



NEXT GEN DOCUMENTATION ~IOWA~

Includes:

Student Reporting in Iowa (SRI)
Iowa Statewide Assessment for Student Progress (ISASP)
Bar Code Files for State Testing
State ID File Uploads
SIF
Iowa TIER

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Editing Student Enrollment History Data for SRI

Every student that is to be reported for SRI must have at least one enrollment history record. Every enrollment history record must have appropriate Entry and Exit codes and dates. Additional data may be tracked for each span of enrollment, such as resident district, resident county, resident facility, foster care, FTE, destination code and location, and whether the student received educational services for certain circumstances.

Each enrollment history record documents a span of a student's enrollment within the school district.

For a complete and accurate description of all enrollment history fields and codes, please refer to the data dictionary for SRI or contact the appropriate staff member of the Iowa Department of Education.

Even a student who never attended during the school year would have an enrollment history record that includes the appropriate exit information. Enrollment history records for such students can be updated appropriately by selecting Iowa - SRI– Drop a Grade or Attendance – Student – Drop a Student and dropping the student on Day 0.

Generating and editing these enrollment history records may be done in a variety of ways, but virtually all necessary enrollment history records will be generated automatically by performing options such as Iowa - SRI– Drop a Grade, Attendance – Student – Drop a Student, Attendance – Student – Add a Student, Attendance – Student – Re-enter a Student, or Iowa - SRI - Import Enrollment History from a Prior Year. Enrollment history records for a student may be viewed, edited, and printed by clicking **Enrollment History** in the Enrollment tab of Edit - Edit - Student Data or by using Attendance – Student – Lists.

Updating Many Enrollment History Records by Dropping a Grade

Enrollment History records may be generated for an entire grade level at once by selecting Iowa - SRI– Drop a Grade. This is a highly-specific selection that can be used to update enrollment history records with exit codes and dates for ***Whole Grade Sharing Out to Another District*** for an entire grade level at one time. It will also generate a **Last Location Code** of “10” (same as the corresponding exit code of “10”) and will uncheck the **Active** and **Attendance** flags for all students within the specified grade level.

Note: This combination of settings (enrollment history, last location code, inactive, unchecked attendance flag, unchecked attendance flag) will ensure that no attendance information is included for the affected students in the SRI capture files.

Note: The **Last Location Code** can also be viewed and edited by selecting Attendance – Student – Edit Attendance. However, if you use the Iowa - SRI– Drop a Grade or the Attendance – Student - Drop a Student (for Day 0) options, the appropriate **Last Location Code** will be generated for you automatically.

1. Select Iowa - SRI – Drop a Grade. The page will appear similar to Figure 1.

Figure 1.

Dropping a Grade while updating enrollment history record.

2. Specify the grade, then click **Drop** to drop all students in the specified grade level and update the appropriate enrollment history record.

Updating Enrollment History when Dropping a Student

Enrollment history records are automatically updated when a student is dropped using Attendance – Student – Drop Student.

Note: When a student is dropped for a specific day, they are considered to have attended on that day and to have dropped at the end of that day. Therefore, for some exit codes it is appropriate to drop them as of Day 0, or prior to the start of the school year.

Note: As a special case of using the Attendance – Student – Drop Student option, if a student is dropped on Day 0 (Prior to School Year), then the students' enrollment history will be updated with the appropriate exit code and date and other appropriate enrollment history information such as the destination code and location. The students will also be assigned a **Last Location Code** of the same value as the exit code. Also, the students' **Active** and **Attendance** flags will be unchecked. This combination of data will ensure that no attendance is included for the student in the SRI capture file.

1. Select Attendance – Student – Drop Student. The page will appear similar to Figure 2.

Figure 2. Dropping a student on Day 0 while updating enrollment history.

- Specify the student, day number, exit code, and other enrollment history data as appropriate, then click **Drop** to drop the student. The appropriate enrollment history record will be automatically updated. Figure 2 shows an example of dropping on Day 0 (Prior to School Year). In Figure 3, an example of dropping on Day 10 is displayed, where the student is transferring to another school district. In Figure 4, an example of dropping on Day 10 is displayed, where the student is expelled and is to receive educational services during the expulsion.

The screenshot shows the 'JMC Demo School' interface for the 2017-2018 school year. The 'Find:' field contains 'Last Name or Student ID'. A list of students is displayed, with 'Aaseth, John (3456)' selected. The 'Day:' dropdown is set to '10 - 09/14/2017 - Thursday'. The 'Exit Code:' is '1 - Transferred Out of District', 'Destination Code:' is '1 - Iowa public district', 'Destination Location:' is '99990000', and 'Receiving Educational Services:' is '99 Not Applicable'. A 'Drop' button is at the bottom.

Find:	Day:
Aaseth, John (3456)	0 - Prior to School Year
Aasimov, Aaron (70)	1 - 09/01/2017 - Friday
Aasimov, Abbie (69)	2 - 09/04/2017 - Monday
Anderson, James (2501)	3 - 09/05/2017 - Tuesday
Andrews, Allen (71)	4 - 09/06/2017 - Wednesday
Beale, Lucas Kim (78)	5 - 09/07/2017 - Thursday
Berlin, Matt (129)	6 - 09/08/2017 - Friday
Bernadone, Francis M (45)	7 - 09/11/2017 - Monday
Bernadone, Jim (6000)	8 - 09/12/2017 - Tuesday
Bernadone, Judy (50)	9 - 09/13/2017 - Wednesday
Carlisle, Luke John (38)*	10 - 09/14/2017 - Thursday
Carthage, Kelly (154)	11 - 09/15/2017 - Friday
Carthage, Kelly (153)	12 - 09/18/2017 - Monday
Carthage, Lilly (158)	13 - 09/19/2017 - Tuesday

Exit Code: 1 - Transferred Out of District
Destination Code: 1 - Iowa public district
Destination Location: 99990000
Receiving Educational Services: 99 Not Applicable
Drop

Figure 3. Dropping a student on Day 10.

The screenshot shows the 'JMC Demo School' interface for the 2017-2018 school year. The 'Find:' field contains 'Last Name or Student ID'. A list of students is displayed, with 'Aaseth, John (3456)' selected. The 'Day:' dropdown is set to '10 - 09/14/2017 - Thursday'. The 'Exit Code:' is '5 - Expelled', 'Destination Code:' is '99 - Not applicable', 'Destination Location:' is empty, and 'Receiving Educational Services:' is '1 Yes'. A 'Drop' button is at the bottom.

Find:	Day:
Aaseth, John (3456)	0 - Prior to School Year
Aasimov, Aaron (70)	1 - 09/01/2017 - Friday
Aasimov, Abbie (69)	2 - 09/04/2017 - Monday
Anderson, James (2501)	3 - 09/05/2017 - Tuesday
Andrews, Allen (71)	4 - 09/06/2017 - Wednesday
Beale, Lucas Kim (78)	5 - 09/07/2017 - Thursday
Berlin, Matt (129)	6 - 09/08/2017 - Friday
Bernadone, Francis M (45)	7 - 09/11/2017 - Monday
Bernadone, Jim (6000)	8 - 09/12/2017 - Tuesday
Bernadone, Judy (50)	9 - 09/13/2017 - Wednesday
Carlisle, Luke John (38)*	10 - 09/14/2017 - Thursday
Carthage, Kelly (154)	11 - 09/15/2017 - Friday
Carthage, Kelly (153)	12 - 09/18/2017 - Monday
Carthage, Lilly (158)	13 - 09/19/2017 - Tuesday

Exit Code: 5 - Expelled
Destination Code: 99 - Not applicable
Destination Location:
Receiving Educational Services: 1 Yes
Drop

Figure 4. Dropping a student on Day 10 due to expulsion.

Updating Enrollment History when Adding a Student

Enrollment history records are automatically updated when a student is added using Attendance – Student – Add Student.

1. Select Attendance – Student – Add Student. The page will appear similar to Figure 5.

JMC Demo School Day: 1 - 09/01/2017 - Friday 2017-2018

Find:

Find:	Day:
Aaseth, John	1 - 09/01/2017 - Friday
Aasimov, Aaron	2 - 09/04/2017 - Monday
Aasimov, Abbie	3 - 09/05/2017 - Tuesday
Aasimov, Andy *	4 - 09/06/2017 - Wednesday
Anderson, Christine *	5 - 09/07/2017 - Thursday
Anderson, James	6 - 09/08/2017 - Friday
Andrews, Allen	7 - 09/11/2017 - Monday
Anthony, Kelly *	8 - 09/12/2017 - Tuesday
Beale, Lucas Kim	9 - 09/13/2017 - Wednesday
Berlin, Matt	10 - 09/14/2017 - Thursday
Bernadone, Francis M	11 - 09/15/2017 - Friday
Bernadone, Jim	12 - 09/18/2017 - Monday
Bernadone, Judy	13 - 09/19/2017 - Tuesday
Carlisle, Luke John*	14 - 09/20/2017 - Wednesday

Entry Code: 2 - Open-Enrolled In

Entry Type: 01822-Transfer from a public school in a different local education agency in the same sta

Resident District: 1234

Resident County: 1

FTE: 1.00

Foster Care: 0 - No

School of Origin: 99 - Not applicable

Service Provider / Facility:

Service / Facility Type: 99 Not Applicable

CPI Dual Enrollment: 99 Not Applicable

Nonpublic School Number:

Accountable District:

IEP Level: Level I

Junior-Senior Rule: ☐

Add

Figure 5. Adding a student while updating enrollment history

2. Specify the student, day number, the entry code, resident district, resident county, foster care, residential facility, FTE, and other pertinent information, then click **Add** to add the student. The appropriate enrollment history record will automatically be updated.

Note: When a student is added for a specific day, they are considered to have attended on that day and to have enrolled at the start of that day. Therefore, for some entry codes it is appropriate to add them as of Day 1, or at the start of the first day.

Updating Enrollment History when Re-entering a Student

This option is used when a student has prior attendance in a building for the year. Enrollment history records are automatically updated when a student is added using Attendance – Student – Re-enter Student.

1. Select Attendance – Student – Re-enter Student. The page will appear similar to Figure 6.

JMC Demo School Day: 1 - 09/01/2017 - Friday 2017-2018

Find: Last Name or Student ID

Day:

1 - 09/01/2017 - Friday
2 - 09/04/2017 - Monday
3 - 09/05/2017 - Tuesday
4 - 09/06/2017 - Wednesday
5 - 09/07/2017 - Thursday
6 - 09/08/2017 - Friday
7 - 09/11/2017 - Monday
8 - 09/12/2017 - Tuesday
9 - 09/13/2017 - Wednesday
10 - 09/14/2017 - Thursday
11 - 09/15/2017 - Friday
12 - 09/18/2017 - Monday
13 - 09/19/2017 - Tuesday
14 - 09/20/2017 - Wednesday

Entry Code: 1 - Enrolled

Entry Type: 01822-Transfer from a public school in a different local education agency in the same sta

Resident District: 1234

Resident County: 1

FTE: 1.00

Foster Care: 0 - No

School of Origin: 99 - Not applicable

Service Provider / Facility:

Service / Facility Type: 99 Not Applicable

CPI Dual Enrollment: 99 Not Applicable

Nonpublic School Number:

Accountable District:

IEP Level: Support Services Only

Junior-Senior Rule: ☐

Re-enter

Figure 6: Re-entering a student while updating enrollment history

2. Specify the student, day number, the entry code, resident district, resident county, FTE, and other pertinent information, then click **Re-enter** to reenter the student. The appropriate enrollment history record will automatically be updated.

Note: When a student is re-entered for a specific day, they are considered to have attended on that day and to have enrolled at the start of that day. Reentering on Day 1 would not be appropriate.

Editing Student Enrollment History

Warning: Enrollment history records are automatically generated and/or updated when using Iowa - SRI– Drop a Grade, Attendance – Student – Drop a Student, Attendance – Student – Add a Student, Attendance – Student – Re-enter a Student, or Iowa - SRI - Import Enrollment History from a Prior Year. For virtually any situation where you would need to create or edit an enrollment history record, the record should be created or updated automatically by using the appropriate Add, Drop, or Reenter page.

Note: Initial enrollment history records for each year may be imported from the prior year's JMC database by selecting Iowa - SRI – Import Enrollment History from Prior Year. This process is enabled for each school year once Iowa Department of Education certifies JMC's software for SRI. The certified build typically becomes available in July of each year. Once you have this certified build available to you then you should import your enrollment history from the prior year right away.

1. Edit a student's enrollment history by selecting the **Enrollment** tab panel on Edit - Student Data. A page similar to Figure 7 will appear.

The screenshot shows a software interface with a tabbed menu at the top. The 'Enrollment' tab is active. Below the tabs is a form for editing student enrollment data. The form is titled '#:1' and contains several fields organized into columns. On the left, there are 'Edit' and 'Delete' buttons. The fields include:

Entry Date:	9/1/2017	Res Dist:	1234	CPI Dual:	99
Entry Code:	2	Res County:	85	Fstr Care:	0
Entry Type:	01835	Acct Dist:		School of Origin:	99
FTE:	1.00	Nonpub Sch#:		S/F Type:	99
		Jr-Sr Rule:	<input type="checkbox"/>	Serv Prov/Fac:	
				IEP Level:	2
Exit Date:		Dest Code:	99		
Exit Code:	0	Dest Loc:		Rec Ed Services:	99

At the bottom left of the form, there is a 'Print Enrollment' button.

Figure 7: State Report Tab Panel for the Edit - Student Data page.

2. To edit an existing enrollment history record, click **Edit** in the upper left corner of the record. The page will then appear similar to Figure 8. Make the appropriate edits and then click **Update**.

General | Bus | **Comments** | Confidential | Custom | **Enrollment** | Entry | LIEP | Photo | Race/Ethnicity | Sensitive | Spec Ed | State Rpt | Title I/III

: 1

Update Cancel

Entry Date: 9/1/2017

Entry Code: 2 - Open-Enrolled In

Entry Type: 01835-Re-entry from th

FTE: 1.00

Res Dist: 1234

Res County: 85

Acct Dist:

Nonpub

Jr-Sr Rule: ☐

Foster Care: 0 - No

School of Origin: 99 - Not applicable

CPI Dual: 99 Not Applicable

S/F Type: 99 Not Applicable

Serv Prov/Fac:

IEP Level: Not applicable

Exit Date:

Exit Code: 0 Not Applicable

Dest Code: 99 - Not applicable

Dest Loc:

Rec Ed Services: 99 Not Applicable

Print Enrollment

Figure 8: Enrollment history record for normally enrolled student.

3. To delete a record from the student's enrollment history, click **Delete** in the upper left corner of the record.
4. For some examples of enrollment history records for specific situations, please refer to Figures 9 and 10.

General | Bus | **Comments** | Confidential | Custom | **Enrollment** | Entry | LIEP | Photo | Race/Ethnicity | Spec Ed | State Rpt | Title I/III

: 1

Update Cancel

Entry Date: 9/1/2017

Entry Code: 2 - Open-Enrolled In

Entry Type: 01835-Re-entry from th

FTE: 1.00

Res Dist: 1234

Res County: 85

Acct Dist:

Nonpub

Jr-Sr Rule: ☐

Foster Care: 0 - No

School of Origin: 99 - Not applicable

CPI Dual: 99 Not Applicable

S/F Type: 99 Not Applicable

Serv Prov/Fac:

IEP Level: Level II

Exit Date: 9/14/2017

Exit Code: 1 - Transferred Out of L

Dest Code: 1 - Iowa public district

Dest Loc: 99990000

Rec Ed Services: 99 Not Applicable

Print Enrollment

Figure 9: Enrollment history record for a transfer.

The screenshot shows a software window titled "Enrollment" with a tabbed interface. The "Enrollment" tab is active. Inside the window, there is a form for student enrollment history. The form is divided into several sections. The top section contains "Update" and "Cancel" buttons. Below this, there are three columns of fields. The first column includes "Entry Date" (9/1/2017), "Entry Code" (2 - Open-Enrolled In), "Entry Type" (01835-Re-entry from tr), "FTE" (1.00), "Exit Date" (9/14/2017), and "Exit Code" (5 - Expelled). The second column includes "Res Dist" (1234), "Res County" (85), "Acct Dist", "Nonpub Sch#", "Jr-Sr Rule", "Dest Code" (99 - Not applicable), and "Dest Loc". The third column includes "Foster Care" (0 - No), "School of Origin" (99 - Not applicable), "CPI Dual" (99 Not Applicable), "S/F Type" (99 Not Applicable), "Serv Prov/Fac", "IEP Level" (Level II), and "Rec Ed Services" (99 Not Applicable). At the bottom left, there is a "Print Enrollment" button.

Figure 10: Enrollment history record for an expulsion.

Importing Enrollment History from a Prior Year

Import the initial enrollment history records for many students at once by selecting Iowa - SRI – Import Enrollment History from Prior Year. This option will update the appropriate enrollment history record for students that exist in both the current and prior year's JMC database. The enrollment history records as well as the active/attendance/state reporting flags will be updated to reflect the students' current status based on their status at the end of the prior year.

Note: This option will update the students' resident district, resident county, and foster care fields. Additionally, the active/attendance/state reporting flags as well as a limited number of enrollment history fields may be updated if there is only one enrollment history record for the student in the current year. Special rules apply for this conditional updating as specified by the Iowa Department of Education. For more details please contact JMC.

Note: This option is typically performed one time shortly after the "certified build" becomes available in mid-summer each year, although the option is safe to perform more than one time per year.

Certified Build: JMC and the Iowa Department of Education work together at the start of each summer to make sure that all state reporting options for the upcoming school year are up to date. Once this process has been completed a certified build of JMC's Next Gen software is made available for installation or is automatically installed for clients that have their web service hosted by JMC. *Until the certified build is made available each year, certain key attendance-related options such as SRI – Import Enrollment History from Prior Year are disabled since they are not yet ready for the upcoming school year.*

Instructional Videos

SRI Start Year

<https://www.youtube.com/watch?v=gARtUSoKt2g>

ISASP

<https://www.youtube.com/watch?v=NmIhLJoQ3Gs>

How to Use This Document Efficiently

This document is designed to help JMC users understand how to manipulate the module efficiently and effectively. While this document contains important information, tips, and instructions on each function of the module, it may not be necessary to read the entire document to get information necessary for efficient use.

Table of Contents

Scan the table of contents to find the section which relates to your specific needs.

Search Using Find Feature

If you are looking for something specific you can do a search on one or more key words. In Windows do a Ctrl-F, or with a Macintosh use Command-F, then enter the key word(s) and click on the **Find Next** button repeatedly as you navigate the document.



Document is a “Living” Document

Since this document is likely to be updated with some regularity, it is recommended that you not print the document – at least not every time it gets updated. If you wish to print the document from time to time you may want to refer to the Change Log at the end of the document to see what is new in the recent updates.

Leaving Notes in a PDF File

Using the *Sticky-note* features, add sticky-notes to the document.


1. **Open** your PDF document.
2. **Right-click** on the PDF document where you want to add the sticky-note.
3. **Select** *Add Sticky-note* from the *right-click menu*.

Note: This option is **not available in edit mode**. Click the  or  icon in the toolbar to switch to a compatible mode.

4. Within the *Annotations Editor dialogue box*, you can give the note a subject and select the background color. **Enter your comments** in the available field.

Note: Adding a Sticky-note is a **permanent** action upon saving the document. If you change your mind after making the changes, close the document without saving the changes, re-open it, and start over. We recommend that you save an original unmarked PDF file for future reference.

5. **Click** *OK* to add the note to the PDF document. Using the *Mark-up* features, highlight, underline, or strike out text, without changing the original content.

1. **Open** your PDF document.
2. Click the Select Tool icon  on the toolbar or **right-click** on the document and choose the *Select Tool* from the right-click menu.
3. Select Text by **left-clicking and dragging** cursor over text in the document.

Note: Marking-up text is a **permanent** action upon saving the document. If you change your mind after making the changes, close the document without saving the changes, re-open it, and start over. If you wish to start over with a fresh copy just go to the JMC website and download a new one.

4. **Right-click** on the selected text, and choose *Highlight*, *Strikeout*, or *Underline* from the right-click menu.

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.

Editing Student Data for SRI

Inspecting & Editing Student Data

1. You may inspect & edit student demographic data individually by selecting Edit - Student Data (see Figure 11).

The screenshot shows the 'Edit - Student Data' page for JMC Demo School. The page is titled 'JMC Demo School' and 'Day: 1 - 09/01/2017 - Friday'. The 'Grade' is set to 'All Active' and the 'Find' field is empty. The 'Save' button is visible. The form contains the following fields:

- Personal Information:** Last: Aasimov, First: Aaron, Middle: , Suffix: , Advisor: -
- Building Information:** Building #: 109, JMC Building: 109 - JMC Demo School
- Demographic Data:** Gender (D0050): M, Grade: 8, Type: Primary, Desc: , In Mailings: ☒, In Reports: ☒
- Contact Information:** Copy Contacts, Change Contact, Clear
- Birth Date (D0020):** , **Graduation Date:** , **Username:** AAasimov, **Password:** 5t+PmZ8/, **Email:** , **Email 2:** , **Cell Phone Number:** , **Coordinated Early Intervening Services (D0760):** 0 No
- Reference #:** 71149109, **Student ID:** 70, **SSN:** , **ID #:** , **State ID (K0020):** , **Locker:** , **Combination:** , **Bus #:** , **Resident Status:** 0, **Transported:** 0

The page also has a sidebar with 'Switch Building', 'Switch Year', 'Quick Links', and 'Siblings'.

Figure 11: Edit - Student Data page.

2. Use the **Find** control at the top of the page to select the appropriate student.
3. Edit the demographic data as needed, such as the student's **Name**, **Grade**, **Building**, or **Gender**.

Note: **Building Numbers** - It is necessary under some circumstances to change the building number for a student or students for state reporting purposes. For example, building 0 (sent in SRI file as '0000') is used to signify a student who needs to be reported but never comes in to a building, such as Home School Assistance Students or students who the district must report because they are in a residential facility that is housed in their district. For these situations, you may edit the **Building #** field to be any appropriate number for state reporting purposes. The **JMC Building** drop down list, however, must correspond to a building in the JMC District Database license (nugget) file.

Note: A student grade level of PK may be specified by entering a 0 in the **Grade** field and the selecting a Preschool group from the **Kdg group** menu.

Any grade zero group (KA, KB...KG) may be designated as Kindergarten or Preschool by selecting Edit – Edit School Data.

*Note: Some demographic items are specific to a grade zero group, such as **Preschool Attendance menu** (Kindergarten only) and **PK Data button** (Preschool only). If these items are not displaying as intended, then you may need to edit the grade level for the grade zero group by selecting Edit – Edit School Data.*

*Note: Items such as **Preschool Programs One/Two Type/Hours/Session** (Preschool only) are located on a page similar to Figure 13 which can be accessed via the **PK Data button** to the right of the Grade and Kdg Group items as shown in Figure 12. Also, items that relate to preschool funding may also be found on this page.*

JMC Demo School Day: 1 - 09/01/2011

Grade: All Active Find:

Last: Aasimov Gender (D0050): M

First: Aaron Grade: 0

Middle: Kdg Group: EC

Suffix: PK Data

Advisor: -

Building #: 109

JMC Building: 109 - JMC Demo School

Figure 12:

Edit - Student Data page with Preschool grade zero group specified

Preschool Program One Type: 99 Not Applicable

Preschool Program One Hours: 0.0

Preschool Program One Session:

Preschool Program Two Type: 99 Not Applicable

Preschool Program Two Hours: 0.0

Preschool Program Two Session:

PK Funded by Head Start: No

PK Funded by Shared Visions: No

PK Funded by Early Childhood Iowa (ECI): No

PK Funded by Parent: No

PK Funded by Title I: No

PK Funded by SWVPP: No

PK Funded by Other: No

OK Close

Figure 13:

Edit Student Preschool Data page

Editing Student General Data

Edit a student's general data (flags, birth date, graduation date, student IDs, etc.) , by clicking the **General** tab panel on the Edit - Student Data page. The tab panel window will appear similar to Figure 14.

The screenshot shows the 'General' tab panel of the 'Edit - Student Data' page. The panel has a tabbed interface with 'General' selected. The fields are organized as follows:

- Left Column (Checkboxes):**
 - ☒ Active
 - ☒ Attendance
 - ☒ State Report
 - ☒ Rank
 - ☒ Honor Roll
 - ☐ Special Considerations
 - ☐ Gifted/Talented (D0310)
- Center Column (Text Fields):**
 - Birth Date (D0020): [Calendar Icon]
 - Graduation Date: [Calendar Icon]
 - Username: AAsimovI
 - Password: St+PmZ8/
 - Email: [Text Field]
 - Email 2: [Text Field]
 - Cell Phone Number: [Text Field]
 - Coordinated Early Intervening Services (D0760): 0 No [Dropdown]
- Right Column (Text Fields):**
 - Reference #: 71149109
 - Student ID: 70
 - SSN: [Text Field]
 - ID #: [Text Field]
 - State ID (K0020): [Text Field]
 - Locker: [Text Field]
 - Combination: [Text Field]
 - Bus #: [Text Field]
 - Resident Status: 0
 - Transported: 0

Figure 14: General Tab Panel for Edit - Student Data page.

Drop vs. Drop Day Zero vs. Delete Student

Drop - student attended for at least one day of the current school year but has since left the school. To drop a student, use Attendance - Student - Drop Student.

Drop Day Zero – if a student dropped over the summer and a record is needed for SRI to show this, use Attendance - Student - Drop Student and drop them on Day 0. This will uncheck the Active and Attendance flags but till leave the State Reporting checked.

Delete - this is the most severe and is not generally advised unless the student will never attend the school again and there has been no data submitted to the state department for this student for the current year. Deleting the student gives you no further opportunities to view or otherwise work with the student's data. An example of where this is an issue is in state reporting if the student was inadvertently submitted as attending for the current school year - if the student was deleted from the current year then there is no way to correct the student's records at the state level for some states (Ed-Fi, SIF). To delete a student, use Edit - Delete A Student (only available at the district level).

Editing Student Special Ed Data

Edit a student's Special Education data by clicking the **Spec Ed** tab panel on the Edit - Student Data page. The tab panel window will appear similar to Figure 15.

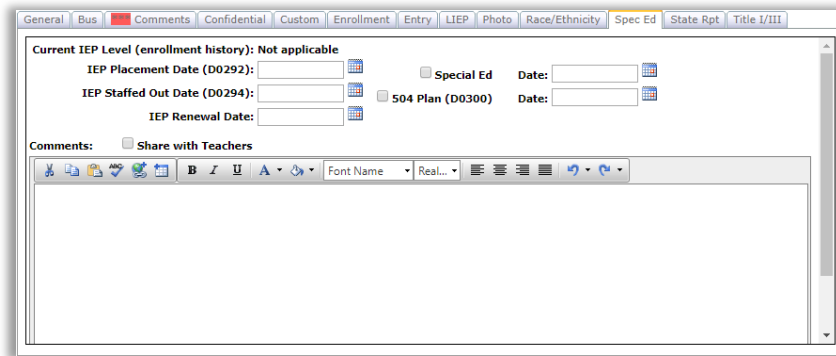
The screenshot shows the 'Spec Ed' tab panel. At the top, there's a navigation bar with tabs: General, Bus, Comments, Confidential, Custom, Enrollment, Entry, LIEP, Photo, Race/Ethnicity, Spec Ed (selected), State Rpt, and Title I/III. The main content area has a section titled 'Current IEP Level (enrollment history): Not applicable'. Below this are three date fields: 'IEP Placement Date (D0292):', 'IEP Staffed Out Date (D0294):', and 'IEP Renewal Date:'. To the right of these are checkboxes for 'Special Ed' and '504 Plan (D0300)', each with a 'Date:' field. Below the date fields is a 'Comments:' section with a 'Share with Teachers' checkbox. At the bottom is a large text area with a rich text editor toolbar.

Figure 15

Spec Ed Tab Panel for Edit - Student Data page.

Note: The only data elements extracted for SRI from the Special Ed tab is that which is specified in the IEP Placement Date, IEP Staffed Out Date and 504 Plan. All other data elements on this tab may be used at the discretion of the district.

Note: The Current IEP Level on this tab is for display purposes only. The IEP Level must be edited in the student's enrollment history in the Enrollment tab.

Editing Student Entry Data

Edit a student's entry data by clicking the **Entry** tab panel on the Edit - Student Data page. The tab panel window will appear similar to Figure 16.

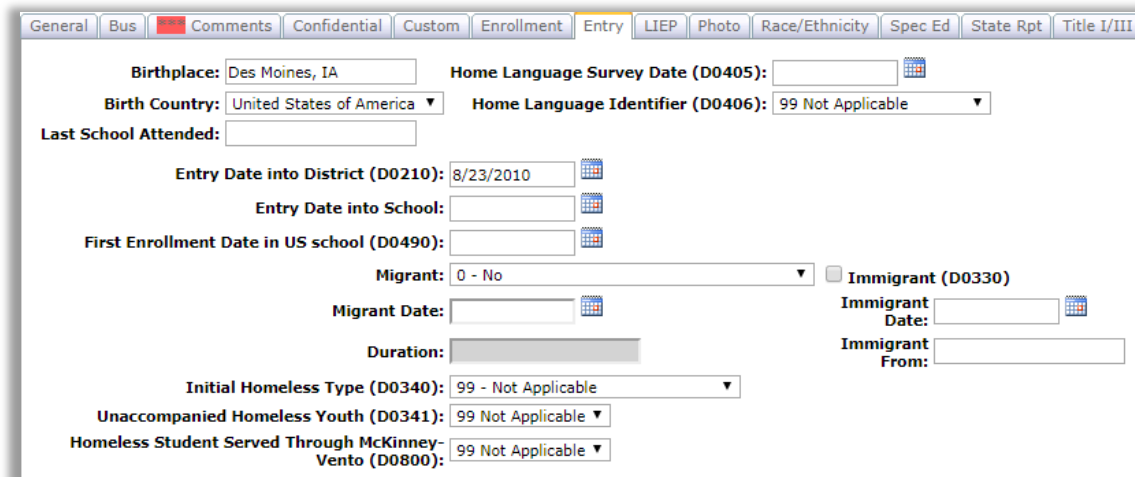
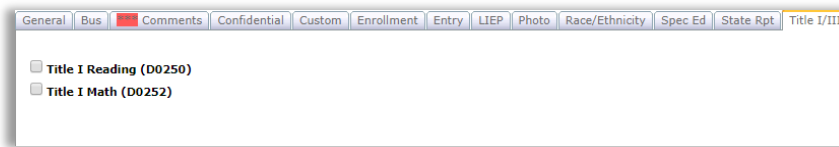
The screenshot shows the 'Entry' tab panel. The navigation bar is the same as in Figure 15, with 'Entry' selected. The main content area contains various fields for entry data: 'Birthplace:' (text box with 'Des Moines, IA'), 'Birth Country:' (dropdown with 'United States of America'), 'Last School Attended:' (text box), 'Home Language Survey Date (D0405):' (date field), 'Home Language Identifier (D0406):' (dropdown with '99 Not Applicable'), 'Entry Date into District (D0210):' (date field with '8/23/2010'), 'Entry Date into School:' (date field), 'First Enrollment Date in US school (D0490):' (date field), 'Migrant:' (dropdown with '0 - No'), 'Migrant Date:' (date field), 'Duration:' (text box), 'Initial Homeless Type (D0340):' (dropdown with '99 - Not Applicable'), 'Unaccompanied Homeless Youth (D0341):' (dropdown with '99 Not Applicable'), 'Homeless Student Served Through McKinney-Vento (D0800):' (dropdown with '99 Not Applicable'), and an 'Immigrant (D0330)' section with 'Immigrant Date:' and 'Immigrant From:' fields.

Figure 16: Entry Tab Panel for Edit - Student Data page.

Editing Student Title I/III Data

Edit a student's Title I/III data by clicking the **Title I/III** tab panel on the Edit - Student Data page. The tab panel window will appear similar to Figure 17.



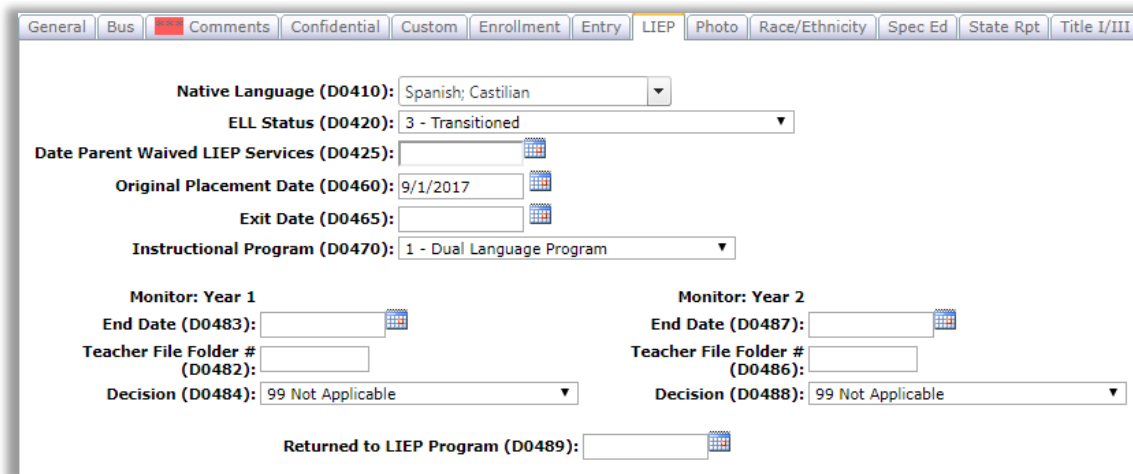
The screenshot shows a software window with a tabbed interface. The 'Title I/III' tab is selected. Inside the window, there are two checkboxes: 'Title I Reading (D0250)' and 'Title I Math (D0252)'. Both checkboxes are currently unchecked.

Figure 17

Title I/III Tab Panel for Edit-Edit - Student Data page.

Editing Student LIEP Data

Edit a student's LIEP (ELL) data by clicking the **LIEP** tab panel on the Edit - Student Data page. The tab panel window will appear similar to Figure 18.



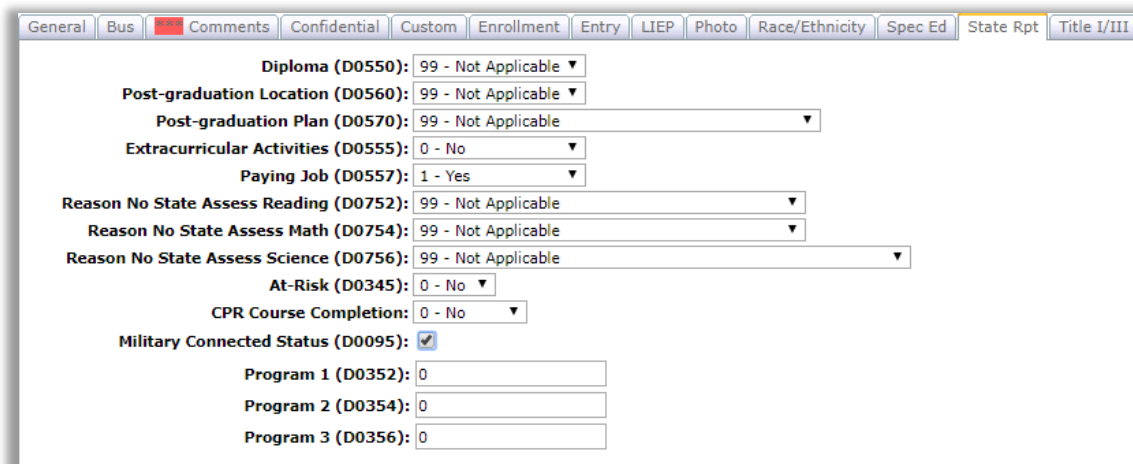
The screenshot shows a software window with a tabbed interface. The 'LIEP' tab is selected. The form contains the following fields and values:

- Native Language (D0410): Spanish; Castilian
- ELL Status (D0420): 3 - Transitioned
- Date Parent Waived LIEP Services (D0425): [Calendar icon]
- Original Placement Date (D0460): 9/1/2017
- Exit Date (D0465): [Calendar icon]
- Instructional Program (D0470): 1 - Dual Language Program
- Monitor: Year 1
 - End Date (D0483): [Calendar icon]
 - Teacher File Folder # (D0482): [Text box]
 - Decision (D0484): 99 Not Applicable
- Monitor: Year 2
 - End Date (D0487): [Calendar icon]
 - Teacher File Folder # (D0486): [Text box]
 - Decision (D0488): 99 Not Applicable
- Returned to LIEP Program (D0489): [Calendar icon]

Figure 18: LIEP Tab Panel for Edit - Student Data page.

Editing Student State Reporting Data

Edit a student's state reporting data by clicking the **State Reporting** tab panel on the Edit-Edit - Student Data page. The tab panel window will appear similar to Figure 19.



The screenshot shows a software window with a tabbed interface. The 'State Rpt' tab is selected. The form contains the following fields and values:

- Diploma (D0550): 99 - Not Applicable
- Post-graduation Location (D0560): 99 - Not Applicable
- Post-graduation Plan (D0570): 99 - Not Applicable
- Extracurricular Activities (D0555): 0 - No
- Paying Job (D0557): 1 - Yes
- Reason No State Assess Reading (D0752): 99 - Not Applicable
- Reason No State Assess Math (D0754): 99 - Not Applicable
- Reason No State Assess Science (D0756): 99 - Not Applicable
- At-Risk (D0345): 0 - No
- CPR Course Completion: 0 - No
- Military Connected Status (D0095): ☒
- Program 1 (D0352): 0
- Program 2 (D0354): 0
- Program 3 (D0356): 0

Figure 19: State Reporting Tab Panel for Edit - Student Data page.

Editing Student Race-Ethnicity Data

Edit a student's race-ethnicity data by clicking the **Race-Ethnicity** tab panel on the Edit - Student Data page. The tab panel window will appear similar to Figure 20.

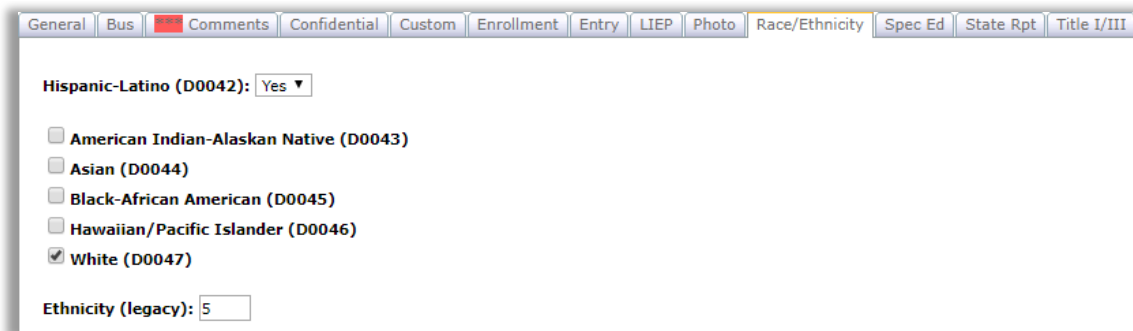
The image shows a software interface window titled "Race/Ethnicity". At the top, there is a horizontal menu bar with several tabs: "General", "Bus", "Comments", "Confidential", "Custom", "Enrollment", "Entry", "LIEP", "Photo", "Race/Ethnicity" (which is highlighted), "Spec Ed", "State Rpt", and "Title I/III". Below the menu bar, the main content area contains a form. At the top of the form, it says "Hispanic-Latino (D0042):" followed by a dropdown menu showing "Yes". Below this, there is a list of race categories, each with a checkbox: "American Indian-Alaskan Native (D0043)", "Asian (D0044)", "Black-African American (D0045)", "Hawaiian/Pacific Islander (D0046)", and "White (D0047)". The "White (D0047)" checkbox is checked. At the bottom of the form, it says "Ethnicity (legacy):" followed by a text input field containing the number "5".

Figure 20: Race-Ethnicity Tab Panel for Edit - Student Data page.

Note: At least one race must be reported for state reporting regardless of how the Hispanic-Latino indicator is set.

Note: Ethnicity (legacy) is no longer reported in SRI.

Editing Student Removals Data using the Discipline Module

Removal records are now simply one type of student discipline record that may be edited and maintained in the Discipline module. Removals may be viewed and edited by selecting Discipline – Data – Edit Student Records. The page will appear similar to Figure 21.

Note: If you do not have the Discipline Module enabled for your JMC Next Gen database, please contact JMC at 800-524-8182.

Note: For more information about the Discipline Module of the JMC Office Application, please refer to Discipline documentation available for download from JMC's website at <http://jmcinc.com/software/jmcdl.html#office> or by calling JMC at 800-524-8182.

Grade: All Find: <- ->

Student ID: 156 Student Name: Aasimov, Aaron Grade: 10 Birth Date: ()

List of Discipline Records
04/22/15 (Dress code violi
05/22/15 (Disrespect)

Add New
Edit Delete

Date: 4/22/2015
Time: 14:31
Behavior Incident Number (E0005):
Incident Reporter: Mr. Gilman
Incident Location: cafeteria
Problem Behavior (E0022): Dress code violation
Severity: Not Specified
Weapon Type (E0060): Not applicable
Motivation: Obtain Peer Attention
Action 1 (E0012): Parent Contact
Action 2: Not Specified
Seclusion/Restraint: None
Expulsion Zero Tolerance (E0025): Not Applicable
Unsafe School Choice Offense (E0072): No
Removal Length (E0040): 0
Removal Date (E0050):
wearing t-shirt with alcohol reference
Comment 1:
Comment 2:

Discipline Records from Prior Years:

Date	Problem Behavior	Action
5/14/2015	Bullying	Parent Contact

Figure 21: Edit Student Discipline Records page

Note: Only discipline records for specific Problem Behaviors will be included as Removal records in an SRI file. The state reportable behaviors will always have an asterisk (*) next to them. If the asterisk is not displayed next to the behavior, the record will not be reportable to the State of Iowa.

Note: Only discipline records for specific Actions (Action 1 only at this time) will be included as Removal records in an SRI file. The state reportable actions will always have a double asterisk (**) next to them. If the double asterisk is not displayed next to Action 1, the record will not be reportable to the State of Iowa.

Editing Student Legal Names

You may edit the student's legal names by selecting Edit – Edit Student Sensitive Data.

The screenshot shows a web interface for editing student data. At the top, it says 'JMC Demo School', 'Day: 1 - 09/01/2017 - Friday', and '2017-2018'. Below this is a search bar with 'Grade: All' and a 'Find:' field. The main section displays student information: 'Student ID: 165', 'Student Name: Allison Aasimov', 'Grade: 4', and 'Birth Date (Age): N/A'. There are four input fields for 'Legal Last Name:', 'Legal First Name:', 'Legal Middle Name:', and 'Legal Suffix:'. A 'Save Legal Name Changes' button is below these fields. Further down, 'Lunch Contact Name: Aasimov, Isaac' is shown, followed by a 'Lunch Status: Paying Student' dropdown menu. A red text note says 'Change Lunch Status on Lunch->Data->Edit Student Lunch Data page.' At the bottom of this section are 'Save Lunch Status Change' and 'Print' buttons. The footer of the page area says 'No Records Found.'

Figure 22: Editing Legal Names on Edit-Edit Student Sensitive Data Page

Note: You will need to have the appropriate User Privileges assigned to your login account if you are to edit student sensitive data.

Note: If a legal name is to be established for a student, the first and last name must both be provided.

Inspecting Many Students at Once using Lists

You may inspect many students at once (e.g. all students or one grade level) by selecting Attendance – Student - Lists and generating a list of the desired fields (see Figure 23).

Any student demographic data fields required for SRI reporting are available in the Choices of a Lists query. Each data field choice is typically contained in the category that corresponds to its location on Edit - Student Data. For example, items located in the General tab will be available in the General category.

Note: Items located on the State Report tab of Edit - Student Data are available in the SRI or General category of Lists choices.

Note: Items found in the upper left corner of Edit - Student Data are available in the General category of Lists choices.

In the example displayed in Figure 23, the Lists query criteria are specified for generating a list of all active students with their enrollment entry code and entry type.

JMC Demo School Day: 1 - 09/01/2017 - Friday 2017-2018

Category

- Enrollment History
 - EH Account Dist
 - EH CPI DuEnr Code
 - EH CPI DuEnr Text
 - EH Dest Code
 - EH Dest Code Text
 - EH Dest Loc
 - EH Entry Code
 - EH Entry Code Text
 - EH Entry Date
 - EH Entry Type
 - EH Exit Code
 - EH Exit Code Text
 - EH Exit Date
 - EH Foster Care
 - EH FTE
 - EH IEP Level
 - EH Jr Sr Rule
 - EH Nonpublic Sch#
 - EH Rec Ed Services
 - EH Resident County
 - EH Resident Dist
 - EH S/F Type Code
 - EH S/F Type Text
 - EH School of Origin
 - EH Serv Prov/Facil
 - EH Status
- Entry
 - General
 - GPA
 - Health History

Selected Items

- Name (L,F)
- EH Entry Code
- EH Entry Type

Sort Columns

- Name (L,F)

Selection Criteria: Ranges

Active Status: Include Active Students Only

Active Status: Include Active Students Only

Reminder: Before printing the label PDF, make sure you use actual size (e.g., Page Scaling: None, Size: Actual) so the labels format correctly.

Clear Selected Preview Print Save Report Export Data Create Labels ☐ Number Items

Student Lists

Active Status: Include Active Students Only

LFName	EH_EntryCode	EH_EntryType
Aaseth, John	2	01835
Aasimov, Aaron	1	01835
Aasimov, Abbie	1	
Aasimov, Allison	1	

Figure 23:

Lists – specifying criteria

To view the records from the query, click **Preview**.

Once the records are displayed in the preview, you may click **Print** to print the report to a printer* or click **Export Data** to export the data to a CSV (comma-delimited text) file.

You may save your query by clicking **Save Report**.

* Many computers' operating systems have PDF options or drivers installed that allow you to "print" your document to a PDF file. When printing the document the PDF driver would be listed along with the printer drivers installed to your computer. If you do not have a PDF driver or option on your computer you may be able to install one – contact your technology coordinator or similar personnel in your district for assistance.

Inspecting SRI-Specific Student Data using Print Student Enrollment Preview

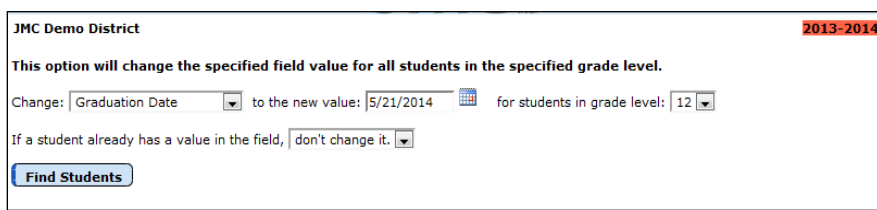
You may inspect many students at once (e.g. all students or range of grade levels) by selecting Iowa - SRI-Print Student Enrollment Preview. This may be useful for reviewing some student SRI data before submitting a file to the State of Iowa for processing. The fields included in this report are: JMC Student name, State ID#, race (based on new data items in Race-Ethnicity tab of Edit – Edit - Student Data), and enrollment history fields such as entry date/code/flag and exit date/code/flag. As an alternative to this report, use Attendance – Student – Lists and specify any number of

SRI, demographic, or other types of data fields as well as various sorting and selection criteria.

Assigning Graduation Dates to Seniors

Before being assigned a diploma category, as displayed in Figure 19 ([Edit - Student Data](#) - State Report tab), seniors will need to have a graduation date assigned to them. Graduation dates may be set to a common date for all students in grade 12 by using the [Edit - Mass Change Fields](#). Graduation dates may also be edited individually, if necessary, either before or after the Mass Change Fields operation by selecting [Edit - Student Data](#) and then editing or deleting a date in the Grad Date field.

1. Select [Edit-Mass Change Fields](#). The page will appear similar to Figure 24.



JMC Demo District 2013-2014

This option will change the specified field value for all students in the specified grade level.

Change: Graduation Date to the new value: 5/21/2014 for students in grade level: 12

If a student already has a value in the field, don't change it. ☒

Find Students

Figure 24:
Mass Assigning
Graduation
Dates for
Seniors

2. Select the Graduation Date option from the **Change** menu.
3. Specify the graduation date in the edit field beneath the **Change** menu.
4. Change the grade level to 12.
5. Set the menu in the bottom right corner of the page to either “don’t change it” or “overwrite it”.
6. Click **Find Students**.
7. Click **Update Students**.
8. All students in the specified grade level will now have this common graduation date assigned to them. If some of these students will graduate on an alternate date or will not graduate with their grade level group, you may edit or delete the dates for those individuals by selecting [Edit-Edit - Student Data](#).

Editing Course Data for SRI

Editing SCED Codes, Section Delivery Methods, Section FTE etc.

To enter the SCED course codes and/or other Iowa-specific course data elements, follow these steps:

1. Select Schedules – Course - Edit Course Data. The page will appear similar to Figure 25.

JMC Demo School 2013-2014

Find:

Course #: 36
Course Name: American Govern
Weight: 1.000
Alternative Course ID:
Alternative Course Name:
Grad Credit Starts in Grade: 9
☒ **Counts in GPA** **Cumulative Start in Grade:** 9

Term Type: Yearly (Semester)
Grade Scale: Regular
Block Length: 1
☒ **Report Card**
☒ **Honor Roll**

Sections | Constraints | State Specific - Section | Teachers | Grading Schemes | State Specific - Course | Fees

[Add Section](#)

	Term	Period	Section	Days	Teacher	Room	Enroll
Edit Delete	Sem1	1	1	M T W R F	Mr. Mac	Room 104	01/01
Edit Delete	Sem1	2	3	M T W R F	Mr. Mac	Room 104	00/01
Edit Delete	Sem2	1	4	M T W R F	Mr. Mac	Room 104	00/01
Edit Delete	Sem2	2	2	M T W R F	Mr. Mac	Room 104	01/01

Figure 25: Editing SRI course data using Schedules – Course – Edit Course Data page.

2. Select the appropriate course by entering the course name or number into the Find box or by using the left or right arrow keys to scroll forward or back through the courses.

- To edit items at the top of this page, click on the data element and make the change and then click the **Save** button at the left corner just above the tab panel.
- To edit items in the **State Specific – Section** tab, click on that tab and the page will appear similar to Figure 26.

The screenshot shows the 'Edit Course Data' page for 'JMC Demo School' on 'Day: 1 - 09/01/2017 - Friday' for the '2017-2018' school year. The 'Find:' field is empty. The 'Course #' is 36. The 'Course Name' is 'American Government'. The 'Weight' is 1.000. The 'Alternative Course ID' and 'Alternative Course Name' are empty. The 'Grad Credit Starts in Grade' is 9. The 'Term Type' is 'Yearly (Semester)'. The 'Grade Scale' is 'Regular'. The 'Block Length' is 1. The 'Report Card' and 'Honor Roll' checkboxes are checked. The 'Counts in GPA' checkbox is checked, and the 'Cumulative Start in Grade' is 9. A 'Save' button is at the bottom left. Below the form is a tabbed interface with tabs: 'Sections', 'Constraints', 'State Specific - Section' (selected), 'Teachers', 'Grading Schemes', 'State Specific - Course', 'Fees', and 'Description'. Below the tabs is a table with the following data:

	Term	Period	Section	Institution Providing	Origination	Delivery Method	FTE
Edit	Sem1	1	1	12340000	1	1 Face to Face	0.000
Edit	Sem2	1	2	12340000	1	1 Face to Face	0.000

Figure 26: State Specific – Section tab for Schedules – Course – Edit Course Data page.

Note: Some items on this page are also located at Grades – Transcripts – Edit Transcript Courses, such as Course Origination, Institution Providing Course, and Accreditation Program Area. These items originate from Schedules – Course - Edit Course Data (for non-transfer courses). The transcript course data for these data elements are updated during the Grades – Transcripts – Bring Up To Date process.

- To edit a course section record click on the **Edit** link for that record. The page will appear similar to Figure 27.

JMC Demo School Day: 1 - 09/01/2017 - Friday 2017-2018

Find: [] [] []

Course #: 36
 Course Name: American Government
 Weight: 1.000
 Alternative Course ID: []
 Alternative Course Name: []
 Grad Credit Starts in Grade: 9
☒ Counts in GPA Cumulative Start in Grade: 9

Term Type: Yearly (Semester)
 Grade Scale: Regular
 Block Length: 1
☒ Report Card
☒ Honor Roll

Sections Constraints State Specific - Section Teachers Grading Schemes State Specific - Course Fees Description

Update Cancel	Term	Period	Section	Institution	Providing	Origination	Delivery Method	FTE
1	Sem1	1	12340000	1	Local District Course	1	1 Face to Face	0.000
2	Sem2	2	12340000	1			2 Internet / Online	0.000

Figure 27:

Editing a course section record on the **State Specific – Section** tab for **Schedules – Course – Edit Course Data** page.

- To save the changes to the course section record click on the **Update** link for that record.
- To edit items in the **State Specific – Course** tab, click on that tab and the page will appear similar to Figure 28.

JMC Demo School Day: 1 - 09/01/2017 - Friday 2017-2018

Find: [] [] []

Course #: 36
 Course Name: American Government
 Weight: 1.000
 Alternative Course ID: []
 Alternative Course Name: []
 Grad Credit Starts in Grade: 9
☒ Counts in GPA Cumulative Start in Grade: 9

Term Type: Yearly (Semester)
 Grade Scale: Regular
 Block Length: 1
☒ Report Card
☒ Honor Roll

Sections Constraints State Specific - Section Teachers Grading Schemes State Specific - Course Fees Description

SCED Code: 04151G05000
 Common Course Number: []
 Accreditation Program Area: 0 Not Used for Accreditation
☐ Credit Recovery Course

Figure 28: Editing a course record on the **State Specific – Course** tab for **Schedules – Course – Edit Course Data** page.

- To edit items in the **State Specific – Course** tab, click on the data element in that tab and make the change and then click the **Save** button at the left corner just above the tab panel.

Inspecting All Courses at Once using Course Data Lists – expanded option

Select Schedules – Course – Course Data List and *specify the Course Number and Name – expanded* option, as shown on Figure 29.

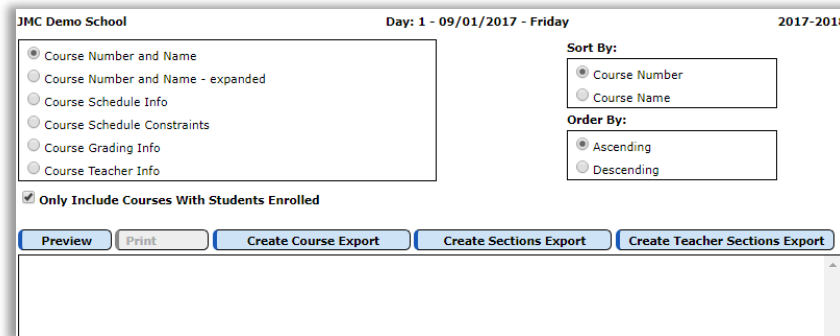


Figure 29

Schedule –
Course - Course
Data List
selection criteria

The Course Data List (expanded) report includes course number, course name, long course name, alternative course ID, SCED course code, common course code, delivery method, accreditation program area, course origination, institution providing, and FTE for supplemental weighting.

To view the records from the query, click **Preview**.

Once the records are displayed in the preview, you may click **Print** to print the report to a printer*. To export various types of course data, click **Create Course Export**, **Create Sections Export**, or **Create Teacher Export** to export the corresponding data to a CSV (comma-delimited text) file.

* For information about using the Print button to save the report as a PDF file, please refer to Appendix D of this document.

Importing Course Data from Prior Year

After your data has been rolled up for the new year, you will probably still be making changes to your course data in the current year. In order for this data to get into the new year you will need to use this option. This option is found at Schedules – Course – Import Course Data.

This option will also import course section data from the prior year if the course name and number and course section ID match precisely. This option will import course data from the prior year if the course name and number match precisely.

If you have already made significant changes to your course/section data for this year, then you most likely will not want to run this option as some changes may be overwritten.

Editing School Data for SRI

Editing school-wide data may be done by selecting [Edit-Edit School Data](#). The page will appear similar to Figure 30.

JMC Demo School Day: 1 - 09/01/2017 - Friday 2017-2018

School Name: JMC Demo School District#: /Type: 1234 / 01 School Year: 2017-2018

[Save](#)

End of year day number is set as Day 180 - 05-25-2018

174
175
176
177
178
179
180 - 05/25/2018 - Friday

Grade Level

Edit	KG	Kindergarten
Edit	KA	Preschool
Edit	KB	
Edit	KC	
Edit	KD	Preschool
Edit	EC	Preschool
Edit	HK	

Figure 30:

Edit School
Data page

Specifying the End of Year Day Number

Specify the End of Year Day Number for the Spring SRI file by selecting the appropriate day number from the **End of Year Day # menu** as shown in Figure 33. This day/date will be utilized in attendance figures for the Spring SRI file.

Note: Day names may be edited by using [Attendance – Day - Day Names](#). This option associates a date with the appropriate day number in your school's calendar. You will need to be logged in at the district level in order to edit day names for the district's school year.

Specifying the Grade Level (Preschool or Kindergarten) for a Grade Zero Group

To edit a grade zero group, click on the **Edit** link to the left of the Grade row for the grade zero group you wish to edit. This portion of the page will appear similar to Figure 31.

Grade Level

Edit	KG	Kindergarten
Edit	KA	Kindergarten
Edit	KB	
Edit	KC	
Edit	KD	Preschool
Edit	EC	Preschool
Update	Cancel	HK

Preschool
Kindergarten

Figure 31:

Editing the Grade Level for a
grade zero group

Then select the Grade Level designation from the **Grade Level menu**, then click the **Update** link for that row.

Note: All grade zero groups that are in use by your school district will need to have the grade level selected or they will not function appropriately on the [Edit - Student Data](#) page or in the extract files for SRI reporting. For example, for KG to be designated as Kindergarten it must be specified on this page as such. If nothing is selected in the Grade Level column for a grade zero group (e.g. KB in Figure 31), then it has not been designated as either Kindergarten or Preschool.

Editing Period Attendance Cutoffs for SRI

Period Attendance cutoffs may need to be edited in order to be in compliance with federal and/or state regulations regarding attendance reporting. Period Attendance Cutoffs are used to convert JMC Period Attendance data into full-day/half-day attendance information.

Here is a pertinent excerpt from the SRI 2016 documentation:

Data Element: Days Enrolled

Field ID: D0500

Notes:

4. One day should reflect an individual student's day. For students assigned to attend only half or partial days, a day enrolled = 1. FTE will be used to adjust the total days for attendance reports.
5. Half-day pre-kindergarten and kindergarten students should be reported as full days.
6. Know how your student information system operates to calculate 0 days enrolled for summer transfer students. For JMC, exit the student on Day 0.

Editing period attendance cutoffs may be done by selecting Period Attendance – Data – Edit Reasons and Cutoffs. The right side of this page will appear similar to Figure 32.

Number of Periods to be considered absent for half or full day:			
	Grade	Half Day	Full Day
Edit	0	4	8
Edit	1	4	8
Edit	2	4	8
Edit	3	4	8
Edit	4	4	8
Edit	5	4	8
Edit	6	4	8
Edit	7	4	8
Edit	8	4	8
Edit	9	4	8
Edit	10	4	8
Edit	11	4	8
Edit	12	4	8

Figure 32:

Right side of
Period Attendance
– Data - Edit
Reasons and
Cutoffs

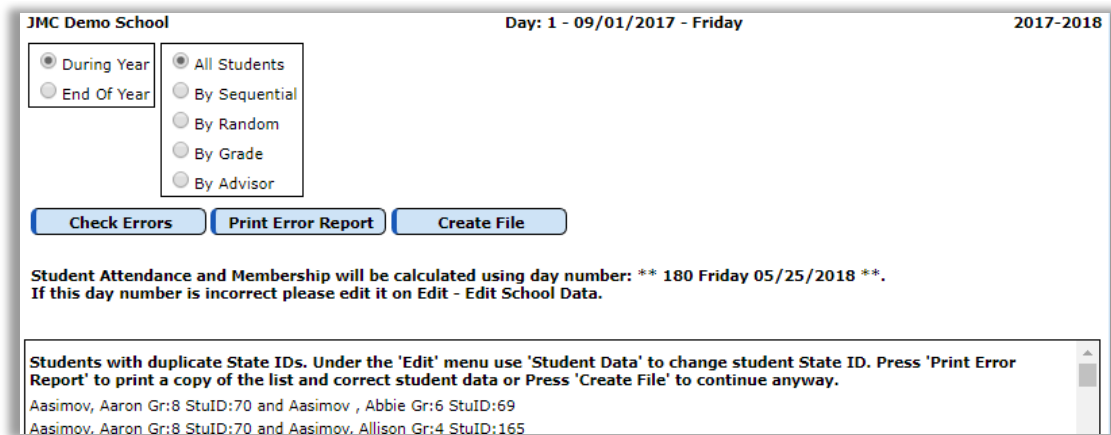
Edit the period attendance cutoffs by clicking the **Edit** link to the left of the grade level you wish to edit, then enter the number of periods for which the student will be considered absent for a half or full day and then click the **Update** link to save your changes.

In the example displayed in Figure 32, all grades use the same cutoffs. With these cutoffs in place for an 8-period day, a student would be reported as present for a full day if they attended 5, 6, 7, or 8 periods on a given day. Also with these cutoffs, a student would be reported as present for a half day if they attended 1, 2, 3, or 4 periods on a given day.

Creating Files for Fall, Winter, or Spring SRI Reporting

Once all the students' records have been populated, they should be written to an ASCII plain text file and sent to the Department of Education. Follow these steps to create the text file:

1. Select Iowa - SRI - Create file for Dept of Education. A page will appear similar to Figure 33.



The screenshot shows a web application titled "JMC Demo School" with a date "Day: 1 - 09/01/2017 - Friday" and a school year "2017-2018". It features two columns of radio button options: "During Year" (selected) and "End Of Year" in the first column; "All Students" (selected), "By Sequential", "By Random", "By Grade", and "By Advisor" in the second column. Below these are three buttons: "Check Errors", "Print Error Report", and "Create File". A message states: "Student Attendance and Membership will be calculated using day number: ** 180 Friday 05/25/2018 **. If this day number is incorrect please edit it on Edit - Edit School Data." A scrollable box at the bottom contains a warning about duplicate State IDs and lists specific student records: "Aasimov, Aaron Gr:8 StuID:70 and Aasimov, Abbie Gr:6 StuID:69" and "Aasimov, Aaron Gr:8 StuID:70 and Aasimov, Allison Gr:4 StuID:165".

Figure 33: Options for creating the SRI file.

2. Click on the appropriate reporting period for the text file (During Year is for Fall or Winter SRI Reporting, End of Year is for Spring SRI Reporting).
3. Specify the target students to be included in this file. The options are: All Students, By Sequential, ...
4. If error messages appear in the lower half of the screen you should make the appropriate edits to your data before proceeding. Once you update your data you may return to this page and click **Check Errors** to check your data once more for issues with your data.
5. If there are no warnings, or if you choose to continue despite some warning(s), you may click **Create File** to proceed with creating the file.
6. Web browser options for saving the file at this point will vary, but the goal would be to save the file to some appropriate place on your computer such as the downloads folder or desktop.
7. The newly created file may now be uploaded to the state's website for processing, as described during training you would have received from the State of Iowa.

Early Warning System Overview

The FAST application is a state-wide assessment and data system available to all Iowa schools that is used primarily in Iowa for early identification and intervention for students who are at-risk for reading difficulties. Data from JMC Next Gen and the FAST application is exchanged via SIF interoperability technology.

For more information on the FAST application please refer to: <https://www.educateiowa.gov/early-literacyimplementation>

For information on using SIF agents/zones for JMC/FAST connectivity, please contact JMC Technical Support at [800-524-8182](tel:800-524-8182).

Note: **Iowa TIER**, a state-wide assessment and data system available to all Iowa schools that was used primarily for early identification and intervention for students who are at-risk for reading difficulties, was recently discontinued.

Iowa Documentation

SRI – Import Enrollment History from Prior Year

This option will import the most recent enrollment history record from the prior year's JMC database.

Note: This option will only update an exit code, exit date, and other appropriate enrollment history fields as well as Active, Attendance, and SRI flags as appropriate if there is currently only one enrollment history record for the student and no exit code was previously specified (and only for a very specific list of codes). For more details please contact JMC.

Note: This process is enabled for each school year once Iowa Department of Education certifies JMC's software for SRI. The certified build typically becomes available in July of each year. Once you have this certified build available to you then you should import your enrollment history from the prior year right away.

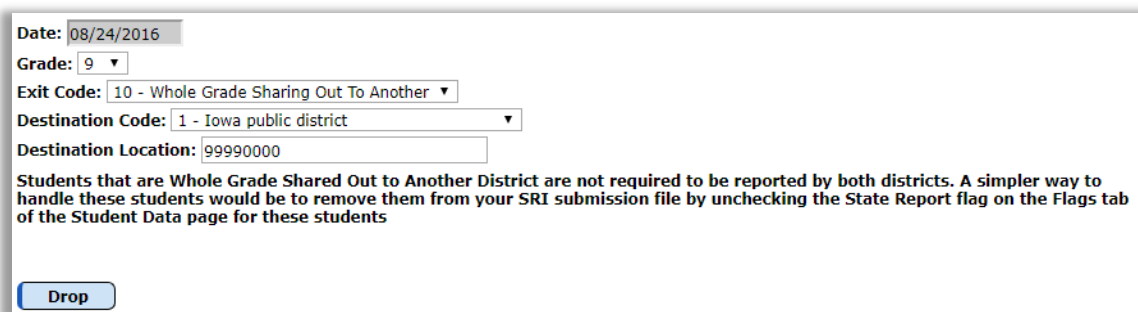
SRI – Assign Seniors a Diploma Category

This option is used to assign seniors a diploma category and should not be done before the end of the school year.

Note: Students must have a graduation date assigned to them before this option will be effective. See the section in this document titled **Assigning Graduation Dates to Seniors** for information regarding assigning graduation dates for seniors.

SRI – Drop a Grade

Enrollment History records may be generated for an entire grade level at once by selecting Iowa - SRI- Drop a Grade. This is a highly-specific selection that can be used to update enrollment history records with exit codes and dates for **Whole Grade Sharing Out to Another District** for an entire grade level at one time. This option is covered in detail on pages 4 & 5 of this document.



Date: 08/24/2016
Grade: 9
Exit Code: 10 - Whole Grade Sharing Out To Another
Destination Code: 1 - Iowa public district
Destination Location: 99990000

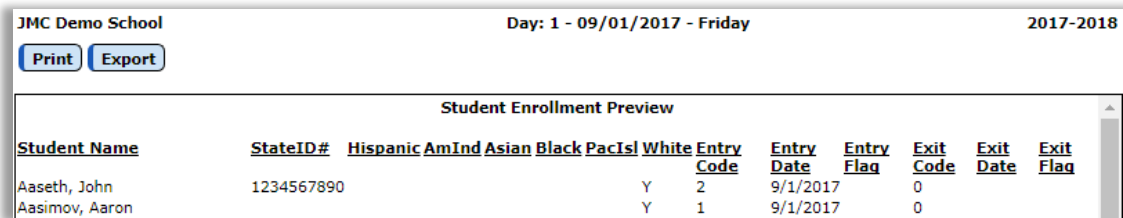
Students that are Whole Grade Shared Out to Another District are not required to be reported by both districts. A simpler way to handle these students would be to remove them from your SRI submission file by unchecking the State Report flag on the Flags tab of the Student Data page for these students

Drop

Figure 34: Dropping a Grade

SRI – Print Student Enrollment Preview

This option is used to print student SRI data. This option may be useful for reviewing some of the student SRI data before submitting a file to the State of Iowa for processing.



Student Name	StateID#	Hispanic	AmInd	Asian	Black	PacIsl	White	Entry Code	Entry Date	Entry Flag	Exit Code	Exit Date	Exit Flag
Aaseth, John	1234567890						Y	2	9/1/2017		0		
Aasimov, Aaron							Y	1	9/1/2017		0		

Figure 35: Student Enrollment Preview

SRI – Print Course SCED codes

This option is used to print SCED codes from the course data for the current year. This option may be useful for reviewing course data before submitting a file to the State of Iowa for processing.

Print

Export

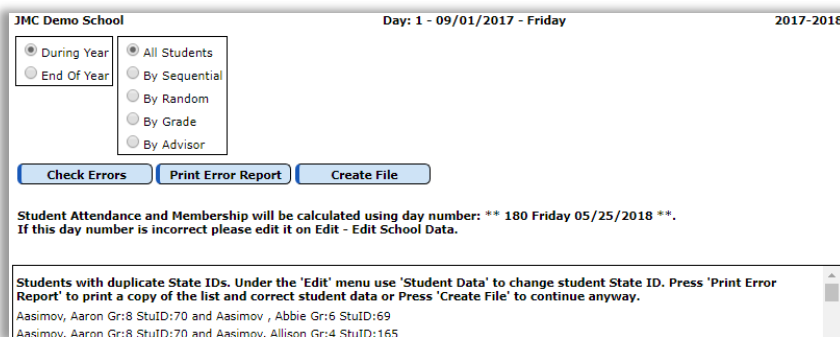
Print Course SCED Codes

#	Name	SCED Code	Origination	Accred	Prog Area	Common Crs#	Delivery Method
1	IWCC Intro Busin	12051C05000	3	9	BUS102	3	
2	IWCC Statistics	02202C05000	2	0	MAT157	1	
3	IWCC Phil	04254C05000		0	PHI101		
4	IWCC Pers Financ	22210C05000	3	9	FIN121	3	
5	IWCC Nutrition	22202C05000	3	9	BIO151	1	
6	IWCC Anat/Physi 1	03053C05000	3	0	BIO168	1	
7	IWCC Pub Speak	01151C05000	2	0	SPC112	1	
8	IWCC Amer Film	04301C05000	3	0	HUM122	1	
9	IWCC Human Bio	03063C05000	3	0	BIO157	1	
10	IWCC Intro to Psy	04254C05000	2	0	PSY111	1	
11	IWCC Hist of Rock	05116C05000	3	0	MUS204	1	

Figure 36: Print Course SCED Codes

SRI – Create file for Dept of Education

This option is used to create a file for submitting to the State of Iowa for processing. This option is used to create a Fall, Winter, or Spring SRI file. The options for this data export are displayed in Figure 37.



Students with duplicate State IDs. Under the 'Edit' menu use 'Student Data' to change student State ID. Press 'Print Error Report' to print a copy of the list and correct student data or Press 'Create File' to continue anyway.

Aasimov, Aaron Gr:8 StuID:70 and Aasimov, Abbie Gr:6 StuID:69
Aasimov, Aaron Gr:8 StuID:70 and Aasimov, Allison Gr:4 StuID:165

Figure 37:

Create File for
Dept of Education
options

State IDs – Export Student ID file for IDE

This option is used to generate a file from your student data that will be sent to the Iowa department of Education (IDE) for mass assignment of state ID numbers. The options for this data export are displayed in Figure 38.

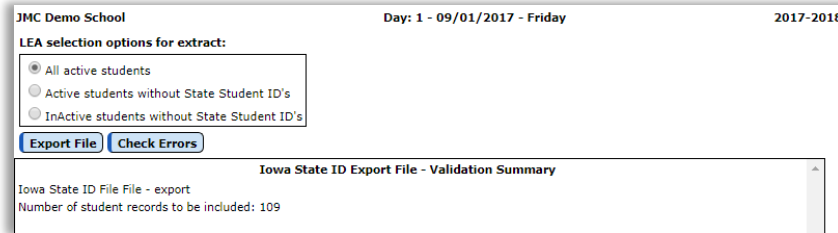


Figure 38:

Export Student
ID File options

State IDs – Import Student IDs from IDE file

This option is used to import the newly assigned state ID numbers for your students from the file you received from the IDE.

ISASP Extract – ISASP File Extract

This option is used to create a file from your student data that will be sent to Pearson Access Next to register students who have moved into your district after October 1st. The options for the data export are displayed in Figure 39.

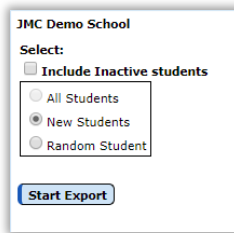


Figure 39:

ISASP File
Extract options

For more information about the ISASP please contact Pearson (the assessment company for ISASP) at <http://iowa.pearsonaccessnext.com/>

ELL Extract – ELL File Extract

This option is used to create an ELL Extract File for upload. The options for the data extract are displayed in Figure 40.

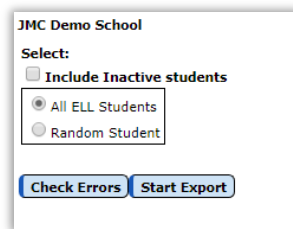


Figure 40:

ELL File
Extract options

The user must log into the IDOE portal then select IowaELPA21.

Bar Codes – Create file for Iowa Testing Bar Code Input

Iowa Bar Code File options have been moved to Grading - Test Scores sub module and have been renamed as Iowa Assessment options.

Import Special Education from Prior Year

This option is used to import special education data from the prior year. Typically this is used at the start of the school year to import changes that took place in the prior school year after roll-up.

Import LIEP from Prior Year

This option is used to import LIEP data from the prior year. Typically this is used at the start of the school year to import changes that took place in the prior school year after roll-up.

Appendix A

New for 2018-2019

Here is a list of newly added or modified data fields and where they can be located in your JMC Office Application. Deleted fields are listed as well.

Data Element	Field ID	Location in JMC
Programs 1-3	D0352, D0354, D0356	<u>Edit - Student Data</u> – State Report tab, upper right corner, no longer reported via SRI
ELL Monitor Year 1 Teacher	D0482	<u>Edit – Student Data</u> – LIEP tab, no longer reported via SRI
ELL Monitor Year 2 Teacher	D0486	<u>Edit – Student Data</u> – LIEP tab, no longer reported via SRI
Free Lunch_ELL	L0270	<u>Edit - Student Sensitive Data</u> , no longer reported via ELL Extract
Reduced Lunch_ELL	L0280	<u>Edit - Student Sensitive Data</u> , no longer reported via ELL Extract
Migrant_ELL	L0320	<u>Edit – Student Data</u> – Entry tab, no longer reported via ELL Extract
Homeless_Status_ELL	L0340	<u>Edit – Student Data</u> – Entry tab, no longer reported via ELL Extract

Appendix B

Location of Editable Data Elements

Here is a list of all editable data fields and where they can be located in your JMC Office Application. For a complete and accurate description of each field, please refer to the SRI Data Dictionary or contact the appropriate staff member at the Iowa Department of Education.

Data Element	Field ID	Location in JMC
School Name	B0010	calculated field based on internal data
Class/Teacher Name	B0020	<u>Edit - Student Data</u> – upper left corner, displayed as Advisor menu
Full Academic Year	B0030	<u>calculated field</u> (null field for Bar Code extract; user may not change)
Free or Reduced Lunch_Barcode	B0110	<u>Edit - Student Sensitive Data</u>
Special Education_Barcode	B0115	calculated field based on Special Education IEP data from the student's enrollment history
English Language Learner_Barcode	B0120	calculated from ELL Status, found at <u>Edit - Student Data</u> – LIEP tab
Foster Care_Barcode	B0160	calculated field based on Enrollment History data
Homeless_Barcode	B0170	calculated field based on Homeless field on <u>Edit - Edit - Student Data</u> – Entry tab
Entry Code_Barcode	B0180	calculated field based on Enrollment History data
Local Course Title	C0010	<u>Schedules – Course - Edit Course Data</u>
Local Course Number	C0020	<u>Schedules – Course - Edit Course Data</u>
Local Course Section	C0022	calculated field based on internal data.
Common Course Number	C0025	<u>Schedules – Course - Edit Course Data</u> – State Specific - Course tab

Data Element	Field ID	Location in JMC
SCED Code	C0035	<u>Schedules – Course - Edit Course Data</u> – State Specific - Course tab; codes are importable using <u>Schedules - Course – Import Course Data</u>
Accreditation Program Area	C0040	<u>Schedules – Course - Edit Course Data</u> – State Specific - Course tab
Section Delivery Method	C0045	<u>Schedules – Course - Edit Course Data</u> – State Specific - Sections tab
Institution Providing Course/Section	C0050	<u>Schedules – Course - Edit Course Data</u> – State Specific - Sections tab
Primary Section Teacher File Folder Number	C0055	<u>Attendance – Staff - Teachers / Rooms</u>
Course Origination	C0120	<u>Schedules – Course - Edit Course Data</u> – State Specific - Sections tab
Section FTE for Supplementary Weighting (FTE)	C0130	<u>Schedules – Course - Edit Course Data</u> – State Specific - Sections tab
Credit Recovery Course	C0150	<u>Schedules – Course - Edit Course Data</u> – State Specific - Course tab
Local Student ID	D0010	<u>Edit - Student Data</u> – General tab. <i>Note:</i> local student IDs may only be edited by selecting <u>Edit – Renumber Students</u>
Birth Date	D0020	<u>Edit - Student Data</u> – General tab.
Grade Level	D0030	<u>Edit - Student Data</u> – labeled Grade in first column, also the associated KG group menu for grade zero groups – Grade zero group mappings are now editable under <u>Edit – Edit School Data</u>
Race/Ethnicity_StateID	D0035	calculated field based on Race-Ethnicity data.
Hispanic-Latino	D0042	<u>Edit - Student Data</u> – Race-Ethnicity tab.
American Indian or Alaskan Native	D0043	<u>Edit - Student Data</u> – Race-Ethnicity tab.

Data Element	Field ID	Location in JMC
Asian	D0044	<u>Edit - Student Data</u> – Race-Ethnicity tab.
Black or African American	D0045	<u>Edit - Student Data</u> – Race-Ethnicity tab.
Native Hawaiian or Other Pacific Islander	D0046	<u>Edit - Student Data</u> – Race-Ethnicity tab.
White	D0047	<u>Edit - Student Data</u> – Race-Ethnicity tab.
Gender	D0050	<u>Edit - Student Data</u> – upper left corner.
Homeroom Teacher File Folder Number	D0055	calculated field based on internal data.
Student First Name	D0060	<u>Edit - Student Data</u> – labeled First, in first column.
Student Middle Name	D0070	<u>Edit - Student Data</u> – labeled Middle, in first column.
Student Last Name	D0080	<u>Edit - Student Data</u> – labeled Last, in first column.
Suffix	D0090	<u>Edit - Student Data</u> – labeled Suffix, in first column.
Legal Student Last Name	D0085	<u>Edit – Edit Student Sensitive Data</u>
Legal Student First Name	D0065	<u>Edit – Edit Student Sensitive Data</u>
Legal Student Middle Name	D0075	<u>Edit – Edit Student Sensitive Data</u>
Legal Student Suffix	D0092	<u>Edit – Edit Student Sensitive Data</u>
Military Connected Status	D0095	<u>Edit – Student Data</u> – State Rpt tab
Social Security Number	D0160	<u>Edit - Student Data</u> – General tab.
<i>Enrollment History</i>		
Entry Type	D0175	Normally edited via Drop/Add/Re-enter, but may be edited directly at <u>Edit - Student Data</u> – Enrollment tab
<i>Enrollment History</i>		
Entry Code	D0180	Normally edited via Drop/Add/Re-enter, but may be edited directly at <u>Edit - Student Data</u> – Enrollment tab

Data Element	Field ID	Location in JMC
<i>Enrollment History</i>		
Entry Date	D0185	Normally edited via Drop/Add/Re-enter, but may be edited directly at <u>Edit - Student Data</u> – Enrollment tab
<i>Enrollment History</i>		
Junior Senior Rule	D0187	Normally edited via Drop/Add/Re-enter, but may be edited directly at <u>Edit - Student Data</u> – Enrollment tab
<i>Enrollment History</i>		
School of Origin	D0188	<u>Edit</u> Normally edited via Drop/Add/Re-enter, but may be edited directly at <u>Edit - Student Data</u> – Enrollment tab
<i>Enrollment History</i>		
Exit Code	D0190	Normally edited via Drop/Add/Re-enter, but may be edited directly at <u>Edit - Student Data</u> – Enrollment tab
<i>Enrollment History</i>		
Resident District	D0200	Normally edited via Drop/Add/Re-enter, but may be edited directly at <u>Edit - Student Data</u> – Enrollment tab
Attending District	D0203	calculated field based on Enrollment History or internal data
<i>Enrollment History</i>		
Accountable District	D0207	Normally edited via Drop/Add/Re-enter, but may be edited directly at <u>Edit - Student Data</u> – Enrollment tab
Entry Date into District	D0210	<u>Edit - Student Data</u> – Entry tab
<i>Enrollment History</i>		
Resident County	D0215	Normally edited via Drop/Add/Re-enter, but may be edited directly at <u>Edit - Student Data</u> – Enrollment tab
<i>Enrollment History</i>		
Service Provider / Facility	D0217	Normally edited via Drop/Add/Re-enter, but may be edited directly at <u>Edit - Student Data</u> – Enrollment tab
<i>Enrollment History</i>		
Service / Facility Type	D0218	Normally edited via Drop/Add/Re-enter, but may be edited directly at <u>Edit - Student Data</u> – Enrollment tab

Enrollment History

Exit Date	D0220	Normally edited via Drop/Add/Re-enter, but may be edited directly at <u>Edit - Student Data</u> – Enrollment tab
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Enrollment History

Destination Code	D0224	Normally edited via Drop/Add/Re-enter, but may be edited directly at <u>Edit - Student Data</u> – Enrollment tab
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Enrollment History

Destination Location	D0225	Normally edited via Drop/Add/Re-enter, but may be edited directly at <u>Edit - Student Data</u> – Enrollment tab
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Enrollment History

Receiving Educational Services	D0228	Normally edited via Drop/Add/Re-enter, but may be edited directly at <u>Edit - Student Data</u> – Enrollment tab
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Enrollment History

Foster Care	D0230	Normally edited via Drop/Add/Re-enter, but may be edited directly at <u>Edit - Student Data</u> – Enrollment tab
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Enrollment History

CPI Dual Enrollment	D0244	Normally edited via Drop/Add/Re-enter, but may be edited directly at <u>Edit - Student Data</u> – Enrollment tab
---------------------	-------	--

Title I Reading	D0250	<u>Edit - Student Data</u> – Title I/III tab
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Title I Math	D0252	<u>Edit - Student Data</u> – Title I/III tab
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Free Lunch	D0270	<u>Edit - Student Sensitive Data</u>
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Reduced Lunch	D0280	<u>Edit - Student Sensitive Data</u>
---------------	-------	--------------------------------------

IEP Placement Date	D0292	<u>Edit - Student Data</u> – Special Education tab
--------------------	-------	--

IEP Staffed Out Date	D0294	<u>Edit - Student Data</u> – Special Education tab
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Enrollment History

IEP Level	D0296	Normally edited via Drop/Add/Re-enter, but may be edited directly at <u>Edit - Student Data</u> – Enrollment tab
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Section 504	D0300	<u>Edit - Student Data</u> – Spec Ed tab
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Gifted / Talented	D0310	<u>Edit - Student Data</u> – General tab
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Immigrant	D0330	<u>Edit - Student Data</u> – Entry tab, middle
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Initial Homeless Type	D0340	<u>Edit - Student Data</u> – Entry tab, bottom
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Unaccompanied Homeless Youth	D0341	<u>Edit - Student Data</u> – Entry tab, bottom
At-Risk	D0345	<u>Edit - Student Data</u> – State Report tab, bottom
Programs 1-3	D0352, D0354, D0356	<u>Edit - Student Data</u> – State Report tab, upper right corner, no longer reported via SRI
Home Language Survey Date	D0405	<u>Edit – Student Data</u> – Entry tab
Home Language Identifier	D0406	<u>Edit – Student Data</u> – Entry tab
Native Language	D0410	<u>Edit - Student Data</u> – LIEP tab
ELL Status	D0420	<u>Edit - Student Data</u> – LIEP tab
LIEP Waived Date	D0425	<u>Edit – Student Data</u> – LIEP tab
LIEP Placement Date	D0460	<u>Edit - Student Data</u> – LIEP tab
LIEP Exit Date	D0465	<u>Edit - Student Data</u> – LIEP tab
LIEP Instructional Program	D0470	<u>Edit - Student Data</u> – LIEP tab
ELL Monitor Year 1 End Date	D0483	<u>Edit – Student Data</u> – LIEP tab
ELL Monitor Year 1 Decision	D0484	<u>Edit – Student Data</u> – LIEP tab
ELL Monitor Year 2 End Date	D0487	<u>Edit – Student Data</u> – LIEP tab
ELL Monitor Year 2 Decision	D0488	<u>Edit – Student Data</u> – LIEP tab
Date Re-Entered LIEP Program	D0489	<u>Edit – Student Data</u> – LIEP tab
First Enrollment Date in US Schools	D0490	<u>Edit - Student Data</u> – Entry tab, middle
<i>Enrollment History</i>		
FTE	D0495	Normally edited via Drop/Add/Re-enter, but may be edited directly at <u>Edit - Student Data</u> – Enrollment tab
<i>Enrollment History</i>		
Days Enrolled	D0500	calculated field based on attendance data

Enrollment History

Days Present	D0510	calculated field based on attendance data
Extracurricular Activities	D0555	<u>Edit – Student Data</u> – State Rpt tab
Paying Job	D0557	<u>Edit – Student Data</u> – State Rpt tab
Diploma	D0550	<u>Edit – Student Data</u> – State Rpt tab
Post-graduation Location	D0560	<u>Edit - Student Data</u> – State Report tab, top
Post-graduation Plan	D0570	<u>Edit - Student Data</u> – State Report tab, top
Current School Year	D0575	calculated field based on internal data
Reason No State Assessment Reading	D0752	<u>Edit - Student Data</u> – State Report tab, middle
Reason No State Assessment Math	D0754	<u>Edit - Student Data</u> – State Report tab, middle
Reason No State Assessment Science	D0756	<u>Edit - Student Data</u> – State Report tab, middle
Coordinated Early Intervening Services	D0760	<u>Edit - Student Data</u> – General tab, middle
Preschool Attendance	D0780	<u>Edit - Student Data</u> – upper left corner; a menu that is only available for students in grade 0 for any grade zero group designated as Kindergarten
Homeless Student Served through McKinney-Vento Funds	D0800	<u>Edit - Student Data</u> – Entry tab panel, bottom Formerly known as “Homeless Student Served”
Preschool Funded by Head Start	D0821	<u>Edit Student Preschool Data</u> – accessed from Edit - Student Data via PK Data button in upper middle area (only available when student in grade zero group that is designated as preschool)
Preschool Funded by Shared Visions	D0822	<u>Edit Student Preschool Data</u> – accessed from Edit - Student Data via PK Data button in upper middle area (only available when student in grade zero group that is designated as preschool)
Preschool Funded by Early Childhood Iowa (ECI)	D0823	<u>Edit Student Preschool Data</u> – accessed from Edit - Student Data via PK Data button in upper middle area (only available when student in grade zero group that is designated as preschool)
Preschool Funded by Parent		

D0824	<u>Edit Student Preschool Data</u> – accessed from Edit - Student Data via PK Data button in upper middle area (only available when student in grade zero group that is designated as preschool)
Preschool Funded by Title I D0825	<u>Edit Student Preschool Data</u> – accessed from Edit - Student Data via PK Data button in upper middle area (only available when student in grade zero group that is designated as preschool)
Preschool Funded by SWVPP D0826	<u>Edit Student Preschool Data</u> – accessed from Edit - Student Data via PK Data button in upper middle area (only available when student in grade zero group that is designated as preschool)
Preschool Funded by Other D0827	<u>Edit Student Preschool Data</u> – accessed from Edit - Student Data via PK Data button in upper middle area (only available when student in grade zero group that is designated as preschool)
Preschool Program One Type D0834	<u>Edit Student Preschool Data</u> – new fields accessed from Edit - Student Data via PK Data button in upper middle area (only available when student in grade zero group that is designated as preschool).
Preschool Program One Hours D0836	<u>Edit Student Preschool Data</u> – new fields accessed from Edit - Student Data via PK Data button in upper middle area (only available when student in grade zero group that is designated as preschool).

Preschool Program One Session		
D0838		<u>Edit Student Preschool Data</u> – new fields accessed from Edit - Student Data via PK Data button in upper middle area (only available when student in grade zero group that is designated as preschool).
Preschool Program Two Type		
D0835		<u>Edit Student Preschool Data</u> – new fields accessed from Edit - Student Data via PK Data button in upper middle area (only available when student in grade zero group that is designated as preschool).
Preschool Program Two Hours		
D0837		<u>Edit Student Preschool Data</u> – new fields accessed from Edit - Student Data via PK Data button in upper middle area (only available when student in grade zero group that is designated as preschool).
Preschool Program Two Session		
D0839		<u>Edit Student Preschool Data</u> – new fields accessed from Edit - Student Data via PK Data button in upper middle area (only available when student in grade zero group that is designated as preschool).
Behavior Incident		
Number	E0005	<u>Discipline – Data – Edit Student Records</u>
Action Taken	E0012	<u>Discipline – Data – Edit Student Records</u>
Problem Behavior	E0022	<u>Discipline – Data – Edit Student Records</u>
Zero Tolerance Policy		
Expulsion	E0025	<u>Discipline – Data – Edit Student Records</u>
Length of Removal	E0040	<u>Discipline – Data – Edit Student Records</u>
Date of Removal	E0050	<u>Discipline – Data – Edit Student Records</u>
Weapon Type	E0060	<u>Discipline – Data – Edit Student Records</u>
Enrollment Record		
Sequence	E0130	calculated field based on internal data
Date Stamp	H0010	calculated field based on internal data
Time Stamp	H0020	calculated field based on internal data
Transmission ID	H0030	calculated field based on internal data
Number of Records	H0040	calculated field based on internal data
File Version	H0050	calculated field based on internal data

Delimiter	H0060	calculated field based on internal data
Submitting Entity	H0070	calculated field based on internal data
Student Information System	H0080	calculated field based on internal data
Student Information System Version	H0090	calculated field based on internal data
Record Type	K0010	calculated field based on internal data
State Student ID	K0020	<u>Edit - Student Data</u> – General tab
School Number	K0030	calculated field based on internal data
<i>Enrollment History</i>		
Nonpublic School Number	K0040	Normally edited via Drop/Add/Re-enter, but may be edited directly at Edit - Student Data – Enrollment tab
Birth Date_ELL	L0020	<u>Edit – Student Data</u> – General tab
Hispanic_ELL	L0042	<u>Edit – Student Data</u> – Race/Ethnicity tab
Native American_ELL	L0043	<u>Edit – Student Data</u> – Race/Ethnicity tab
Asian_ELL	L0044	<u>Edit – Student Data</u> – Race/Ethnicity tab
Black_ELL	L0045	<u>Edit – Student Data</u> – Race/Ethnicity tab
White_ELL	L0047	<u>Edit – Student Data</u> – Race/Ethnicity tab
Pacific Islander_ELL	L0046	<u>Edit – Student Data</u> – Race/Ethnicity tab
IEP Status_ELL	L0296	<u>Edit – Student Data</u> – Enrollment tab
LIEP Status_ELL	L0420	<u>Edit – Student Data</u> – LIEP tab

Appendix C

SIF and Iowa SRI

JMC clients now have two ways to submit their Student Reporting in Iowa (SRI) to the Iowa Department of Education (IDOE): flat files or SIF pull. Submitting SRI via flat files is the tried-and-true method that has been in use for many years. Submitting via SIF pull was first introduced during the 2014-2015 school year.

Schools need only report using one of the two methods. At some point in the future IDOE will likely phase out the flat file option.

Here are some guidelines for submitting SRI via SIF pull. Some of these steps also apply to submitting via flat files; however, when submitting via SIF pull you will not receive JMC validation messages. Therefore the following could be used as a SIF pull readiness checklist.

1. SIF Set-up

_____ 1a. IDOE establishes the SIF zone URL for each district

Note: This process was most likely done during the 2014-2015 school year and will not need to be repeated in the future.

_____ 1b. Install and Configure JMC SIF agent software

Note: This involves a cutover each summer to the new school year, which will occur sometime on or after August 1. For this cutover a JMC technician will need to update your JMC SIF agent configuration.

Note: For JMC-hosted clients this is done for you automatically. For district-hosted clients please contact Eric Doyle at JMC at eric@jmcinc.com if you need assistance with this step.

2. SIF Pull Readiness in your JMC Software

_____ 2a. Set End-Of-Year day number on Edit – Edit School Data

_____ 2b. Make sure End-Of-Year day number has a valid date defined on Attendance – Day – Day Names

_____ 2c. Make sure the Start Date and End Date for each term is defined on Attendance – Calendar – Term Dates

_____ 2d. Make sure your students have all of their basic demographic data entered, such as state IDs and birth dates, by using Attendance – Student – Lists

Note: State IDs should be automatically assigned by IDOE via the SIF agent. This process, also known as SLF, happens in real time between IDOE and your JMC SIF agent. For those few students who have near-

match issues, you will be contacted via email by IDOE and instructed as to how to resolve these issues.

3. SIF Pull Request via IDOE web application

- _____ 3a. Log into the IDOE portal for SRI, then select SIFWorks and VRF Data Collector
- _____ 3b. On the main Collections Request screen click ‘Start Collection’ and on the following screen they will then select the ‘SIF ZONE’ as shown in the figure below

Start Collection — Submission Number 7 (attempt 0)

To start data collection, choose the data source(s) from which to collect data. Then click the Start Data Collection link.

Click the triangle (arrow) to the left of the name of the Data Source Type, to expand or collapse the details for the data source.

[Start Data Collection](#)

Data Source Type	Status	Action
<input checked="" type="radio"/> SIF Zone	Connected	None
<input type="radio"/> Flat Files	Ready	Manage

For a more complete reference for using IDOE’s portal for SRI, please refer to the following link:

<https://www.educateiowa.gov/documents/student-reporting-iowa/2015/11/vrf-process-student-reporting-using-sif>

Appendix D: 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 D1.

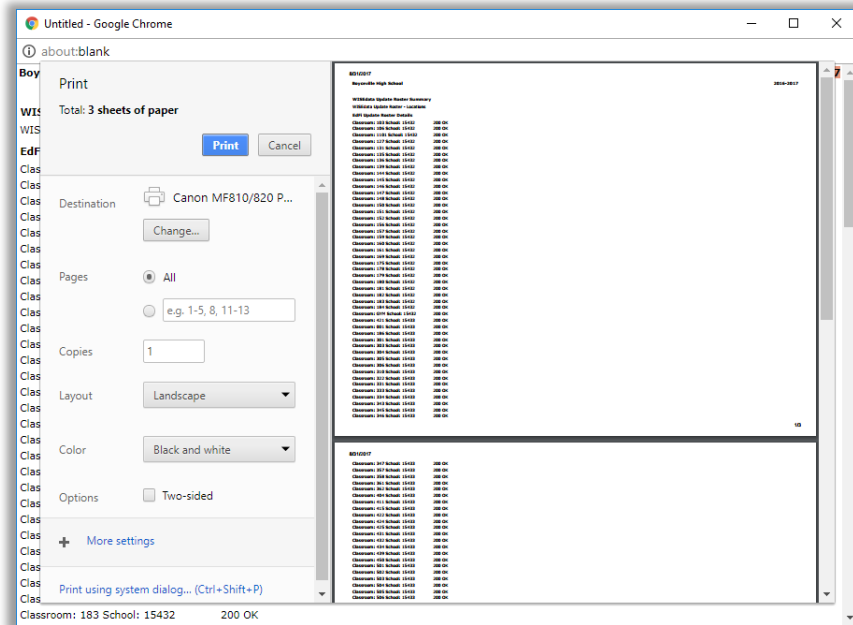


Figure D1:

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 D1. 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 D2.

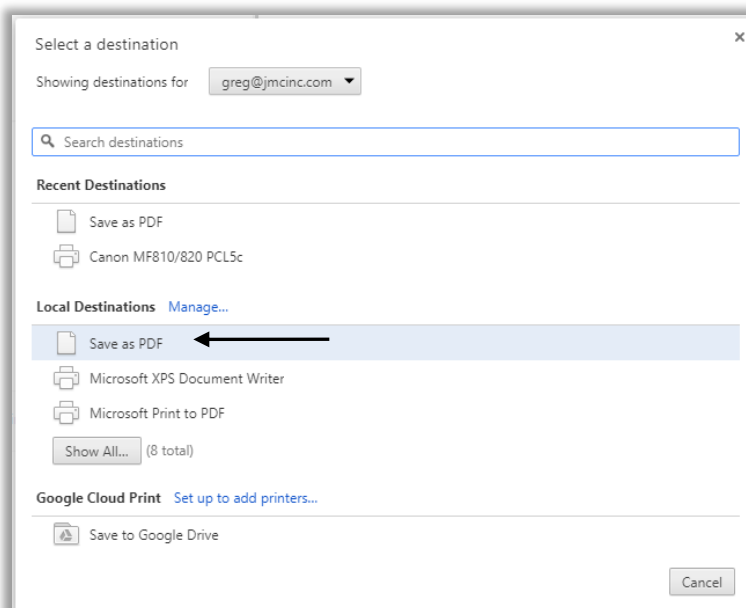


Figure D2:

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 D3.

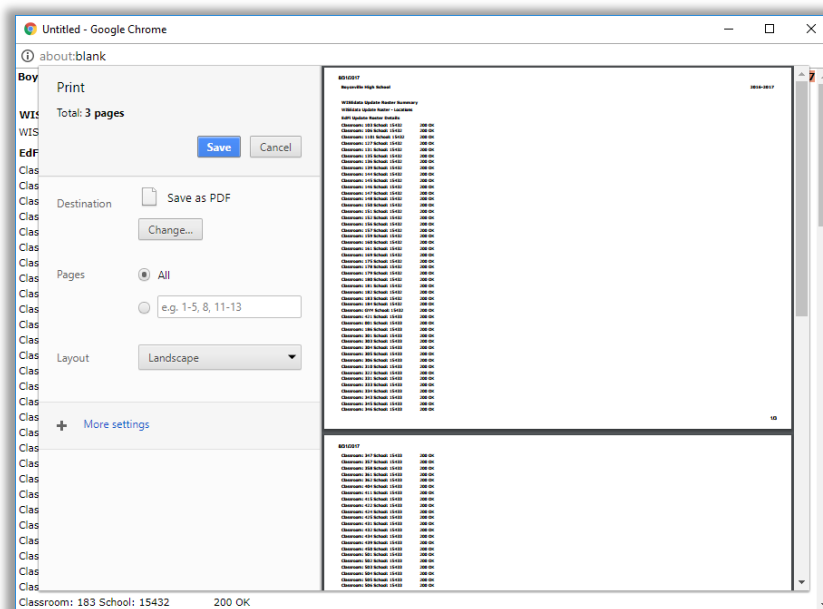


Figure D3:

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 D4.

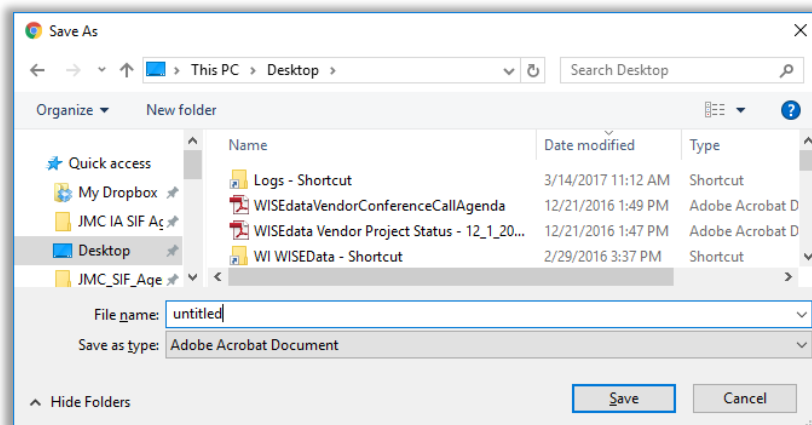


Figure D4:

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

Appendix E: Enrollment Status Changes for Open Enrolled or Tuitioned Out Students

The following are examples of enrollment status changes for:

Open Enrolled Out

or

Tuitioned Out students.

Note that in these cases the students are already inactive when this process is begun because they are open enrolled or tuitioned out - students have already been dropped in your database for this reason. However, because they were still a resident of your district there is still some accountability toward SRI reporting.

Here are scenarios identified by IDOE that will require a special sequence described below in order to be reported correctly for SRI:

1. Student's resident district changes while student is open enrolled or tuitioned out.
2. IEP Level changes on a student who is open enrolled or tuitioned out.
3. The tuitioned out placement changes for a student.

In all three cases, *here is the sequence of events for making the status change* in JMC:

1. On the page Edit – Student Data, check the box for Attendance and click the **Save** button. If the student is open enrolled out or tuitioned out, this box will have been unchecked.
2. On the page Attendance – Student – Re-enter Student, re-enter the student as appropriate (fill out the fields as appropriate). You will want to use the date of the status change on this page. For example, it is on this page that you would enter the student's:
 - a. New IEP Level (example 2 only)
3. On the page Attendance – Student – Drop Student, drop the student on the same date they were re-entered. It is on this page that you would enter:
 - a. Exit Code
 - b. Destination Code
 - c. Destination Location
4. On the page Attendance – Student – Edit Attendance, edit the attendance data for this status change date. First, click the **Edit** link for that date/row, then change the values in both the **AM** and **PM** columns to **Nonm** (nonmember), then click the **Update** link to save the changes.

The student will now have the appropriate status change in their enrollment history, but the status change date will not have any days of attendance associated with it in the EP (enrollment history) records of your SRI file.

Change Log

Changes for 5/3/19 version

- Appendix E - Enrollment Status Changes for Open Enrolled or Tuitioned Out Students
 - o New entry
- Instructional Videos
 - o New entry
- How To Use This Document Efficiently
 - o New entry

Changes for 1/18/19 version

- Iowa – ELL Extract File
 - o New entry
- Iowa – ISASP File
 - o New entry
- Iowa – Import Special Education from Prior Year
 - o New entry
- Iowa – Import LIEP from Prior Year
 - o New entry
- Iowa – Bar Code File
 - o Showing transition to test scores sub module of Grading module as Iowa Assessment Roster File
- Editing Student Removals Data using the Discipline Module
 - o Updated notes about which records are state-reportable
- Import Course Data
 - o New process documented on page 28
- Bar Code File options have been moved to the Grading module in the Test Scores submodule. The bar code options are no longer required for state assessment but may still be used by some schools.
- Drop vs. Inactivate inset was updated for Edit-Delete a Student and Attendance – Student - Drop Student documentation, replacing references to Inactivate with the more appropriate Drop Day Zero alternative.
- Appendix A updated for 2018-2019
- Appendix B updated for 2018-2019
- Appendix D: Saving a Report as a PDF File was added