NEXT GEN DOCUMENTATION
~PERIOD ATTENDANCE~

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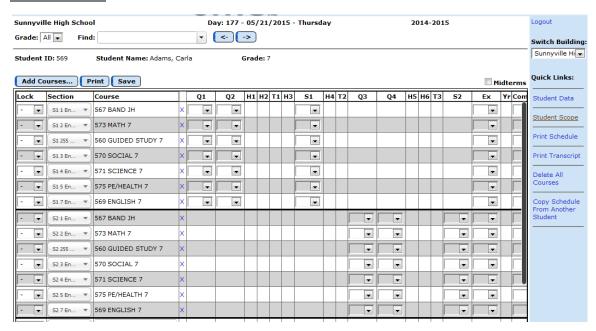
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Student Scope

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 <u>Schedules – Student – Edit Schedules</u>.

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 <u>Edit – Student Data</u> and <u>Grading – Entry – Edit Grades</u>.

Mozilla Firefox

http://localhost:53212/StudentScope.aspx

Student ID:	Name:	Grade:	Gender:	StateID:	Stu Email:
569	Adams, Carla	7	F	1234567890123	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 Diptheria, Tetanus, and Pertussis	10/1/2001 - (0Y 2M) Full		☐
DTaP Diptheria, Tetanus, and Pertussis	12/3/2001 - (0Y 4M) Full		☐
DTaP Diptheria, Tetanus, and Pertussis	2/4/2002 - (0Y 6M) Full		☐
DTaP Diptheria, Tetanus, and Pertussis	10/28/2002 - (1Y 3M) Full		☐
DTaP Diptheria, Tetanus, and Pertussis	9/19/2005 - (4Y 1M) Full		☐
IPV	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.

JMC Period Attendance Module Overview

The Period Attendance Module of JMC Next Gen Office Application is gives your district the ability to keep track of attendance by period for your students. Typically this is used when students are scheduled into courses. Absences and tardies can be reported from Online Teacher, but these records are updated in the office to indicate whether the absence or tardy is excused or unexcused. Reasons for absence may be defined by the user.

AM/PM Attendance vs. Period Attendance

The Attendance Module includes features necessary to record AM/PM (full-day/half-day) attendance whereas the JMC Period Attendance Module expands upon that to allow for recording of attendance by period. In the Period Attendance module a conversion from Period Attendance to Attendance can be generated which allows for full day / half-day attendance to be updated in the Attendance module based on number of periods absent and the reasons for their absence.

Custom Forms

Custom forms may be generated in the Period Attendance module and may be used in conjunction with reports from various Next Gen modules for customized reporting. Custom form options include period attendance form letters, student information forms, report cards (including standards-based report cards), and other form letters.

Instructional Videos for Period Attendance Module

Learn how to run daily attendance in the office, work with absences/tardies teachers have sent to the office, and run reports.
http://jmcinc.com/resources/view/intro_to_period_attendance_next-gen

Instructions for designing and creating form letters from the Period Attendance module.
http://jmcinc.com/resources/view/period_attendance_form_letters

Introduction to creating period attendance form letters, student info forms, and custom report cards.
http://jmcinc.com/resources/view/form_designer_intro

Period Attendance—Data — Edit Attendance

This selection is used to enter and edit period absence and tardiness for students. Editing may be done either for a student, day, grade level, or activity. The reason for the absence or tardiness may also be desginated for an entire day or by period. Also, a comment may be recorded for the entire day or by period.

1.   Select Period Attendance—Data—Edit Attendance. The page will appear similar to Figure 1.

Figure 1

Editing Period Attendance for a Student

2.   Select the students whose attendance you want to view or edit by selecting **Student**, **Day**, **Grade**, or **Activity** and then completing your student selection appropriately. See Figures 2-4.

To edit one of the Active days, click on it. The current data for that day is displayed in the grid on the right.
-    To change any of the data on the page, click in the new data.
-    The reason for the absence or tardiness may be edited in the middle of the page, either for the entire day of for each individual period. First click in the **Reasons:** box beneath **All Day** or the specific period and then select a reason from the **Reasons** list.
-    A comment about the absence or tardiness may be edited at the bottom of the page, either for the entire day or for each individual period.
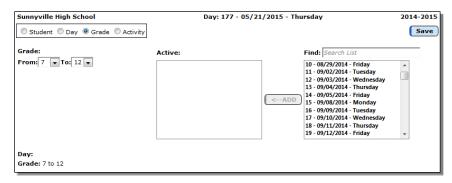-   Click the **Save** button to save any changes to attendance data.

Note: If a student had been accidentally marked absent or tardy on a particular day, click on **Pres** in the **All Day** column. The next time this day's data is displayed, that student will not appear in the **Active** list in the middle of the page.

To add an Active Day to the list, select the day from the scrollable list of days. A quick way to select the day is to enter the day number in the Find box above the list of days. When the day name is highlighted in the Days list, click **Add**. Then edit the attendance or tardiness displayed on the page for that day. Click the **Save** button to save any changes to attendance data.

To edit period attendance for a day, click **Day** in the upper left corner of the page. The page will appear similar to Figure 2.

- To add student absences, first select the day in the left-most list and then select students from the list in the upper right corner of the page and then click the **Add** button.
- You may also wish to edit the period attendance and reasons for that day and selected student(s).
- A comment about the absence or tardiness may be edited at the bottom of the page, either for the entire day or for each individual period.
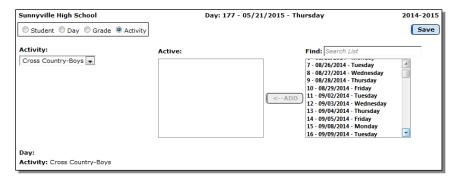- Click the **Save** button to save any changes to attendance data.

Figure 2

Editing Period Attendance for a Day

To edit period attendance for a grade, click **Grade** in the upper left corner of the page. The page will appear similar to Figure 3. This will allow you to edit the attendance for all students in a grade at once, for example for a field trip.

- To add student absences, select the grade or range of grades from the **Grade From and To** menus, then select the day from the right-most menu and then click the **Add** button.
- You may also wish to edit the period attendance and reasons for that day and selected student(s).
- A comment about the absence or tardiness may be edited at the bottom of the page, either for the entire day or for each individual period.
- Click the **Save** button to save any changes to attendance data.

Figure 3

Editing
Period
Attendance
for a Grade

To edit period attendance for an activity, click **Activity** in the upper left corner of the page. The page will appear similar to Figure 4. This will allow you to edit the attendance for all students in an activity at once, for example for an early release for a sporting event.

- To add student absences, select the activity from the **Activity** menu, then select the day from the right-most menu and then click the **Add** button.
- You may also wish to edit the period attendance and reasons for that day and selected student(s).
- A comment about the absence or tardiness may be edited at the bottom of the page, either for the entire day or for each individual period.
- Click the **Save** button to save any changes to attendance data.

Figure 4

Editing
Period
Attendance
for an
Activity

Period Attendance—Data — Edit Reasons and Cutoffs

This selection is used to enter and edit the reasons used in the period attendance option. Up to 32 different reasons may be used.

1. Select <u>Period Attendance—Data—Edit Reasons and Cutoffs</u>. The page will appear similar to Figure 5.

Figure 5

Edit Reasons and Cutoffs page

To edit a reason, click on the **Edit** link to the left of the row you wish to edit, then update the text of the reason as desired, then click the **Update** link on the left side of that row to save the changes.

> *Note:* Do not change a reason once attendance has been entered for a student using that reason.

Include in conversion   Certain period attendance reasons can be set to not count towards regular attendance for the student. To do so, remove the check mark in the **Include in conversion** column to the left of the reason while editing that row, then click on the **Update** link for that row to save the change. An example of this would be an "Extra Curricular" reason so students can be marked absent when they are attending extra curricular activities during school hours but it will not count against their attendance.

Period Attendance Conversion Cutoffs: The conversion between regular attendance and period attendance is accomplished through cutoffs for full and half days. For example, if the half day cutoff is set to 2, students must have been reported absent for at least 2 periods in order for their regular attendance to show a half day absence. If the full day cutoff is set to 5, students must have been reported absent for at least 5 periods in order for their regular attendance to show a full day absence.

Retroactive   If changes are made on the Edit Reasons and Cutoffs screen they may need to be made retroactive to the start of the school year. By clicking on the **Retroactive** button, all attendance for all students will be recalculated/reconverted starting from the beginning of the current school year.

Period Attendance—Reports — For A Day

This selection prints a report by period of student absences and tardiness for a day.

1. Select Period Attendance—Reports—For A Day. The page will appear similar to Figure 6.

Figure 6

Period Attendance Report For a Day options and preview

Select the day for which the report is to be printed.

To print the report in alphabetical order by grade, click the box **Sort by Grade**.

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

Click **Export** to export the report for the specified day to a CSV (comma-separated) text file.

Period Attendance—Reports — For Student(s)

This selection is used to print reports of absences and tardiness by period.

1. Select <u>Period Attendance—Reports—For Student(s)</u>. The page will appear similar to Figure 7.

Figure 7

Period Attendance Report For Student(s) options and preview

2. Select the students for whom schedules are to be printed.   Options will vary depending upon which **Select** option you choose.
   - Sequential: specify the range of student Ids
   - Random: select one or more students from the list by clicking
   - Grade: specify the grade range
   - Advisor: specify the range of advisor numbers

3. Enter the range of days to be included in the report.

4. Select the absence/tardy reasons for this report. By default the report will include all reasons. **To include only certain reasons**, click on the reason(s) to be included from the **Reasons** list. Use shift-click or Ctrl-click to select random reasons

   Note: Each time the reason screen is displayed, it reverts to include the entire list of reasons.

   Note: The list of reasons may be edited on <u>Period Attendance – Data – Edit Reasons and Cutoffs</u>

Include Comments   Click **Include Comments** to include the "hand-typed" comments that can were entered for students on <u>Period Attendance – Data - Edit Attendance</u>.

Click **Preview** to preview the report.

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

Click **Export** to export the report for the specified student(s) to a CSV (comma-separated) text file.

Period Attendance—Reports — For a Reason

This selection prints a report of student absence and tardiness by period for a selected reason.

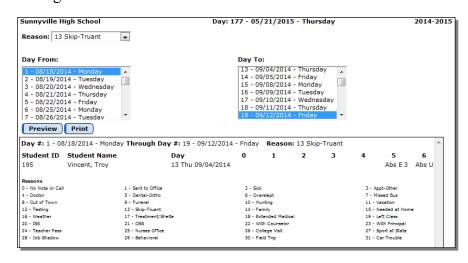1. Select Period Attendance—Reports—For a Reason. The page will appear similar to Figure 8.

Figure 8

Period Attendance Report For a Reason options and preview

2. Select the reason from the **Reason** menu.

> *Note:*   The list of reasons may be edited on Period Attendance – Data – Edit Reasons and Cutoffs

3. Enter the range of days to be included in the report.

Click **Preview** to preview the report.

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

Period Attendance—Reports — Absent / Tardy Check

This selection prints a report of students with a specified number of absences or tardies.

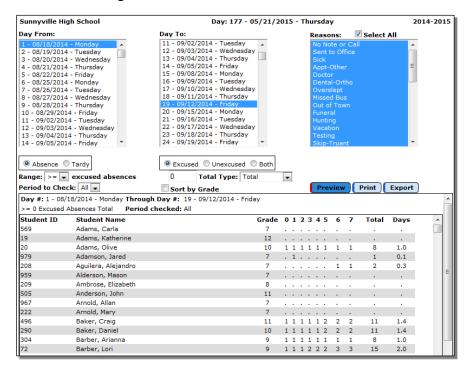1. Select <u>Period Attendance—Reports—Absent / Tardy Check</u>. The page will appear similar to Figure 9.

Figure 9

Period Attendance Report Absent / Tardy Check options and preview

2. Enter the range of days to be included in the report.

3. Select absence or tardiness.
   - If absence is to be checked, click **Absence**.
   - If tardiness is to be checked, click **Tardiness**.

4. Select the type of absence or tardiness to be checked.
   - If excused only, click **Excused**.
   - If unexcused only, click **Unexcused**.
   - If both excused and unexcused are to be included, click **Both**.

5. Select whether low numbers or high numbers of absences or tardies are to be identified.
   - If greater than or equal to some number, select >= in the menu.
   - If less than or equal to some number, select <= in the menu.
   - Enter the cutoff number

6. Select the period(s) to be checked.
   - By default **All Periods** will be checked.
   - If only one period is to be checked, select it from the menu.

7. Select how the cut-off number is to be applied.

- Select <u>total</u> from the menu if the cut-off number refers to the total number of absences or tardies.
- Select for a <u>period</u> from the menu if the cut-off number refers to the total number of absences or tardies in any one period.

8. Select the absence/tardy reasons for this report. By default the report will include all reasons. **To include only certain reasons**, click on the reason(s) to be included from the **Reasons** list. Use shift-click or Ctrl-click to select random reasons

> *Note:* Each time the reason screen is displayed, it reverts to include the entire list of reasons.

> *Note:* The list of reasons may be edited on <u>Period Attendance – Data – Edit Reasons and Cutoffs</u>

Click **Preview** to preview the report.

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

Click **Export** to export the report for the specified student(s) to a CSV (comma-separated) text file.

Period Attendance—Reports — Lunch Count / Attendance by Teacher

This selection prints a report of all teachers with an indicator of whether they submitted the lunch counts and/or period attendance for a particular day. If the teacher submitted a lunch count then the appropriate numbers will appear in the appropriate lunch count columns.

1. Select <u>Period Attendance—Reports—Lunch Count / Attendance by Teacher</u>. The page will appear similar to Figure 10.
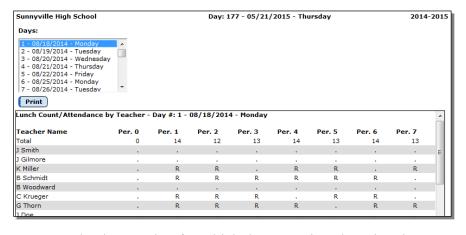

Figure 10

Period Attendance Report Lunch Count / Attendance by Teacher

2. Enter the day number for which the report is to be printed.

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

A value of "." listed on the report indicates that nothing has been reported/received for that period or lunch count.

A value of "R" listed on the report indicates that attendance was reported for that period.

Period Attendance—Reports — Form Letter

This option is used to print a custom period attendance form letter. These forms must first be designed or edited using the JMC Form Designer application. Please refer to Appendix A of this document for an overview of how to set up period attendance form letters and Appendix B of this document for details of how to create and edit a custom form using the JMC Form Editor software. Contact JMC if you need the Form Designer software installed.

The period attendance form letter may include period attendance from a specified date range for combinations of absences and tardies that are excused, unexcused, or both. The period attendance form letter is a custom form that can also include as a large variety of other data elements, such as demographic, contact, and sibling data. For assistance with creating a custom period attendance form, please contact JMC technical support.

1. Select <u>Period Attendance—Reports—Form Letters</u>. The page will appear similar to Figure 11.
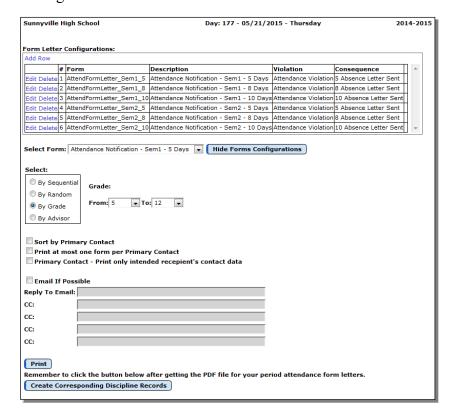

Figure 11

Print Form Letters options

2. Select the form to be printed by using the menu in the upper-left corner.

3. Select the student pool for whom attendance notification letters are to be printed. Options will vary depending upon which **Select** option you choose.
   - Sequential: specify the range of student Ids
   - Random: select one or more students from the list by clicking
   - Grade: specify the grade range
   - Advisor: specify the range of advisor numbers

Sort By Primary Contact   This option allows the printed reports to be sorted by primary contact as opposed to student name.

Print at Most One Form per Primary Contact   This option will limit the number of custom forms printed to one per primary contact.

Primary Contact – Print only intended recipient's contact data   This option will keep potentially sensitive data (addresses and phone numbers for example) from being displayed for a primary contact if the form being printed is for a different primary contact for that student.

Email If Possible This option may be used to email form letters (where possible) instead of printing them.
   > *Note:*   In order for form letters to be emailed the students' primary contacts must have at least one email address entered if the primary contact is checked for **In Mailings** and **In Reports** on Edit – Student Data. If the primary contact has multiple email addresses then the form letter would be received at each email address.

   > *Note:*   In order for form letters to be successfully emailed, the SMTP server settings must be configured. For more information about configuring your SMTP server. Please refer to Appendix C of this document.

Enter a **Reply To Email** address as needed.

4. Click **Print** to print the period attendance form letters.

5. Once the form letters can be previewed (this may take a while), you may chose to print or save the PDF file containing these forms.

6. As a final step you will likely want the corresponding discipline records to be created for the appropriate students. To do so, click on the **Create Corresponding Discipline Records** button at the bottom of the page.

Appendix A

Custom Period Attendance Form Letters Overview

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

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

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

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

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

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

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

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

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

Sample Custom Form Letter

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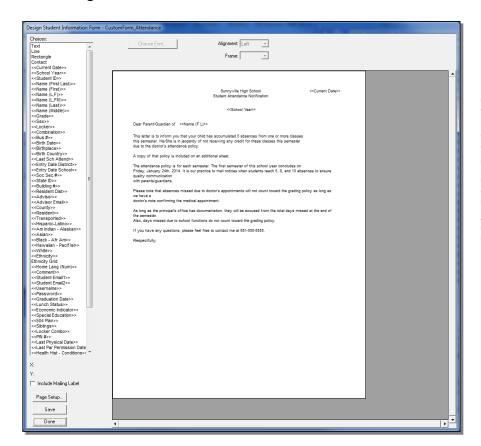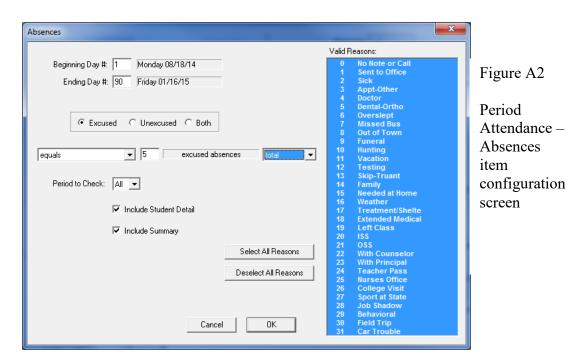

Figure A1

Partially designed custom Period Attendance Form Letter

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

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

Figure A2

Period Attendance – Absences item configuration screen

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

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

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

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

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

Total / For a Period   The threshold may be specified for either the total number of periods of absence or for a specific period.

Period To Check   You may specify All or you may select a specific period.

Include Student Detail   If this item is checked then a detailed list of the student's attendance will be included on the form letter when printed. This will include a period-by-period breakdown for every day where at least one absence or tardy was recorded. Also, the reason for the absence or tardy will also be displayed.
Include Summary   If this item is checked then a summary of the student's attendance will be included in the form letter when it is printed.

Reasons   Only the reasons selected on this form will be used to determine if the student has encountered the attendance threshold for this attendance policy violation. Selected reasons will be highlighted in blue on this screen. You may select and/or deselect reasons as deemed appropriate by your school district. Reasons are defined by selecting Period Attendance – Data – Edit Reasons and Cutoffs.

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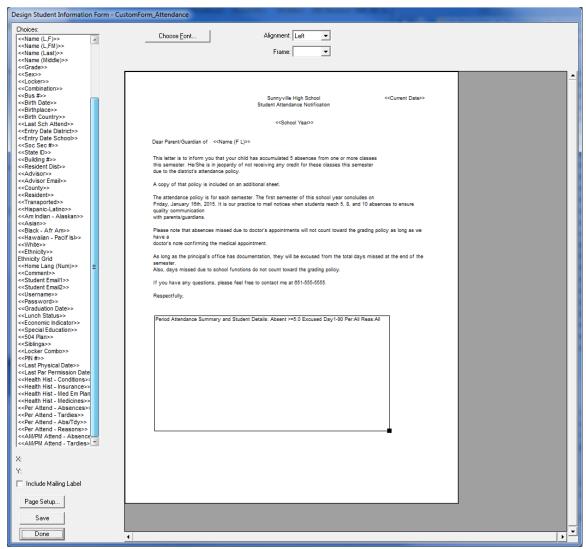

Figure A3: Custom Form with Period Attendance Data Item Included

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

Combining the Custom Form with Discipline Violations/Consequences

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

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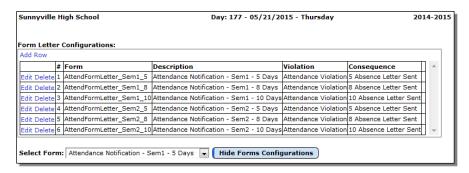
Figure A4

Sample Period Attendance Custom Form Configurations

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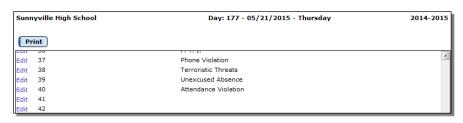
Figure A5

Defining the Attendance Violation

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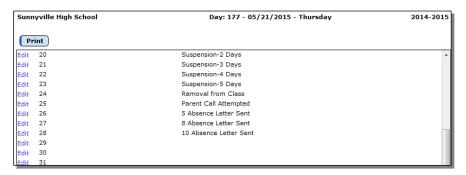
Figure A6

Defining the Attendance Violation Consequences

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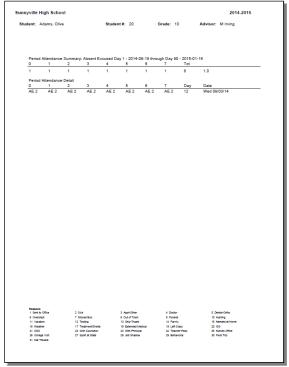

Figure A7 – Page 1

Figure A8 – Page 2

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

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

Appendix B

Creating the Custom Form

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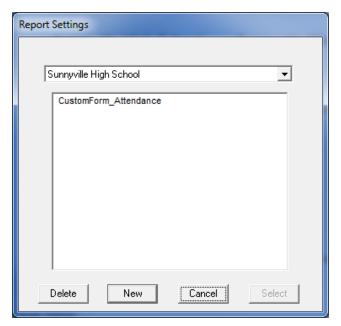

Figure B1

Design Student
Information
Form – List of
Available Forms

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

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

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

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

2. The Design Student Information Form screen will appear similar to Figure B2. The particular settings for this screen will depend upon the action taken at step 1.
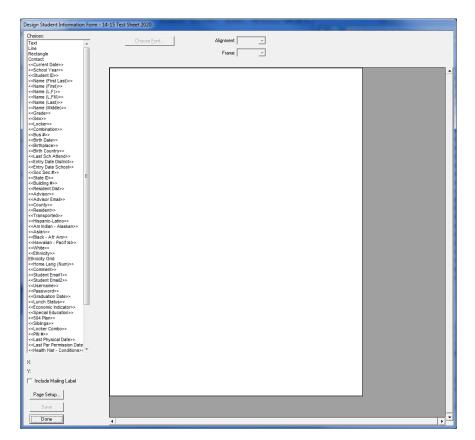
Design Student Information Form - 14-15 Test Sheet 2020

Choices:
Text
Line
Rectangle
Contact
<<Current Date>>
<<School Year>>
<<Student ID>>
<<Name (First Last)>>
<<Name (First)>>
<<Name (L,F)>>
<<Name (L,FM)>>
<<Name (Last)>>
<<Name (Middle)>>
<<Grade>>
<<Sex>>
<<Locker>>
<<Combination>>
<<Bus #>>
<<Birth Date>>
<<Birthplace>>
<<Birth Country>>
<<Last Sch Attend>>
<<Entry Date District>>
<<Entry Date School>>
<<Soc Sec #>>
<<State ID>>
<<Building #>>
<<Resident Dist>>
<<Advisor>>
<<Advisor Email>>
<<County>>
<<Resident>>
<<Transported>>
<<Hispanic-Latino>>
<<Am Indian - Alaskan>>
<<Asian>>
<<Black - Afr Am>>
<<Hawaiian - Pacif Isl>>
<<White>>
<<Ethnicity>>
Ethnicity Grid
<<Home Lang (Num)>>
<<Comment>>
<<Student Email1>>
<<Student Email2>>
<<Username>>
<<Password>>
<<Graduation Date>>
<<Lunch Status>>
<<Economic Indicator>>
<<Special Education>>
<<504 Plan>>
<<Siblings>>
<<Locker Combo>>
<<PIN #>>
<<Last Physical Date>>
<<Last Par Permission Date
<<Health Hist - Conditions>>

Choose Font...   Alignment: [▼]
                        Frame: [▼]

X:
Y:
☐ Include Mailing Label

[Page Setup...]
[Save   ]
[Done   ]

Figure B2

Designing a
Custom Period
Attendance
Form Letter

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

Editing the Custom Form

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

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

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

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

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

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

Figure B3

Arrow keys on keyboard

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

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

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

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

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

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

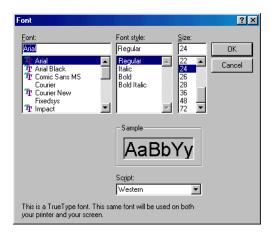> *Note:*   **Default Fonts.** For Windows computers the default font is Arial.

Figure B4

Choose Font screen

Keyboard Shortcuts and Mouse Options for Editing Report Card Designs

Double-click to edit text in a text box
Drag-select for selecting multiple items
Shift-click select for selecting and deselecting multiple items
Drag-resize by grabbing lower-right corner handle and dragging
Drag item to relocate
Ctrl-F to make the rectangle of an item fit the text it contains
Alt-click to force one item behind another (if overlap)
Ctrl-D to duplicate selected item(s) below the originals items (increment curricular or attendance items)
Shift-Ctrl-D to duplicate selected item(s) to the right (increment curricular or attendance items)
Ctrl-A to select all items in the report card
Ctrl-arrow to align the selected items (Ctrl-right arrow is align right, Ctrl-up arrow is align top, etc.)
Backspace key to delete selected item(s)

Items from the Choices List

Free-form Drawing Items

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

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

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

School Demographic Data Items

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

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

Student Demographic Data Items

Student demographic data items are specific to the students for whom the custom form(s) will be printed. For example, if custom forms are to be printed for all students in the 1st Grade and the **<<Name (L,F)>>** item is contained in the custom form design, then the names of the appropriate 1st Grade students will be listed on each custom form that is printed. On the Design Student Information Form screen, however, the item will appear generically as **<<Name (L,F)>>**. The following student demographic items may be included on a custom form:

<<Student ID>>	Student ID
<<Name (First Last)>>	First and Last Name
<<Name (First)>>	First Name
<<Name (L,F)>>	Last Name, First Name
<<Name (L,FM)>>	Last Name, First Name and Middle Name
<<Name (Last)>>	Last Name
<<Name (Middle)>>	Middle Name
<<Grade>>	Grade Level
<<Sex>>	Sex (gender)
<<Locker>>	Locker Number
<<Combination>>	Locker Combination
<<Bus #>>	Bus Number
<<Birth Date>>	Birth Date
<<Birthplace>>	Birthplace
<<Birth Country>>	Birth Country
<<Last Sch Attend>>	Last School Attended
<<Entry Date District>>	Entry Date into the District
<<Entry Date School>>	Entry Date into the School
<<Soc Sec #>>	Social Security Number
<<ID #>>	ID Number
<<State ID>>	State ID
<<Building #>>	Building Number
<<Resident Dist>>	Resident District Number
<<Advisor>>	Advisor (teacher)
<<Advisor Email>>	Advisor (teacher) Email Address
<<County>>	County (Student Data General Tab)
<<Resident>>	Resident (Student Data General Tab)
<<Transported>>	Transported (Student Data General Tab)
<<Hispanic-Latino>>	Hispanic-Latino (Student Data Race-Ethnicity Tab)
<<Am Indian-Alaskan>>	Am Indian-Alaskan (Student Data Race-Ethnicity Tab)

<<Asian>>	Asian (Student Data Race-Ethnicity Tab)
<<Black – Afr Am>>	Black–African Am (Student Data Race-Ethnicity Tab)
<<Hawaiian-Pacif Isl>>	Hawaiian-Pacific Isl (Student Data Race-Ethnicity Tab)
<<White>>	White (Student Data Race-Ethnicity Tab)
<<Ethnicity>>	Legacy Race Code (Student Data Race-Ethnicity Tab)
Ethnicity Grid	Grid showing what the legacy race-ethnicity codes mean
<<Home Lang (Num)>>	Home Language Code (Student Data Entry Tab)
<<Student Email 1>>	Student Email 1(Student Data General Tab)
<<Student Email 2>>	Student Email 2(Student Data General Tab)
<<Username>>	Username (Student Data General Tab)
<<Password>>	Password (Student Data General Tab)
<<Graduation Date>>	Graduation Date (Student Data General Tab)
<<Lunch Status>>	Lunch Status (Student Sensitive Data)
<<Economic Indicator>>	Economic Indicator (Student Data MARSS Tab)
<<Special Education>>	Special Education (Student Data Spec Ed Tab)
<<504 Plan>>	504 Plan (Student Data Spec Ed Tab)
<<Siblings>>	Siblings – other students with same primary contact

More Complex Custom Form Items

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

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

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

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

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

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

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

Appendix C

Email Setup – Admin Options

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

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

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

Figure D1:

Configuring JMC Next Gen for emailing reports on Administrator Options page