<Siblings>>
- <<Last Physical Date>>
- <<Last Par Permission Date>>
- <<Health Hist - Conditions>>
- <<Health Hist - Insurance>>
- <<Health Hist - Med Em Plan>>
- <<Health Hist - Medicines>>
- <<Per Attend - Absences>>
- <<Per Attend - Tardies>>
- <<Per Attend - Abs/Tdys>>
- <<Per Attend - Reasons>>
- <<AM/PM Attend - Absence>>
- <<AM/PM Attend - Tardies>>

Choose Font...

Alignment: Left

Frame:

Sunnyville High School <<Current Date>>

Attendance Notification

<<Name (Prim)>>
<<Address (Prim)>>
<<City, State Zip (Prim)>>

Dear Parent/Guardian of <<Name (F L)>>

This letter is to inform you that your child has accumulated 5 absences this semester. He/she is in jeopardy of receiving credit for their coursework this semester due to the school's attendance policy.

A copy of that policy is included in this mailing.

The attendance policy os for each semester. The first semester of the school year concludes on Friday, January 10, 2016. It is our practice to send notices when students reach 5, 8, and 10 absences to ensure quality communications with parents/guardians.

Please note that absences due to doctor's appointments will not count toward attendance policy as long as we have a doctor's note confirming the medical appointment.

As long as the principal's office has documentation, the student will be excused from the total days missed at the end of the semester. Also, days missed due to school functions do not count toward the attendance policy.

If you have any questions please contact me at 712-555-0123.

Respectfully,

☐ Include Mailing Label

Page Setup...

Save

Done

Figure A1

Partially
designed
custom
Attendance
Form Letter

Some of the items included thus far are simple data lookup items such as a name or date field. In the Form Designer software these items will be displayed like <<**Current Date**>> or <<**Name (F L)**>>; however, when these forms are later used in the JMC Next Gen Office Application by selecting Attendance – Reports – Form Letters these lookup items will be replaced by the actual current date and student' first and last name.

Next the item <<**AM/PM Attend – Absences**>> is dragged to the form, at which time a dialog similar to Figure A2 will appear on your screen.

Figure A2

Period
Attendance –
Absences
item
configuration
screen

This screen should look familiar to those who have used JMC Attendance reports in the past as this is essentially the same criteria as used by Attendance – Reports – Absent / Tardy Check.

Beginning / Ending Day These would likely be set to the start and end days for a term, such as the first and last day of semester 1. In this case the days should be set to start on day 1 and end on day 90 (approximately – varies by district). You may find that you will “clone” this form and in copies for semester 2 you would specify days 91 and 180 as the beginning and ending days.

Excused / Unexcused / Both This refers to how the attendance data was designated in the office as excused or unexcused and which of these designations are to be included when determining if the student has encountered an attendance threshold.

Greater Than or Equals / Less Than or Equals / Equals For this example this option would likely be set to **Equals**; however you may select the option that best fits your needs.

Threshold (number) In Figure A2 there is a number “5” displayed to the right of the menu that is currently set to the “equals” option. This number is the threshold. For this example the number would be set to 5. You may find that you will “clone” this form and in the other copies you would set this value to 8 or 10 or whatever number is appropriate for the form you are generating.

Only Count Full Days This option will only use full days of absence when checking for thresholds of attendance.

Include Student Detail If this item is checked then a detailed list of the student’s attendance will be included on the form letter when printed. This will include a row for every day where at least one absence or tardy was recorded.

Include Summary If this item is checked then a summary of the student's attendance will be included in the form letter when it is printed.

Once you have specified the settings for this attendance item, click OK and the screen will appear similar to Figure A3.

Design Student Information Form - Attendance_Sem1_5Day

Choices:

- <<Name (L,FM)>>
- <<Name (Last)>>
- <<Name (Middle)>>
- <<Grade>>
- <<Sex>>
- <<Locker>>
- <<Combination>>
- <<Bus #>>
- <<Birth Date>>
- <<Birthplace>>
- <<Birth Country>>
- <<Last Sch Attend>>
- <<Entry Date District>>
- <<Entry Date School>>
- <<Soc Sec #>>
- <<ID #>>
- <<State ID>>
- <<Building #>>
- <<Resident Dist>>
- <<Advisor>>
- <<Advisor Email>>
- <<County>>
- <<Resident>>
- <<Transported>>
- <<Hispanic-Latino>>
- <<Am Indian - Alaskan>>
- <<Asian>>
- <<Black - Afr Am>>
- <<Hawaiian - Pacif Is>>
- <<VWhite>>
- <<Ethnicity>>
- Ethnicity Grid
- <<Prim Lang (Num)>>
- <<Prim Lang (Alpha)>>
- <<Comment>>
- <<Student Email1>>
- <<Student Email2>>
- <<Username>>
- <<Password>>
- <<Graduation Date>>
- <<Lunch Status>>
- <<Special Education>>
- <<504 Plan>>
- <<Siblings>>
- <<Last Physical Date>>
- <<Last Par Permission Date>>
- <<Health Hist - Conditions>>
- <<Health Hist - Insurance>>
- <<Health Hist - Med Em Plan>>
- <<Health Hist - Medicines>>
- <<Per Attend - Absences>>
- <<Per Attend - Tardies>>
- <<Per Attend - Abs/Tdy>>
- <<Per Attend - Reasons>>
- <<AM/PM Attend - Absence>>
- <<AM/PM Attend - Tardies>>

Choose Font...

Alignment: Left

Frame:

Sunnyville High School <<Current Date>>

Attendance Notification

<<Name (Prim)>>
<<Address (Prim)>>
<<City, State Zip (Prim)>>

Dear Parent/Guardian of <<Name (F L)>>

This letter is to inform you that your child has accumulated 5 absences this semester. He/she is in jeopardy of receiving credit for their coursework this semester due to the school's attendance policy.

A copy of that policy is included in this mailing.

The attendance policy os for each semester. The first semester of the school year concludes on Friday, January 10, 2016. It is our practice to send notices when students reach 5, 8, and 10 absences to ensure quality communications with parents/guardians.

Please note that absences due to doctor's appointments will not count toward attendance policy as long as we have a doctor's note confirming the medical appointment.

As long as the principal's office has documentation, the student will be excused from the total days missed at the end of the semester. Also, days missed due to school functions do not count toward the attendance policy.

If you have any questions please contact me at 712-555-0123.

Respectfully,

AM/PM Attendance Summary and Student Details: Absent >=5.0 Exo/Unexo Day1-90

X:
Y:
☒ Include Mailing Label

Page Setup...
Save
Done

Figure A3: Custom Form with Attendance Data Item Included

Once you have added the Attendance Data Item to the form it essentially becomes a 2-page form. For this reason the attendance item should be added at the bottom of the form with the understanding that some attendance information will spill over to the second page. For a sample of how this form actually appears when printed please refer to Figures A7 & A8.

Combining the Custom Form with Discipline Violations/Consequences

The custom form is just one link in the chain for the attendance notification letters. Keep in mind that there may be several forms designed that will look very similar but will have different ranges of days (terms) and thresholds (number of absences).

When printing the attendance form letters you will have the option of selecting a form and combining it with the appropriate discipline violation and consequence. Each custom form that you plan to use (semester 1/2, thresholds 5/8/10 for example) must be configured in combination with the appropriate discipline violation and consequence. See Figure A4 for examples of these combinations.

#	Form	Description	Violation	Consequence
1	AttendFormLetter_Sem1_5	Attendance Notification - Sem1 - 5 Days	Attendance Violation	5 Absence Letter Sent
2	AttendFormLetter_Sem1_8	Attendance Notification - Sem1 - 8 Days	Attendance Violation	8 Absence Letter Sent
3	AttendFormLetter_Sem1_10	Attendance Notification - Sem1 - 10 Days	Attendance Violation	10 Absence Letter Sent
4	AttendFormLetter_Sem2_5	Attendance Notification - Sem2 - 5 Days	Attendance Violation	5 Absence Letter Sent
5	AttendFormLetter_Sem2_8	Attendance Notification - Sem2 - 8 Days	Attendance Violation	8 Absence Letter Sent
6	AttendFormLetter_Sem2_10	Attendance Notification - Sem2 - 10 Days	Attendance Violation	10 Absence Letter Sent

Figure A4

Sample Period
Attendance
Custom Form
Configurations

Only one violation would need to be defined at Discipline – Data – Edit Violations. See Figure A5.

#	Description	Consequence
37	Phone Violation	
38	Terroristic Threats	
39	Unexcused Absence	
40	Attendance Violation	
41		
42		

Figure A5

Defining the
Attendance
Violation

One consequence per threshold would need to be defined at Discipline – Data – Edit Consequences. See Figure A6.

#	Description	Consequence
20	Suspension-2 Days	
21	Suspension-3 Days	
22	Suspension-4 Days	
23	Suspension-5 Days	
24	Removal from Class	
25	Parent Call Attempted	
26	5 Absence Letter Sent	
27	8 Absence Letter Sent	
28	10 Absence Letter Sent	
29		
30		
31		

Figure A6

Defining the
Attendance
Violation
Consequences

See Figures A7 and A8 for sample printouts of how the custom attendance form letter would appear when printed.

Sunnyville High School 6/16/2015

Attendance Notification

Dear Parent/Guardian of Aaron Asimov

This letter is to inform you that your child has accumulated 5 absences this semester. He/she is in jeopardy of receiving credit for their coursework this semester due to the school's attendance policy. A copy of that policy is included in this mailing.

The attendance policy os for each semester. The first semester of the school year concludes on Friday, January 10, 2016. It is our practice to send notices when students reach 5, 8, and 10 absences to ensure quality communications with parents/guardians.

Please note that absences due to doctor's appointments will not count toward attendance policy as long as we have a doctor's note confirming the medical appointment.

As long as the principal's office has documentation, the student will be excused from the total days missed at the end of the semester. Also, days missed due to school functions do not count toward the attendance policy.

If you have any questions please contact me at 712-555-0123.

Respectfully,

Figure A7 – Page 1

Sunnyville High School

2015-2016

Student: Asimov, Aaron

Student #: 155

Grade: 9

Advisor:

Attendance Summary: Absent Excl/Unexc Day 1 - 2015-08-24 through Day 90 -

AM	PM	Tot	Days
5	5	10	5

Attendance Detail

AM	PM	Day	Date
AE	AE	1	Mon 08/24/15
AE	AE	2	Tue 08/25/15
AE	AE	3	Wed 08/26/15
AE	AE	4	Thu 08/27/15
AE	AE	5	Fri 08/28/15

Figure A8 – Page 2

Once the attendance form letters are generated as a PDF file you can review and print them as you see fit. If you attempted to email where possible then those letters that were successfully emailed will not show up in the PDF file.

Create Corresponding Discipline Records Most likely you will want to perform this action right away so that the appropriate discipline records are created at this time. Once you click this button at the bottom of the page Attendance – Reports – Form Letters you will see a summary of the discipline records that were created. You may choose to print this summary if desired.

Appendix B

Creating the Custom Form

1. To create a custom attendance form letter, select Design Student Information Form from the Design Forms menu of the JMC Form Editor application. The screen will appear similar to Figure B1.

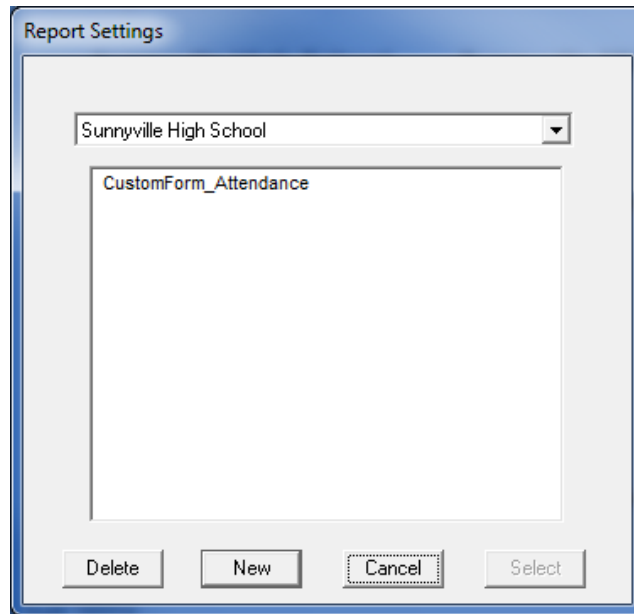


Figure B1

Design Student
Information
Form – List of
Available Forms

Delete To delete a custom form file from the list, click on the form name in the list and then click **Delete**.

New To create a new custom form, click **New**. The Design Student Information Form screen will then appear with only the default settings.

Cancel To cancel this operation and return to the main screen of the JMC Form Designer application, click **Cancel**.

Select To select an existing custom form, click on the form name in the list and then click **Select**. The same result may be achieved by double-clicking the filename.

2. The Design Student Information Form screen will appear similar to Figure B2. The particular settings for this screen will depend upon the action taken at step 1.

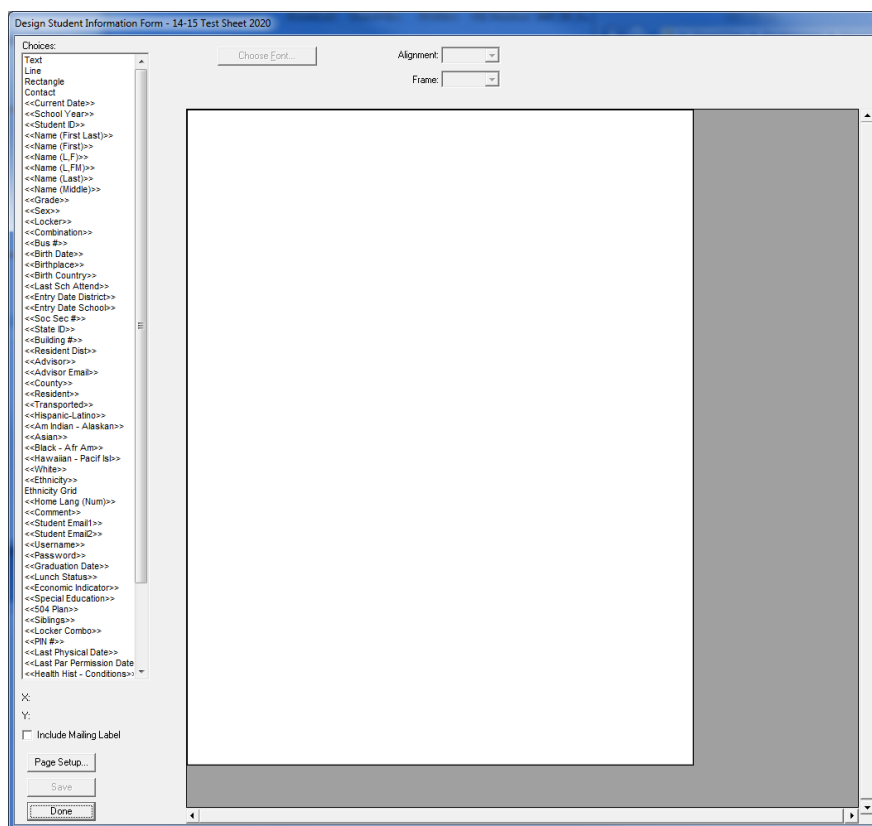


Figure B2

Designing a
Custom Period
Attendance
Form Letter

Note: The Design Student Information Form screen may be resized (made larger) by grabbing the handle in the lower right corner of the window and dragging until the screen is the desired size.

Editing the Custom Form

Adding Items from Choices List Items in the list of **Choices** may be dragged onto the report card. Once on the report card, these items may be resized, relocated, and edited.

Selecting an Item An item on a report card may be selected by clicking on it.

Selecting Multiple Items Multiple items may be selected in the report card window by either clicking and dragging over the items or by holding down the shift key while clicking on items. If multiple items are selected and you wish to *deselect* one or more of those items, hold down the shift key and click on the items you wish to deselect.

Selecting All Items All items in a report card may be selected simultaneously by pressing Ctrl-A on the keyboard.

Relocating an Item Any item on the screen may be *relocated* by simply dragging it to a new location. Additionally, the currently selected item(s) in the report card may be *relocated* by using the arrow keys on the keyboard (see Figure B3). Each time an arrow key is pressed the selected item(s) will move one pixel in the appropriate direction. Items

may be ***aligned*** with other items by noting the horizontal and/or vertical position of the selected item in the lower left corner of the design screen and shifting/relocating the item to match coordinates with the other items.



Figure B3

Arrow keys on
keyboard

Aligning Multiple Items The currently selected item(s) in the report card may be ***aligned*** by pressing Ctrl-arrow on the keyboard, where the arrow pressed would be one of the four directional arrows on the keyboard (see Figure 20). The alignment achieved will vary depending on the direction of the arrow and the items selected.

Resizing an Item The currently selected item(s) in the report card may be ***resized*** by dragging on the lower right corner of the item until it is the desired size.

Making an Item Fit the Text The currently selected item(s) in the report card may be resized to fit the text within them by pressing Ctrl-F on the keyboard.

Deleting an Item The currently selected item(s) in the report card may be ***deleted*** by pressing the **Backspace** key on the keyboard.

Editing an Item – Text Formatting The currently selected item(s) in the report card may be edited with regard to **Font, Size, Alignment, Style, and Frame**. To edit the **Font, Style, or Size** you must click on **Choose Font...** and then a screen similar to Figure B4 will appear.

Note: **Available fonts will vary from computer to computer.** If a report card settings file is to be shared by more than one user, then care should be taken to ensure that all users have the necessary fonts installed on their computers.

Note: **Default Fonts.** For Windows computers the default font is Arial.

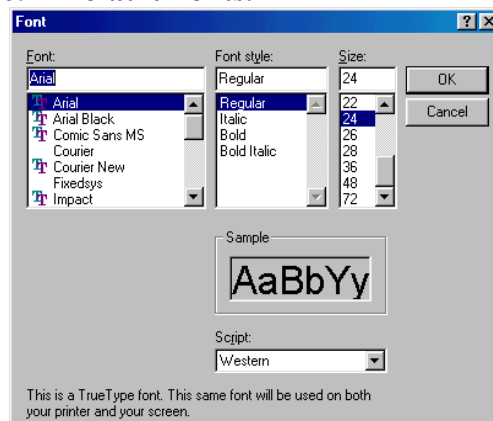


Figure B4

Choose Font
screen

Keyboard Shortcuts and Mouse Options for Editing Report Card Designs

Double-click to edit text in a text box

Drag-select for selecting multiple items

Shift-click select for selecting and deselecting multiple items

Drag-resize by grabbing lower-right corner handle and dragging

Drag item to relocate

Ctrl-F to make the rectangle of an item fit the text it contains

Alt-click to force one item behind another (if overlap)

Ctrl-D to duplicate selected item(s) below the originals items (increment curricular or attendance items)

Shift-Ctrl-D to duplicate selected item(s) to the right (increment curricular or attendance items)

Ctrl-A to select all items in the report card

Ctrl-arrow to align the selected items (Ctrl-right arrow is align right, Ctrl-up arrow is align top, etc.)

Backspace key to delete selected item(s)

Items from the Choices List

Free-form Drawing Items

Text The **Text** item is a text box that allows the user to enter any text they choose. Examples of text boxes in Figure A2 include the school name (Sunnyville High School), the report card title (Student Attendance Notification), and the greeting (Dear Parent/Guardian of). Once a **Text** item is placed on the form, the user may double click on the text in the box to edit it. Text in a **Text** item will appear the same on all report cards when printed.

Line The **Line** item used to create lines on the form, such as a border between the header and the body of the form.

Rectangle The **Rectangle** item is used to create rectangles on the form.

School Demographic Data Items

School demographic data items are specific to the date and time for which the form(s) will be printed. The following school demographic data items may be included on a custom form:

<<Current Date>>	The current date
<<School Year>>	The current school year, formatted YYYY-YYYY

Student Demographic Data Items

Student demographic data items are specific to the students for whom the custom form(s) will be printed. For example, if custom forms are to be printed for all students in the 1st Grade and the <<Name (L,F)>> item is contained in the custom

form design, then the names of the appropriate 1st Grade students will be listed on each custom form that is printed. On the Design Student Information Form screen, however, the item will appear generically as <<**Name (L,F)**>>. The following student demographic items may be included on a custom form:

<< Student ID >>	Student ID
<< Name (First Last) >>	First and Last Name
<< Name (First) >>	First Name
<< Name (L,F) >>	Last Name, First Name
<< Name (L,FM) >>	Last Name, First Name and Middle Name
<< Name (Last) >>	Last Name
<< Name (Middle) >>	Middle Name
<< Grade >>	Grade Level
<< Sex >>	Sex (gender)
<< Locker >>	Locker Number
<< Combination >>	Locker Combination
<< Bus # >>	Bus Number
<< Birth Date >>	Birth Date
<< Birthplace >>	Birthplace
<< Birth Country >>	Birth Country
<< Last Sch Attend >>	Last School Attended
<< Entry Date District >>	Entry Date into the District
<< Entry Date School >>	Entry Date into the School
<< Soc Sec # >>	Social Security Number
<< ID # >>	ID Number
<< State ID >>	State ID
<< Building # >>	Building Number
<< Resident Dist >>	Resident District Number
<< Advisor >>	Advisor (teacher)
<< Advisor Email >>	Advisor (teacher) Email Address
<< County >>	County (Student Data General Tab)
<< Resident >>	Resident (Student Data General Tab)
<< Transported >>	Transported (Student Data General Tab)
<< Hispanic-Latino >>	Hispanic-Latino (Student Data Race-Ethnicity Tab)
<< Am Indian-Alaskan >>	Am Indian-Alaskan (Student Data Race-Ethnicity Tab)
<< Asian >>	Asian (Student Data Race-Ethnicity Tab)
<< Black – Afr Am >>	Black–African Am (Student Data Race-Ethnicity Tab)
<< Hawaiian-Pacif Isl >>	Hawaiian-Pacific Isl (Student Data Race-Ethnicity Tab)
<< White >>	White (Student Data Race-Ethnicity Tab)
<< Ethnicity >>	Legacy Race Code (Student Data Race-Ethnicity Tab)
Ethnicity Grid	Grid showing what the legacy race-ethnicity codes mean
<< Home Lang (Num) >>	Home Language Code (Student Data Entry Tab)
<< Student Email 1 >>	Student Email 1(Student Data General Tab)
<< Student Email 2 >>	Student Email 2(Student Data General Tab)
<< Username >>	Username (Student Data General Tab)
<< Password >>	Password (Student Data General Tab)
<< Graduation Date >>	Graduation Date (Student Data General Tab)

<<Lunch Status>>	Lunch Status (Student Sensitive Data)
<<Economic Indicator>>	Economic Indicator (Student Data MARSS Tab)
<<Special Education>>	Special Education (Student Data Spec Ed Tab)
<<504 Plan>>	504 Plan (Student Data Spec Ed Tab)
<<Siblings>>	Siblings – other students with same primary contact

More Complex Custom Form Items

Many items that may be included on a custom form are more complicated and may involve some calculations or configurations of data from within your JMC database or may contain a list of data items from the student's JMC data. Therefore when some of these items are dragged onto the form there may be extra things to consider in addition to their location on the form.

Some of these items will simply need to be resized so that enough space is provided for a list of multiple rows of data to be displayed. One example of such an item is Health History Conditions since the student may have more than one such record,

Other more complicated items may require you to provide some configuration information. One such example is AM/PM Attend-Absences as there are several settings that need to be specified for this data item.

Here is a list of some of the more complex data items that can be included on a JMC custom form:

Student Health Data Items

<<Last Physical Date>>	Physical Exam Date – Health History
<<Last Par Permission Date>>	Parent Permission Date – Health History
<<Health Hist-Conditions>>	Conditions – Health History
<<Health Hist-Insurance>>	Insurance – Health History
<<Health Hist-Med Em Plan>>	Medical Emergency Plan – Health History
<<Health Hist-Medicines>>	Medicines– Health History

Period Attendance Data Items

<<Per Attend-Absences>>	Absences – Period Attendance
<<Per Attend-Tardies>>	Tardies – Period Attendance
<<Per Attend-Abs/Tdy>>	Absences/Tardies – Period Attendance
<<Per Attend-Reasons>>	Reasons Grid – Period Attendance

Attendance Data Items

<<AM/PM Attend-Absences>>	Absences – Attendance
<< AM/PM Attend-Tardies>>	Tardies – Attendance

Appendix C

Email Setup – Admin Options

In order for reports to be successfully emailed, the SMTP server settings must be configured by selecting File – Administrator Options and entering the SMTP server address and other appropriate settings. If you have any questions about how to configure JMC Next Gen for sending email please contact JMC technical support at 800-524-8182.

Note: Once you have configured the email settings correctly you would not have to change them again unless something changes with your email server, internet service provider...

Note: The configuration for sending email from JMC Next Gen must be done for each building.

Sunnyville High School Day: 177 - 05/21/2015 - Thursday

Security:

☐ Allow users to save passwords at login time

School Settings:

Number of periods in a day: 7

Days in Cycle: 2

Day Labels:

1. 1

2. 2

Sort schedules by:

☒ Semester

☐ Trimester

☐ Quarter

Sending Email:

SMTP server: smtp.onlinejmc.com:25

Send From
Email
Address:

☐ SMTP server requires secure connection (SSL)

☒ SMTP server requires authentication

Account ID: sunnyville@onlinejmc.com

Password: password

Student Photos:

[Import Student Photo Linking File](#)

Set Usernames and Passwords:

[Set random student and parent passwords](#)

Phone Settings:

[Phone Dialer Settings](#)

[Initialize Contact Phone Numbers](#)

[Update](#)

Figure C1:

Configuring
JMC Next Gen
for
emailing reports
on
Administrator
Options page

Appendix D: Recoding Discipline Data for ADVISER Reporting

The JMC Discipline module has gone through significant changes this summer in order to accommodate the change to ADVISER Discipline reporting. Since ADVISER Discipline uses the Ed-Fi resources to convey records to NDE, the discipline records must comply with Ed-Fi data structures.

To this end, there will most likely be some massaging of your JMC Discipline data in order for it to be reported correctly. This should be a one-time transitional situation for 2017-2018 reporting and should not be necessary in the future.

While not all discipline records need to be submitted via ADVISER, here are some guidelines for what NDE wants from you:

1. At minimum, all suspensions (ISS and OSS) and expulsions should be submitted.
2. NDE is interested in receiving whatever discipline data you choose to submit.

Moreover, if the discipline records are to be reported via ADVISER Discipline they must use Ed-Fi Problem Behavior and Action codes. Due to the timing of this overhaul of the JMC Discipline module, it is unlikely that any of your discipline records would have used the Ed-Fi codes. Therefore, any discipline records you wish to submit to NDE, especially suspension and expulsion records, will need to be “massaged” or “recoded”.

You can run reports (Lists, Discipline Query) in JMC to determine the number of suspension (ISS & OSS) and expulsion records that you would need to recode. Typically this will be just a small number of records, perhaps between 5 & 20.

The fields required vary slightly based on the Problem Behavior and the number and types of Actions for each incident, but here is a list of the fields that are always required for a state-reportable record:

- Incident Date
- Incident Time
- Incident Number
- Problem Behavior
- Weapons (where appropriate)
- Gun Free Violation
- Action 1 (action 2 is not state reportable at this time)
- Discipline Action Date (also known as Discipline Date)
- Removal Length (required, zero allowable)
- Unilateral Removal (optional but should be reported as appropriate for SPED students)
- Expulsion Modified to Less Than 1 Year (optional, but mandatory where Weapons is reported as 02 Handgun, 05 Other Firearm, or 08 Rifle/Shotgun)
- Alternative Placement (optional, but mandatory where Weapons is reported as 02 Handgun, 05 Other Firearm, or 08 Rifle/Shotgun)

Note: the Incident Number is automatically assigned when the record is saved (updated) if the Problem Behavior and Action(s) are state-reportable.

How to know if a Problem Behavior or Action is ‘State-Reportable’.

There are essentially three sets of Problem Behaviors and Actions:

- User-defined
- New Predefined Ed-Fi (denoted with *)
- Old Predefined PBIS (denoted with ^)

The old predefined PBIS codes were first introduced when the last major overhaul of the JMC Discipline module took place approximately two years ago. This set will be aged out during 2017-2018 ADVISER Discipline reporting and will not be available at all beginning with the 2018-2019 version of the Discipline module. ***Only records with the “New Predefined Ed-Fi” Problem Behaviors and Actions are state-reportable. Also, only records with an incident number are state-reportable.***

The following is an example of a record that requires recoding.

In Figure 1 you will see the record prior to re-coding, and Figure 2 shows the record after recoding.

Incident Date: 9/13/2017
Incident Time: 13:58
Incident Number:
Incident Reporter:
Incident Location: Not Specified
Incident Location Detail:
Problem Behavior: Fighting
Weapon Type: Not Specified
Gun Free School Violation:
Action 1: In-School Suspension
Action 2: Not Specified
Removal Length: 0
Discipline Action Date:
Unilateral Removal: Not Applicable
Expulsion Modified To < 1 Year:
Alternative Placement:
Incident Number not specified
Problem Behavior is not EdFi
Action 1 is not EdFi
Removal Length not specified (required for all suspensions or expulsions)
Discipline Action Date (Removal Date) not specified

Figure 1: ISS Discipline Record Before Recoding

Incident Date: 9/13/2017
Incident Time: 13:58
Incident Number: 15
Incident Reporter:
Incident Location: Not Specified
Incident Location Detail:
Problem Behavior: *Physical Attack or Fight
Weapon Type: Not Specified
Gun Free School Violation:
Action 1: *In School Suspension
Action 2: Not Specified
Removal Length: 1
Discipline Action Date:
Unilateral Removal: Not Applicable
Expulsion Modified To < 1 Year:
Alternative Placement:
Incident Number is now 15
Problem Behavior is now *Physical Attack or Fight
Action 1 is now *In School Suspension
Removal Length is now 1

Figure 2: ISS Record After Recoding

Appendix E: Saving a Report as a PDF File

The following is an example of saving a report as a PDF file when using Google Chrome as the browser in Windows 10. In this example, the Print option was selected while viewing a JMC-generated report. After clicking the Print button a dialog will appear similar to Figure F1.

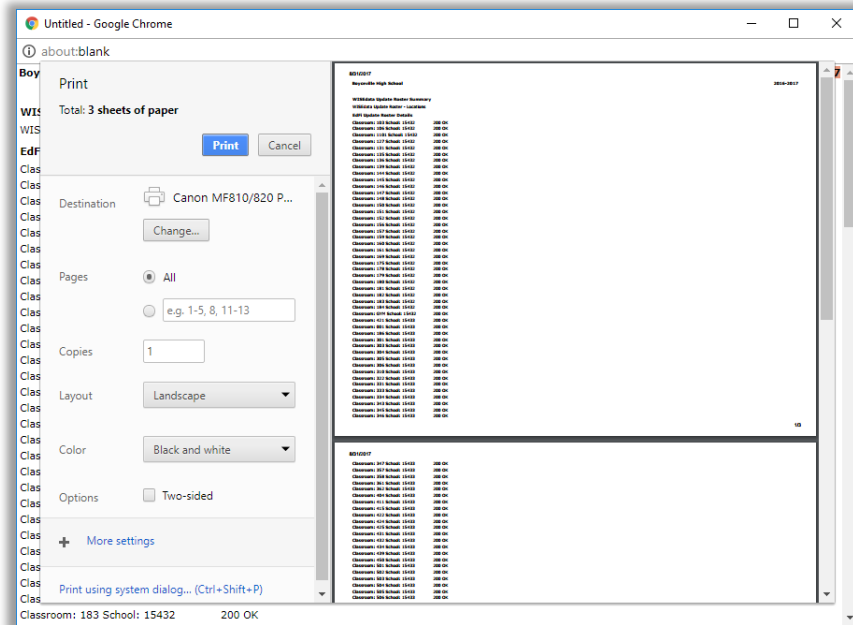


Figure F1:

Step 1 – Click Print button to get to Print Dialog

Typically you would have a printer selected here, such as the Canon printer selected in Figure F1. But rather than print to the printer, we want to save the report as a PDF file. To do so, click on the **Change** button in the **Destination** section of the print dialog. A new dialog will pop up on your screen prompting you to select a different destination, as in Figure F2.

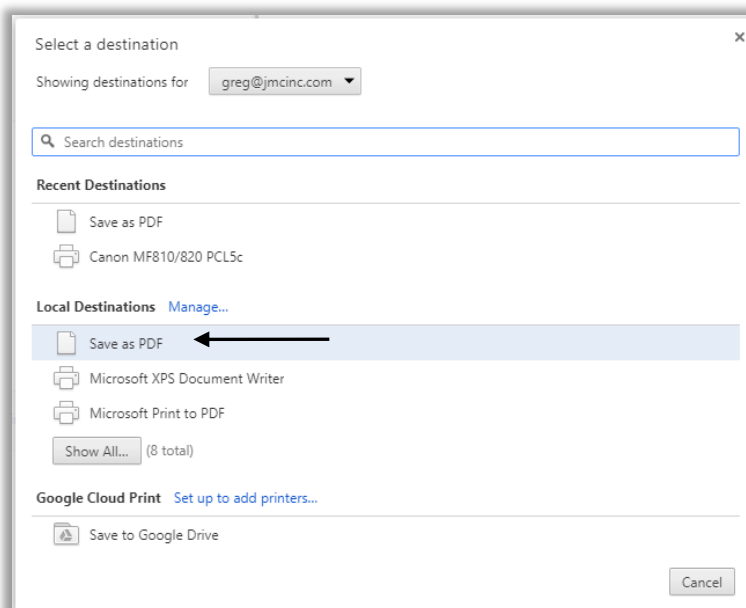


Figure F2:

Step 2 – Selecting Save as PDF as the Destination

From the **Local Destinations** select **Save as PDF**. The dialog will then appear similar to Figure F3.

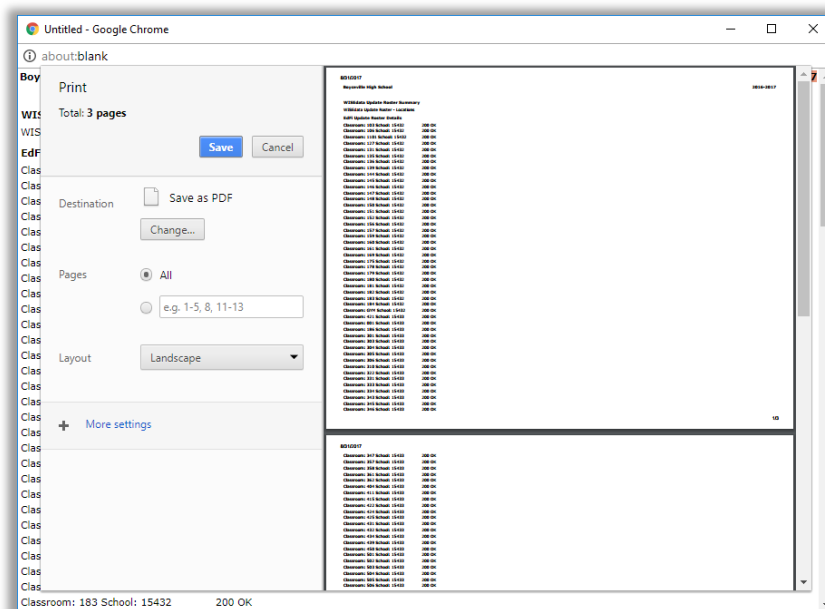


Figure F3:

Step 3 – Save as PDF is now the Destination

Click the **Save** button to save your file. A **Save As** dialog box will appear prompting you to select the location and specify the name of the file, as in Figure F4.

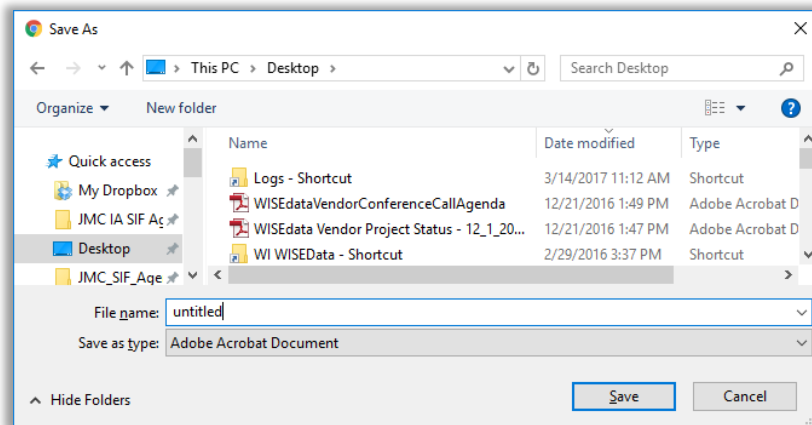


Figure F4:

Step 4 – Specifying the Location and File Name for your PDF file

Once you have the location and name specified you may click the **Save** button.

Why save as a PDF file?

You have some options as to what to do with a JMC report. You can print it to your printer, you can save it as a PD file, or you can simply preview the report and not print it or save it as a PDF file. Some reports may also include an option to Export to a Test File and perhaps other options as well.

Saving as a PDF file can make sense for several reasons:

1. Maintain a record of some process that you completed
2. Saving as a file instead of printing saves paper
3. A PDF file can be easily emailed as an attachment